Undergraduate Program Application Form

Please read the application instructions (pg 6) carefully before completing this form. Application fee of SGD 107 (inclusive of prevailing GST) must accompany this form. This application will not be processed until the application fee is paid as specified.

CONFIDENTIALITY
NAA is committed to maintaining the confidentiality of ALL information provided by the student and undertakes not to divert any of this information to any third party without the prior written consent of the student.

PROGRAM PREFERENCES AND COMMENCEMENT DATE

Please tick the relevant box for the program which you are applying:

- [ ] Bachelor of Commerce
- [ ] Bachelor of Commerce (International Business)
- [ ] Bachelor of Commerce (Management)
- [ ] Bachelor of Commerce (Marketing)
- [ ] Bachelor of Computer Science
- [ ] Bachelor of Innovation & Entrepreneurship
- [ ] Bachelor of Nursing

Preferred Commencement:
Term: [ ] Jan [ ] Apr [ ] Jul [ ] Oct Year ________  Trimester: [ ] Jan [ ] May [ ] Sep Year ________
Semester: [ ] Feb / Mar [ ] Jul / Aug Year ________

PERSONAL DETAILS

Salutation: [Dr / Mr / Mrs / Mdm / Ms] NRIC/Passport No.: ________________________________

Name as per NRIC / Passport
Surname / Family Name: ________________________________________________________________
Given Name / Personal Name: ____________________________________________________________
Date of Birth: ____ / ____ / ____ (DD/MM/YY)
Gender: [ ] Male [ ] Female Marital Status: [ ] Single [ ] Married
Race: __________________ Country of Citizenship: __________________ Country of Birth: __________________
Status: Singaporean / PR / Work Permit Holder / Student Visa Holder / Social Pass Holder
Correspondence Address: ______________________________________________________________
________________________________________________________
Tel (Office): ___________________ (Home): ___________________ (Fax): ___________________
Mobile: ______________________ Email: __________________________

CORPORATE SPONSORED APPLICANT

Company Name: __________________________________ Company Registration No: __________________________
Company Address: __________________________________ Industry: __________________________
Company Contact Personnel: __________________________________
Designation: __________________ Department: __________________

CPE Registration No. 199703922R  Period of registration: 15 Sep 2014 to 14 Sep 2018
ENGLISH PROFICIENCY

Proficiency in English is essential for successful study at the University. All international applicants must demonstrate an acceptable level of English proficiency to gain admission to the University.

- IELTS (Academic) test undertaken in the 24 months preceding application. Date of test:____ / ____ / ____ (DD/MM/YY)
- TOFEL test undertaken in the 24 months preceding application. Date of test:____ / ____ / ____ (DD/MM/YY)
- I will be sitting an IELTS (Academic)/TOFEL test on ____ / ____ / ____ (DD/MM/YY) and will forward the results to NAA as soon as possible
- Highest Academic Qualification awarded in English
- Others - please provide details: _______________________________________________________________________

QUALIFICATIONS AND EXPERIENCE

Please provide details and documentation of all completed and/or current studies.

- Attach: 1. Certified copies of all transcripts of academic results and award certificates, in the original language.
- 2. If the documents are not in English, they must be accompanied by an official certified translation in English.
- 3. For conditional application: please submit 5 semesters diploma results

A certified copy of an original document is one that has been certified by an official agent or a staff member of NAA, or the Registrar, or an examining authority, as a true copy of the original document.

<table>
<thead>
<tr>
<th>TERTIARY QUALIFICATIONS</th>
<th>Institution / Faculty (eg. Ngee Ann Polytechnic / School of Business)</th>
<th>Country</th>
<th>Year of commencement</th>
<th>Year of completion</th>
<th>For official use Certified documents attached</th>
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<tr>
<th>PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP (if any)</th>
<th>Institution</th>
<th>Country</th>
<th>Year qualified/awarded</th>
<th>For official use Certified documents attached</th>
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<th>EMPLOYMENT EXPERIENCE (please list your current or the most recent employment first)</th>
<th>Organisation</th>
<th>Designation</th>
<th>Country</th>
<th>Years of service (eg. 2001-2004)</th>
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**INTEREST AND APTITUDES**

Please provide details of your personal aim in wishing to undertake this program. You should draw attention to relevant aspects of your work experience, your range of interests and special achievements in any field. If there is insufficient space here, you may attach a separate writeup in support of this application.

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**HOW DID YOU COME TO KNOW ABOUT NAA?**

- Newspaper / magazine
- Brochure / Flyer / Mailer
- UoA Student / Graduate (name & hp. no.): ________________
- Website
- Email
- Agent (name): _________________________________________
- TV / Radio
- Exhibition / Roadshow / Seminar
- Others (please specify): _________________________________

**APPLICATION FEE**

Application fee of SGD $107 (inclusive of prevailing GST) is required upon application submission.

Payment made by:

- Cash (please do not mail cash)
- Nets
- Cheque, payable to “Ngee Ann - Adelaide Education Centre Pte Ltd”
- Bank Draft drawn on a bank in Singapore, payable in favour of “Ngee Ann - Adelaide Education Centre Pte Ltd”
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 NAA along with certified copies (English translation) of supporting documents for such applicants:

**Forms include:**
- Applicant’s signature for these forms **MUST** match that of Passport
- ICA eForms

**The compulsory supporting documents include:**
- Please submit only certified true copies of the following documents to NAA. **DO NOT MAIL ORIGINAL COPIES**
  - Applicant’s Birth Certificate (BC)
  - Change of Name Certificate (if applicant’s name in BC differs from Passport’s)
  - Valid Bank Statement of Applicant (or Parents/ Spouse)
  - Parents’ & Spouse’s Passports or Identity Cards
  - Applicant’s and/ or Parents’/ Spouse’s Residence Permit with Singapore
  - Parents’ working statement (if applicant is from visa required country)
  - Legal Guardian’s NRIC (as applicant’s sponsor)

**Note:** Additional supporting documents may be required on a case-by-case basis, whereby our staff will advise the applicant.

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<th>SUPPORTING DOCUMENTS</th>
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<th>OTHER SERVICES</th>
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<td>I need the following service/s:</td>
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<td>(service chargeable)</td>
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<td>- Airport Pick-up</td>
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<td>- Accommodation</td>
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<td>- Transport for medical checkup</td>
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<td>- Medical Insurance</td>
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<th>FINANCIAL SUPPORT</th>
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<tr>
<td>International student must ensure that they have sufficient funds to meet the tuition fees and living costs. A sum of approximately SGD 300 per week is recommended for living in Singapore. <strong>Please indicate your source of support while studying in NAA.</strong></td>
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<td><strong>Sponsored by:</strong></td>
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<td>- Your employer</td>
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<td>- Home government</td>
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<td>- Other organisation</td>
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<td><strong>Name of sponsor:</strong> ___________________________ <strong>Contact detail:</strong> ___________________________</td>
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<td><strong>Sponsorship awarded by:</strong> ___________________________ <strong>Submission date:</strong> _____ / _____ / _____ (DD/MM/YY)</td>
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<tr>
<td><strong>Deadline to receive offer letter if applying for external scholarship:</strong> _____ / _____ / _____ (DD/MM/YY)</td>
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*For official use*

*Evidence of sponsorship/scholarship attached*
CHECKLIST

Your application shall not be considered unless all required documents are attached. Please ensure you have:

- completed all sections of this application, including your preferred commencement date
- attached a copy of your identification (NRIC or passport)
- attached 2 recent passport-size photographs of applicant
- attached a copy of your academic certificates and transcripts/qualifications
- attached your resume (if applicable)
- attached a copy of your English Proficiency test results (if applicable)
- For Bachelor of Nursing Program, attached a copy of your Registration and Practising certificate from Singapore Nursing Board
- signed and dated this application form
- arrange the application fee payment to Ngee Ann- Adelaide Education Centre Pte Ltd

PRIVATE EDUCATION ACT (PLEASE READ CAREFULLY)

Under the new Private Education Act, legislated in December 2009, a Council for Private Education (CPE) was set up to regulate the private education industry in Singapore. All private education institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations. Visit www.cpe.gov.sg for more information.

Following are the requirements in compliance with the regulations:

1. PEI-Student Contract
The contract lays out the important terms and conditions governing the relationship between the student and NAA in the course of study as an enrolled student in NAA.

2. Fee Protection Scheme (FPS)
The Fee Protection Scheme (FPS) serves to protect students’ fees in the event a PEI is unable to continue operating due to insolvency, and/ or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore court.

PEIs must subscribe to an insurance scheme approved by Council for Private Education. There are two types of insurance schemes: Industry-wide coverage (IWC) and the Fee Protection Scheme (FPS).

NAA is insured under the Fee Protection Scheme in compliance with the requirement by Council for Private Education for EduTrust certification. Lonpac Insurance Bhd is the appointed FPS insurer. Policy No.: Z/15/BM00/000525.

3. Medical Insurance
It is compulsory for ALL full-time students to have medical insurance coverage for hospitalisation, outpatient and related medical treatment for the entire duration of studies. AXA Insurance Singapore Pte Ltd has been appointed as the provider. There are exemptions for Singaporeans, Permanent Residents and non-Student Pass holders if they are covered by their own medical insurance plan. Students who choose to opt out of the medical insurance are to show proof of their own medical insurance before making a declaration in the PEI-student contract to opt out of the medical insurance scheme. Failing which, the student will be required to opt in for the medical insurance with NAA’s appointed insurer. Please speak to the program management staff in order to make informed choices.

Please tick in the appropriate box.

- I wish to opt out of this medical insurance scheme
- Please provide me with further information on the medical insurance scheme

4. Advisory Note
The PEI Act also requires a student to sign an Advisory Note prior to enrolling to the chosen PEI. The advisory note must be signed and returned together with the PEI-Student Contract. This advisory note is available for inspection together with the PEI-Student Contract upon request.

5. Cooling Period
A cooling period of 7 working days will be given upon the signing of the student contract for new students. A student is able to withdraw from the program by submitting the Notice of Cancellation Form, Discontinuation Form and Application For Refund Form within 7 business days before the course commencement date. The student will be entitled to the maximum refund amount of 100% the course fees (inclusive of prevailing GST) received.
DECLARATION AND SIGNATURE

I agree to:
• Comply with NAA’s rules on admission, enrolment, fee payment;
• Notify the Registrar if there is any change to the information I have given in this application for admission;
• Notify Immigration and Checkpoints Authority of Singapore (ICA) of any changes which may result in the status of my visa (applicable to foreign applicants);
• Permit NAA to access my academic records from other institution(s);
• Permit NAA to disclose personal information collected from this application to the relevant bodies for the verification and assessment of my previous qualifications; and
• Receive electronic communication and information from NAA relating to my application

I understand that:
• The documents submitted becomes the property of NAA and will not be returned to me;
• NAA may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me;
• NAA reserves the right to inform other institutions, if any of the material presented to support my application is found to be false;
• The personal information that I have provided may be released to Council for Private Education (CPE);
• As an international student, I will not undertake part-time nor full-time employment (applicable to foreign applicants);
• I, or my sponsor, will be responsible for the full cost of the program for which I am seeking admission and for all travel and living costs (applicable to foreign applicants)

I declare that I have read the Application Instructions on this application form and that the information provided by me in this application is true and complete in every detail.

Name of Applicant: ___________________________________ Signature of Applicant: ___________________ Date: _____ / ____ / ____ (DD/MM/YY)

For official use
Application Received by:__________________________________ (Staff Name)
Receipt Date:_____________________ Receipt Number:___________________________ Receipt Amount $:___________________________

For Foreign Applicants only
Name of Agent:_____________________________________ Agent Address: ____________________________________________________
Receipt Date:_____________________ Receipt Number:___________________________ Receipt Amount $:___________________________

Agent Official Stamp:

APPLICATION INSTRUCTIONS

How to complete this form
• Write clearly in ink using BLOCK LETTERS
• Application fee of SGD 107 (inclusive of prevailing GST) must accompany this application form.
This application will not be processed until the application fee is paid as specified.
• Application fee is non-refundable.
• Attach all required documents. Your application cannot be considered unless all essential documents are attached.

Certification and submission of documents
• Supporting documents submitted with the application must be certified. A certified copy of the original document is one which has been certified by an official agent or a staff member of NAA - as a true copy of the original document.
• If the official transcript does not state the successful completion of the qualification, applicants must provide an original or certified copy of the official letter from the institution - issued by its central administration office, eg. Registry. Student Administration, Graduate School - confirming the completion. Letters from individual academic staff are not accepted.
• The university reserves the right to inspect and verify the originals of your qualifications and transcripts prior to and during your enrolment.
• The documents should be presented (in A4 format) in the same sequence as they are requested in the application form.
• All submitted documents become the property of the University of Adelaide and will not be returned to the applicants.

Evidence of English Language Proficiency (ELP)
• You must include certified ELP evidence with your application or have applied to sit for IELTS/ TOFEL at the time of application. Delay in providing such evidence may result in you not being able to commence in your preferred term.

Submit the completed application form and required documentation:
• online www.NAA.edu.sg
• by post to:
  The Registrar
  Ngee Ann - Adelaide Education Centre Pte Ltd
  97 Tank Road, Level 3, Teochew Building, Singapore 238066

Admission and acceptance procedure
After the assessment of qualifications and English language proficiency, successful applicants will receive an official written offer from the University within 3 weeks. Students must accept their offer, in writing, by the deadline specified in their letter of offer, otherwise the offer may lapse.

If conditional offer has been issued, and the applicant subsequently demonstrates that they have met the conditions, an email confirmation will be sent by NAA to the student. An updated offer will not be issued. Unsuccessful applicants will be notified by email if they are not accepted into the academic program.

Administration fee of SGD 214 (inclusive of prevailing GST) is applicable upon the acceptance of offer.

Change of application details
It is your responsibility to immediately inform the Registrar in writing of any changes in application details, including personal information such as email address and name changes.