



THE [^]ONE ACADEMY

COURSE APPLICATION FORM

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, digital media 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
Agent's
Stamp

Please
affix your
recent
passport-size
photo here

FOR OFFICE USE ONLY

STUDENT ID | _____

PERSONAL DETAILS

Instructions:

- use a black/blue ballpoint pen to complete this form.
- Remember to write clearly in CAPITAL letters in the relevant space given.

Are you a former student of The One Academy?

Yes Programme | _____

Intake of Programme Attended | _____

No

Full Name | _____
(as in the passport / MyKad)

Chinese Name | _____ Gender Male Female
(if applicable)

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

Passport Expiry Date | _____ Nationality | _____
(dd-mm-yyyy)

Marital Status Single Married Others (please specify) | _____

Race Chinese Malay Indian Peribumi Others | _____

Religion Muslim Buddhist Christian Hindu Others | _____

E-mail (Mandatory) | _____

Current Address | _____

City | _____ Postcode | _____ State / Province | _____ Country | _____

Telephone (Home) | _____ Mobile (Mandatory) | _____

Permanent / Home / Parent's Address | _____
(please provide if different from above)

Postcode | _____ State / Province | _____ Country | _____

STUDENT PASS DETAILS (FOR INTERNATIONAL STUDENT ONLY)

Have you previously applied to any educational institutions in Malaysia?

No Yes, which institution | _____

Have you previously held or obtained a student pass approval from any educational institution in Malaysia?

No Yes, which institution | _____

Are you currently studying in Malaysia?

No Yes, please state your pass type (eg. student, dependent, MM2H, PR) | _____

Pass Expiry | _____
(dd-mm-yyyy)

PARENT/ GUARDIAN DETAILS

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

NRIC / Passport No.* | _____ Relationship with Applicant | _____

Telephone (Home) | _____ Mobile | _____

E-mail (Mandatory) | _____

* information relating to your Identity Number is collected and processed for reporting purposes to the Ministry of Education

ACADEMIC DETAILS

Please submit certified true copies of relevant academic transcripts / results. If the qualifications are in languages other than English, please also supply certified translated copies. The documents must be certified by your current or previous education institution; a solicitor or a commissioner for declaration. The One Academy reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures.

Secondary Studies

Year 10 or equivalent (eg. O-Level / SPM)

Qualification _____
Institution _____
State _____ Country _____
Result Type Actual Forecast Completion Year _____

Year 12 or equivalent (eg. A-Level / STPM / Pre-U)

Qualification _____
Institution _____
State _____ Country _____
Date Commenced _____ (dd-mm-yyyy) Completion Year _____
Currently awaiting results Yes No Available date of results _____ (dd-mm-yyyy)

Tertiary Studies

(If applicable) Please list your most recent qualification first

Diploma / Bachelor or equivalent

Degree / Qualification _____
Field of study / Specialisation _____
Institution _____
State _____ Country _____
Date Commenced _____ (dd-mm-yyyy) Date completed _____ (dd-mm-yyyy)
Currently Awaiting Results Yes No Available date of results _____ (dd-mm-yyyy)

ENGLISH LANGUAGE ACHIEVEMENT

IELTS (Academic) SPM English (GCE O'Level 1119) TOEFL (iBT) Others (please specify) _____
Grade / Score _____ Year Taken _____

IELTS / TOEFL - Please note that only results achieved within the 2 years prior to the course commencement date will be considered.

If you have not yet sat for IELTS / TOEFL exam, please indicate the following details:

I will sit/have sat for an English Language proficiency test. Date _____ (dd-mm-yyyy)
 IELTS (Academic) TOELTS (iBT)

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 a 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 Digital Media Design
 Interior Design Digital Animation Fashion Design & Pattern Making in
 Fine Arts Visual Effects collaboration with ESMOD International
Fashion University Group, PARIS

Foundation Programmes (preferred field of Specialisation Bachelor's Degree Programme)

Foundation in Interior Architecture Design Foundation in Communication Design (*Graphic Design, Digital Media Design)

University of Hertfordshire Degree Programmes

BA (Hons) Graphic Design BA (Hons) Digital Media Design BA (Hons) Interior Architecture and Design

Short Course

Creative Arts Fundamentals

Other Programme _____

ACCOMMODATION

Do you require accommodation provided by The One Academy?

- Yes (Please download the hostel application form from <https://www.toa.edu.my/campus-life/accomodation/index.php> No
A non-refundable hostel booking fee of RM400.00 is required.)

MEDICAL / DISABILITY DETAILS (IF APPLICABLE)

Do you have a disability, impairment or long-term medical condition which may affect your studies?

- Yes No

If yes, please specify or tick (✓) the relevant box. Please provide relevant medical documentation upon this application.

- Dyslexia Colour Blindness (please specify) _____
 Epilepsy Require Personal Care Support (please specify) _____
 Asthma Mental Health Difficulties (please specify) _____
 Wheelchair User / Mobility Difficulties Hearing Impairment
 Others (please specify) _____

TOA will require relevant medical documentation from treating professionals outlining the impact of your condition on your ability to meet the academic demands in the College environment.

Disclosure of disability is treated confidentially and will not be used to disadvantage you.

The relevant department may contact you when the condition does not meet the academic demands for further discussion.

** The responsibility for the safety and health of each student lies with the individual, not the College.*

Signature of Applicant _____ Signature of Parent / Guardian _____

EMERGENCY CONTACT DETAILS (COMPULSORY TO FILL IN)

(A) Contact Person Name _____ Chinese Name _____ (if applicable)
Relationship _____ Home Telephone _____
Office Telephone _____ Mobile Telephone _____
E-mail _____

(B) Contact Person Name _____ Chinese Name _____ (if applicable)
Relationship _____ Home Telephone _____
Office Telephone _____ Mobile Telephone _____
E-mail _____

SOURCES OF SUPPORT

(A) I Am Paying My Own Fees

Please tick (✓) this box if you, your parents or a guardian will be paying for your fees, or if you are not under any kind of contractual terms.

- I am paying my own fees

(B) Sponsorship / Scholarship Details

Kindly fill in the name and contact details of sponsors / scholarship in the space given below.

(Please provide a copy of the sponsorship / scholarship offer letter with this application)

Name of Sponsor / Scholarship _____
Address _____
Postcode _____ State / Province _____ Country _____
Telephone _____ Mobile No. _____
E-mail _____ Fax No. _____

PERSONAL STATEMENT

Please state your reasons for studying at The One Academy and for selecting your preferred programme / major. (In not less than 150 words)

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 with 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 / Passport)

Signature of Parent / Guardian _____ Date _____
(required for applicants under the age of 21) (dd-mm-yyyy)

Parent / Guardian's Name _____
(as in MyKad / Passport)

MyKad No. / Passport No. of _____
Parent / Guardian

Please send the completed form and all required documents to:

Registration Office

The One Academy of Communication Design
Block B4, Leisure Commerce Square,
No. 9, Jalan PJS 8/9, 46150 Petaling 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. 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.

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

PAYMENT DETAILS
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 submitting your application. **Certified true copies** of academic records are required.

ALL PROGRAMMES

- A complete Course Application Form
- Photocopy of MyKad (Malaysian student)
- Academic records (results, transcripts, certificates)
- School Leaving / Completion Certificate
- 2 recent Passport-sized colour photographs (Malaysian student)
- Portfolio consisting of 2 pieces of Original Artwork (colour drawing and free title)
- A complete Hostel Application Form (if applicable)
- Sponsorship / Scholarship offer letter (if applicable)
- Supporting documents for credit transfer (if applicable)
- English proficiency test result, e.g. IELTS or TOEFL (if applicable)

Application Fees:

- RM500 Registration Fees and RM1500 Tuition Fees Deposit (non-refundable, non-transferable)
 - Student Pass Processing Fee of RM2200 (non-refundable, non-transferable)
 - Student Pass Processing Fee of RM3000 (Indonesian citizens - 2 years; non-refundable, non-transferable)
- Payment must be made payable to – THE ONE ACADEMY OF COMMUNICATION DESIGN SDN. BHD.**

SUPPORTING DOCUMENTS FOR AN INTERNATIONAL APPLICANT:

DOCUMENTS (SCAN IN COLOUR VIA EMAIL)	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

- 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 names spelt differently in official transcripts and documents)

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 higher in the SPM (GCE O' Level English 1119)
 - Grade C or higher in the GCSE or IGCSE English Language
- For entry to Level 4, attach relevant Foundation academic transcripts 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)



THE ONE ACADEMY
ESTABLISHED 1991

Block B4, Leisure Commerce Square, No. 9, Jalan PJS 8/9, 46150 Petaling Jaya, Selangor, Malaysia.
Tel: +603-78755510 Fax: +603-78755508 E-mail: enquiry@toa.edu.my Website: www.toa.edu.my