

Bachelor of Arts (Hons) Interior Architecture and Design 3+0 in collaboration with Birmingham City University, UK
ADMISSION APPLICATION FORM (for Malaysian)

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.

Dengan melengkapkan borang permohonan kemasukan ini, saya faham bahawa MIA terikat untuk memberi notis dan memerlukan persetujuan berhubung dengan pemprosesan 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.

Important Notice to Applicant & Parents / Guardian:

1. This application form is **SOLELY** for MIA's consideration for enrolment.
2. Application for admission must be enclosed with a **non-refundable application fee of RM 250**. Please take note that the paid application fee is **non-refundable and cannot be transferred to other intake or different level of programme**. MIA's Diploma graduands are waived from this application fee.
3. Only successful applicants will be given the Official Offer Letter to enroll in MIA's programme.
4. Information provided in the form must be true and correct.
5. 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.
6. 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&M:

Scholarship _____ **Sibling Incentive**

Instructions to fill up the form:

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

Passport size
 photo

MONTH OF INTAKE : _____ YEAR OF INTAKE : _____

NAME OF APPLICANT (AS PER NRIC) : _____

SECTION 1: APPLICANT'S INFORMATION**1.1 APPLICANT'S PERSONAL DETAILS**

FULL NAME (AS PER NRIC)	
CHINESE NAME (IF ANY)	
NRIC NO.	
DATE OF BIRTH	(DATE / MONTH / YEAR)
AGE (AS OF THE DATE OF APPLICATION)	
PLACE OF BIRTH	
COUNTRY OF BIRTH	
NATIONALITY (CHOOSE <u>ONE</u> ONLY)	() WARGANEGARA MALAYSIA () BUKAN WARGANEGARA () PERMANENT RESIDENT: ORIGINATED COUNTRY - MALAYSIA
GENDER	() MALE () FEMALE
RACE	() MALAY () CHINESE () INDIAN () OTHERS _____
RELIGION	() ISLAM () BUDDHIST () HINDU () CHRISTIAN () OTHERS _____
MARITAL STATUS	() SINGLE () MARRIED () OTHERS _____
SPOKEN LANGUAGE (CAN SELECT MORE THAN ONE)	() BAHASA MELAYU () MANDARIN () ENGLISH () OTHERS _____
PERMANENT ADDRESS	
MAILING ADDRESS (TO COMPLETE IF IT IS DIFFERENT FROM THE PERMANENT ADDRESS)	
MOBILE PHONE NO.	
HOME TELEPHONE	
PERSONAL EMAIL ADDRESS	

1.2 APPLICANT'S EDUCATION QUALIFICATION (FROM SECONDARY EDUCATION AND ABOVE)

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

Note: For **UEC** applicants, please enclosed the SPM result (if applicable).

SECTION 2: APPLICANT'S PARENTS / GUARDIAN / SPOUSE'S DETAILS**2.1 APPLICANT'S FATHER'S DETAILS**

FULL NAME (AS PER NRIC)	
NRIC / PASSPORT NO.	
NATIONALITY	
MOBILE PHONE NO.	
HOUSE / OFFICE PHONE NO.	
EMAIL ADDRESS	
OCCUPATION	
ADDRESS (TO COMPLETE IF IT IS DIFFERENT FROM THE <u>APPLICANT'S</u> PERMANENT ADDRESS)	

2.2 APPLICANT'S MOTHER'S DETAILS

FULL NAME (AS PER NRIC)	
NRIC / PASSPORT NO.	
NATIONALITY	
MOBILE PHONE NO.	
HOUSE / OFFICE PHONE NO.	
EMAIL ADDRESS	
OCCUPATION	
ADDRESS (TO COMPLETE IF IT IS DIFFERENT FROM THE <u>APPLICANT'S</u> PERMANENT ADDRESS)	

2.3 APPLICANT'S GUARDIAN / SPOUSE'S DETAILS (IF APPLICABLE)

FULL NAME (AS PER NRIC)	
ORGANISATION / COMPANY NAME (IF APPLICABLE)	
NRIC / PASSPORT NO.	
NATIONALITY	
MOBILE PHONE NO.	
HOUSE / OFFICE PHONE NO.	
EMAIL ADDRESS	
OCCUPATION	
ADDRESS (TO COMPLETE IF IT IS DIFFERENT FROM THE <u>APPLICANT'S</u> PERMANENT ADDRESS)	

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

2.4 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:

FULL NAME (AS PER NRIC)	
MOBILE PHONE NO.	
HOUSE / OFFICE PHONE NO.	

SECTION 3: APPLICATION FOR SCHOLARSHIP / SIBLING INCENTIVE (IF APPLICABLE)

General Terms & Conditions

- The scholarship or sibling incentive is only offered to **Malaysian citizens** (warganegara Malaysia).
- The scholarship is applicable to applicants who have fulfilled the requirement for MIA's scholarship schemes AND the results used for application is obtained in one examination sitting. The results used for application must not be more than 3 years from the year of intake applied to.
- The scholarship will be auto-awarded for applicants who have fulfilled the criteria of scholarships set by MIA. Applicants may be subjected to a scholarship interview prior to the awarding of scholarship. **Decision of the scholarship awarded by MIA is final and no appeal will be entertained.**
- 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 scholarship or sibling incentive applicant.
- The scholarship or 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 scholarship is applicable only to the programme as stated in the Scholarship Offer Letter. Any request for change of programme may result in the scholarship being terminated.
- The awarding of scholarship or sibling incentive is solely up to the discretion of MIA. MIA reserves the right to refuse giving scholarship or sibling incentive to any applicants.
- Only **ONE scholarship or sibling incentive** will be awarded to qualified applicants and the applicants will be awarded the highest amount of the scholarship or sibling incentive.
- MIA reserves the right to alter, add or delete the terms and conditions of the scholarship or sibling incentive at any time without prior notice.

3.1 SCHOLARSHIP APPLICATION

Note: Scholarship applicants are required to submit additional documents. Please refer to Appendix A.

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

- Academic qualification : UEC STPM A-Level
 Foundation / Diploma Others _____
- Year of examination : _____

() I declared that **I am / I am not (to strike off not relevant)** a recipient of financial aid or awards from other education institutions and/or from other parties except from MIA.

Applicant's Signature: _____ Date: _____
(DATE / MONTH / YEAR)

3.2 SIBLING INCENTIVE

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

NAME OF SIBLING	
SIBLING'S NRIC	
PROGRAMME STUDIED	
STATUS OF SIBLING	() 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.

SECTION 4: APPLICANT'S DECLARATION & CONSENT

- 4.1 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
- 4.2 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

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 Birmingham City University (BCU) programme
- I, hereby (***please tick***) () **agree** () **disagree** MIA to disclose my personal information to BCU for the purpose of enrolment and administrative matter to BCU programme.

Signature of Applicant: _____

Date: _____
(DATE / MONTH / YEAR)

SECTION 5: 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 Birmingham City University (BCU) 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 BCU programme.
- I, also hereby (***please tick***) () **agree** () **disagree** to allow MIA to process my child / ward personal information to BCU for the purpose of enrolment and administrative matter related to BCU programme.

Signature of Parent / Guardian: _____

Date: _____
(DATE / MONTH / YEAR)

Name of Parent / Guardian : _____

Please send the duly completed form to:

REGISTRY

MALAYSIAN INSTITUTE OF ART

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

- All application must be enclosed with an application fee of RM 250. 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 Diploma graduands are waived from this application fee.**
- Recommended timeline for submission of application form is at least one month from 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**.

ADMISSION APPLICATION FORM GUIDE

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 documentations (non-returnable) are enclosed with the submission of the application form.

SECTION 1: APPLICANT'S INFORMATION

Note: All information in this section MUST be filled up. Please take note that only selected sections are extracted to be explained here.

1.1 Applicant's Personal Details

NRIC NO.	<ul style="list-style-type: none">➤ For 'Warganegara Malaysia' and 'Permanent Resident', please write your Malaysia's Identification Card number.➤ For 'Bukan Warganegara', please write your Birth Certificate number.
DATE OF BIRTH	Please write according to the format DATE / MONTH / YEAR
PLACE OF BIRTH	City or State that you were born in.
MOBILE PHONE NO.	YOUR mobile phone number. Please do not put the phone number of other person.
PERSONAL EMAIL ADDRESS	YOUR email address. Please do not put the email address of other person.

1.2 Applicant's Education Qualification

Note: Please fill up the academic qualification that you have **completed from the higher levels to the lower levels (until secondary education only)**. Please see the sample as follows:

NAME OF SCHOOL / COLLEGE / UNIVERSITY	ACADEMIC QUALIFICATION AWARDED	PERIOD OF STUDY (START YEAR – END YEAR)
Sekolah Menengah XYZ	UEC	2014 - 2019
Sekolah Menengah XYZ	SPM	2014 - 2018

SECTION 2: APPLICANT'S PARENTS / GUARDIAN / SPOUSE'S DETAILS

Note: All information in (2.1), (2.2) and (2.4) MUST be filled up.

For a person who is *deceased*, please follow the following sample:

FULL NAME (AS PER NRIC)	ABCD EFGH IJKL (DECEASED)
NRIC / PASSPORT NO.	-
NATIONALITY	This information is required.
MOBILE PHONE NO.	-
HOUSE / OFFICE PHONE NO.	-
EMAIL ADDRESS	-
OCCUPATION	-
ADDRESS (TO COMPLETE IF IT IS DIFFERENT FROM THE APPLICANT'S PERMANENT ADDRESS)	-

SECTION 3: SCHOLARSHIP / SIBLING INCENTIVE APPLICATION (IF APPLICABLE)

'**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.

SECTION 4: APPLICANT'S DECLARATION & CONSENT

Note: All information in this section MUST be filled up.

SECTION 5: PARENT'S / GUARDIAN'S CONSENT

Note: This section is required to be signed by the applicant's parent or guardian if the applicant is below 18 years old. The tabulation of age is based on the date the applicant signs the application form.

APPENDIX A: REQUIRED DOCUMENTATION FOR ADMISSION APPLICATION

1.1 Programme's Minimum Entry Requirement

- Pass STPM or equivalent with at least Grade C (GPA 2.00) in 2 subjects; AND pass Bahasa Inggeris in SPM or equivalent; OR
- Pass A-Level with minimum Grade C in 2 subjects; OR
- Pass UEC with minimum Grade B in 5 subjects; AND pass in English Language or equivalent; OR
- Pass Diploma (MQF Level 4) in relevant field or equivalent with minimum CGPA 2.00; OR
- Pass Matriculation / Foundation or equivalent with minimum CGPA 2.00; OR
- Any other academic qualification that is recognised by the Malaysian Government.

Additional requirement:

- Pass MUET with at least Band 1; and
- Pass interview conducted by Malaysian Institute of Art; and
- Pass portfolio review.

1.2 Required Documents for Submission

NOTE:

- All photocopied documents **MUST BE in A4 size**. Submitted documents are **NOT RETURNABLE**.
- All photocopies or duplicates of original documents has to be CERTIFIED TRUE COPY** by the school, notary public or any other person who is authorised to take a statutory declaration.
- MIA's authorised officers can assist to certify the photocopied documents provided that the applicant brings and shows the officer the original documents at MIA's campuses.

Compulsory Required Documents

- 2 passport size photos.
- Photocopy of NRIC.
- Photocopy of Birth Certificate (if applicable).
- Certified true copy of SPM and/or English 1119 and/or any other equivalent academic qualification certificates.
- Certified true copy of STPM / Matriculation / UEC / Foundation / Diploma or any other equivalent academic qualification certificates.
- Certified true copy of school leaving certificate (if applicable).
- Certified true copy of academic transcripts (if applicable).
- Certified true copy of Malaysian University English Test (MUET).
- Submission of portfolio (please refer to next section).
- Receipt for application fee (*Note: Application fee is non-refundable or non-transfer to other intake and/or programme.*)

Portfolio Guidelines Submission

The portfolio should be sent via email to rgoadmin@mia.edu.my and saved in pdf format which is **less than 5 MB**. You are required to save the file name following this format:

BCU Portfolio_ YOUR NAME (example: BCU Portfolio ALEX FONG)

- For **Diploma qualification** (including MIA's alumni), please submit your Diploma Final Project Portfolio.
 - For **non-Diploma qualifications**, please submit your portfolio with the following requirement:
 - **Content:** Selection of your works that show the ability to express observations and ideas using a range of media and techniques is encouraged. Evidence of care in the presentation of two and three-dimensional artefacts is also useful. And perhaps a couple of examples of preparatory creative work (for example, images from your sketchbooks).
 - **Size:** *Between 10-20 slides*
 - **Layout:** *A clear layout; show us your ability to present and visualize your skills. Include short descriptions. The overall file should be as a PDF not more than 5 MB.*
 - **Subjects** (can be any item below)
 1. *Design and architecture: Examples of design related work you have undertaken.*
 2. *Art: Examples of art you have created.*
 3. *Photography: Examples of interesting photography; preferably related to design, architecture and culture.*
 4. *Technology: Examples of use of technology relevant to design and architecture, material processes.*
 - **Media:** Use a variety of media illustrating a range of your skills and talents.
- You may email to ia@mia.edu.my if you need further information and clarification on the portfolio.

Additional Documents for Scholarship Applicants (only for Year 1 100% Tuition Fee Waiver Applicants)

- Certified true copy of School Testimonial.
- Certified true copy of record of participation in societies, club, sports or other co-curriculum activities at school (for the last 3 year of completion of studies).
- Competition / award certificates for organized by school and/or external parties (for the last 3 year of completion of studies).

Note:

- 1) This additional documents requirement is **applicable for BCU degree Year 1 applicants who may be eligible for 100% tuition fee waiver only.**
- 2) All additional documents should be submitted together with the admission form. The Institute reserves the right to reject document(s) that were submitted late.
- 3) Scholarship applicant may be subjected for interview arranged by the Registry.
- 4) The decision of scholarship awarding (100% or 70% tuition fee waiver) by MIA is final and no appeal from any party will be entertained.

1.3 Application for Credit Transfer or Credit Exemption (When Applicable)

Diploma applicants from Interior Design or other relevant field may apply for credit transfer to the degree level. Applicants who would like to apply for credit transfer / exemption are required to submit additional form **MIA-REG-F03 Credit Transfer / Exemption Application Form** that can be downloaded from MIA's website (www.mia.edu.my).

The application fee imposed for credit transfer and credit exemption evaluation is waived. This form should be submitted together with the Admission Application Form.

Applicants who apply for credit transfer / exemption are required to enclose the following certified true copy documents.

- a) 1 copy of the Certificate award or Diploma award or any other higher academic qualification certificate.
- b) 1 copy of the academic transcript.
- c) 1 copy of the course description / syllabus.
- d) 1 copy of the MQA accreditation certificate / letter. For overseas academic qualification, please submit proof of accreditation by overseas authorised accreditation bodies.

The decision of credit transfer or exempted awarded by MIA is final and no appeal from any party will be entertained. Applicants are advised to refer to the terms and conditions stated in the credit transfer / exemption application form and the credit unit transferred awarded in their Offer Letter.