

**STUDENT APPLICATION FORM**

**Course Enrolment**

**IMPORTANT INSTRUCTIONS:**

- Use CAPITAL LETTERS only, throughout the application form.
- All applications with incomplete information and/or not accompanied by copies of supporting documents or photographs will **NOT** be considered for admission.
- MAGES reserves the rights to reject any application found with misrepresentation/ omission of information at its sole discretion.

Attach Photo  
Here

**Applicant Attended By  
(MAGES Staff):**

**CONFIDENTIALITY:**

MAGES is committed to maintain the confidentiality of the applicant's personal information and undertakes not to divulge such information to any third party without the prior written consent of the applicant.

**SECTION A – APPLICANT DETAILS**

Particulars of Applicant			
<b>Applicant's Name (as in NRIC / Passport):</b>		<b>Chinese Character (if applicable):</b>	
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth (dd/mm yyyy):</b>		<b>Marital Status (cancel accordingly):</b> Single / Married / Divorced / Widowed
<b>Nationality:</b>	<b>Country of Birth:</b>		<b>Current Residential Status:</b> <input type="checkbox"/> Singaporean <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Dependent Pass <input type="checkbox"/> Long Term Pass <input type="checkbox"/> Work Pass <input type="checkbox"/> International
<b>NRIC / Fin No.:</b>	<b>Passport No.:</b>	<b>Passport Expiry:</b>	<b>Tel. No.(w/ International Code):</b>
<b>Email Address:</b>			<b>Mobile No. (w/ International Code):</b>
<b>Permanent Home Address:</b>			
<b>Address for correspondence (if different):</b>			
<b>Bank Name:</b>	<b>Branch Name:</b>	<b>Bank Account Name:</b>	<b>Bank Account No.:</b>
<b>Medical Insurance Details (if any):</b>			

Course Application		
<b>Course/s Applying:</b>	<b>Mode of Study:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Intake Date (dd / mm / yyyy):</b>
<b>Major (If Any):</b>		

Educational Background						
Full Name of School / College / Institution / University	Country	Province	Language of Instruction	Period of Study		Highest Qualification Attained
				From	To	
IELTS / TOEFL Results (if any):				No. of Years of English Education:		

Employment History			
Name of Company	Period of Working		Position Held Nature of Duties
	From	To	

Emergency Contact	
Name:	
Relationship with Applicant:	
Contact No.	

How Did You Come To Know About MAGES		
<input type="checkbox"/> Newspaper / Magazine	<input type="checkbox"/> Brochure / Flyer / Mailer	<input type="checkbox"/> Exhibition / Road show / Seminar
<input type="checkbox"/> Website	<input type="checkbox"/> Email / Social Media	<input type="checkbox"/> Our Student (stated name & hp. no.): _____
<input type="checkbox"/> TV / Radio	<input type="checkbox"/> ASIS Singapore Chapter	<input type="checkbox"/> Agent (stated name): _____
<input type="checkbox"/> Others (please specify): _____		

**SECTION B – DOCUMENT SUBMISSION CHECKLIST**

**Note for International Students:**  
Any foreigner who wishes to pursue full-time studies in Singapore is required to apply for a Student’s Pass with the Immigration & Checkpoints Authority of Singapore (ICA). The following forms must be completed and submitted to MAGES along with **certified copies (English translation)** of supporting documents for such application.

S.no	Copy of the following Document	Singaporean/ PR	DP/EP/WP/LOC	International
1	Applicant’s NRIC/ ID Card			
2	Applicant’s Birth Certificate			
3	Applicant’s Passport			
4	Change of Name Certificate (if applicant’s name in Birth Country differs from Passport’s)			
5	2 Recent Passport-sized Photographs of Applicant (Original)			
6	Applicant’s Highest Educational Certificates & Transcripts			
7	Valid Bank Statement of Applicant (or Parents/Spouse)			
8	Parents’ &/or Spouse’s Passports or Identity Cards			
9	Applicant’s and/or Parent’s/Spouse’s Residence Permit (SPR/EP/SP/WP/STP/PVP, etc.) with Singapore			
10	Parents’ working statement (if applicant is from visa required country)			
11	Legal Guardian’s NRIC/ ID Card/ Passport (as applicant’s sponsor)			
12	ICA eForms - IMM16, V36 (Applicant’s signature for these forms <b>MUST</b> match that of the Passport)			
13	MOM - Letter of Consent Form			

**Note: Additional supporting documents may be required on a case-to-case basis, which our staff will advise the applicant accordingly.**

**Other Services** The following services are subject to availability which MAGES will advise the applicant accordingly

**I need these services:** (Service chargeable)

Airport Pick-up     Accommodation     Transport for medical check-up     Accident Insurance

## SECTION C – IMPORTANT INFORMATION

Under the new Private Education Act, legislated in December 2009, a Council for Private Education (CPE) was set up to regulate the private education industry in Singapore. All private education institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations.

Following are the new requirements which we have put in place in compliance with the regulations:-

### 1. Advisory Note

The PE Act also requires a student to sign an Advisory Note prior to enrolling to the chosen PEI. The advisory note will be signed and returned together with the PEI-Student Contract.

### 2. PEI-Student Contract

As stipulated by CPE with the aim of enhancing the confidence of students and their parents in the quality of education in Singapore, we will enter into a standard PEI-Student Contract with all our students. The contract lays out the important terms and conditions governing the relationship between the student and MAGES. We will honour the terms and conditions spelt out in the contract and in all communication materials. A copy of the standard student contract is available for inspection upon request and also on the CPE website ([www.cpe.gov.sg](http://www.cpe.gov.sg)).

### 3. Fee Protection Scheme (FPS)

The Fee Protection Scheme (FPS) serves to protect students' fees in the event a PEI is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore courts.

The FPS is applicable to **ALL** students (regardless of nationality and the type of passes, i.e. dependent's pass, student's pass, work permit etc). It is mandatory for all students to apply for FPS and sign a student contract when they enrol for courses with any Private Education Institution (PEI) with EduTrust Certification or seeking EduTrust Certification.

MAGES has Fee Insurance Policy from Etiqa Insurance Pte Ltd. (Website: [www.etiqa.com.sg](http://www.etiqa.com.sg)). After the student sign the student contract and pay the course fee, MAGES will buy the Fee Insurance using Etiqa On-line system. More details of the FPS can also be found in the FPS Instruction Manual, available at CPE's website ([www.cpe.gov.sg](http://www.cpe.gov.sg))

### 4. Medical Insurance

It is compulsory for ALL international students to have medical insurance coverage for hospitalisation, outpatient and related medical treatment for the entire course duration. Prudential Assurance Company Singapore Pte Ltd has been appointed as the insurance provider. There are exemptions for Singaporeans, Permanent Residents and non-Student Pass holders if they are covered by their own medical insurance plan.

Students who choose to opt out of the medical insurance are to show proof that they have their own medical insurance before making a declaration in the PEI-student contract to opt out of the medical insurance scheme. Please speak to the programme consultant in order to make informed choices.

### Refund Policy:

**NOTE: Administrative charges (non-refundable) is applicable.**

% of [the aggregate amount of the fees paid under Schedule B and Schedule C of the student contract]	If Student's written notice of withdrawal is received
[100]	("Maximum Refund") More than [14] days before the Course Commencement Date
[50]	Before, but not more than [14] days <b>before</b> the Course Commencement Date
[50]	After, but not more than [7] days <b>after</b> the Course Commencement Date
[10]	More than [7] days after the Course Commencement Date, but not more than [14] days <b>after</b> the Course Commencement Date
[0]	More than [14] days <b>after</b> the Course Commencement Date

\*Terms & conditions apply (for detailed Refund Policy kindly refer to [www.mages.edu.sg](http://www.mages.edu.sg) or refer to the Student Handbook)

**SECTION D – PERSONAL DATA PROTECTION ACT (PDPA) CONSENT FORM**

By signing this application form, you agree that the school may collect, use and disclose your personal data, as provided in this application form, including any supporting documents, for the following purposes in accordance with the Personal Data Protection Act 2012 and our data protection policy.

- (a) The processing of this application
- (b) The administration of your enrolment with our school

I hereby give consent for the school to use the following for the purposes of marketing and publicity. In addition, I understand that it is my responsibility to remove myself from group and candid shots/recordings that the school intends to capture, if you do not wish to have your photos/audio-visual recordings taken.

- Photos**                     
  **Audio-Visual Recording**                     
  **Testimonials**

**Your Acknowledgement**

I hereby apply for the course as indicated in this form and declare that all information given is true and correct. MAGES is authorized to investigate the above information for the purpose of verification. I also agreed to abide by the decision of MAGES as to my eligibility for the course mentioned. I certify that I have received the course information and agreed to the admission/enrolment requirements / Refund Policy. I understand that I am responsible for all expenses, including personal expenses while taking up my course of study with **MAGES Institute of Excellence**.

**International Student:** I am personally responsible for my compliance with all regulations of the Student’s Pass of the Immigration & Checkpoints Authority of Singapore.

**I acknowledge that I have attached the following with my application:**

- Application Fee (non-refundable) payable to “MAGES Institute of Excellence Pte Ltd”**
  - International Student** : Payment of **S\$535 (inclusive of 7% GST)**
  - Local Student** : Payment of **S\$ 267.50 (inclusive of 7% GST)**
- Certified true copies of all academic certificates & transcripts**

**Applicant’s Name & Signature** : \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent’s / Guardian’s Name & Signature** : \_\_\_\_\_ **Date:** \_\_\_\_\_  
(For applicant below the age of 18 years old)

\*\*\*\*\* For Office Use Only \*\*\*\*\*

**SELECTION VALIDATION CHECKLIST**

Course Minimum Entry Requirement <input type="checkbox"/> Age <input type="checkbox"/> Academic Requirement <input type="checkbox"/> English Proficiency <input type="checkbox"/> <b>Ok to proceed</b> <input type="checkbox"/> <b>Not Ok to proceed</b>	<input type="checkbox"/> Pre Course Counselling <input type="checkbox"/> Verification of Original Document <input type="checkbox"/> Special Needs: _____ <input type="checkbox"/> Other Consideration: _____ <b>BD (Name/ Signature/ Date):</b>
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**ACADEMIC COUSSELLING**

<input type="checkbox"/> <b>Accepted</b> <input type="checkbox"/> <b>Rejected</b>	<b>(Name/ Signature/ Date):</b>
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**MANAGEMENT APPROVAL**

<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	<b>(Name/ Signature/ Date):</b>
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**HANDOVER TO STUDENT SERVICES DEPARTMENT**

<b>Application Handed Over by</b> (Name/ Signature/ Date):	<b>Application Taken Over by</b> (Name/ Signature/ Date):
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**FOR STUDENT SERVICES DEPARTMENT**

<input type="checkbox"/> <b>Letter of Acceptance Issued</b> <input type="checkbox"/> <b>Letter of Rejection Issued</b>	SSA <b>(Name/ Signature/ Date):</b>
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