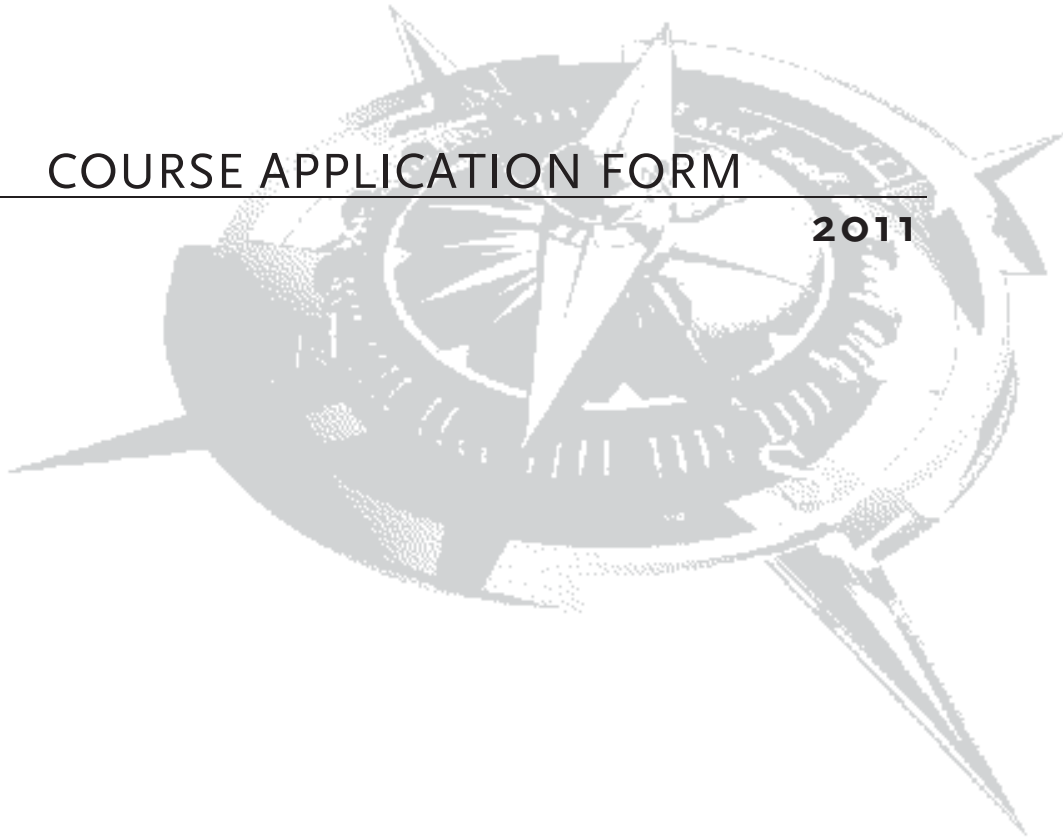




# COURSE APPLICATION FORM

**2011**





*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.*

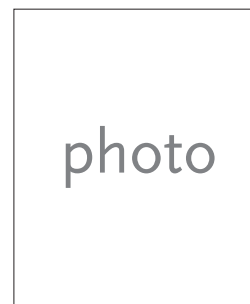
*We offer students the opportunity for the best education in Communication Design that is balanced with expression, imagination, problem-solving, aesthetic understanding, professionalism and creativity. For this reason, we are confident that our graduates will make a powerful contribution to their profession 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 \_\_\_\_\_

## PERSONAL DETAILS

TITLE \_\_\_\_\_ NAME \_\_\_\_\_  
(Mr/Ms/Dr, etc) (As stated in the passport/IC)

CHINESE NAME (if applicable) \_\_\_\_\_  MALE  FEMALE

I/C NO. \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PASSPORT NO. (if applicable) \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_ RELIGION \_\_\_\_\_

NATIONALITY \_\_\_\_\_

MARITAL STATUS  SINGLE  MARRIED

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 (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)

## 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 | \_\_\_\_\_ Year of Completion | \_\_\_\_\_

**No** (Please provide the following details)

Please list all your school/college/professional qualifications that you have taken, starting with the latest.

School/College/University	District	State	Name of Qualification e.g. SPM/O-Level/UEC	Year of Completion	Result i.e Actual/Forecast/ Awaiting Results

**EXEMPTIONS**—If you 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

IELTS  Others (please state) | \_\_\_\_\_

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 copy of the results.

Subject	Grade
Bahasa Kebangsaan A	
Bahasa Kebangsaan B	
Malaysian Studies	

Subject	Grade
Islamic Studies	
Moral Studies	

Name of Institution | \_\_\_\_\_



## 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 \_\_\_\_\_

## 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.

- Dyslexia  Epilepsy
- Asthma  Wheelchair user / mobility difficulties
- Hearing impairment
- 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.*

## 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 \_\_\_\_\_  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)

## 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 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 SEND THE COMPLETED FORM TO :

**REGISTRATION OFFICE** The One Academy of Communication Design, 28, Jalan PJS 11/28A, Bandar Sunway, 46150 Petaling Jaya, Selangor Darul Ehsan, 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** (Please attach the following when you submit your application)

- Completed Application Form
- Registration Fee and Tuition Deposit of RM1000/USD333 (non-refundable).  
Cheques should be payable to "THE ONE ACADEMY OF COMMUNICATION DESIGN SDN BHD"
- Four/Six\* recent passport-size coloured photographs with your name written on the reverse  
(One to be pasted on the top right of your application form)
- A photocopy of Identity Card
- Two photocopies of Passport in A4 size \* (Entire booklet including blank pages)
- Certified true copies of Academic Results relevant to entry requirements
- Certified true copy of English Test e.g. IELTS
- Exemptions - supporting documents (if requested)
- Certified true copy of School Leaving/ Graduation Certificate (if any)
- Certified true copy sponsorship/scholarship letter and documents (if applicable)
- Health Examination report for International Student (download from TOA website)
- Portfolio consisting 2 pieces of Original Artwork
- 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*

**FOR OFFICE USE ONLY**

Counselled by \_\_\_\_\_  
Enrolled by \_\_\_\_\_ Date \_\_\_\_\_  
Fees assessed by \_\_\_\_\_  
Payment details: Cash/ Cheque/ Card/ Bank draft/ Telegraphic transfer \_\_\_\_\_  
Amount \_\_\_\_\_ Receipt No \_\_\_\_\_

**Application Status**     Offer Without Conditions     Conditional offer with forecast results     Reject

**Remarks/Conditions** \_\_\_\_\_  
\_\_\_\_\_

**English Requirements** \_\_\_\_\_

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

Exemption(s) \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

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