PROCEDURES ON ACCEPTANCE OF OFFER

RECEIVED MIA'S OFFER LETTER

STEP 1

Fill up the '***Acceptance of Offer for Diploma Programme'*** and fax to (03-4108 8700) or email (rgoadmin@mia.edu.my) before the commencement date as stated in the Offer Letter. Original signed form is to be submitted to MIA on the first day of report.

STEP 2

Pay the first semester fees stated in the '***Fees Payment Schedule***' and submit the receipt to MIA via fax or email. Please keep the original receipt and submit to MIA on the first day of reporting.

ACCOMMODATION ARRANGEMENT (OPTIONAL)

To contact MIA Student Affairs Department for accommodation arrangement at 03-41088100.

STEP 3

Report to MIA on the date, time and venue stated in '***Note 2: Reporting Info'*** in this guideline and submit the required documents to the registration officer (refer to '**Admission Check List for New Student**').

STEP 4

You will be guided by the senior students for orientation briefing. Classes will commence after the orientation as per the scheduled time table.