THE ÔNE ACADEMY COURSE APPLICATION FORM

MASTERS TRAIN MASTERS

THE ÔNE ACADEMY

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

THE ÔNE ACADEMY

Agent's or Counsellor's Stamp / Name

Please
affix your recent
passport-sized
photo here

FOR OFFICE USE	DNLY			
STUDENT ID	<u>L</u>			
PERSONAL DETA	S (CAPITAL LETTERS)			
Are you a former stud	at of The One Academy?			
□ No □ Yes, which				
Intak	of Programme Attended			
Full Name				
	as in MyKad / Passport)			
Chinese Name	fapplicable) Gender Male Female			
NRIC / Passport No.	Date of Birth(dd-n	nm-yyyy)		
Passport Expiry Date (for international students on	(dd-mm-yyyy) Nationality			
,	Single Married Others (please specify)			
Race (for malaysians only)	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 / F	rents' Address			
Destanda	(please provide if different from above)			
Postcode	State / Province Country			
CTUDENT DACC	TAIL C (TOP INTERNATIONAL OFFICE OF TAIL ONLY)			
STUDENT PASS L	ETAILS (FOR INTERNATIONAL STUDENT ONLY)			
	blied to any educational institutions in Malaysia?			
,	institution			
No	d or obtained a student pass approval from any educational institution in Malaysia?			
Are you currently stud				
,	e state your pass type (eg. student, dependent, MM2H, PR)			
Pass Expiry		mm-yyyy)		
PARENT / GUARD	AN DETAILS			
Title	Mr/Ms/Dr./etc.) Name of Parent / Guardian (as in MyKad/Passport)			
NRIC / Passport No.*	Relationship with Applicant (e.g. Father/Mother/Uncle/Aunt/Guar	dian_etc)		
Tax Identification Num	er (TIN) (Mandatory) IG	aidi i, oto.j		
(Only applicable to Malaysian parents) The Inland Revenue Board (IRB) had announced that the e-invoicing initiative will be implemented in phases beginning August 2024. In review of this aspect,				
	ication Design Sdn Bhd is amid collecting the mandatory data (TIN) required for the smooth implementation of e-invoice by 1st January 2025.			
Telephone (Home)	Mobile L			
F-mail (Mandatory)				

ACADEMIC DETAILS

Secondary Studies

Please submit **certified true copies of relevant academic transcripts** (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.

Year 10 or equivale	ent (eg. O-Level / S	SPM)				
Qualification						
Institution						
State	L			Country		
Result Type	☐ Actual	Forecast		Completion Year		
Year 12 or equivale	ent (eg. A-Level /	UEC / STPM / P	re-U)			
Qualification						
Institution						
State	L			Country		
Date Commenced	L		(dd-mm-yyyy)	Completion Year		
Currently awaiting re	esults Yes	□No		Available date of results	L	(dd-mm-yyyy)
Tertiary Studies (If applicable) Please Certificate / Diplon			rst			
Qualification						
Field of study / Spec	cialisation					
Institution	L					
State				Country		
Date Commenced	L		(dd-mm-yyyy)	Date Completed		(dd-mm-yyyy)
Currently awaiting re	esults Yes	□No		Available date of results	<u> </u>	(dd-mm-yyyy)
ENGLISH LANG	JAGE ACHIEVE	MENT				
☐ IFLTS (Academic	SDM English	(CCE O-Level 1	110 / CEER) [☐ TOEFL (iBT) ☐ MUE	Т	
IELTS / TOEFL - Plea If you have not yet sa	at for IELTS / TOEFL It for an English Lan	esults achieved w _/ MUET exam, p guage proficienc	rithin the 2 years blease indicate t	s prior to the course comme he following details:	encement date will be conside	
CREDIT TRANSI	FER					
If you request a cred	est for a credit transfer lit transfer, please s	form) ubmit a certified t	☐ No true copy of the	relevant results, course / mution are accredited by the	nodule outline and portfolio. P Ministry of Education.	lease take note
PLEASE TICK () INTAKE FOR A	DMISSION AN	ND THE PRO	GRAMME YOU WOUL	D LIKE TO STUDY	
Intake Januar *only applicable for I	_		☐ Augu Making Progra		Year L	
PROGRAMME						
Certificate Program Certificate in Co	nme mmunication Desig	n				
Diploma Programn Diploma in Digita Diploma in Illusta Diploma in Fashi	al Animation	Diploma in Fine Diploma in Visua Making (in collabo	al Communicati		Digital Media Design Interior Design Group, PARIS)	
Foundation Progra	_	Design			l Media Design)	
University of Hertfo	ordshire Degree Pi nic Design: Advertis		☐ BA (Hon	s) Digital Media Design	BA (Hons) Interior Archite	ecture and Design
Other Programn	ne 					

	tion form at https://www.toa.edu.my/campus-life/accomodation/index.php
(A hostel booking fee of one montl ☐ No	's lease is required [non-refundable])
	- 4 D D L G 4 D L E)
MEDICAL / DISABILITY DETAILS (I	
Do you require special support throughout y Yes No	our studies due to disability, impairment, mental health condition, or long term medical condition?
	oox. 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
echizonhrenia (please specify) •	lition such as bipolar disorder, obsessive compulsive disorder, depression, an anxiety disorder, or
Others (please specify)	
IOA will require relevant medical documenta academic demands in the College environm	ion from treating professionals outlining the impact of your condition on your ability to meet the ent.
Disclosure of disability is treated confidential. The relevant department may contact you for	ly and will not be used to disadvantage you. r 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
EMEROENOV CONTACT RETAIL O	COMPLIA CODY TO FILL INIV
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	
How will your programme be financed?	
\square I Am Paying My Own Fees	
Tax Identification Number (TIN) (Mandato (Only applicable to Malaysian students paying their	
The Inland Revenue Board (IRB) had announced that	the e-invoicing initiative will be implemented in phases beginning August 2024. In review of this aspect, dis amid collecting the mandatory data (TIN) required for the smooth implementation of e-invoice by 1st January 2025.
☐ Sponsorship / Scholarship	
(Please provide a copy of the sponsorship / scholars Organisation	Government Sponsor
_ 0	
	State / Province Country
Telephone	
E-mail	
Tax Identification Number (TIN) (Mandato (Only Applicable to Malaysia Organisations Sponsor	

ACCOMMODATION

The Inland Revenue Board (IRB) had announced that the e-invoicing initiative will be implemented in phases beginning August 2024. In review of this aspect, The One Academy of Communication Design Sdn Bhd is amid collecting the mandatory data (TIN) required for the smooth implementation of e-invoice by 1st January 2025.

PERSONAL STATEMENT *You may use a separate sheet of paper for your essay 1. What do you know about the programme that you have selected? (150 words) 2. Why do you want to enrol or pursue a career in this field of study? (150 words)

DECLARATION AND SIGNATURE

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

I hereby declare that all information I have provided in this form, including the 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 of incorrect, incomplete, fraudulent information or non-attainment of minimum entry requirements, including pre-requisite results to enroll into a programme.

I have read The One Academy's Privacy Policy at http://www.toa.edu.my/pdpa-notice and consent to the processing of my personal data in accordance with the Notice.

I also hereby warrant that I have obtained all necessary consent from third parties where I have provided their personal data as part of my application (such as information relating to my parents/ emergency contacts).

I consent to educational institutions at which I have previously been a student, providing The One Academy with information that they hold about me for the purpose of The One Academy verifying my grades and/or qualifications.

I agree to abide by The One Academy's rules and regulations, including policies, and accept that upon enrollment, I will be responsible for paying the full fees of the enrolled programme until completion.

I agree that the Registration Fee, Tuition Fees, and Resource Fees paid to The One Academy 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 my Sponsor upon request.

Additionally, I provide the college with my consent to release my fees and academic progress information to my parent or guardian, and I agree that my parent/guardian will be given access to my semester grade results in the Student E-Portal at http://student.toa.edu.my.

I agree to accept that The One Academy reserves the absolute right to defer or not to commence any programme; and to review, change and update all course curriculum in any programme as it deems fit and necessary, including changes to modes of academic delivery.

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.

(For International Students) I acknowledge that successful application enrolment depends on timely approvals by the Ministry of Education Malaysia and the Immigration Department.

I understand and agree that if any claims or disputes against The One Academy and its group of companies, it shall be governed by and resolved under Malaysian laws.

ariaor malaysiair iaws.		
☐ I confirm that I have read and under	stood the terms and conditions stated in th	is document and agree to fully accept them.
Applicant's Signature	L	_ Date [(dd-mm-yyyy)
Applicant's Name	(as in MyKad / Passport)	
Signature of Parent / Guardian (required for applicants under the age of 21)	L	_ Date (dd-mm-yyyyy)
Parent / Guardian's Name	(as in MyKad / Passport)	
Identification No. / Passport No. of	[

Please send the completed form and all required documents to:

Registration Office

Parent / Guardian

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, its group of companies and its service providers.

I understand and agree that if any claims or disputes against The One Academy and its group of companies, it shall be governed by and resolved under Malaysian laws.

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, kumpulan syarikatnya dan penyedia perkhidmatannya.

Saya mengakui dan bersetuju bahawa sebarang tuntutan dan pertikaian yang berkaitan dengan The One Academy dan kumpulan syarikatnya akan ditadbir dan diselesaikan mengikut undang undang Malaysia.

FOR OFFICE USE ONLY

PAYMENT DETAILS					
Amount Received:					
Payment by:					
☐ Cheque ☐ Cash ☐ Credit Card ☐ Telegraphic T	ransfer 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 requireme □ Other conditions (please specify) Programme Offered & Intake □ EPT required □ Exemptions (please specify) Letter the programme of					
Portfolio		☐ Free Title			
Approved By	Date	(dd-mm-yyyy)			
REVIEW OF CONDITIONAL OFFER					
☐ Conditions Fulfilled ☐ Offer Withdrawn					
Others (please specify)					
Approved By	Date	(dd-mm-yyyy)			
	Date	(dd-mm-yyyy)			
APPLICATION CHECKLIST		(dd-mm-yyyy)			
APPLICATION CHECKLIST Note: Please attach the following when submitting your application. Certi		(dd-mm-yyyy)			
APPLICATION CHECKLIST Note: Please attach the following when submitting your application. Certification Certifica	fied true copies of academic records are required.	(dd-mm-yyyy)			
APPLICATION CHECKLIST Note: Please attach the following when submitting your application. Certi ALL PROGRAMMES Supporting documents for credit transfer (if applicable)	fied true copies of academic records are required. ☐ A complete Course Application Form	(dd-mm-yyyy)			
APPLICATION CHECKLIST Note: Please attach the following when submitting your application. Certical ALL PROGRAMMES Supporting documents for credit transfer (if applicable) English proficiency test result, e.g. IELTS or TOEFL (if applicable)	fied true copies of academic records are required. A complete Course Application Form Photocopy of MyKad (Malaysian student)				
APPLICATION CHECKLIST Note: Please attach the following when submitting your application. Certif ALL PROGRAMMES 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	fied true copies of academic records are required. ☐ A complete Course Application Form				
APPLICATION CHECKLIST Note: Please attach the following when submitting your application. Certif ALL PROGRAMMES 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), subject to 6% SST for	fied true copies of academic records are required. A complete Course Application Form Photocopy of MyKad (Malaysian student) Academic records (results, transcripts, certificates)	s)			
APPLICATION CHECKLIST Note: Please attach the following when submitting your application. Certical ALL PROGRAMMES 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), subject to 6% SST for International student Additional information (only applicable for International Students) Student Pass Processing Fee of RM3,000 (non-refundable,	fied true copies of academic records are required. A complete Course Application Form Photocopy of MyKad (Malaysian student) Academic records (results, transcripts, certificate: School Leaving / Completion Certificate 2 recent Passport-sized colour photographs (Malaysia: Portfolio consisting of 3 pieces of Original Artworl (Environment Drawing / Still Life Drawing, Free Titl	s) an student) k e,			
APPLICATION CHECKLIST Note: Please attach the following when submitting your application. Certical ALL PROGRAMMES 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), subject to 6% SST for International student Additional information (only applicable for International Students)	fied true copies of academic records are required. 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 (Malaysia) Portfolio consisting of 3 pieces of Original Artworl	s) an student) k e, awing)			

PAYMENT METHODS

All payments can be made via:

1. Over the Fee Payment Counter at The One Academy campus, Level 2

Cheque payable to "THE ONE ACADEMY OF COMMUNICATION DESIGN SDN.BHD."

Note: Please write student name, NRIC/Passport number, contact number & programme on the reverse side of the Cheque.

2. Direct bank-in to The One Academy bank account:

Beneficiary's name : THE ONE ACADEMY OF COMMUNICATION DESIGN SDN. BHD.

Bank Name : Maybank Islamic Berhad

Account Number : 562311-308371

3. TELEGRAPHIC TRANSFER (TT)

Beneficiary's name : THE ONE ACADEMY OF COMMUNICATION DESIGN SDN. BHD.

Bank Name : Maybank Islamic Berhad

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

Account Number : 562311-308371 Swift Code : MBISMYKL

Note: For payment using method No. 2 and 3, please send the proof of payment together with student's details to feepayment@toa.edu.my.

4. JomPAY (Credit Card)

(Applicable for local students, and international students that holds a local credit card)



Biller Code: 135939 Ref-1: Student ID Ref-2: Student Name

JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

APPLICATION CHECKLIST

recognized institution)

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SUPPORTING DOCUMENTS MUST BE SUBMITTED BY EMAIL (Applicable for I	nternational Students)	
DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
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
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	5000 KB	PDF
Official Academic Results, English Language qualification such as IELTS, TOEFL IBT and etc.	2000 KB	PDF
☐ Health Declaration Form - Please refer to this link (https://visa.educationmalaysia.gov.my/media/docs/Lampiran_BHealth_Declaration_ Form_For_Applicant.pdf) for more information	Below 500 KB	PDF
☐ Original copy of No Objection Certificate (NOC)(for applicants from Sudan)		
Original copy of Eligibility Letter (for applicants from Iran)		
$\hfill \square$ Affidavit document (for applicants with names spelt differently in official transcripts and	documents)	
Additional documents for international applicants who have studied in Malaysia bef (Please ensure ALL document below are certified true copies by the authorised signatory of the		
Release letter from the previous institution		
Certified true copy of attendance record		
☐ Visa cancellation page		
ADDITIONAL DOCUMENTS IF YOU ARE APPLYING FOR UNIVERSITY OF HERT BA (HONS) LEVEL 4 (FIRST YEAR) OR LEVEL 5 (SECOND YEAR)	FORDSHIRE DEGREE PRO	GRAMMES
☐ 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 4 or higher		
☐ For entry to Level 4, attach Foundation or Diploma 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. artworks created during your studies at a previously

For entry to Level 5, writing skills essay is required (questions will be provided by The One Academy)

