

APPLICATION FORM

(International Student)

To Attach Photo
 Digital Copy Provided

Important Note:

Please read the terms and conditions for admission before completing this application. Write legibly in BLOCK letters. All blanks must be filled and insert "NA" when not applicable

* delete where not applicable.
**fill when applicable

Purpose:

- New Application
 Progression (Class Code : _____)
 Transfer in (School : _____)
 Change of Course (from : _____)

Contact ID: _____

SECTION A: PERSONAL PARTICULARS

Name: (as in NRIC or Passport & underline Surname)		Date of Birth: DD/MM/YYYY / /	Sex: *Male/Female	Religion:
FIN no:	NRIC (*Pink/ Blue)/ Passport/ Emp/ Dep Pass No.	Expiry Date Passport/ Emp/ Dep Pass / /	Marital Status: *Single/Married/Divorced/Widowed	
Nationality:	Tel (Home):	Tel (Mobile):	Email address:	
Birth Cert No.:	Country/Place of Birth:	Province of Birth:	Race:	Occupation:

SECTION B: OVERSEAS ADDRESS IN HOME COUNTRY

Address :	City:	Country:	Postal Code	Contact No.:
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SECTION C: RESIDENTIAL ADDRESS IN SINGAPORE

House/Block No.	Street Name :	Unit No.	Postal Code:
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SECTION D: CONTACT DETAILS OF NEXT OF KIN / GUARDIAN IN CASE OF EMERGENCY

Name:	Nationality:	NRIC/Passport No.	Relationship:	Occupation :
Address:		Email:	Contact No.:	

SECTION E: HIGHEST QUALIFICATION

(TICK ALL APPROPRIATE BOXES)

- | | |
|--|---|
| <input type="checkbox"/> No formal qualification | <input type="checkbox"/> Higher Diploma (PEI) / Advanced Diploma (PEI) |
| <input type="checkbox"/> Completed Primary School (or PSLE) / Completed Primary _____ | <input type="checkbox"/> WSQ Specialist Diploma / WSQ Graduate Certificate / WSQ Graduate Diploma |
| <input type="checkbox"/> Lower Secondary / N level / 3 WSQ SOA at Level 3 or 4 | <input type="checkbox"/> Postgraduate Diploma |
| <input type="checkbox"/> Completed Secondary / O level / NITEC / Higher NITEC / 3 WSQ SOA at Level 5 / WSQ Certificate / WSQ Higher Certificate / WSQ Advanced Certificate | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Completed High School / A level | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> Polytechnic Diploma / ITE Diploma / WSQ Diploma / Diploma (PEI) / Diploma (Overseas) | <input type="checkbox"/> Doctorate |
| | <input type="checkbox"/> Others: _____ |

SECTION F: COURSE APPLICATION

(TICK ALL APPROPRIATE BOXES AND ALL COURSES THAT ARE NOT APPLICABLE)

- | | |
|---|---|
| <input type="checkbox"/> Holiday English (half-day / full day) * _____ weeks Entry level: _____ | <input type="checkbox"/> Graduate Diploma of Psychology |
| <input type="checkbox"/> English (half-day / full day) * No of levels: _____ Entry level: _____ | <input type="checkbox"/> Postgraduate Diploma in _____ |
| <input type="checkbox"/> AEIS (Pri 4 / Pri 5 / Sec 1 / Sec 2 / Sec 3) * Duration: _____ | <input type="checkbox"/> Bachelor's degree title: _____ |
| <input type="checkbox"/> GCE 'O' Level (1-year / 2-year / Repeat ___ modules) * | <input type="checkbox"/> MBA / Executive MBA |
| <input type="checkbox"/> Foundation Diploma for Tertiary Studies | <input type="checkbox"/> FPAS: AWP/ AFP/ CFP or <input type="checkbox"/> Module 1 / 2 / 3 / 4 / 5 / 6 |
| <input type="checkbox"/> Diploma in Hospitality & Tourism Management | <input type="checkbox"/> Other Courses : _____ |
| <input type="checkbox"/> Higher Diploma in _____ | |

Application for Module Exemptions: *Yes / No Details to be completed in Section P.	Commencement Date: DD/MM/YYYY / /	Mode: Full-Time	Company Stamp:
Psychometric Test: * Yes / No	English Proficiency Test: * Yes / No <input type="checkbox"/> Hawthorn <input type="checkbox"/> TMC EPT	Special Consideration: * Yes / No	

SECTION G: DECLARATION OF DISABILITY

Do you have any physical, sensory, intellectual and developmental impairments/ disability that may affect your learning? Yes No
If you have indicated "Yes", you will need to complete the Assistance for Students with Disabilities Form to give the school more details of your disability, so that appropriate assistance can be rendered to you.

SECTION H: RECRUITMENT AGENT INFORMATION

Recruitment Agent Name: _____

FOR OFFICIAL USE: MANAGEMENT TEAM APPROVAL

Conditional Approval: APPROVED/ REJECTED		Final Approval : APPROVED/ REJECTED	
Conditions:	Name:	Name:	
	Signature and Date:	Signature and Date:	

SECTION I: ADDITIONAL INFORMATION FOR STUDENT PASS APPLICATION

List countries in which applicant has resided for one year or more during the last five years:

Country	Address	Period of Stay (MM/YYYY)	
		From	To
		/ /	/ /
		/ /	/ /
		/ /	/ /

Antecedent (If any of the answer is "YES", please furnish details on a separate sheet of paper) :

Have you ever been refused entry into or deported from any country?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted in a court of law in any country?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been prohibited from entering Singapore?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you every entered Singapore using a different Passport or Name?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

DETAILS OF APPLICANT'S NATURAL PARENTS AND/OR STEP-PARENTS

Full Name (as appears in travel document)	Relationship	Date of Birth(DD/MM/YYYY)	Nationality	Residential Status in Singapore (if applicable)	Occupation
	Natural Father	/ /		<input type="checkbox"/> S'pore Citizen / PR <input type="checkbox"/> Resident (Long-term Social Visit /Work /Dependent Passes, etc)	NRIC No.: _____ FIN No. : _____
	Natural Mother	/ /		<input type="checkbox"/> S'pore Citizen / PR <input type="checkbox"/> Resident (Long-term Social Visit /Work /Dependent Passes, etc)	NRIC No.: _____ FIN No. : _____
	Step Father	/ /		<input type="checkbox"/> S'pore Citizen / PR <input type="checkbox"/> Resident (Long-term Social Visit /Work /Dependent Passes, etc)	NRIC No.: _____ FIN No. : _____
	Step Mother	/ /		<input type="checkbox"/> S'pore Citizen / PR <input type="checkbox"/> Resident (Long-term Social Visit /Work /Dependent Passes, etc)	NRIC No.: _____ FIN No. : _____

DETAILS OF APPLICANT'S SPOUSE (IF APPLICABLE)

Full Name (as appears in travel document)	Relationship	Date of Birth(DD/MM/YYYY)	Nationality	Residential Status in Singapore (if applicable)	Occupation
	*Husband/Wife	/ /		<input type="checkbox"/> S'pore Citizen / PR <input type="checkbox"/> Resident (Long-term Social Visit /Work /Dependent Passes, etc)	NRIC No.: _____ FIN No. : _____

DETAILS OF APPLICANT'S SIBLINGS (IF APPLICABLE)

Full Name (as appears in travel document)	Relationship	Date of Birth (DD/MM/YYYY)	Nationality	Residential Status in Singapore (if applicable)
	*Brother/Sister	/ /		<input type="checkbox"/> S'pore Citizen / PR <input type="checkbox"/> Resident (Long-term Social Visit /Work /Dependent Passes, etc)
	*Brother/Sister	/ /		<input type="checkbox"/> S'pore Citizen / PR <input type="checkbox"/> Resident (Long-term Social Visit /Work /Dependent Passes, etc)
	*Brother/Sister	/ /		<input type="checkbox"/> S'pore Citizen / PR <input type="checkbox"/> Resident (Long-term Social Visit /Work /Dependent Passes, etc)

DETAILS OF APPLICANT'S EDUCATIONAL BACKGROUND (IN CHRONOLOGICAL ORDER)

Name of Schools/Colleges/Universities	Country	State/Province	Language of Instruction	Period of Study(DD/MM/YYYY)	Highest Educational Qualification (Academic/Professional) (If Honours Degree, please state Class/Division)	Edu Cert No.
				From To		
				/ / / /		
				/ / / /		
				/ / / /		

DETAILS OF APPLICANT'S EMPLOYMENT BACKGROUND (IN CHRONOLOGICAL ORDER)

Name of Companies	Country	Period of Working (DD/MM/YYYY)	Position Held	Nature of Duties
		From To		
		/ / / /		
		/ / / /		

DETAILS OF APPLICANT'S FINANCIAL SUPPORT (IF APPLICANT FROM VISA-REQUIRED COUNTRY)

Applicant	Applicant's Father	Applicant's Mother	Applicant's Spouse	Other financial supports from immediate family members:

Average Monthly Income for Past 6 Months	SGD	SGD	SGD	SGD
Current Savings (e.g. Fixed Deposit)	SGD	SGD	SGD	SGD

Yes, by _____
(please furnish details on a separate sheet)

No

ADDITIONAL INFORMATION (APPLICABLE IF PARENTS/ STEP PARENTS ARE SINGAPORE CITIZEN/ PERMANENT RESIDENT)

PERSONAL DETAILS OF PARENTS/ STEP PARENTS

Full Name (As appears in travel document)	Relationship <small>(Natural Father, Step Mother, etc)</small>	Marital Status	Marriage Cert No.	Marriage Date <small>(DD/MM/YYYY)</small>	Divorce Cert No.	Divorce Date <small>(DD/MM/YYYY)</small>	Custody of Applicant
		* Single/Married/Divorced/Widow		/ /		/ /	
				/ /		/ /	
				/ /		/ /	

EDUCATION DETAILS OF PARENTS/ STEP PARENTS

Full Name (As appears in travel document)	Relationship <small>(Natural Father, Step Mother, etc)</small>	Name of Schools/Colleges/Universities	Country	Highest Educational Qualification <small>(Academic/Professional) (If Honours Degree, please state Class/Division)</small>	Edu Cert No.

EMPLOYMENT DETAILS OF PARENTS/ STEP PARENTS

Full Name (As appears in travel document)	Relationship <small>(Natural Father, Step Mother, etc)</small>	Name of Company	Monthly Income (SGD)	Annual Income for the Past 1 year (SGD)	Avg Monthly CPF contribution for the past 1 year (SGD)

ADDITIONAL INFORMATION (APPLICABLE IF SPOUSE IS SINGAPORE CITIZEN/ PERMANENT RESIDENT)

PERSONAL DETAILS OF SPOUSE

Full Name (As appears in travel document)	Relationship	Marital Status	Marriage Cert No.	Marriage Date <small>(DD/MM/YYYY)</small>	Divorce Cert No.	Divorce Date <small>(DD/MM/YYYY)</small>
	* Husband / Wife	* Single/Married/Divorced/Widow		/ /		/ /

EDUCATION DETAILS OF SPOUSE

Full Name (As appears in travel document)	Relationship <small>(Natural Father, Step Mother, etc)</small>	Name of Schools/Colleges/Universities	Country	Highest Educational Qualification <small>(Academic/Professional) (If Honours Degree, please state Class/Division)</small>	Edu Cert No.
	* Husband / Wife				

EMPLOYMENT DETAILS OF SPOUSE

Full Name (As appears in travel document)	Relationship <small>(Natural Father, Step Mother, etc)</small>	Name of Company	Monthly Income (SGD)	Annual Income for the Past 1 year (SGD)	Avg Monthly CPF contribution for the past 1 year (SGD)
	* Husband / Wife				

SECTION J: DECLARATION BY STUDENT**(PLEASE TICK)****I confirm that I have been advised/provided information of the following**

- Information of the school - accreditation, location, facilities and etc.
- Information on Singapore (studying & living in Singapore and immigration rules and relevant laws of the Republic of Singapore)
- Course Information (Name of Award, Awarding Body, Duration, Course Modules)
- Application procedures and Application for Module Exemption
- Fee Information, Fee Protection Scheme and Modes of Payment
- TMC Refund / Withdrawal and Transfer Policies
- Committee for Private Education, <https://www.ssg.gov.sg/cpe/pei.html>
- Student Contract
- Medical Insurance

- I have received the Pre-Course Counselling Information Sheet.
- I understand that I will need to pay an Application Fee upon application of the course and this is non- refundable (unless specified exceptional cases).
- I have been informed and understood the entry qualifications of the course.
- I understand that it is my responsibility to read all correspondences received from the school. I shall seek clarification immediately if in doubt.
- I understand that start-class is subjected to the minimum number of students for the programme.
- I understand that the time-table will only be released during Orientation and it might subject to changes.
- I am fully aware that Industrial Attachment is subjected to successful selection & interview process and MOM's approval of training work pass, etc.

SECTION K: PERSONAL DATA PROTECTION ACT – CONSENT FORM**(PLEASE TICK)**

- In compliance with the Personal Data Protection Act ("PDPA"), TMC seeks your consent to collect and use your personal data (i.e. Name, NRIC/Passport number, contact numbers, mailing and email addresses) in order to maintain the student enrolment registers and to disclose such personal data to the relevant educational authorities where necessary.
 - TMC will also collect and use your personal data to provide you with information on our activities such as upcoming events, seminars, workshops, conferences and training programmes organised by TMC and its affiliated organisations which may be relevant to you.
 - TMC respects your privacy and assures that your personal data will be kept securely according to PDPA.
- I hereby give my acknowledgement and consent to TMC to use my personal data for the aforesaid Purposes and Services. In the event that I have registered my Singapore telephone numbers(s) with the Do Not Call Registry and wish to withhold or withdraw my consent to TMC in respect of receiving telephone calls and/or SMS, I endeavour to provide sufficient notice in writing to TMC of such as soon as reasonably practicable. I further agree to indemnify TMC against any financial penalties imposed by the Personal Data Protection Commission or any court of law in Singapore as a direct or indirect result of my failure to inform TMC of my registration with the Do Not Call Registry.
- I agree that my consent will remain in place until my withdrawal by officially notifying TMC in writing.

SECTION L: DOCUMENT CHECKLIST : PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE SUBMITTED**(PLEASE TICK)**

- | | |
|--|---|
| <input type="checkbox"/> Copy of Passport/ Emp/ Dep Pass | <input type="checkbox"/> Copy of Birth Certificate |
| <input type="checkbox"/> 1 Passport Size Photo | <input type="checkbox"/> Household Members List |
| <input type="checkbox"/> Educational Transcripts and Certificates | <input type="checkbox"/> Employment Letter / Letter to explain any year gap (>6 months) |
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Explanation letter (For applicants previously worked / studied in Singapore) |
| <input type="checkbox"/> Airport Pickup & Accommodation Form (if required) | <input type="checkbox"/> Bank Statement |
| <input type="checkbox"/> Vaccination Documents (For 12yo and below) | <input type="checkbox"/> Monthly income statement / Undertaking Letter if self-employed |

SECTION M: AUTHORISATION & CONSENT**All information given to TMC will be kept confidential, thus:**

- (i) I authorise TMC to release my personal information, academic performance and class attendance to partner institutions, parents/ guardians and agents, where applicable.
- (ii) I authorise TMC to release my personal information to the Institute of Public Relations of Singapore for the purpose of Student Chapter membership.
- (iii) I authorise and grant TMC the rights to publish photos and image materials, etc., captured and recorded during my course of study in TMC as well as during my participation in all future TMC events through appropriate use on mass media, brochures, websites, etc.

I do not give my consent to (i) Reason: _____
 (ii) Reason: _____
 (iii) Reason: _____

*NB: Students in the AEIS, English and O level programmes are not allowed to opt out from (i).***SECTION N: APPLICANT'S ACKNOWLEDGMENT: I DECLARE THAT THE INFORMATION IN THIS APPLICATION FORM GIVEN BY ME IS TRUE AND CORRECT.****Applicant's Acknowledgement :****Date :****Parent/Guardian's Acknowledgement:**

(For Applicant under 18 year old)

Date :**SECTION O: RECOMMENDER'S INFORMATION (PLEASE COMPLETE THE RECOMMENDATION SCHEME FORM)**

Recommender's Name:

Relationship:

Class Code:

FOR OFFICIAL USE**Pre-Course Counselling conducted by:****Name:
Signature and Date:****Original Document Sighted & Verified by:****Name:
Signature and Date:****SECTION P: MODULE EXEMPTION APPLICATION****PLEASE CROSS OUT THIS SECTION IF THERE IS NO MODULE EXEMPTION REQUEST.**

No of module approved for exemptions: _____

Modules to be exempted:

Approved By:

Name of Management Team member / Acad HOD or designate:

Signature and Date: