



HOTEL APPRENTICESHIP DIPLOMA PROGRAMME ADMISSIONS CHECKLIST (LOCAL APPLICANT)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <p>One Recent Colour Passport-Sized Photograph with White Background
File Format: JPEG
Dimension: 400 x 514 pixels</p> |
| <input type="checkbox"/> | <p>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.</p> |
| <input type="checkbox"/> | <p>NRIC (front and back) / 11B (front and back)</p> |
| <input type="checkbox"/> | <p>Academic Certificates and Transcripts</p> <p>1(a) If you are a SingPass holder, you may retrieve your digital certificates through your Skills Passport of your MySkillsFuture portal at:
https://www.myskillsfuture.sg/content/portal/en/individual/skills-passport.html.</p> <ul style="list-style-type: none"> (i) GCE N(T) / N(A) / O / A Levels (ii) ITE qualifications (iii) Diploma and Degree qualifications from polytechnics, LASALLE College of the Arts (LASALLE), Nanyang Academy of Fine Arts (NAFA), Autonomous Universities (AUs) and the National Institute of Early Childhood Development (NIEC) (iv) Singapore Workforce Skills Qualifications (WSQ) Certificate and/or Statement of Attainment (SOA) <p>1(b) Kindly forward us the OpenCert file which comes with the file name in the format (<NRIC>_Aca.opencert). Alternatively, you may click on the OpenCert icon as shown below and that will open up another window which you will be able to view your digital certificate.</p> <div style="text-align: center;">  </div> <p>1(c) You may then click on the mail icon and enter the recipient's email as enrolment@shatec.sg.</p> <div style="text-align: center;">  </div> <p>2 If you are not a SingPass holder, or if you possess other qualifications not captured within MySkillsFuture portal, please provide scanned/photocopies of all academic records with originals for verification purposes.</p> |
| <input type="checkbox"/> | <p>Resume
Please refer to the template provided.</p> |
| <input type="checkbox"/> | <p>English Proficiency Test Score (If Applicable)
IELTS / TOEFL / WPLN</p> |
| <input type="checkbox"/> | <p>Notice of Exemption from Full-Time National Service (If Applicable)</p> |
| <input type="checkbox"/> | <p>Medical Report or Doctor's Memo (If Applicable)</p> |
| <input type="checkbox"/> | <p>Statement of Criminal Records or Offence (If Applicable)</p> |
| <input type="checkbox"/> | <p>Deed Poll or Religious Certificate for Change of Name (If Applicable)</p> |