



**THE ONE** ACADEMY

**COURSE APPLICATION FORM  
2017**

MASTERS TRAIN MASTERS

*Dear Student,*

*Thank you for your interest in The One Academy of Communication Design. The mission of the college is to train new generations of top designers, illustrators, animators, multimedia designers, fine artists, fashion designers and interior designers who are passion-driven, positive and always eager to take on new challenges.*

*We offer students the opportunity for the best education in Art and Design that is balanced with expression, imagination, problem-solving, aesthetic understanding, professionalism and creativity. For this reason, we are confident that our graduates will make a powerful contribution to their profession and society.*

*Enclosed is a set of forms designed to gather all information required by various departments to facilitate proper and efficient administration for your application to The One Academy.*

*We look forward to receiving your complete application. Please contact any of our officers should you require any assistance.*

*With best wishes,*

*Tatsun Hoi  
Principal of The One Academy*

Appointed  
Representative's  
Stamp

Please  
Affix your  
recent  
passport-size  
photo here

**FOR OFFICE USE ONLY**

STUDENT ID

**PERSONAL DETAILS**

Are you a former student of The One Academy?

Yes Programme

Student ID No  Intake of Programme Attended

No

Full Name  Surname / Family Name   
(as in the passport / MyKad)

Chinese Name  Gender  Male  Female  
(if applicable)

NRIC / Passport No.  Date of Birth   
(dd-mm-yyyy)

Nationality

Marital Status  Single  Married Others (please specify)

Race  Chinese  Malay  Indian  Peribumi  Others

Religion  Muslim  Buddhist  Christian  Hindu  Others

E-mail

Current Address

City  Postcode  State / Province  Country

Telephone  Mobile

**INTERNATNAL STUDENT PASS DETAILS (FOR INTERNATIONAL STUDENT ONLY)**

If you are now in Malaysia, please specify your immigration pass type:

Dependent  Diplomatic  Social Visit  Student  MM2H  PR Visa / Pass Expiry Date   
(dd-mm-yyyy)

If you are currently holding a student pass, please provide the name of institution you are enrolled with

Note: students holding a dependent pass are required to convert to a student pass while studying at The One Academy

**PARENT/ GUARDIAN DETAILS**

Title  Name of Parent / Guardian   
(Mr / Ms / Dr, Etc) (as stated in the passport / MyKad)

Nationality  Relationship With Applicant

Permanent Home Address   
(please provide if different from current address)

Postcode  State / Province  Country

Telephone  Office  Mobile

E-mail

Family Income Income Range: (please tick (√) the relevant box)

Data requested by Ministry of Education Malaysia's IPT Information System (IFMS)

<input type="checkbox"/> Equal or less than RM 1,000.00	<input type="checkbox"/> RM 4,001.00 – RM 5,000.00	<input type="checkbox"/> RM 7,001.00 – RM 8,000.00
<input type="checkbox"/> RM 1,001.00 – RM 2,000.00	<input type="checkbox"/> RM 5,001.00 – RM 6,000.00	<input type="checkbox"/> RM 8,001.00 – RM 9,000.00
<input type="checkbox"/> RM 2,001.00 – RM 3,000.00	<input type="checkbox"/> RM 6,001.00 – RM 7,000.00	<input type="checkbox"/> Equal or more than RM 9,001.00
<input type="checkbox"/> RM 3,001.00 – RM 4,000.00		

## ACADEMIC DETAILS

### Secondary Education

SPM  UEC  O'Level  STPM  A'Level  Others (please specify) | \_\_\_\_\_

Year Completed | \_\_\_\_\_

Result Type  Actual  Forecast. Expected Date Of Release Of Results: (Month/Year) | \_\_\_\_\_

Name Of School / Institution | \_\_\_\_\_

State / Country (where you studied) | \_\_\_\_\_

### Diploma / Undergraduates Studies (if applicable)

Name Of Qualification | \_\_\_\_\_

Field Of Study / Major / Specialisation | \_\_\_\_\_

Name Of Institution | \_\_\_\_\_

State / Country (Where You Studied) | \_\_\_\_\_

Date Of Commencement | \_\_\_\_\_ Date Of Completion | \_\_\_\_\_

Did You Complete The Diploma / Undergraduates Studies?  Yes  No

Are You Currently Awaiting Results Of Any Diploma / Undergraduates Studies?  Yes  No

Expected Date Of Release Of Results (Month/Year) | \_\_\_\_\_

## ENGLISH LANGUAGE ACHIEVEMENT

IELTS  SPM English (GCE O'Level 1119) OTHERS (please specify) | \_\_\_\_\_

Grade / Score | \_\_\_\_\_ Year Taken | \_\_\_\_\_

Please refer to the Programme Brochure for information on English Language requirements to ensure your eligibility for admission to the chosen Programme.

## CREDIT TRANSFER

Do you wish to apply for credit transfer from previous study?

Yes (please request for a credit transfer form)

No

If you request credit transfer, please submit a certified true copy of the relevant results, course / module outline and portfolio. Please take note that credit transfer would only be considered if the Programme and institution are accredited by the Ministry of Education.

## PLEASE TICK (✓) INTAKE FOR ADMISSION AND THE PROGRAMME YOU WOULD LIKE TO STUDY

Intake  January  March \*  April  August  September \* Year | \_\_\_\_\_

*\*only applicable for Diploma in Fashion Design & Pattern Making Programme*

### Programme

#### Certificate Programme

Certificate In Communication Design

#### Diploma Programmes

Advertising & Graphic Design

Illustration

Multimedia Design

Interior Design

Digital Animation

Fashion Design & Pattern Making

Fine Arts

#### Foundation Programmes (Preferred Field Of Specialisation Bachelor Degree Programme)

Foundation In Interior Architecture Design

Foundation In Communication Design (\*Graphic Design, Interactive Media Design)

#### 3+0 University Of Hertfordshire Degree Programmes

BA (Hons) Graphic Design

BA (Hons) Interactive Media Design

BA (Hons) Interior Architecture And Design

#### Short Course

Creative Arts Fundamentals

Other Programme | \_\_\_\_\_

## ACCOMMODATION

Do you require an accommodation provided by The One Academy?

Yes (Please download the hostel application form from <http://www.toa.edu.my/hostel/>. A non-refundable hostel booking fee of RM 400.00 is required.)

No



## DECLARATION AND SIGNATURE

**IMPORTANT: Please ensure that you have signed and dated the form. Otherwise, your application will not be processed. Please check that all the information given is accurate and complete before you sign.**

I declare, that all information I have provided in this form, including those information given in all other documents submitted with this form, is complete and accurate. I also accept that The One Academy reserves the right to vary or reverse any decision regarding admission and enrolment made on the basis that incorrect, incomplete or fraudulent information or non-attainment of minimum entry requirements, including pre-requisite results to enroll into a programme. I agree to abide by The One Academy's rules and regulations (including policies) and accept that upon the enrolment, I will be responsible for the payment for my tuition fees and registration fees unless the whole or part of amount is to be paid by a sponsor.

Fees due in the semester must be paid in advance in the first semester or by the first day of class in the subsequent semester. Failure in settling the fees starting from the second week of the semester may result the student being barred from classes, examinations and access to the academy facilities.

I agree that the Registration Fee, Tuition Fees and Resource Fees paid are NOT refundable or transferable. If tuition fees are paid by an organization ("sponsor"), I authorize The One Academy to release my fees and academic progress information to the sponsor upon request.

I agree with the processing of my personal data contained in this form, or any other data which The One Academy may obtain from me or any other people. I agree with the processing of such data for any purpose connected with my studies, or my health and safety issues whilst in the premises, or for any other legitimate reason.

I agree to accept that The One Academy reserves the absolute right to defer or not to commence any programme; to review, change and update subject curriculum in any programme as it deems fit and necessary.

I am aware that the Student Handbook can be viewed and downloaded from the Student E-portal at <http://student.toa.edu.my>. It is my responsible to read, understand and abide by the rules and regulations\* stated in the handbook.

\*The One Academy reserves the right to review and amend the rules and regulations at its discretion.

### International Student

I agree to accept that successful application enrolment depends on timely approval by the Ministry of Education Malaysia and Immigration Department.

Applicant's Signature	_____	Date	_____
			(dd-mm-yyyy)
Applicant's Name	_____		
	(as In MyKad)		
Signature of Parent / Guardian / Sponsor (required for applicants under the age of 21)	_____	Date	_____
			(dd-mm-yyyy)
Parent / Guardian / Sponsor's Name	_____		
	(as In MyKad)		

**Please send the completed form and all required documents to:**

### Registration Office

The One Academy Of Communication Design  
28, Jalan PJS 11/28A, Bandar Sunway,  
47500 Subang Jaya, Selangor, Malaysia.

## LATE APPLICATIONS

Late applications may be considered, however it is subject to availability. Applicants are strongly advised to apply as soon as possible after having considered the choices. Application closing dates can be found at [www.toa.edu.my](http://www.toa.edu.my). For further information on the courses, please address your enquiries to the Registrar of The One Academy of Communication Design at [enquiry@toa.edu.my](mailto:enquiry@toa.edu.my).

## PRIVACY STATEMENT

By completing this form, you consent to the processing of your Personal Data as set out in the Personal Data Protection Notice (which can be viewed at <http://www.toa.edu.my/pdpa-notice>) by The One Academy and all persons involved in the provision of services by The One Academy.

Dengan melengkapkan borang ini, anda bersetuju dengan pemprosesan Data Peribadi anda seperti yang dinyatakan dalam Notis Perlindungan Data Peribadi (yang boleh dilihat di <http://www.toa.edu.my/pdpa-notice>) oleh The One Academy dan semua orang yang terlibat dalam penyediaan perkhidmatan oleh The One Academy.

**FOR OFFICE USE ONLY**

<b>PAYMENT DETAILS</b>
Amount Received:
Payment by: <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Telegraphic Transfer <input type="checkbox"/> Direct bank in Receipt No : _____
Verified by: (name)
Date:

**APPLICATION CHECKLIST**

Note: Please attach the following when you submit your application. **Certified true copies** of Academic records are required. If the original documents are not in English or Bahasa Malaysia, a certified English Translation must also be submitted.

**ALL PROGRAMMES**

- A complete Course Application Form
- Photocopy of MyKad (Malaysian student) or
- 1 copy of passport in A4 size (ALL pages including cover page and blank pages) (international student)
- Secondary studies results, e.g. SPM / O-Level or equivalent
- School Leaving / Completion Certificate
- Certified true copy of tertiary studies academic certificates and transcripts with grading system
- 2 recent Passport-sized colour photographs (Malaysian student) or
- 4 recent Passport-sized colour photographs with white background (3.5 cm x 4.5 cm) (International student)
- Portfolio consisting of 2 pieces of Original Artwork (colour drawing and free title)
- A complete Hostel Application Form (if applicable)
- Supporting documents for credit transfer (if applicable)
- English proficiency test result, e.g. IELTS or TOEFL (if applicable)
- Non-Refundable Registration Fee and Tuition Deposit of RM 2000.00 / USD 667.00  
**Payment must be made payable to – THE ONE ACADEMY OF COMMUNICATION DESIGN SDN. BHD.**

**ADDITIONAL DOCUMENTS IF YOU ARE AN INTERNATIONAL APPLICANT:**

- Original copy of No Objection Certificate (NOC) (for applicants from Sudan)
- Original copy of Eligibility Letter (for applicants from Iran)
- Affidavit document (for applicants with different names in any of the required documents mentioned above)
- For international Applicants who have studied in Malaysia before:
  - Release letter from the previous institution
  - Certified true copy of attendance record
  - Visa cancellation page

**ADDITIONAL DOCUMENTS IF YOU ARE APPLYING FOR BA (HONS) LEVEL 4 (FIRST YEAR) OR LEVEL 5 (SECOND YEAR)**

- English proficiency test result
  - IELTS overall score of 6.0 or higher
  - Grade C or better in the SPM (GCE O' Level English 1119)
  - Grade C or better in the GCSE or IGCSE English Language
- For entry to Level 4, attach relevant Foundation academic transcript and certificates
- For entry to Level 5, attach relevant Diploma academic transcripts and certificates
- Relevant Course Syllabus and course outline
- Portfolio demonstrating drawing ability and evidence of design skills (i.e. produce any artworks done in your previous college / university)
- For entry to Level 5, writing skills essay is required (questions will be provided by The One Academy)



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ESTABLISHED 1991

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