

# Student Application Form

---

## FOR OFFICIAL USE ONLY

Course Applied For: \_\_\_\_\_

Period / Intake Applied For: \_\_\_\_\_

Staff / Agent Name: \_\_\_\_\_

## **IMPORTANT**

1. Please complete the form in full.
2. Applications with incomplete information and/or not accompanied with supporting documents will not be considered.
3. Application Fee paid is non-refundable.
4. ***International Students are to fill in the ICA Form v36 and Form 16 separately.***

## **SECTION 1: PERSONAL PARTICULARS**

Full Name

(per NRIC / Passport) :

NRIC / Passport Number :

Date of Birth :

Gender :

MALE       FEMALE

Marital Status :

SINGLE       MARRIED       OTHERS: \_\_\_\_\_

Nationality :

Race :

## **SECTION 2: CONTACT DETAILS**

Contact Number :

Email Address :

Residential Address

(Singapore) :

Residential Address

(Home Country) :

**SECTION 3: PARENTS AND/OR STEPPARENTS DETAILS**

Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

Contact Number : \_\_\_\_\_

**SECTION 4: ACADEMIC QUALIFICATIONS (PLEASE PROVIDE CERTIFICATES AND TRANSCRIPTS)**

NAME OF SCHOOL	QUALIFICATION OBTAINED	FROM (MM/YY)	TO (MM/YY)

**SECTION 5: LANGUAGE PROFICIENCY (PLEASE PROVIDE PROOF)**

Highest Language Proficiency : \_\_\_\_\_

Grade Attained (If Applicable) : \_\_\_\_\_

**SECTION 6: EMPLOYMENT HISTORY (PLEASE ATTACHE CV / RESUME)**

NAME OF COMPANY	POSITION HELD	FROM (MM/YY)	TO (MM/YY)

**SECTION 7: EMERGENCY CONTACT**

Name : \_\_\_\_\_

Relationship to Applicant : \_\_\_\_\_

Contact Number : \_\_\_\_\_

## **SECTION 8: PERSONAL DATA PROTECTION ACT (PDPA) CONSENT FORM**

By signing this application form, you agree that the school may collect, use and disclose your personal data, as provided in this application form, including any supporting documents, for the following purposes in accordance with the Personal Data Protection Act 2012 and our data protection policy.

- (a) The processing of this application.
- (b) The administration of your enrolment with our school.

I hereby give consent to the school to use the following for the purposes of marketing and publicity. In addition, I understand that it is my responsibility to remove myself from group and candid shots / recordings that the school intends to capture, if you do not wish to have your photos / audio-visual recordings taken.

- PHOTOS
- AUDIO-VISUAL RECORDING
- TESTIMONIALS

## **SECTION 9: PRE-COURSE COUNSELLING**

School location (s), facilities and infrastructure	<input type="checkbox"/>
Total payable fee throughout the course duration, payment methods / modes and schedule (Payment can only be made after Student Contract has been signed)	<input type="checkbox"/>
FPS insurance scheme	<input type="checkbox"/>
Clauses in the Student Contract	<input type="checkbox"/>
Transfer, Withdrawal, Deferment and Refund Policy / Procedures	<input type="checkbox"/>
Students' Support Services and Programmes	<input type="checkbox"/>
Course entry requirements (including exemptions) and application process	<input type="checkbox"/>
Course module and outlines	<input type="checkbox"/>
Matching aspirations to course learning outcomes	<input type="checkbox"/>
Course duration and assessment schedules	<input type="checkbox"/>
Attendance policy	<input type="checkbox"/>
Promotion and award criteria, including any special conditions	<input type="checkbox"/>
Type of certification awarded at the end of the course	<input type="checkbox"/>
Opportunities for further education or job prospects after graduation	<input type="checkbox"/>
Reference to SSG official website	<input type="checkbox"/>

<b>FOR INTERNATIONAL STUDENTS</b>
Student's pass application requirements and procedures
Student's pass holders are not permitted to engage in any form of employment or attend an industrial attachment / internship Programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower
Other relevant Singapore Laws (immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic and littering, etc.)
Living in Singapore (Accommodation, Cost of Living, etc.)

**SECTION 10: DECLARATION BY RECRUITMENT AGENT / STAFF CARRYING OUT PRE-COURSE COUNSELLING**

I hereby confirm and certify that the above information has been clearly communicated to the student.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**SECTION 11: DECLARATION BY APPLICANT**

I declare that all information provided in this application form is complete and correct. I understand that any misrepresentation or omission of information will result in my disqualification from consideration for admission made on the basis of incorrect, incomplete or fraudulent information.

I declare that the supporting documents which accompany this application are true copies of the original documents which are authentic.

I hereby declare that I fully understand the pre-course counselling information communicated to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_