



**STEI INSTITUTE PTE LTD**  
10 Anson Road, International Plaza  
#21-14 Singapore 079903  
Tel: (65) 65592896  
www.stei.edu.sg  
Co. Reg No.: 200901936C

## STUDENT APPLICATION FORM

ATTACH  
PASSPORT-SIZE  
PHOTO

Name of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

### 1. Source

Where did you learn about STEi Institute or the Programme you are applying for?

**Referred by STEi Institute Authorised Student Recruiter (ASR)**

Name of ASR: \_\_\_\_\_

**Referred by STEi Institute Student**

Name of Student: \_\_\_\_\_ Contact no. of Student: \_\_\_\_\_

**Social Media:** STEi Website / Facebook

**Others:** \_\_\_\_\_

### 2. Course Details

**Course Applied For:**

#### Full Time Courses

- Advanced Diploma in Business Administration
- Advanced Diploma in Hospitality Management
- Advanced Diploma in Logistics & Supply Chain Management
- Diploma in Business Administration
- Diploma in Hospitality Management
- Diploma in Logistics & Supply Chain Management
- Certificate in English
- Certificate in Food & Beverage Operations
- Preparatory Course for Singapore-Cambridge General Certificate of Education (Advanced Level)
- Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level)
- Specialist Diploma in Business Administration (Hospitality Management)
- Specialist Diploma in Business Administration (Logistics & Supply Chain Management)

#### Part Time Courses

- Advanced Diploma in Logistics & Supply Chain Management
- Diploma in Logistics & Supply Chain Management

**3. Particulars of Applicant**

**Please note that incomplete information for any of the fields below will result in non-processing of this application.**

Name in English as in Passport or Identity Card (**Underline Surname**):

NRIC/ Passport No:

Foreign Identification No. (FIN) (if applicable):

Alias (if any):

Gender (please tick)  
 Male  Female

Marital Status:

Nationality:

Date of Birth:

Occupation:

Expiry Date of Employment/ Dependent's Pass (if any):

Race:

Religion:

Email Address:

Tel:

Address in Singapore (if applicable):

Name of Emergency Contact Person (Immediate family member only):

Relationship:

Contact No:

Email Address:

Full Name of Guardian (for students below 18 years old):

NRIC/Passport/FIN:

Contact No:

Email Address:

**4. Additional Information Required for Student Pass Application Submission**

Birth Certificate No:

Country/Place of Birth:

Province of Birth:

Type of Travel Document Held:

Travel Document No:

Issue Date:

Country of Issue:

Place of Issue:

Expiry Date:

**a. Have you resided in any country for one year or more during last 5 years? Yes  No**

Country	Address	Period of Stay (MM/YYYY)	
		From	To

**b. Have you ever been refused entry into or deported from any country, including Singapore? Yes  No**

**c. Have you ever been convicted in a court of law in any country, including Singapore? Yes  No**

**d. Have you ever been prohibited from entering Singapore? Yes  No**

**e. Have you ever entered Singapore using a different Passport or Name? Yes  No**

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**If any of the answer is "YES", please furnish details on a separate sheet of paper.**

**Remarks:**

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**4.1 Applicant's Parents and/or Step Parents**

Full Name:		<b><u>Residential Status in Singapore (please tick box)</u></b> <input type="checkbox"/> S'pore citizen/ S'pore Permanent Resident <b>NRIC:</b> _____ <input type="checkbox"/> Resident (Long Term Pass, Work Pass, Dependent Pass etc) <b>FIN No.:</b> _____ <input type="checkbox"/> None of the Above
Relationship:	Date of Birth:	
Nationality:	Occupation:	
Full Name:		<b><u>Residential Status in Singapore (please tick box)</u></b> <input type="checkbox"/> S'pore citizen/ S'pore Permanent Resident <b>NRIC:</b> _____ <input type="checkbox"/> Resident (Long Term Pass, Work Pass, Dependent Pass etc) <b>FIN No.:</b> _____ <input type="checkbox"/> None of the Above
Relationship:	Date of Birth:	
Nationality:	Occupation:	

**4.2 Applicant's Spouse (if applicable)      NA**

Full Name:		<b><u>Residential Status in Singapore (please tick box)</u></b> <input type="checkbox"/> S'pore citizen/ S'pore Permanent Resident <b>NRIC:</b> _____ <input type="checkbox"/> Resident (Long Term Pass, Work Pass, Dependent Pass etc) <b>FIN No.:</b> _____ <input type="checkbox"/> None of the Above
Relationship:	Date of Birth:	
Nationality:	Occupation:	

**4.3 Applicant's Siblings (if applicable)      NA**

Full Name:		<b><u>Residential Status in Singapore (please tick box)</u></b> <input type="checkbox"/> S'pore citizen/ S'pore Permanent Resident <b>NRIC:</b> _____ <input type="checkbox"/> Resident (Long Term Pass, Work Pass, Dependent Pass etc) <b>FIN No.:</b> _____ <input type="checkbox"/> None of the Above
Relationship:	Date of Birth:	
Nationality:	Occupation:	

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Full Name:		<b>Residential Status in Singapore (please tick box)</b> <input type="checkbox"/> S'pore citizen/ S'pore Permanent Resident <b>NRIC:</b> _____ <input type="checkbox"/> Resident (Long Term Pass, Work Pass, Dependent Pass etc) <b>FIN No.:</b> _____ <input type="checkbox"/> None of the Above
Relationship:	Date of Birth:	
Nationality:	Occupation:	

Full Name:		<b>Residential Status in Singapore (please tick box)</b> <input type="checkbox"/> S'pore citizen/ S'pore Permanent Resident <b>NRIC:</b> _____ <input type="checkbox"/> Resident (Long Term Pass, Work Pass, Dependent Pass etc) <b>FIN No.:</b> _____ <input type="checkbox"/> None of the Above
Relationship:	Date of Birth:	
Nationality:	Occupation:	

**5. Applicant's Educational Background (Include Courses Attended in Singapore)**

I do not have any information to declare for Part 5.

Name of Schools/Colleges/ Universities	Country	State or Province	Language of Instruction	Period Of Study (DD/MM/YY)		Qualification Obtained	Education Cert No.
				From	To		

Obtained a pass in English : YES/ NO

**6. Applicant's Employment History/Other Activities (Include Practical Training, Industrial Attachment and Internship in Singapore)**

I do not have any information to declare for Part 6.

Name of Companies	Country	Period of Working (DD/MM/YY)		Position Held	Nature of Duties
		From	To		

Remarks/ Explanation (if any): \_\_\_\_\_

**7. Applicant's Financial Support**

<b>Applicant</b>	Average Monthly Income for past 6 months:		<b>Applicant's Spouse</b>	Average Monthly Income for past 6 months:	
	Current Saving:			Current Saving:	
<b>Applicant's Father</b>	Average Monthly Income for past 6 months:		<b>Applicant's Mother</b>	Average Monthly Income for past 6 months:	
	Current Saving:			Current Saving:	

**Other financial support (eg. scholarship, study loan, funds from relatives): If yes, please furnish details (eg. amount in Singapore Dollars)**

**8. Confidentiality and Security of Information**

STEI Institute is committed to maintaining the confidentiality of all the information provided by students and undertake not to divulge any of this information to any third party (other than government agencies) without the prior written consent of the Student. All data that need to be released shall be done strictly on a need-to-know basis.

In the event that STEI Institute intends to use data provided for other purposes beyond the original intent of data collection, STEI Institute must seek the written permission from the students before using the data unless requested by government agencies.

**9. Refund and Withdrawal Policies**

STEI Institute shall notify the Student within three (3) working days upon knowledge of any of the following:-

- a. It does not commence the Course on the Course Commencement Date.
- b. It terminates the Course before the Course Commencement Date.
- c. It does not complete the Course by the Course Completion Date.
- d. It terminates the Course before the Course Completion Date.
- e. It has not ensured that the Student meet the course entry or matriculation requirement as set by the organization stated in Schedule A of the Student Contract within the stipulated timeline set by CPE; or
- f. The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).

Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

If the Student withdraws from the Course for any reason other than those circumstances stated as above, STEI shall within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the Refund Table as stated below.

STEI Institute shall provide the Student with a cooling-off period of seven (7) working days after the date that the Student Contract has been signed by both parties. The Student will be refunded the highest percentage (stated in the Refund Table) of the fees already paid if the Student submits a written notice of withdrawal to STEI within the cooling-off period, regardless of whether the Student has started the course or not.

**Refund Table**

<b>% of [the amount of fees paid under Schedule B and C of the Student Contract]</b>	<b>If Student's written notice of withdrawal is received</b>
<b>[50%]</b>	<b>("Maximum Refund") More than [30] days before the Course Commencement Date</b>
<b>[20%]</b>	<b>Before, but not more than [30] days before the Course Commencement Date</b>
<b>[0%]</b>	<b>After, but not more than [0] days after the Course Commencement Date</b>
<b>[0%]</b>	<b>More than [0] days after the Course Commencement Date</b>

**10. Pre-Course Counselling Checklist**

Please tick (✓) or indicate “NA” if not applicable, in the box next to each item.

I hereby confirmed that I have been advised/ provided information of the following:

<b>SECTION A: INSTITUTE &amp; COURSE INFORMATION</b>	
STEi Institute Information – Brief school history, vision and mission, values and culture, school organization structure, location, facilities, infrastructure and student support services.	
Course Information – Name of award, awarding body, course duration, modules, course outline, assessment schedule, learning outcomes and structure, course entry requirements, English proficiency requirement, award criteria and progression – academic and employment.	
Course application requirements, procedures and documents required.	
Industrial Attachment Module (Only applicable for courses with Industrial Attachment Module) – This module is a compulsory and integral module of the course. In the event, that a student is unable to participate in Industrial attachment module due to circumstances beyond the control of STEi Institute; the student will be provided as a last resort, to successfully complete the Project Work to be considered for graduation of the course.	
<b>SECTION B: FEES PAYABLE AND PAYMENT METHODS</b>	
Course fees and miscellaneous fees payable to STEi Institute.	
Payment modes, methods and schedule acceptable by STEi Institute, and that all payments must be made to STEi Institute only.	
Advisory Note and Student Contract have to be signed and dated before payment can be made.	
<b>SECTION C: FEES PROTECTION SCHEME AND STUDENT CONTRACT</b>	
The Fee Protection Scheme (FPS) that STEi Institute has in place for students.	
The Terms and Conditions of the Student Contract have been explained and fully understood.	
<b>SECTION D: WITHDRAWAL/ REFUND/ TRANSFER POLICY AND PROCEDURE</b>	
STEi Institute Transfer & Withdrawal Policy and Procedures.	
STEi Institute Refund Policy and Procedures	
<b>SECTION E: MEDICAL INSURANCE AND DECLARATION</b>	
CPE Medical Insurance requirements and the medical insurance scheme provided by STEi Institute.	
<b>Applicable only to local students</b> – Exemption from medical insurance scheme and will be required to sign the Declaration form where applicable.	

**SECTION F: COMMITTEE FOR PRIVATE EDUCATION (CPE)**

The Committee for Private Education (CPE) was appointed by SkillsFuture Singapore (SSG) Board in October 2016 to carry out its functions and powers relating to private education under the Private Education Act. CPE regulates the sector, provides student services, consumer education and facilitates capability development efforts to uplift standards in the local private education industry.

For more information, please visit CPE website at [www.ssg.gov.sg](http://www.ssg.gov.sg)

**SECTION G: APPLICABLE FOR INTERNATIONAL STUDENTS**

Student pass application requirements, procedures and documents required.

Information on Singapore- Student accommodation, cost of living in Singapore, general healthcare services, Singapore law and airport pick-up and counselling service, etc.

All international students who hold student's pass are NOT ALLOWED to engage in any form of employment or in any business, profession or occupation in Singapore whether paid or unpaid, without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A). Industrial attachment and/or on-the-job training (whether provided by the institute or otherwise) is also considered as employment under the Employment of Foreign Manpower Act and requires a valid work pass.

International students who fail to attend classes without any valid reasons for a continuous period of 7 days or to meet the required percentage of attendance (90%) for the course are liable to have their Student Pass cancelled.

**SECTION H: FURTHER INFORMATION**

For more information, please visit STEi Institute website at [www.stei.edu.sg](http://www.stei.edu.sg)

**Declaration by Applicant**

I declare that I have read and/or understood all the information provided by STEi Institute on the pre-course counselling and all the information I have supplied on this application form including the pre-course counseling checklist is true and correct to the best of my knowledge.

I acknowledge that STEi Institute has the sole discretion to reject/ accept any application and agree to abide by the decision of STEi Institute concerning this application.

\_\_\_\_\_  
Name and Signature of Applicant

\_\_\_\_\_  
Name and Signature of Parent/ Guardian  
(For student below 18 years old)

\_\_\_\_\_  
Date

**Declaration by Counsellor/ ASR**

I, on behalf of STEi Institute/ ASR, declare that I have supplied information and clearly explained to the applicant with regards to the items specified in Section A to H of the pre-course counseling checklist.

\_\_\_\_\_  
Name of Personnel/ ASR

\_\_\_\_\_  
Signature of Personnel/ ASR

\_\_\_\_\_  
Date

## 11. Documents Checklist

### For Local Students

- 2 Recent passport size photo with white background or scanned copy in JPEG file size 400 x 514 with white background.
- STEi Application Form (duly completed and signed).
- Pre-course Counselling Form (duly completed and signed).
- Photocopy of NRIC/ valid Work Pass.
- CV (Curriculum Vitae).
- Photocopy of Educational Certificates and result transcripts.

### For International Students

- 2 Recent passport size photo with white background or scanned copy in JPEG file size 400 x 514 with white background.
- STEi Application Form (duly completed and signed).
- Pre-course Counselling Form (duly completed and signed).
- Official Birth Certificate.
- Photocopy of travel documents pages showing full particulars and travel document's date of expiry.
- Photocopy of Educational Certificates and result transcripts.
- Photocopy of documentary proof of financial ability in the form of bank statements/ fixed deposit accounts/ saving accounts. (For visa required countries only).
- Photocopy of letter of employment, if applicable (Letter should be state date of commencement, designation and salary).

**Note: Official translations are mandatory if the documents above are not in English.**



12. For Official Use Only

Student Recruited via :

Direct Enrolment

Name of Personnel who attended to Applicant:  
\_\_\_\_\_

Referred by:  
Authorised Student Recruiter (ASR)

Name: \_\_\_\_\_

Course enrolled for: \_\_\_\_\_

Highest Qualification of Applicant:  
\_\_\_\_\_

English Proficiency:

Pass  
 Fail

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_

Checked By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Documents Submitted (Photocopy):

Passport

Academic Certificates and Transcripts

English Proficiency level:

TOEFL/ IELTS

Others: \_\_\_\_\_

Birth Certificate

Financial Supporting Documents

Placement Test : \_\_\_\_\_

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_

Assessed By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application Status:

Accept  
 Reject

