COURSE APPLICATION FORM

design your future at THE ONE 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, multimedia 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 Communication 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 effective 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
OFFICE USE ONLY

Programme

Student Number

Enclosures (Required documents)
1. Certified true copies of all relevant examination results/transcripts
2. School leaving certificate
3. Passport-sized colour photograph
4. Photocopy of IC/Passport
5. 3 portfolios
6. Other supporting documents for your application (Where necessary)
7. For financed scholarship/study loan, please attach documentary evidence
8. Registration fee of RM500 (non-refundable)/USD 94.00
9. Tuition Deposit of RM 700 (non-refundable)/USD 219.00
10. Exemptions— supporting documents attached (If requesting)

Please note that your application will not be processed without the above required documents.

PERSONAL DETAILS

TITLE

NAME

(As stated in the passport/IC)

CHINESE NAME

(If applicable)

I/C NO.

DATE OF BIRTH

PASSPORT NO.

EXPIRY DATE

RELIGION

NATIONALITY

RACE

CHINESE

MALAY

INDIAN

PERIBUMI

OTHERS

PERMANENT ADDRESS

(State for correspondence purposes)

POSTCODE

STATE / PROVINCE

COUNTRY

HOME TELEPHONE

FACSIMILE

MOBILE

E-MAIL

CURRENT ADDRESS

(While studying at The One Academy)

POSTCODE

STATE / PROVINCE

COUNTRY

CURRENT CONTACT NO.

MOBILE

FOOTER
IMMIGRATION PASS STATUS (Type of Immigration Pass held if you are now in Malaysia)

FOR INTERNATIONAL STUDENT ONLY
Type of Immigration Pass: ☐ Dependent ☐ Diplomatic ☐ Social Visit ☐ Student ☐ Expiry Date __________
If Student Pass, the Name of Institution is __________

ACADEMIC RECORD

Are you a former student of The One Academy?
☐ Yes Course of Study __________
Student ID No __________ Intake (Month & year) __________ Year of Completion __________
☐ No (Please provide the following details)

Please list all your school/college/professional qualifications, starting with the latest.

<table>
<thead>
<tr>
<th>Name of School/College/University</th>
<th>Name of Examination e.g. SPM/O-Level</th>
<th>Date Joined</th>
<th>Date of Completion</th>
<th>Result i.e Actual/Forecast</th>
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</table>

☐ EXEMPTIONS – If you are intend to apply for exemptions for previous studies done, please attach the following:
(i) examination results  (ii) portfolios and  (iii) course outline of each subject taken.

ENGLISH LANGUAGE ACHIEVEMENT

☐ TOEFL ☐ IELTS ☐ Malaysian University English Test (MUET) ☐ Others (please state) __________
Name of Institution __________ Score/Grade __________ Year of Completion __________

EMPLOYMENT HISTORY

Provide details of work experience/employment history that is relevant to the Communication Design with the most recent employer first.

<table>
<thead>
<tr>
<th>Dates from/ to</th>
<th>Name of Employer</th>
<th>Job Title</th>
<th>Brief summary of Responsibilities</th>
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</tbody>
</table>

MALAYSIA QUALIFICATIONS AGENCY (MQA) – Compulsory Subjects

The Ministry of Higher Education requires the students to take the following subjects during the course of their studies. If you have passed any of the compulsory subjects at pre-university or tertiary level, please tick (✓) the appropriate box(es) and submit a certified true copies of transcripts.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Bahasa Kebangsaan A</td>
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<tr>
<td>Bahasa Kebangsaan B</td>
<td></td>
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<tr>
<td>Malaysian Studies</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Islamic Studies</td>
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<tr>
<td>Moral Education</td>
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</tbody>
</table>

Name of Institution __________ Year of Completion __________

INTAKE

☐ January ☐ April ☐ August Year __________
PROGRAMME APPLIED FOR

☐ Certificate in Communication Design
☐ Diploma
  ☐ Advertising Design  ☐ Illustration  ☐ Multimedia Design
  ☐ Digital Animation  ☐ Interior Design
☐ Degree
  Foundation in Communication Design leading to:
  ☐ 3+0 BA(Hons) in Graphic Design and Illustration  ☐ 3+0 BA(Hons) in Multimedia Design

(c) In the space provided, please state your reason(s) for pursuing a career in Communication Design and for selecting The One Academy (in not less than 150 words).

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

ACCOMMODATION

Please tick whichever is applicable.

Accommodation:
Which of the following best describes your accommodation? (Tick ✓ one only)

☐ House of parent or guardian
☐ My own house
☐ Rented: self-arranged
☐ Rented: assistance required
☐ Others – please specify  ____________________________

Note: Kindly notify the SRA office of any change in address and contact number to ensure effective communication.
MEDICAL DISCLOSURE

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

☐ Yes ☐ No

If you do, you need to specify or tick (✓) the relevant boxes.

☐ No known disability or special health requirement ☐ Epilepsy

☐ Asthma ☐ Wheelchair user / mobility difficulties

☐ Hearing impairment ☐ Dyslexia

☐ Colour blindness – please specify ____________________________________________

☐ Require personal care support – please specify __________________________________

☐ Mental health difficulties – please specify _______________________________________

☐ Others – please specify _____________________________________________________

* The information above is to assist us in maintaining the overall welfare of students. The responsibility for the safety and health of each student lies with the individual, not the college.

INSURANCE COVERAGE

Please tick (✓) whichever is applicable if you have obtained any specific insurance plan. Please tick (✓) "none" if you have no insurance coverage; and tick the appropriate box if you intend to sign up for one.

For international students, please enclose with this form a copy of your insurance plans, if any. If you have no insurance coverage, you are required to obtain a medical plan during your stay here.

☐ Life Insurance Plan

☐ Hospitalisation Insurance Coverage

☐ Personal Accident Insurance Coverage

☐ Surgical Insurance Coverage

☐ Others – please specify _____________________________________________________

☐ None

☐ I intend to sign up for one.

Office Use Only: Student Insurance ☐ Hospitalisation & Surgical

EMERGENCY CONTACT (Person to be contacted in an emergency)

TITLE __________________________ NAME OF PARENT / GUARDIAN (Mr/Ms/Dr, etc) (As stated in the passport/IC)

CHINESE NAME (if applicable) ____________________________________________ ☐ MALE ☐ FEMALE

ADDRESS OF PARENT/GUARDIAN (If different from home address) ____________________________________________

POSTCODE __________ STATE / PROVINCE __________ COUNTRY __________

HOME TELEPHONE __________ OFFICE __________ MOBILE __________

FACSIMILE NO. __________ E-MAIL __________

RELATIONSHIP (Mother, father, grandparent, guardian, etc) __________________________
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 FOR MY OWN FEES.

(b) A sponsor is paying for my fees
Please tick (✓) if a contracted sponsor is paying for your fees. Kindly fill in the sponsor's name and invoice mailing address below. Please note if your sponsor fails to pay, you will have to bear the payment yourself.

☐ A SPONSOR IS PAYING FOR MY FEES. I authorise The One Academy of Communication Design to issue my course results to my sponsor.

NAME OF SPONSOR ________________________________

ADDRESS ________________________________

TEL NO. ______________________ MOBILE NO. ______________________ FACSIMILE NO. ______________________

E-MAIL ______________________ WEBSITE ______________________

(c) ☐ Scholarship or ☐ Loan from the Organisation

NAME OF SCHOLARSHIP/LOAN ______________________ AMOUNT OF SCHOLARSHIP/LOAN ______________________

ADDRESS ________________________________

TEL NO. ______________________ MOBILE NO. ______________________ FACSIMILE NO. ______________________

E-MAIL ______________________ WEBSITE ______________________

DECLARATION AND AGREEMENT

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 to the best of my knowledge, that the information I have given in this form is correct. I agree to abide by The One Academy's regulations, and accept that upon the enrolment, I will personally bear the payment for my tuition and registration fees.

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 that the tuition fees paid are non-refundable.

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.

Conditional Acceptance
I understand that I shall be accepted under conditional acceptance if I apply with forecast results and if my official results fall short of the entry requirement, I must either withdraw from the programme or enrol in a programme with lower entry requirement.

International Student
I agree to accept that successful application enrolment depends on timely approval by the Malaysian Ministry of Higher Education & Immigration Department, which may take up to two (2) months duration.

Applicant’s Signature ______________________ Date ______________________

Signature of Parent / Guardian / Sponsor ______________________ Date ______________________
(Required for applicants under the age of 21)

PLEASE RETURN THIS FORM TO:
The One Academy of Communication Design, 28, Jalan PJS 11/28A, Bandar Sunway, 46150 Petaling Jaya, Selangor, Malaysia.
Tel: 603-5637 5510 or Fax: 603-5637 5508

ENQUIRIES:
Late applications may be considered, however it is subject to availability. Applicants are strongly advised to meet the deadline. Please address your enquiries to the Registrar of The One Academy of Communication Design.

This information is correct at time of printing.
## Checklist

- Completed/ Incomplete Application Form  
  (If incomplete, please specify)  

- Three/Five recent passport-sized colour photographs with the name written on the reverse  
- A photocopy of Identity Card  
- Two photocopies of Passport in A4 size  
- Certified true copy of English Test (IELTS/TOEFL/Others – please specify)  
- Certified true copy of SPM/ O-Level results (forecast/ official results)  
- Certified true copy of STPM/ A-Level/ UEC results (forecast/ official results)  
- Certified true copy of other results  
  (Please specify)  

- Certified true copy of School Leaving/ Graduation Certificate  
- One A4-sized portrait drawing (pencil drawing)  
- One landscape/ still-life composition (colour drawing, any size)  
- One free composition (any media, any size)  
- Additional documents for transferring students  
  - A Release Letter from the previous college/ university  
  - A certified true copy of the front cover of passport and the latest student visa sticker  
  - A valid student visa of at least 30 days/ 1 month availability prior to application for extension  
  - A certified true copy of the latest results from the previous college/ university  
  - A certified true copy of justification letter for transfer from the previous college  

*Applicable for International Students only

## Application Status

- Offer Without Conditions  
- Intensive English Programme  
- Conditional offer  
- Reject

## Remarks/Conditions

- English Placement Test  
  Level:  
  - Advanced  
  - Intermediate  
  - Elementary

- Interviewed by  
  [Date]

- Observation from  
  [Date]  
  for  

- Exemption(s)  
  [Date]

- Data entered by  
  [Date]