



**FOR OFFICIAL USE ONLY**

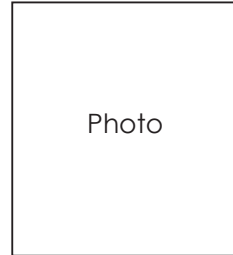
- New International Student  
 Transfer-In from another PEI

\*Please delete where inapplicable  
Please tick (✓) the appropriate box

**COURSE SELECTION**

<input type="checkbox"/> ACCA	<input type="checkbox"/> University of London - Diploma in Economics	<input type="checkbox"/> SAA-GE Advanced Diploma – Business Management
<input type="checkbox"/> CAT	<input type="checkbox"/> University of London - EMFFS	<input type="checkbox"/> SAA-GE Advanced Diploma – Accounting & Finance
<input type="checkbox"/> CEP	<input type="checkbox"/> Plymouth University – Accounting & Finance	<input type="checkbox"/> Plymouth University – Business Administration

Papers/Units/Modules Enrolling For			For UOL - EMFFS Year of Study : * 1 / 2 / 3	
1	4		INTAKE/MONTH	YEAR
2	5			
3	6			



**RECRUITMENT AGENT DETAILS** (if applicable)

Agent / Company : \_\_\_\_\_

Company Stamp : \_\_\_\_\_ Name of Consultant : \_\_\_\_\_

**PERSONAL DETAILS**

Name (as it appears in Passport) :			Gender : * Male/Female
Origin Home Address :			
Contact Nos : (H)	(O)	(HP)	(Fax)
Date of Birth :	Birth Cert. No. :	Occupation :	Religion :
Nationality :	Country of Birth :	Province of Birth :	Race :

**TRAVEL DOCUMENT DETAILS**

Type Held :	Travel Document No :	Issue Date :
Country of Issue :	Place of Issue :	Expiry Date :

**RESIDENTIAL ADDRESS IN SINGAPORE**

Address :	Postal Code :
Contact Nos : (H)	(HP) Email :

**GUARDIAN'S DETAILS (if applicable)**

Name of Guardian :	* NRIC / PP No :
Home Address :	Postal Code :
Contact Nos : (H)	(O) (HP) Email :

**TRANSFER-IN FROM ANOTHER PEI**

Name of Current School :	FIN :	Expiry Date :
Current Course :	Start Date :	End Date :

## EMERGENCY CONTACT

Name :	Relationship :	Tel :
Home Address :		Postal Code :

## PHYSICAL OR OTHER DISABILITY OR MEDICAL CONDITION

Including any of which might require special arrangements or facilities

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## How did you get to know SAA Global Education

- Media : \_\_\_\_\_ (please state)       Referral from friend       Internet  
 Recruitment Agent : \_\_\_\_\_ (please state)       Others : \_\_\_\_\_ (please state)

## ENGLISH LANGUAGE PROFICIENCY

Is English your first language ?       Yes       No

If 'NO', please indicate below any English proficiency test taken in the last 2 years :

<input type="checkbox"/> IELTS	Test Date :	Score Attained :
<input type="checkbox"/> TOEFL	Test Date :	Score Attained :
<input type="checkbox"/> GCE 'O' / 'A' Levels	Test Date :	Grade Attained :
<input type="checkbox"/> Others : _____	Test Date :	Grade Attained :

## ADDITIONAL INFORMATION FOR STUDENT PASS

List Countries in which applicant has resided for one year or more during the last five years:

Country	Address	Period of Stay	
		From (DD/MM/YY)	To (DD/MM/YY)

Applicant's Natural Parents and/or Step Parents

Full Name (As it appears in travel document)	Relationship	Date of Birth (DD/MM/YY)	Nationality	Residential Status in Singapore	Occupation
 	 	 	 	<input type="checkbox"/> Singapore Citizen/PR NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FIN: _____ <input type="checkbox"/> None of above	 
 	 	 	 	<input type="checkbox"/> Singapore Citizen/PR NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FIN: _____ <input type="checkbox"/> None of above	 

Applicant's Spouse (If Applicable)

Full Name (As it appears in travel document)	Relationship	Date of Birth (DD/MM/YY)	Nationality	Residential Status in Singapore	Occupation
				<input type="checkbox"/> Singapore Citizen/PR NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FIN: _____ <input type="checkbox"/> None of above	
				<input type="checkbox"/> Singapore Citizen/PR NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FIN: _____ <input type="checkbox"/> None of above	

Applicant's Siblings

Full Name (As it appears in travel document)	Relationship	Date of Birth (DD/MM/YY)	Nationality	Residential Status in Singapore	Occupation
				<input type="checkbox"/> Singapore Citizen/PR NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FIN: _____ <input type="checkbox"/> None of above	
				<input type="checkbox"/> Singapore Citizen/PR NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FIN: _____ <input type="checkbox"/> None of above	
				<input type="checkbox"/> Singapore Citizen/PR NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FIN: _____ <input type="checkbox"/> None of above	
				<input type="checkbox"/> Singapore Citizen/PR NRIC: _____ <input type="checkbox"/> Resident (Long Term Social Visit/Dependent's Pass etc) FIN: _____ <input type="checkbox"/> None of above	

Applicant's Educational Background (In Chronological Order)

Name of Schools	Country	State/ Province	Language of Instruction	Period of Study (DD/MM/YY)	Highest Educational Qualifications (Academic/Professional, please state class/ division for Honours Degree)	Edu Cert No.
				From: To:		
				From: To:		
				From: To:		
				From: To:		

Applicant's Employment Background (In Chronological Order)

Name of Company	Country	Period of Working (DD/MM/YY)	Position Held	Nature of Duties
		From: To:		
		From: To:		
		From: To:		
		From: To:		

Applicant's Financial Support (For Visa-required Countries)

Financial Details	Applicant	Applicant's Father	Applicant's Mother	Applicant's Spouse	Other Financial Support from Immediate Family Members <input type="checkbox"/> Yes, by _____ (Please furnish details on a separate sheet) <input type="checkbox"/> No
Average Monthly Income for Past 6 months	SGD	SGD	SGD	SGD	
Current Saving (e.g. fixed deposit)	SGD	SGD	SGD	SGD	

**ADDITIONAL INFORMATION (Applicable if Parents/Step Parents are Singapore Citizen/PR)**

Applicant's Natural Parents and/or Step Parents

Full Name (As it appears in travel document)	Relationship	Marital Status	Marriage Cert. No.	Marriage Date (DD/MM/YY)	Divorce Cert. No.	Divorce Date (DD/MM/YY)	Custody of Applicant
		Single/Married/ Divorced/Widowed					
		Single/Married/ Divorced/Widowed					

Education Details for Applicant's Parents/Step Parents  N.A.

Full Name (As it appears in travel document)	Relationship	Name of School/Colleges/University	Country	Highest Educational Qualifications (Academic/Professional, please state class/ division for Honours Degree)	Edu Cert. No.

Employment Details for Applicant's Parents/Step Parents  N.A.

Full Name (As it appears in travel document)	Relationship	Name of Company	Monthly Income (SGD)	Annual Income for the Past 1 year (SGD)	Avg. Monthly CPF Contribution for the past 1 year (SGD)

**ADDITIONAL INFORMATION (Applicable if Spouse is Singapore Citizen/PR)**

Marriage Certificate No.: \_\_\_\_\_ Date of Marriage: \_\_\_\_\_  
 (DD/MM/YY)

Spouse's Highest Educational Details  N.A.

Name of School/College/University	Country	Highest Educational Qualification (Academic/Professional)	Educational Certificate No.

Spouse's Current Employment Details  N.A.

Name of Company	Occupation	Monthly Income (SGD)	Annual Income for the Past 1 year (SGD)	Avg. Monthly CPF Contribution for the past 1 year (SGD)

Antecedent (If any of the answer is "Yes", please furnish details on a separate sheet of paper):

- Have you ever been refused entry into or deported from any country?  Yes  No
- Have you ever been convicted in a court of law in any country?  Yes  No
- Have you ever been prohibited from entering Singapore?  Yes  No
- Have you ever entered Singapore using a different Passport or Name?  Yes  No

## DOCUMENT CHECKLIST

Please ensure that you submit the following documents during enrollment.

Please note that all documents must be translated into English and notarised.

No.	Items	Check
1	Duly completed Enrollment Form	
2	Copy of Passport / Travel Document	
3	2 Passport-sized photographs	
4	Copy of Birth Certificate	
5	Copy of Marriage Certificate	
6	Copy of STP with another School (if applicable)	
7	Copy of Educational Certificates / Transcripts	
8	Copy of * IELTS / TOEFL / other English Proficiency Test Certificate (if any)	
9	Copy of *Parents'/Step-Parents' Passports (if applicable)	
10	Copy of *Parents'/Step-Parents' Marriage Certificate	
11	Copy of *Parents'/Step-Parents' Divorce Certificate (if applicable)	
12	Copy of *Parents'/Step-Parents' Letter of Employment (if applicable)	
13	Proof of Financial Support	

## PRE-COURSE COUNSELLING

Pre-Course counselling is a process whereby SAA-GE matches the aspirations of prospective students with the course learning outcomes by:

- i assessing prospective students' educational needs based on their proficiencies;
- ii providing appropriate guidance and advice on the suitability of the courses available; and
- iii providing career guidance relating to the courses available.

In addition, SAA-GE will also provide the following up-to-date information to facilitate an informed decision by its prospective students.

*Note : SH - Student Handbook 2012*

No.	Items	Reference
1	About SAA-GE	SH - Page 6
2	Quality Assurance @ SAA-GE	SH - Page 8
3	School Location, Facilities and Infrastructures	SH - Page 11
4	Application Requirements and Procedures	SH - Page 17
5	Standard Student Contract	SH - Page 20
6	Student Conduct & Discipline	SH - Page 26
7	Attendance Requirement	SH - Page 28
8	Admission Requirements and Exemptions	Course Brochure
9	Course Modules and Outlines	Course Brochure
10	Course Duration and Assessment Schedules	Course Schedule
11	Type of Certification Awarded	Course Brochure
12	Promotion and Award Criteria	Course Brochure
13	Fee Payable, Fee Schedule and Payment Methods	SH - Addendum
14	Refund Policy and Procedures	SH - Addendum
15	Course/Class Transfer, Deferment and Withdrawal Policy and Procedure	SH - Addendum
16	Fee Protection Scheme and Medical Insurance	SH - Page 33
17	Student Support Services	SH - Page 34
18	Student Feedback and Grievances Policy	SH - Page 41
19	Relevant Singapore Laws	SH - Page 44
20	Visa and Student's Pass Renewal and Cancellation Requirements and Procedures	SH - Page 44
21	Accommodation, Cost of Living and General Healthcare Services	SH - Page 46

## DECLARATION

- 1 I hereby apply for admission in accordance with the Act, by-law and rules of the Awarding Body and SAA-GE and declare that I have read all the brochures provided.
- 2 I certify that to the best of my knowledge all documentation and information submitted or made available by me to the Awarding Body and SAA-GE, whether in relation to any programme of study or otherwise (the information'), is true, accurate and complete.
- 3 I authorise the Awarding Body and SAA-GE to collect and release information regarding my enrolment to Government agencies in accordance with legal requirements and for the purpose of enrolment, communication (eg. SMS/email), publications, course info, etc.
- 4 I authorise the Awarding Body and SAA-GE to obtain official student records from any educational institution necessary to make any informed decision about the application or matters that concern my enrolment.
- 5 I understand that any record stored or disclosed according to this system may contain personal details about me from which I may be identifiable.
- 6 I further understand that refusal or failure to sign this declaration, as written, may result in the cancellation of my application.
- 7 I hereby declare that I have gone through the Pre-Course Counselling exercise and understand SAA-GE's policies and regulations (eg. refund, withdrawal, FPS, student contract, etc.). I shall be bound by all policies, regulations and terms & conditions, which may thereafter be amended from time to time at the discretion of SAA-GE.
- 8 I understand that it is my responsibility to find out about the course membership (where applicable) with the Awarding Body, eg. exemption, examination, membership, etc.
- 9 I hereby indemnify SAA-GE for any loss/damages and any responsibilities, in the event where I fail to apply/enrol before course commencement date, which results in classes being missed.
- 10 I hereby indemnify SAA-GE for any loss/damages and any responsibilities, in the event where I cease to hold a valid Pass that allows me to study in Singapore, before the term/course ends.

Applicant's Signature

Consultant's Signature

Date (DD/MM/YY)

## FOR OFFICIAL USE ONLY

- Student has met the course entry and admission requirement OR  
 Student is studying for knowledge purpose (may not qualify to sit for examination)

Appln. Fee	\$
O/R No.	Date
<b>MODE OF PAYMENT</b>	
<input type="checkbox"/> Cash <input type="checkbox"/> Nets <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque No: _____ Bank: _____ <input type="checkbox"/> TT: _____	
Attended By :	

<b>FEES PAYABLE BEFORE RELEASE OF IPA LETTER, E-FORMS &amp; MEDICAL FORM</b>	
Tuition Fee	\$
FPS	\$
Medical Ins.	\$
Total Payable	\$
O/R No.	Date
<b>MODE OF PAYMENT</b>	
<input type="checkbox"/> Cash <input type="checkbox"/> Nets <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque No: _____ Bank: _____ <input type="checkbox"/> TT: _____	
<b>DOCUMENT CHECKLIST</b>	
<input type="checkbox"/> Duly signed E-Form 16 and V36 <input type="checkbox"/> Standard Student Contract <input type="checkbox"/> E-Appt : _____ <input type="checkbox"/> Student Membership Form	
Attended By :	

Remarks
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<b>STP APPLICATION DETAILS</b>	
Submission Date	
Submitted By	
<b>STP APPLICATION STATUS</b>	
Approval Date	
Rejection Date	
Withdrawal Date	
Updated By	

FPS Purchased By :	Date :
Data Entry By :	Date :
Filed By :	Date :

Data Protection Scheme : SAA-GE undertakes to maintain the confidentiality of student's particulars and not to divulge the information to any third party unless required by law or other statutory regulations

Information is accurate at the time of printing (March 2012)

Quality Education • Lifetime Opportunities



ERF Registration No.: 201001206N  
ERF Validity: 20/05/2010 to 19/05/2014

Cert No.: EDU-2-2025  
Validity: 17/10/2011 - 16/10/2015