*Please tick ☑ where appropriate. 请在适当处(格子)打勾。
*Please put "n/a" where it is not applicable. 请在不适用处填上"n/a"。
*Please delete where appropriate

Please affix
a recent passport size
photograph
请附上 1 张
护照型近照

COURSE APPLICATION FORM
课程申请表

COURSE APPLIED FOR 报读课程

COURSE INTAKE (Month/Year) 开课时间

A. APPLICATIONS DETAILS 申请资料		
☐ New Application 新申请 ☐ Transferred From Other Schools 转学	Name of Current School 当前学校	
*Please fill in the following details if you are transfer in from other schools 请填写以下信息如您是转学生		
Student Pass FIN No.学生准证号码	Student Pass Expiry Date 学生准证到期日期	
B. PERSONAL PARTICULARS 个人资料		
English Name as in NRIC/Passport 英文名	Chinese Name as in NRIC/Passport 中文姓名 （与身份证或护照一致）	Alias (If any）曾用名（若有）
Nationality 国籍	NRIC No. / FIN No 身份证号码	Country of Birth(Country/Province) 出生地(国家/省)
Birth Cert. No. 出生医学证书编号	Issuing Authority Travel Document 护照签发机关	Occupation 职业
Passport No. 护照号码	Passport Issue Date 护照签发日期	Passport Expiry Date 护照有效日期
Date of Birth 出生日期 (DD/MM/YYYY)	Age 年龄 / Gender 性别 ☐ Male 男 ☐ Female 女	Marital Status 婚姻状况 ☐ Single 未婚 ☐ Divorced 离婚 ☐ Married 已婚 ☐ Others 其他 :_____
Religion 宗教 ☐ Buddhism 佛教 ☐ Taoism 道教 ☐ Christianity 基督教 ☐ Islam 伊斯兰教 ☐ Hinduism 兴都教 ☐ Free Thinker 无宗教信仰 ☐ Others 其他: _____		Race 种族 ☐ Chinese 华人 ☐ Indian 印度人 ☐ Malay 马来人 ☐ Others 其他 :_____
C. CONTACT DETAILS 联络详情		
Address In Singapore 新加坡本地地址		Postal Code 邮编
Address In Home Country 国籍所在地联系地址		Postal Code 邮编
Mailing Address 通信地址 ☐ Please tick,if mailing address is the same as the home country address 如果和国籍所在地址一致请打√		
Email Address 电子邮箱	Contact No.联络电话	Singapore Tel(Mobile) 新加坡手机号码

D. EMERGENCY CONTACT 紧急事件联系

Name In English 英文名	Name In Chinese 中文名	Relationship to Applicant 关系

Contact No.联络电话	Email Address 电子邮箱

Address 地址

E. ACADEMIC AND PROFESSIONAL QUALIFICATION (INCLUDE COURSES ATTENDED IN SINGAPORE)
学历与专业资格 (包括曾在新加坡上的课程与专业)

Name of School 学校名称	Country/Province 国家/省	Study Period 就读期间		Qualification Awarded 毕业学历	Certificate No. 证书编号
		From 入学时间 DD/MM/YYYY	To 毕业时间 DD/MM/YYYY		

F. APPLICANT'S PARENTS/GUARDIAN 申请者父母/监护人

English Name as in NRIC/Passport 姓名（与身份证或护照一致）	Passport No./ NRIC 护照号码/新加坡身份证号码	Relationship 关系	DOB 出生日期 DD/MM/YYYY	Nationality 国籍	Occupation 职业	Monthly Income (SGD) 月收入

G. APPLICANT'S SIBLINGS 申请者的兄弟姐妹

English Name as in NRIC/Passport 姓名 （与身份证或护照一致）	Passport No./ NRIC 护照号码/新加坡身份证号码	Relationship 关系	DOB 出生日期 DD/MM/YYYY	Nationality 国籍	Occupation 职业

H. APPLICANT'S SPOUSE (IF APPLICABLE) 申请者的配偶(若有)

English Name as in NRIC/Passport 姓名 （与身份证或护照一致）	Passport No./ NRIC 护照号码/新加坡身份证号码	DOB 出生日期 DD/MM/YYYY	Nationality 国籍	Occupation 职业

I. APPLICANT' S EMPLOYMENT HISTORY(IF ANY) 申请者工作经验(如有)

Name of Company 公司名称	Country 国家	Monthly Income 月收入	Period of Working 工作时期		Position Held 职位	Nature of Duties 职责
			From 从 DD/MM/YYYY	To 至 DD/MM/YYYY		

J. FINANCIAL STATUS (IF APPLICABLE) 经济状况（如有）

Savings 储蓄	Applicant 申请人	Applicant's Father 父亲	Applicant's Mother 母亲	Applicant's Spouse 配偶
Fixed Deposit /Bank Statement（SGD） （定期存款/银行流水）				

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K. LIST OF COUNTRIES WHICH APPLICANT HAS RESIDED 请列出申请人有居住的国家

Have you resided in any country for one year or more during the last 5 years ? 申请者是否曾在过去五年内在其他国家居住超过一年？	☐ Yes ☐ No

If above answer is 'Yes' Please list of countries in which applicant has resided for one year or more during the last 5 years ：

Remark, please give details below (in chronological order)
备注: 如以上答案为"是"，请在下面详细说明(按时间前后顺序)

Country 国家	Period of Stay 居住时间		Address 地址
	From 从	To 至	

L. ANTECEDENT 个人情况了解

1. Have you ever been refused entry into or deported from any country, including Singapore? 你是否曾经被某国家拒绝入境或被驱逐, 包括新加坡?	☐ Yes ☐ No
2. Have you ever been convicted in a court of law in any country, including Singapore? 你是否你是否曾经在某国家被判有罪, 包括新加坡?	☐ Yes ☐ No
3. Have you ever been prohibited from entering Singapore? 你是否曾经被禁止进入新加坡?	☐ Yes ☐ No
4. Have you ever entered Singapore using a different Passport or Name? 你是否曾经用其他姓名进入新加坡?	☐ Yes ☐ No
If any of these answers is 'Yes', please give details below : 如果其中任何一个答案为"是"，请在下面详细说明 :	

M. APPLICANT'S ACCEPTANCE AND DECLARATION 申请者承诺和声明

- Confirmed and declare that all the information funished by me in the application is true and accurate.
  本人谨此声明自己所呈交的申请材料和信息一切属实。
- I acknowledge that I have been briefed on pre-course counselling.
  我已被详细告知学前辅导所有内容。
- I consent / do not consent to the use of my information, photograph, voice, likeness and image for course administration purposes as well as for marketing and advertisement purposes by Elmwood International College.
  我同意 / 不同意* 使用我的个人信息，照片，声音，肖像和图像作为学院的教学管理的目的，以及市场和广告的目的。
- I understand that Application fee is non-refundable.
  本人清楚报名费将不予退还。
- All payment should be made payable to **'Elmwood International College Pte. Ltd.'.**
  所有款项必需支付到**' Elmwood International College Pte. Ltd.'**。

Application Date 申请日期	**Applicant's & Parents' /Guardian's Signature 申请人&父母/监护人签名**
English Name as in NRIC/Passport of Agent or Referral 招生代理或介绍人英文名	Name of Agency (if applicable) 代理公司(若有)

N. CONFIDENTIALITY POLICY 保密政策

All information gathered in this form will be kept strictly confidential by Elmwood International College.
学院保密所收集的一切学生相关资料。
Elmwood International College undertakes not to divulge students' personal information to any third party unless requested by government agencies.
学院承诺非相关政府机构要求，不会将学生信息泄露给第三方。
In the event that Elmwood International College intends to use any information beyond its original intent, Elmwood International College must seek a written permission from the student.
如果学院在某些情形下需要使用学生信息，需征得学生许可。

O.DOCUMENT CHECKLIST 检查清单

- ☐ Copy of applicant's passport 申请人的护照复印件
- ☐ Applicant's passport-sized photo with white-background – digital copy 申请人的护照型白底照片 – 电子版
- ☐ Notarised copy of applicant's highest academic qualification (or a translation of enrollment certificate) 申请人的最高学历公证（或在读证明翻译）
- ☐ Notarised copy of applicant's highest academic transcripts (or a translation of academic transcripts) 申请人的最高学历公证（或在读成绩翻译）
- ☐ Completed and signed course application form and pre-course counselling form 填写完整并签名的课程申请表及课前咨询表
- ☐ Proof of application fee transfer 申请费的转账凭证
- ☐ Proof of English Placement Test or IELTS or TOEFL Score sheet (if necessary) 英文水平测试试卷或雅思或托福成绩单（如需）

International students are also required to provide: 国际学生需要同时提供：

- ☐ Notarised Birth Certificate of the applicant (or a translation of Medical Birth Certificate)申请人的出生公证书，或出生医学证明的翻译件
- ☐ One copy each of employment and income certificates for the applicant's parents, the applicant (if applicable), and spouse (if applicable) 申请人父母、本人（若有）及配偶（若有）的双语（如中英文）工作收入证明各一份
- ☐ Fixed deposit certificate of at least SGD 30,000 with a minimum tenure of 6 months, under the applicant's or parents' name, valid throughout the Student Pass application period. 申请人或父母 3 万新币（约 16 万人民币）以上 6 个月定期的存款证明，申请学生证期间有效。
- ☐ If the applicant is under 12 years of age, a diphtheria and measles vaccination certificate issued by Singapore's Communicable Diseases Agency (CDA) must provided. 若申请人未满 12 岁，需要提供新加坡传病局（CDA）白喉和麻疹疫苗注射证明书。

*NOTE: Documents not in English must be accompanied by an official translation
*注：以上文件若非英文,请提供官方英文翻译版本。

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STUDENT SELECTION			
Conduct of Pre-course Counselling **Yes No**	**Conducted By:** **Date:**		**Checked and Hand Over to Student Service Staff :** **Date:**
Originality of Document Verification	**Checked By:** **Date:**		
Meet Minimal English Entry Requirements	**YES** **NO** **Placement Test Score**	**Checked By Marketing Staff:** **Date:**	**Approved By Academic Head:** **Date:**
Meet the Academic Entry Requirements	**YES NO**		
Meet Course Entry Requirements	**YES NO**		
Application Fee: **YES NO**	**Receipt No.:**		
Received By:	**Date:**		
Checked By:	**Date:**		
Adherence to Selection Procedure?			
Yes / No			
Reason if No:			
Name & Designation:	**Signature:**	**Date:**	
Management Approval on Selection			
Approve **Reject**			
Reason for Rejection:			
Name & Designation: **Calvin Lim (Principal)**	**Signature:**	**Date:**	