



APPLICATION FOR COURSE ADMISSION

Office Use Only	Campus IP	Group SMF	Course Code	Teaching Period
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STUDENT DETAILS

Have you ever been enrolled at ECU or WACAE? YES NO

If yes, you must supply your previous Student Number

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PERSONAL DETAILS

Mr/Mrs/Ms etc	Surname/Family Name	Given Name(s)															
Preferred Given Name: (17 characters maximum, including spaces)																	
If a previous ECU student, has your name changed since you were last enrolled? YES <input type="checkbox"/> NO <input type="checkbox"/>																	
If yes, print previous name.....																	
Date of Birth	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Month</td> <td colspan="5" style="text-align: center;">Year</td> </tr> </table>									Day	Month	Year					Female <input type="checkbox"/> Male <input type="checkbox"/>
Day	Month	Year															
Correspondence Address (Address to which mail will be sent)																	
Number, Street, Suburb/Town/City																	
Country	Postcode/Zipcode																
Permanent Home Address (Print "AS ABOVE" if the same as correspondence address)																	
Number, Street, Suburb/Town/City																	
Country	Postcode/Zipcode																
Contact Numbers																	
Telephone Home:	Business:																
Fax:	Mobile:																
Email:																	

COURSE DETAILS (Which course are you applying for?)

Course Title:																				
Major Field of Study / Specialisation (If Applicable):																				
Attendance Type:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>																			
Course Commencement Date:	Expected Year of Completion:																			
<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Month</td> <td colspan="5" style="text-align: center;">Year</td> </tr> </table>									Day	Month	Year					<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				
Day	Month	Year																		
Centre/Partner Institution/Agent (please specify): SMF SMA School of Management																				

BASIS FOR ADMISSION

Office Use Only

satisfied	
unsatisfactory	
review ECU results	
documentation requested	
other	

Documentation:

Marriage Certificate Required?

YES NO

satisfied	
unsatisfactory	
documentation requested	

English Proficiency:

Qualified?

YES NO

special conditions of entry

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Advanced Standing Approved?

YES NO

Signature, Executive Dean of Faculty (or Nominee)

UNIT SET CODE

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Application Approved?

YES NO

Signature, Executive Dean of Faculty (or Nominee)

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ENGLISH PROFICIENCY

If your qualifications were gained outside Australia, please provide proof of competence in English language. You must supply evidence to show that your English ability meets our requirements. Undergraduate: TOEFL score (minimum 550, including TWE 5); Computer based TOEFL score of 213 with an Essay rating of 5 or better; GCSE 'O' Level, C Grade; University of Cambridge Certificate of Advanced English, A Grade, or Academic IELTS overall band score of 6.0 (no individual band less than 6.0); Postgraduate: TOEFL score (minimum 573, including TWE 5); Computer based TOEFL score of 232 with an Essay rating of 5 or better; Academic IELTS overall band score of 6.5 (no individual band less than 6.0); a completed award taught in English from an approved higher education institution.

COUNTRY OF BIRTH AND CITIZENSHIP

Country of Birth

Citizenship

What is the main language spoken at your permanent home residence?

DISABILITY REGISTRATION

Do you have a disability, impairment or long term medical condition which may affect your studies? YES NO

If YES, please indicate the area of impairment:

Acquired Brain Injury Hearing Intellectual Learning Medical

Mental Mobility Physical Vision Other

(please specify)

EDUCATION QUALIFICATIONS

(Please indicate and attach certified copies if you have completed or commenced any of the following) qualifications

TERTIARY EDUCATION LEVEL (LIST YOUR HIGHEST AWARD IN EACH CATEGORY)	COURSE TITLE	NAME OF INSTITUTION	COMPLETED?	YEAR LAST ENROLLED OR COMPLETED
Higher Doctorate, Doctorate, Master's degree, Postgraduate diploma / certificate course from a tertiary institution e.g. university, institute of technology, college of advanced education etc			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Bachelor's degree course from a tertiary institution e.g. university, institute of technology, college of advanced education etc (List your highest award, if equal, list most recent)			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Associate degree, Advanced Diploma or Diploma course from a tertiary institution e.g. university, institute of technology, college of advanced education, teachers' college etc			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Associate Diploma, Advanced Diploma or Diploma course e.g. TAFE college, or technical college			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Completed and/or commenced a TAFE or Technical College award (other than Associate Diploma, Advanced Diploma or Diploma) e.g. Certificate IV			YES <input type="checkbox"/> NO <input type="checkbox"/>	

EDUCATION QUALIFICATIONS (cont)

SECONDARY EDUCATION LEVEL	QUALIFICATION NAME	NAME OF INSTITUTION	YEAR OF COMPLETION
Completed final year of secondary education, A Levels, TEE, SAM, VCE or other			
Have you completed any other qualification? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Will you be applying for advanced standing based on previous studies / experience? YES
NO

APPLICATIONS FOR MBA and MASTERS

Relevant Work Experience

Please complete details of any work experience relevant to your application (attach an additional page if necessary).

Employer/Institution

Period of Employment

Position/Duties

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APPLICATIONS FOR MASTERS OR DOCTOR OF PHILOSOPHY PROGRAMMES BY RESEARCH

Please attach the following:

1. A brief outline of the research work you wish to undertake (1-2 pages in length) and;
2. If available, details of any publication, learned journals or copies of any published papers.

DOCUMENT CERTIFICATION INSTRUCTIONS

All supporting documents must be originals or correctly certified copies of the original documents. Photocopies, scans, faxes and website printouts are not acceptable. Certification can be carried out by:

- The official records department of the institution that originally issued the documents; or
- Any persons designated and authorised as 'Agents' acting for and on behalf of ECU; or
- any Australian overseas diplomatic mission and Australian Educational Centres (for details of AECs refer to <http://www.studyinaustralia.gov.au>); or
- Notary Public.

Applicants are advised that the authorised officer should verify each document by writing 'This is a true copy of the original document sighted by me', then signing the statement, printing their name, address, contact telephone number, profession or occupation or organization, date verified and including the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp.

YOUR APPLICATION CANNOT BE ASSESSED WITHOUT RELEVANT DOCUMENTATION ATTACHED

DECLARATION

I,, declare that the information I have provided in
(please print name)
this application is complete and correct and I authorize Edith Cowan University to verify any facts. I understand that if any information is found to be false this application may be cancelled.

If I subsequently accept an offer and enrol in the course I am applying for, I hereby agree that I will observe the Statutes, By-laws and regulations of Edith Cowan University.

I acknowledge that it is my responsibility to enrol correctly in accordance with the Admissions, Enrolment and Academic Progress Rules and course requirements.

I accept sole responsibility and hereby declare that the University will be in no way liable for any breach by me of licences and/or agreements covering the use of software or the breach of any relevant provisions of the copyright act 1968 (as amended).

I understand that:

- authority to collect the information on this form is contained in *The Higher Education Support Act 2003*;
- information is collected for programme administration purposes;
- information may be shared for these purposes between the Taxation Office, Centrelink, the Department of Education Science, and Training and any other authorized departments;
- information may not otherwise be disclosed without my consent unless authorized or required by law.

I consent to receiving information electronically unless alternate communication arrangements have been approved by ECU and agree to access the contents of my Edith Cowan University student e-mail account on a regular basis.

I understand that giving false or misleading information is a serious offence under the Criminal Code.

I understand that during the period of my enrolment, Edith Cowan University may require me to provide documentation to verify my citizenship status.

STUDENT SIGNATURE **DATE**

CHECKLIST—Before submitting this application for Course Admission have you:

- checked that you have completed all sections of this form (including Education Qualifications)?
- attached certified copies of your education qualifications (excluding those gained at ECU), proof of English proficiency (refer to Documentation Certification Instructions on previous page)?
- read and signed the Declaration (your application will not be processed without your signature)?

PLEASE FORWARD ALL DOCUMENTATION TO:

DOCUMENTS ENCLOSED:

- Certified copies of entry/education qualifications
- Proof of English language proficiency
- Application for Advanced Standing
- Unit Selection form
- Other.....



CONFIDENTIALITY:

SMa-SOM is committed to maintain 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.

Mode of Study:

Full-time Part-time

Survey: How Did You Come To Know About SMa-SOM?

- Newspaper / Magazine
 Brochure / Flyer / Mailer
 Exhibition / Roadshow / Seminar
 Website
 Email
 Our Student (stated name & hp. no.): _____
 TV / Radio
 ASIS Singapore Chapter
 Agent (stated name): _____
 Others (please specify): _____

Supporting Documents

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 the School 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 the School with 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)
- 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)
- Legal Guardian's NRIC (if applicant is sponsored by an individual)

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

Student Protection Scheme

For applicant not requiring ICA Student's Pass:

Please indicate if you would like to apply for Student Protection Scheme (please tick accordingly)

Yes No

Your Acknowledgement

I hereby apply for the course as indicated in this form and declare that all information given is true and correct. SMa-SOM is authorized to investigate the above information for the purpose of verification. I also agreed to abide by the decision of SMa-SOM 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 School of Management (SMa-SOM)**.

International Student: I am personally responsible for my compliance with all regulations of the Student's Pass of the Immigration & Checkpoints Authority of Singapore.

! Refund Policy:

NOTE: Administrative charges (non-refundable) is applicable.

- > **100%** of the aggregate amount of the course fees and additional fees paid when student's written notice of withdrawal is received by the School more than 60 days before the course commencement date.
- > **75%** of the aggregate amount of the course fees and additional fees paid when student's written notice of withdrawal is received by the School between 30 to 60 days before the course commencement date.
- > **25%** of the aggregate amount of the course fees and additional fees paid when student's written notice of withdrawal is received by the School lesser than 30 days to 1 day before the course commencement date.
- > **No refund** when student's written notice of withdrawal is received by the School upon course commencement.

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

- > **International Student** : Payment of **S\$500 +GST** for this application (non-refundable) made payable to "SMa School of Management Pte Ltd"
- > **Local Student** : Payment of **S\$50 +GST** for this application (non-refundable) made payable to "SMa School of Management 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 School of Management Pte Ltd". Cheques should be crossed "A/C Payee Only".