

Student Application Form (International Students)

INTERNATIONAL DIRECT

Student's Name: _____

INTERNATIONAL LOCAL TRANSFER

Intake Month/Year: _____

Request for exemptions with highest qualifications? **YES** **NO**

The complete application package should be returned to: **Kaplan Higher Education Academy Pte Ltd**
Kaplan City Campus @ Wilkie Edge, 8 Wilkie Road, #02-01, Singapore 228095
Or SCANNED and EMAILED to apply.sg@kaplan.com to the respective **Country Manager/Programme Consultant**

Language Programmes

Diploma in Professional Business English

Level: _____

Foundation Programmes

Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination

• Optional Additional Subjects (select as appropriate): Chinese* Not Taking Up

**Subject to class availability*

Kaplan Higher Education Academy Diploma Programmes

Diploma in Commerce

Finance & Banking

General Studies

Human Resource Management

Logistics & Supply Chain Management

Diploma in

Counselling

Sports & Exercise Science

Partner University Degree Programmes (Please also fill in the University Application Forms)

Birmingham City University, UK

International Master of Business Administration

Please specify major: _____

Murdoch University, Australia

Bachelor of Business

Please specify major: _____

Bachelor of Communication

Please specify major: _____

Bachelor of Information Technology

Please specify major: _____

Bachelor of Arts

Please specify major: _____

Graduate Certificate in Business Administration

Master of Business Administration

Northumbria University, UK

Bachelor of Arts (Honours) (Top-up)

Please specify major: _____

Master of Science

Please specify major: _____

Royal Holloway, University of London, UK

Bachelor of Science (Honours) (Top-up)

Please specify major: _____

University College Dublin, Ireland

Bachelor of Business Studies (Honours) (Top-up)

Please specify major: _____

Master of Science

Please specify major: _____

University of Essex, UK

Bachelor of Science (Honours) (Top-up)

Please specify major: _____

University of Portsmouth, UK

Bachelor of Arts (Honours) (Top-up)

Please specify major: _____

Bachelor of Science (Honours) (Top-up)

Please specify major: _____

Other Programmes:

University/Institution:

Programme Name:

PLEASE NOTE THAT INCOMPLETE INFORMATION FOR ANY OF THE FIELDS BELOW WILL RESULT IN THE NON-PROCESSING OF THIS APPLICATION.

1. Personal Details

| | | | | | |
|--|-----------------------------|-----|---|--|---------------------------------------|
| Name in English as in Passport or Identity Card (underline surname) | | | Name in Chinese (if applicable) | Gender (please tick) Female Male | Race |
| | | | | Marital Status (please tick) Single Married Widowed Separated Divorced | Religion |
| Birth Certificate No. | Date of Birth (DD/MM/YY) | Age | Passport No. | FIN No. (if applicable) | Nationality |
| Home Country Address | | | Pass Expiry Date (if applicable; for Dependent's Pass, Long-Term Visit Pass, Work Pass, etc.) | Home Country Tel No. (indicate country code) | Mobile No. (indicate country code) |
| Email Address | | | | | |
| Singapore Address | | | | Singapore Tel No. | Singapore Mobile No. |
| Name of Emergency Contact Person (immediate family members/legal guardians only) | | | | Relationship | |
| Email Address | | | | Contact No. (indicate country code) | |
| Please state the Countries you have resided in for 1 year or more, during the last 5 years | | | | | |

Management of Applicants Under 18 Years Old

(The following fields are compulsory for any applicants below 18 years old to fill in; optional otherwise)

| | | | |
|--|---|--|-----------------------|
| Please appoint one of the following to be the legal representative for the applicant. The representative will receive the official contract and other important notifications from Kaplan. This is only applicable to applicants below 18 years old. | | | |
| Father Mother Legal Guardian | | | |
| Father | | | |
| Full Name of Father | Contact No. of Father (indicate country code) | Email Address of Father | NRIC/Passport/FIN No. |
| Mother | | | |
| Full Name of Mother | Contact No. of Mother (indicate country code) | Email Address of Mother | NRIC/Passport/FIN No. |
| Legal Guardian* | | | |
| Full Name of Legal Guardian | Contact No. of Legal Guardian (indicate country code) | Email Address of Legal Guardian | NRIC/Passport/FIN No. |
| Additional Representative (Optional) | | | |
| Full Name of Additional Representative | Contact No. of Additional Representative (indicate country code) | Email Address of Additional Representative | NRIC/Passport/FIN No. |

*Should the applicant wish to list an individual other than the natural parent as a legal guardian, please provide Kaplan with a copy of the relevant court and/or legal documents (such as a Power of Attorney) to prove that said individual is the legal guardian of the applicant.

The role of the additional representative, if appointed, is merely to receive the important notifications from Kaplan in order to update the applicant's parents. The representative is not permitted to sign the official document or act on behalf of the parents.

2. Information Required for the Processing of a Student's Pass Declaration:

Have you ever been refused entry into or deported from any country, including Singapore? **YES NO**
 Have you ever been convicted by a court of law in any country, including Singapore? **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**
IF any of the answers is "YES", please furnish details on a separate sheet of paper.

| A. Applicant's Natural Parents and/or Step Parents | | | | | |
|---|-----------------------------|-------------|---|--|------------|
| Full Name (as in travel document) | Relationship | Nationality | Residential Status in Singapore (Please tick appropriately) | | Occupation |
| | | | Singapore Citizen/Permanent Resident | | |
| | Date of Birth (DD/MM/YY) | | Resident (Long-Term Pass/Work Pass/Dependent's Pass, etc.) | | |
| | | | FIN No. _____ | | |
| None of the Above | | | | | |
| Full Name (as in travel document) | Relationship | Nationality | Residential Status in Singapore (Please tick appropriately) | | Occupation |
| | | | Singapore Citizen/Permanent Resident | | |
| | Date of Birth (DD/MM/YY) | | Resident (Long-Term Pass/Work Pass/Dependent's Pass, etc.) | | |
| | | | FIN No. _____ | | |
| None of the Above | | | | | |
| Full Name (as in travel document) | Relationship | Nationality | Residential Status in Singapore (Please tick appropriately) | | Occupation |
| | | | Singapore Citizen/Permanent Resident | | |
| | Date of Birth (DD/MM/YY) | | Resident (Long-Term Pass/Work Pass/Dependent's Pass, etc.) | | |
| | | | FIN No. _____ | | |
| None of the Above | | | | | |
| B. Applicant's Spouse (If applicable) | | | | | |
| Full Name (as in travel document) | Relationship | Nationality | Residential Status in Singapore (Please tick appropriately) | | Occupation |
| | | | Singapore Citizen/Permanent Resident | | |
| | Date of Birth (DD/MM/YY) | | Resident (Long-Term Pass/Work Pass/Dependent's Pass, etc.) | | |
| | | | FIN No. _____ | | |
| None of the Above | | | | | |
| C. Applicant's Siblings (If applicable) | | | | | |
| Full Name (as in travel document) | Relationship | Nationality | Residential Status in Singapore (Please tick appropriately) | | Occupation |
| | | | Singapore Citizen/Permanent Resident | | |
| | Date of Birth (DD/MM/YY) | | Resident (Long-Term Pass/Work Pass/Dependent's Pass, etc.) | | |
| | | | FIN No. _____ | | |
| None of the Above | | | | | |
| Full Name (as in travel document) | Relationship | Nationality | Residential Status in Singapore (Please tick appropriately) | | Occupation |
| | | | Singapore Citizen/Permanent Resident | | |
| | Date of Birth (DD/MM/YY) | | Resident (Long-Term Pass/Work Pass/Dependent's Pass, etc.) | | |
| | | | FIN No. _____ | | |
| None of the Above | | | | | |
| Full Name (as in travel document) | Relationship | Nationality | Residential Status in Singapore (Please tick appropriately) | | Occupation |
| | | | Singapore Citizen/Permanent Resident | | |
| | Date of Birth (DD/MM/YY) | | Resident (Long-Term Pass/Work Pass/Dependent's Pass, etc.) | | |
| | | | FIN No. _____ | | |
| None of the Above | | | | | |
| Full Name (as in travel document) | Relationship | Nationality | Residential Status in Singapore (Please tick appropriately) | | Occupation |
| | | | Singapore Citizen/Permanent Resident | | |
| | Date of Birth (DD/MM/YY) | | Resident (Long-Term Pass/Work Pass/Dependent's Pass, etc.) | | |
| | | | FIN No. _____ | | |
| None of the Above | | | | | |

**3. Education and Qualification – in chronological order from Secondary/High School
(Native and English-translated certified copies of proof must be attached.)**

| Name of School | Country | State/ Province | Language of Instruction (eg. English, Chinese) | Period of Study | | Highest Educational Qualification eg. Academic/ Professional (If Honours Degree, please state class/division) |
|----------------|---------|--------------------|---|--------------------|------------------|--|
| | | | | From (DD/MM/YY) | To (DD/MM/YY) | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

4. Applicant's Employment – in chronological order (If applicable)

| Name of Company | Country | Employment Period | | Position Held | Nature of Duties |
|-----------------|---------|-------------------|---------------|---------------|------------------|
| | | From (DD/MM/YY) | To (DD/MM/YY) | | |
| | | | | | |
| | | | | | |
| | | | | | |

**5. Applicant's Financial & Support Details
(to be completed by applicant from Visa-required Countries)**

| | | | |
|---|---|----------------------------|---|
| Applicant's Name | Monthly Average Income for Past 6 Months: | Applicant's Spouse Name | Monthly Average Income for Past 6 Months: |
| | Current Savings (eg. Fixed Deposit): | | Current Savings (eg. Fixed Deposit): |
| Applicant's Father Name | Monthly Average Income for Past 6 Months: | Applicant's Mother Name | Monthly Average Income for Past 6 Months: |
| | Current Savings (eg. Fixed Deposit): | | Current Savings (eg. Fixed Deposit): |
| Other Financial Support from Immediate Family Members: YES (Please provide details on a separate sheet) NO | | | |

6. Application Document Checklist

The completed application form must be accompanied by the following items. Please tick (✓), or indicate "NA" if not applicable, in the box next to each item.

| | |
|--|---|
| | Copy of Passport (page with personal details) and notarised copies of Birth Certificate and Family Card if applicable (Native and English-translated languages) |
| | Certified copies of Diploma, certificate and transcripts (Native and English-translated languages) |
| | Application Fee - S\$492.20 (inclusive of GST; non-refundable) Please provide proof of payment for Telegraphic and/or bank transfers |
| | A Passport-sized photograph (on WHITE background) |

Payment Methods & Payable Account Details

Fees are payable by cash, cheque (Singapore banks), NETS, Visa/Mastercard/AMEX cards, Flywire and Telegraphic Transfer.

For payment by cheque(s), please make payable to **Kaplan Higher Education Academy Pte Ltd.**

For overseas remittances through Flywire, please make payment via www.pay.kap.sg (Programme fee only)

For payment by Telegraphic Transfer, you may refer to the bank account information below.

Bank Name: DBS Bank
Bank Address: 6 Shenton Way, DBS Building, Singapore 068809
Beneficiary's Name: Kaplan Higher Education Academy Pte Ltd
Account Number/Swift Code: 001-900452-7 / DBSSSGSG
Beneficiary's Address: 1 Selegie Road #06-01, GR.ID, Singapore 188306

I hereby declare that the information I have provided on this form is true and factual. I also authorise Kaplan to seek the necessary verification from the awarding institutions with regards to my qualifications. I will comply with all the conditions, the refund policy and the rules and regulations of Kaplan Higher Education Academy Pte Ltd, the University and the Immigration and Checkpoints Authority of Singapore.

| | |
|------------------------|---|
| Applicant's Full Name: | Name and Intake of Programme Applied for: |
|------------------------|---|

Applicant's Signature

Date

Full Name & Signature of Parent/Legal Guardian

Date

Note: For students below 18 years old, it is mandatory for the parent/legal guardian to sign on the Student Contract upon approval of application to confirm acceptance of offer.

For Enrolment Office Use

| | |
|--|---------------|
| Remarks: _____ | |
| Name of Verifying Personnel/Designation: _____ | |
| _____ Signature | _____ Date |

Please provide the following details.

STUDENT INFORMATION/REFERRAL FORM

| | |
|---|-------------------|
| Programme Name and Awarding University/Institution: | Intake No. |
| Full Name (as it appears on passport/identity card): | |
| Date of Birth: | |
| Contact No. | |

Fill in the following if you are:

| | | |
|---|---|-------------|
| An existing Kaplan Student | Programme and Awarding University/Institution: | |
| | Intake No. | Contact No. |
| Referred by an Official Kaplan Student Recruitment Agent | Name of Agent: | |
| | Specific Agent Email (for receipt of document on behalf of students): | |
| | Contact No. | |
| Referred by an existing Kaplan Student or Alumni | Programme and Awarding University/Institution: | |
| | Full Name of Referring Student: | CT No. |
| | Intake No. | Contact No. |
| I am a new student and was not referred to Kaplan by an existing student, alumni or recruitment agent. | | |

Declaration:

I hereby declare that the information I have provided on this form is true and factual. I also authorise Kaplan to seek the necessary verification from the awarding institutions with regards to my qualifications. I will comply with all the conditions, the refund policy and the rules and regulations of Kaplan Higher Education Academy Pte Ltd, the University and the Immigration and Checkpoints Authority of Singapore.

Applicant's Signature

Date

Full Name & Signature of Parent/Legal Guardian

Date

Note: For students below 18 years old, it is mandatory for the parent/legal guardian to sign on the Student Contract upon approval of application to confirm acceptance of offer.