



MYBuddy Volunteer Application Form

Qualification

1. Volunteers for the MYBuddy scheme must be a registered full-time student for the immediate past two (2) semesters, as so defined by the Registrar's Office.
2. Volunteers **MUST** have a good standing academically, whereby his/her Cumulative Grade Point Average (CGPA) is 2.5 or above.
3. Volunteers **MUST** not have been on scholastic or disciplinary probation sanction in the previous semesters up until the point of appointment.
4. Volunteers **MUST** have a good command of English language.
5. Applicants will be called for an interview.
6. Volunteers are to be international students. However, Malaysian students are encouraged to apply, but priority will be given to international students.

Terms and Conditions

1. Successful applicants as volunteers in the MYBuddy scheme shall report to the MYBuddy Coordinator from the Student Affairs & Alumni Office.
2. Volunteers in the MYBuddy Programme will need to commit to two (2) months in the long semesters and one (1) month in the short semester.
3. ELE Points will be given to volunteers as so defined by the Student Activities and Recreation Department.
4. There will be ongoing support for volunteers from the MYBuddy Coordinator (to whom volunteers are accountable). Volunteers are to be present when available for meetings to update the MYBuddy Coordinator on progress, problems and to provide suggestions to improve the scheme. Ongoing support would include training to ensure volunteers are confident in their role as MYBuddy.

Responsibility

1. Volunteers **MUST** contact their assigned junior(s) and make themselves available to them. Volunteers are expected to commit at least one (1) hour a week to their assigned friend.
2. If there are any issues or the time commitment becomes too much, volunteers must let the MYBuddy Coordinator know in order for new matches can be made.
3. Volunteers are **NOT** expected to assist their assigned junior(s) academically or for administrative issues. Volunteers, however should direct them to the necessary departments in UCSI University.

PART A: APPLICANT PARTICULARS

Note:

1. Please fill in all the mandatory field unless stated otherwise.
2. Please attach a photocopied student ID.

Name of Candidate : _____ Gender: Male/Female

Contact Number : _____

Email Address : _____

Student ID : _____

Year & Semester : Year () / Semester () CGPA: _____

Programme : _____

Spoken Language : _____

Country of Origin : _____

Positions Held in Extra-Curricular Activities: *(if applicable)*

No.	Name of Association	Position	Period Served	Remarks

Extra-Curricular Activities: *(if applicable)*

No.	Name of Event	Achievement	Remarks

PART B: PASSION

What interests you about volunteering for the MYBuddy scheme.

What skills can you bring to this role and what would you like to gain?

PART C: PAIRING

1. Please tell us about preference for how you would like to be matched with your friend.

Programme of study

Interest

Language

NOTE: It may not be possible to match all volunteers perfectly according to preference, but every effort will be made to do so.

2. If there are more new students wishing to have a MYBuddy than volunteers available, it may be necessary to pair more than one new student with a MYBuddy volunteer. Are you happy to be paired with more than one new student if necessary?

Yes

No

PART H: DECLARATION SECTION

I confirm that the information provided is, to the best of my knowledge, true and complete, and understand that providing false or misleading information could lead to my being asked to leave the scheme.

I agree that if I am paired with another student, the information given on this form may be shared with them.

Name:

Date:

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FOR OFFICE USE ONLY:

Approved by MYBuddy Coordinator, UCSI University, KL Campus:

Approved:

Not Approved:

Reason: _____

Processed by:

Signature:

Name:

Date: