

APPLICATION FORM (INTERNATIONAL STUDENT)

IMPORTANT INSTRUCTIONS:

- Please complete the form in full throughout, using only **CAPITAL LETTERS**.
- All applications with incomplete information and/or not accompanied by copies of supporting documents or photographs will **NOT** be considered for admission.
- SMa Institute reserves the rights to reject any application found with misrepresentation/omission of information at its sole discretion.

(Attach Photo Here)

Applicant Attended By (Agent) 代理资料

Applicant Attended By (SMa Institute Staff) SMa 职员资料

SECTION A

Particulars of Applicant 个人资料

Applicant's Name (as in NRIC / Passport) 英文姓名		Chinese Character (if applicable) 中文姓名
Gender 性别 <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	Date of Birth (dd/mm/yyyy) 出生日期	Marital Status 婚姻状况 <input type="checkbox"/> Single 单身 <input type="checkbox"/> Married 已婚
Nationality 国籍	Country of Birth 出生国家	Residential Status in Singapore (if relevant)
Passport No. 护照号码	Passport Expiry 护照有效日期	FIN No. (if relevant)
Tel. No. 电话号码	Mbl. No. 手提电话号码	Email 电子邮件
Current Mailing Address 通讯地址		

In Case of Emergency : Next-Of-Kin Information (close relative, preferably parents) 家属联络资料

Person to Contact 联络人姓名	Tel. No. (include country & area code) 电话号码	Mbl. No. (include country & area code) 手提电话号码
Relationship to Applicant 与申请人的关系	Email 电子邮件	
Current Mailing Address 通讯地址		

English Language Proficiency 英语程度

<input type="checkbox"/> TOEFL	Date Awarded:	Total Score:	Test for Written English Score:			
<input type="checkbox"/> IELTS	Date Awarded:	Total Score:	Score for sub-tests:			
			1:	2:	3:	4:
<input type="checkbox"/> GCE 'O' Level	Date Awarded:	Grade:				
<input type="checkbox"/> Other	Test Name:	Date Awarded:	Country:	Grade/Score:		
I will be taking the TOEFL/IELTS on:		(date) and the results will be released on:				
I note that I will have to send a copy of the results to the SMa Institute (Admissions Office).						

Educational Background 教育学历

Full Name of School 学校名称	Qualification Attained 毕业学历	Country 国家	From (DDMMYY) 从	To (DDMMYY) 至	Certificate Number 教育证书准号

CONFIDENTIALITY: SMa Institute is committed to maintaining the confidentiality of the applicant's personal information and undertakes not to divulge such information to any third party without the prior written consent of the applicant.

Course/s Applying 报读课程	Intake			2012			2013			2014	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Certificate in Foundation Studies	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Diploma in Business Administration with major in:											
<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<input type="checkbox"/> Banking and Finance	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<input type="checkbox"/> Human Resource Management	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<input type="checkbox"/> Hospitality and Tourism Management	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<input type="checkbox"/> Management	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<input type="checkbox"/> Marketing	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Diploma in Mass Communication	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Diploma in Business Management	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
Diploma in Information Technology	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	

Survey 调查

How do you get to know us? Agent Media Family or Friends Others (please specify):

SECTION B

Checklist for support documents 检查清单

Any foreigner who wishes to pursue full-time studies in Singapore is required to apply for a Student's Pass with the Immigration & Checkpoints Authority of Singapore (ICA). The following forms must be completed and submitted to Sma Institute along with **certified copies (English translation)** of supporting documents for such application:

The Forms include:

(Applicant's signature for these forms **MUST** match that of the Passport)

ICA eForms - IMM16, V36

The compulsory support documents include:

(Only submit duplicate copies of these documents to Sma Institute with the exception of the photographs)

- Applicant's Birth Certificate (BC)
- Applicant's Passport
- Change of Name Certificate (if applicant's name in BC differs from Passport's)
- 2 Recent Passport-sized Photographs of Applicant
- Applicant's Highest Educational Certificates & Transcripts
- Valid Bank Statement of Applicant (or Parents/Spouse) (if applicant is from visa required country)
- Parents' & Spouse's Passports or Identity Cards
- Applicant's and/or Parent's/Spouse's Residence Permit (SPR/EP/SP/WP/STP/PVP, etc.) with Singapore
- Parents' working statement (if applicant is from visa required country)
- Make a copy of this application for your reference

Note: Additional supporting documents may be required on a case-by-case basis, which our staff will advise the applicant accordingly.

Other Services

The following services are subject to availability which Sma Institute will advise the applicant accordingly

I need these service/s (service chargeable) : Airport Pick-up Accommodation

Declaration 声明

I hereby apply for the course as indicated in this form and declare that all information given is true and correct. Sma Institute is authorised to investigate the above information for the purpose of verification. I also agreed to abide by the decision of Sma Institute as to my eligibility for the course mentioned. I certify that I have received the course information and agreed to the admission/enrolment requirements/refund policy. I understand that I am responsible for all expenses, including personal expenses while taking up my course of study with **Sma Institute of Higher Learning (Sma Institute)** and I am personally responsible for my compliance with all regulations of the Student's Pass of the Immigration & Checkpoints Authority of Singapore.

Do you have any disability or medical condition that Sma Institute needs to be aware of?

No Yes. If 'Yes', please specify:

I acknowledge that payment of S\$535.00 for application fee (non-transferable and non-refundable) is made payable to "Sma Institute of Higher Learning Pte Ltd"

Applicant's Name & Signature:

Date:

Parent's / Guardian's Name & Signature:

(for applicant below the age of 18 years old)

Date:

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