



## Chartered Institute of Technology

### INTERNATIONAL STUDENTS APPLICATION FORM

For Office Use Only

Student ID No.

Date Received Application

Enrollment Entry Period

#### 1. PERSONAL DETAILS

Title

Mr

Ms

Mrs

Dr

Surname or Family Name

Given Name

Name in Chinese (if applicable)

Correspondence Address

Postal Code

Country

Telephone

Country Code

Area Code

Number

Fax Number

Country Code

Area Code

Number

Email Address

Date of Birth

Age

Gender

Male

Female

Country of Citizenship

*Please attach a copy of your citizenship/passport*

Ethnic Group

Identity Card No.

Name of Agent (if applicable)

Agent Telephone

#### 2. English Language Proficiency

Evidence of an adequate level of competence in English is required from all students. You must have reached the required levels as listed below or have met the requirements for the award of the qualification that qualify you for admission through study and examination in the English Medium. Otherwise, you will be required to go through an English course to bring you to the academic level before you are eligible to enroll into the respective course.

**For Admission to**

Certificate Courses  
 Undergraduate and Diploma  
 Bachelor Degree / Postgraduate Diploma

**IELTS (Academic)**

4.5  
 5.0  
 6.0

**TOEFL**

500  
 550  
 600

Please answer the following questions:

I hold a certificate in English proficiency from a test (e.g. TOEFL, IELTS) undertaken within the past one year

Test Name  Test Score  Test Date

Please attach the document to proof that you have taken the test.

How long have you studied English?  months

Where did you study English?  Secondary School  College  Private Language School

Can you speak English?  No  A little  Quite Well  Very Well

Can you read English?  No  A little  Quite Well  Very Well

Can you write in English?  No  A little  Quite Well  Very Well

**3. Programme of Study**

Admission Semester  January, Semester 1  July, Semester 2 Year of Entry

Level of Intended Study

Certificate  Advance Certificate  Diploma  Postgraduate Diploma  Degree / Master

Please specify the course name you are applying for eg: Certificate in Web Technology

**4. Academic Background**

Please fill in your qualification level, name of qualification & awarding institution, country, period of study and whether is it part-time or full time study.

School Qualifications (Secondary, College, Polytechnic, Tertiary) Completed

Please attach a copy of all your transcripts and certificates.

Institution Attended	Country	Qualifications Obtained	From (MM/YY)	To (MM/YY)

## 5. How will your study be financed?

- Self Support       Family Support       Others, Please specify
- 

## 6. Declaration

- I declare that to the best of my knowledge the information supplied above is correct and complete. I acknowledge that the provision of incomplete, misleading or fraudulent information may lead to the review or rejection of this application.
  - I declare that the application may be used for purposes relating to my enrolment as a student by members of the academic and administrative staff of CITECH.
  - I declare that I have the right to see and correct if necessary the information I have provided.
  - I declare that if this application is submitted through an agent of CITECH the outcome of the application will be communicated to the agent unless I state otherwise.
  - I declare that I know that I will not engage in any illegal activities if I am enrolled into CITECH failing which I will be expelled from CITECH and deported to my country or involved in litigations.
  - I declare that if I am enrolled into CITECH, I must attend all the classes except in case of illness and be punctual, work diligently in class and on all projects/exams.
- 

## 7. Refunds and Cancellations

- **21 days or more before commencement of the course**  
If study is cancelled/withdrew by student, CITECH will refund full school fees, provided that the cancellation is received at least 21 days before the start of the course. Any application for a refund must be accompanied by the original receipts and "Study Offer" letter. CITECH reserves the right to deduct an administrative fee of up to 10% of the course fee or S\$500, whichever is higher. The registration fee is non-refundable.
  - **Less than 21 days before course commencement**  
If notice of cancellation is received in writing less than 21 days before the start of the course, CITECH will deduct up to 70% of the school fee and refund the balance 30% of the school fee. The registration fee is non-refundable.
  - **After the course commencement**  
If a student wishes to cancel further study, he/she must do so within 14 days of commencement of the course of study. If this is done, students will be refunded 5% of the course fee. The registration fee is non-refundable.
  - If a student takes leave during his/her course for private reasons, no compensation by way of refund or extension shall be given.
- 

## 8. Conditions of Enrolment

Minimum age of 17 years, completed either the:

- G.C.E. "N" Level or equivalent if applying for the Professional Certificate & Advance Certificate program or
  - G.C.E. "O" / "A" Level or equivalent (High school education) if applying for the Diploma / Degree program respectively.
- 

## 9. Check List

Your application cannot be processed unless all questions are answered and all supporting documents are attached. Please check that you have included the following necessary information with your application:

- Photocopies must be certified as true copies of the originals. The examining authority or registrar of your school, lawyer or notary public can do this.
- Academic documents of all your results, certificates, passport or identification cards.
- A copy of recent passport size photo taken less than half a year ago.
- Please submit your application to **CHARTERED INSTITUTE OF TECHNOLOGY** or your agent.

Name of Applicant

Date

Signature of Applicant

Attached Photo Here
---------------------

Agent Stamp (if applicable)

--

Name of Agent

Signature of Agent

Date