



## CHARTERED INSTITUTE OF TECHNOLOGY

### STUDENTS' APPLICATION FORM

For Office Use Only

Student ID No.

Date Received Application

Enrollment Entry Period

#### 1. PERSONAL DETAILS

Title

Mr  Ms  Others .....

Surname or Family Name

Given Name

Name in Chinese (if applicable)

Correspondence Address

Postal Code

Country

Home Telephone

Country Code

Area Code

Number

Handphone Number

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 passport*

Race

Identity Card No.

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## 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 before you are eligible to enroll into the respective course.

<b>For Admission to</b>	<b>IELTS (Academic)</b>	<b>TOEFL</b>
Certificate Courses	4.5	500
Diploma / Postgraduate Diploma	5.5	550
Bachelor Degree	6.0	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?

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

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## 3. PROGRAMME OF STUDY

Admission Semester  Semester 1  Semester 2 Year of Entry

Level of Intended Study  Certificate  Diploma  Postgraduate Diploma  Degree

Please specify the name of the course you are applying for eg: Diploma in Accounting & Finance

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## 4. ACCOMMODATION

Please indicate below do you need CITECH to help you to look for accommodation in Singapore.

Yes

No

Option 1: 2 persons to a room

Option 2: 4 persons to a room

Note: You will be required to pay the agent's commission & accommodation directly to the agent.

## 5. ACADEMIC BACKGROUND

Please fill in your qualification level, name of qualification & awarding institution, address, country, period of study. *Please attach a copy of all your transcripts and certificates.*

Name of School Attended	Address of School	State/Province	Country	Qualifications Obtained	From (MM/YY)	To (MM/YY)

## 6. HOW WILL YOUR STUDY BE FINANCED?

- Self Support     
  Family Support     
  Others, Please specify

## 7. 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 must not engage in any illegal activities if I am being selected to enroll into the program. This will result in being rejected to continue my education and be deported to my country or involved in litigations.

## 8. REFUNDS AND CANCELLATIONS

Please refer to CITECH's official website for more information regarding the refund policy.

% of Refund of Course Fees	If Student's written notice of withdrawal is received
90%	more than 14 days before the commencement date
50%	Before, but not more than 14 days before the Course Commencement Date
0%	After, but not more than 1 day after the Course Commencement Date
0%	More than 1 day after the Course Commencement Date, but not more than 1 day after the Course Commencement Date
0%	More than 1 day after the Course Commencement Date

Note: CITECH reserves the right to make changes to the terms and conditions without any prior notice.

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## 9. CONDITIONS OF ENROLMENT

Minimum age of 17 years old, completed either the:

- High school education (G.C.E "A" Level / STPM/UEC)
- Secondary school education (G.C.E. "O" Level / SPM)

Attend all the classes except in case of illness and be punctual, work diligently in class and on all projects/exams.

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## 10. 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.
- 2 copies of your recent passport size photo taken less than half a year ago.

Name of Applicant

Date

Signature of Applicant

Attached Photo Here

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## 11. RECOMMENDATION

Please indicate below the name of the person or organization who recommends you this course

Recommended By - Name of Person or Name of Organization:

Address of the Person / Organization:

Contact:

Email:

Date:

*Your application will be notified through mail.*

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## 12. FOR MORE INFORMATION

If you have any queries regarding the application process or course information, please contact our course consultant at:

**Chartered Institute Of Technology**

450 Telok Blangah Street 31, Singapore 108943

Tel: (65) 6276 4890

Fax: (65) 6276 5901

Email: [enquiry@citech.edu.sg](mailto:enquiry@citech.edu.sg)

Visit us at [ww.citech.edu.sg](http://ww.citech.edu.sg)