

PART TIME PROGRAMME ADMISSIONS CHECKLIST (LOCAL APPLICANT)


- One Recent Colour Passport-Sized Photograph with White Background**
File Format: JPEG
Dimension: 400 x 514 pixels


- 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.

- NRIC (front and back)**

- Academic Certificates and Transcripts**
 - 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.gov.sg/content/portal/en/individual/skills-passport.html>
 - (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)
 - 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.

Proof of Certification


 - 1(c) You may then click on the mail icon and enter the recipient's email as enrolment@shatec.sg.


 - 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.

- English Proficiency Test Score (If Applicable)**
IELTS / TOEFL / WPLN

- Medical Report or Doctor's Memo (If Applicable)**

- Statement of Criminal Records or Offence (If Applicable)**

- Deed Poll or Religious Certificate for Change of Name (If Applicable)**

Required for Part Time Diploma Programme Only

- Letter of Employment from Employer / CPF Contribution / ACRA**
Letter to contain: Company Letterhead, Date, Name of Company, Designation, Length of Service