



MIVA SIYUAN SCHOLARSHIP

APPLICATION FORM

Integrating Education and Volunteerism

Section 1: Personal Information

Full Name (as per NRIC) Chinese Name

IC No Date of Birth (DD/MM/YYYY)

OKU Card No. (if applicable) Gender M F

Contact Number Email

Current Address

Permanent Address (if different)

Current Living Situation With Family
 Renting
 School Dormitory
 Welfare Homes (name)
 Others (specify)

Special Circumstance

Single-Parent Household Yes No

Background (Check all that apply) Person with Disabilities (OKU)
 Welfare Home Resident
 B40 Household (Specify income tier) RM

Section 2: Disability Status (for OKU Applicants)

Disability Type (Check all that apply) Hearing impairment
 Visual impairment
 Speech impairment
 Physical disability
 Learning disability
 Mental disability
 Multiple disabilities
 Other (specify)

Require Special Assistance? Yes No

Required Documents

Must be submitted

B40 Household

Submission Notes

Label as B40 PROOF

- Household income proof
- Utility bills (last 3 months)
- Photos of living quarters

Person with Disabilities (OKU):

Submission Notes

Label as OKU DOCUMENTS

- OKU card copy
- Medical certificate (stating disability type/level)
- Special needs request (if applicable)

Welfare Home Resident

Submission Notes

Submit through Welfare Home social worker

Label as "WELFARE HOME DOCUMENTS"

- Home residency letter (stamped)
- Recommendation letter from supervisor
- JKM registration copy (compulsory)



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Section 3: Parent / Guardian Information

Please provide accurate details about your parents or legal guardians. This information is required for background and financial assessment purposes.

Father / Male Guardian

Full Name (as per NRIC) Chinese Name

IC No Date of Birth (DD/MM/YYYY)

OKU Card No. (if applicable)

Contact Number Email

Current Address

Permanent Address (if different)

Occupation Job Title

Employer's Name & Sector

Monthly Income (MYR) Highest Education Level

Working Status Full-time
 Part-time
 Self-employed
 Unemployed
 Retired

Mother / Female Guardian

Full Name (as per NRIC) Chinese Name

IC No Date of Birth (DD/MM/YYYY)

OKU Card No. (if applicable)

Contact Number Email

Current Address

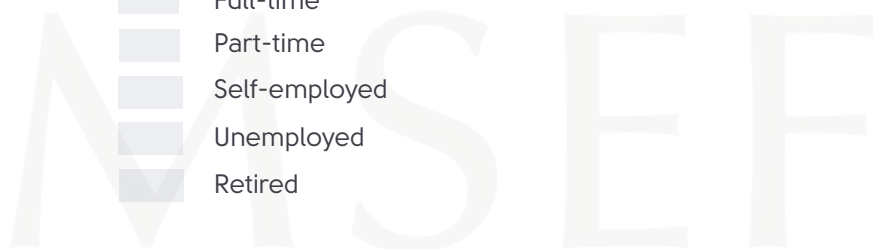
Permanent Address (if different)

Occupation Job Title

Employer's Name & Sector

Monthly Income (MYR) Highest Education Level

Working Status Full-time
 Part-time
 Self-employed
 Unemployed
 Retired





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Section 4: Education Background

Current Educational Institution:

Institution Name

Address

Program Details:

Program/Course Name

Field of Study

Current Year/Semester / Expected Graduation Date (DD/MM/YYYY) / /

Academic Performance

Cumulative GPA/CGPA (if applicable) (e.g., 3.50/4.00)

Attach latest academic transcript

Previous Qualifications (if relevant)

Qualification e.g., SPM, STPM, Diploma Year Completed

Institution

Attached result

Section 5: Financial Need Assessment (Must be submitted)

Household Monthly Income Household Monthly Expenses

Attach proof: pay slip, welfare statement, etc.

Attach utility bills, rent receipts, etc.

Primary Source of Household Income (check all that apply) Parents' salary

Farming/ Self-employment

Government aid

Relatives' support

Other (specify)

Additional Financial Hardship Details (if any)

Assets Owned

Car (Brand / Model / Year)

Motorcycle (Brand / Model / Year)

Property (Estimated Value) Occupants persons

Attach photos of home/vehicles

Financial Aid Declaration

Are you currently receiving or applying for any other scholarships/loans (including PTPTN)?

No (I am not receiving/applying for any other financial aid)

Yes (please provide details below)

1: Amount: RM /year

2: Amount: RM /year

3: Amount: RM /year

4: Amount: RM /year

5: Amount: RM /year



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Important Notes:

- If awarded the MIVA SiYuan Scholarship, you must decline other tuition-fee-based scholarships (excluding PTPTN loans). Financial aid for living expenses is still allowed.
- Once notified of the award, recipients must submit a written acceptance within 30 days. Failure to do so will be regarded as forfeiture of the scholarship.
- You must immediately notify MIVA SiYuan Scholarship if your funding status changes.
- Providing false or misleading information may result in the cancellation of the MIVA SiYuan Scholarship. The recipient will be required to fully repay any disbursed scholarship funds. MSEF reserves the right to pursue legal action where necessary.
- MIVA SiYuan Scholarship reserves the right to adjust awards based on your total financial support

Section 6: Extracurricular & Volunteer Experience

- Clubs/Societies (position & duration)
- Volunteer Work (organization, role, hours)
- Leadership Roles (if any)

You may refer to the table format below for your response. Please continue on a separate sheet if needed.

Activity Type (Club / Volunteer / Leadership)	Organization / Club Name	Position / Role	Duration / Hours
Volunteer	MIVA	Event Assistant	Jan 2024 – Mar 2024 (50 hours)

Note: You are required to provide supporting evidence for each activity listed, such as: Certificate of participation, Photos of involvement, Attendance records or timesheets, Recommendation letter, Volunteer service certificate etc.

Section 7: Personal Statement -Attachment

Please answer both questions below by hand on a blank sheet of paper. Your response for each question should not exceed 300 words.

(Attach the handwritten response to your application materials.)

- How do you plan to contribute to society?
- Why are you applying for this scholarship?

Section 8: Declaration

I certify that all information provided is accurate. I understand that false statements may result in disqualification.

Applicant's Signature:

Applicant's Name:

NRIC No:

Date:



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Overview

The MIVA SiYuan Scholarship, established by the Malaysian Social Entrepreneurs Foundation (MSEF), aims to support outstanding youth from disadvantaged backgrounds—particularly OKU (persons with disabilities), youth from welfare homes, and the B40 group. The program provides full scholarships combined with volunteer service training and empowerment opportunities, nurturing future leaders with strong social responsibility.

Objectives

- **Promote Educational Equity** – Provide financial aid for higher education to students from low-income families
- **Foster Social Responsibility** – Encourage and require scholarship recipients to engage in volunteer service
- **Empower Marginalized Youth** – Support OKU and welfare youth through training and community service
- **Develop Future Leaders** – Build leadership, teamwork, and civic engagement skills
- **Advance Sustainable Public Good** – Integrate education, service, mentorship, and long-term personal development

Scholarship Type:

Full tuition scholarship

Scholarship Disbursement Guidelines

The scholarship is disbursed by semester

Required Documents per Semester (for continuing recipients):

- Latest academic transcript
- Community service report

Basic Eligibility Criteria

- Malaysian citizen, aged 25 or below
- Officially accepted into a local college or university
- Academic performance: minimum CGPA 2.75/SPM min 3A
- Good character, responsible, caring, and empathetic
- From an economically disadvantaged family (e.g., low income, single-parent, illness, or other hardships)
- Preference given to those with volunteer experience or strong interest in community service
- Applicants may apply for other scholarships or financial aid at the time of application. However, if awarded the MIVA SiYuan Scholarship, they must not concurrently receive any other tuition-related financial assistance, excluding PTPTN, as the MIVA SiYuan Scholarship provides 100% tuition coverage.
- *Applicants must disclose all other aid they are applying for or receiving.*

Priority Applicants

- Individuals with volunteer or community service experience
- Applicants who have demonstrated leadership or initiative
- Candidates with clear personal development goals and willingness to grow
- Individuals with a strong sense of social responsibility and alignment with volunteer values
- Priority will be given to the following backgrounds:
 - OKU youth (must submit OKU card)
 - Youth from welfare home or without family support
 - B40 youth with demonstrated potential and responsibility



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Obligations of Scholarship Recipients & Important Notes

- Scholarship funds are transferred directly to the recipient's institution bank account
- Scholarship can only be used for tuition fees (**not for living expenses or other costs**)
- Recipients must inform the MIVA SiYuan Scholarship Committee if they change their program or institution
- A change of major or institution will result in automatic cancellation of the scholarship. A new application is required to continue receiving aid
- All recipients must register as MIVA volunteers, enabling service hours and activities to be properly tracked
- Recipients are encouraged to prioritize service with MIVA or its official partner organizations; other service activities must be pre-approved
- Recipients must complete the required number of community service hours and submit their report by the end of each semester, community service is a key criterion for continued funding
- Recipients must maintain a minimum CGPA of 2.75 every semester
- **Failure to fulfill the required service hours, submit a valid report on time, and maintain the minimum CGPA 2.75 will result in the cancellation of the scholarship and full repayment of the funds received for that semester**

Community Service Hours Guidelines & Submission Rules

(Includes planning tips and important reminders)

Item	Description
Total Required Service Hours	Each semester, recipients must complete 200 hours of community service. These hours can be accumulated within 2 years after the final semester of receiving the scholarship
Minimum Hours per Semester	A minimum of 50 hours per semester is required
Accepted Types of Service	<ul style="list-style-type: none"> - MSEF, MIVA projects - MIVA partner NGO programs - Non-MIVA activities (pre-approved by MIVA)
Submission Procedure	Within 14 days after each semester ends. <ul style="list-style-type: none"> • email reports to msef.siyuan@gmail.com • send confirmation message to MIVA hotline 6011-20966301
Reporting Non-MIVA Activities	Submit activity details (organization, scope, dates) at least one week in advance via email and WhatsApp to MIVA hotline 6011-20966301 for MIVA approval
If Hours and Performance Are Incomplete or Not Reported	If: <ul style="list-style-type: none"> - Minimum 50 hours not completed in a semester - Minimum CGPA of 2.75 every semester - Report is not submitted on time → Failure to fulfill the required will result in the cancellation of the scholarship and full repayment of the funds received for that semester



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Item	Description
Time Management Tips	<ul style="list-style-type: none"> - A semester is about 13 weeks; averaging 4 hours/week will meet the minimum - Suggested schedule: 2 sessions × 2 hours per week, or 1 session × 4 hours - If you have exams or a heavy class load, adjust earlier and inform MIVA

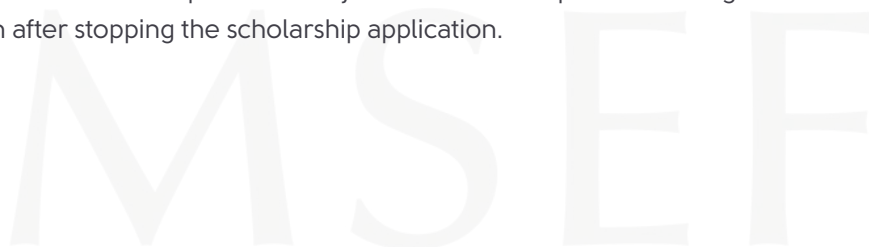
Service Hours Calculation Example

This appendix provides an example of how the service hours are calculated for a student receiving the MIVA SiYuan Scholarship over 8 semesters. Here's a breakdown:

Project	Hours	Explanation
Minimum Service Hours per Semester	50 hours	Must be completed each semester, or will result in the cancellation of the scholarship and full repayment for that semester
Service Goal per Semester	200 hours	Can be accumulated in stages throughout the semester.
Total Service Goal for All Semesters	$200 \times 8 = 1600$ hours	Total service hours required over the scholarship period.
If Only the Minimum Standard is Completed Each Semester	$50 \times 8 = 400$ hours	Meets the minimum requirement but does not meet the total goal.
Service Hours to Complete After Stopping the Scholarship Application	$1600 - 400 = 1200$ hours	Must be completed within 2 years after stopping the scholarship application.

Reminder:

- The more service hours completed during the scholarship period, the fewer hours need to be completed after stopping the scholarship application.
- It is recommended to complete as many service hours as possible during the scholarship period to reduce the burden after stopping the scholarship application.





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Important Notes

- All community service hours must be documented, registered in the MIVA system, and verified by MIVA to be counted.
- Service hours cannot overlap with those used for other scholarships, internships, university requirements, corporate social responsibility (CSR) activities, or any other external obligations.
- Service hours must be entirely voluntary and uncompensated. They cannot be substituted by any paid activities, salaries, or stipends, and any service hours associated with monetary rewards, grants, or other financial compensation will not be recognized.
- The services provided must be completely voluntary, without any form of coercion or substitution. All service hour records and supporting documentation must be transparent, truthful, and verifiable.
- If any service hours are found to be duplicated or do not comply with the outlined requirements, MIVA reserves the right to reject those hours. In the event of non-compliance, MIVA may demand the full scholarship amount be refunded and reserves the right to pursue legal action to enforce the scholarship policy.
- If the required service hours are not completed within 2 years after stopping the scholarship application, it will be considered a breach of agreement, and the full scholarship amount will need to be refunded,
- The Malaysian Social Entrepreneurs Foundation (MSEF) reserves the right to take legal action if necessary.

Encouragement & Support Opportunities

- Recipients are encouraged to share their service journey on social media to inspire others
- Recommended hashtags:
#MIVAAction #MIVASiYuanScholars #ServeToGrow #MSEF #VolunteerLeadership
- Students with ideas for community projects are welcome to submit proposals. MIVA will support with guidance, resources, and connections.

Guarantor Requirements

- Two guarantors are required; they must be Malaysian citizens aged 21 or above with full legal capacity
- May include family members, teachers, or community leaders.
- Guarantors must understand the scholarship terms and be willing to help monitor the student's commitment.

Please email the completed application form to msef.siyuan@gmail.com and mail the original hardcopy to: Lot 1-01, 1st Floor, Menara Hai-O, Jalan Bukit Bintang, 55100 Kuala Lumpur, Malaysia. For inquiries, please contact +603-2110 0650 or WhatsApp +60 11-5880 5897



The MIVA SiYuan Scholarship is more than just financial assistance—it's a platform for nurturing socially responsible changemakers. We welcome passionate, action-driven youth to join us in building a kinder, stronger society.



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Document Checklist 1-1

To ensure applicants meet the scholarship evaluation criteria, please prepare the following documents. All information submitted will be kept confidential and used solely for assessment purposes. Please ensure that all documents are complete and truthful to reflect your sincerity and commitment to community service.

Applicant Information

- ✓ Completed MIVA SiYuan Scholarship Application Form
- ✓ Recent color photo (passport size)
- ✓ Copy of applicant's identification card (NRIC)
- ✓ Latest academic transcript (official copy with school stamp)
- ✓ Certificates of extracurricular activities and volunteer service (e.g., volunteer records, competition results, club achievements)
- ✓ Personal statement (should include background, motivation for study, volunteer experiences, and future goals)
- ✓ Self-assessment form / Personal Statement
- ✓ Character assessment form
- ✓ Recommendation letter (issued by a teacher or community leader)
- ✓ Copy of PTPTN statement, other scholarships, education loans, or financial aid details

Financial Information

- ✓ Copies of income statements for the past 3 months (e.g., payslips, retirement documents, income declarations)
- ✓ Copies of utility bills for the past 3 months (water/electricity bills)
- ✓ Photos of the home (recommended to include exterior and main living areas)
- ✓ List of household members and their relationship to the applicant
- ✓ Photos of family-owned vehicles (e.g., car, motorcycle)

Guarantor Information

Each applicant must provide two guarantors, completed the Form and submit the following documents:

- ✓ Copy of each guarantor's identification card (NRIC) (2 in total)
- ✓ Copy of each guarantor's income proof for the past 3 months (6 in total)

Eligibility criteria for guarantors

- Malaysian citizen
- At least 21 years old
- Mentally sound and not bankrupt
- Legally capable of acting as a guarantor

Additional Supporting Documents

- ✓ Any additional documents that may support the application (e.g., poverty certificate, explanation of special circumstances, award certificates)

Important Note

Any falsified, misleading, or incomplete documents may result in disqualification or termination of the scholarship. We encourage all applicants to participate in the application process with honesty, proactiveness, and sincerity, demonstrating a genuine commitment to serving the community through your actions.



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Document Checklist 1-2

Parent / Guardian Information

- ✓ Photocopy of both parents'/guardians' NRIC
- ✓ Latest payslip or income proof (1 month minimum) (if parent/guardian is employed)
- ✓ EPF Statement (KWSP) or Income Tax Return (LHDN) (strongly recommended for income verification)
- ✓ Employer's confirmation letter (if parent/guardian is employed without payslip (e.g. small business worker, contract jobs))
- ✓ Signed declaration letter stating unemployed status (if parent/guardian is unemployed)
- ✓ Medical certificate / doctor's letter (if parent/guardian is unemployed due to health reasons)
- ✓ Pension statement / government retirement letter (if parent/guardian is retired)
- ✓ Social Welfare Department (JKM) aid letter or Bantuan Sara Hidup (BSH/STR) copy (if household is receiving government financial aid)
- ✓ Rental agreement or income proof (if household receives rental income)
- ✓ Additional explanation letter (if address, guardian status, or income cannot be proven via normal documents)
- ✓ Current residence photo(s) with house number and interior + declaration letter confirming actual residence (if NRIC address differs from current address, please explain the reason in the declaration)



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MIVA SiYuan Scholarship – Guarantor Letter

Dear MIVA SiYuan Scholarship Committee,

I, the undersigned, hereby agree to act as a guarantor for the applicant named below, who is applying for the MIVA SiYuan Scholarship under the Malaysian Social Entrepreneurs Foundation (MSEF). I understand the responsibilities and terms associated with this scholarship.

Applicant's Full Name	
Identification Number (IC)	
Guarantor's Full Name	
Identification Number (IC)	
Relationship to Applicant	
Contact Number	
Email Address	
Residential Address	

I confirm that I am a Malaysian citizen aged 21 or above and of sound mind, not bankrupt, and legally capable of acting as a guarantor.

I have read and understood the scholarship's terms, including the requirements for the recipient to complete community service hours, submit academic and service reports each semester, and remain enrolled in the approved academic program. I am willing to assist the organizer in supervising the recipient's obligations if necessary.

I acknowledge that if the recipient fails to meet the scholarship obligations or provides false information, the organizing body reserves the right to contact me for further clarification or support in resolving the matter, and I shall undertake the responsibilities of a guarantor, including the repayment of the scholarship amount received by the applicant.

Guarantor's Signature:

Guarantor's Name:

NRIC No:

Date:





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MIVA SiYuan Scholarship – Supplementary Form

Self-Evaluation Form

For applicant completion

Please reflect on your personal development in the areas below

- **Attitude Toward Learning**
E.g.: Focus in class, assignment completion, independent learning habits
- **Interpersonal Relationships**
E.g.: Relationship with peers/teachers, communication skills
- **Attitude Toward Volunteering**
E.g.: Enthusiasm and dedication in community service
- **Time Management**
E.g.: Balancing schoolwork and service, time management habits
- **Personal Growth Goals**
Briefly share your current goals and areas of focus
- **Other Remarks**
Anything else you would like us to know

Personal Statement

- How do you plan to contribute to society? (Max 300 words)
- Why are you applying for this scholarship? (Max 300 words)



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Character Evaluation Form 1-1

To be completed by the applicant's class teacher, academic advisor, or a teacher who has known the student for at least six months.

Student Information

Student Name	
IC Number	
School / Program	
Referee's Name	
Relationship to Student	
Period of Acquaintance (Start Date – Month/Year)	

Character Evaluation (Please score and briefly explain)

Please rate the student on a scale of 1 to 5 (1 = Lowest, 5 = Highest) and provide a brief explanation for each item

Evaluation Criteria	Score (1-5)	Brief Explanation
Sense of Responsibility		
Honesty & Integrity		
Interpersonal Skills		
Team Spirit		
Time Management		
Self-Initiated Learning		
Spirit of Service		
Stress Management		



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Character Evaluation Form 1-2

Overall Comments (100–200 words)

Please provide your overall observations and suggestions regarding the student's character and potential

(Write here)

Referee's Signature:

Referee's Name:

NRIC No:

Date:

Contact Number:

Email Address:





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MIVA SiYuan Scholarship – Declaration Letter of Unemployment

Dear MIVA SiYuan Scholarship Committee,

I, the undersigned, hereby declare that I am currently unemployed and have no fixed monthly income.

I affirm that I have not been engaged in any formal employment, part-time work, or self-employment since _____ (Month, Year). The financial support for myself and my family is currently sustained through

_____ [briefly explain, e.g. spouse's income / savings / support from relatives / government aid, etc.].

I make this declaration truthfully and voluntarily for the purpose of supporting the financial background section of my child's scholarship application to your esteemed organisation.

Should there be any changes to my employment status or household income in the near future, I will inform the relevant authorities or institutions accordingly.

Thank you for your kind attention.

Sincerely,

Signature of Declarant:

Full Name:

NRIC No:

Date:

Contact Number:

Email Address:

Relationship to Applicant:



MSEF



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MIVA SiYuan Scholarship – Additional Explanation Letter

Dear MIVA SiYuan Scholarship Committee,

I am writing this letter to provide an explanation regarding the [choose one or more: current address / guardian status / family income], as I am unable to submit the standard supporting documents for this matter.

[If explaining address discrepancy:]

My IC reflects a different address than my current place of residence. This is because _____ [e.g. my family has moved to a rented home / I am temporarily staying with relatives / the IC address has not been updated]. I have attached current photos of the place I live in as evidence, along with a signed declaration.

[If explaining guardian status:]

I am currently under the care of _____ [name of guardian], who is my _____ [relationship]. My parents are _____ [e.g. deceased / unable to care for me due to health or other reasons]. Therefore, _____ [guardian's name] is responsible for my daily living and education.

[If explaining income status:]

My parent(s)/guardian(s) are self-employed or work in informal sectors such as _____ [e.g. food stall vendor / cleaner / odd job worker] and do not receive pay slips or formal documentation. Based on our estimate, the monthly household income is approximately RM_____. I kindly request that this letter be accepted as a declaration of our financial situation.

I fully understand the importance of honest and accurate information and confirm that everything stated above is true to the best of my knowledge. Should you require any further clarification or supporting information, I am happy to provide it.

Thank you for your understanding and kind consideration.

Sincerely,

Signature of Declarant:

Full Name:

NRIC No:

Date:

Contact Number:

Email Address:





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MIVA SiYuan Scholarship – Declaration of Current Residential Address

Dear MIVA SiYuan Scholarship Committee,

I, the undersigned, am the [Father / Mother / Guardian] of the applicant, _____ [Applicant's Full Name].

I hereby declare that our current residential address is:

[Full Current Address]

I have attached recent photos of our place of residence, including:

- Photo showing the house number (exterior)
- Photos of the interior (e.g. living room, bedroom)

I confirm that the attached photos accurately reflect the actual place where we are currently living. This address is genuine and not borrowed or falsely claimed.

I fully understand that this declaration is part of the required documents to support the scholarship/financial aid application, and I agree to take full responsibility should any of the provided information or photos be found to be false or misleading.

Thank you for your attention.

Sincerely,

Signature of Declarant:

Full Name:

NRIC No

Date:

Contact Number:

Email Address:

Relationship to Applicant:



MSEF