

# COURSE APPLICATION GUIDE

(International Student)

**THE ONE ACADEMY**  
OF COMMUNICATION DESIGN  
(21034749)



28, Jalan PJS 11/28A, Bandar Sunway 46150 Petaling Jaya, Selangor Darul Ehsan, Malaysia  
Tel: 603-5637 5510 • Fax: 603-5637 5508 (General) / 603-5621 1716 (Marketing)  
E-mail: [enquiry@toa.edu.my](mailto:enquiry@toa.edu.my) • Website: [www.toa.edu.my](http://www.toa.edu.my)

## INTAKES

The One Academy has 3(three) intakes annually, which is January, April and August.

## APPLICATION DEADLINE

- Please state clearly the intake you wish to enrol in your Application Form.
- International students are advised to apply 2(two) months prior to each intake to ensure the student visas are approved on time.

## APPLICATION PROCEDURE FOR INTERNATIONAL STUDENTS

### ■ Option 1- Visit The One Academy

Take time to visit the premises. This will give you a chance to speak to our counsellors to answer your questions and to receive assistance to register for the programme.

Office Hours:

Mondays to Fridays	9.00am- 5.30pm
Saturdays	9.00am- 1.00pm
Sundays and Public Holidays	Closed

Alternatively, you may also contact the Student Registration Office or Counselling Office if you have any questions about the admission to our programmes.

- By telephone at 603- 5637 5510 during office hours
- By fax at 603- 5637 5508/603- 5621 1716
- Send an e-mail to [enquiry@toa.edu.my](mailto:enquiry@toa.edu.my) or [sra@toa.edu.my](mailto:sra@toa.edu.my)

### ■ Option 2- Get information online

Download the followings:-

1. Course Application Form
2. Course Application Guide

Please print out the Application Form, fill it up and submit the required supporting documents as mentioned in the Application Procedure to the Student Registration office of The One Academy of Communication Design:

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

## ACADEMIC REQUIREMENTS

The One Academy consists of two key elements on admission:

1. Academic qualifications
2. English Language level

The following is a guide to the minimum requirements for different countries. Not all qualifications and countries are listed. If you have a query in regards to a qualification from a country that is NOT listed below, please contact the Registration Office at [sra@toa.edu.my](mailto:sra@toa.edu.my).

### ■ Minimum Entry Requirements for Diploma & Certificate

Country	Qualifications
Australia	Year 10 Certificate
Brunei	GCE'O' Level
China	Senior High School Diploma
China-Hong Kong	Hong Kong Certificate of Education (HKCEE)
India	Secondary School Certificate
Indonesia	STTB-SMA (Sekolah Menengah Atas- Certificate of Completion of Academic Secondary School)/SMU3
Iran	High School Diploma (on completion Grade 12)
Japan	Upper Secondary School Leaving Certificate (Kotogakko Sotsugyo Shomeisho)
Korea	High School Diploma (Year 12)
Saudi Arabia	General Secondary Education Certificate (on completion Grade 12)
Singapore	Singapore Cambridge GCE'O' Level
Taiwan	Senior High School Leaving Certificate
Vietnam	Secondary School Graduation (Grade 12)/National University Entrance Examinations with a score of 5.0 or above
Yemen	Al-Thanawiya (General Secondary Education Certificate)

## ■ Minimum Entry Requirements for Degree

Country	Qualifications
Australia	Year 12 Certificate/Higher School Certificate (HSC)
Brunei	GCE'A' Level
China	Senior High School Diploma
China-Hong Kong	Hong Kong Advanced Level Examinations (HKALE)
India	Higher Secondary Course Certificate, Senior Indian School Certificate
Indonesia	STTB-SMA (Sekolah Menengah Atas- Certificate of Completion of Academic Secondary School)/SMU3
Iran	High School Diploma (on completion Grade 12)
Japan	Upper Secondary School Leaving Certificate (Kotogakko Sotsugyo Shomeisho)
Korea	High School Diploma (Year 12)
Saudi Arabia	General Secondary Education Certificate (on completion Grade 12)
Singapore	Singapore Cambridge GCE'O' Level
Taiwan	Senior High School Leaving Certificate
Vietnam	Secondary School Graduation (Grade 12)/National University Entrance Examinations with a score of 5.0 or above
Yemen	Al-Thanawiya (General Secondary Education Certificate)

Please note:

- Entry requirements are subject to change.
- Forecast results can be considered for conditional admission if the official result is yet to be released. Students whose official results fall short of the entry requirement must either withdraw from the programme or enrol in a programme with lower entry requirement.

## ■ Entry into Diploma Programme

Duration : 3 years

Intakes : January, April, August

- A recognised secondary (high school) qualification that is accredited by the MQA and NARIC, UK. Minimum 3 credits and a pass in English Language OR
- Pass TOA Certificate in Communication Design or a recognised institution of higher learning relevant Certificate course

## ■ Entry into Certificate Programme

Duration : 4 semesters

Intakes : January, April, August

- A recognised secondary (high school) qualification that is accredited by the MQA and NARIC, UK. Minimum 1 credit and a pass in English Language

### ■ **Entry into TOA Foundation Programme**

Duration : 1 year

Intake : April

- A recognised secondary (high school) qualification that is accredited by the MQA and NARIC, UK. Minimum 5 credits and a pass in English Language or IELTS score of 6.0

Upon successful completion of the Foundation Programme and with IELTS score of 6.0, students are eligible to pursue Level 1 of the Honours Degree programme.

### ■ **Direct Entry into BA(Hons) Level 1 Programme**

- A recognised secondary (high school) qualification that is accredited by the MQA and NARIC, UK.
- Pass TOA Foundation in Communication Design Programme or a recognised institution of higher learning relevant foundation course
- IELTS score of 6.0
- A portfolio demonstrating drawing ability and graphic design/multimedia design skills (i.e. produce any artworks done in your previous recognised institution)

### ■ **Direct Entry into BA(Hons) Level 2 Programme**

- A recognised secondary (high school) qualification that is accredited by the MQA and NARIC, UK.
- Pass The One Academy Diploma Programme or a recognised institution of higher learning relevant diploma in the field
- IELTS score of 6.0
- Demonstrate good academic writing skills (i.e. produce any academic writing assignments/essays done in your previous recognised institution)
- A portfolio demonstrating drawing ability and graphic design/multimedia design skills (i.e. produce any artworks done in your previous recognised institution)

### ■ **English Language Requirements**

Proficiency in spoken and written English is fundamental to your success at The One Academy. All applicants are required to take for an English Placement Test (EPT) prior to admission to the course of study. The English Placement Test is to assess your proficiency level. Applicants who do not meet our minimum English requirement will be required to undergo the Intensive English Programme (IEP) offered by The One Academy for a semester before commencing the normal academic programme.

### ■ **Exemptions**

An exemption from a subject/module will be granted only on the basis of prior study at a recognised institution of higher learning and students can demonstrate that they have acquired all the skills and knowledge described by the learning outcomes of the subject/module.

Application for Subject/module Exemption upon admission should be a one-off exercise. No subsequent exemptions will be approved during the course of study except for newly gained qualifications after admission.

To apply for subject/module exemptions:

- Completed application for Subject/module Exemption.
- Certified true copies of relevant certificate(s)
- Certified true copies of the academic transcripts including grading system
- Certified true copies of the subject outlines/syllabuses
- Portfolios demonstrating the work and study undertaken in previous recognised institution.

Applications for Subject/module Exemption will not be considered for any subject that a student has previously attempted and failed.

If required, student will be asked to:

- Sit for proficiency test(s)
- Qualifying examination(s) prior to the granting subject/module exemption.

## ■ Application Procedure

- a. A completed Course Application Form
- b. 2 (Two) certified true copies of Academic Qualifications relevant to entry requirements (in English)
- c. 2 (Two) certified true copies of English Test - IELTS (if applicable)
- d. 2 (Two) certified true copies of School Leaving Certificate/Graduation Certificate (if any)
- e. 6 (Six) recent passport-size coloured photographs with your name written on the reverse (one to be pasted on the top right hand corner of your application form)
- f. 2 (Two) photocopies of Passport in A4 size (entire booklet including blank pages)
- g. Exemptions - supporting documents (if requested)
- h. Certified true copy sponsorship/scholarship letter and document (if applicable)
- i. Portfolio comprises of:
  - i. One landscape/still-life composition (colour drawing, any size)
  - ii. One free composition (any media, any size)
- j. A non-refundable and non-transferable registration fee and tuition deposit of RM1000/USD333 can be made by telegraphic transfer to The One Academy of Communication Design Sdn Bhd via Malayan Banking Berhad:
  - Address: 30–32, Jalan PJS 11/28A, Bandar Sunway 46150 Petaling Jaya, Selangor, Malaysia
  - Account No: 012316–500133

You are reminded to attach the original reference copy of the telegraphic transfer slip with the Application Form as a proof of payment.

*Note: Please DO NOT send in cash for security reasons. The registration fee and tuition deposit must be received before your admission application is being processed.*

- i. Additional documents for transferring students:
    - i. A release letter from the previous college/university
    - ii. A certified true copy of the latest results and attendance record from the previous college/university
    - iii. A certified true copy of the front cover page of passport and latest student visa sticker
    - iv. A valid student visa of at least 30 days/1 month validity prior to application for extension
    - v. A certified true copy of high school qualification achieved
    - vi. A justification letter for transfer of institution from the previous college/university
- \* Please note that any incomplete required documents may delay your application*

#### ■ **Providing False Information**

The qualifications stated in your Application Form will be verified by checking the original documents at the time of enrolment. Providing false or misleading information or failure in supplying the requested documents will lead to disqualification of the application. Fees paid will NOT be refunded.

#### ■ **Application Acknowledgement**

The applicant will receive an application acknowledgement via e-mail after the Registration Office has received your completed Application Form.

If you have not received an acknowledgement after 14 working days from the submission date, please contact the Registration Office.

#### ■ **Application Result Notification**

The One Academy will approve an application based on the qualifications stated in the Application Form. Additional information provided after the approval process will only be considered if time permits, at the discretion of the relevant department/school.

#### ■ **Change in Correspondence Information after Submission of Application**

It is the applicant's responsibility to formally inform and notify the Registration Office by post, fax:+603-5637 5508 or email: [sra@toa.edu.my](mailto:sra@toa.edu.my) of any changes to their permanent and mailing addresses, contact details etc.

You are reminded to keep your correspondence information updated to ensure receipt of communication from us regarding your application.

#### ■ **Withdrawal**

Should a successful applicant decide to refuse the offer, the paid registration fee and tuition deposit are strictly non-refundable and non-transferable.

#### ■ **Health and Medical Check-up**

It is compulsory for all international students to undergo and pass a health and medical check-up.

The validity of the Health Examination Report is within 60 days before and 30 days after registration at The One Academy.

## APPLICATION PROCEDURE FOR ADMISSION

Read carefully the relevant course information brochure and application guide.  
Ensure that you meet the entry requirements for the applied programme.

Send in your completed Application Form together with the required supporting documents.

If your application is successful, Registration Office will send an Offer Letter, fees information and other related documents to you within 14 working days.

If the application is unsuccessful, Registration Office will notify you in writing.

After receiving the Offer Letter, sign the relevant documents and enclose the First Year's tuition fees with other relevant payments to The One Academy within the date stated in the Offer Letter.

After the college receives your full payment, the International Student Personnel will submit your application papers to Malaysia's Ministry of Higher Education and Immigration Office (student visa application). This process may take approximately 6 to 8 weeks (longer during peak periods).

Once the authority approves the application, the Immigration Office will issue a Student Visa Approval Letter, which the college will courier to you together with the Airport Pickup Request Form.

Kindly bring along the Approval Letter and your passport to the nearest Malaysian Embassy if you are required to obtain a single entry permit before entering Malaysia.

Fax us your arrival details at 603-56375508 at least 7(Seven) working days prior to your departure.  
Kindly take note that you must be picked up by The One Academy representative at the airport in order to obtain clearance from the Immigration checkpoint at the airport.

Student must enter Malaysia with the Approval Letter. Failing to do so may result in a compound imposed by the Malaysia Immigration Office.

English Placement Test and the relevant Questionnaires are required upon the arrival at The One Academy.

Student to attends the Induction Programme.

Class commences.

## FREQUENTLY ASKED QUESTIONS (FAQs)

### ■ How is my application being processed?

Once your application form is received, it will be sent for evaluation. The One Academy will confirm your eligibility within 14 working days. Response time varies if your application/ documents require a longer processing time e.g. awaiting certified true copies.

- Successful applicants will receive the Offer Letter, Offer Response Form, Conditions of Enrolment, Fee Payment Form, Health Examination Report and Accommodation Form by Courier.
- Unsuccessful applicants will also be notified in writing. Your portfolio and tuition deposit (RM700/ USD 233) will be returned.

### ■ How much are my tuition fees and other payments?

Details regarding# tuition fees, administration fee, support fee, personal bond, graduation fees are attached together with the Application Form.

The successful applicant is required to settle the First Year's payment in full and the Student's Hospitalisation and Surgical Insurance payment\* to the college within the date stipulated in the Offer Letter. Payment should be made via telegraphic transfer to the college.

*# Tuition fees paid are non-refundable and non-transferable. The estimated conversion rate is subject to change without prior notice.*

*\* It is compulsory for International Students to purchase the Student's Hospitalisation and Surgical Insurance unless it is proven that other similar insurance coverage has been obtained for the period of studies.*

### ■ Do I need to attend The One Academy's Induction Programme?

Yes, it is compulsory for new students to attend the Induction Programme before class commences. You will be briefed on the essential skills, comprehensive information about your timetable and other information relevant to your studies.

### ■ Do I need to sit for an English Placement Test?

Yes, it is compulsory for every student to sit for an English Placement Test ruled by The One Academy.

The English Placement Test is to assess your language proficiency level. It will be scheduled once the student reports to Registration Office. If the student does not meet the minimum English requirement, the student will be required to enrol into The One Academy's Intensive English Programme (IEP) before joining the normal academic programme.

## ■ Can I stay off campus?

For new international students, we highly encourage boarding at The One Academy's hostel during their first semester, unless the students are able to substantiate that they will be living together with their guardian/parents in Malaysia. Each unit is furnished with complete amenities for the convenience of the occupants.

The One Academy's Student Services Department (SSD) will assist the International Students who plan to seek off-campus housing. Options include shared apartments/flats/houses/condominiums. These are thus far the most affordable options. Please contact SSD for further information.

## ■ What about airport pick-up?

All new international students who come to The One Academy for the first time and who pass through the Malaysian Immigration Checkpoint at Kuala Lumpur International Airport (KLIA) or Low Cost Carrier Terminal (LCCT) will need the assistance of a representative from The One Academy. Please inform the SSD 7 (seven) working days in advance for such service. This service is not available for students on tourist pass.

## ■ Airport pickup

Airport pickup service is available from 9 am to 9 pm. Please ensure your arrival does not exceed 9.00 pm. There is no airport pickup service on Sunday & Malaysian Public holidays. Late arrival pass 9.00 pm will only be accommodated for emergencies in flight delay.

Tel : 603- 5637 5510 extension 325/322

Fax : 603- 5637 5508

E-mail : [studentservices@toa.edu.my](mailto:studentservices@toa.edu.my)

## ■ How much money should I bring with me?

You should bring with you enough money to pay for your living expenses and art materials. This should be in the form of traveller's cheques, cash, and/or bank draft. You may open a bank account upon your arrival in Malaysia.

Please contact SSD for further banking information.

There are 4 local banks located conveniently in the vicinity of The One Academy.

## ■ How is my Student Pass/Visa processed?

Students should obtain a Student Pass Approval Letter from the Malaysian Immigration Department prior to entering the country. Students who enter the country without a Student Pass Approval Letter will be liable for a processing fee imposed by the Malaysian Immigration Department.

The International Student Personnel will assist in putting forth the student pass/visa. Therefore, students need not to be present during the application.

#### ■ Procedure of Obtaining a Student Pass/Visa:

- Application for a student pass/visa will take approximately 6–8 weeks.
- Students are required to submit their passport to the International Student Personnel upon arrival in order to have the student pass/visa sticker stamped on their passport. This procedure will take approximately 2–3 weeks.

#### ■ Renewal of Student Pass/Visa

As the student pass/visa issued by the Malaysian Immigration Department is only valid for one year\*, students are thus required to renew it annually throughout their course of study.

*\*Subject to the latest Malaysia Immigration Law. The regulations and procedures outlined by Malaysia Immigration Law takes the highest precedence.*

#### ■ Procedure for renewal of Student Pass/Visa

- Students are required to submit their passport to the International Student Personnel TWO MONTHS before the visa expiry date.
- The renewal process will take approximately 3–4 weeks.
- Any overstay penalty/compound will be borne by the students.

#### ■ The APPROVAL of renewal is subject to :

- Student passport should have at least 1- year validity.
- Student must have an attendance of equal to or more than 80% upon renewal.
- Student must do well in their course. Immigration may cancel a student pass based on poor academic result.

#### ■ Do I need a International Students Insurance?

It is compulsory for all International Students to subscribe to this International Students Insurance. It covers hospitalisation and surgical expenses up to RM20,000\*. Benefits\* of this policy include ambulance services, reimbursement of tuition fees and medical evacuation expenses.

Payment of this insurance policy is to be made together with the tuition fees.

Students will be given an healthcare card with 24-hour helpline printed behind. Cash is not required upon admittance. The hospital is responsible to call the Datalink for verification of the membership. Students will be admitted to the hospital without deposit.\*\*

*\* Subject to change*

*\*\* Terms and Conditions apply*

### ■ **If I am transferring from another college to The One Academy and my visa is about to expire, what do I do?**

If your visa is going to expire (less than 1 month), please ask your previous college International Student Personnel to apply a special pass for you. Please inform your new International Student Personnel of your change dates on your visa to avoid any overstays. Overstay fine will be borne by the student.

### ■ **What happens if I enter Malaysia using a social pass before my approval letter is issued from the Malaysia Immigration?**

You can enter Malaysia using social pass first. Your International Student Personnel would then convert your social pass to student visa. You also need to inform the college as soon as possible to avoid an overstay. Any overstay fine will be borne by the student. Please bear in mind that you need to sign an agreement to state that the college would not take any responsibility during the conversion of your social pass to a student visa.

### ■ **What do I do when I have a new passport?**

If you renew/change your passport, please bring your old and new passports to International Student Personnel. They will assist you to transfer your student pass to the new passport. Your student pass will not be valid in the old passport.

### ■ **About the Student Support Centre**

The Student Support Centre is located on the ground floor of the main building.

Within the Student Support Centre, Frontline Services operate an Information Desk, where you can obtain services, advice and information.

The Student Support Centre consists of the following:

- Admissions (new students)
- Bursary
- Student Services

When visiting the Student Support Centre, average waiting time will range between 5 to 10 minutes. At a particularly busy moment, (e.g. registration), you may find you have to wait a little longer.