

Postgraduate Programme Application Form

Please write clearly in INK using **BLOCK LETTERS**

1. Programme Details	
University:	
Programme:	
Start Date (Month and Year):	

2. Personal Details	
Title:	Dr / Mr / Mrs / Mdm / Ms (*circle where applicable)
Given Name:	
Surname / Last Name:	
NRIC / FIN / Passport No.:	
Date of Birth:	
Gender:	
Country of Birth:	
Nationality:	
Do you have dual nationality?	
Status in Singapore:	Singaporean / Permanent Resident / Singapore Work Pass Holder / NA (*circle where applicable)
In which country are you living right now?	
Ethnic Origin:	Chinese / Malay / Indian / Eurasian / Others (*circle where applicable)
Marital Status:	

3. Contact Details – Home Address			
Address:			
Town / City:		State / Region:	
Country:		Post Code / Zip Code:	
Country Code & Phone No.:	(Mobile No)	(Home)	(Work)
Email Address:			

4. Contact Details – Correspondence Address (If the same as home address, please skip this section)

Address:			
Town / City:		State / Region:	
Country:		Post Code / Zip Code:	
Country Code & Phone No.:	(Mobile No)	(Home)	(Work)
Email Address:			

5. Emergency Contact Information

Name:			
Relationship:			
Address:			
Town / City:		State / Region:	
Country:		Post Code / Zip Code:	
Country Code & Phone No.:	(Mobile No)	(Home)	(Work)
Email Address:			

6. Education / Academic Qualifications 1

Type of Institution:	University / High School / Technical College (*circle where applicable)		
Name of Institution:			
Country of Institution:			
Qualification:			
Majors:			
Expected or obtained result:			
Date of attendance – start date		Date of attendance – end date:	
*Please attach any relevant documents with this application.			

6. Education / Academic Qualifications 2

Type of Institution:	University / High School / Technical College (*circle where applicable)		
Name of Institution:			
Country of Institution:			
Qualification:			
Majors:			
Expected or obtained result:			
Date of attendance – start date		Date of attendance – end date:	
*Please attach any relevant documents with this application.			

6. Education / Academic Qualifications 3			
Type of Institution:	University / High School / Technical College (*circle where applicable)		
Name of Institution:			
Country of Institution:			
Qualification:			
Majors:			
Expected or obtained result:			
Date of attendance – start date		Date of attendance – end date:	
*Please attach any relevant documents with this application.			

7. Professional and Relevant Qualification (if applicable)	
Title of Qualification:	
Name of Awarding Body:	
Type of Membership:	
Grade / Level:	
Date of Membership – start date	
Date of Membership – end date	
*Please attach any relevant documents with this application.	

8. English Language Proficiency	
Have you been taught and examined in English?	Yes / No (*If yes, Please give details below)
Details:	
Have you taken an English proficiency test?	Yes / No (*If yes, Please give details below)
Name of Test:	
Candidate Number:	
Date Taken:	

9. Employment Details 1 (if applicable)			
Name of Employer:			
Position Held:			
Description / nature of work:			
Employment Type:	Full Time / Part-Time (*circle where applicable)		
Start date:		End date:	
*Please attach any relevant documents with this application.			

9. Employment Details 2 (if applicable)			
Name of Employer:			
Position Held:			
Description / nature of work:			
Employment Type:	Full Time / Part-Time (*circle where applicable)		
Start date:		End date:	
*Please attach any relevant documents with this application.			

9. Employment Details 3 (if applicable)			
Name of Employer:			
Position Held:			
Description / nature of work:			
Employment Type:	Full Time / Part-Time (*circle where applicable)		
Start date:		End date:	
*Please attach any relevant documents with this application.			

10. Disabilities	
Do you have a disability to declare?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the above is yes, please elaborate:	_____
Indicate the support services required:	_____
*Please attach supporting documents that are dated within the last 3 years regarding your condition (E.g. report/letter/memo from doctor or relevant professionals, documents from previous schools regarding the provision of disability support). Your application cannot be processed without provisions of the required supporting documents.	

11. Criminal convictions

Please select the statement that applies to you:

- I have a relevant criminal conviction* I DO NOT have a criminal conviction

*Please attach any relevant documents with this application.

12. Referee 1

Title:	Dr / Mr / Mrs / Mdm / Ms (*circle where applicable)		
Name of Referee:			
Organisation / Company:			
Designation:			
Email:			
Country Code & Phone No.:	(Mobile No)	(Home)	(Work)

12. Referee 2

Title:	Dr / Mr / Mrs / Mdm / Ms (*circle where applicable)		
Name of Referee:			
Organisation / Company:			
Designation:			
Email:			
Country Code & Phone No.:	(Mobile No)	(Home)	(Work)

13. Corporate Sponsored Applicant

Company Name:			
Company Registration No.:			
Company Address:			
Industry:			
Company Contact Personnel:			
Designation:			
Department:			
Country Code & Phone No.:	(Mobile No)	(Home)	(Work)
Email Address:			

14. Supporting Statement

Describe your background and work experience. What is your understanding of the programme you are applying for? How will attaining that qualification enhance your personal and professional development? Please answer in 300 to 500 words.

You may refer to the UCAS websites for tips on writing your personal statement: www.ucas.com/personalstatement

Describe an example in your previous or current work environment where you had to manage a complex situation using your negotiation and leadership skills. Please answer in 300 to 500 words. **Applicable to MBA / Graduate Certificate in Business Administration Applicants only.**

Describe an example of critical thinking and analysis capabilities that you have demonstrated in your workplace. Please answer in 300 to 500 words. **Applicable to MBA/Graduate Certificate in Business Administration Applicants only.**

15. How did you come to know about the programme? (You may select more than one option)

<input type="checkbox"/> Newspaper / Magazine	<input type="checkbox"/> Brochure / Flyer / Mailer	<input type="checkbox"/> Referred by Friends or Family Members
<input type="checkbox"/> Website	<input type="checkbox"/> Social Media	<input type="checkbox"/> Agent (name):
<input type="checkbox"/> Email	<input type="checkbox"/> Exhibition / Roadshow / Seminar	<input type="checkbox"/> Others (please specify):

16. Application Fee

Application fee of SGD 107.00 (Local Applicants) or SGD 374.50 (International Applicants) must accompany this form. This application will not be processed until the application fee is paid as specified. Application fee is Inclusive of 7% GST and is non-refundable.

Payment made by:

- Cash (*please do not mail cash*)
- Bank Draft / Cheque in SGD payable to “Ngee Ann Academy Pte Ltd”
- NETS
- Flywire (For International Transfers only)
- Telegraphic Transfer:
Account Name: Ngee Ann Academy Pte Ltd
Name of Bank: United Overseas Bank Limited
Bank Branch: UOB Orchard
Bank Address: 80 Raffles Place, UOB Plaza, Singapore 048624
Bank Code: 7375
Branch Code: 320
Bank Account Number: 920-350-093-5
Swift Code: UOVBSGSG
Reference No: NRIC/FIN/Passport Number

17. Application 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 / FIN / Passport)
- attached 1 recent passport-size photograph on white background
- attached a full set of all your academic certificates and transcripts. Official Translated versions of your academic documents must be submitted if they are not in English.
- attached a copy of your resume/CV
- attached a copy of your Professional and Relevant Qualification (if applicable)
- attached a copy of your English Proficiency test results (if applicable)
- attached a copy of your GMAT result (if applicable)
- arranged for Referee Reports to be sent
- signed and dated this application form
- made the application fee payment to “Ngee Ann Academy Pte Ltd”

International Students need to ensure the following are submitted:

- completed ICA 16 and V36 Forms
- attached a copy of your Birth Certificate
- attached a copy of your Financial Bank Statement showing funds of at least SGD 30,000 equivalent for students from visa-required countries (i.e.: China, India, Myanmar, etc.)

18. Private Education Act (Please read through carefully)

Under the Private Education Act legislated in December 2009, the Committee 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.ssg.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.

NAA is insured under the Fee Protection Scheme in compliance with the requirement by the Committee for Private Education for EduTrust certification. NAA has appointed Lonpac Insurance Bhd as the FPS insurer.

3. 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.

4. Cooling Period

A cooling period of 7 working days will be given upon the signing of the student contract for new students. A new student is able to withdraw from the programme by submitting a written notice of withdrawal and Application for Refund Form within 7 working days after the date that the PEI-Student Contract has been signed by both parties. The student will be refunded the highest percentage as stated in Schedule D in the PEI-Student Contract.

19. Declaration and Signature

I agree to:

- Comply with NAA's rules on admission, enrolment, fee payment;
- Notify the Admissions Department if there is any change to the information I have given in this application for admission;
- 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 communication and information from NAA relating to my application

I understand that:

- The documents submitted become the property of NAA and will not be returned to me;
- In the event that my application is rejected, NAA will confidentially destroy all documents bearing my personal data within 3 months from the programme intake commencement date;
- 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 the Committee for Private Education (CPE).
- I, or my sponsor, will be responsible for the full cost of the programme for which I am seeking admission.
- The documents and information submitted will be shared with the University for the purposes of assessing my application and for the administering of the programme upon admission.
- The University may require you to provide an employment and academic reference to support the assessment of applications in some circumstances.

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.

Signed by the Applicant

*Signed by the Applicant's parent or legal guardian
(if the applicant is under eighteen (18) years of age)*

Name of Applicant:
Date:

Name of Parent or Legal Guardian:
Date:

20. Agent Representative Details and Declaration (If Applicable)

Name of Agency: _____

Country and City: _____

Name of Consultant: _____

Declaration: I declare that the applicant was recruited in accordance with Ngee Ann Academy's requirements and hereby handover the relevant documents to the Head, Student Recruitment for the purpose of application processing for Admissions and Student Pass.

Signature _____

Company Stamp _____

Date _____

21. For NAA Official Use

Application Received by: _____

Application Fee Receipt Date: _____

Receipt Number: _____

Amount: \$ _____

Agent Referral: _____

Yes/ No

Recorded Date: _____

Recorded by: _____

Handover to Admissions Dept: _____

Date: _____

Received by: _____

22. Application Instructions

This application will not be processed until the application fee is paid as specified.

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 official letter from the institution issued by its central administration office (ie. Registry, Student Administration, Graduate School), detailing your current matriculation status and confirming your expected date of completion. Letters from individual academic staff will not be accepted.
- If the official transcript is not in English, a notarised-translation of the official documents must be included in the application.
- 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 NAA 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 if required by the University. Delays 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:

- by email to admissions@naa.edu.sg
- by post to:

**Admissions Department
Ngee Ann Academy Pte Ltd
391A Orchard Road, #25-02A Tower A Singapore 238873**

Admission and acceptance procedure

Ngee Ann Academy will assess each application for suitability and pass the applicant's information to the relevant University for assessment. The University may require you to provide referees for your application and may contact them if necessary. Final approval of admission to the programme lies with the University. NAA will notify the applicant of the outcome of their application.

Successful applicants will receive an official Letter of Offer from the University within 3 weeks. Applicants will also receive the PEI-Student Contract issued by NAA at the same time.

Applicants must accept their offer by signing the University's acceptance letter and the PEI-Student Contract. These must be submitted to NAA before the deadline specified in the Letter of Offer, otherwise the offer may lapse.

Administration fee of SGD 214.00 (inclusive of prevailing GST) is applicable upon the acceptance of offer.

Unsuccessful applicants will be notified by NAA by email if they are not accepted into the programme.

Change of application details

It is your responsibility to immediately inform the Head, Admissions & Corporate Accounts in writing of any changes in application details, e.g. personal information such as email address and name changes.