



## ADMISSION APPLICATION FORM (FOR MALAYSIAN ONLY)

FORM NO	MIA - REG - F01
REV.	7
PAGE	1 of 6

### 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 : \_\_\_\_\_



**ADMISSION APPLICATION FORM  
(FOR MALAYSIAN ONLY)**

FORM NO MIA - REG - F01

REV. 7

PAGE 2 of 6

**SECTION 2: APPLICANT'S INFORMATION**

**2.1 APPLICANT'S PERSONAL DETAILS**

<b>FULL NAME</b> (as per NRIC)	
<b>CHINESE NAME</b> (if any)	
<b>NRIC NO.</b>	
<b>DATE OF BIRTH</b>	(DATE / MONTH / YEAR)
<b>AGE</b> (as of the date of application)	
<b>STATE OF BIRTH</b>	
<b>COUNTRY OF BIRTH</b>	
<b>NATIONALITY</b> (choose <u>ONE</u> only)	(     ) WARGANEGARA MALAYSIA     (     ) BUKAN WARGANEGARA (     ) PERMANENT RESIDENT: ORIGINATED COUNTRY .....
<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</b> (multiple selection is allowed)	(     ) BAHASA MELAYU     (     ) MANDARIN     (     ) ENGLISH (     ) OTHERS _____
<b>PERMANENT ADDRESS</b> (FULL address inclusive of unit number, street, residential area, postcode and state)	
<b>MAILING ADDRESS</b> (FULL address inclusive of unit number, street, residential area, postcode and state)	(     ) To tick if same as above <i>Please write the mailing address here <u>if it is difference</u> from the permanent address.</i>
<b>MOBILE PHONE NO. (SELF)***</b>	
<b>HOME TELEPHONE (SELF)***</b>	
<b>EMAIL ADDRESS (SELF)***</b>	

\*\*\* **YOUR** contact details. Please do not put the contact details of your parents / guardian or other person.

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

NAME OF SCHOOL / COLLEGE / UNIVERSITY	ACADEMIC QUALIFICATION (Form 5 and above)	YEAR OF AWARD

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



**ADMISSION APPLICATION FORM  
(FOR MALAYSIAN ONLY)**

FORM NO	MIA - REG - F01
REV.	7
PAGE	3 of 6

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

Note:

1. **At least ONE contact** must be provided. Please do not provide the personal data of the person that you do not wish to be contacted by MIA.
2. You may indicate the status of the person (next to their names) if the person is with status such as deceased / divorced / single-parent / separated / etc.

For example:

	<b>FATHER</b>
<b>FULL NAME (AS PER NRIC)</b>	ABCD EFGH IJKL <b>(DECEASED)</b>

	FATHER	MOTHER
<b>FULL NAME (AS PER NRIC)</b>		
<b>NRIC / PASSPORT NO.</b>		
<b>NATIONALITY</b>		
<b>RACE</b>		
<b>RELIGION</b>		
<b>MOBILE PHONE NO.</b>		
<b>HOUSE / OFFICE PHONE NO.</b>		
<b>EMAIL ADDRESS</b>		
<b>OCCUPATION</b>		
<b>ADDRESS</b> <small>(FULL address inclusive of unit number, street, residential area, postcode and state)</small>	( ) To tick if same with Applicant	( ) To tick if same with Applicant

	GUARDIAN	SPOUSE
<b>FULL NAME (AS PER NRIC)</b>		
<b>NRIC / PASSPORT NO.</b>		
<b>NATIONALITY</b>		
<b>RACE</b>		
<b>RELIGION</b>		
<b>MOBILE PHONE NO.</b>		
<b>HOUSE / OFFICE PHONE NO.</b>		
<b>EMAIL ADDRESS</b>		
<b>OCCUPATION</b>		
<b>ADDRESS</b> <small>(FULL address inclusive of unit number, street, residential area, postcode and state)</small>	( ) To tick if same with Applicant	( ) To tick if same with Applicant

**Person to be contacted in the event of an emergency:**

( ) Father                      ( ) Mother                      ( ) Guardian                      ( ) Spouse  
 ( ) Others >>> Name: Mr / Mrs / Ms .....                      Mobile phone number: .....  
 Relationship .....



**ADMISSION APPLICATION FORM  
(FOR MALAYSIAN ONLY)**

FORM NO MIA - REG - F01

REV. 7

PAGE 4 of 6

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

**General Terms & Conditions**

- a. The scholarship or sibling incentive is only offered to **Malaysian citizens** (warganegara Malaysia).
- b. 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 2 years from the year of intake applied to.
- c. 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.**
- d. Applicants must not be bonded to or is a recipient of any financial aid or awards from other education institutions or any other parties.
- e. MIA reserves the right to request additional documentation and/or to conduct interview with the scholarship or sibling incentive applicant.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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**

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

*'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.*

- (     ) 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.**



ADMISSION APPLICATION FORM (FOR MALAYSIAN ONLY)

Table with 2 columns: Field (FORM NO, REV., PAGE) and Value (MIA - REG - F01, 7, 5 of 6)

SECTION 5: APPLICANT'S DECLARATION & CONSENT

- 5.1 Do you suffer from any illness, mental or physical disabilities...
5.2 Have you ever been convicted of or have a pending conviction...
5.3 Please declare the monthly household income of your family...
5.4 Please declare your DUN & Parliament...
Note: You can search for this information through MySPR Semak...
DUN: Parliament:

TO BE SIGNED BY APPLICANT:

- I certify that the information provided in this form is true and correct...
I, hereby (PLEASE TICK) agree disagree MIA to process my personal information...
I, hereby (PLEASE TICK) consent disagree MIA to also email a copy of the Acknowledgement...

Signature of Applicant : Date:
Name of Applicant : (DATE / MONTH / YEAR)

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...
I, hereby (PLEASE TICK) agree disagree MIA to process my child / ward personal information...
I, hereby (PLEASE TICK) consent disagree MIA to also email a copy of the Acknowledgement...

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

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...
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.

 <b>MIA</b> Malaysian Institute of Art	<b>ADMISSION APPLICATION FORM (FOR MALAYSIAN ONLY)</b>	FORM NO	MIA - REG - F01
		REV.	7
		PAGE	6 of 6

**FOR REFERENCE ONLY:**

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>

*Note: All applicants also need to pass an interview conducted by MIA.*

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><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.**