



Application Form

Course Title: _____

Major (If Any) : _____

Course Commencement : _____

Affix
Photo
Here

Confidentiality: SMA is committed to maintain the confidentiality of the Student's personal information and undertakes not to divulge any of the Student's personal information to any third party without the prior written consent of the Student.

Important Instructions:

1. Please complete the form in full throughout, using only BLOCK letters.
2. All applications with incomplete information and/or are not accompanied by copies of supporting documents or photographs will NOT be considered for admission.

1. PERSONAL DETAILS

NRIC/Passport No: -

Family Name : * Mr/Mrs/Ms: _____
(*delete where appropriate)

Given Names: _____

Address : _____

_____ Postal Code

Home Tel No: Mobile / Pager No:

Office Tel No: Email : _____
(For e-correspondence wherever applicable)

Marital Status: Single Married Age:

Date of Birth:
dd mm yyyy Gender : Male Female

Nationality: Singaporean Malaysian Others, please specify, _____

2. PRESENT EMPLOYMENT DETAILS

Company Name : _____

Company Address: _____

_____ Postal Code

Telephone No: Fax No:

Designation : _____ Nature of Business: _____

3. HIGHEST ATTAINED QUALIFICATION

Name of Institution/ Awarding Body/ University: _____

Highest Qualification Attained: _____

Year of Commencement: _____ Year of Completion: _____ Duration: _____

4. OTHER EDUCATIONAL QUALIFICATIONS

Name of Institution	From Mth/Yr	To Mth/Yr	Qualifications Attained

Important:

Photocopies of all relevant academic documents must be attached and stamped "**Certified True Copies**" by SMA. Certification can also be made at SMA upon presentation of original documents.

5. WORK EXPERIENCE

Please list accordingly in Chronological order, starting with your last held position. Only full time experience should be listed, if it is part of National Service Liability, please state so.

Note: If the space provided below is insufficient, please complete your record on a separate attachment

Name of Company	From Yr	To Yr	Designation Held

6. COMPANY SPONSORSHIP (if applicable)

Declaration

1. The company is willing to finance the applicant. Yes No
2. If this applicant is admitted, it is understood that he/she will not be asked to absent himself/herself from lecturers except for serious emergencies.
3. I also understand that according 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 examinations. Otherwise, SDF will withdraw the subsidy and our company shall be liable to pay **SMA School of Management Pte Ltd** the amount of the course fees supported by SDF.

Name of Company Official

Designation

Signature & Date

Company Stamp

7. ADDITIONAL INFORMATION

Please indicate how did you first come to know about the course? (Please tick the appropriate box)

- | | | |
|--|--|---|
| <input type="checkbox"/> Press Advertisement | <input type="checkbox"/> Personal Contact | <input type="checkbox"/> Exhibitions/Roadshows/Seminars |
| <input type="checkbox"/> Website | <input type="checkbox"/> Brochure/Flyer/Mailer | <input type="checkbox"/> Students/ Staff from SMA Academy |
| <input type="checkbox"/> TV/ Radio | <input type="checkbox"/> Email | <input type="checkbox"/> Others: _____ |

8. INSURANCE

For non student pass application only

Please indicate if you would like to apply for the Student Protection Scheme

Yes No

9. APPLICANT'S CHECKLIST AND DECLARATION

I hereby apply for the course as indicated in this form and declare that all information given is true and correct. I also agree to abide by the decision of the Institute as to my eligibility for the course mentioned above. I also authorise any investigation of the above information for the purpose of verification.

I acknowledge that I have attached the following with my application form:

1 Payment of S\$20+GST for the Application Form (non-refundable) made payable to
"SMa School of Management".

2 Certified true copies of all academic certificates and transcripts (GCE 'O' Level, Diploma, Degree etc)

Name and Signature of Applicant

Date

* SMa reserves the right to reject any application based on any misrepresentation/omission of information at its sole discretion.

* Confidentiality

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Please send completed form to:

SMa School of Management
100 Orchard Road,
Hotel Le Meridien & Shopping Centre,
#04-100/101, Singapore 238840
Tel: (65) 6720 3333 Fax: (65) 6720 2222