



# ADMISSION APPLICATION FORM (FOR INTERNATIONAL STUDENT)

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### Notice of Personal Data Protection Act / Notis Akta Perlindungan Data Peribadi

By completing this Application Form, I understand MIA is bound to give Notice and require consent in relation to processing of personal information, in accordance with the Personal Data Protection Act 2010 ["PDPA"]. I hereby confirm that I have read, understood, and agreed to the Personal Data Protection Notice at [www.mia.edu.my](http://www.mia.edu.my).

*Dengan melengkapkan borang permohonan kemasukan ini, saya faham bahawa MIA terikat untuk memberi notis dan memerlukan persetujuan berhubung dengan pemrosesan maklumat peribadi menurut Akta Perlindungan Data Peribadi 2010 ["PDPA"]. Saya mengesahkan bahawa saya telah membaca, memahami serta bersetuju dengan kenyataan Notis Perlindungan Data Peribadi di [www.mia.edu.my](http://www.mia.edu.my).*

### Important Notice to Applicant & Parents / Guardian:

1. This application form is **SOLELY** for MIA's consideration for enrolment. Application for admission must be enclosed with a **non-refundable application fee of RM 500**. Only successful applicants will be given the Official Offer Letter to enrol in MIA's programme.
2. Information provided in the form must be true and correct.
3. The applicant shall be required to obtain prior consent from his / her parents, guardian and/or emergency contacts for their personal information that is provided in this form.
4. In the case where the applicant and his / her parents / guardian **DO NOT** consent MIA to process their personal information, MIA will not be able to proceed further with his / her application form.

## FOR OFFICE USE ONLY

Reference No: \_\_\_\_\_

### APPLICATION FEE RECORD

Amount Paid : \_\_\_\_\_

Transaction Date : \_\_\_\_\_

Receipt No. : \_\_\_\_\_

Record Received Date : \_\_\_\_\_

Issued by : \_\_\_\_\_

### For MIA's Registered Agent Only

Agent's stamp:

Name : \_\_\_\_\_

Date : \_\_\_\_\_

For MIA's P&amp;M:

 Sibling Incentive

### Instructions to fill up the form:

- 1) Please fill up the form using a ball pen. Handwriting must be clear. Typing or computer printing is recommended.
- 2) All sections in the form are **COMPULSORY** to be filled up unless it is stated otherwise.
- 3) Please ensure all required documents (non-returnable) are attached with the submission of the application form.

Passport size  
Photograph with  
**WHITE** background  
(35mm x 45mm)

NAME OF APPLICANT : \_\_\_\_\_

## SECTION 1: CHOICE OF PROGRAMME

PROGRAMME APPLIED : ( ) MUSIC ( ) FINE ART ( ) GRAPHIC DESIGN  
(Please select ONE ONLY) ( ) ILLUSTRATION ( ) INDUSTRIAL DESIGN ( ) EVENT MANAGEMENT  
( ) INTERIOR DESIGN ( ) TEXTILE & FASHION DESIGN

MONTH OF INTAKE : ( ) JANUARY ( ) APRIL ( ) AUGUST

YEAR OF INTAKE : \_\_\_\_\_



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**SECTION 2: APPLICANT'S INFORMATION**

**2.1 APPLICANT'S PERSONAL DETAILS**

<b>FULL NAME (AS PER YOUR COUNTRY IDENTITY CARD)</b>	
<b>COUNTRY IDENTITY CARD NO.</b>	
<b>DATE OF BIRTH</b>	(DATE / MONTH / YEAR)
<b>AGE (AS OF THE DATE OF APPLICATION)</b>	
<b>NATIONALITY</b>	
<b>HOME REGION / STATE / PROVINCE</b>	
<b>HOME CITY</b>	
<b>GENDER</b>	(     ) MALE     (     ) FEMALE
<b>RACE</b>	
<b>RELIGION</b>	
<b>MARITAL STATUS</b>	(     ) SINGLE     (     ) MARRIED (     ) OTHERS _____
<b>CORRESPONDENCE ADDRESS</b>	
<b>TELEPHONE NO. (HOME COUNTRY)</b>	
<b>TELEPHONE NO. (MALAYSIA)</b>	
<b>PERSONAL EMAIL ADDRESS</b>	
<b>Please fill up the following section if you are a PERMANENT RESIDENT of MALAYSIA.</b>	
<b>MALAYSIA'S NRIC NO.</b>	
<b>CURRENT PASSPORT DETAILS</b>	
<b>PASSPORT NO.</b>	
<b>DATE OF ISSUE</b>	
<b>PLACE / COUNTRY OF ISSUE</b>	
<b>DATE OF EXPIRY / VALID UNTIL</b>	
<b>INFORMATION FOR VISA APPLICATION</b>	
<p>Note: Please state the city and country where you will obtain your Single-Entry Visa (SEV). Application for SEV should be made at the Malaysian Diplomatic Mission / Embassy in your home country. If there aren't any Malaysian Diplomatic Mission / Embassy in your country, you may apply at the one closest to you. Please refer to the website of Malaysia's Ministry of Foreign Affairs on the location of Malaysian Diplomatic Mission / Embassy overseas.</p>	
<b>CITY</b>	
<b>COUNTRY</b>	
<b>MISSION / EMBASSY</b>	

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**2.2 APPLICANT'S EDUCATION QUALIFICATION (FROM SECONDARY EDUCATION AND ABOVE)**


NAME OF SCHOOL / COLLEGE / UNIVERSITY	ACADEMIC QUALIFICATION AWARDED	PERIOD OF STUDY (START YEAR – END YEAR)

**SECTION 3: APPLICANT'S PARENTS / GUARDIAN / SPOUSE'S DETAILS****3.1 APPLICANT'S FATHER'S DETAILS**

NAME (AS PER COUNTRY IDENTITY CARD)	
COUNTRY IDENTITY CARD NO.	
RACE	
NATIONALITY	
TELEPHONE NO. (HOME COUNTRY)	
TELEPHONE NO. (MALAYSIA)	
EMAIL ADDRESS	
OCCUPATION	
ADDRESS (TO COMPLETE IF IT IS DIFFERENT FROM THE APPLICANT'S CORRESPONDENCE ADDRESS)	
LANGUAGE SPOKEN	( ) ENGLISH ( ) OTHERS _____

**3.2 APPLICANT'S MOTHER'S DETAILS**

NAME (AS PER COUNTRY IDENTITY CARD)	
COUNTRY IDENTITY CARD NO.	
RACE	
NATIONALITY	
TELEPHONE NO. (HOME COUNTRY)	
TELEPHONE NO. (MALAYSIA)	
EMAIL ADDRESS	
OCCUPATION	
ADDRESS (TO COMPLETE IF IT IS DIFFERENT FROM THE APPLICANT'S CORRESPONDENCE ADDRESS)	
LANGUAGE SPOKEN	( ) ENGLISH ( ) OTHERS _____

 <b>MIA</b> <small>Malaysian Institute of Art</small>	<b>ADMISSION APPLICATION FORM (FOR INTERNATIONAL STUDENT)</b>	FORM NO	MIA - REG - F02
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**3.3 APPLICANT'S GUARDIAN / SPOUSE'S DETAILS (IF APPLICABLE)**

<b>NAME (AS PER COUNTRY IDENTITY CARD)</b>	
<b>COUNTRY IDENTITY CARD NO.</b>	
<b>RACE</b>	
<b>NATIONALITY</b>	
<b>TELEPHONE NO. (HOME COUNTRY)</b>	
<b>TELEPHONE NO. (MALAYSIA)</b>	
<b>EMAIL ADDRESS</b>	
<b>OCCUPATION</b>	
<b>ADDRESS</b> <small>(TO COMPLETE IF IT IS DIFFERENT FROM THE APPLICANT'S CORRESPONDENCE ADDRESS)</small>	
<b>LANGUAGE SPOKEN</b>	(    ) ENGLISH    (    ) OTHERS _____

*Please tick:* The above is my (    ) spouse / (    ) guardian details.

**3.4 APPLICANT'S EMERGENCY CONTACT PERSON**

**Please select the person to be contacted in the event of an emergency.**

(    ) Father                      (    ) Mother                      (    ) Guardian                      (    ) Spouse  
 (    ) Others .....*please fill up the box below:*

<b>FULL NAME (AS PER NRIC)</b>	
<b>MOBILE PHONE NO.</b>	
<b>HOUSE / OFFICE PHONE NO.</b>	
<b>EMAIL</b>	

**SECTION 4: SIBLING INCENTIVE (IF APPLICABLE)**

**General Terms & Conditions**

- The sibling incentive is only offered to applicants whom their sibling(s) has graduated from MIA. **'Sibling'** means the applicant's biological brother or sister from both or either one of the parents; or brother or sister whom is legally adopted into the family.
- Applicants must not be bonded to or is a recipient of any financial aid or awards from other education institutions or any other parties.
- MIA reserves the right to request additional documentation and/or to conduct interview with the sibling incentive applicant.
- The sibling incentive is for **TUITION FEE deduction** in the semester fees. It is not applicable for other fees such as Resource Fee, Redo Fee or any other type of fees.
- The awarding of sibling incentive is solely up to the discretion of MIA. MIA reserves the right to refuse giving sibling incentive to any applicants.
- MIA reserves the right to alter, add or delete the terms and conditions of the sibling incentive at any time without prior notice.

(    ) I have read and understood the above terms and conditions and I would like to apply for the Sibling Incentive.

<b>NAME OF SIBLING</b>	
<b>PROGRAMME STUDIED</b>	
<b>STATUS OF SIBLING</b>	(    ) CURRENT STUDENT    STUDENT ID NO:
	(    ) GRADUATED                      CERTIFICATE NO:

**Note: Application for Sibling Incentive MUST BE ENCLOSED with the APPLICANT'S and APPLICANT'S SIBLING'S Birth Certificate or the Official Adoption Documentation.**



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## SECTION 5: SPONSOR'S INFORMATION

Please provide the details of the sponsor who is paying for your fees. Tick 'Self-Financed' if you are paying from your own fund. Please also show proof (latest financial statement / sponsorship letter and etc.) that you are financially secured to study in Malaysia.

( ) Self-financed.

( ) Sponsored by Others

Name of sponsor / company : \_\_\_\_\_

Telephone number : \_\_\_\_\_

Email : \_\_\_\_\_

Contact person (for company) : \_\_\_\_\_

## SECTION 6: ACCOMMODATION / HOSTEL ARRANGEMENT

Do you require MIA to assist you in finding an accommodation / hostel during your study in Malaysia?

( ) YES.

( ) NO. Please provide the following information.

Name of person you will be staying with : \_\_\_\_\_

His / her relationship with you (e.g. father / mother / etc.) : \_\_\_\_\_

Can he / she speak English? : ( ) Yes ( ) No

Language spoken: \_\_\_\_\_

Telephone No. (Malaysia) : \_\_\_\_\_

Email : \_\_\_\_\_

Address in Malaysia : \_\_\_\_\_

## SECTION 7: APPLICANT'S DECLARATION & CONSENT

7.1 Do you suffer from any illness or physical disabilities that may affect your ability to complete your studies? This is to determine the appropriate support and feedback needed in such cases. The management reserves the right to accept or reject your application based on the given info.

( ) YES ..... *please describe your condition in another letter and/or attach a medical statement from a registered doctor.*

( ) NO

7.2 Have you ever been convicted of or have a pending conviction for any offence against the law (apart from minor traffic convictions)?

( ) YES ..... *please state the offence in detail and provide / attach relevant documentation.*

( ) NO

7.3 How did you get to know MIA?

( ) Education Fair ( ) Internet ( ) Newspaper Advertisement

( ) Parents ( ) Friends ( ) School Fair / School Teacher

( ) MIA Students / Graduates ( ) Agent



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**SECTION 8: SUPPORTING STATEMENT**

Please provide some information in support of your application [example: reason for choosing the programme / why you have chosen to study in Malaysia / career goals / personal statement (character) and etc. You are recommended to **write at least 200 words.**]

**TO BE SIGNED BY APPLICANT:**

- I certify that the information provided in this form is true and correct and MIA reserves the right to retract the offer / terminate my studies at any time if false information / documents have been submitted.
- I, hereby (*please tick*) (  ) **agree** (  ) **disagree** MIA to process my personal information for the purpose of enrolment to MIA's programme

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
(DATE / MONTH / YEAR)



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**SECTION 9: PARENT'S / GUARDIAN'S CONSENT**

**TO BE SIGNED BY PARENT / GUARDIAN IF THE APPLICANT IS BELOW 18 YEARS OLD:**

- I acknowledge that my child / ward has applied for admission to MIA's programme and the information provided in this form is true and correct. I understand that MIA reserves the right to retract the offer / terminate the studies of my child / ward if false information / documents have been submitted.
- I, hereby (*please tick*) (  ) **agree** (  ) **disagree** MIA to process my child / ward personal information for the purpose of enrolment to MIA's programme.

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_  
(DATE / MONTH / YEAR)

Name of Parent / Guardian : \_\_\_\_\_

**Please send the duly completed form to:**

MALAYSIAN INSTITUTE OF ART

294-299, JALAN BANDAR 11, TAMAN MELAWATI, 53100 KUALA LUMPUR, MALAYSIA

- **All application must be enclosed with an application fee of RM 500. Please take note that the paid application fee is non-refundable and cannot be carried forward to other intake or different level of programme.** MIA's progressive students are waived from this application fee.
- Recommended timeline for submission of application form is at least FOUR months before the intake commencement date.
- Please refer to Appendix A for the required documentations to be enclosed with the application form.
- For enquiries, please contact **+603-4108 8100** or email **rgoadmin@mia.edu.my**.



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**CONSENT ON PERSONAL INFORMATION DISCLOSURE**

I, ..... (name as per Passport),  
Passport Number ..... hereby confirm that I have applied to  
study at Malaysian Institute of Art for the following programme (please tick one only):

- Diploma in Fine Art
- Diploma in Illustration
- Diploma in Graphic Design
- Diploma in Industrial Design
- Diploma in Textile and Fashion Design
- Diploma in Interior Design
- Diploma in Music
- Diploma in Event Management

I have given consent to Malaysian Institute of Art to disclose my personal information to the relevant parties for the purpose of processing my application of admission.

I have also given consent to Malaysian Institute of Art to verify the information and documents enclosed in this admission application form with any person, organization, institution or any other source for the processing of my application of admission.

Signature of Applicant : .....

Date : .....



**APPENDIX A: REQUIRED DOCUMENTATION FOR ADMISSION APPLICATION**

**IF THE DOCUMENTS ARE IN OTHER LANGUAGES THAN ENGLISH, IT MUST BE ACCOMPANIED WITH AN APPROVED OFFICIAL ENGLISH TRANSLATION.**

For ALL Diploma programmes

1. 2 passport size photos with **WHITE background** (35mm x 45mm). Please refer to EMGS website (<https://educationmalaysia.gov.my/>) for 'Passport Photo Guidelines'.
2. Photocopy of Identity Card (if applicable).
3. Photocopy of Birth Certificate (if applicable).
4. Photocopy of Passport (*copies of all pages including blank pages on A4 size paper*).
5. **Certified true copy** of ALL relevant academic certificates.
6. **Certified true copy** of transcripts or academic results.
7. **Certified true copy** of school leaving certificate for secondary school level only (*if applicable*).
8. **Certified true copy** of English proficiency test result.  
*(Note: Applicants who are from countries where English is used as the native language are exempted from this requirement. Applicants whose last academic qualification was conducted in English are required to submit a certification letter from the concerned institution that states the programme was conducted in English.)*
9. Financial Statement / Sponsorship Letter.

Additional Documents for Fine Art, Illustration, Graphic Design, Industrial Design, Textile and Fashion Design, Interior Design

10. 2 pieces of A4 size drawings. Digitally printed artworks are not accepted.

Additional Documents for Music

10. Certified true copy of Associated Board of the Royal School of Music (ABRSM) certificate or equivalent (for piano, at least Grade 5; for other musical instruments, at least Grade 4)
11. Music Video Audition Form & video submission.

**NOTE:**

- a. ***All documents must be sent to MIA at least four (4) months before the commencement of the intake.***
- b. ***Please ensure that your passport has a validity of at least 24 months from the intake date.***
- c. ***If the submission was done via email, applicants are required to bring along the original hard copy or a certified true copy of the original of the above required documents when they enter Malaysia.***
- d. ***All applicants are subject to an interview which will be arranged by MIA. Only qualified applicants will be notified for the interview.***
- e. All photocopied documents **MUST BE in A4 size**. Submitted documents are **NOT RETURNABLE**.
- f. MIA's authorised officers can assist to certify the photocopied documents provided the applicants bring and show the officer the original documents at MIA's campuses.
- g. Application for admission must be made with the enclosed documents and a **non-refundable application fee of RM 500.00** by online banking / Telegraphic Transfer (TT) to MALAYSIAN INSTITUTE OF ART via Public Bank Berhad at the following address:

Address : PUBLIC BANK BERHAD  
Taman Melawati Branch  
262-265 Jalan Bandar 12  
Taman Melawati  
53100 Kuala Lumpur  
Malaysia

Swift Code : EMY KL  
Branch Code : 118 TMW  
Account No. : 3072310818

Record of receipt can be sent together with the registered mail or emailed to [rgoadmin@mia.edu.my](mailto:rgoadmin@mia.edu.my). Please write your name and programme that you have applied for on the receipt.