

您提供的信息将被严格保密。如有使用，将会征得您的同意。

**All information obtained in this form will be kept confidential and for internal use only.**

Course Applying For 报读课程: \_\_\_\_\_

Period Applying For 开课月份: \_\_\_\_\_

**Student's  
Photo**  
学生  
护照型照片

**IMPORTANT: Please complete the application form accurately to enable smooth processing of your Student's Pass.**

**注意: 以下信息非常重要, 请慎重填写, 务必填写完整, 以顺利申请学生准证。**

### PART A – APPLICANT'S PARTICULARS 申请学生个人资料

Name (Please <u>underline</u> your surname) 英文姓名/拼音		Nationality 国籍	Place of Birth 出生地点
Name in Chinese 中文姓名		Gender 性别	Date of Birth (DD/MM/YYYY) 出生日期
Home Tel. No. 电话号码	Marital Status 婚姻状况	Local I/C No. 身份证号码	Birth Certificate No. 出生证号码
Handphone No. 手机号码	Race 种族	Passport No. 护照号码	Place of Issue of Passport 护照发行地
Email 电邮/QQ 号	Religion 宗教	Passport Issue Date (DD/MM/YYYY) 护照签发日期	Passport Expiry Date (DD/MM/YYYY) 护照有效期至
Foreign Residential Address 居住地址:			Postal Code 邮政编码
Correspondence Address 通讯地址:			Postal Code 邮政编码
Singapore Residential Address 新加坡居住地址:			Postal Code 邮政编码
Are you currently holding, or have held, a Student's Pass, Work Permit, Dependant's Pass, or LTVP? 你持有学生准证、工作准证、家属准证或长期访问准证吗?			<input type="checkbox"/> Yes/有 <input type="checkbox"/> No/否
If yes / 若有:			
Type of Pass: STP / WP / DP / LTVP		FIN No. : _____	Expiry Date (DD/MM/YYYY) : _____
Pass Details 准证信息 (学校/雇主/家属) : _____			

If you have resided in any foreign country for one year or more during the last 5 years, please specify below.

如果你在过去 5 年有在外国居住一年或以上, 请在以下注明。

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

### PART B – ANTECEDENT 申请学生经历

- Have you ever been refused entry into or deported from any country?  
你是否曾经被某个国家禁止入境或驱逐出境?  Yes / 是  No / 否
- Have you ever been convicted in a court of law in any country?  
你是否曾触犯过任何国家的法律?  Yes / 是  No / 否
- Have you ever been prohibited from entering Singapore?  
你是否曾经被新加坡政府禁止入境?  Yes / 是  No / 否
- Have you ever entered Singapore using a different Passport or Name?  
你是否使用过其他护照或名字入境新加坡?  Yes / 是  No / 否

**If any of the answer is "YES" please furnish details on following or a separate sheet of paper.**

**若以上任何一项答案为“是”, 请详细说明。**

### PART C – APPLICANT’S EDUCATIONAL BACKGROUND 申请学生教育背景

Country/Province/Name of Schools Attended 国家/省份/就读学校名称	Entry Date 入学时间 (年/月)	Leaving Date 离校时间 (年/月)	Qualification Obtained 最高学历	Educational Cert No. 证书编号
Primary School 小学				
Secondary School 初中				
High School 高中				
University / College 大学				
Obtained a pass in English (based on latest results): 英文是否及格 (根据最近的成绩)		<input type="checkbox"/> 及格 Pass <input type="checkbox"/> 不及格 Failed		

### PART D – APPLICANT’S EMPLOYMENT HISTORY(if applicable) 申请学生工作经验 (若有)

Name of Company 工作单位名称	Country 国家	Duration 任职时间		Position Held 职位	Nature of Duties 工作性质
		From 从	To 至		

### PART E – APPLICANT’S FAMILY BACKGROUND 家庭成员资料

Relationship 亲属	Name / Pinyin 英文姓名/拼音	Name in Chinese 中文姓名	Gender 性别	Date of Birth 出生日期 DD/MM/YYYY	Nationality 国籍	I/C / Passport No. 身份证 或 护照号码	Staying in Spore now? (Y/N) 目前是否居住在 新加坡?
Father 父亲			M				
Mother 母亲			F				
Spouse 配偶							
Siblings 兄妹							

### PART F – NEXT-OF-KIN CONTACT INFORMATION 首要联络家属资料

Person to Contact 联络家属姓名	Contact No. 联络电话号码
Relationship with Applicant 家属与学生的关系	Email Address 电子邮箱/QQ号

### PART G – APPLICANT’S FINANCIAL STATUS 经济状况

Relationship 亲属	Occupation 职业	Position Held 职位	Monthly Income (SGD) 月收入(新币)	Savings / Fixed Deposit (SGD) 储蓄 / 定期存款(新币)
Applicant 学生				
Father 父亲				
Mother 母亲				
Spouse 配偶				

# STALFORD

## ACADEMY

Registered with the Committee for Private Education (CPE)  
CPE is part of SkillsFuture Singapore (SSG)  
UEN: 200914573H Period: 14/09/2016 to 13/09/2020

### International Student Application Form 国际学生课程申请表

Tel : +65-6222-3233  
Email : enrol@stalfordacademy.com  
Website : www.sa.edu.sg / cn.sa.edu.sg  
Address : 12 Kallang Avenue #03-12  
Aperia  
Singapore 339511



Cert No.: EDU-2-2050  
Validity : 02/04/2018 - 01/04/2022

#### PART H – DECLARATION BY APPLICANT 申请学生声明

I hereby declare that all the particulars furnished by me in this application are true and correct. I will bear the legal responsibilities of false information.

我谨此声明以上所提供的一切资料属实。如有不属实，愿承担法律责任。

申请学生签名 Applicant Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

家长/监护人姓名 Parent/Guardian Name: \_\_\_\_\_

家长/监护人签名 Parent/Guardian Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

#### PART J – FOR AGENT USE ONLY 仅供思德福学院中介代理人填写

1. Agent's name/company 中介代理人/代理机构姓名: \_\_\_\_\_

Agent's Signature and Company Stamp 中介代理人签名与盖章: \_\_\_\_\_

2. Remarks 备注:

#### PART K – SELECTION OF STUDENT FOR ADMISSION (FOR OFFICIAL USE ONLY) 仅供思德福学院官方填写

**Does the student fulfill the entry requirements?**

Yes  No

If "No", please state reasons

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name :

Designation :

Signature :

Date :

**Management Approval?**

Approve  Reject

If "Reject", please state reasons

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name :

Designation :

Signature :

Date :

## Admission Procedures

### Step 1: Presentation of Course Information and Pre-Course Counselling

Applicants will be presented with the following information

- Course Information
- Course Pre-requisites
- Course Admission Requirements

A Pre-course counselling session will be conducted with the applicant for them to find out more about studying with Stalford Academy and a list of important information will be presented to them.

### Step 2: Placement Test

Stalford Academy will arrange for the applicant to sit for a Placement Test to determine the suitable course level for the applicant.

### Step 3: Submission of Application Forms

Applicants enrolling for the Stalford Academy's course will have to submit the following items in person or via email:

#### For Local Students (Singapore Citizen and Permanent Resident)

- Completed Application Form with Application Fee
- Supporting Documents:
  - NRIC and Passport
  - Highest Qualification Certificate and Transcripts

#### For International Students

- Completed Application Form with Application Fee
- Supporting Documents Required for Student's Pass Application
  - Please refer to the following section "*Documents required for Student's Pass Application*" for the list of documents required for Student's Pass application
- Processing and Approval of Student's Pass
  - For International Students, processing and approval of the Student's Pass by ICA will take 4-6 weeks after submission of application. Stalford Academy will notify the student with the In-Principal Approval (IPA) letter from ICA once the Student's Pass application is approved. The school will also arrange with the student to collect their Student's Pass.
- Medical Check-up
  - Students above 15 years of age are required to undergo a Medical Check-up in Singapore. Results of the medical check-up can be obtained within 3 – 5 days.

#### **Documents required for Student's Pass Application**

All documents should be original and translated into English. A copy should be scanned and emailed to Stalford Academy for Student's Pass application.

#### Applicant's Documents

- Birth Certificate (translated or notarised copy if it is not in English)
- Data Page of Passport
- 1 recent passport-sized colour photograph (plain white background, showing all facial features clearly)
- Highest Qualification Certificate and Transcripts (translated or notarised copy if it is not in English)
- Change-of-Name Deed Poll (if any, translated or notarised copy if it is not in English)

#### Parents' Documents

- Data Page of Passports
- Parents' letters of employment (Letter should state date of commencement, designation and salary per month)
- Proof of financial ability, in the form of bank statements/fixed deposit accounts/savings

**For International Students, Stalford Academy can only provide assistance to submit the Student's Pass application, and that the granting of student's pass is subject to ICA's approval.**

### Step 4: Acceptance of Course and Payment

Applicants will be issued with the Letter of Offer by Stalford Academy and they accept the offer through the submission of the signed Standard Student Contract and Advisory Note. Payment of the course fees will also be made. Items to submit to Stalford Academy include:

- Advisory Note
- Standard Student Contract
- Course fees payment according to Course Fees Notice

**Note:** The original supporting documents should be submitted to the school for verification checks when student reports to school. If the originals differ from the scanned copies, the school fully reserves the right to rescind the Letter of Offer and terminate the Student Contract.

### Step 5: Fee Protection Scheme Insurance Scheme

Upon receiving all the required documents and payment, Stalford Academy will purchase FPS insurance protection from Lonpac Insurance Bhd for all students within the same working day. Stalford Academy will also issue the printed Certificate of Insurance to the student within the same day.

### Step 6: Orientation and Course Commencement

Stalford Academy will hold an orientation Programme for students before their course commences and introduce them to the school and its policies, rules and regulations. Critical course information will be reiterated to the students again. International students can also get acquainted with Singapore's culture and customs.