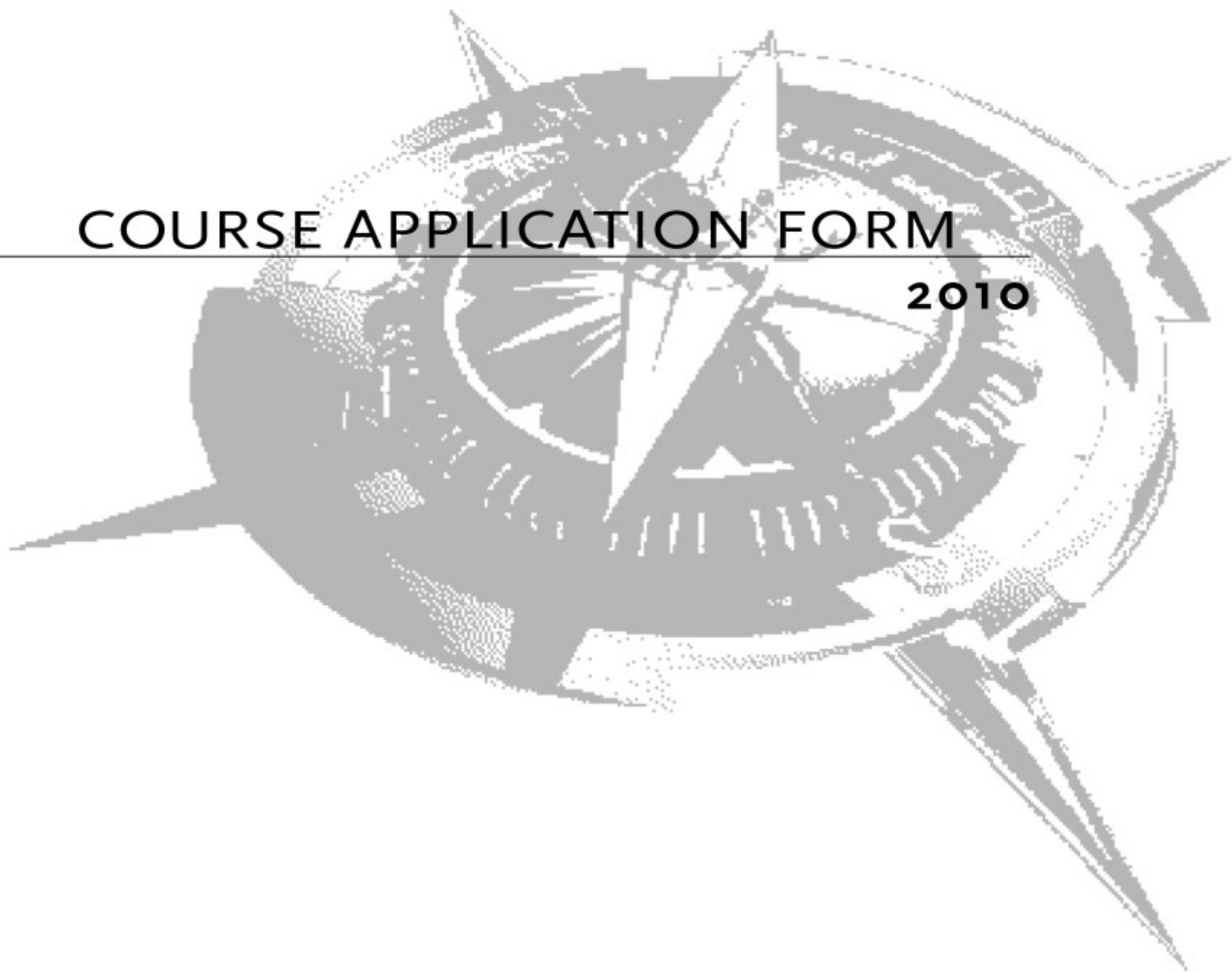




COURSE APPLICATION FORM

2010





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 RM300 (non-refundable)/USD 91.00
9. Tuition Deposit of RM 700 (non-refundable)/USD 212.00
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
(Mr/Ms/Dr, etc) (As stated in the passport/IC)

CHINESE NAME MALE FEMALE
(if applicable)

I/C NO. DATE OF BIRTH

PASSPORT NO. EXPIRY DATE RELIGION
(if applicable)

NATIONALITY

RACE CHINESE MALAY INDIAN PERIBUMI OTHERS

PERMANENT ADDRESS
(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

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

CHINESE NAME MALE FEMALE
(if applicable)

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)

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.

Name of School/College/University	Name of Examination e.g. SPM/O-Level	Date Joined	Date of Completion	Result i.e Actual/Forecast

 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.

Dates from/ to	Name of Employer	Job Title	Brief summary of Responsibilities

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 .

Subject	Grade
Bahasa Kebangsaan A	
Bahasa Kebangsaan B	
Malaysian Studies	

Subject	Grade
Islamic Studies	
Moral Education	

Name of Institution | _____ Year of Completion | _____

INTAKE January April August Year | _____

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.

FOR OFFICE USE ONLY

Application received by _____ Date _____

Fees assessed by _____

Payment details: Cash/ Cheque/ Card/ Bank draft/ Telegraphic transfer _____

Amount _____ Receipt No _____

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 * (the whole booklet including all blank pages)
- 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 _____ for _____

Exemption(s) _____

Data entered by _____ Date _____



28, Jalan PJS 11/28A, Bandar Sunway, 46150 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Tel: 603-56375510 • Fax: 603-56375508 (General)/603-5621 1716 (Marketing)

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