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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 500**. 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 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 check the entry requirement (Appendix A) and required documentation (Appendix B) before fill-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
Photograph with
WHITE background
(35mm x 45mm)

NAME OF APPLICANT (NAME AS PER YOUR COUNTRY IDENTITY CARD)

SECTION 1: CHOICE OF PROGRAMME

PROGRAMME APPLIED : () MUSIC () FINE ART () GRAPHIC DESIGN
 (Please select ONE ONLY) () ILLUSTRATION () INDUSTRIAL DESIGN () INTERIOR DESIGN
 () TEXTILE & FASHION DESIGN
 MONTH OF INTAKE : () JANUARY () APRIL / MAY () AUGUST / SEPTEMBER
 YEAR OF INTAKE : _____

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SECTION 2: APPLICANT'S INFORMATION

2.1 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 _____
ADDRESS IN HOME COUNTRY (FULL ADDRESS INCLUSIVE OF UNIT NUMBER, STREET, AREA, REGION, STATE, DISTRICT, POSTCODE)	
CORRESPONDENCE ADDRESS IN MALAYSIA (FULL ADDRESS INCLUSIVE OF UNIT NUMBER, STREET, AREA, REGION, STATE, DISTRICT, POSTCODE)	
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	

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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)

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

3.1 APPLICANT'S FATHER'S DETAILS

NAME (AS PER COUNTRY IDENTITY CARD)	
COUNTRY IDENTITY CARD NO.	
NATIONALITY	
RACE	
RELIGION	
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 _____

3.2 APPLICANT'S MOTHER'S DETAILS

NAME (AS PER COUNTRY IDENTITY CARD)	
COUNTRY IDENTITY CARD NO.	
NATIONALITY	
RACE	
RELIGION	
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 _____

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

NAME (AS PER COUNTRY IDENTITY CARD)	
COUNTRY IDENTITY CARD NO.	
NATIONALITY	
RACE	
RELIGION	
TELEPHONE NO. (HOME COUNTRY)	
TELEPHONE NO. (MALAYSIA)	
EMAIL ADDRESS	
OCCUPATION	
ADDRESS (TO COMPLETE IF IT IS DIFFERENT FROM THE <u>APPLICANT'S</u> CORRESPONDENCE ADDRESS)	
LANGUAGE SPOKEN	() ENGLISH () OTHERS _____

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

3.4 APPLICANT'S EMERGENCY CONTACT PERSON

Please select the person to be contacted in the event of an emergency.

() Father () Mother () Guardian () Spouse

() Othersplease fill up the box below:

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

SECTION 4: SIBLING INCENTIVE (IF APPLICABLE)

General Terms & Conditions

- 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.
- 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 sibling incentive applicant.
- 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.
- 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.
- 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, understood and agreed to 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 the APPLICANT'S and APPLICANT'S SIBLING'S Birth Certificate or the Official Adoption Documentation.

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SECTION 5: 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 3-months 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 6: 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 : _____

(Full address inclusive of postcode.) _____

SECTION 7: 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.**] You may attach another piece of paper if the space provided is insufficient.

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SECTION 8: APPLICANT'S DECLARATION & CONSENT

8.1 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

Note: 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.

8.2 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 : _____
(NAME AS PER YOUR COUNTRY IDENTITY CARD)

SECTION 9: 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 : _____
(NAME AS PER YOUR COUNTRY IDENTITY CARD)

Please send the duly completed form to:

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 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 FOUR months before 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.

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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 the following programme (please tick one only):

- ☐ Diploma in Fine Art
- ☐ Diploma in Illustration
- ☐ Diploma in Graphic Design
- ☐ Diploma in Industrial Design
- ☐ Diploma in Textile and Fashion Design
- ☐ Diploma in Interior Design
- ☐ Diploma in Music

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 this 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)

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APPENDIX A: PROGRAMME MINIMUM ENTRY REQUIREMENT

PROGRAMME	ACADEMIC QUALIFICATIONS
- Fine Art - Graphic Design - Interior Design - Illustration - Industrial Design - Textile and Fashion Design	- UEC with minimum 3 Grade B in any subjects; or - O-Level with minimum 3 Grade C in any subjects; or - Any other equivalent qualification recognized by the Malaysian government; AND - Submit two (2) A4 size hand drawings (personal choice of media, technique and subject matter). Digitally printed artworks are not accepted.
Music	- UEC with minimum 3 Grade B in any subjects; or - O-Level with minimum 3 Grade C in any subjects; or - Any other equivalent qualification recognized by the Malaysian government; AND - Obtained Grade 5 in theory and practical for piano (Associated Board of the Royal School of Music [ABRSM] certificate or equivalent); AND A grade 4 in theory and practical for other musical instruments (Associated Board of the Royal School of Music [ABRSM] certificate or equivalent); AND - Pass music audition by submit video / recordings of performance / composition online. Guidelines for submission of video - Prepare a video recording (live and unedited) of two contrasting pieces of your Principal Study from the standard repertoire, the date of performance must be within ONE year. - At the beginning of the video file, introduce yourself (with full name), the title and composer of the pieces. - Submit the video recording through YouTube, or another similar online video service website. - Title of the video should be "Your Full Name – MIA Audition for Jan intake 2022", for example. - Video submission should not exceed 12 minutes in total. - High quality video with clear audio is preferred, the face (and fingers if you are a pianist) must be visible. - Cell phone video quality is acceptable. - Vocalist must be accompanied. Note: Please use the Music Video Audition Form which is downloadable from MIA's website.

Additional requirement:

- Pass any of the following English proficiency test;

English Competency	Types of Examination	Validity Duration	Minimum Scores (Diploma)
International English Language Testing System	IELTS	2 Years	4.0
Test of English as a Foreign Language	TOEFL iBT	2 Years	30 - 31
	TOEFL Essentials (Online)	2 Years	5
Pearson Test of English	PTE Academic; or PTE Academic (Online)	2 Years	36
Cambridge English Qualifications and Tests	CAE / CPE	No Expiry Date	140
	Linguaskill Online	No Expiry Date	140
	Occupational English Test (OET) (Conventional / Online)	No Expiry Date	200
ELS	Certified Intensive English Programme Level (CIEP Level)	2 Years	106

Note: Applicants who obtained Cambridge / Pearson O-Level or A-Level qualification can be exempted from this requirement. However, they are required to submit a certification letter from the concerned institution which states that the programme was conducted in English.

AND

- Pass interview conducted by Malaysian Institute of Art.

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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

- 2 passport size photos with **WHITE background** (35mm x 45mm). Please refer to EMGS website (<https://educationmalaysia.gov.my/>) for 'Passport Photo Guidelines'.
- Photocopy of Identity Card (if applicable).
- Photocopy of Birth Certificate (if applicable).
- Photocopy of Passport (*copies of all pages including blank pages on A4 size paper*).
- Certified true copy** of ALL relevant academic certificates.
- Certified true copy** of transcripts or academic results.
- Certified true copy** of school leaving certificate for secondary school level only (*if applicable*).
- Certified true copy** of English proficiency test result.
- Financial Statement / Sponsorship Letter.
- Health Declaration Form (**HAND WRITTEN ONLY**). Please download it from MIA website at www.mia.edu.my.

Additional Documents for Fine Art, Illustration, Graphic Design, Industrial Design, Textile and Fashion Design, Interior Design

- 2 pieces of A4 size **hand drawings**. Digitally printed artworks are not accepted.

Additional Documents for Music

- Certified true copy of Associated Board of the Royal School of Music (ABRSM) certificate or equivalent (for piano, at least Grade 5; for other musical instruments, at least Grade 4)
- Music Video Audition Form & video submission.

NOTE:

- All documents must be sent to MIA at least four (4) months before the commencement of the intake.***
- Please ensure that your passport has a validity of at least 24 months from the intake date.***
- 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.***
- All applicants are subject to an interview which will be arranged by MIA. Only qualified applicants will be notified for the interview.***
- All photocopied documents **MUST BE in A4 size**. Submitted documents are **NOT RETURNABLE**.
- 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.
- 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.