

Application for admission to:

Programme	Mode of Study	Programme Code	Please tick only a box
Master of Science in Programme and Project Management	Part-time	MPPMP	<input type="checkbox"/>
Postgraduate Award in Programme and Project Management	Part-time	PPPMP	<input type="checkbox"/>
Master of Science in Programme and Project Management	Full-time	MPPMF	<input type="checkbox"/>

Affix TWO recent coloured passport-sized photos with white background

(Indicate your name and NRIC/Passport number on reverse side of photos)

Commencement Date (please indicate)
 Refer to www.simge.edu.sg for commencement months

m	m	y	y	y	y

Important Instructions

- Please complete and return the application form, together with copies of all certificates, detailed result transcripts and NRIC/Passport with application fee to SIM's Recruitment Office located at SIM Headquarters Block A (Level 2).
- All applications with incomplete information and not accompanied by copies of supporting documents, photograph and application fee will not be considered. Any data with illegible writing will be considered as incomplete information.
- Photocopies of each academic qualification and NRIC must be stamped "CERTIFIED TRUE COPY" by SIM. Please present all original documents together with the photocopies for verification at SIM.
- If documents are not in English, please provide a translated and notarised version.
- Applicants will be assessed based on ALL the qualifications which they have submitted i.e. the holistic academic experience. Meeting the minimum academic requirement does not mean automatic admission.
- All fees and documents submitted with the application form will not be returned to applicants.

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

Country of Birth: _____ Country of Permanent Residence: _____

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

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: _____

Contact No: Home _____ Mobile Phone _____ Fax _____

E-mail Address: _____

Home Country Address: _____

_____ Country: _____

2 Present Employment Details

Company Name: _____

Company Address: _____

_____ Postal Code: _____

Office Contact No: Company Division/ Department/ Section: _____

Current Designation: _____

No. of Years in this Position: From:
(dd/mm/yyyy) No. of Staff reporting to you: _____

3 Past Employment Record

In chronological sequence, start with **your current position** followed by past positions held. Please ensure that all details pertaining to your present and 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)							

4 Academic History

Are you currently studying at an educational institution? No Yes Name of Institution _____

If yes please give the expected date of that course The course will end on _____

4 Academic History (Cont'd)

Qualifications Held

Please state the title(s) of your qualification(s) as it appears on your official transcript and certificates. Please give your academic history to date. Please do NOT attach a curriculum vitae.

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

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

Qualifications Pending

Name of University/ College and Country	Start date and expected end date (e.g. 2000–2004)	Degree type and title (e.g. BA International Politics)	Expected Class or Grade	Principal subjects taken

English Language Qualifications

Have you been educated in the UK for at least a year? Yes No

Have you been educated in an English speaking country? Yes No Which Country _____

Have you been educated in English for your degree? Yes No

Note: Please see the programme brochure for further information on English Language requirement

I took/will be taking a language test on (date) _____ Date of test _____

Type of test taken: IELTS TOEFL PTE Academic Test Score _____ The score is _____

Academic Interests and Purpose of Study

Please attach a separate sheet to describe your special academic interest and your purpose and objectives in undertaking graduate study.

5 References

Please name two references

The two references should normally be teachers in higher education with direct knowledge of your academic work. If you have not been in full-time education within the last 5 years, you may send us references from people with knowledge of your employment.

Referee 1

Name:
Position:
Tel:
Email:

Referee 2

Name:
Position:
Tel:
Email:

Please remember to enclose your reference letters with your application.

6 Special Needs

The University welcomes applications from people with special needs and considers them on the same academic grounds as those from other candidates. It is helpful to know about your special needs in advance so that we can discuss whether facilities are available in the University.

Please tick to indicate if you have special needs to be attended to: Yes No

7 How did you find out about this programme?

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> SIM GE Website | <input type="checkbox"/> Open House@SIM | <input type="checkbox"/> SIM Seminar | <input type="checkbox"/> Print Advertising |
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Recruitment Agents | <input type="checkbox"/> Online Advertising | <input type="checkbox"/> School Education Fair |
| <input type="checkbox"/> Recommendations by others | <input type="checkbox"/> Out-of-home Advertising | <input type="checkbox"/> Exhibition | <input type="checkbox"/> Others: _____ |

8 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. Do ensure that you understand the details relating to the sections listed below before submitting your application. The information can be found on our brochure and on our website. If you have any queries, 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, Student Life, International Student Office.

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

15. Visa and student pass application requirements and procedures.
16. General healthcare services in Singapore.
17. Relevant Singapore law 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.
18. Accommodation and cost of living in Singapore.

For National Service-Liable Applicants:

19. Under the Enlistment Act, Singapore Citizens and Permanent Residents will be enlisted for 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 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.

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

9 Partner University Specific Declaration

As long as I am a registered student at SIM, I permit The University of Warwick to provide information about me to SIM and likewise for SIM to facilitate my enrolment with the University.

- I accept the above conditions to my application

10 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 PL 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

Date

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 SIM Appointed Agent Contact (This section is for SIM PL appointed agents where applicable)

(Please be informed that all correspondence will be sent to the SIM PL appointed agent as indicated below)

Agent Name: _____

Company Name (& Branch Office if applicable): _____

Address: _____

Postal Code: _____

Contact No: _____ Email Address: _____

13 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

14 Applicant's Checklist

14a) LOCAL Applicant (Singapore Citizen / Permanent Resident)

The following to be submitted by applicant (please tick):

- One (1) copy of completed application form duly signed and dated by the applicant.
- One (1) recent coloured passport-sized photograph with white background.
- One (1) certified true copy of identification i.e., NRIC or Passport.
- One (1) certified true copy of all academic qualifications you have entered in Section 4 including copies of Advanced Diploma and Degree certificates and detailed transcript of results.
- One (1) separate sheet on your academic interests and purpose of study.
- Two (2) reference letters.
- Application Fee: S\$96.30.

The application fee is inclusive of 7% GST. It is not refundable nor transferable. The fee will be refunded only if the intake does not commence. The application fee is payable by cheque made to: "Singapore Institute of Management Pte Ltd". Cash, NETS and other forms of payment are acceptable only at the Payment Counter, SIM Headquarters, Block A, Level 2.

14 Applicant's Checklist (Cont'd)

14b) INTERNATIONAL Applicant

The following to be submitted by applicant (please tick):

- One (1) copy of completed application form duly signed and dated by the applicant.
- Two (2) recent coloured passport-sized photograph with white background.
- One (1) certified true copy of identification i.e., valid Passport plus an appropriate pass (e.g. dependant's pass, employment pass) showing FIN, if applicable.
- One (1) certified true copy or notarized copy of all academic qualifications you have entered in Section 4 including copies of Advanced Diploma and Degree certificates and detailed transcript of results. Official English translation of the documents is required if they are not in English Language.
- One (1) separate sheet on your academic interests and purpose of study.
- Two (2) reference letters.
- Full-time Programme Application Fee: S\$321.00*.
Part-time Programme Application Fee: S\$96.30#.

The application fee is inclusive of 7% GST. It is not refundable nor transferable. The fee will be refunded only if the intake does not commence. The application fee is payable by cheque made to: "Singapore Institute of Management Pte Ltd". Cash, NETS and other forms of payment are acceptable only at the Payment Counter, SIM Headquarters, Block A, Level 2.

**This does not include all fees related to Student's Pass application.*

#Not applicable for applicants without a valid pass.

- Completed set of Student's Pass Application Form (applicable to Full-time Programme Application) i.e.:
 - a) Application Form for a Student's Pass - Private Education Organisation (eForm 16)
 - b) Additional Information on Applicant for Application of Student's Pass (eForm V36)A copy of the forms can be obtained from the Singapore Immigration and Checkpoints Authority website at www.ica.gov.sg.

The following additional documents are required for Full-time Programme Application if:

▪ **Applicant is a national from the visa-required countries (eg. India, Myanmar, People's Republic of China)**

- Documentary proof of financial ability in the form of bank statements/fixed deposit accounts/saving accounts (photocopy).

▪ **One of the applicant's parents/step parents is a Singapore Citizen/Singapore Permanent Resident**

- Parent's/step parent's official marriage certificate/divorce certificate and applicant's custody paper, where applicable (photocopy).
- Parent's/step parent's highest educational certificate (photocopy).
- Parent's/step parent's letter of employment (letter should state date of commencement of employment, designation, and salary per month) or copy of Business Registration Certificate (Instant Computer Printout) if applicant's parent/step parent is self-employed. These documents should not be issued more than a month ago.
- Parent's/step parent's monthly CPF contribution for the past 12 months.
- Parent's/step parent's income Tax Assessment Notices for the past three years (photocopy).

▪ **Applicant's spouse is a Singapore Citizen/Singapore Permanent Resident**

- Spouse's official marriage certificate/divorce certificate, where applicable (photocopy).
- Spouse's highest educational certificate (photocopy).
- Spouse's letter of employment (letter should state date of commencement of employment, designation, and salary per month) or copy of Business Registration Certificate (Instant Computer Printout) if applicant's spouse is self-employed. These documents should not be issued more than a month ago.
- Spouse's monthly CPF contribution for the past 12 months.
- Spouse's income Tax Assessment Notices for the past three years (photocopy).

