



THE [^]ONE ACADEMY

COURSE APPLICATION FORM

MASTERS TRAIN MASTERS

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*

Agent's or Counsellor's
Stamp / Name

Please
affix your recent
passport-sized
photo here

FOR OFFICE USE ONLY

STUDENT ID

PERSONAL DETAILS (CAPITAL LETTERS)

Are you a former student of The One Academy?
☐ No ☐ Yes, which Programme

Intake of Programme Attended

Full Name
(as in MyKad / Passport)

Chinese Name (if applicable) Gender ☐ Male ☐ Female

NRIC / Passport No. Date of Birth (dd-mm-yyyy)

Passport Expiry Date (for international students only) (dd-mm-yyyy) Nationality

Marital Status ☐ 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 / Parents' Address (please provide if different from above)

Postcode State / Province Country

STUDENT PASS DETAILS (FOR INTERNATIONAL STUDENT ONLY)

Have you previously applied to any educational institutions in Malaysia?
☐ No ☐ Yes, which institution

Have you previously held or obtained a student pass approval from any educational institution in Malaysia?
☐ No ☐ Yes, which institution

Are you currently studying in Malaysia?
☐ No ☐ Yes, please state your pass type (eg. student, dependent, MM2H, PR)

Pass Expiry (dd-mm-yyyy)

PARENT / GUARDIAN DETAILS

Title Name of Parent / Guardian (Mr / Ms / Dr. / etc.) (as in MyKad / Passport)

NRIC / Passport No.* Relationship with Applicant (e.g. Father/Mother/Uncle/Aunt/Guardian, etc.)

Tax Identification Number (TIN) **(Mandatory)** IG

--	--	--	--	--	--	--	--	--	--

(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, 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.

Telephone (Home) Mobile

E-mail **(Mandatory)**

ACADEMIC DETAILS

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.

Secondary Studies

Year 10 or equivalent (eg. O-Level / SPM)

Qualification |
Institution |
State | Country |
Result Type ☐ Actual ☐ Forecast Completion Year |

Year 12 or equivalent (eg. A-Level / UEC / STPM / Pre-U)

Qualification |
Institution |
State | Country |
Date Commenced | (dd-mm-yyyy) Completion Year |
Currently awaiting results ☐ Yes ☐ No Available date of results | (dd-mm-yyyy)

Tertiary Studies

(If applicable) Please list your most recent qualification first

Certificate / Diploma / Bachelor or equivalent

Qualification |
Field of study / Specialisation |
Institution |
State | Country |
Date Commenced | (dd-mm-yyyy) Date Completed | (dd-mm-yyyy)
Currently awaiting results ☐ Yes ☐ No Available date of results | (dd-mm-yyyy)

ENGLISH LANGUAGE ACHIEVEMENT

☐ IELTS (Academic) ☐ SPM English (GCE O-Level 1119 / CEFR) ☐ TOEFL (iBT) ☐ MUET

Grade / Score | Year Taken |

IELTS / TOEFL - Please note that only results achieved within the 2 years prior to the course commencement date will be considered.

If you have not yet sat for IELTS / TOEFL / MUET exam, please indicate the following details:

☐ I will sit/have sat for an English Language proficiency test. Date | (dd-mm-yyyy)
☐ IELTS (Academic) ☐ TOEFLS (iBT) ☐ MUET

CREDIT TRANSFER

Do you wish to apply for credit transfer from previous study?

☐ Yes (please request for a credit transfer form) ☐ No

If you request a credit transfer, please submit a certified true copy of the relevant results, course / module outline and portfolio. Please take note that credit transfer would only be considered if the programme and institution are accredited by the Ministry of Education.

PLEASE TICK (✓) INTAKE FOR ADMISSION AND THE PROGRAMME YOU WOULD LIKE TO STUDY

Intake ☐ January ☐ March * ☐ April ☐ August ☐ September * Year |

**only applicable for Diploma in Fashion Design & Pattern Making Programme*

PROGRAMME

Certificate Programme

☐ Certificate in Communication Design

Diploma Programmes

☐ Diploma in Digital Animation ☐ Diploma in Fine Arts ☐ Diploma in Digital Media Design
☐ Diploma in Illustration ☐ Diploma in Visual Communication Design ☐ Diploma in Interior Design
☐ Diploma in Fashion Design & Pattern Making (in collaboration with ESMOD International Fashion University Group, PARIS)

Foundation Programmes

☐ Foundation in Interior Architecture Design
☐ Foundation in Communication Design (☐ Graphic Design: Advertising & Branding ☐ Digital Media Design)

University of Hertfordshire Degree Programmes

☐ BA (Hons) Graphic Design: Advertising & Branding ☐ BA (Hons) Digital Media Design ☐ BA (Hons) Interior Architecture and Design

☐ Other Programme |

ACCOMMODATION

Do you require accommodation provided by The One Academy?

- ☐ Yes Please download the hostel application form at <https://www.toa.edu.my/campus-life/accomodation/index.php>
(A hostel booking fee of one month's lease is required [non-refundable])
- ☐ No

MEDICAL / DISABILITY DETAILS (IF APPLICABLE)

Do you require special support throughout your studies due to disability, impairment, mental health condition, or long term medical condition?

- ☐ Yes ☐ No

If yes, please specify or tick (✓) the relevant box. 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
- ☐ A long-term/ongoing mental health condition such as bipolar disorder, obsessive compulsive disorder, depression, an anxiety disorder, or schizophrenia (please specify) _____
- ☐ Others (please specify) _____

TOA will require relevant medical documentation from treating professionals outlining the impact of your condition on your ability to meet the academic demands in the College environment.

Disclosure of disability is treated confidentially and will not be used to disadvantage you.

The relevant department may contact you for 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 _____

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?

☐ I Am Paying My Own Fees

Tax Identification Number (TIN) (Mandatory)

(Only applicable to Malaysian students paying their own education fees to claim tax relief)

IG

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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.

☐ Sponsorship / Scholarship

(Please provide a copy of the sponsorship / scholarship offer letter with this application)

☐ Organisation ☐ Government Sponsor

Name of Sponsor / Scholarship _____

Address _____

Postcode _____ State / Province _____ Country _____

Telephone _____ Mobile No. _____

E-mail _____ Fax No. _____

Tax Identification Number (TIN) (Mandatory)

(Only Applicable to Malaysia Organisations Sponsor)

IG

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. Why do you want to enrol or pursue a career in this field of study? (150 words)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

DECLARATION AND SIGNATURE

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 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.

☐ I confirm that I have read and understood the terms and conditions stated in this document and agree to fully accept them.

Applicant's Signature _____ Date _____
(dd-mm-yyyy)

Applicant's Name _____
(as in MyKad / Passport)

Signature of Parent / Guardian _____ Date _____
(required for applicants under the age of 21) (dd-mm-yyyy)

Parent / Guardian's Name _____
(as in MyKad / Passport)

Identification No. / Passport No. of _____
Parent / Guardian

Please send the completed form and all required documents to:

Registration Office

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 melengkapi 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 Transfer ☐ 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 requirements

☐ Other conditions (please specify) _____

Programme Offered & Intake _____

☐ EPT required ☐ IELTS required

☐ Exemptions (please specify) _____

Portfolio ☐ Portrait Drawing / ID related Drawing / FD Drawing ☐ Environment Drawing / Still Life Drawing in Color ☐ Free Title

Computer Skills Test ☐ Passed ☐ Failed ☐ N/A

Pre-Enrolment Evaluation for DG/VE Programme ☐ Passed ☐ Failed

Remarks _____

Approved By _____ Date _____ (dd-mm-yyyy)

REVIEW OF CONDITIONAL OFFER

☐ Conditions Fulfilled ☐ Offer Withdrawn

☐ Others (please specify) _____

Approved By _____ Date _____ (dd-mm-yyyy)

APPLICATION CHECKLIST

Note: Please attach the following when submitting your application. **Certified true copies** of academic records are required.

ALL PROGRAMMES

- | | |
|---|--|
| ☐ Supporting documents for credit transfer (if applicable) | ☐ A complete Course Application Form |
| ☐ English proficiency test result, e.g. IELTS or TOEFL (if applicable) | ☐ Photocopy of MyKad (Malaysian student) |
| Application Fees: | ☐ Academic records (results, transcripts, certificates) |
| ☐ RM500 Registration Fee and RM1,500 Tuition Fees Deposit (non-refundable, non-transferable) | ☐ School Leaving / Completion Certificate |
| Additional information (only applicable for International Students) | ☐ 2 recent Passport-sized colour photographs (Malaysian student) |
| ☐ Student Pass Processing Fee of RM3,000 (non-refundable, non-transferable) | ☐ Portfolio consisting of 3 pieces of Original Artwork (Environment Drawing / Still Life Drawing, Free Title, and Portrait Drawing / ID related Drawing / FD Drawing) |
| ☐ Student Pass Processing Fee of RM4,000 (Indonesian citizens - 2 years; non-refundable, non-transferable) | ☐ A complete Hostel Application Form (if applicable) |
| | ☐ Sponsorship / Scholarship offer letter (if applicable) |

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

SUPPORTING DOCUMENTS MUST BE SUBMITTED BY EMAIL (Applicable for International 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_B_-_Health_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)

☐ Affidavit document (for applicants with names spelt differently in official transcripts and documents)

Additional documents for international applicants who have studied in Malaysia before:

(Please ensure ALL document below are certified true copies by the authorised signatory of the previous college / university)

☐ Release letter from the previous institution

☐ Certified true copy of attendance record

☐ Visa cancellation page

ADDITIONAL DOCUMENTS IF YOU ARE APPLYING FOR UNIVERSITY OF HERTFORDSHIRE DEGREE PROGRAMMES BA (HONS) LEVEL 4 (FIRST YEAR) OR LEVEL 5 (SECOND YEAR)

☐ 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 recognized institution)

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

THE ONE ACADEMY
ESTABLISHED 1991

The One Academy of Communication Design Sdn. Bhd. 199101000237 (210547-P) DK092(B)
Add Block B4, Leisure Commerce Square, No. 9, Jalan PJS 8/9, 46150 Petaling Jaya, Selangor, Malaysia.
Tel +603-7875 5510 **Email** info@toa.edu.my **www** [toa.edu.my](http://www.toa.edu.my)