

## APPLICATION FORM

### 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 (SMa Institute Staff):

### SECTION A

#### Particulars of Applicant

<b>Applicant's Name (as in NRIC / Passport):</b>		<b>Chinese Character (if applicable):</b>
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married	<b>Date of Birth (dd / mm / yyyy):</b>
<b>Country of Birth:</b>	<b>Nationality:</b>	<b>Residence Status in Singapore (if relevant):</b>
<b>NRIC / Passport No.:</b>	<b>FIN No. (if relevant):</b>	<b>Tel. No.:</b>
<b>Email:</b>		<b>Mbl. No.:</b>
<b>Current Mailing Address:</b>		

#### Educational Background

Full Name of School	Country	Province	Language of Instruction	Period of Study		Highest Qualification Attained
				From (mm / yyyy)	To (mm / yyyy)	
IELTS / TOEFL Results (if any):				No. of Years of English Education:		

#### Employment History

Name of Company	Period of Working		Position Held	Nature of Duties
	From (mm / yyyy)	To (mm / yyyy)		

#### Survey: How Did You Come To Know About SMa Institute?

- |   |  |   |                                     |
|---|--|---|-------------------------------------|
| <input type="checkbox"/> Newspaper / Magazine   | <input type="checkbox"/> Brochure / Flyer / Mailer | <input type="checkbox"/> Exhibition / Roadshow / Seminar      | <input type="checkbox"/> Friends    |
| <input type="checkbox"/> Website                | <input type="checkbox"/> Email                     | <input type="checkbox"/> Bus / Bus Stop / SMRT                | <input type="checkbox"/> TV / Radio |
| <input type="checkbox"/> ASIS Singapore Chapter | <input type="checkbox"/> Cinema                    | <input type="checkbox"/> Others (please specify):             |                                     |
| <input type="checkbox"/> Agent (stated name):   |  | <input type="checkbox"/> Our Student (stated name & hp. no.): |                                     |

**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 Applying	Intake <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>Certificate in Foundation Studies</b>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<b>Diploma in Business Administration</b> 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"/>	
<b>Diploma in Mass Communication</b>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<b>Diploma in Business Management</b>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<b>Diploma in Information Technology</b>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<b>Specialist Diploma in Psychology</b> with major in:											
<input type="checkbox"/> Business Psychology	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<input type="checkbox"/> Counselling Psychology	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<input type="checkbox"/> Early Childhood Psychology	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<b>Professional Diploma in Security Management</b>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
<b>Mode of Study:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time											

Company Sponsorship (if applicable)

**DECLARATION:**

The company is willing to finance this applicant who is our current employee. If he/she is admitted by SMa Institute, it is understood that he/she will not be asked to absent himself/herself from lessons except for serious emergencies. We also understand that in accordance to the Skills Development Levy (Cap 306), **company sponsored students are required to obtain at least 75% class attendance for each subject and must sit for all exams.** Otherwise, SDF will withdraw the subsidy and company shall be liable to pay **SMa Institute of Higher Learning Pte Ltd** the amount of the course fees subsidised by the SDF.

Name of Company Official

Designation

Signature & Date

Company Stamp

**SECTION B**

**Declaration**

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 acknowledged that I have attached the following with my application:**

- **Local Student** : Payment of **S\$100 +GST** for this application (non-refundable) made payable to "SMa Institute of Higher Learning Pte Ltd"
- Certified true copies of all academic certificates & transcripts

**Applicant's Name & Signature:**

**Date:**

**Parent's / Guardian's Name & Signature:**  
(for applicant below the age of 18 years old)

**Date:**

All Cheques, Banker's Guarantee or Cashier's Order should be drawn in favour of "SMa Institute of Higher Learning Pte Ltd". Cheques should be crossed "A/C Payee Only".

**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.