

Application for admission to:
**MASTER OF SCIENCE INTERNATIONAL
HEALTHCARE LEADERSHIP**

Important: Tick accordingly and fill in the year of intake

Part-time Programme	Programme Code	Month of Intake	Year of Intake
Master of Science International Healthcare Leadership	MIHLP	March	

Note: The programme is open to local and international applicants.

Affix ONE recent coloured passport-sized photo with white background

(Indicate your name and NRIC / Passport no. / FIN on reverse side of photo)

Important Instructions

- Complete and submit the application form, together with copies of all certificates, detailed result transcripts, NRIC/Passport, application fees to SIM's Student Recruitment Office located at SIM Headquarters (Block A, Level 2). All fees and copies of documents submitted with the application form will not be returned to applicant. ORIGINAL(S) of all supporting documents have to be presented for verification at SIM's Student Recruitment Office. For any documents that are not in English language, please provide an original translated and notarised version.
- Applications WITHOUT complete information or supporting documents or application fee will not be considered. Any data with illegible writing will be considered as incomplete information.
- Once an application is submitted, any request for a change of programme will not be accepted. For those who wish to change programme, a new application fee will be imposed. Please write to study@sim.edu.sg to withdraw your application before re-submitting a fresh application

1a Personal Details

Title: *Mr/Mrs/Ms/Mdm/Dr Family Name / Surname: _____

Full Name: _____
As it appears in your NRIC (local)/Passport (international). Your full name will be used for student registration, degree certificates, transcripts and all correspondence.

NRIC/Passport No: _____ International Applicants must provide FIN: _____
(For Singaporeans and Malaysians, please specify NRIC No. For others, please enter Passport No.) (Where applicable)

Date of Birth: _____ Gender: Male Female Marital Status: Single Married Others _____
(dd/mm/yyyy)

Race: Chinese Malay Indian Others _____

Nationality: Singaporean Malaysian Others _____

Singapore Address: _____ Postal Code: _____

Home Country Address (For International Applicants Only): _____ Country: _____

Preferred Mailing Address: Singapore Address Home Country Address

Contact No: Singapore _____ Home Country _____ Mobile Phone _____

E-mail Address: _____

For International Applicants only: Permanent Resident Employment Pass / Work Permit Dependant Pass
 Professional Pass Student's Pass Others _____

State the expiry date of your indicated Pass: _____
(dd/mm/yyyy)

National Service Status: *Currently Serving/Regular/Contract Completed Full-time Exempted Not Enlisted Yet Not Applicable
From: _____ to _____ (ORD) Total years served: _____ Rank: _____
(dd/mm/yyyy) (dd/mm/yyyy)

For Official Use Only

Documents verified by SIM:		Missing Documents:			For Finance Use:		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	1. Deg Cert <input type="checkbox"/>	3. Transcript <input type="checkbox"/>	5. GCE 'O' <input type="checkbox"/>	7. Photos <input type="checkbox"/>		
SIM ID:		2. Dip Cert <input type="checkbox"/>	4. GCE 'A' <input type="checkbox"/>	6. NRIC / Passport <input type="checkbox"/>			
Application Form	Identification Document NRIC / PP / SP / WP / BC	Qualification Document	Others	Offer Letter	FPS	Total	
1	1 / 2 / 3 / 4		1		1		

* Delete where appropriate

1b In Case of Emergency

Full Name: (*Mr/Mrs/Ms/Mdm/Dr) _____

Relationship to Applicant: _____

Contact No: Home _____ Mobile Phone _____

E-mail Address: _____

If address is not the same as in Section 1a, please indicate below:

Address: _____

Country: _____

1c Next of Kin (For international applicants only)

Full Name: (*Mr/Mrs/Ms/Mdm/Dr): _____

Relationship to Applicant: _____

Indicate below if contact details of parent or guardian is not the same as given under 1b.

Mailing Address: _____

Country: _____

Telephone: Home _____ Mobile Phone _____ Fax _____

E-mail Address: _____

2 Education Qualification Details

2a) Qualification Details

Qualification	Qualification Title	Awarding Institution	Study Mode*	Year Awarded
Degree	_____ From <input type="text"/> to <input type="text"/> (dd/mm/yyyy) (dd/mm/yyyy) Class of Degree: _____		FT / PT	
Diploma (Polytechnic)	_____ From <input type="text"/> to <input type="text"/> (dd/mm/yyyy) (dd/mm/yyyy)		FT / PT	
Others:	_____ _____ From <input type="text"/> to <input type="text"/> (dd/mm/yyyy) (dd/mm/yyyy)		FT / PT	
Others:	_____ _____ From <input type="text"/> to <input type="text"/> (dd/mm/yyyy) (dd/mm/yyyy)		FT / PT	

* FT = Full-time; PT = Part-time; delete where appropriate

2b) English Proficiency

GCE 'O' Level (Taken as First Language)	Date awarded <input type="text"/> Grade Obtained: _____
IELTS	Date awarded <input type="text"/> Total Score: _____ (Sub test: 1: _____ 2: _____ 3: _____ 4: _____) Note: The IELTS certificate is valid for two years only.
	I will be taking the IELTS on <input type="text"/> and the results will be released on <input type="text"/> (dd/mm/yyyy) (dd/mm/yyyy) I will send a copy of the results to SIM Headquarters.

3 Present Employment Details

Company Name: _____

Company Address: _____

Postal Code: _____

Office Contact No: _____ Department: _____

Current Designation: _____

No of years in this position:

From:
(dd/mm/yyyy)

Number of staff reporting directly to you: _____

4 Past Employment Record

In chronological sequence, start with **your current position followed by past positions held. Please ensure that all details pertaining to your past appointments are correctly provided.**

	Name of Company	Designation	Period		No of Years/ Months	Job Description (Responsibilities & Nature of work)	No. of staff reporting directly to you
			From mth/yr	To mth/yr			
a)							
b)							
c)							
d)							
e)							

5 References

Please name two references

Your application cannot be considered until your references have been received including, at least one academic. Please list below the names and details of 2 referees who are able to comment on your suitability for the programme. Enclose one copy of a reference letter from each of them. Any delay in receipt of references will mean that consideration of your application will also be delayed.

Referee 1

Name:
Position:
Tel:
Email:

Referee 2

Name:
Position:
Tel:
Email:

6 Statement of Purpose

Note: All applicants must complete this section.

Please attach a separate, succinct one-page statement to describe your purpose and objectives in undertaking this MSc programme. Describe your career aspirations and how you expect the MSc to help you achieve them.

7 Applicants with Disability or Special Needs

The University welcomes applications from prospects with additional support needs as a result of a disability, medical condition or specific language difficulty. All applications will be considered under the same criteria as other applications. It is important that we are aware of any additional support needs in advance so that we can discuss whether facilities are available in the University.

Please tick to indicate if you suffer from any disability or illness, which might affect your studies? Yes No

I give consent for this information to be shared with the University's Disability Advisory and Support Service.

8 To be completed by the Company (for Company-sponsored applicants only)

a) Company Sponsorship

The company is sponsoring the applicant for:

Course Fee Yes No

(If yes, please attach the official letter from your company with this application form)

b) Company Certification

We certify that all statements made on this application form are true and complete to the best of our knowledge. We agree that any misrepresentation or omission is sufficient grounds for the rejection of the application. We also authorise any investigation upon the information provided for verification purposes. If admitted into the programme, the applicant will not be asked to absent himself/herself from lectures except for urgent assignments.

Name and Designation of Authorised Company Officer

Contact No of Authorised Company Officer

Signature and Date

Company Stamp

9 Key points to note

To help you confirm that you have gathered sufficient information on your choice of study, we have prepared a checklist of key points for you to take note of. Kindly ensure that you understand the details relating to the points listed below before submitting your application. The information can be found in our brochure/website. If you have any queries, please do not hesitate to contact our Programme Counsellors/Agents who would be happy to assist you.

1. Application fee and procedures
2. Course admission and English Language proficiency requirements and exemptions
3. Course modules, outlines, assessment and learning outcomes
4. Total fee payable for the entire course duration
5. Course duration and assessment schedules
6. Progression and award criteria
7. Type of certification awarded at the end of the course
8. Opportunities for further education or job prospects after graduation
9. Successful applicants are required to accept the offer and PEI-Student Contract
10. Fee Protection Scheme adopted by SIM PL and the payment methods/schedule
11. SIM PL Medical Insurance
12. Refund, transfer and withdrawal policies
13. Venue of studies and a general description of the facilities and infrastructure
14. Types of student support services, e.g. Student Services and Student Life

For National Service-liable Applicants:

15. Under the Enlistment Act, Singapore Citizens and Permanent Residents will be enlisted for the National Service (NS) at the earliest opportunity upon reaching 18 years old. If you are liable for NS, you are advised to seek deferment from the Central Manpower Base (CMPB) before commencing your studies. Please note that failure to seek the necessary approval may result in disruption of your studies if you are required to enlist for NS.

Additional points for **International Applicants** to note:

16. Visa and student's pass application requirements and procedures
17. General healthcare services in Singapore
18. Relevant Singapore laws such as Immigration & Checkpoints Authority (ICA) and Ministry of Manpower (MOM) regulations. This includes the restriction on working or taking up an internship in Singapore without the necessary work pass issued by MOM.
19. Accommodation and cost of living in Singapore

- I have been counselled by SIM / SIM Appointed Agents for these information.
- I have read sufficient information, and where applicable, I have contacted SIM / SIM Appointed Agents for clarification.
- I have read sufficient information on my own and confirm that I do not required any pre-course counselling by SIM / SIM Appointed Agents.

10 **Partner University Specific Declaration**

As long as I am a registered student at SIM, I permit The University of Manchester to provide information about me to SIM and likewise for SIM to facilitate my enrolment with the University. (Please refer to The University of Manchester's Data Collection Notice: <http://documents.manchester.ac.uk/display.aspx?DocID=19049>)

- I accept the above conditions to my application**

11 **Data Confidentiality Clause**

SIM PL is committed to maintaining the confidentiality of the student's personal information and undertakes not to divulge any of the student's personal information to any third party without the prior written consent of the student SUBJECT TO the obligation of SIM PL to disclose to any Singapore government authority any information relating to the student in compliance with the law and/or to the organisation conferring/awarding the qualification.

By submitting to us this application, you consent to our collection and use of your personal data as well as disclosure of personal data to our Partner Institution with whom SIM PL collaborates with in offering this programme (if applicable) for the purpose of processing this application. Additionally, you have agreed to us contacting you via voice call, text message and / or email to share with you more information about the educational services and matters that may be relevant to your academic pursuit.

The personal data collected in this application is for the provision of education services to our students. Such Education Services include the processing, administration, management and completion of delivery and conduct of academic and co-curricular programmes.

For administrative requirements of SIM PL to facilitate your application, and enrolment and continued participation in our academic and co-curricular programmes (if applicable), SIM PL is required to use and disclose personal data about our students for the following purposes:

- a. to disclose and transfer the student's personal data to the Partner Institution for the processing of the student's application for admission, enrolment and administration of the relevant academic programmes;
- b. for SIM PL to disclose to the student, other information as may be necessary to be communicated to the student in connection with his / her undertaking of the relevant academic programmes at SIM PL and where authorised by the Partner Institution, his / her examination and assessment results;
- c. for the Partner Institution to report, where required, student enrolment details to their State and Federal Government agencies in the respective jurisdictions, including the relevant departments of education, employment, immigration, citizenship and taxation office, etc;
- d. to enable administration and management by SIM PL of co-curricular programmes that complement the academic programmes in its provision of holistic education and which may be of interest to the students, such as:
 - i. internship and career opportunities or development;
 - ii. student welfare and development;
 - iii. arts, music, sports, leisure, social or community activities, etc;
- e. to enable administration by SIM PL of the academic and co-curricular programmes and management of students' admission, enrolment, academic and non-academic records, and other operational affairs of SIM PL as an educational institution registered with the Singapore Committee for Private Education ("CPE");
- f. to enable SIM PL to advise the student on progression paths beyond the current programme;
- g. to enable SIM PL to comply with the requirements as stipulated by the Private Education Act and the regulations made thereunder and for SIM PL to disclose and transfer, where required, the student's personal data to CPE, the Singapore Ministry of Education and other relevant governmental bodies, agencies and / or other regulatory or competent authorities in Singapore;
- h. for SIM PL to disclose to the student and / or graduate or organisation (as instructed by the student / graduate), information as may be necessary to verify his /her studies at SIM PL;
- i. to enable SIM PL to conduct surveys and / research focusing on offering quality educational services and programmes that meet the industry needs;
- j. for SIM PL to register the student for SIM membership and any other purpose within the legitimate interest of SIM PL; and
- k. to enable administration and management by SIM PL of secondary or ancillary programmes such as event or alumni activities and network at SIM PL following graduation that may be of interest to the students and / or graduates.

The amount and type of personal data collected shall be limited to that which is necessary to fulfil the purposes identified, will be used and processed by SIM PL reasonably and lawfully and will be retained for such period is necessary for legal or business purposes or to fulfil the identified purposes.

By completing and submitting the programme application to SIM PL, you hereby:

- a. understand the need for, and hereby consent to the collection, use and disclosure by SIM PL of your personal data to fulfil the purposes identified;
- b. confirm that the personal data provided are accurate, correct and not misleading in any way; and
- c. authorise SIM PL to release and transfer the student's personal data to the Partner Institution, if applicable, as is necessary to fulfil the purposes identified.

12 Applicant's Declaration

I certify that all information given by me in this application form is true and correct. I understand that any misrepresentation or omission of information may make me ineligible for admission or subject to dismissal. I understand that if I am unable to provide the documents to support the information provided, SIM has the right to withdraw the offer without any refund of application or course fees paid. I also authorise any investigation conducted upon the information provided for the purposes of verification.

I have read and understood all the details of the key points in the above checklist and all information in the brochure/website.

Name of Applicant

Signature of Applicant

(dd/mm/yyyy)

13 Applicant's Checklist

To avoid delay in the processing of your application, please refer to the following checklist to ensure that all necessary items have been included.

- A. Completed Application Form duly signed and dated by the applicant
- B. One (1) photocopy of NRIC, Birth Certificate or Passport
- C. One (1) recent coloured passport-size photograph with white background of applicant
- D. "Certified True Copy" of all academic qualifications you have entered in the 'Educational Qualification Details' section including copies of Advanced Diploma and Degree certificates and detailed transcript of results (reduced to A4 size). For international applicants, all documents must be translated and notarized if they are not in English language.
- E. Separate sheet on your Statement of Purpose
- F. Two (2) reference letters
- G. One copy of CV
- H. Application Fee

	Application Fee
Local Applicants	S\$96.30

- The application fee is inclusive of 7% GST. It is not refundable nor transferable. The fee will be refunded fully only if the intake does not commence.

- The application fee is payable by cheque made to: "Singapore Institute of Management Pte Ltd"
Please indicate your name, NRIC and quote "MIHLP" on the back of the cheque.

- Cash, Nets and other forms of payment are acceptable only at:
Payment Counter, SIM Headquarters, Level 2.

IMPORTANT: Certificates and result transcripts of the qualifications stated above must be attached. All supporting photocopied documents must be stamped "Certified True Copies" by SIM. The ORIGINAL DOCUMENTS must be presented for verification.

14a) How did you find out about this programme?

- SIM GE Website Open House@SIM SIM Seminar Print Advertising
- Direct Mail Recruitment Agents Online Advertising School Education Fair
- Recommendations by others Out-of-home Advertising Exhibition Others: _____

14b) SIM PL-Appointed Agent's Contact (this section is only applicable for SIM PL-Appointed Agents)

If you have indicated Recruitment Agents (SIM PL-Appointed) in 14a, please complete the following contact details as all correspondence will be sent to the SIM PL-Appointed Agent:

Company Name (& Branch Office, if applicable):	
Address:	Postal Code:
Counsellor's Name:	
Contact No.:	Email Address: