



## ADMISSION APPLICATION FORM (FOR MALAYSIAN ONLY)

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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 Applicants & Parents / Guardian:

1. This application form is **SOLELY** for MIA's consideration for enrolment. Application for admission must be enclosed with a **non-refundable and non-transferable application fee of RM 250**. 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 :  RM 250     Waived

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

Receipt 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

**NAME OF APPLICANT (AS PER NRIC)**

### SECTION 1: CHOICE OF PROGRAMME

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

MONTH OF INTAKE : **CERTIFICATE**    (    ) JANUARY    (    ) JUNE  
**DIPLOMA**    (    ) JANUARY    (    ) APRIL / MAY    (    ) AUGUST / SEPTEMBER

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



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**SECTION 2: APPLICANT'S INFORMATION**

**2.1 APPLICANT'S PERSONAL DETAILS**

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

**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)

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



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

**3.1 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)	

**3.2 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)	

**3.3 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.



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**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>	

**SECTION 4: 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.

**4.1 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 :  SPM     UEC     O-Level     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)

**4.2 SIBLING INCENTIVE**

(     ) 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>SIBLING'S NRIC</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: APPLICANT'S DECLARATION & CONSENT**

- 5.1 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
- 5.2 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 MIA's 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 : \_\_\_\_\_

**SECTION 6: 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.
- 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 : \_\_\_\_\_

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

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 progressive students 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**.

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## APPENDIX A: REQUIRED DOCUMENTATION FOR ADMISSION APPLICATION

### Programme's Minimum Entry Requirement

Programme Area	Minimum Entry Requirement
Certificate in Art and Design	<ul style="list-style-type: none"> <li>SPM with <b>minimum 1 credit</b> in any subjects (passed in Bahasa Melayu and Sejarah) or other equivalent academic qualification.</li> </ul>
Music	<ul style="list-style-type: none"> <li>SPM with <b>minimum 3 credits</b> in any subjects (passed in Bahasa Melayu and Sejarah) or other equivalent academic qualification; <b>AND</b></li> <li><b>A.B.R.S.M certificate or equivalent</b> (for piano, at least Grade 5; other instruments, at least Grade 4).</li> </ul>
Fine Art, Illustration, Graphic Design, Industrial Design, Textile and Fashion Design, Interior Design	<ul style="list-style-type: none"> <li>SPM with <b>minimum 3 credits</b> in any subjects (passed in Bahasa Melayu and Sejarah) or other equivalent academic qualification; <b>AND</b></li> <li><b>2 drawings in A4 size</b> (any topic of drawings)</li> </ul>

### 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 have 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.

FOR CERTIFICATE PROGRAMME	FOR DIPLOMA PROGRAMMES
<ol style="list-style-type: none"> <li>2 pieces of passport size photo.</li> <li>1 copy of NRIC</li> <li>1 copy of SPM certificate or other equivalent academic qualification (as per listed in Section 2.2).</li> <li>1 copy of school leaving certificate (for secondary level only).</li> <li>1 copy of Birth Certificate (optional).</li> </ol>	<p><b><i>For all Diploma programmes</i></b></p> <ol style="list-style-type: none"> <li>2 pieces of passport size photo.</li> <li>1 copy of NRIC</li> <li>1 copy of SPM certificate or other equivalent academic qualification (as per listed in Section 2.2).</li> <li>1 copy of school leaving certificate (for secondary level only).</li> <li>1 copy of Birth Certificate (optional).</li> </ol>
<p><b>Additional Documents for Scholarship Applicants – 100% Tuition Fee Waiver only (Diploma Programmes)</b></p> <ul style="list-style-type: none"> <li>Testimonial</li> <li>Certificate of Awards / Achievement / Participation in competition, sports or participated activities.</li> </ul> <p>Note:</p> <ol style="list-style-type: none"> <li>Evaluation is based on the record of applicants in the <b>last three years of their studies</b>.</li> <li>Decision of scholarship award is solely the discretion of MIA and no appeal from any party will be entertained</li> </ol>	<p><b><i>Additional documents for Music</i></b></p> <ol style="list-style-type: none"> <li>A.B.R.S.M certificate or equivalent (for piano, at least Grade 5; other instruments, at least Grade 4).</li> </ol> <p><b><i>Additional documents for Fine Art, Illustration, Graphic Design, Industrial Design, Textile and Fashion Design, Interior Design</i></b></p> <ol style="list-style-type: none"> <li>2 pieces of drawings in A4 size.</li> </ol>

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

Applicants who would like to apply for credit transfer / exemption are required to fill up the MIA-REG-F03 Credit Transfer / Exemption Application Form that can be downloaded from MIA's website ([www.mia.edu.my](http://www.mia.edu.my)).

A **non-refundable application fee of RM 200** is imposed for credit transfer and credit exemption evaluation. Please refer to the Credit Transfer and Credit Exemption Policy available on MIA's website.

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

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

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



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### 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 2: 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.**

##### 2.1 Applicant's Personal Details

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

##### 2.2 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 3: APPLICANT'S PARENTS / GUARDIAN / SPOUSE'S DETAILS

Note: All information in (3.1), (3.2) and (3.4) **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 4: 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 5: APPLICANT'S DECLARATION & CONSENT

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

#### SECTION 6: 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.