

HOTEL APPRENTICESHIP DIPLOMA PROGRAMME ADMISSIONS CHECKLIST (INTERNATIONAL APPLICANT)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | One Recent Colour Passport-Sized Photograph with White Background
File Format: JPEG
Dimension: 400 x 514 pixels |
| <input type="checkbox"/> | Pre-enrolment Counselling Checklist (acknowledged and signed)
A copy of the Pre-enrolment Counselling Checklist will be provided by the school after course consultation has been completed. |
| <input type="checkbox"/> | Passport Particulars Page
To be valid for at least six (6) months |
| <input type="checkbox"/> | Academic Certificates and Transcripts
Notarised and Translated copies if not in English |
| <input type="checkbox"/> | Resume
Please refer to the template provided |
| <input type="checkbox"/> | English Proficiency Test Score (If Applicable)
IELTS / TOEFL / WPLN |
| <input type="checkbox"/> | Medical Report or Doctor's Memo (If Applicable) |
| <input type="checkbox"/> | Statement of Criminal Records or Offence (If Applicable) |
| <input type="checkbox"/> | Student's Pass (front and back) / Work Pass (front and back) (If Applicable) |

Required for Student's Pass Application

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Student's Pass Form (eForm 16 and V36) |
| <input type="checkbox"/> | Birth Certificate
Notarised and Translated copies if not in English |
| <input type="checkbox"/> | Siblings' Birth Certificates (If Applicable)
Notarised and Translated copies if not in English |
| <input type="checkbox"/> | Student's Pass (front and back) / Work Pass (front and back) of Parents, Spouse or Sibling(s) (if Applicable) |
| <input type="checkbox"/> | Financial Support of Parent's or Spouse
Income Statement, Bank Statement or Certificate of Deposit |

Additional Documents Required for Student's Pass Application if Applicant's Parents / Step Parents or Spouse is a Singapore Citizen or Permanent Resident (if applicable)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Marriage Certificate of Parent's / Step Parent's or Spouse
Notarised and Translated copies if not in English |
| <input type="checkbox"/> | Highest Academic Certificate of Parent's / Step Parent's or Spouse
Notarised and Translated copies if not in English |
| <input type="checkbox"/> | Letter of Employment of Parent's / Step Parent's or Spouse
Required fields: Company Letterhead, Date, Name of Company, Designation, Monthly Income |
| <input type="checkbox"/> | Monthly CPF Contribution for the Past 12 Months of Parent's / Step Parent's or Spouse |