

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.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