

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	☐
Total payable fee throughout the course duration, payment methods / modes and schedule (Payment can only be made after Student Contract has been signed)	☐
FPS insurance scheme	☐
Clauses in the Student Contract	☐
Transfer, Withdrawal, Deferment and Refund Policy / Procedures	☐
Students' Support Services and Programmes	☐
Course entry requirements (including exemptions) and application process	☐
Course module and outlines	☐
Matching aspirations to course learning outcomes	☐
Course duration and assessment schedules	☐
Attendance policy	☐
Promotion and award criteria, including any special conditions	☐
Type of certification awarded at the end of the course	☐

Opportunities for further education or job prospects after graduation	☐
Reference to SWDA official website	☐
FOR INTERNATIONAL STUDENTS	
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: _____