



COURSE APPLICATION GUIDE

International Student

THE ÔNE ACADEMY
www.toa.edu.my

Block B4, Leisure Commerce Square, No.9 , Jalan PJS 8/9, 46150 Petaling Jaya, Selangor, Malaysia

Tel: 03-7875 5510 • Fax: 603-7875 5508 (General) / 603-7490 7890 (Marketing)

E-mail: enquiry@toa.edu.my • Website: www.toa.edu.my

■ HOW TO APPLY

- Complete your Application Form and submit the required documents.
- International students are advised to apply at least 8 weeks (2 months) prior to each intake to ensure the student visas are approved on time.
- Kindly go to www.toa.edu.my for information on application closing dates.

You can send in enquiries and submit your application via the following:

■ Walk-in:

Take time to visit The One Academy. This will give you a chance to speak to our counsellors to get answers to your questions and assistance to register for the programme.

Office Hours:

Mondays to Fridays	9.00am- 5.30pm
Saturdays	9.00am- 1.00pm
Sundays and Public Holidays	Closed

■ Call:

You may contact us at 603-7875 5510 during office hours.

■ Email:

Send an email to enquiry@toa.edu.my

■ Post:

The One Academy of Communication Design
Registration Office (Admissions)

Block B4, Leisure Commerce Square,
No.9 , Jalan PJS 8/9,
46150 Petaling Jaya,
Selangor Darul Ehsan, Malaysia.

■ Online:

Please visit our website at www.toa.edu.my.

ENTRY REQUIREMENTS

For International students, please refer to the Malaysian Qualification Agency's (MQA) List of Overseas Qualifications & its equivalency with Malaysia Education System at <http://www.mqa.gov.my> to see if you meet the minimum entry requirements to obtain a student visa into Malaysia to undertake the course you applied for.

Programme Entry Requirements and Intakes

Programme	Entry Requirements	Duration	Intake
Foundation in Communication Design	<ul style="list-style-type: none"> Pass SPM / O-Level with minimum five (5) credits including English; or Pass UEC with minimum 5Bs including English; or Other equivalent qualification recognised by the Malaysian Government; and Pass drawing test conducted by The One Academy. 	1 Year (3 semesters)	April
Foundation in Interior Architecture Design	<ul style="list-style-type: none"> Pass SPM / O-Level with minimum five (5) credits including a pass in Mathematics, English and Art Subject; or Pass UEC with minimum 5Bs including a pass in Mathematics, English and Art Subject; or Other equivalent qualification recognised by the Malaysian Government; and Candidates without an Art subject: Must Pass Portfolio Review or Drawing Test conducted by The One Academy 	1 Year (3 semesters)	April
BA (Hons) Graphic Design BA (Hons) Digital Media Design	<ul style="list-style-type: none"> Pass SPM / O-Level with minimum five (5) credits; and Pass Foundation Programme in related field; or STPM with 2 full passes (2 credits) Pass Diploma in related field; or Other equivalent qualifications recognised by the Malaysian Government. Candidates without an Art subject: must Pass Portfolio Review or Drawing Test conducted by The One Academy <p>English Requirement or Equivalent required by University of Hertfordshire:</p> <ul style="list-style-type: none"> IELTS overall score of 6.0; or SPM (GCE O-Level English 1119) / GCSE / IGCSE English Language: Grade C or better. II students. 	3 Years & 3 months (inclusive of internship)	for advanced entry to year 1 and year 2 Bachelor Degree programme is open in April
BA (Hons) Interior Architecture and Design	<p>SPM: 5Cs and pass in Bahasa Melayu & Sejarah AND pass relevant Foundation Programme with minimum CGPA of 2.00 that is recognized by the Malaysian Government</p> <p>STPM: 2 full passes with minimum CGPA 2.00 (Grade C) including Mathematics and one(1) related Science and a Pass in SPM English subject.</p> <p>A-Level: Pass 'A' Level with minimum of Grade C in 2 subjects including Mathematics</p> <p>UEC: Pass UEC with minimum of Grade B in 5 subjects including Advanced Mathematics</p> <p>SAM: Pass South Australian Matriculation (SAM) with Tertiary Entrance Rank (TER) 70 and Grade B in Mathematics</p> <p>CPU: Canadian Pre-University (CPU) with an average of 70% in 6 subjects including Mathematics</p> <p>Diploma: Pass Diploma in related field with minimum of CGPA 2.00</p> <p>Foundation/Matriculation Programme: Pass Foundation/Matriculation in related field with minimum of CGPA 2.00</p> <p>Others: Equivalent qualifications recognised by the Malaysia Government; AND Candidate with an art subject must pass Portfolio Review or Drawing Test conducted by The One Academy</p>	3 Years & 6 months (inclusive of internship)	for advanced entry to year 1 and year 2 Bachelor Degree programme is open in April
Diploma in: Advertising & Graphic Design, Illustration, Digital Animation, Visual Effects, Digital Media Design, Interior Design, 3 years 3 months (Inclusive internship) Fine Arts	<ul style="list-style-type: none"> Pass SPM / O-Level with minimum three(3) credits; or UEC with minimum 3Bs; or Pass Certificate in related field Pass SKM Level 3 in Art & Design and SPM with Minimum one (1) credit Other equivalent qualifications recognised by the Malaysian Government Pass Portfolio Review or Drawing Test conducted by The One Academy for candidate who does not have a pass in Art or without an art subject 	3 Years	January, April, August
Fashion Design & Pattern Making		3 Years & 2 months (inclusive of internship)	March, September

■ Programme Entry Requirements and Intakes

Programme	Entry Requirements	Duration	Intake
Foundation in Communication Design	<ul style="list-style-type: none"> • Pass SPM / O-Level with minimum five (5) credits including English; or • Pass UEC with minimum 5Bs including English; or • Other equivalent qualification recognised by the Malaysian Government; and • Pass drawing test conducted by The One Academy. 	1 Year (3 semesters)	April
Certificate in Communication Design	<ul style="list-style-type: none"> • Pass SPM / O-Level with minimum one (1) credit in any subject; or • UEC with minimum 1B in any subject; or • Pearson BTEC Level 2 Certificate; or • Other equivalent qualifications recognised by the Malaysian Government. 	1 Year & 4 months (4 Semesters)	January, April, August
Creative Arts Fundamentals 1&2	<ul style="list-style-type: none"> • No formal entry requirements and is open to all students. 	2 Semesters	January, April, August

■ English Proficiency Requirements, Required by the Ministry of Education (MOE)

It is compulsory for all International students to fulfill the required English language proficiency level in their home country in order to apply for a student visa in Malaysia.

The recognized English language proficiency qualifications are as follows:

Recognized Tests	Minimum score/level	Validity
IELTS (International English Language Testing System)	4.0 (for Diploma programmes) 5.0 (for Degree programmes)	Must not exceed 2 years from the date of award
TOEFL (iBT)	30-31 (for Diploma programmes) 35 (for Degree programmes)	
Cambridge English: Advanced (CAE)	Pass	None
Cambridge English: Proficiency (CPE)	Pass	
Pearson Test of English (PTE) Academic	Pass	
MUET (Malaysian University English Test)	Band 3	Results from 2009, valid 5 years from the date of MUET result.

International students who can be exempted from the above mentioned requirements are:

1. Students are from countries whereby English is their sole language:
 - United Kingdom
 - United States of America
 - Canada
 - Australia
 - New Zealand
2. Students who transfer from other institutions whereby English is the main medium of teaching & learning.
 - Your previous institution need to provide a certification letter that English is used throughout classes.
3. Students have completed studies in Malaysia and wish to further study to a higher level (links back to Point 2).

■ Credit Transfer

You may be eligible for credit transfer if you have successfully undertaken formal study at a recognized tertiary institution.

Your application for credit transfer will be considered by the relevant faculty you wish to enroll with. The faculty will look at the previous courses you completed, results you received and your portfolio, and decide whether you are eligible for credit. The maximum transferable credit is 30.

■ How to apply for credit transfer

In order to ensure that your application is processed in time for enrolment, you need to submit certain documents to the Registration Office at the same time as you put in your main application.

You need to provide ALL of the following:

1. Application for Credit Transfer form (obtainable at Registration Office or download the form at www.toa.edu.my/admissions/download/doc/credittransfer.pdf)
2. Certificate awarded*
3. Full official academic transcript and explanation of the grading system*
4. Syllabus / course outlines for previous study, including details of contact hours, topics covered and method of assessment*.
5. Portfolio

* Documents must be certified true copies. Certified copies must bear an original signature. This can be obtained from the Registrar / Head of the Faculty where you have completed your programme. Where this information is in a language other than English, you must provide a translation by an accredited translator.

The Registration Office will contact you by written notification about the outcome of your credit transfer application.

Applications submitted without the complete documents will be processed for normal admission without any consideration given for credit transfer.

■ Processing times

We normally assess application for credit transfer within 14 working days. A longer period may be needed if a full assessment is required, particularly at peak admission and enrolment times.

■ MPU Compulsory Courses

Effective September 2013 intake onwards, The Malaysia Qualifications Agency (MQA) requires all Malaysian and International students to complete and pass the MPU Compulsory Courses as a prerequisite to the award of certificate, diploma and degree.

Information on MPU courses can be found in the Student Handbook via Student E-Portal.

■ Education Malaysia Global Services (EMGS)

Please be advised that The Malaysian Immigration Department and the Ministry of Education have imposed changes to the processing of International Student Visas effective from the 1st February 2013.

The Education Malaysia Global Services (EMGS) is an agency which has been appointed by the Ministry of Education to process International Student's Pass (Visa), the provision of Medical Insurance and the arrangements for health checks. To cover the costs associated with providing this service, EMGS has imposed a number of new charges for new applications and renewal of a student pass.

Kindly visit Education Malaysia Global Services website at the link below to obtain up-to-date information.
<http://www.educationmalaysia.gov.my>

■ Medical Screening for International Students

- a) The Malaysian Ministry of Education requires all new International students to undergo the compulsory Post-Arrival Medical Screening.

1. Health Screening

Effective 01 June 2019, pre-arrival medical screening is no longer required.

However, please note the following requirements:

Students are required to submit a Health Declaration Form for the Visa Approval Letter (VAL) application. If in doubt of anything required in the declaration form, please obtain consultation from your local doctor.

Updated guideline for medical health certification / health criteria for entry, can be taken from EMGS website.

The link is <https://educationmalaysia.gov.my/visa-new-application/>

Student must also comply with other requirements with respect to Yellow Fever. If student are taking any medication or have undergone any major treatment recently, please obtain a letter from the local doctor detailing the medicine(s) student are taking or procedure(s) that he/she were subjected to. Certain medicines and procedures may have effects on student's body that may cause inaccurate results during the medical screening in Malaysia.

Kindly be informed that the panel clinic or health centre perform the medical screening with impartiality, and are indemnified for their findings based on the medical screening. Regardless of the information provided in the health declaration form previously, the findings and opinions by the panel clinic or health centre are final.

Should any student be deemed as not suitable to study or reside in Malaysia, he/she will be required to leave Malaysia before the expiry of the visa granted upon arrival (i.e. special pass, entry pass, etc). Please note that all costs must be borne by the student. Please note that a valid Yellow Fever vaccination certificate is required from all International Students coming from or transited more than 12 hours through countries with risk of Yellow Fever transmission.

IMPORTANT TO NOTE: EMGS will not be able to process a Visa Approval Letter (VAL) application in the event that the Health Declaration form is not completed. Making a false declaration, including in the health declaration form, is an offence under the Laws of Malaysia. Doing so may result in prosecution and deportation i.e. removal from Malaysia.

2. Post-Arrival/In-Country Medical Screening

New International Students are required to attend a Medical screening in Malaysia within 7 days from the entry date at an EMGS panel clinic.

IMPORTANT TO NOTE: EMGS will not be able to initiate the process of Support Letter issuance for sticker endorsement purposes in the event that International Students failed to undergo the In-Country Screening.

(b) International Students applying for pass Renewal

With effect from 1st October 2014, International Students who are renewing their student passes will no longer be required to attend In-Country medical screening.

(c) International Students applying for Variation or Progression

International Students who are already in the country and applying to change their course or institution (Variation applications) and students who are progressing to a higher level of study (Progression Students) will be required to attend an In-Country Medical Screening at EMGS panel clinic if the last In-Country Medical Screening was done more than 6 months from the date of applying for a new pass.

■ DIPLOMA PROGRAMME APPLICATION CHECKLIST

Prepare the following documents & items for submission at least 8 weeks prior to the start date of your intake. This application cannot be processed without the required items (as indicated with **).

- Completed Application Form**
- Application Fees (attach with proof of payment)
 - RM500 Registration Fee and RM1500 Tuition Deposit (non-refundable, non-transferable)**
 - Student Pass/Visa Processing Fee of RM2000 (non-refundable, non-transferable)**
 - Student Pass/Visa Processing Fee of RM3000 (Indonesian citizens - 2 years; non-refundable, non-transferable)** applicable for diploma/degree
- Supporting documents - must be submitted by EMAIL

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
<input type="checkbox"/> Passport photo (white background - size 3.5cm x 4.5cm) - please refer to this link (http://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html) for more information **	Maximum image width: 217 px Maximum image height: 280 px Maximum file size: 66 KB	JPG
<input type="checkbox"/> Passport Copy (full passport including blank pages, 2 pages per A4 sheet, single side) ** Passport validity is at least 36 months from the start date of intake	2000 KB	PDF
<input type="checkbox"/> Official Academic Results, English Language qualification such as IELTS, TOEFL IBT and etc **	1000 KB	PDF
<input type="checkbox"/> Health Declaration Form - Please refer to this link (https://visa.educationmalaysia.gov.my/media/docs/Lampiran_B_-_Health_Declaration_Form_For_Applicant.pdf) for more information**	1000 KB	PDF

- For academic certificates/transcripts that are not in English and Bahasa Malaysia, a certified true copy of the English translation must be submitted together with the original version.
- A portfolio comprised of
 - one (1) landscape/still life composition (colour drawing, A4 size)**
 - one (1) free composition (any media, A4 size)**
- Supporting documents for course exemption or credit transfer (if applicable)
 - certified true copy of the relevant results
 - course outline of the relevant course
 - portfolio
- Student Hostel Application Form (if you require accommodation). You can download the form at www.toa.edu.my/admissions/download/doc/accommodation/application.pdf. A hostel booking fee of RM400 is required (non-refundable)*

■ Additional Documents required, if applicable

- 1 photocopy of Release Letter, including attendance & academic record issued by the former institution (for applicants transferring from other institutions in Malaysia)
- 1 original copy of Certification Letter from the previous institution/international high school in Malaysia about English medium of instruction / education system in order to get exemption from English test such as IELTS and etc.
- 1 photocopy of School Leaving Certificate or Completion Certificate (for applicants graduating from an international high school in Malaysia)
- 1 original copy of Sponsorship letter (for applicants financed by scholarship/sponsorship/study loan)
- Statutory Declaration confirming identity (for applicants with names spelt differently in official transcripts and documents)
- No Objection Certificate (NOC) (for applicants from Sudan)
- Letter of Eligibility (for applicants from Iran)

Additional documents if you are applying for BA (Hons) Level 4 (First Year) or Level 5 (Second Year)

- For entry to Level 4, attach **certified true copies** of relevant Foundation qualifications and certificates
- For entry to Level 5, attach **certified true copies** of relevant Diploma qualifications and certificates
- For entry to Level 5, you must demonstrated good academic writing skills (Question will be provided by The One Academy)
- Certified true copies of Course Syllabus / Course Outline
- A folio of creative work to confirm that you have achieved the requisite learning outcomes (i.e. produce any artworks done in your previous recognized institution)

Methods For Fees Payment

Choose one of the following methods for payment of fees:

Telegraphic

Payment must be made to **The One Academy of Communication Design Sdn. Bhd.**

Transfer

Address : 30 – 32, Jalan PJS 11/28A, Bandar Sunway, 47500 Subang Jaya Selangor, Malaysia

Bank name : Maybank Islamic Berhad

Account No : 562311 - 308371

Swift Code : MBISMYKL

Credit Card

Payment by credit card is allowed.

Important Notes: Please attach the original telegraphic transfer slip with the Application Form as proof of payment. Kindly include the student's name, passport number, programme enrolled and intake month and year. Please do not deliver cash via mail. The One Academy will not be held responsible for the loss of cash.

FINANCIAL VERIFICATION

If you are supported by your government or a sponsoring organization, please attach an official copy of your sponsorship award letter. This letter must indicate the total amount of fees in detail and other benefits offered by the government or sponsoring organization.

False Information / Documents

All admissions decisions taken by The One Academy rely on the statements made on the application form and in the supporting materials supplied by you. This information will be held and used for the purpose of processing your application for study, student administration and wherever applicable.

If the Academy believes that any information contained on your application form may not be correct and complete, including academic transcript(s), the Academy retains the right to reject your application. All fees paid will not be refunded.

If you have been made an offer by the Academy, then the Academy, may in these circumstances withdraw or amend that offer. If you have been admitted as a student, you may be subject to disciplinary action which could result in your dismissal from the Academy. Such dismissal shall result in forfeiture of all fees paid and academic credit earned.

■ Applications Outcome

Once you have applied for a programme, your application will be considered and you will be notified of an outcome. All offers are made via email. Hence, It is important that you provide The One Academy with a valid address to ensure that you receive the information.

To ensure that offers are made at an appropriate time, the Registration Office prioritizes applications for commencement in the upcoming intake. This means that the notification of outcomes of applications for commencement in later intakes may take longer.

■ How to Defer an Offer

If you wish to delay the start of your course to a later intake then you must apply for a deferment. The deferment is normally granted for a maximum period for 12 months. Tuition fees and course syllabus are subject to changes.

1. Submit the Deferral of Offer Form before the due date as stated in your offer letter. You will also need to complete and sign the Offer Response Form.
2. A new offer letter will be issued to you after your application has been processed and approved.

Please note that if you are requesting a deferment AFTER you have submitted the completed documentation to Registration Office for applying the Visa Approval Letter (VAL), the EMGS Processing Fees that has been paid is not refundable and you are required to pay for this fee again for Visa Approval Letter (VAL) reapplication.

■ How to Decline Your Offer

If you do not wish to accept your offer, please inform the Registration Office via email at sra@toa.edu.my stating the reason(s) why you wish to decline the offer and you will also need to scan the duly completed Offer Response before the due date stated in the offer letter.

There is strictly no refund of all fees paid upon withdrawal from the programme EXCEPT refundable deposits.

■ Student Pass – Application And Approval

- The Student Services Department (SSD) will apply for student pass on behalf of student.
- The application will be send to Education Malaysia Global Services (EMGS) once the student has accepted the offer of admission and submitted the complete documentation required and payment.
- The whole process with COMPLETE DOCUMENTS for application, submission and approval for the Immigrations Visa Approval Letter (VAL) will take about 2 - 3 months.
- Students are not allowed to travel to Malaysia until their Visa Approval Letter (VAL) has been approved by the Immigration Department of Malaysia.
- Once the Visa Approval Letter (VAL) application is approved, The One Academy will email the original copy of Visa Approval Letter (VAL) and Airport Pick-up form with arrival procedures to student.
- Visa Approval Letter (VAL) is valid for six (6) months only.
- Students are required to obtain a Single Entry Visa (SEV) from the Malaysian Embassy nearest to their home country BEFORE entering in Malaysia.
- Upon receiving the Single Entry Visa (SEV), student to purchase their flight ticket (take note on the Airport pickup service schedule sent)
- Students are required to fill up and submit the Airport Pick-up seven (7) working days prior to their arrival to Malaysia. A representative of The One Academy's is required by the Immigration Department to receive the student at the Immigration Checkpoint. The immigration officials will NOT allow the student to enter Malaysia without the assistance of staff even though the student has the Visa Approval Letter (VAL).
- A confirmation email with detailed instructions will be sent to student upon receipt of the Airport Pick-up Form.
- Failed to receive the said email within 24 hours, you may send via whatsapp to the International Officer (IO). IO's contact is included in the Airport Pick-up form.
- Indonesian students applying through EMGS for a course longer than 12 months will be issued with a student pass in line with the duration of their course. Hence different amount of VAL application fee will be charged according to programme.

■ Airport Arrival & Student Pass Endorsement

- The One Academy representatives will meet students at the Malaysian Airport Immigration Counter to assist them in processing their entry visa at the Immigration checkpoint.
- A Temporary Pass will be stamped in their passport allowing them to enter the country legally. The Temporary pass is only valid for 30 days.
- Within 7 days of arriving in Malaysia, Students must report to The One Academy Student Services Department(SSD) to seek further instruction to undergo a Post-Arrival/In-Country Medical Screening.
- After students have completed their Medical Screening, students are required to submit their original passport to our Student Services Department (SSD) for their Student Pass endorsement, which replaces their temporary pass. The endorsement process will take about 6-8 weeks by the Immigration Department of Malaysia. Students are advised not to travel outside Selangor and Kuala Lumpur during this period.
- Official identification document will be issued by IO while passport is being endorsed at Immigration Department.
- Failure to submit passport as required, may result in students overstaying their current visit passes. Overstaying is a serious offence under Malaysian law. Please refer to page 13 for more information about overstay.
- Effective 1st October 2014, all students will receive iKad once their student pass has been endorsed by the Department of Immigration. The iKad acts an identification card for foreign students in Malaysia. Students are advised to carry their passport and iKad when travels around Malaysia. iKad will be renewable on annual basis, depending on the course and student pass duration.
- Please refer to page 17 for the Summary of Upon Arrival/Transit at Airport.

■ International Student Insurance

It is compulsory for all international students intending to study in Malaysia to be covered for Medical and Health Insurance. The One Academy has chosen EMGS as our medical insurance provider. The compulsory insurance premium is included part of the EMGS processing fee.

Kindly go to the EMGS website at

<http://educationmalaysia.gov.my/healthcare> to obtain up to date information on the list of coverage and benefits of the Medical Insurance for the Silver Package.

Insurance Card will be ready for collection from SSD counter approximately one month after student's entry into the country.

In case of an emergency admission is needed during the Insurance Card processing period, inform the Hospital staff that you are an AIA member. They will assist you with the Letter of Guarantee/Admission for covered services.

With this letter, Hospital will submit the hospitalization bill (for covered services ONLY) to AIA directly. AIA Health Services (24 Hours Call Centre) : 1300 88 8860 / 1300 88 8870

The Medical and Health Insurance Coverage will be renewed when students submit their Student Pass for renewal.

The table below illustrated the insurance commencement dates for different student pass application:

Type of application	Start date of insurance policy
New	From the date of entry
Variation/progression	From the date of VAL approved by Immigration
Renewal	From the next day following the expiry of their current student pass

- Insurance Top-up is available as long as the student pass is not expired.
- **IMPORTANT NOTE:** This means that the medical and health insurance is not available for students who are under Special Pass.
- Therefore, student must have his/her personal oversea medical and health insurance cover beside insurance cover provided by EMGS.

■ Student Pass Extension

With effective from March 2013, Student Pass Renewal will have to be submitted to EMGS for renewal. The process of Student Pass will take about 3 months.

Student Passes are valid for one year only. Students are responsible for monitoring their own student pass expiry dates. If you fail to do so, you may be fined or imprisoned for overstaying by the Immigration Department of Malaysia.

The student **MUST** submit the following documents to the Student Services Department (SSD) 3 months before the student pass expires.

- Your original passport
- One (1) copy of ALL Pages of passport
- One (1) passport sized photo with white background (3.5 x 4.5cm)
- Student Renewal Fee of RM1,000
- One (1) copy of offer letter

The approval of renewal is subject to:

- You must have an 80% attendance report for the duration of the current student pass validity period
- Outstanding tuition fee is cleared
- Validity passport must have more than 12 months
- Academic results that are at least CGPA 2.0 for the duration of the current student pass validity period

■ Student Pass and Visa – Immigration of Malaysia Regulations

All International students who wish to study at any educational institution in Malaysia must apply for a Student Pass and obtain a Visa Approval Letter (VAL) before entering Malaysia.

- Once the Visa Approval Letter (VAL) has been obtained, student is required to approach Malaysian Embassies (Overseas Embassies and Consulates of Malaysia) in their home country to obtain Single Entry Visa.

- Student is required to attend Post-Arrival/In-Country Medical Screening at EMGS Panel Clinic within 7 days of arrival.
- Student will receive student pass endorsement with passport, insurance card and iKad approximately 1 (one) month after their arrival.
- Failure to hand in passports for endorsement may result in students overstaying their current visit passes or be classified as illegal immigrants by the Malaysian Immigration Department. Penalties exist for overstaying due to expired visas. Overstaying is a serious offence under Malaysian law. It can result in imprisonment and deportation. You can be denied entry into Malaysia in the future if you have a record created for overstaying your visa. Fines for overstaying Student Visas/ Passes can be up to RM5,000 and increases for repeat offenses.
- Conversion of an existing Social Pass to Student Visa is strictly not allowed. Therefore, if the applicant is currently in Malaysia on a Social Visit Pass, the applicant MUST leave Malaysia before the Student Pass can be issued.

International students holding these passes are required to apply for Student Pass (Visa):

- Dependent Pass
- Malaysia My Second Home Programme

Students are required to cancel the existing pass and apply for the Student Pass until the completion of their studies in Malaysia. The One Academy will not be liable for any action taken by the Malaysian Immigration authorities if you decide to ignore the rulings above.

Students changing course or institutions are required to submit a new Student Pass application and new processing fees for the following circumstances:

- Progression to another level of studies (foundation to undergraduate, certificate to diploma)
- Change course (within same institution)
- Change to another institution

The processing fees and any additional charges will be borne by the students.

■ STUDENT E-PORTAL

Student E-Portal is a portal which enables you to access information and services at The One Academy. You are able to view latest announcements posted by departments i.e. exam schedules, semester results, class timetables, class notices i.e. change of lecture date / venue, academic calendar, student handbook, make lab and equipment bookings, update your address and contact details and many more.

Once you have made payment in FULL as stated in your offer letter, you will be able to log into the Student E-Portal at <http://student.toa.edu.my> on the first day of the semester.

You are required to update your current address and contact details in the Student E-Portal.

In order to log into the Student E-Portal for the first time, you will need to provide your:

- Username : Student ID
- Password : Student's NRIC or Passport No. without any spaces, dashes or symbols.
- Category : Student

■ ORIENTATION PROGRAMME

It is compulsory for all new students to attend the Orientation. Orientation Programme is designed to help you make a smooth transition to college life and provide you with an overview of your course, attendance and assessment requirements. You will receive your Student ID Tag and class timetable during that day.

FREQUENTLY ASKED QUESTIONS (FAQs)

■ Is there an application deadline?

We recommend that you prepare and submit your application well in advance of the application deadline so that you can get a reply in time for entry.

All international students need a Student Pass (visa) to study in Malaysia. Visas procedures can be subject to delays and you are expected to submit your COMPLETE APPLICATION eight weeks before the intake dates. If you don't obtain Visa Approval Letter (VAL) in time to begin your studies, you may have to consider deferring the offer to the following intake, unless you're transferring from another Malaysian institution.

Note: See THE ONE ACADEMY website (www.toa.edu.my) for information on application closing dates.

■ I have missed the recommended application deadline. Can I still apply?

We recommend you submit your application as early as possible and no later than the application deadline. Applications submitted after that date can be considered.

For enquiries about application deadline, contact your counselor or the Registration Office at applications@toa.edu.my

■ Am I eligible to study at The One Academy?

You are advised to furnish your academic results and indicate your programme preference for initial eligibility inquiry.

You can also email your enquiries to enquiry@toa.edu.my to find out whether your qualifications make you eligible to study at The One Academy.

■ I am requested to submit a certified copy of my academic qualifications / certificates. Where can I obtain this?

Please do not send original certificates and diplomas. You will need to submit the HARD certified copies issued with the original stamp. Certification can be obtained from the Registrar Office of the awarding institution or university. Documents can also be certified by Notary Public.

■ What if I need a translation of my transcript and / or my certificate?

If your transcript or certificate is not in English, you are required to provide a certified copy of the original transcript or certificate, authenticated by the university as well as a copy of the same translated into English and authenticated by a legal translator. We do not accept photocopies as final evidence. Please note that self-translated documents are not acceptable.

■ My address has changed after submission of Application, who shall I contact?

Please notify applications@toa.edu.my with any change of address clearly indicating whether this is your current or home address. Please also remember to keep us updated with your current email address.

■ **How long is an IELTS certificate valid for?**

The validity period for IELTS is two (2) years from the date of award.

■ **Do I have to submit evidence of IELTS test results when I apply?**

Students must fulfill the following English Proficiency requirement.

- IELTS overall score of at least 4.0 for Diploma programmes or at least 5.0 for Degree programmes. IELTS test results must be fulfilled in home country and submitted together with your application.

■ **I am a newly registered student, is there any refund of fees if I reject the offer or withdraw from the programme?**

There is strictly no refund of all fees paid except the refundable fees stated in the Programme Fee Structure if a student rejects the offer or withdraws from the programme BEFORE or AFTER the commencement of the semester.

■ **I have been offered and accepted a place to study at The One Academy. I need a certification letter to open a bank account. Can you please help?**

We will issue letters to students once they obtained the Visa Approval Letter (VAL). Please refer to the Student Services Department for your request.

■ **Is there any hostel accommodation available?**

Hostel accommodation is available. The hostel room is allocated upon submission of application on a first-come-first-served basis.

For new international students, we highly encourage boarding at The One Academy's hostel during their first semester, unless the students are able to substantiate that they will be living together with the parents / legal guardian in Malaysia.

Students can also find alternative accommodation in the residential areas around the College.

For further information about accommodation please come to Student Services Department or email to hostel@toa.edu.my

■ **Where can I obtain the hostel application form?**

Applications can be made as soon as you register as a student and applications are subject to availability.

Hostel application form may be obtained from:

- Student Services Department
- Download the Hostel Application Form from www.toa.edu.my/admissions/download/doc/accommodation/application.pdf

■ **Is there any Shuttle Bus service to students?**

Shuttle bus services are available for all TOA students.

For details on bus route and schedule, kindly refer to

www.toa.edu.my/campus-life/accomodation/assets/TOA_shuttle_bus_schedule.pdf or Student E-Portal.

■ **What should new students bring to the Orientation Programme?**

All new students are required to bring their original offer letter.

■ **Does the College allow parents to accompany new students during the Orientation Programme?**

Parents are not allowed to accompany new students during the Orientation Programme.

■ **What about airport pick-up?**

All new International students who come to The One Academy for the first time and who pass through the Malaysian Immigration Checkpoint at Kuala Lumpur International Airport (KLIA) or Kuala Lumpur International Airport (KLIA 2) will need the assistance of a representative from The One Academy. Please inform SSD seven (7) working days in advance for such service. This service is not available for students on tourist pass.

■ **Airport pickup**

Airport pickup service is available from 9.00am to 9.00pm. Please ensure your arrival does not exceed 9.00pm. There is no airport pickup service on Sunday & Malaysian Public Holidays. Late arrival pass 9.00pm will only be accommodated for emergencies in flight delay.

Tel : 603- 7875 5510

Fax : 603- 7875 5508

Email : int.student@toa.edu.my

■ **If I am transferring from another college to The One Academy and my visa is about to expire, what do I do?**

If your visa is going to expire (less than 1 month), please ask the International Student Personnel in your previous college to apply a special pass for you. Please inform your new International Student Personnel of the change of dates on your visa to avoid any overstays. Overstay fine will be borne by the student.

■ **What do I do when I have a new passport?**

If you renew / change your passport, please bring your old and new passports to International Student Personnel. They will assist you to transfer your student pass to the new passport. Your student pass will not be valid in the old passport.

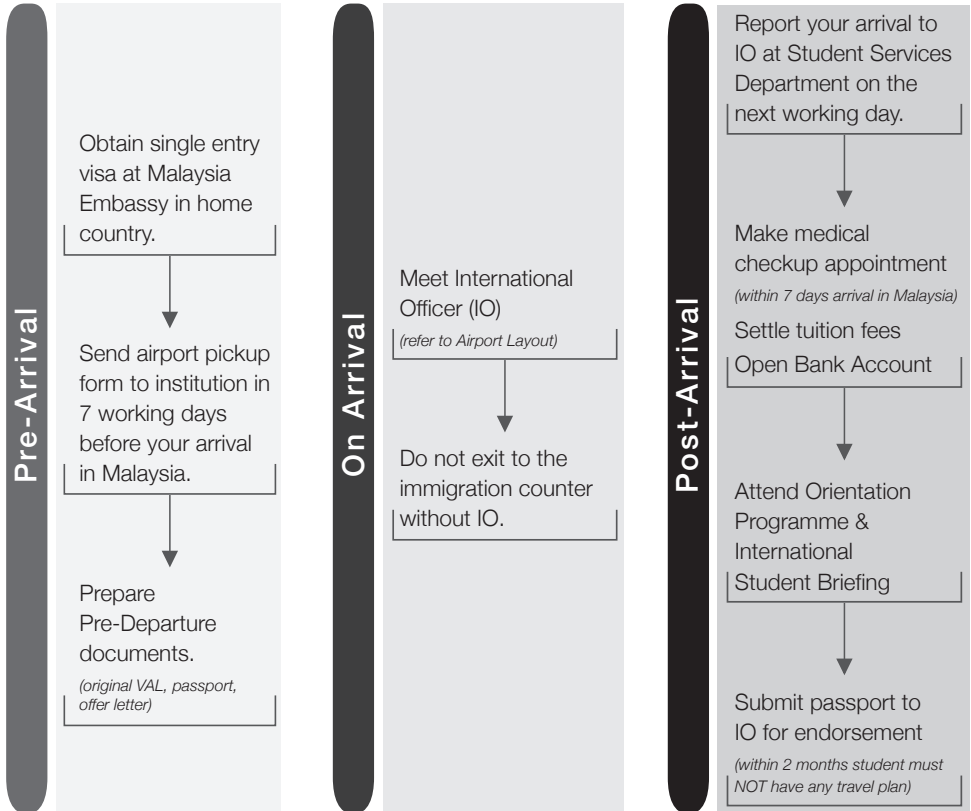
■ **About the Student Support Counter**

The Student Support Counter is located at Level 2 of the main building.

The Student Support Counter consists of the following:

- Admissions (new students)
- Fee Payment

Summary of Upon Arrival/Transit at Airport



Notes

Every effort is spent to ensure that the information in this Application Guide is correct at the time of printing.
This is a guide for admission in 2019.