

All applicants must read and understand the instructions below before proceeding to fill in this application form. 请阅读与了解以下的程序后, 才填写以下所需的表格

1. Please ensure that the application form is completely filled for all sections. 请在填写空格内填写所需的质料.
2. If it is not applicable, please fill in "NIL" or N/A". 如果无法填写空格内的资料, 请在空格内填写上"NIL" 或 "NA"
3. Please write clearly in all boxes provided in this application form in BLOCK LETTERS.
请在空格上填写大楷英文字母, 或以中文字母代替
4. Please tick in the box or circle correct answer where it is appropriate in this application form. 请适当的格子内打勾 "√" 或选择性问题, 在对的答案画圈
5. Please ensure all supporting documents or proof for all information provided in this application form is provided.
请确保所填写好的质料都附有文件证明
6. Please ensure that the documents listed below are attached along with this application form, failure to do so will result in this application form not being processed. 请确附上所需的质料文件证明. 如有缺填写质料与附上质料文件, 将会延迟您的学生证申请程序.
7. The school reserves the right to reject this application form if it is deemed incomplete, or the required documents are not attached along. 如您在申请表格内有缺乏填写或递交文件不齐全, 学校将有权取消这份申请表格.

List of supporting documents to be attached along with this application form are:

请附上以下所需的有关文件:

	2 recent passport size photographs of the applicant 申请者照片两张
	Photocopy of the applicant's passport, showing his/her full particulars/passport date of expiry 申请者护照复印
	Photocopy of the applicant's birth certificate 申请者出生公证书
	Certified or notarised copy of applicant's educational certificates and transcripts 申请者最高学历毕业证公证书和成绩单公证书
	SHRM English Placement Test SHRM 英文测试卷
	Proof of English Proficiency (if applicable), example: IELTS results 英文水平证明 (如需要), 例如: 雅思成绩
	English translated or notarised Vaccination Certificate 新冠疫苗接种证书
	Applicant's proof of employment & income for the past six months (If applicable) 申请者工作与工资证明 (如需要)
	Applicant's proof of financial status in the form of bank statements/fixed deposit accounts/saving accounts (If applicable) 申请者银行存款证明 (如需要)
	Applicant's father's proof of employment & proof of income for the past six months. 申请者父亲的工作与工资证明 (如需要)
	Applicant's father's proof of financial status in the form of bank statements/fixed deposit accounts/saving accounts 申请者父亲的银行存款证明 (如需要)
	Applicant's mother's proof of employment & proof of income for the past six months. 申请者母亲的工作与工资证明 (如需要)
	Applicant's mother's proof of financial status in the form of bank statements/fixed deposit accounts/saving accounts 申请者母亲的银行存款证明 (如需要)
	Bank Statement (Fixed Deposit/ Saving Accounts) (If applicable) 银行定期存款证明 (如需要)

PART A: PARTICULARS OF APPLICANT**A部分: 申请者个人资料**

New Application 新生申请	<input type="checkbox"/>	Programme Name: 课程	Affix a recent Passport-size photograph here 照片
Transfer School 转学申请	<input type="checkbox"/>	Intake: 开课时间	
Foreign Identification No. (Fin) (if applicable): 学生证号 (如有)			
Full Name in BLOCK LETTERS(Underline Surname): 姓名			
Name in Chinese Character (if applicable): 中文姓名 (如有)			
Gender: Male/ Female	Date of Birth: 出生日期	Race: 种族	
Occupation: 职业	Religion: 宗教信仰	Nationality: 国籍	
Marital Status: Single/ Married/ Divorced 婚姻状况 单身 已婚 离婚	Country of Birth: 出生国家		
Country of City/ State/ Province: 出生城市/ 省份	Height: 身高	Weight: 体重	
Passport Number: 护照号码	Expiry Date of Passport: _____ day _____ month _____ year 护照到期日期 日 月 年		
Home Country Address: 联系地址			
Residential Address in Singapore, (if there is any): 新加坡地址 (如有)			
Email Address: 电邮地址	Home Telephone Number: 电话 Mobile Number: 手机号		

PART B: APPLICANT'S ACADEMIC BACKGROUND**B部分: 申请者学历背景**

Name of School 学府名称	Country 国家	State/ City/ Province 城市/ 省份	Language of Instruction 授课语言	Period of Study (dd/mm/yy) 学习年份 (日/月/年)		Highest Educational Qualification 最高完成学历
				From 从	To 至	

PART C: APPLICANT'S EMPLOYMENT HISTORY (IF APPLICABLE)**C部分：申请者工作简历（如有）**

Name of Company 公司名称	Country 国家	State/ City/ Province 城市/ 省份	Position Held 工作职位	Period of Working (dd/mm/yy) 工作年份 (日/月/年)		Nature of Duties 工作范围
				From 从	To 至	

PART D: ADDITIONAL INFORMATION REQUIRED (ONLY APPLICABLE TO STUDENTS WHO APPLY FOR ANY HOSPITALITY PROGRAMME)**D部分：附加信息（仅限于报读酒店管理和餐饮管理专业的申请）**

Height (cm): 身高（厘米）		Weight (kg): 体重（公斤）	
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Note:

The size range of uniforms provided by the school are as follows:

Male: Pants: 31 to 36; Shirt: 15 to 17.5 ;

Female: Dress: 8 to 16 .

If the required uniform size is not in the size range, the students are required to pay for customisation fees which will be indicated in the PEI-Student Contract.

注:

学校提供的校服尺码范围:

男生: 长裤: 31 至 36; 衬衫: 15 至 17.5 ;

女生: 裙 8 至 16 。

如果所需的校服尺码在提供的尺码范围外, 学生需按注明在学生合同里的量身定做付费。

PART E: PRE-COURSE COUNSELLING SECTION (TO BE CONDUCTED BY THE AUTHORIZED AGENTS, COUNTRY MANAGERS OR ADMISSION DIVISION BEFORE APPLICATION)**E部分：入学前课程咨询（授权中介，招生部区域经理或学生服务部将负责在申请前向学生解释以下项目）****PART 1: CAMPUS & FACILITIES 校园及设施**

- () SHRM College's location and general description of campus and facilities. 新加坡SHRM管理学院的地点及校园设施概述。
 () SHRM College's enquiry number and operation hours. 新加坡SHRM管理学院的咨询电话号码及运营时间。

PART 2: PROGRAMME INFORMATION 课程信息

- () Course admission requirements, English language requirement and applicant procedures.
课程入学要求、入学英语水平要求及申请流程。
 () Course structure, modules and outlines, intake, duration, assessment methods and schedule, type of certificate awarded .
课程结构、科目及大纲、开课月份、课程时长、评估方式及时间安排、授予的证书类型。
 () Appropriate guidance and advice on the suitability of the courses to match the aspirations of the students.
为帮助学生选择合适的课程, 根据其意愿给予适当的指导和建议,
 () Opportunities for employment/further education after graduation.
毕业后的就业及深造机会。

PART 3: PAYMENT OF FEES 费用的缴纳

- () Total payable fee (tuition fee, non-tuition fee and miscellaneous fee) throughout the course duration.
课程期间相关总费用（学费、非学费费用及学杂费）。
 () Payment modes accepted by SHRM College (payment must be made directly to school account).
支付学费的方式（相关费用只能直接付给学校）。

PART 4: EDUTRUST SCHEME 教育信托计划

- () Explanation to terms and conditions in Standard PEI Student Contract.
标准PEI（私立院校）学生合同相关条例的解释。
- () Fee Protection Scheme (FPS) adopted by SHRM College.
新加坡SHRM管理学院采用的学费保护计划（FPS）。
- () Medical Insurance Scheme provided by SHRM College.
由新加坡SHRM管理学院提供的医疗保险计划。

PART 5: STUDENT SUPPORT SERVICES 学生服务

- () Brief of student support services provided by Student Services Centre.
简要了解学生服务中心为学生提供一些支持和服务。

**PART 6: DEFERMENT/ TRANSFER/ WITHDRAWAL/ REFUND POLICY
推迟入学/转学/退学/学费退还政策**

- () Explanation of deferment/ transfer/withdrawal/refund policy and procedure of SHRM College
了解新加坡SHRM管理学院的课程推迟入学、转学、退学及学费退还政策及流程

PART 7: Committee For Private Education (CPE) 私立教育委员会

- () Enquiries related to Private Institutions in Singapore.
新加坡私立教育机构的相关咨询。
- () Website access to CPE [https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis))
新加坡私立教育委员会官网[https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis))

**PART 8: INFORMATION FOR INTERNATIONAL (ONLY FOR INTERNATIONAL STUDENTS)
国际学生需了解的信息（仅限于国际学生）**

- () Student's Pass application requirements, documents and procedures.
申请留学签证的要求、所需文件及流程
- () Relevant Singapore laws especially those relating ICA and MOM, e.g., laws on employment, smoking, drugs, etc.
Students on Student's Pass are not permitted to engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower.
新加坡尤其跟ICA（新加坡移民局）和MOM（新加坡人力部）相关的法律条款，比如雇佣法、吸烟及药物等。
持有留学签证的学生，若没有由新加坡人力部给予的有效工作签证，不论是否有偿都不允许以任何形式在当地就业或参加任何实习项目。
- () Personal and medical insurance, general healthcare in Singapore.
在新加坡的个人及医疗保险及日常的卫生保健。
- () Accommodation and cost of living in Singapore.
新加坡的住宿及生活花销。

PART F: COVID-19 VACCINATION DECLARATION**F部分：新冠疫苗接种声明**

Kindly declare your vaccination status, select one from the following:

学生请申报疫苗的接种状态，请从以下选项中选择一项

()	<p>I have received one dose of COVID-19 vaccination 我已经完成一剂次新冠疫苗接种</p> <p>Date of vaccination 一剂次新冠疫苗接种日期: _____ Year年 _____ Month月 _____ Date日</p> <p>Manufacturer 生产企业: _____</p> <p>Vaccination name/brand/type 疫苗名称: _____</p>
()	<p>I have received two doses of COVID-19 vaccination 我已经完成二剂次新冠疫苗接种</p> <p>Date of first dose 第一剂接种日期: _____ Year年 _____ Month月 _____ Date日</p> <p>Manufacturer 生产企业: _____</p> <p>Vaccination name/brand/type 疫苗名称: _____</p> <p>Date of second dose 第二剂接种日期: _____ Year年 _____ Month月 _____ Date日</p> <p>Manufacturer 生产企业: _____</p> <p>Vaccination name/brand/type 疫苗名称: _____</p>
()	<p>I have received three doses of COVID-19 vaccination 我已经完成三剂次新冠疫苗接种</p> <p>Date of first dose 第一剂接种日期: _____ Year年 _____ Month月 _____ Date日</p> <p>Manufacturer 生产企业: _____</p> <p>Vaccination name/brand/type 疫苗名称: _____</p> <p>Date of second dose 第二剂接种日期: _____ Year年 _____ Month月 _____ Date日</p> <p>Manufacturer 生产企业: _____</p> <p>Vaccination name/brand/type 疫苗名称: _____</p> <p>Date of second dose 第三剂接种日期: _____ Year年 _____ Month月 _____ Date日</p> <p>Manufacturer 生产企业: _____</p> <p>Vaccination name/brand/type 疫苗名称: _____</p>
()	<p>I have received one dose of COVID-19 Booster 我已经完成一剂次新冠疫苗接种加强针</p> <p>Date of vaccination 一剂次新冠疫苗接种日期: _____ Year年 _____ Month月 _____ Date日</p> <p>Manufacturer 生产企业: _____</p> <p>Vaccination name/brand/type 疫苗名称: _____</p>
()	<p>I have not received COVID-19 vaccination 我还未接种新冠疫苗 :</p>

Note: Students seeking to enter Singapore should comply with the prevailing Public Health as well as Entry Requirements. Please refer to The Immigration and Checkpoints Authority official website at <https://www.ica.gov.sg/> for details.

PART G: DECLARATION BY THE APPLICANT

G部分：申请人声明

At the time of application, I declare that I am medically fit to study the programme and proceed to internship if it is required by the programme.

我特此声明，在递交此课程申请时，本人身体状态良好。如实习是课程的一部分，我也有能力完成此课程要求。

I understand and agree that information provided in this form will be used for programme related matters and Student's Pass Application. I hereby declare that all particulars and information given in this application is true and correct.

我明白并同意在此表格内的信息将用于课程相关事宜。我特此声明，以上填写的资料全为真实与事实。

I hereby declare that all documents submitted for this application are genuine and valid.

我特此声明，我递交的证书文件为真实文件。

I hereby declare that 我特此声明：

I am fully aware that an international student must hold a valid Student's Pass to study in Singapore. The student must complete the Student's Pass formalities in person at the Immigration and Checkpoints Authority of Singapore Office, ICA Building, before the expiry of the In-Principle Approval (IPA) Letter of the Student's Pass.

我完全知悉国际学生必须持有有效的学生准证才能在新加坡学习。

学生必须在学生准证的原则批准 (IPA) 信到期前，亲自到新加坡移民与关卡局办公室完成学生准证手续。

I am fully aware that the IPA letter is valid for six months from the issuance date or till the programme commencement date as indicated in the IPA letter, whichever is later. It becomes void, and the application is deemed withdrawn if the Student's Pass is not collected within this period. I promise that I will comply with this requirement and complete my Student's Pass formalities before the expiry of the IPA Letter.

我完全知悉IPA 信函的有效期为自签发日起六个月或 IPA 信函中所示的课程开始日期，以较晚者为准。

如果在此期间未完成学生准证手续或未领取学生准证，学生准证申请将被视为失效。

我保证我会遵守这个要求并且在IPA信函到期前完成学生准证手续。

I am fully aware that I will be withdrawn from the enrolled programme if I do not complete the Student's Pass formalities. I will be fully responsible for the consequences caused by my actions.

我完全知悉，如果我未完成学生准证手续，我将被退出所注册的课程。我将对我的行为造成的后果承担全部责任。

SHRM will collect, use and disclose your personal data in accordance with the Personal Data Protection Act 2012 ("Act"). SHRM commits to maintain the confidentiality of the student's personal information and undertakes not to divulge any of the students' personal information to any third party, except for government authorities, without any prior written consent of the student, unless any such disclosure is permitted under any of the statutory exemptions under the Act. SHRM collects my personal information for the purpose of enrolling into the chosen programme/ course of study. By providing my personal information in this form, I have given the consent that the information to be used for processing my course application by SHRM and/ or University Partner. In the event if I am admitted as a student of SHRM, I understand and agree that any of my personal information provided at any point of time during the course of study will be used by SHRM and/ or University Partner for dissemination of information including exam, student events, student services, new programmes etc. that may be of interest to me. By signing on this application form, I have read, understood and agreed on SHRM's Data Protection Statement that published on <http://www.shrm.edu.sg/about-us/privacy-policy/>.

新加坡SHRM莎瑞管理学院将按照个人隐私保护法2012 ("法")，保密你所被收集，使用或透露的个人信息。

新加坡SHRM莎瑞管理学院承诺保护学生的个人隐私，若没有学生本人的书面同意，我们不会向任何第三方透露学生的任何信息，除非是相关的政府机构有所要求。

新加坡SHRM莎瑞管理学院在我入学时收集了我的个人信息。在该表上提供我的个人信息，说明我已同意在申请新加坡SHRM莎瑞管理学院及合作大学的课程中使用这些信息。如果我被新加坡SHRM莎瑞管理学院录取，我理解并同意学校在我学习期间的任何时候，将我的信息用于考试、学生活动、学生服务、新课程等可能跟我相关的信息的传播上。通过签署此申请表，我已阅读，理解并同意新加坡SHRM莎瑞管理学院的在此网页上，<http://www.shrm.edu.sg/about-us/privacy-policy/>，发布的个人信息隐私保护声明。

I hereby declare that I have fully understood all the above information, stated in **SECTION E**, provided by the Agent/Country Manager/ Admission Division.

我特此声明，我已通过相关授权中介/ 招生区域经理或学生服务部充分了解**E部分**的所有内容。

Applicant's Name
申请者姓名

Applicant's Signature
申请者签名

Date
日期

PART H: DECLARATION BY AUTHORIZED AGENT, COUNTRY MANAGER or ADMISSION DIVISION
H部分：授权中介，招生部区域经理或学生服务部声明：

I hereby declare that all the information stated in **SECTION E** have been explained to the student in details.
我特此声明，我已经向此学生清楚解释**E部分**的所有内容。

Name of Authorized Agency授权中介公司名称(if applicable, 如有):

Name of Authorized Agent/ Country Manager/ Admission Division:

授权中介/ 招生部区域经理/ 学生服务部名字

Signature of Authorized Agent/ Country Manager/ Admission Division:

授权中介/ 招生部区域经理/ 学生服务部签名

Date of Declaration声明日期: _____

FOR OFFICIAL USE ONLY 仅供校方人员填写

Received by
接收人

Date
日期