

Applicant Guidelines

For

**Taylor's Online Programme Application System
(TOPAS)**



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1. Introduction to TOPAS

1.1 Document Purpose

This document serves the purpose of presenting a guideline for the system. The document will highlight the TOPAS manual guideline for applicants which will give them a good idea of the application process via TOPAS.

This guideline covers the following functions:

- i. Account Registration
- ii. Account Activation
- iii. Welcome Page
- iv. General Profile Management
- v. Application Process
- vi. Application Resubmission
- vii. Accepting and Declining Offers
- viii. Password Recovery

1.2 Introduction to TOPAS

TOPAS stands for Taylor's Online Programme Admission System. This system provides an easy portal for applicants to apply for a course in Taylor's. The system offers courses ranging from Foundation all the way to Postgraduate programs. There are four main components or tabs in the system:

I. Welcome Page

The welcome page displays general information about TOPAS. This page contains reminder for the applicant throughout the process.

II. Profile Management

There are three components inside Profile Management tab. All the information stored in the profile management will be auto filled in the application form. This section contains applicants' personal information. The section are divided to three subsection:

- a. General Profile*
- b. Application Management Profile*
- c. Academic Qualification*

III. Application Management

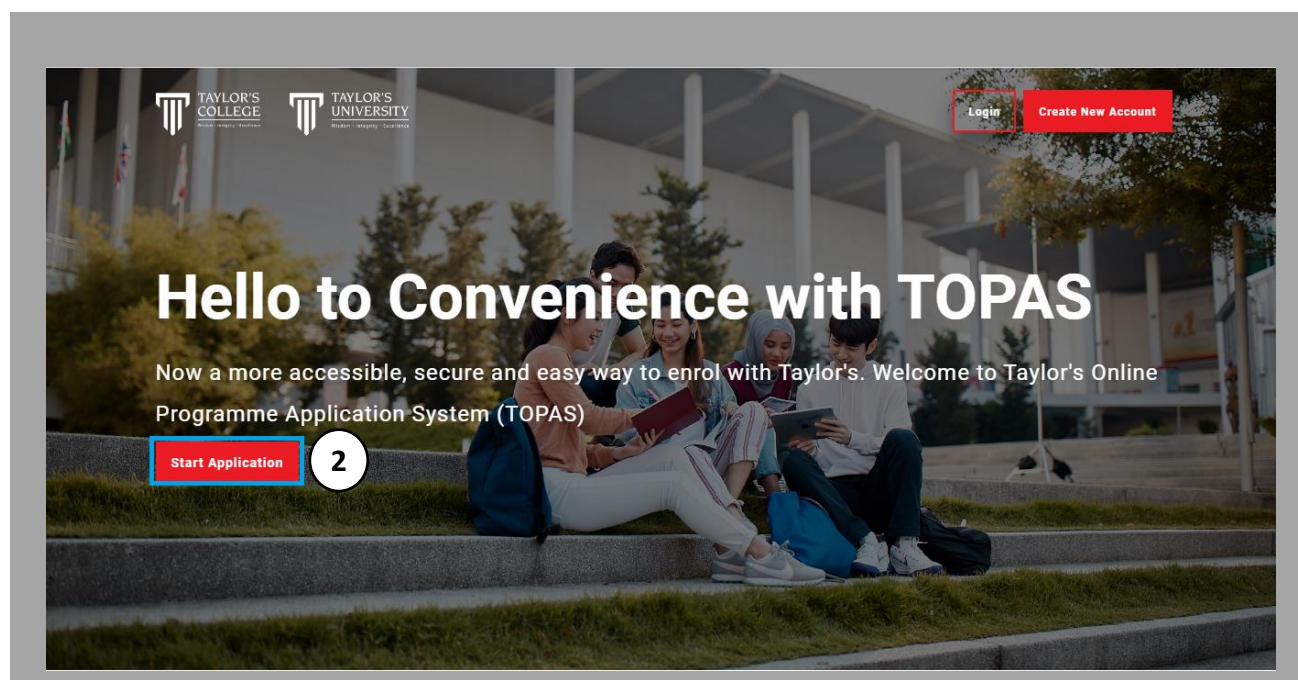
This is the primary page for all application activities. Applicant can start to apply for programme through this section. Applicant can only have one application draft at a time. Applicant must complete all 10 steps of the application in order for Taylor's to process the application. Application with pending submission will not be processed by the University. There are ten steps of the application including:

- a. Step 1 – Personal Details
- b. Step 2 – Academic Qualification
- c. Step 3 - Programme Preference
- d. Step 4 – Credit Transfer and Complementary Study Application
- e. Step 5 - Mode of Candidature & Module Selection
- f. Step 6 – Application Documents
- g. Step 7 – Application Summary
- h. Step 8 – Declaration
- i. Step 9 – Payment
- j. Step 10 – Submission

IV. Settings

Settings tab allows the applicant to manage their account password. Student may update their password through this section. The updated password will be working right away after the update.

1. Landing Page



No.	Steps	Remarks
1.	Go to TOPAS Link http://topas.taylors.edu.my/	
2.	Click on the Start Application to start a new application.	<i>This will route you to the Login box. For first time users, this is where you will be creating a new applicant account (Steps below).</i>

2. Account Registration

2.1 Register an Account

Get started with TOPAS

Login

Forgot password? | Need help?

Create New Account

Create New Account ✕

E-Mail *

E-mail

First Name*

First Name

Last Name *

Last Name

Password *


Password

Password Confirmation *

Confirm Password

i Password must be between 8–30 characters, with at least a number, a symbol, a lowercase, and an uppercase letter.



☐ I'm not a robot


reCAPTCHA
Privacy • Terms

Submit

No.	Steps	Remarks
1.	Click on Create New Account button.	
2.	Fill in the Account Creation form.	
3.	Click on the CAPTCHA.	
4.	Click on Submit button to register.	<i>User will receive an email to activate the account.</i>

2.2 Activate Account

 **TAYLOR'S COLLEGE**
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 **TAYLOR'S UNIVERSITY**
Wisdom · Integrity · Excellence

Dear

Thank you for your interest to study at Taylor's.

To complete your TOPAS account registration, kindly verify your account by clicking on this link:

Activate Account

1

The email activation link should be valid for 48 hours from the time this email was sent.

If you need further assistance:

Your account has been activated successfully. You may now login into the system.

E-Mail

2

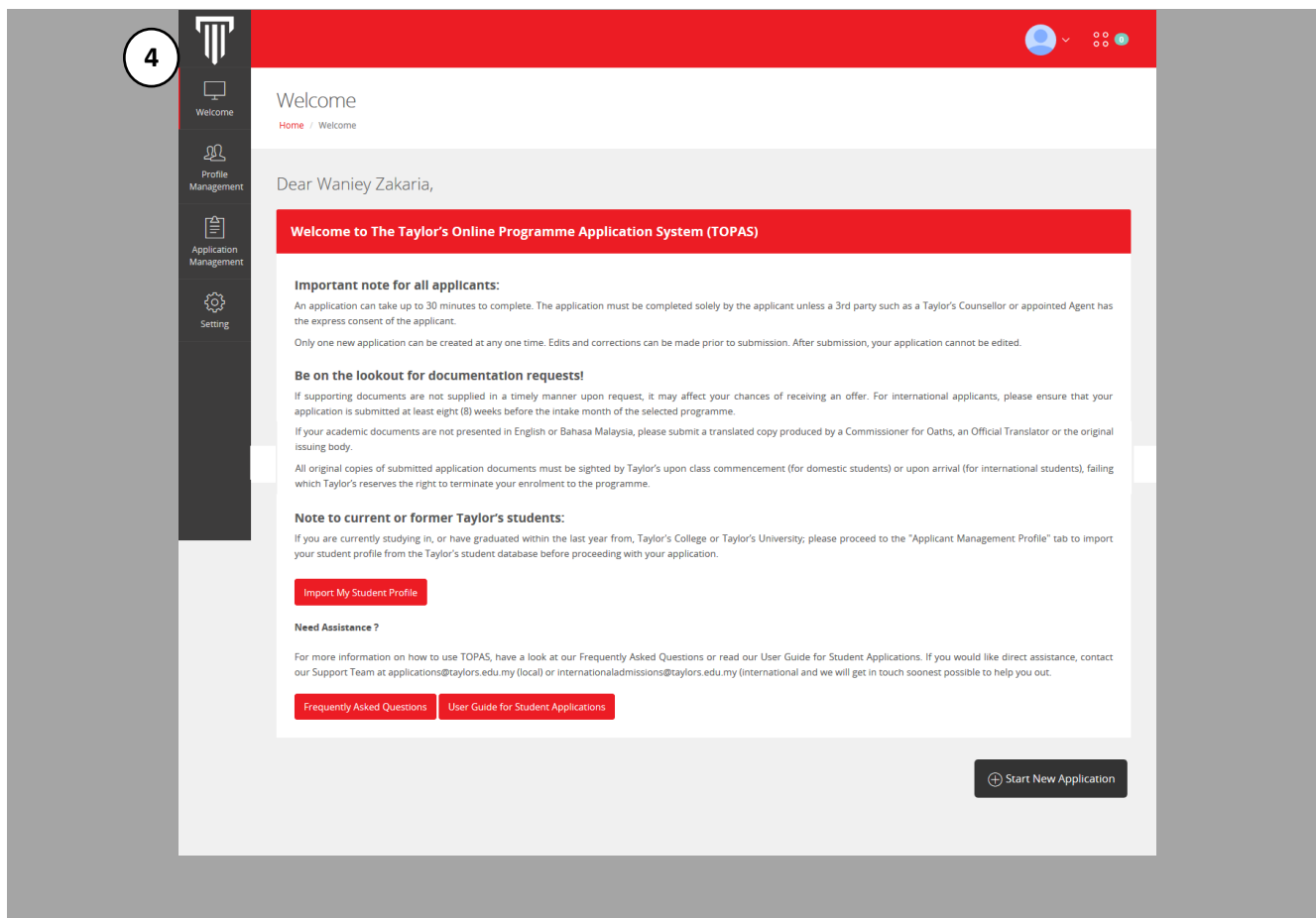
Password

Login

3

Forgot password? | Need help?

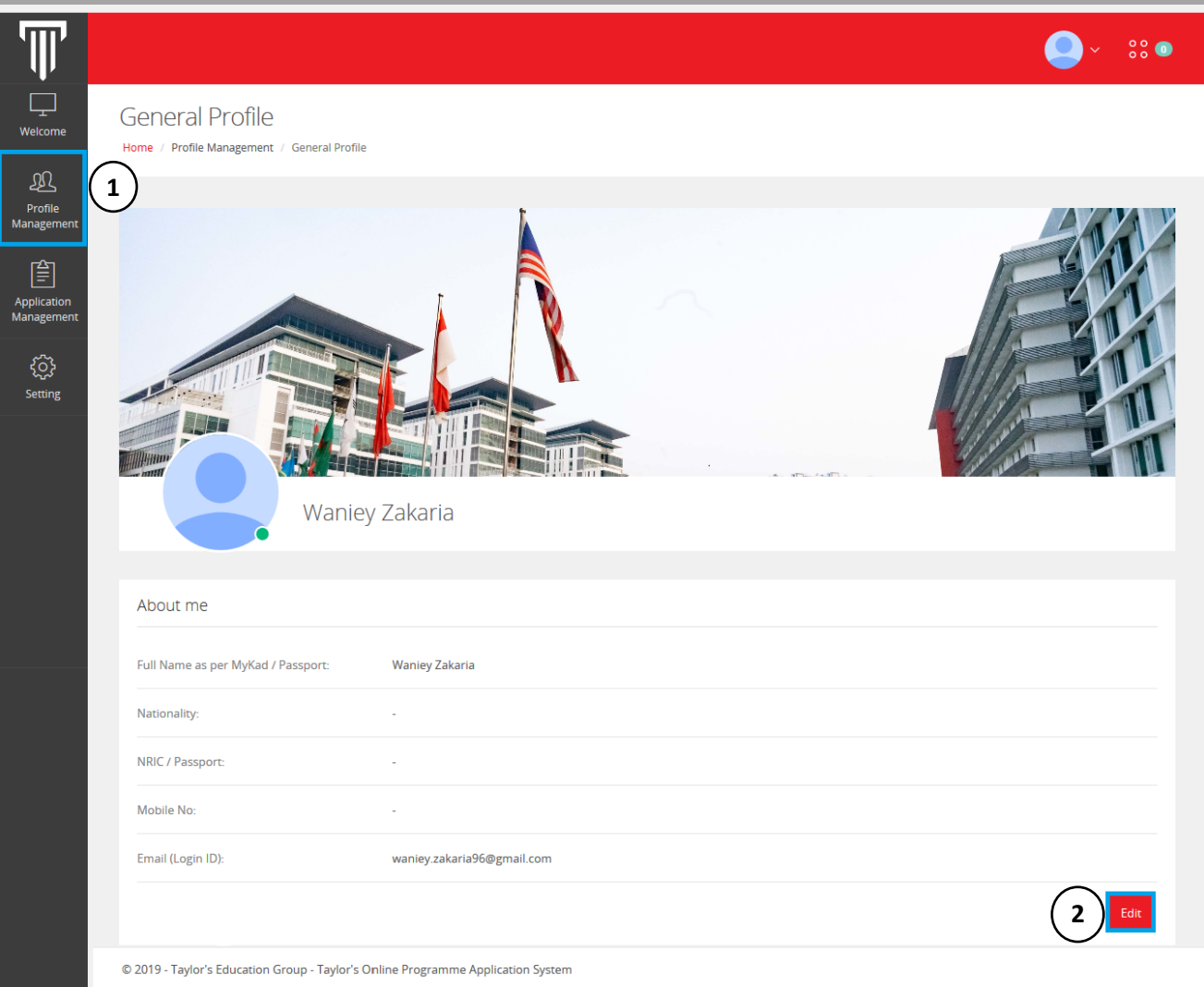
Create New Account



No.	Steps	Remarks
1.	Click on Activate Account to activate the registered account.	<i>This will take you to the landing page with a confirmation message.</i>
2.	Fill in the Email and Password field.	
3.	Click on Login button to login to TOPAS.	
4.	Applicants will land on the Student Welcome screen once they have logged in. Students can navigate to 4 menus from the side menu bar on the left: <ul style="list-style-type: none"> <i>Welcome Page</i> <i>Profile Management</i> <i>Application Management</i> <i>Setting</i> 	

3. Profile Management

3.1 General Profile Management



The screenshot displays the 'General Profile' management interface. On the left, a dark sidebar contains navigation icons for 'Welcome', 'Profile Management' (highlighted with a blue box and a circled '1'), 'Application Management', and 'Setting'. The main content area has a red header bar with a user profile icon and a dropdown menu. Below the header, the title 'General Profile' is followed by a breadcrumb trail: 'Home / Profile Management / General Profile'. A large banner image shows a modern building with flags. Below the banner is a profile card for 'Wanley Zakaria' with a blue circular profile picture. Underneath, the 'About me' section contains a table of personal details:

Full Name as per MyKad / Passport:	Wanley Zakaria
Nationality:	-
NRIC / Passport:	-
Mobile No:	-
Email (Login ID):	wanley.zakaria96@gmail.com

In the bottom right corner of the profile section, there is a circled '2' next to a red 'Edit' button. The footer of the page reads: '© 2019 - Taylor's Education Group - Taylor's Online Programme Application System'.

About me

Full Name *:

Waniey Zakaria

Nationality *:

- Pick One -

NRIC No/Passport *:


Mobile No. *:

Example: +60123456789


Email Address (Login ID) *:

waniey.zakaria96@gmail.com

Profile Picture:



4



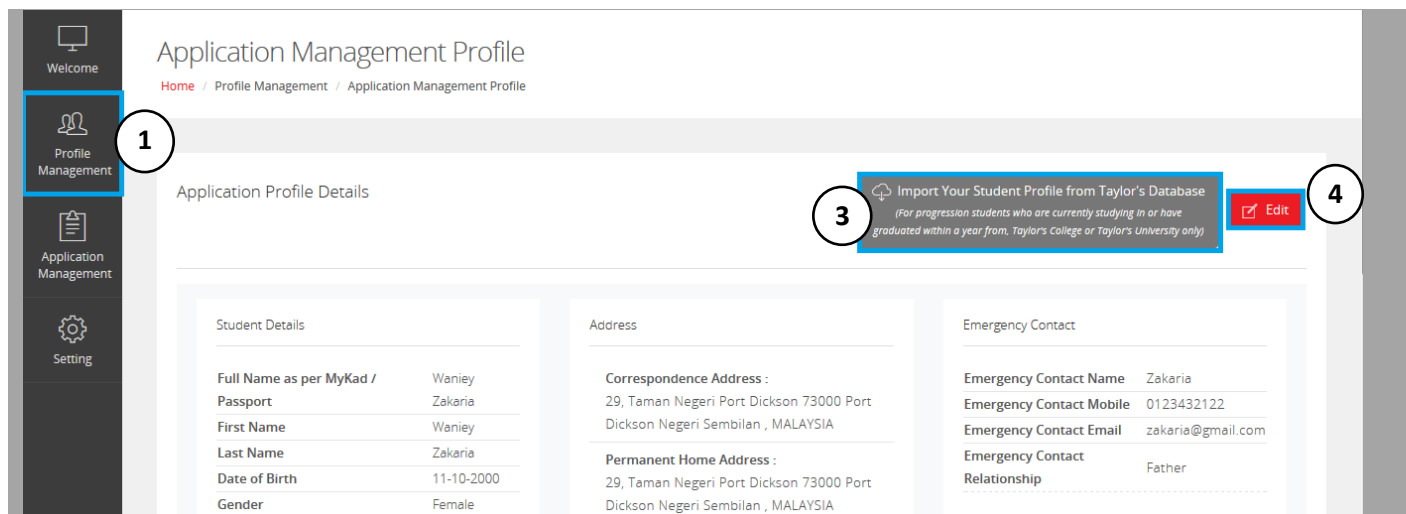
Drag and drop a file here or click

5

Save

No.	Steps	Remarks
1.	Click on Profile Management tab followed by General Profile .	
2.	Click on Edit button to update the general profile.	
3.	Update the form fields for General Profile.	
4.	User may upload profile photos in jpg, jpeg and png format.	
5.	Click on Save button	

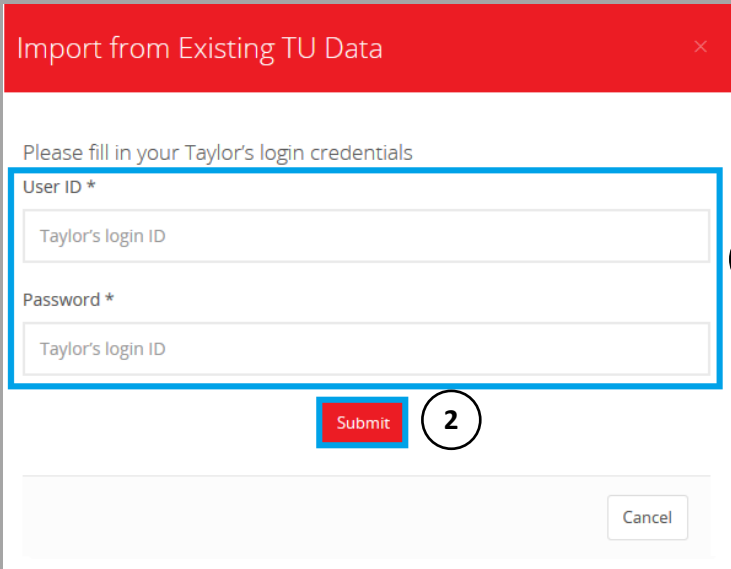
3.2 Application Management Profile



The screenshot shows the 'Application Management Profile' page. On the left is a sidebar with icons for 'Welcome', 'Profile Management' (highlighted with a blue box and a circled '1'), 'Application Management', and 'Setting'. The main header area shows the title 'Application Management Profile' and a breadcrumb trail: 'Home / Profile Management / Application Management Profile'. Below the header is the 'Application Profile Details' section. It contains three main areas: 'Student Details' (with fields for Full Name, Passport, First Name, Last Name, Date of Birth, and Gender), 'Address' (with fields for Correspondence Address and Permanent Home Address), and 'Emergency Contact' (with fields for Name, Mobile, Email, and Relationship). A blue button labeled 'Import Your Student Profile from Taylor's Database' (with a circled '3') is located above the 'Emergency Contact' section. A red button labeled 'Edit' (with a circled '4') is located to the right of the 'Emergency Contact' section. A circled '2' is placed near the 'Profile Management' tab in the sidebar.

No.	Steps	Remarks
1.	Click on Profile Management tab followed by Application Management Profile to update student's detail.	<i>This step is optional, and you may also directly update this info during application form filling.</i>
2.	Student may update the profile by: <ul style="list-style-type: none"> Importing existing profile from Taylor's Database for Taylor's university student. Manually inputting data into the form. 	
3.	If the applicant was previously enrolled in Taylor's University, the applicant may click on Import Your Student Profile from Taylor's Database button.	
4.	For other applicants, the student may update the profile by clicking Edit button and by filling in the form.	
5.	Click on Save button to save the information.	

3.2.1 Importing Existing Student Profile from Taylor's



No.	Steps	Remarks
1.	By clicking the Import Your Student Profile from Taylor's Database button, the applicant may import the profile by filling the Taylor's Login credentials.	
2.	Click on Submit button.	
3.	The Application profile will be updated with existing data from Taylor's Database.	

3.3 Academic Profile

Welcome

Profile Management

Application Management

Setting

Academic Profile

Home / Profile Management / Academic Profile

Academic Information

2

Edit

Qualification

Name of Qualification (Pre-Requisite)

Name of Qualification (Entry Qualification)

Country of School

State

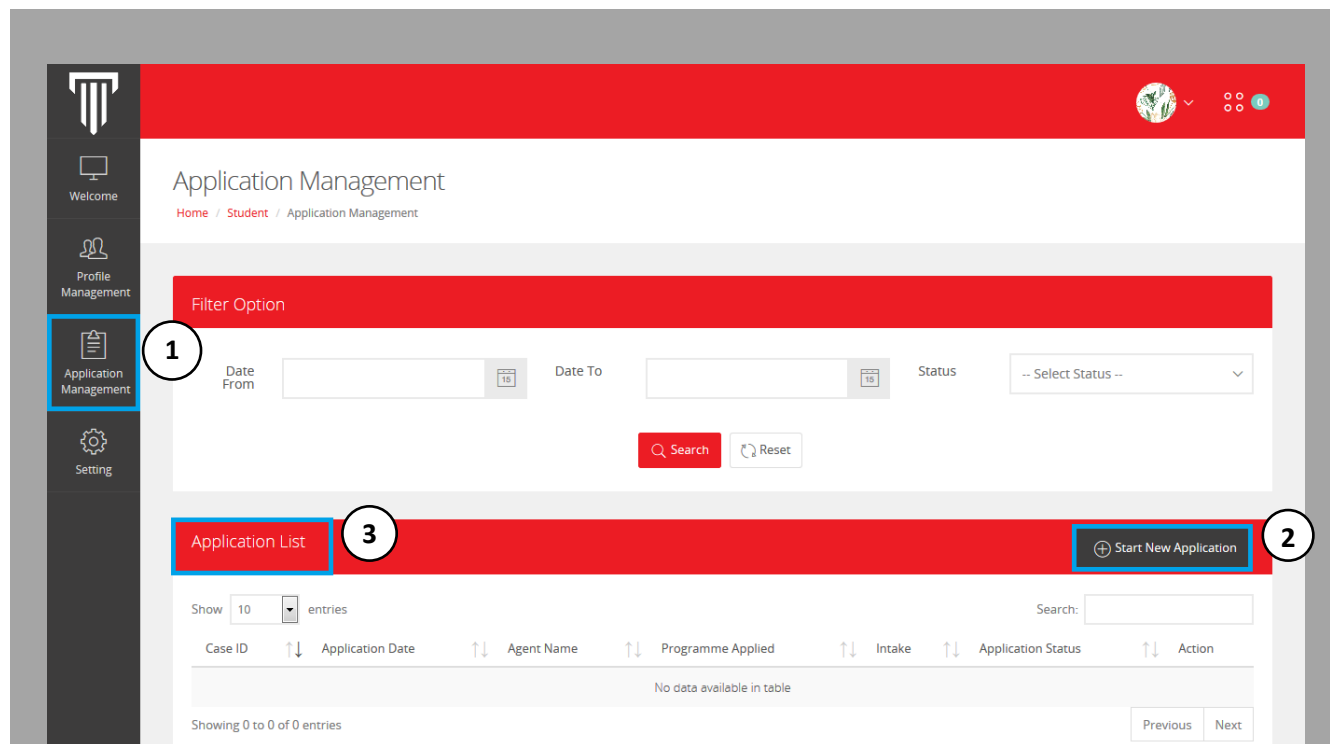
School / College / University Name

Is the Entry Qualification conducted in English? :

Name of English Proficiency Test

No.	Steps	Remarks
1.	Click on Profile Management tab followed by Academic Profile to update student's academic qualification.	<i>This step is optional, and you may also directly update this info during application form filling.</i>
2.	Click on Edit button to fill in academic background.	
3.	Fill in the academic qualification info, then click Save .	

4. Application Management



The screenshot shows the 'Application Management' page. On the left sidebar, the 'Application Management' tab is highlighted with a blue box and a circled '1'. The main content area has a red header bar. Below it, there's a 'Filter Option' section with input fields for 'Date From', 'Date To', and a 'Status' dropdown, along with 'Search' and 'Reset' buttons. Below the filter section is the 'Application List' section, which has a red header bar. In this header bar, the 'Application List' text is highlighted with a blue box and a circled '3', and the 'Start New Application' button is highlighted with a blue box and a circled '2'. Below the header bar, there's a table with columns: Case ID, Application Date, Agent Name, Programme Applied, Intake, Application Status, and Action. The table is currently empty, showing 'No data available in table'.

No.	Steps	Remarks
1.	Click on Application Management tab to start an application. This is the primary page for all application activities.	
2.	Click on Start New Application to start a new application.	<i>Alternatively, you can also directly go to this section by clicking on Start New Application from the Welcome page.</i>
3.	Application list displays list of application started by an applicant. Applicant may edit draft application, view status of application, accept or reject offer and view offer later from this table.	
4.	There are 10 steps in the application process. Students will need to go through each step in order to submit an application	

4.1 Step 1- Personal Details

Welcome

Profile Management

Application Management

Setting

Application Form

Home / Student / Application Form

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

10%

Step 1 - Personal Details

Full Name (as per NRIC/Passport) *

Wanley Zakaria

Country of Citizenship (Nationality) *

MALAYSIA

Family Name/ Surname/ Last Name *

Zakaria

NRIC/Passport No. *

001011112334

Ethnicity *

Marital Status *

4.2 Step 2 – Academic Qualification

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

✓
20%

Step 2 - Academic Qualifications

Name of Qualification (Pre-Requisite) !

-- Pick One --

Name of Qualification (Entry Qualification) * !

Foundation

Country of School *

MALAYSIA

State *

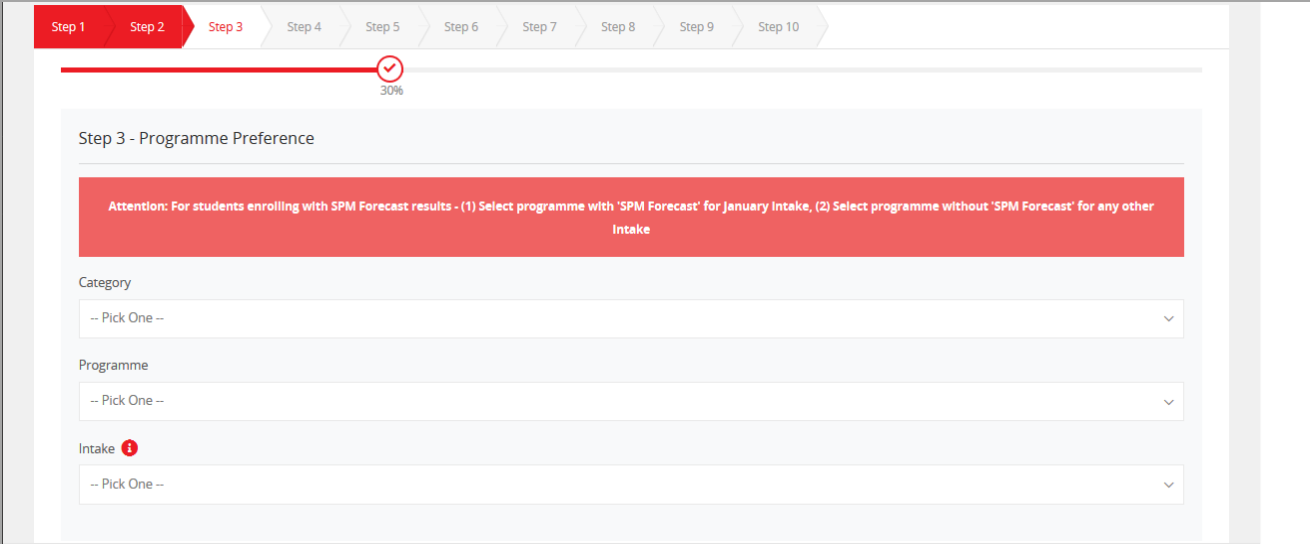
SELANGOR

School / College / University Name * !

TAYLOR'S COLLEGE, LAKESIDE CAMPUS

No.	Steps	Remarks
1.	The fields in Step 2 will be auto filled from the Academic Profile Page (if you have filled them earlier in the Profile section).	
2.	Conversely, Applicants are still able to fill up the application even if they did not fill the Academic Profile Page.	<i>If the profile section is not filled in, and this section is filled in here in the form, it will also automatically update the information in profile.</i>
3.	Applicant may edit the information, then click Save . Student may proceed to the next step by clicking Next Step at the bottom of the page.	

4.3 Step 3 – Programme Preference



Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10

30%

Step 3 - Programme Preference

Attention: For students enrolling with SPM Forecast results - (1) Select programme with 'SPM Forecast' for January Intake, (2) Select programme without 'SPM Forecast' for any other Intake

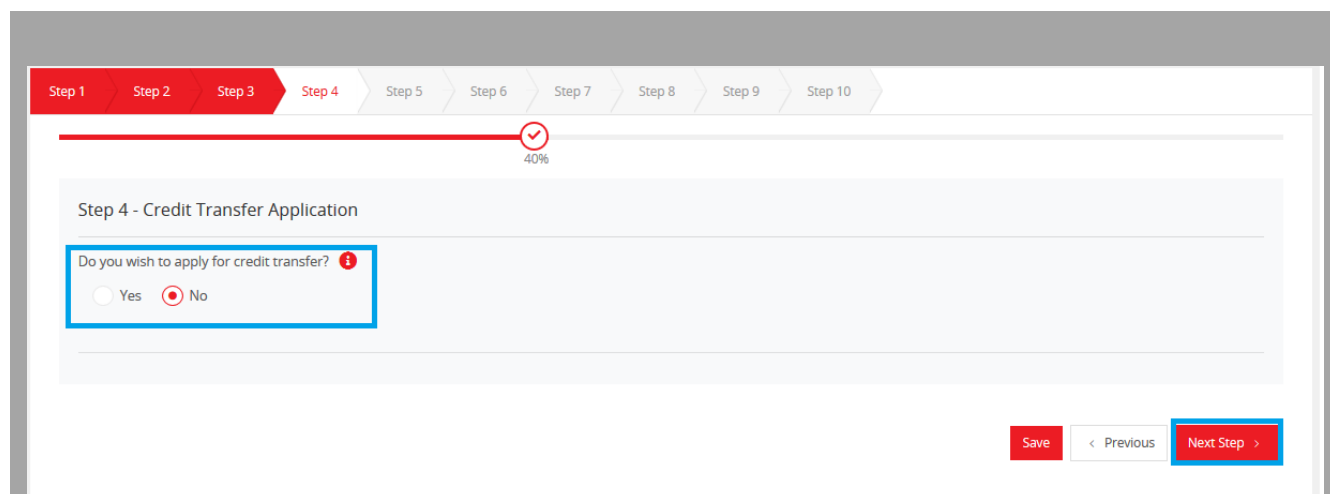
Category
-- Pick One --

Programme
-- Pick One --

Intake ⓘ
-- Pick One --

No.	Steps	Remarks
1.	The fields in Step 3 are for the student to choose the programme and intake selection.	
2.	Applicant may choose the programme category which includes: <ul style="list-style-type: none"> • Pre- U • Foundation • Diploma • Degree • Professional Studies • Postgraduate Studies • English Course 	
3.	Applicant can choose the programme from programme field. The list of programmes listed is based on category chosen by the applicant.	
4.	Applicant needs to select the Intake month based on the programme selected. If the applicant chooses <i>Future Intake</i> , there will be additional fields for the applicant to choose intake month and year.	

4.4 Step 4 – Credit Transfer Application



Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6 Step 7 Step 8 Step 9 Step 10

40%

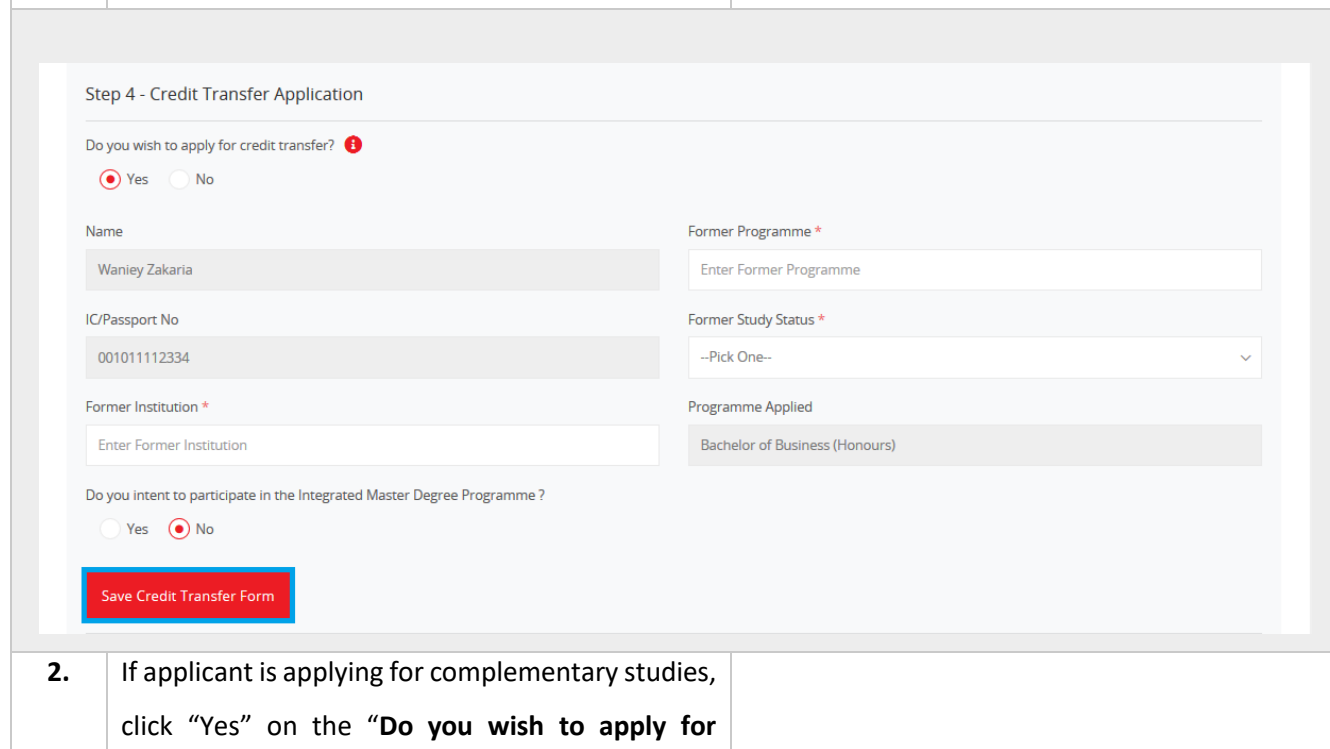
Step 4 - Credit Transfer Application

Do you wish to apply for credit transfer? ⓘ

☐ Yes ☒ No

Save < Previous Next Step >

No.	Steps	Remarks
1.	The fields in Step 4 are for Credit transfer Application . If applicant clicks “No”, the applicant may continue to the next step. If student clicks “Yes”, the student will need to fill in the Credit Transfer form and upload the support documents. Click on “ Save Credit Transfer Form ” to save the application.	



Step 4 - Credit Transfer Application

Do you wish to apply for credit transfer? ⓘ

☒ Yes ☐ No

Name

Wanley Zakaria

IC/Passport No

001011112334

Former Institution *

Enter Former Institution

Former Programme *

Enter Former Programme

Former Study Status *

--Pick One--

Programme Applied

Bachelor of Business (Honours)

Do you intent to participate in the Integrated Master Degree Programme?

☐ Yes ☒ No

Save Credit Transfer Form

2.	If applicant is applying for complementary studies, click “Yes” on the “Do you wish to apply for	
----	--	--

	Complementary Study?” section. When applicant clicks “Yes”, there will be a section for the student to choose complementary studies subjects:																	
<div><div>Complementary Study</div><div>Do you wish to apply for Complementary Study ?</div><div><input checked="" type="radio"/> Yes <input type="radio"/> No</div><div><div>+ Add Complementary Study</div><table><tr><td>No.</td><td>Specialization</td><td>First Extension</td><td>First Minor</td><td>Second Extension</td><td>Second Minor</td><td>Second Major</td><td>#</td></tr><tr><td colspan="8">Complementary Study has not been selected yet, Please Add Minimum 1 and Maximum 6 Complementary Study.</td></tr></table></div></div>			No.	Specialization	First Extension	First Minor	Second Extension	Second Minor	Second Major	#	Complementary Study has not been selected yet, Please Add Minimum 1 and Maximum 6 Complementary Study.							
No.	Specialization	First Extension	First Minor	Second Extension	Second Minor	Second Major	#											
Complementary Study has not been selected yet, Please Add Minimum 1 and Maximum 6 Complementary Study.																		
3.	Click on Add Complementary study button to add the specialization, extensions, major and minor studies choice, and then click Save .	A maximum of six (6) complementary studies can be added.																
<div><div>Add Complementary Study</div><div><div>Specialization(if applicable)</div><div>-- Pick One --</div></div><div><div>Second Extension (if applicable)</div><div>-- Pick One --</div></div><div><div>First Extension (if applicable)</div><div>-- Pick One --</div></div><div><div>Second Minor(if applicable)</div><div>-- Pick One --</div></div><div><div>First Minor (if applicable)</div><div>-- Pick One --</div></div><div><div>Second Major (if applicable)</div><div>-- Pick One --</div></div><div><div>Cancel</div><div>Save</div></div></div>																		
4.	If the applicant chooses “No” for Complementary study, the applicant may upload Credit Transfer Documents then proceed with next step.																	


Complementary Study

Do you wish to apply for Complementary Study?

☐ Yes
 ☒ No

Credit Transfer Attachment - Please upload grading scheme, module syllabus and status verification letter (*where applicable*)

1 Upload File below: Please note that only pdf, jpeg, jpg, png file formats can be uploaded. The maximum file size for uploads is 2MB. You can upload more than one attachment.



Drag and drop a file here or click

Upload Credit Transfer Supporting Documents

Attachment Name	#
No Attachment Uploaded Yet	

Save

< Previous

Next Step >

4.5 Step 5 – Mode of Candidature & Module Selection

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

50%

Step 5 - Mode of Candidature & Module Selection

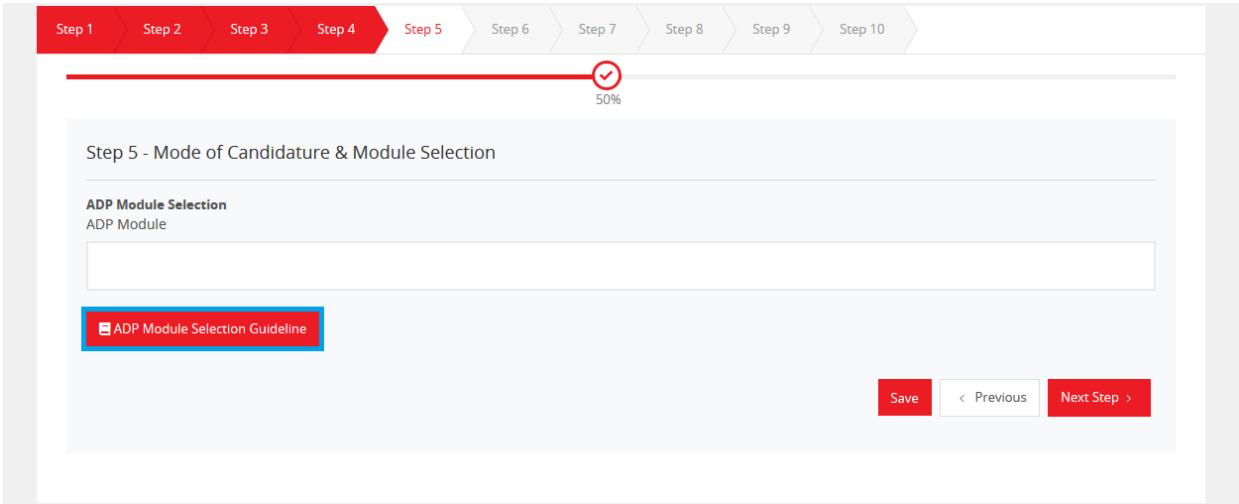
This page is not relevant to your application, please proceed to the next step.

Save

< Previous

Next Step >

No.	Steps	Remarks
1.	For certain programmes, Step 5 is where Applicants will be able to choose their module or candidature mode. If the application is not relevant to this, applicant may proceed with next step. The programmes that requires the applicant to fill in this step are:	

	<ul style="list-style-type: none"> • Postgraduate Programme • Postgraduate Programme with Research • American Degree Programme • Pre-U programmes 	
2.	<p>If the applicant chooses American Degree Programme, the applicant must fill in the Module Selection field. The applicant needs to follow the guideline document (downloadable) in order complete the module selection field.</p>	
		
3.	<p>If the applicant chooses a postgraduate programme, there will be mode of candidature field. Applicant may choose the mode of study in this field. This field is only applicable for postgraduate programmes.</p>	

Step 1
Step 2
Step 3
Step 4
Step 5
Step 6
Step 7
Step 8
Step 9
Step 10

50%

Step 5 - Mode of Candidature & Module Selection

Study Mode
Mode of Candidature

Full Time

Save
< Previous
Next Step >

4. If the applicant chooses Postgraduate Programme with Research, the applicant needs to fill in the Research form. The form is downloadable, and the applicant needs to fill the form manually. After completing the form, upload the research form in the attachment field below.

Step 1
Step 2
Step 3
Step 4
Step 5
Step 6
Step 7
Step 8
Step 9
Step 10

50%

Step 5 - Mode of Candidature & Module Selection

Study Mode
Mode of Candidature

Full Time

Form for Research Programmes
Download Form

Upload Form for Research Programmes

1 Upload File below: Please note that only pdf, jpeg, jpg, png file formats can be uploaded. The maximum file size for uploads is 2MB.

Drag and drop a file here or click

Upload Research Form

Research Programmes Attachment

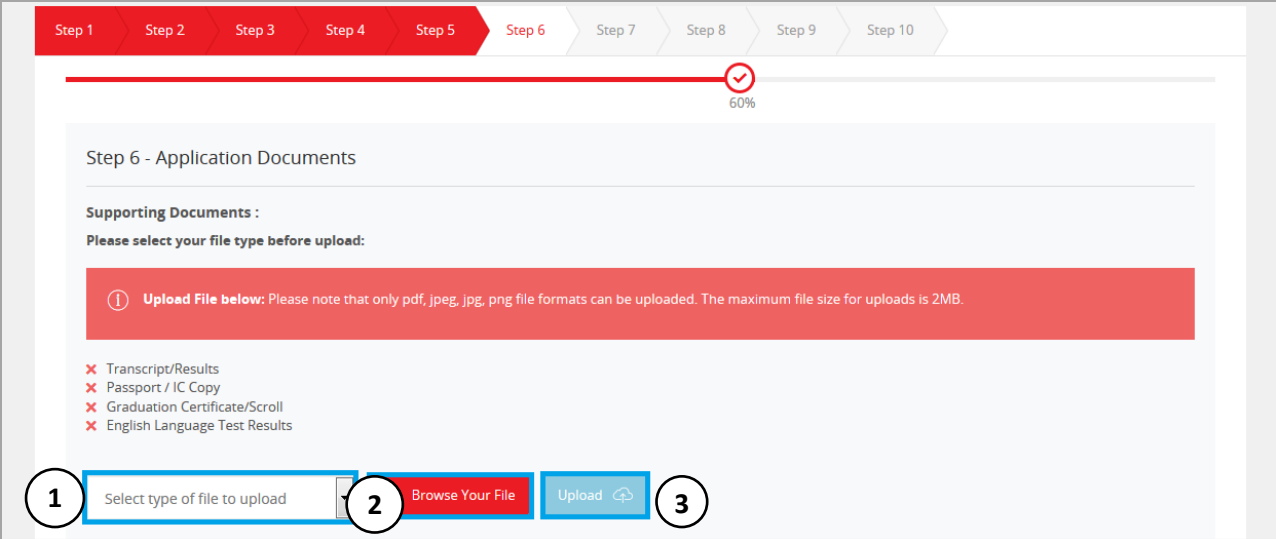
Reuploading Attachment Will Overwrite Current Uploaded Attachment.

Attachment Name#

No Attachment Uploaded Yet

Save
< Previous
Next Step >

4.6 Step 6 – Application Documents



No.	Steps	Remarks
1.	Applicant can upload supporting documents in this section. To do this, first, select type of file to upload from the dropdown list.	
2.	Browse the file from the computer.	
3.	Click on the Upload button to upload the document.	
4.	Repeat the steps for any other required documents.	

Other Supporting Documents ⓘ

Please add the File Name and File Description in the fields below before uploading.


ⓘ **Upload File below:** Please upload any other relevant documents pertaining to your application here. Please note that only pdf, jpeg, jpg, png file formats can be uploaded. The maximum file size for uploads is 2MB.


File Name

File Description

File Name Here

File Description Here

6  Browse Your File

7  Upload

5

Specific Uploaded Documents

Document Type	#
No Attachment Uploaded	

< Previous


Next Step >

5.	Applicants will also be able to upload Other Documents that falls outside the categories of the previous slide's documents. First, fill in the file name and description.	
6.	Browse the file from the computer.	
7.	Click on the Upload button to upload the document.	
8.	Repeat the steps for any other required documents.	

4.7 Step 7 – Application Summary

Step 7 - Confirmation of Application Details

3
Print Summary


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Personal Information

Student Details

Full Name	Wanley Zakaria
First Name	Wanley
Last Name	Zakaria
Date of Birth	11-10-2000
Gender	Female
Marital Status	Single

Are you the first in your family to enter vfc


Visa/Pass

Hold a valid Malaysian visa/pass?	:-
Type of visa/pass	:-
Do you require to apply Single Entry Visa (SEV)?	:-
Nearest embassy to apply (SEV)	:-
Visa/Pass Expiry Date	:-
Passport Expiry Date	:-

Address

Correspondence Address :
29, Taman Negeri 73000 Port Dickson
Negeri Sembilan , MALAYSIA

Permanent Home Address :
29, Taman Negeri 73000 Port Dickson
Negeri Sembilan , MALAYSIA


TAYLOR'S UNIVERSITY
Wisdom • Integrity • Excellence

Personal Information

Student Details

Full Name	Wanley Zakaria
First Name	Wanley
Last Name	Zakaria
Date of Birth	11-10-2000
Gender	Female
Marital Status	Single

Are you the first in your family to enter higher education? YES

Do you have a disability, impairment or long-term medical condition which may affect your studies? NO

Are you currently studying in, or have graduated within a year from, Taylor's College or Taylor's University? (Yes/No) NO

Visa/Pass

Hold a valid Malaysian visa/pass?	:-
Type of visa/pass	:-
Do you require to apply Single Entry Visa (SEV)?	:-
Nearest embassy to apply (SEV)	:-
Visa/Pass Expiry Date	:-
Passport Expiry Date	:-

No.	Steps	Remarks
1.	The Application Summary shows all the information the Applicant has input.	
2.	Applicants are able to review their information. If they are any changes, they are able to go back to the previous stages and make those changes.	
3.	Applicants have the option of printing their Application Summary.	

4.8 Step 8 – Declaration

Step 8 - Declaration
3

Guardian Name *

Guardian Country *

-- Pick One --

Guardian Occupation *

Guardian State *

Guardian NRIC / Passport *

Guardian Post Code *

Guardian Home Phone *

Guardian Relationship *

-- Pick One --

Guardian Mobile Phone *

Guardian Address Line 1 *

Guardian Email *

Guardian Address Line 2

Guardian Town / City *

Upload File below: Upload Parent or Guardian Signature here, only for underage students. Please note that only pdf, jpeg, jpg, png file formats can be uploaded. The maximum file size for uploads is 2MB.

Drag and drop a file here or click

No.	Steps	Remarks
1.	For Applicants who are age 18 and below, their parents or guardians will need to fill up the Guardian Declaration Form . For applicants that has reached age above 18, they will not need to fill this form.	

Step 1Step 2Step 3Step 4Step 5Step 6Step 7Step 8Step 9Step 10

80%

Step 8 - Declaration

I consent to Taylor's processing my personal data (including sensitive personal data as defined in the Personal Data Protection Act 2010) for purposes not limited to admission, statistical analysis, compliance to statutory requirements and to be shared from time to time with Taylor's appointed third party agents.

I declare that all information provided by me in this form, including those information given in all other documents provided, is true and accurate. I will present my original documents to Taylor's within stipulated time to sight in ensuring my documents are genuine. I acknowledge that Taylor's reserves the right to amend or reverse any decision regarding admission that's made on the basis of incorrect, incomplete, fraudulent information or non-attainment of minimum entry requirements, including pre-requisite results to enrol into a programme.

I authorise Taylor's to verify my academic records from previous institutions or my work experience from past employers, for programme entry purposes, if applicable.

If tuition fees are paid by an organisation or my parents ("Sponsor"), I authorise Taylor's to release my fees and academic progress information to my parents and the sponsor upon request.

I agree to abide by the statuses, regulation and policies of Taylor's at all times.

☐ I have read and understood all the above conditions and agree to fully accept them.

☐ I have read, understood, and hereby give consent to Taylor's Education Group to process my personal data in accordance with the Personal Data Protection Notice

Show Personal Data Protection Act (PDPA)

Personal Data Protection Act (PDPA)
×

▼ PERSONAL DATA PROTECTION ACT (PDPA)

Taylor's is committed to comply with the recently enacted Personal Data Protection Act (PDPA) 2010 in protecting its students' personal information that has been processed by Taylor's. We hope this section gives you as a student, a good understanding on how we handle your personal data that we collect and how you can control the disclosure of such data.

The information on the enforcement of PDPA 2010 which is provided below is in relation to the nature and type of data processed; how your data is collected and used; to whom your data can be disclosed; and your right to access and correct your personal information.

- > What Personal Data We Process?
- > How do We Use Your Data ?
- > How is Your Data Collected?

Close

2.	The applicants will also need to read the Personal Data Protection Act by clicking the PDPA button.	
3.	Once read, Applicants will need to check both boxes in order to move forward.	

4.9 Step 9 – Payment

Step 8 - Declaration
3

Guardian Name *

Guardian Country *

-- Pick One --

Guardian Occupation *

Guardian State *

Guardian NRIC / Passport *

Guardian Post Code *

Guardian Home Phone * i

Guardian Relationship *

-- Pick One --

Guardian Mobile Phone * i


Guardian Address Line 1 *

Guardian Email *

Guardian Address Line 2

Guardian Town / City *

i **Upload File below:** Upload Parent or Guardian Signature here, only for underage students. Please note that only pdf, jpeg, jpg, png file formats can be uploaded. The maximum file size for uploads is 2MB.



Drag and drop a file here or click

No.	Steps	Remarks
1.	<p>There are several payment options for the applicant based on nationality:</p> <ul style="list-style-type: none"> Local Applicants <ul style="list-style-type: none"> Via iPay88 Manual payment and uploading Payment Proof International Applicants <ul style="list-style-type: none"> Via Flywire Manual payment and uploading Payment Proof 	

Local Applicant

Step 9 - Payment



TOPAS00000014

Description	Amount
Enrolment Fee	RM 650.00
Total :	RM 650.00

TAYLOR'S UNIVERSITY SDN BHD
Co. Reg. No. 198601000495 (149634-D)
1, Jalan Taylor's
47500 Subang Jaya,
Selangor Darul Ehsan,
Malaysia.

Phone: +603-5629 5000
Email: applications@taylors.edu.my

[Payment Terms & Conditions](#)

[Pay Now](#)

Pay conveniently with iPay88

- If applicant chooses to pay via **iPay88**, click on **Pay Now** button then the system will redirect to iPay88 Gateway.

Other Payment Options

Telegraphic Transfer:

Please approach our Payment Counter (Lakeside Campus) or Taylor's Regional Office to make the payment and upload the receipt below.

**Please indicate the Student's Name, ID number, NRIC/Passport number, Contact number & Programme name on the transaction slip.*

Upload File below: Please note that only pdf, jpeg, jpg, png file formats can be uploaded. The maximum file size for uploads is 2MB.



Drag and drop a file here or click

[Upload Proof of Payment](#)

[< Previous](#) [Next Step >](#)

- If the applicant chooses to pay via other manual means, the applicant needs to pay at the Taylor's University Payment Counter and upload the receipt once the payment has been done.

International Applicant

Step 9 - Payment



**TAYLOR'S
UNIVERSITY**
Wisdom · Integrity · Excellence

TOPAS00000014

Description	Amount
Enrolment Fee	RM 2,800.00
Total :	RM 2,800.00

TAYLOR'S UNIVERSITY SDN BHD
Co. Reg. No. 198601000495 (149634-D)
1, Jalan Taylor's
47500 Subang Jaya,
Selangor Darul Ehsan,
Malaysia.

Phone: +603-5629 5000
Email: applications@taylors.edu.my

[Payment Terms & Conditions](#)

[Pay Now](#)

Pay conveniently with Flywire

- International applicants may pay via **Flywire**. Click on **Pay Now** button then the system will redirect to Flywire Payment Gateway.

Other Payment Options

Telegraphic Transfer:
Payable to "TAYLOR'S UNIVERSITY SDN BHD"
Details: OCBC Bank (Malaysia) Berhad (Account No: 701-130855-6; Swift Code: OCBCMYKLXXX; Bank Address: Ground Floor, KL Main Branch, Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia.
** Please write the Student's Name, ID number, NRIC/Passport number, Contact number & Programme name on the reverse side of the transaction slip. For transaction slip, pls send via: (i) Fax: 603 - 5629 5227. (ii) Email: finance.lakeside@taylors.edu.my.*

Upload File below: Please note that only pdf, jpeg, jpg, png file formats can be uploaded. The maximum file size for uploads is 2MB.



Drag and drop a file here or click


[Upload Proof of Payment](#)

[< Previous](#) [Next Step >](#)

- Applicants may choose to pay via other manual means to Taylor's University account and then upload the payment receipt as proof.

<div> <div>Step 9 - Payment</div> <div> <p>Note: Your application will need additional checks by our team before you pay your enrolment fee. Please select "Next Step" to complete your application on the next page.</p> </div> <div> <div>< Previous</div> <div>Next Step ></div> </div> </div>		
6.	<p>If the student chooses a certain programme or has a special condition that requires additional checks by Admission team, the applicant can skip the payment and proceed with the final step.</p>	<p>Below are the conditions that require additional checks by the Admission team:</p> <ul style="list-style-type: none"> • Applicant with special medical condition • Programme with additional requirements such as research programmes and programmes that require interview. • Applicant who is under 16 years of age

4.10 Step 10 – Submission

<div> <div>Step 10 - Submission</div> <div> <p>One More Step, You Are Almost Done !</p> <div>  </div> <p>Submit The Application By Pressing The Button Below To Complete This Application.</p> <div>Submit Application</div> </div> </div>		
No.	Steps	Remarks
1.	<p>Click on the Submit Application button to complete the application. Once the application has been submitted, user can view the status of the application in the Application List table under Application Management tab.</p>	

Application List

Start New Application

Show 10 entries

Search:

Case ID	Application Date	Agent Name	Programme Applied	Intake	Application Status	Action
TOPAS00000014	2020-01-02	-	Bachelor of Science (Honours) in Architecture	Mar 2020	Submitted	<div> <div></div> <div></div> </div>

Showing 1 to 1 of 1 entries

Previous

1

Next

5. Resubmitting Incomplete Applications

Dear

We have contacted you recently on your Taylor's Online Programme Application System (TOPAS) submission. Kindly log in to your account to edit and resubmit your application.

[Go to TOPAS](#)

We will process your application upon receiving your completed TOPAS submission.

If you need further assistance, please email me at

See you soon,

Administrator

** This is an automatically generated email. Please do not reply to this email as we are not able to respond to messages sent to this email address. **

No.	Steps	Remarks
1.	If the application submitted has been labelled as Application Incomplete , Applicant will receive an email regarding the status and will be able to resubmit the application.	

Application List

+

Add New Application

Show

10

▼

entries

Search:

Case ID

Application Date

Agent Name

Programme Applied

Intake

Application Status

Action

TOPAS00000040

2019-12-13

-

Bachelor of Biomedical Science (Honours)

Jan 2020

Application Incomplete

✉

📎

🕒

Counsellor

Showing 1 to 1 of 1 entries

Previous

1

Next

Note from Counsellor

×

Please reupload your documents.

Close

2.	Applicant may click on the Counsellor button to view any notes from counsellor regarding the incomplete application.	
3.	For incomplete applications, student is able to edit the application and resubmit the application again.	

6. Accepting and Declining Offer

Dear Nurul Zakaria,

Thank you for your application. We are pleased to inform you that you have been offered a place at Taylor's!

There are only 4 more steps before you complete your admission:

1. Kindly log in to your TOPAS account and make your Enrolment Fee payment, to download your Offer Letter and Credit Transfer Approval with Study Plan (if you are entitled for module exemption and/or credit transfer to Taylor's programme).
2. Read your Offer Letter carefully, including the terms and conditions, and proceed to accept the offer in your TOPAS account:

[Go to TOPAS](#)

3. Spend some time familiarizing yourself with the details as contained in the Offer Guide. This is an invaluable step to ensure smooth transition into your Higher Education experience.

[Taylor's University Offer Guide](#)

[Taylor's College Offer Guide](#)

4. Your timetable will be accessible via Campus Central portal during orientation week; if we received your acceptance at least ten (10) working days prior to the first week of orientation.

No.	Steps	Remarks
1.	If an Application is accepted by the university, applicants will receive an email regarding the status. Applicant may login to TOPAS to see the offer letter	





Application List

[Start New Application](#)

Show 10 entries


Search:

Case ID ↑↓ Application Date ↑↓ Agent Name ↑↓ Programme Applied ↑↓ Intake ↑↓ Application Status ↑↓ Action

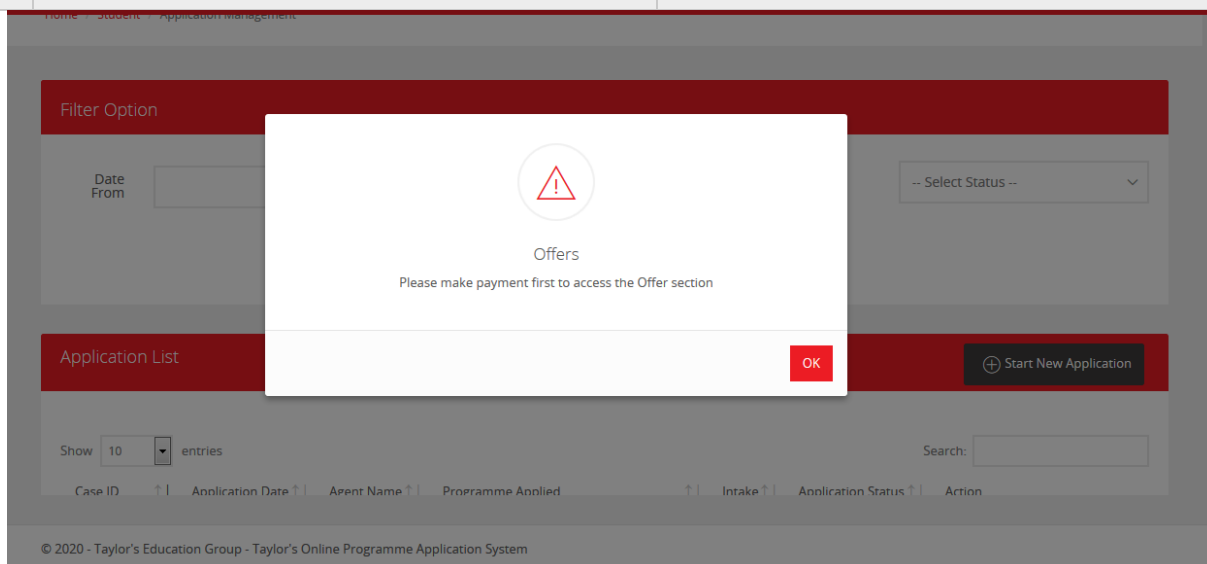
TOPAS00000014	2020-01-02	-	Bachelor of Science (Honours) in Architecture	Mar 2020	Offer Granted	   
---------------	------------	---	---	----------	---------------	---

Showing 1 to 1 of 1 entries

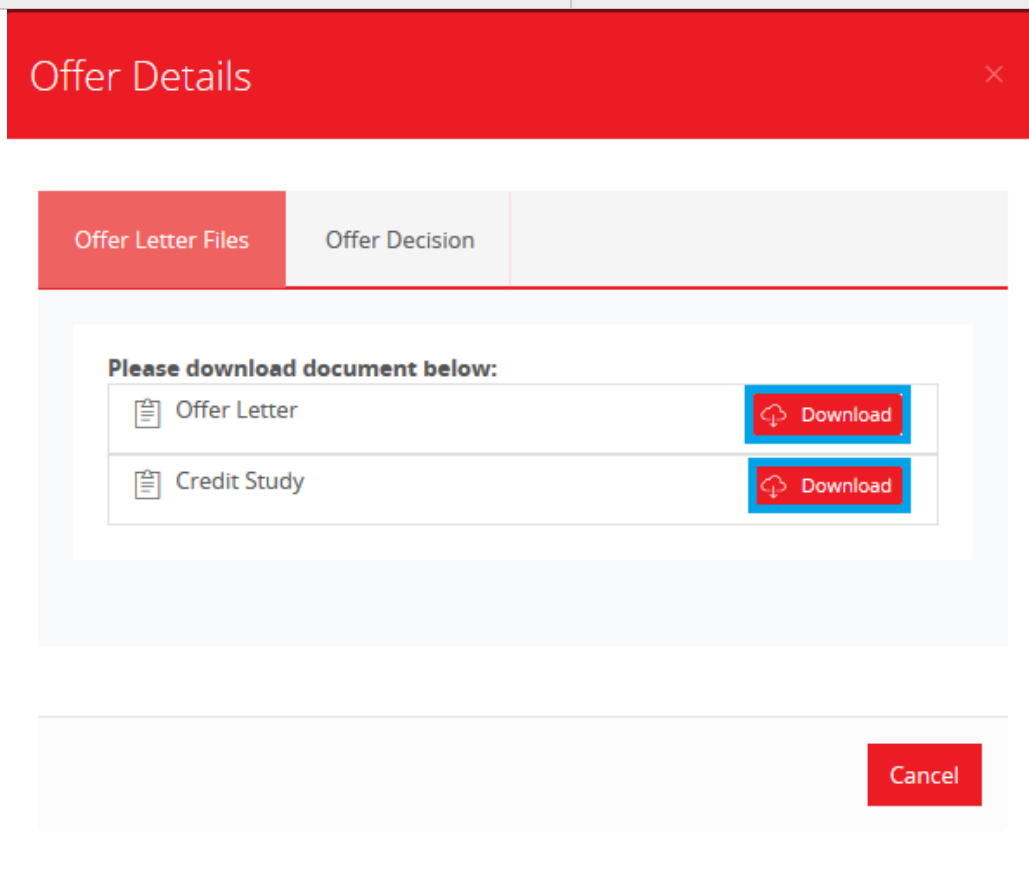
Previous **1** Next

2.	Click on the Offer letter icon to view the offer letter then accept or reject the offer.	<i>The Offer icon looks like this:</i> 
----	---	--

3. If the student did not complete the payment, the system will prompt a message for the applicant to complete the payment first when the icon is clicked.



4. To complete the payment, follow the instructions as given earlier in the guideline:
[Step 9 – Payment](#)



5.	Click on the Download button to download and view the offer letter and other attached documents.	
----	---	--

Offer Details

Offer Letter Files

Offer Decision

ACCEPTANCE OF OFFER AND DECLARATION

Full Name

Nurul Zakaria

IC/Passport No.

001011112334

Programme

Bachelor of Science (Honours) in Architecture

Intake

Mar 2020

I am pleased to accept a place in the above offered programme and intake, I declare that I have read and understood the terms and conditions in the Offer Letter and the Offer Guide.

I agree to abide and to be bound by all applicable laws of Malaysia, all policies, procedures, rules and regulations of Taylor's (both existing and those coming into force in the future). I acknowledge that it is my responsibility to carefully read and acquaint myself with the rules and regulations stated above, governing my conduct as a student at Taylor's.

I consent to the disclosure of any documentation relating to any drug test or investigation connected with Taylor's policies, regulations and procedures. If tuition fees are paid by an organisation ("Sponsor") or my parents, I authorize Taylor's to release my fees and academic progress information to my parents, and the sponsor upon request.

☒

 I Accept

☐

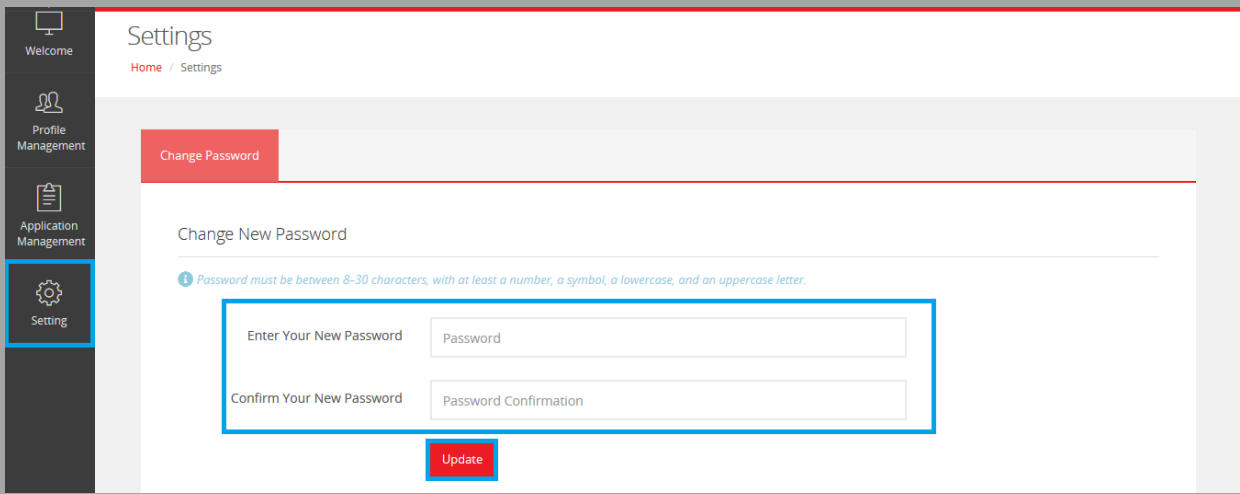
 I Decline

Submit

Cancel

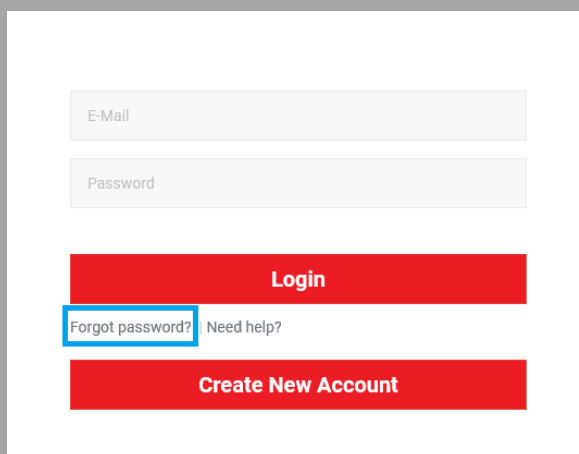
6.	Click on the Offer Decision tab to make the decision. Applicant may select Accept or Decline and click on Submit , to finalize their decision on the offer granted.	
----	---	--

7. Change Password



No.	Steps	Remarks
1.	The applicant may change their password through settings tab.	
2.	Enter new password and confirm the new password in the following fields.	
3.	Click on Update to update the password.	
4.	The new password will be applied on the next login.	

8. Password Recovery



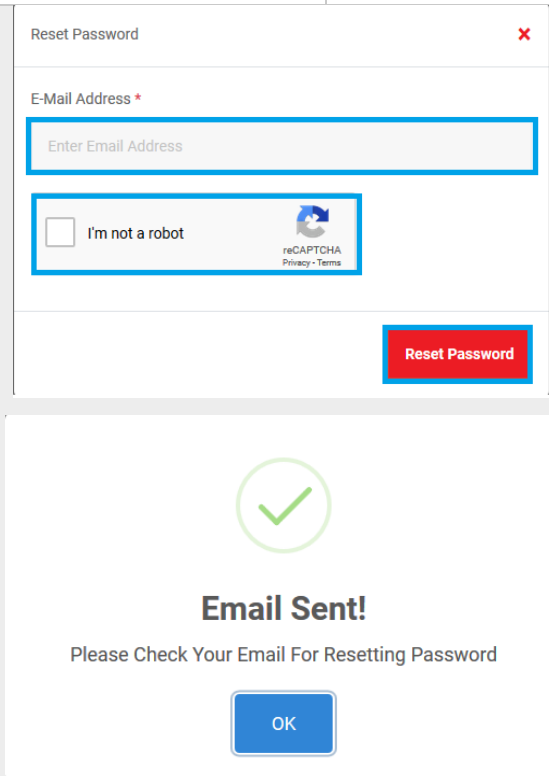
E-Mail

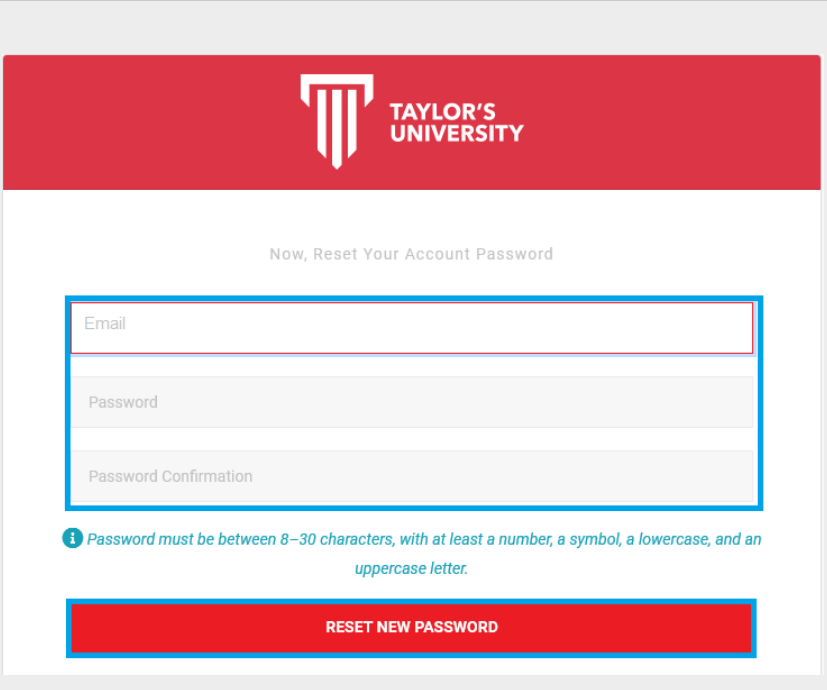
Password

Login

Forgot password? Need help?

Create New Account

No.	Steps	Remarks
1.	A lost/forgotten password can be recovered from the landing page. In the login box, click on Forgot Password .	
		
2.	Enter your email address and complete the CAPTCHA, then click on Reset Password . This will send a password reset email in your inbox.	

	<p>Hello</p> <p>You are receiving this email because we received a password reset request for your account.</p> <p style="text-align: center;">Reset Password</p> <p>This password reset link will expire in 60 minutes.</p> <p>If you did not request a password reset, no further action is required.</p> <p>Taylor's</p> <hr/> <p>** This is an automatically generated email. Please do not reply to this email as we are not able to respond to messages sent to this email address. **</p>	
<p>3.</p>	<p>Click on the Reset Password button in the email. The applicant will then be directed to password reset page.</p>	
		
<p>4.</p>	<p>Fill in the email and password fields then click on the Reset New Password button. This will reset the password and the applicant may now login to TOPAS with the new password.</p>	

----- END OF GUIDELINES -----