Student Application Form (INTERNATIONAL STUDENTS)

☐ International DIRECT

☐ International LOCAL TRANSFER (including dependent pass holders)

Request for exemptions with highest qualification?  ☐ YES  ☐ NO

The complete application package should be returned to: Kaplan Higher Education Academy Pte Ltd
Kaplan City Campus @ Wilkie Edge, 8 Wilkie Road, #02-01, Singapore 228095
Or SCANNED and EMAILED to apply.sg@kaplan.com and the respective Country Manager

Language Programmes
☐ Diploma in Professional Business English  ☐ Preparatory Course for IELTS  ☐ Certificate in Advanced Academic English (CAAE)

Foundation Programmes
☐ Certificate in Foundation Studies  ☐ Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination

Kaplan Global Diploma

Diploma in Commerce
☐ Business Administration  ☐ General Studies  ☐ Human Resource Management  ☐ Marketing Management
☐ Business Economics  ☐ Hospitality & Tourism Management  ☐ Logistics & Supply Chain Management  ☐ Sales and Retail Management
☐ Finance and Banking

Kaplan Higher Education Academy Diploma Programmes

Professional Diploma
☐ Banking and Investment Management

Diploma in
☐ Accountancy  ☐ Business and Law  ☐ Counselling  ☐ Information Technology  ☐ Legal Studies
☐ Business and Information Management  ☐ Computer Forensics  ☐ Events Management  ☐ Mass Communication  ☐ Web Technologies
### Partner University Degree Programmes (please also fill in the University Application Forms)

**Murdoch University, Australia**
- Bachelor of Arts
- Bachelor of Commerce
- Bachelor of Communication
- Bachelor of Science
- Master of Business Administration

(Please specify major: ____________________________)

**Northumbria University, UK**
- Bachelor of Arts (Hons)
- Master of Science in Business with

(Please specify major: ____________________________)

**Royal Holloway (University of London), UK**
- Bachelor of Science (Hons)

(Please specify major: ____________________________)

**University of Bedfordshire, UK**
- Master of Business Administration

**University College Dublin, National University of Ireland Dublin**
- Bachelor of Business Studies (Hons)
- Master of Science

(Please specify major: ____________________________)

**University of Essex, UK**
- Bachelor of Science (Hons)

(Please specify major: ____________________________)

**University of Portsmouth, UK**
- Bachelor of Arts (Hons) Accountancy and Financial Management

### Other Programmes:

- University/Institution: __________________________________________

- Programme name: __________________________________________

---

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

### 1. Personal Details

<table>
<thead>
<tr>
<th>Name in English as in Passport or Identity Card (Underline Surname)</th>
<th>Name in Chinese (if Applicable)</th>
<th>Gender (please tick)</th>
<th>Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>☐ Female ☐ Male</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Single ☐ Married</td>
<td></td>
</tr>
<tr>
<td>Birth Certificate No</td>
<td>Date of Birth</td>
<td>Age</td>
<td>Passport No</td>
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<thead>
<tr>
<th>Home Country Address</th>
<th>Home Country Tel</th>
<th>Mobile No.</th>
<th>Email Address</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

| Name of Emergency Contact Person (Immediate family members only) | Relationship | Contact No. |                |             |             |
|--------------------------------------------------------------|--------------|------------|----------------|-------------|

<table>
<thead>
<tr>
<th>Full Name of Guardian (For students below 18 years old)</th>
<th>NRIC/Passport/Fin of Guardian</th>
<th>Contact No. of Guardian</th>
<th>Email of Guardian</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

2. Information Required for the Processing of a Student’s Pass

A. Applicant’s Natural Parents and/or Step Parents

<table>
<thead>
<tr>
<th>Full Name (as in travel document)</th>
<th>Relationship:</th>
<th>Date of Birth: DD / MM / YY</th>
<th>Nationality</th>
<th>Residential Status in Singapore (cancel appropriately):</th>
<th>Occupation</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td>S’pore citizen/ S’pore Permanent Resident – NRIC: ____________</td>
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<td>Resident (Long Term Pass, Work Pass, Dependent Pass etc) -- FIN No.: ____________</td>
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<td>None of the Above (please tick box) □</td>
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<tr>
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</table>

B. Applicant’s Spouse (if applicable)

<table>
<thead>
<tr>
<th>Full Name (as in travel document)</th>
<th>Relationship:</th>
<th>Date of Birth: DD / MM / YY</th>
<th>Nationality</th>
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<th>Occupation</th>
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<td>None of the Above (please tick box) □</td>
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</tbody>
</table>
### C. Applicant’s Siblings (if applicable)

<table>
<thead>
<tr>
<th>Full Name (as in travel document)</th>
<th>Relationship:</th>
<th>Nationality</th>
<th>Residential Status in Singapore (cancel appropriately):</th>
<th>Occupation</th>
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<td>None of the Above (please tick box) □</td>
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</tr>
</tbody>
</table>

### 3. Education and Qualification – in chronological order from Secondary/High School( **Certified copies of proof (native and English translated) must be attached.**)

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Country</th>
<th>State/Province</th>
<th>Language of Instruction (Eg Chinese, English)</th>
<th>Period of Study</th>
<th>Highest Educational Qualification Academic/ Professional (if Honours degree, pls state class/division)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>From DD / MM / YY To DD / MM / YY</td>
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<td>From DD / MM / YY To DD / MM / YY</td>
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<td></td>
<td>From DD / MM / YY To DD / MM / YY</td>
<td></td>
</tr>
</tbody>
</table>

### 4. Applicant’s Employment – in chronological order (if applicable)

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Country</th>
<th>Period of Working</th>
<th>Position Held</th>
<th>Nature of Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>From DD / MM / YY To DD / MM / YY</td>
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</tr>
</tbody>
</table>

### 5. Applicant’s Financial & Support Details (to be completed by applicant from Visa-required Countries)

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Monthly Average Income for Past 6 months:</th>
<th>Applicant’s Spouse</th>
<th>Monthly Average Income for Past 6 months:</th>
<th>Current Savings (Eg Fixed Deposit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Savings (Eg Fixed Deposit)</td>
<td></td>
<td></td>
<td>Current Savings (Eg Fixed Deposit)</td>
<td></td>
</tr>
<tr>
<td>Applicant’s Father</td>
<td>Monthly Average Income for Past 6 months:</td>
<td>Applicant’s Mother</td>
<td>Monthly Average Income for Past 6 months:</td>
<td>Current Savings (Eg Fixed Deposit)</td>
</tr>
<tr>
<td>Current Savings (Eg Fixed Deposit) in local currency</td>
<td></td>
<td></td>
<td>Current Savings (Eg Fixed Deposit) in local currency</td>
<td></td>
</tr>
</tbody>
</table>

Other Financial Support from Immediate Family Members

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Applicant’s Spouse</th>
<th>Applicant’s Mother</th>
<th>Current Savings (Eg Fixed Deposit) in local currency</th>
<th>Monthly Average Income for Past 6 months:</th>
<th>Current Savings (Eg Fixed Deposit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
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<tr>
<td>No</td>
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</tbody>
</table>

(Pls furnish details on a separate sheet)
6. Confidentiality Clause
   This information you have provided will be kept confidential and used solely for communicating with you.

7. Withdrawal and Refund Policies

   Kaplan Higher Education Academy shall inform the student immediately within 3 working days if:
   
i. it fails, for any reason, to commence the course on the course commencement date
   ii. it terminates the course, for any reason, prior to the course commencement date.
   iii. it fails, for any reason, to complete the course by the course completion date.
   iv. it terminates the course, for any reason, prior to course completion date.
   v. The student pass is rejected by Immigration & Checkpoints Authority (ICA)

   Kaplan Higher Education Academy shall, within 7 working days of notifying the student in writing of above circumstances (i) to (iv), provide the student with information and details of the alternative confirmed course arrangement to allow the student to make timely and appropriate decision on the alternative arrangement. Kaplan Higher Education Academy offers a 7-day cooling off period to students who wish to withdraw after signing their student contract. Students will receive the maximum refund of the course fees if they withdraw within 7 days of signing the student contract. All withdrawal requests must be presented to Kaplan Higher Education Academy officially in writing.

   In the event that a student wishes to withdraw from the program, the application fee and the administrative fee are not refundable. Students are liable to pay (where applicable) fees that are imposed by the government authorities or other external partners. For more information on Fee Protection Scheme and refund policy, please refer to www.cpe.gov.sg

8. Updates from Kaplan

   I agree to receive marketing and promotional updates from Kaplan via:
   □ SMS          □ Phone          □ Email

   (To be completed by students above 18 years old)
   I agree to allow my parents to receive my academic performance from Kaplan upon request.
   □ Yes          □ No
9. Pre-Course Counseling Checklist
* Please tick (✔) or indicate “NA” if not applicable, in the box next to each item.

I confirm I have been advised on/ provided information of the following:

**SECTION A: PROGRAMME & SCHOOL INFORMATION**
- School Information - Kaplan Higher Education Academy location, campus facilities and infrastructure and accreditation.
- Course Information - Name of award, Awarding Body, Course Structure, Intake, Course Duration, Outlines.
- Entry Requirements.
- Counselling and Student Support service available.

**SECTION B: INTERNATIONAL STUDENT**
- Student pass application, procedures and documents required as well as the rules & regulations governing the issuance of a student pass.
- Advice on medical check-up, etc.
- Advice on personal and medical insurance.
- Information on Singapore - Relevant Immigration rules and relevant laws of Singapore.

**SECTION C: FEES PAYABLE AND PAYMENT METHODS**
- The tuition fees, non-tuition fees and any other relevant fees payable to Kaplan Higher Education Academy.
- The payment modes and methods acceptable by Kaplan Higher Education Academy, including available installment schemes where applicable, and that all payments must be made to Kaplan Higher Education Academy only.
- Advisory Note and Student Contract has to be signed and dated before payment can be made.

**SECTION D: FEE PROTECTION SCHEME AND STUDENT CONTRACT**
- The Fee Protection Scheme (FPS) that Kaplan Higher Education Academy has in place for students.
- Both local and international students enrolled into Kaplan are covered under Lonpac Insurance. The scheme covers course fees excluding GST. A copy of Certificate of Insurance (COI) will be given to students. It contains information such as ID/FIN Number, course title and duration, premium paid, amount insured and period of coverage.
- The Terms & Conditions stated in the Student Contract have been explained and fully understood by the student.
SECTION E: MEDICAL INSURANCE DECLARATION

Student has been briefed on the CPE Medical Insurance requirements.

Student has been briefed on the exemptions from Medical Insurance and will be required to sign the Declaration form where applicable. (Not Applicable for International student)

SECTION F: COUNCIL FOR PRIVATE EDUCATION (CPE)

Established under the Private Education Act, CPE is a statutory board empowered with the legislative power to regulate the private education sector. In addition to its role as the sectoral regulator of private education institutions, the Council facilitates capability development efforts to uplift standards in the local private education industry.

For more information please visit the CPE website at www.cpe.gov.sg

SECTION G: WITHDRAWAL/REFUND/TRANSFER POLICY AND PROCEDURE

Kaplan Higher Education Academy Refund Policy and Procedures.

Kaplan Higher Education Academy Transfer/Withdrawal Policy and Procedures.

10. Application Document Checklist

* Please tick ( √ ) accordingly in the box next to each item.

The completed application form must be accompanied by the following items:

- Copy of Passport (page with personal details) and notarised copies of Birth Certificate & Family Card, if applicable, (Native & English translated)
- Certified copies of diploma, certificate and transcripts (Native and English translated language)
- Application Fee - $ 492.20 (inclusive of GST; non-refundable) - pls provide *Proof of Payment for Telegraphic and/or Bank transfers
- Passport sized photographs (on WHITE background)

Payment methods & Payable Account Details

Fees are payable by cash, cheque, credit card, NETS and telegraphic transfer.

For payment by cheque(s), please make payable to Kaplan Higher Education Academy Pte Ltd.

For payment by *Telegraphic Transfer, you may refer below for the bank account information.

Bank Name : DBS Bank
Bank Address : 6 Shenton Way, DBS Building, Singapore 068809
Beneficiary's Name : Kaplan Higher Education Academy Pte Ltd
Account No/ Swift Code : 001-900452-7 / DBSSSGSG

Applicant Signature

Date

Note: For students below 18 years old, the parent/guardian will be required to sign the Student Contract upon approval of application to confirm acceptance of offer subsequently.
**STUDENT INFORMATION/UPGRADE/REFERRAL FORM**

Please provide the following details:

<table>
<thead>
<tr>
<th>Course Name and awarding University/Institution:</th>
<th>Intake No:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full Name (as it appears on passport/identity card):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NRIC/Passport/FIN:</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Contact Number:</th>
</tr>
</thead>
</table>

Fill in the following if you are:

- [ ] **Referred by a Kaplan Official Student Recruitment Agent**
  
  Name of Agency: _______________________________________________________________
  
  Specific Agent Email Contact: _________________________________________________________________________
  
  (For receipt of document on behalf of students)

- [ ] **Referred by a Kaplan Existing Student or Alumni**
  
  Full name of student: _________________________________________________________________________________
  
  Contact number: _____________________________________________________________________________________
  
  Programme and awarding University/Institution of Existing Student or Alumni:
  
  ____________________________________________________________________________________________________
  
  Intake number: _____________________________________________________________________________________

- [ ] **I am a new student and was not referred to Kaplan by an existing student or recruitment agent.**

**Declaration:**

I hereby apply for admission to the above-mentioned programs. I declare that the information given in this form is true and complete. I understand that if falsified information is submitted, admission will be rescinded. I have read the programme prospectus and understand that progression into the top-up degree program is subject to University’s final approval. I will comply with all the conditions, refund policy, rules and regulations of Kaplan Higher Education Academy Pte Ltd, the University and the Immigration and Checkpoints Authority of Singapore.

Applicant Signature __________________________ Date

Note: For students below 18 years old, the parent/guardian will be required to sign the Student Contract upon approval of application to confirm acceptance of offer subsequently.

**For Enrollment Office Use**

Remarks: __________________________________________________________________________________

Name of verifying personnel/ Designation: ____________________________________________________________

Signature __________________________ Date

*KHEA Student Appln Form V12 (INTERNATIONAL) – 18 May 2015*
1. Personal Details – please write clearly

Have you studied at Murdoch before?  
☐ Yes  ☐ No  
Student ID number: [Redacted]

Title: [Redacted]  
Family Name: [Redacted]

Given Names: [Redacted]

Date of Birth dd/mm/yy: [Redacted]  
Sex: ☐ M  ☐ F

Country of Birth: [Redacted]

Passport Number: [Redacted]

Nationality (as indicated on passport): [Redacted]

Notification Address (any Offer of Admission will be sent to this address): Murdoch at Kaplan: [Redacted]

Email address: [Redacted]

Home Country Address: [Redacted]

Telephone number: [Redacted]  
Mobile / Cell Number: [Redacted]  
Facsimile: [Redacted]

2. Course Preference

I am applying for admission in trimester:  
☐ One (January)  ☐ Two (May)  ☐ Three (September)  
Year 20[Redacted]

Which undergraduate degree course are you applying for?  
First preference: [Redacted]

Second preference: [Redacted]

Note: Please indicate if you wish to apply for a double major or double degree course.

3. English Proficiency

Please select the appropriate box to indicate any English test you have completed within the last two years:
☐ TOEFL  ☐ IELTS  ☐ A/O level English  ☐ Others [Redacted]

Please attach results

4. Education - provide details of all secondary/tertiary studies undertaken.

Applications will only be assessed if accompanied by certified copies of academic transcripts for all completed or incomplete courses undertaken to date.

<table>
<thead>
<tr>
<th>Course/award</th>
<th>Institution</th>
<th>Country</th>
<th>Year started</th>
<th>Year completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary School</td>
<td>e.g. HSC, A levels</td>
<td>e.g. Taylors College</td>
<td>e.g. Australia</td>
<td>e.g. 2005</td>
</tr>
<tr>
<td>Junior College or Pre-university</td>
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<td>Polytechnic or Tertiary</td>
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<td>Postgraduate</td>
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<td>Others</td>
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</table>

Are you currently studying?  
☐ No  ☐ Yes  
If yes, provide details below:

Name of course/award: [Redacted]

Institution: [Redacted]

Country: [Redacted]  
Date results expected: [Redacted]
5. Advanced Standing

Are you seeking advanced standing for studies completed at tertiary level?  
☐ Yes  ☐ No

If you wish to apply for advanced standing, you must also attach detailed syllabi of subjects you have successfully completed. Applications for advanced standing will not be fully assessed without this information.

6. Work Experience

Please list details of any work experience you have.

Employer ................................................................................................Period of Employment .................. to ...................... Position held .........................................

Employer ................................................................................................Period of Employment .................. to ...................... Position held .........................................

7. Equity and Disability

If you have a disability which means that you may require additional help at Murdoch at Kaplan it is very important that you provide the following information. This information will be kept confidential and will not affect your admission to the University.

Type of Disability:  ☐ Vision  ☐ Hearing  ☐ Mobility  ☐ Impairment  ☐ Learning  ☐ Psychiatric  ☐ Other

Please attach a brief statement about what your needs will be .............................................................................................................................................................
......................................................................................................................................................................................................................................................

8. Student Visa Requirements

Do you require a student visa in Singapore?  
☐ Yes  ☐ No

Check List

Use this checklist to ensure that you have completed ALL the steps necessary for your application. You may not be considered if your application is incomplete. Copies of transcripts must be certified by the issuing authority or by a University representative. All documents must be in English, if not, please include certified English translation.

☐ Select if you have completed ALL relevant sections of this application form.

☐ Select if you have included certified copies of ALL relevant documentation.

Declaration and Agreement

I declare that the information provided on this form is true and complete in every detail.

I authorise Murdoch at Kaplan to obtain further information about me from educational and other institutions which I have attended.

I acknowledge that Murdoch at Kaplan reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I understand that my application will only be assessed when it is complete in every detail and includes all required documentation as stated on this application form.

I am aware of the conditions relating to my application and admission, and agree to pay all fees for which I am liable.

Signature:................................................................. Date: ........../........../...........

The details you provide to Murdoch at Kaplan on this form will be stored by us, and used to process your application and assist in the provision of services to you if your application is successful. It will not be used for any other purposes, unless you provide consent, or it is otherwise in accordance with Australian privacy laws.

To learn more about how Murdoch protects your privacy, please visit: www.murdoch.edu.au/admin/policies/privacy.html