MALAYSIAN INSTITUTE OF ART

(200001032763)
Ministry of Higher Education Approval No. JPT/BPP(D)1000-701/284 Reg. No. DK119(W)

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

ADMISSION APPLICATION FORM (for International Students)

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. Only successful applicants will be given the Official Offer Letter to enroll in the above stated programme.
2. Application for admission must be enclosed with a **non-refundable application fee of RM 500**. **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. Information provided in the form must be true and correct**.**
4. 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.
5. 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 : □ RM 500

Receipt No. : _____

Receipt Date : _____

Issued by _____

For MIA's Registered Agent Only

Agent's stamp:

Name : _____

Date : _____

For MIA's P&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 (W) x 45mm(H)]

MONTH OF INTAKE : _____ YEAR OF INTAKE : _____

NAME OF APPLICANT (AS PER NRIC) : _____

(NAME AS PER YOUR COUNTRY IDENTITY CARD)

SECTION 1: APPLICANT'S INFORMATION

1.1 APPLICANT'S PERSONAL DETAILS

FULL NAME (AS PER YOUR COUNTRY IDENTITY CARD)	
COUNTRY IDENTITY CARD NO.	
DATE OF BIRTH	(DATE / MONTH / YEAR)
AGE *(AS OF THE DATE OF APPLICATION)*	
NATIONALITY	
HOME REGION / STATE / PROVINCE	
HOME CITY	
GENDER	( ) MALE ( ) FEMALE
RACE	
RELIGION	
MARITAL STATUS	( ) SINGLE ( ) MARRIED ( ) OTHERS _____
CORRESPONDENCE ADDRESS	
TELEPHONE NO. (HOME COUNTRY)	
TELEPHONE NO. (MALAYSIA)	
PERSONAL EMAIL ADDRESS	
Please fill up the following section if you are a PERMANENT RESIDENT of MALAYSIA.	
MALAYSIA'S NRIC NO.	
CURRENT PASSPORT DETAILS	
PASSPORT NO.	
DATE OF ISSUE	
PLACE / COUNTRY OF ISSUE	
DATE OF EXPIRY / VALID UNTIL	
INFORMATION FOR VISA APPLICATION	
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.	
CITY	
COUNTRY	
MISSION / EMBASSY	

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)

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

2.1 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 _____

2.2 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 _____

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

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 _____

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

SECTION 3: SIBLING INCENTIVE (IF APPLICABLE)

General Terms & Conditions

a. 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.
b. Applicants must not be bonded to or is a recipient of any financial aid or awards from other education institutions or any other parties.
c. MIA reserves the right to request additional documentation and/or to conduct interview with the sibling incentive applicant.
d. 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.
e. 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.
f. 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.

NAME OF SIBLING		
PROGRAMME STUDIED		
STATUS OF SIBLING	( ) CURRENT STUDENT	STUDENT ID NO:
	( ) GRADUATED	CERTIFICATE NO:

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

SECTION 4: 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 5: 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 6: 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 100 words**.]

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

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** to allow MIA to disclose my personal information to BCU for the purpose of enrolment and administrative matter related to BCU programme.
- I, hereby ***(PLEASE TICK)*** **( ) consent ( ) disagree** MIA to also email a copy of the Acknowledgement / Conditional / Official Offer Letter to MIA's Promotional and Marketing team and/or my parent or guardian for the purpose of providing follow-up services in related to my enrolment into MIA's programme.

Signature of Applicant : _____ **Date:** _____
(DATE / MONTH / YEAR)

Name of Applicant : _____
(NAME AS PER YOUR COUNTRY IDENTITY CARD)

SECTION 8: PARENT'S / GUARDIAN'S CONSENT

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

- 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 BCU programme.
- I, hereby ***(PLEASE TICK)*** **( ) agree ( ) disagree** MIA to disclose my child / ward personal information to BCU for the purpose of enrolment and administrative matter related to BCU programme.
- I, hereby ***(PLEASE TICK)*** **( ) consent ( ) disagree** MIA to also email a copy of the Acknowledgement / Conditional / Official Offer Letter to MIA's Promotional and Marketing team and/or myself for the purpose of providing follow-up services in related to my child / ward enrolment into MIA's programme.

Signature of Parent / Guardian : _____ **Date**: _____
(DATE / MONTH / YEAR)

Name of Parent / Guardian : _____
(NAME AS PER YOUR COUNTRY IDENTITY CARD)

Please send the duly completed form to:

REGISTRY

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 <u>non-refundable</u> and cannot be carried forward to other intake or other programme.**
- Recommended timeline for submission of application form is at least four (4) months from the intake commencement date.
- Please refer to Appendix B for the required documentations to be enclosed with the application form.
- For enquiries, please contact +**603-4108 8100** or email **rgoadmin@mia.edu.my**.

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 **Bachelor of Arts (Hons) Interior Architecture and Design 3+0 in collaboration with Birmingham City University, UK**.

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 the submitted admission application form with any person, organization, institution or any other source for the processing of my application of admission.

Signature of Applicant : ……..

Name of Applicant : ……..
(NAME AS PER YOUR COUNTRY IDENTITY CARD)

Date : ……..
(DATE / MONTH / YEAR)

APPENDIX A: PROGRAMME MINIMUM ENTRY REQUIREMENT

- UEC with minimum 5 Grade B in any subjects; or
- A recognized Diploma in related field with CGPA 2.00 and above; or
- A-Level with minimum 2 Grade C in any subjects; or
- Any other equivalent qualification recognized by the Malaysian government;

Additional requirement:

- Pass English proficiency test; and

English Competency	Types of Examination	Validity Duration	Minimum Scores
Malaysian University English Test	MUET	5 Years	B3.5
International English Language Testing System	IELTS	2 Years	5.0
Test of English as a Foreign Language	TOEFL iBT	2 Years	42
	TOEFL Essentials (Online)	2 Years	7.5
Pearson Test of English	PTE Academic / PTE Academic (Online)	2 Years	47
Cambridge English Qualifications and Tests	CAE / CPE	No Expiry Date	154
	Linguaskill Online	No Expiry Date	154
	Occupational English Test (OET) (Conventional / Online)	No Expiry Date	200

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 which states that the programme was conducted in English.

- Pass interview conducted by Malaysian Institute of Art; and
- Pass portfolio review.

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**, 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 **id@mia.edu.my** if you need further information and clarification on the portfolio.

APPENDIX B: 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 (W) x 45mm (H)]. 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 (for the last 3 months) / Sponsorship Letter.
10. Submission of portfolio (please refer to Portfolio Guideline Submission on page 8).
11. Health Declaration Form – **must be hand written only**. Please download it from MIA website at www.mia.edu.my.

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. Please write your name and programme that you have applied for on the receipt.

Note: Information is correct at the time of publishing. MIA reserves the right to make changes without prior notices.