

# PROGRAMME APPLICATION FORM

IMPORTANT NOTE	
Complete the form clearly.	Affix photo here
Applications with incomplete information will not be processed.	
All supporting documentations must be "Certified True Copy".	
For company-sponsored applicants, HR or company representative must fill in the required information.	
MIS Business School is committed in maintaining the confidentiality of the personal information and undertakes not to divulge any of the applicant's information to any third party without the prior consent of the applicants.	

PROGRAMME APPLIED			
Programme Applied For			
Commencement Date		Intake Number	
Study Mode (Please Tick)	<input type="checkbox"/> Full Time (Day Classes) <input type="checkbox"/> Evening / Weekend class - (only for Singaporean, Permanent Residents and Foreigners on Work Permit / Employment Pass / S-Pass)		

A. PERSONAL DETAILS			
Title	<input type="checkbox"/> Dr. <input type="checkbox"/> Prof <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mdm <input type="checkbox"/> Miss		
Full Name (as in NRIC / Passport)			
Home Address (Local)			
Email Address			
NRIC / FIN / Passport No.		Date of Birth (DD/MM/YYYY)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married
Mobile Number		Home / Office Number	
Race		Nationality	
Current Status in Singapore (Non-Singaporean only)	<input type="checkbox"/> Permanent Resident (PR) <input type="checkbox"/> Work Permit (WP) <input type="checkbox"/> S-Pass <input type="checkbox"/> Employment Pass (EP) <input type="checkbox"/> Others: _____		

EMERGENCY CONTACT			
Name			
Telephone Number		Relationship	

Applicant's Initial

**B. ACADEMIC BACKGROUND**

*Certification may be made at MIS Business School upon the presentation of original documents.*

Name of School /Institute/University	Qualification /Award (Please insert the highest qualification first)	Country / Years Attended	Course Completed
English Language Proficiency (Please attached result Sheet)	<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> Others : _____		
Do you have any special educational need, e.g., Learning difficulties, medical condition, or disabilities? <input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify: _____ <i>(Please attached supporting documents)</i>			

Applicant's Initial

C. EMPLOYMENT INFORMATION			
Company Name			
Company Address			
Office Email Address			
Position / Designation		Years in Position	

D. COMPANY SPONSORSHIP DECLARATION (FOR COMPANY-SPONSORED APPLICANT ONLY)	
Company Name	
Billing Address	
Name of Company Representative	
Email Address	
Position / Designation	
Office Telephone Number	
Signature of Company Representative / Date	Company Stamp

E. SOURCE	
How did you first learn about our Institute or the programme that you applied for?	
Newspaper	<input type="checkbox"/> The Straits Times <input type="checkbox"/> Business Times <input type="checkbox"/> The New Paper <input type="checkbox"/> My Paper <input type="checkbox"/> Today <input type="checkbox"/> Others: _____
Friends	<input type="checkbox"/> MIS Training Centre / MIS Business School Graduate <input type="checkbox"/> Non-MIS Training Centre Graduate
Online	<input type="checkbox"/> E-mail broadcast <input type="checkbox"/> Facebook <input type="checkbox"/> Search Engine
Magazine	
Event	
Agent	
Others	

Applicant's Initial

**F. APPLICANT'S CHECKLIST**

Please use this checklist to ensure that you have included the relevant documents before submitting your application.

Tick (v) against each item and (NA) for item(s) that are not applicable.

<input type="checkbox"/>	<input type="checkbox"/> N. A	Completed Application Form
<input type="checkbox"/>	<input type="checkbox"/> N. A	2 recent passport-size photographs of applicant
<input type="checkbox"/>	<input type="checkbox"/> N. A	Enclosed payment/payment details for application fee
<input type="checkbox"/>	<input type="checkbox"/> N. A	Photocopy of applicant's passport details and validity (at least 2 years)
<input type="checkbox"/>	<input type="checkbox"/> N. A	Enclosed all required documents i.e., notarized/certified copies of certified academic certificates and transcripts and other supporting documents including certified translation in English, if necessary
<input type="checkbox"/>	<input type="checkbox"/> N. A	Photocopy of NRIC, Work Permit, S-Pass, Employment Pass (front & back) (if applicable)
<input type="checkbox"/>	<input type="checkbox"/> N. A	Proof of English Medium of Study / Placement Test Attempted / IELTS / TOEFL (if applicable)
<input type="checkbox"/>	<input type="checkbox"/> N. A	Resume / CV (if applicable)
<input type="checkbox"/>	<input type="checkbox"/> N. A	Read and signed the declaration
<input type="checkbox"/>	<input type="checkbox"/> N. A	Company recommendation / supporting letter

**G. PRE – COURSE COUNSELLING CHECKLIST**

Before you pay the application fee, it is the responsibility of our staff and/or agent to explain to you the details relating to each of the following.

Tick (v) against each item after it has been explained.

<input type="checkbox"/>	School location(s), facilities, and infrastructure
<input type="checkbox"/>	Total payable fee throughout the course duration, payment methods / modes and schedule (Payment can only be made after Student Contract has been signed)
<input type="checkbox"/>	FPS insurance scheme
<input type="checkbox"/>	Clauses in the Student Contract
<input type="checkbox"/>	Transfer, Withdrawal, Deferment and Refund Policy / Procedures
<input type="checkbox"/>	Students' Support Services and Programmes
<input type="checkbox"/>	Course entry requirements (including exemptions) and application process
<input type="checkbox"/>	Course module and outlines, duration, and assessment schedules
<input type="checkbox"/>	Attendance policy
<input type="checkbox"/>	Promotion and award criteria, including any special conditions
<input type="checkbox"/>	Type of certification awarded at the end of the course
<input type="checkbox"/>	Opportunities for further education or job prospect after graduation
<input type="checkbox"/>	Reference to CPE official website

Applicant's Initial

FOR INTERNATIONAL STUDENTS		
<input type="checkbox"/>	<input type="checkbox"/> N. A	Student pass application requirements and procedures
<input type="checkbox"/>	<input type="checkbox"/> N. A	Student pass holders are not permitted to engage in any form of employment or attend an industrial attachment / internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower
<input type="checkbox"/>	<input type="checkbox"/> N. A	Other relevant Singapore Laws (Immigration requirements, laws on driving, drugs and alcohol abuse, employment, smoking, traffic, and littering, etc.)
<input type="checkbox"/>	<input type="checkbox"/> N. A	Living in Singapore (Accommodation, Cost of Living, etc.)

PRE-COURSE COUNSELLING SURVEY					
Please rate the statements below based on the following scale:					
1 = Strongly Disagree      2 = Disagree      3 = Neutral      4 = Agree      5 = Strongly Agree					
Area of Assessment	Assessment Rating				
1. The duration was sufficient	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
2. The information given was useful.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
3. The staff / agent was able to answer my questions.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
4. The staff / agent was helpful.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
5. Overall, I am satisfied with the staff / agent.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5



Alternatively, you may scan the QR code and do the survey.

Applicant's Initial

#### H. APPLICANT'S DECLARATION

I, \_\_\_\_\_ , \_\_\_\_\_  
(Full Name) (NRIC/Passport Number)

hereby acknowledge that \_\_\_\_\_  
(MIS Business School Staff)  
has explained to me all the above details and I fully understand the terms and conditions and my rights.

I declare that I have read the instructions on this application form and all the information provided is complete and correct.

I understand that any misrepresentation or omission of information will result in my disqualification from consideration for admission to MIS Business School. I acknowledge that MIS Business School reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete, or fraudulent information.

*I consent to the collection, use and disclosing personal data by MIS Business School for the purpose of processing my application for study, for administration and for funding purposes (where applicable), subject to the provisions of the Personal Data Protection Act 2012 (PDPA).*

*I hereby ☐ **consent** / ☐ **do not consent** that the data provided may be used to provide me with further information on study opportunities at MIS Business School.*

**Signature of Applicant**

**Date**

**Applicant's Initial**

**I. NON-REFUNDABLE APPLICATION FEE**

Mode of Payment	<input type="checkbox"/> Credit Card - please complete a payment authorization form
	<input type="checkbox"/> Bank Draft /Cheque - made payable to "Marketing Institute of Singapore Business School)
	<input type="checkbox"/> Electronic Fund Transfer – DBS Account No: 006-012442-9 I have attached a copy of my Electronic Fund Transfer receipt

**J. FOR OFFICIAL USE ONLY**

Application Fee: S\$100.00 + Prevailing GST	Receipt Number		
	Amount Received		
	Payment Received Date		
This is to confirm that applicant has met the entry requirement(s) for the programme applied.			
Name of Recruitment Agent			
Date		Name of Staff	
Sales Code		Signature of Staff	
Remarks			

Applicant's Initial

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## PROGRAMME APPLICATION FORM (ANNEX A2)

### APPLICANT'S CHECKLIST

In addition to the checklist on Pg 4 of the application form, candidates are required to submit the following additional documents.

Tick (v) against each item and (NA) for item(s) that are not applicable.

<input type="checkbox"/>	<input type="checkbox"/> N. A	Photocopy of SAFRA Membership Card (front & back)
<input type="checkbox"/>	<input type="checkbox"/> N. A	Proof of Relation (e.g. Marriage Certificate, Birth Certificate)