MIA Malaysian Institute of Art	ADMISSION APPLICATION FORM (FOR MALAYSIAN ONLY)	FORM NO	MIA - REG - F01
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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.

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 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. Digital signature is accepted.
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 : _____

SECTION 2: APPLICANT'S INFORMATION

2.1 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)	
STATE OF BIRTH	
COUNTRY OF BIRTH	
NATIONALITY (choose ONE only)	( ) WARGANEGARA MALAYSIA ( ) BUKAN WARGANEGARA ( ) PERMANENT RESIDENT: ORIGINATED COUNTRY .....
GENDER	( ) MALE ( ) FEMALE
RACE	( ) MALAY ( ) CHINESE ( ) INDIAN ( ) OTHERS _____
RELIGION	( ) ISLAM ( ) BUDDHIST ( ) HINDU ( ) CHRISTIAN ( ) OTHERS _____
MARITAL STATUS	( ) SINGLE ( ) MARRIED ( ) OTHERS _____
SPOKEN LANGUAGE (multiple selection is allowed)	( ) BAHASA MELAYU ( ) MANDARIN ( ) ENGLISH ( ) OTHERS _____
PERMANENT ADDRESS (FULL address inclusive of unit number, street, residential area, postcode and state)	
MAILING ADDRESS (FULL address inclusive of unit number, street, residential area, postcode and state)	( ) To tick if same as above *Please write the mailing address here **if it is difference** from the permanent address.*
MOBILE PHONE NO. (SELF)* **	
HOME TELEPHONE (SELF)* **	
EMAIL ADDRESS (SELF)* **	

*** ***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 enclose the SPM certificate if you have taken SPM exam.*

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:

	FATHER
FULL NAME (AS PER NRIC)	ABCD EFGH IJKL **(DECEASED)**

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

	GUARDIAN	SPOUSE
FULL NAME (AS PER NRIC)		
NRIC / PASSPORT NO.		
NATIONALITY		
RACE		
RELIGION		
MOBILE PHONE NO.		
HOUSE / OFFICE PHONE NO.		
EMAIL ADDRESS		
OCCUPATION		
ADDRESS (FULL address inclusive of unit number, street, residential area, postcode and state)	( ) 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 ……

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.

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 5: APPLICANT'S DECLARATION & CONSENT

5.1 Please declare any medical conditions, including illness, mental or physical disabilities. This information is required to determine appropriate support and feedback. The management reserves the right to accept or reject your application based on the information provided.

( ) I would like to declare the following:

Type of Illness / Mental / Physical Disabilities**	Year started / diagnosed

***** Please attach a medical statement from a registered doctor (preferred) or describe your condition in detail in a separate letter.***

( ) I hereby declare that I do not suffer from any illness, mental or physical disabilities.

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

5.3 Please declare the **monthly household income** of your family: **RM** _____ **per month**

5.4 Please declare your DUN & Parliament (For warganegara Malaysia only)

Note: You can search for this information through *MySPR Semak*. *If you are **under 18 years old**, please fill up the information of the person who has the same address as per your address in your IC card*.

DUN: …… **Parliament**: …….

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.
- I, hereby acknowledge that the **PAID APPLICATION FEE** is **non-refundable and cannot be carried forward to other intake or different level of 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.
- I, hereby acknowledge that the **PAID APPLICATION FEE** is **non-refundable and cannot be carried forward to other intake or different level of 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.
- Completed application form should be sent to MIA at least two weeks before commencement of intake.
- 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**.

FOR REFERENCE ONLY:

Programme's Minimum Entry Requirement

Programme Area	Minimum Entry Requirement
Certificate in Art and Design	• SPM with **minimum 1 credit** in any subjects (passed in Bahasa Melayu and Sejarah) or other equivalent academic qualification.
Music	• SPM with **minimum 3 credits** in any subjects (passed in Bahasa Melayu and Sejarah) or other equivalent academic qualification; **AND** • **A.B.R.S.M certificate or equivalent** (for piano, at least Grade 5; other instruments, at least Grade 4).
Fine Art, Illustration, Graphic Design, Industrial Design, Textile Fashion Design, Interior Design	• SPM with **minimum 3 credits** in any subjects (passed in Bahasa Melayu and Sejarah) or other equivalent academic qualification; **AND** • **2 hand-drawn drawings in A4 size** (any topic of drawings)

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

Required Documents for Submission

NOTE:

1) All photocopied documents **MUST BE in A4 size**. Submitted documents are **NOT RETURNABLE**.
2) **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.
3) 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
1. 2 pieces of passport size photo. 2. 1 copy of NRIC 3. 1 copy of Birth Certificate. 4. 1 copy of SPM certificate or other equivalent academic qualification (as per listed in Section 2.2). 5. 1 copy of school leaving certificate (for secondary level only).	***For all Diploma programmes*** 1. 2 pieces of passport size photo. 2. 1 copy of NRIC 3. 1 copy of Birth Certificate. 4. 1 copy of SPM certificate or other equivalent academic qualification (as per listed in Section 2.2). 5. 1 copy of school leaving certificate (for secondary level only). ***Additional documents for Music*** 6. A.B.R.S.M certificate or equivalent (for piano, at least Grade 5; other instruments, at least Grade 4). ***Additional documents for Fine Art, Illustration, Graphic Design, Industrial Design, Textile Fashion Design, Interior Design*** 6. 2 pieces of hand-drawn drawings in A4 size.

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).

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. 1 copy of the Certificate award or Diploma award or any other higher academic qualification certificate.
2. 1 copy of the academic transcript.
3. 1 copy of the course description / syllabus.
4. 1 copy of the MQA accreditation certificate / letter. For overseas academic qualification, please submit proof of accreditation by overseas authorised accreditation bodies.

Application of credit transfer MUST be submitted together with the Admission Application Form. No credit transfer request will be entertained upon admission into the programme.

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