



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, interior designers, computer scientists and game design professionals 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, as well as Computer Science and Game Development 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*

Agent's or Counsellor's
Stamp / Name

Please
affix your recent
passport-sized
photo here

FOR OFFICE USE ONLY

STUDENT ID | _____

PERSONAL DETAILS

Instructions:

- Use a black/blue ballpoint pen to complete this form.
- Kindly 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 MyKad / Passport)

Chinese Name | _____ Gender Male Female
(if applicable)

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

Passport Expiry Date | _____ (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 (Mandatory) | _____

Current Address | _____

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

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

Permanent / Home / Parents' 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 in MyKad / Passport)

NRIC / Passport No.* | _____ Relationship with Applicant | _____
(e.g. Father/Mother/Uncle/Aunt/Guardian, etc.)

Telephone (Home) | _____ Mobile | _____

E-mail (Mandatory) | _____

Additional Information [for B40/M40/T20 categorisation purpose]

*only required to be completed for Malaysian students

Monthly Household Income

RM4,850 or below (B40) Between RM4,851 and RM10,970 (M40) More than RM10,971 (T20)

* Information relating to your Identity Number and Monthly Household Income are collected and processed for reporting purpose to the Ministry of Higher Education

ACADEMIC DETAILS

Please submit certified true copies of relevant academic transcripts / results (including Grading Schemes) for all academic studies. 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 / UEC / 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

Certificate / Diploma / Bachelor or equivalent

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) TOEFLS (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

Game Design Digital Animation Fine Arts Fashion Design & Pattern Making in collaboration with ESMOD International Fashion University Group, PARIS
 Computer Science Digital Media Design Illustration
 Advertising & Graphic Design Visual Effects Interior Design

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 at <https://www.toa.edu.my/campus-life/accomodation/index.php>
A non-refundable hostel booking fee of RM400.00 is required.)
- No

MEDICAL / DISABILITY DETAILS (IF APPLICABLE)

Do you require special support throughout your studies due to disability, impairment, mental health condition, or long term medical condition?

- 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) _____
- Autism Spectrum Disorder Attention-Deficit Hyperactivity Disorder (ADHD)
- Wheelchair User / Mobility Difficulties Deaf or a serious hearing impairment
- A long-term/ongoing mental health condition such as bipolar disorder, obsessive compulsive disorder, depression, an anxiety disorder, or schizophrenia (please specify) _____
- 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 for further discussion if the condition does not meet the academic demands.

* *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's Name _____ Chinese Name _____ (if applicable)
Relationship _____ Home Telephone _____
Office Telephone _____ Mobile No. _____
E-mail _____

(B) Contact Person's Name _____ Chinese Name _____ (if applicable)
Relationship _____ Home Telephone _____
Office Telephone _____ Mobile No. _____
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. _____

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 responsibility 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.

Note to 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 (required for applicants under the age of 21)	_____	Date	_____
			(dd-mm-yyyy)
Parent / Guardian's Name	_____		
	(as in MyKad / Passport)		
Identification 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 One Academy of Communication Design at info@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:

APPROVAL FOR ADMISSION

Full Offer
 Conditional Offer (with the following conditions)
 To submit actual results that meet programme entry requirements
 Other conditions (please specify) | _____

Programme Offered & Intake | _____
 EPT required IELTS required
 Exemptions (please specify) | _____

Portfolio
 Portrait Drawing Colour Drawing Free Title

Remarks | _____

Approved By | _____ Date | _____ (dd-mm-yyyy)

REVIEW OF CONDITIONAL OFFER

Conditions Fulfilled Offer Withdrawn
 Others (please specify) | _____

Approved By | _____ Date | _____ (dd-mm-yyyy)

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 Fee and RM1,500 Tuition Fees Deposit (non-refundable, non-transferable)
 - Student Pass Processing Fee of RM2,200 (non-refundable, non-transferable)
 - Student Pass Processing Fee of RM3,000 (Indonesian citizens - 2 years; non-refundable, non-transferable)
- Payment must be made payable to – THE ONE ACADEMY OF COMMUNICATION DESIGN SDN. BHD.**

APPLICATION CHECKLIST

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 (https://visa.educationmalaysia.gov.my/catalog/category/view/id/131) 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**	500 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 UNIVERSITY OF HERTFORDSHIRE DEGREE PROGRAMMES 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
 - Grade B2 or higher in the SPM (Common European Framework of Reference [CEFR])
 - Malaysian University English Test (MUET) with Band 3 or higher
- 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: +603-7875 5510 Fax: +603-7875 5508 E-mail: info@toa.edu.my Website: www.toa.edu.my