



COURSE APPLICATION GUIDE

Malaysian Student

THE ONE ACADEMY
www.toa.edu.my

Block B4, Leisure Commerce Square, No. 9, Jalan PJS 8/9, 46150 Petaling Jaya, Selangor, Malaysia.
Tel: 03-7875 5510 • E-mail: info@toa.edu.my • Website: www.toa.edu.my

HOW TO APPLY

■ Walk-in:

Take time to visit The One Academy. This will give you a chance to speak to our counsellors to get answers to your questions and 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

■ Call:

You may contact us at 03-7875 5510 during office hours.

■ Email:

Send an email to **info@toa.edu.my**

■ Courier:

The One Academy of Communication Design

Registration Office (Admissions)

Block B4, Leisure Commerce Square,

No. 9, Jalan PJS 8/9, 46150 Petaling Jaya,

Selangor Darul Ehsan, Malaysia.

■ Online:

Visit our website at **www.toa.edu.my**.

■ ■ Programme Entry Requirements and Intakes

Programme	Entry Requirements	Duration	Intake
Foundation in Communication Design	• Pass Sijil Pelajaran Malaysia (SPM) / O-Level with minimum five (5) credits including English; or • Pass Unified Examination Certificate (UEC) with minimum 3 credits (3Bs) including a pass in English; or • Other equivalent qualifications recognised by the Malaysian Government; and • Pass Drawing Test conducted by The One Academy	1 Year (3 semesters)	April
Foundation in Interior Architecture Design	• Pass SPM / O-Level with minimum five (5) credits including a Pass in English and Mathematics; or • Pass UEC with minimum 3 credits (3Bs) including a pass in English and Mathematics; or • Other equivalent qualifications recognised by the Malaysian Government; and • Candidates without an Art subject must pass Drawing Test conducted by The One Academy	1 Year (3 semesters)	April
3+0 BA (Hons) Graphic Design: Advertising & Branding 3+0 BA (Hons) Digital Media Design	• Pass SPM / O-Level with minimum five (5) credits in any subjects; and Pass Foundation Programme; or • Pass STPM with a minimum of Grade C (GP 2.00) in any two subjects, or its equivalent; or • Pass UEC with minimum 5 credits (5Bs) • Pass Diploma with minimum CGPA 2.00; or • Other equivalent qualifications recognised by the Malaysian Government; and • Candidates without an Art subject must pass Portfolio Review or Drawing Test conducted by The One Academy English Language Requirements by University of Hertfordshire: • IELTS overall score of 6.0; • SPM (GCE O-Level English 1119) / GCSE / IGCSE English Language: Grade C or better; • MUET: Band 4; • CEFR: B2 to C2 (SPM 2021 & onwards)	3 Years 3 months (inclusive of internship)	for advanced entry to Year 1 and Year 2 Bachelor's Degree programme is open in April
BA (Hons) Interior Architecture and Design	• Pass STPM or equivalent with minimum Grade C (NGMP 2.00) in two subjects including Mathematics; • Pass A-Level with minimum Grade D in two subjects including Mathematics; • Pass STAM with minimum Jayyid in two subjects, and Mathematics at SPM level; • Pass SAM / AUSMAT / SACE with minimum ATAR 60, or 60% average in five subjects including Mathematics; • Pass CPU / CIMP with minimum 65% average in six subjects including Mathematics; • Pass UEC with minimum Grade B in five subjects including Mathematics; • Pass International Baccalaureate (IB) with minimum 24 points; • Pass Diploma with minimum of CGPA 2.00; or (subject to school discretion and credit transfer after reviewing transcript, syllabus description & portfolio) • Pass Foundation/Matriculation Programme with minimum of CGPA 2.00; or (subject to school discretion and credit transfer after reviewing transcript, syllabus description & portfolio) • Other equivalent qualifications recognised by the Malaysian Government; and • Candidates without an Art subject must pass Drawing Test conducted by The One Academy English Language Requirements by University of Hertfordshire: • IELTS overall score of 6.0; • SPM (GCE O-Level English 1119) / GCSE / IGCSE English Language: Grade C or better; • MUET: Band 4; • CEFR: B2 to C2 (SPM 2021 & onwards)	3 Years 6 months (inclusive of internship)	for advanced entry to Year 1 and Year 2 Bachelor's Degree programme is open in April

■ ■ Programme Entry Requirements and Intakes

Programme	Entry Requirements	Duration	Intake
Diploma in: Visual Communication Design, Illustration, Digital Animation, Digital Media Design, 3 years 3 months Interior Design, 3 years 3 months (inclusive of internship) Fine Arts	• Pass Sijil Pelajaran Malaysia (SPM) with minimum 3 credits (3Cs); or • Pass in Unified Examination Certificate (UEC) with minimum 3 credits (3Bs); or • Pass in IGCSE/O-Level with minimum 3 credits (3Cs); or • Pass The One Academy's Certificate in Communication Design OR Certificate from other Institutions of Higher Learning in related field with minimum CGPA 2.00; or • Pass Sijil Kemahiran Malaysia (SKM) Level 3 in related field; or • Pass STPM with at least Grade C (GP 2.00) in any subject; or • Pass STPM with at least Grade Maqbul in any subject; or • Other relevant qualifications recognised by the Malaysian Government; and • Pass Portfolio Review or Drawing Test conducted by The One Academy for candidates who did not pass or take Art subject at SPM level or its equivalent.	3 Years	January, April, August
Fashion Design & Pattern Making		3 Years 2 months (inclusive of internship)	March, September
Certificate in Communication Design	• Pass SPM / O-Level with minimum one (1) credit in any subject; or • Pass UEC with minimum 1B in any subject; or • Pearson BTEC Level 2 Certificate/Award; or • Other equivalent qualifications recognised by the Malaysian Government.	1 Year 4 months (4 Semesters)	January, April, August

■ English Placement Test (EPT) conducted by The One Academy

As the medium of instruction is English, it is compulsory for all registered students to sit for English Placement Test (EPT) unless you have been exempted.

To be exempted from EPT, students must present proof of one of the following:

English Competency	Type of Examination	Diploma & Certificate	Foundation	Validity
SPM	GCE O-Level English 1119	Grade C	Grade C	Prior SPM 2021
	CEFR	B1 to C2	B2 to C2	SPM 2021 and onwards
O-Levels / IGCSE	O-Levels English / IGCSE	Grade C	Grade C	
UEC	English UEC English	B3	B3	
MUET	MUET	Band 3	Band 4	5 years from the date of MUET result release
IELTS	IELTS / IELTS Online	4.5	6.0	2 years from the date award
TOEFL	TOEFL iBT	33	60	2 years from the date award
PEARSON TEST OF ENGLISH	PTE Academic / PTE Academic (Online)	43	59	2 years from the date of examination
CAMBRIDGE ENGLISH QUALIFICATIONS AND TESTS	B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency	147	169	Does not expire
	Linguaskill Online			2 years from the date award
ELS	Certified Intensive English Programme Level (CIEP)	106	109	Does not expire

Should you achieve an unsatisfactory result for this test, you will be required to undertake a full-time Intensive English Programme (IEP) at The One Academy to improve your English Language competency before joining the main programme. Upon completing with a Pass grade you will then proceed to the main programme. The cost of attending the IEP will be borne by you.

■ Credit Transfer

You may be eligible for credit transfer if you have successfully undertaken formal study at a recognized tertiary institution. Your application for credit transfer will be considered by the relevant faculty you wish to enrol with. The faculty will look at the previous courses you completed, results you received and portfolio, and decide whether you are eligible for credit transfer.

■ How to apply for credit transfer

In order to ensure that your application is processed in time for enrolment, you need to submit certain documents to the Registration Office at the same time as you put in your main application. Please submit your application a month before the intake is due to begin.

You will need to provide ALL of the following:

1. Application for Credit Transfer form (obtainable at Registration Office or download the form at https://www.toa.edu.my/admission/downloads/credit_transfer_form.pdf)
2. Certificate awarded*
3. Full official academic transcript and explanation of the grading system*
4. Syllabus/course outlines for previous study, including details of contact hours, topics covered and method of assessment*
5. Portfolio

*** Documents must be certified true copies. Certified copies must bear an original signature. This can be obtained from the Registrar / Head of the Faculty where you have completed your programme. Where this information is in a language other than English or Bahasa Malaysia, you must provide a translation by an accredited translator.**

The Registration Office will contact you by written notification or telephone about the outcome of your credit transfer application. Applications submitted without the complete documents will be processed for normal admission without any consideration given for credit transfer.

■ Processing times

We normally assess application for credit transfer within 14 working days. A longer period may be needed if a full assessment is required, particularly at peak admission and enrolment times.

■ MPU Compulsory Courses

Effective September 2013 intake onwards, The Malaysia Qualifications Agency (MQA) requires all Malaysian and International students to complete and pass the MPU Compulsory Courses as a prerequisite to the award of certificate, diploma and degree.

Information on MPU courses can be found in the Student Handbook via Student E-Portal.

■ Application Checklist

All applicants need to provide:

- A complete Course Application Form
- Proof of Payment for non-refundable registration fee of RM500 and tuition deposit of RM1,500
- Two (2) recent passport-sized colour photographs with name written on the reverse side
- One (1) certified true copy of Identity Card (NRIC), both sides
- Certified copies of
 - a. Secondary education (SPM/O-Level/UEC or equivalent)
 - b. Year 12 or equivalent (A-Level/STPM/UEC)
 - c. Tertiary Education (Certificate/Diploma/Degree) if applicable
- School leaving/completion certificate
- Proof of English proficiency test results, e.g. IELTS or TOEFL (if applicable)
- A Portfolio consisting of 3 pieces of Original Artwork
 - a. One (1) Environment Drawing (either interior or exterior scenes) or Still Life Drawing in colour, A4 size and;
 - b. One (1) Free composition in any media, A4 size and;
 - c. One (1) Portrait Drawing (Human) in Pencil, A4 size or;
 - d. One (1) Fashion Design Drawing in Pencil, A4 size (applicable to Diploma in Fashion Design students) or;
 - e. One (1) Interior Design drawing in pencil, A4 size (applicable to Diploma in Interior Design / Foundation in Interior Architecture Design students)
- Supporting documents for credit transfer (if applicable)
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Student Hostel Application Form (if you require accommodation). You can download the form at www.toa.edu.my/admissions/download/doc/accommodation/application.pdf.
The hostel booking fee will be 1 month rental (non-refundable)

■ Additional documents if you are applying University of Hertfordshire's Degree Programmes BA (Hons) Level 4 (First Year) or Level 5 (Second Year)

- For entry to Level 4, attach **certified true copies** of Foundation or Diploma qualifications & certificates
- For entry to Level 5, attach **certified true copies** of Diploma qualifications and certificates
- For entry to Level 5, you must demonstrate good academic writing skills (question will be provided by The One Academy)
- **Certified true copies** of Course Syllabus/Course Outline
- Portfolio demonstrating drawing ability and evidence of design skills (i.e. artworks created during your studies at a previously recognized institution)

■ METHOD FOR FEES PAYMENT

All payments can be made via:

- a) Crossed cheque made payable to

"THE ONE ACADEMY OF COMMUNICATION DESIGN SDN.BHD."

- b) Direct bank-in to The One Academy bank account:

Beneficiary Name : THE ONE ACADEMY OF COMMUNICATION DESIGN SDN. BHD.

Bank Name : Maybank Islamic Berhad

Account No : 562311-308371

- c) 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

Important Notes: Kindly include the student's name, NRIC number, programme enrolled and intake month and year. Please send the proof of payment via email to feepayment@toa.edu.my.

■ Financial Verification

If you are supported by a sponsoring organization, please attach an official copy of your sponsorship award letter.

This letter must indicate the total amount of fees in detail and other benefits offered by the sponsoring organization.

■ False Information/Documents

All admissions decisions taken by The One Academy rely on the statements made on the application form and in the supporting materials supplied by you. This information will be held and used for the purpose of processing your application for study, student administration and wherever applicable.

If the Academy believes that any information contained on your application form may not be correct and complete, including academic transcript(s), the Academy retains the right to reject your application. All fees paid will not be refunded.

If you have been made an offer by the Academy, then the Academy, may in these circumstances withdraw or amend that offer. If you have been admitted as a student, you may be subject to disciplinary action which could result in your dismissal from the Academy. Such dismissal shall result in forfeiture of all fees paid and academic credit earned.

■ Applications Outcome

Once you have applied for a programme, your application will be considered and you will be notified of the outcome. All offers are made via email.

To ensure that offers are made at an appropriate time, the Registration Office prioritizes applications for commencement in the upcoming intake. This means that the notification of outcomes of applications for commencement in later intakes may take longer.

■ How to Defer an Offer

If you wish to delay the start of your course to a later intake then you must apply for a deferment. The deferment is normally granted for a maximum period for 12 months. Tuition fees and course syllabus are subject to changes.

1. Submit the Deferral of Offer Form before the due date as stated in your offer letter. You will also need to complete and sign the Offer Response Form.
2. A new offer letter will be issued to you after your application has been processed and approved.

■ How to Decline Your Offer

If you do not wish to accept your offer, please inform the Registration Office via email at applications@toa.edu.my stating the reason(s) why you wish to decline the offer and you will also need to scan the duly completed Offer Response before the due date stated in the offer letter. There is strictly no refund of all fees paid upon withdrawal from the programme EXCEPT refundable deposits.

MALAYSIAN STUDENT APPLICATION PROCEDURE

Step 1: Complete & submit your application

To begin the admission process, kindly fill up and submit an application form to The One Academy together with the documents and items listed in the APPLICATION CHECKLIST. All applicants must meet the English language requirements in addition to the requirements of the individual programme being applied for.

Step 2: Payment

Registration fee and tuition deposit of RM2,000 (non-refundable) must be paid when you submit your application. Your application won't be processed unless you have paid these fees. Your options for making payment are stated under the Payment Methods section.

Step 3:

You are required to sit for the Admission Test which includes English Placement Test (if applicable), Enrollment Questionnaire and Drawing Test (if applicable). Admission Test will be arranged on the day of registration for those who apply in person.

Step 4: Your offer notification

Once your application has been assessed you will be notified of its outcome. If your application to study at The One Academy is successful, you will be offered a place. Offers are sent to applicants via email, so it is important that you provide The One Academy with a valid email address to ensure that you receive the information (please allow 5 working days)

If you have not been successful in gaining admission to The One Academy, we will inform you in writing. Your tuition deposit will be returned.

Step 5: Accepting your offer

Once you have received an offer you must respond to it by accepting, deferring or declining the offer. To accept your offer of admission, you must:

- Read, complete and sign the Offer Response Form and the terms and conditions of enrolment.
- Accept the offer before the deadline stated in your offer letter
- Pay the relevant fees as stated in the offer letter

Step 6: Consider your accommodation provided by The One Academy

If you require accommodation provided by The One Academy, please submit the Hostel Application Form, together with one month rental (non-refundable booking fee) for reservation. Download the Hostel Application Form at https://www.toa.edu.my/admission/downloads/hostel_application_form.pdf. Spaces are limited and reservations can be made on a first come, first served basis. Our Student Services Department (studentservices@toa.edu.my) will then liaise with you on accommodation arrangement.

Step 7: Submission of your acceptance

Submit the above items (a) and (c) to the Academy before the deadline stated in your offer letter by email or in person.

By email to:

Registration Office
applications@toa.edu.my

In person to:

Fees Payment Counter
Menara The One Academy, Level 2

Monday – Friday 9.00am – 5.30pm
Saturday 9.00am – 1.00pm

Step 8: Attend the Orientation Programme.

Step 9: Collect Art Materials (if required) from Level 2, Fee Payment Counter

Step 10: Lectures begin

■ Student E-Portal

Student E-Portal is a portal which enables you to access information and services at The One Academy. You are able to view latest announcements posted by departments i.e. events, semester results, class timetables, academic calendar, student handbook, make lab and equipment bookings, update your address and contact details and many more.

The Student E-Portal can be accessed from within or outside of the campus via
<https://student.toa.edu.my>

Login information:

- Username : Student ID (Refer to Offer Letter or Student ID Card)
- Password : Student's I.C. or Passport No. without any spaces, dashes or symbols.
- Category : Student

■ Orientation Programme

It is compulsory for all new students to attend the Orientation. Orientation Programme is designed to help you make a smooth transition to college life and provide you with an overview of your course, attendance and assessment requirements. You will receive your Student ID Tag and art materials (if applicable) during that day.

FREQUENTLY ASKED QUESTIONS (FAQs)

■ Is there an application deadline?

We recommend that you prepare and submit your application well in advance of the application deadline so that you can get a reply in time for entry.

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.

■ **I have missed the recommended application deadline. Can I still apply?**

We recommend you submit your application as early as possible and no later than the application deadline. Applications submitted after that date can be considered.

For enquiries about application deadline, contact your counsellor or the Registration Office at **applications@toa.edu.my**

■ **Am I eligible to study at The One Academy?**

You are advised to furnish your academic results and indicate your programme preference for initial eligibility inquiry. You can also email your enquiries to **info@toa.edu.my** to find out whether your qualifications make you eligible to study at The One Academy.

■ **I am requested to submit a certified copy of my academic qualifications/certificates. Where can I obtain this?**

Please do not send original transcripts and certificates. You will need to submit the HARD certified copies issued with the original stamp. Certification can be obtained from the Registrar Office of the awarding institution or university. Documents can also be certified by Notary Public.

■ **What if I need a translation of my transcript and/or my certificate?**

If your transcript or certificate is not in English or Bahasa Malaysia, you are required to provide a certified copy of the original transcript or certificate, authenticated by the university as well as a copy of the same translated into English and authenticated by a legal translator. We do not accept photocopies as final evidence. Please note that self-translated documents are not acceptable.

■ **My address has changed after submission of Application, who shall I contact?**

Please notify **applications@toa.edu.my** with any change of address clearly indicating whether this is your current or home address. Please also remember to keep us updated with your email address.

■ **How long is an IELTS certificate valid for?**

The validity period for IELTS is two (2) years from the date of award.

■ **Do I have to submit evidence of IELTS test results when applying for the Foundation programme?**

Students who enrol into Bachelor's programme must fulfill the following English Proficiency requirements:

- IELTS overall score of 6.0 (UH Degree), 6.5 (DigiPen) or;
- SPM (GCE O-Level English 1119)/GCSE /IGCSE English Language: Grade C or better
- Grade B2 or better in the SPM (CEFR)
- MUET with minimum Band 4

Although your IELTS test results can be submitted separately from your application (Foundation), we recommend you submit it as early as possible so you can have time to retake the test if your scores are too low.

It is advisable to register your test as early as possible as test centres get fully booked at certain times of the year and you might not be able to sit for your exam and have your results before the start of the academic year. (Degree programmes)

■ **I am a newly registered student, is there any refund of fees if I reject the offer or withdraw from the programme?**

There is strictly no refund of all fees paid including registration fee if a student rejects the offer or withdraws from the programme BEFORE or AFTER the commencement of the semester.
(Except the refundable fees stated in the Programme Fee Structure)

■ **What are the loans available?**

Type of Financial Assistance	Maximum Amount (RM) (per annum)	Interest
PTPTN Loan	6,800.00 (for diploma) 13,600.00 (for degree)	1%

■ **EPF Withdrawal (Applicable to Diploma and Bachelor's Degree Courses only)**

Your parents can also apply for withdrawal of their EPF to finance your education.
The application forms can be downloaded at <http://www.kwsp.gov.my>

■ **How do I apply for the loan?**

Only full-time Diploma and Bachelor's Degree students are eligible to apply for the PTPTN loan.
Application is to be made through www.ptptn.gov.my/gateway/. Briefing will be made by Student Services Department to inform students regarding the dates for the application and submission exercise for each semester.

For enquiries regarding financial assistance, please contact the Student Services Department via studentservices@toa.edu.my.

■ **Is there any hostel accommodation available?**

Hostel accommodation is available. The hostel room is allocated upon submission of application on a first come, first served basis. Students can also find alternative accommodation in the residential areas around the College.
For further information about accommodation, please refer to Student Services Department or email to hostel@toa.edu.my

■ **Where can I obtain the Hostel Application Form?**

Applications can be made as soon as you register as a student and applications are subject to availability.
Hostel Application Form may be obtained from:-

- Student Services Department
- Download the Hostel Application Form at
https://www.toa.edu.my/admission/downloads/hostel_application_form.pdf

■ **Is there any Shuttle Bus service for students?**

Shuttle Bus services are available for all TOA students.
For details on bus route and schedule, kindly refer to
https://www.toa.edu.my/admission/downloads/TOA_shuttle_bus_schedule.pdf
or Student E-Portal.

■ **Does the College allow parents to accompany new students during the Orientation Programme?**

Parents are not allowed to accompany new students during the Orientation Programme.

*Every effort is spent to ensure that the information in this Application Guide is correct at the time of printing.
This is a guide for admission in 2025/2026.*