



FOR OFFICIAL USE ONLY 学院内部填写	
Student ID No.	
Date Received	
Intake	

Please Affix  
 Photo Here  
  
 贴照片处

PART 1 – PERSONAL DETAILS 第一部分 - 个人资料		
<b>Name as in Passport 姓名拼音</b> <i>(Please underline your Surname/Family Name)</i>		<b>Name in Chinese Character 中文姓名</b> <i>(if applicable)</i>
<b>Date of Birth 出生日期</b>  DD / MM / YYYY		<b>Gender (Please tick) 性别</b>  <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女
<b>Marital Status (Please tick) 婚姻状况</b>  <input type="checkbox"/> Single 单身 <input type="checkbox"/> Married 已婚 <input type="checkbox"/> Divorced 離婚 <input type="checkbox"/> Widowed 寡		
<b>Race 种族 :</b>	<b>Religion 宗教 :</b>	<b>Nationality 国籍:</b>
<b>Birth Certificate No. 出生证明书号码 :</b>		<b>ID Number 身份证号:</b>
<b>Country of Birth 出生国家:</b>		<b>State /Province of Birth 出生省份:</b>
<b>Passport No. 护照号码 :</b>		<b>FIN No. (if applicable) :</b>
<b>Passport Issue Date 护照签发日期 :</b>  DD / MM / YYYY		<b>Passport Expiry Date 护照有效期 :</b>  DD / MM / YYYY
<b>Antecedent 先例 (Please tick)</b> Have you ever been refused entry into or deported from any country? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 你是否曾经被拒绝进入或被任何国家驱逐出境? Have you ever been convicted in a court of law in any country? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 你是否曾经被任何国家的法院的法律宣判有罪? Have you ever been prohibited from entering Singapore? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 你是否曾经被禁止进入新加坡? Have you ever entered Singapore using a different Passport or Name? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 你是否曾经使用不同的名字或护照进入新加坡? <i>If any of the answer is "YES", please furnish details: _____</i> (如果以上任何答案是“是”，请提供详细信息)		
<b>Occupation (if any) 工作职称:</b>		

**PART 2 – CONTACT DETAILS 第二部分 - 联系方式****Correspondence Address** (Please write *in English*) 英文通讯地址:

Postal Code 邮编: \_\_\_\_\_

**Correspondence Address** (Please write *in Chinese*, only for applicant from China) 中文通讯地址 (仅限中国学生):

Postal Code 邮编: \_\_\_\_\_

**List countries in which applicant has resided for one year or more during the last five years:**

Country 国家	Address 地址	Period of Stay 居住时间	
		From 从	To 到
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY

**Home Phone No.** 住家电话号码:Country Code  
国家号Area Code  
区号Number  
电话号码**Mobile No.** 手机号码:Country Code  
国家号Number  
电话号码**Email Address** 邮箱:**Emergency Contact** (immediate family members only) 家人/监护人联系资料**Name** 家人或监护人姓名:**Relationship** 申请人的关系:**Home Phone No.** 住家电话号码:Country Code  
国家号Area Code  
区号Number  
电话号码**Mobile No.** 手机号码:Country Code  
国家号Number  
电话号码**Email Address** 邮箱:**PART 3 – COURSE WHICH YOU WISH TO APPLY 第三部分 - 报读课程**

Please indicate below the course you are applying for: 请标明所要报读的课程:

**Foundation Course** 预备班课程

- Foundation in Accounting & Business Study 会计与工商预科课程
- Foundation in Management Accounting 管理会计预科课程

**Postgraduate Diploma Course** 研究生课程

- Postgraduate Diploma in Financial Services (Management Accounting) 金融服务研究生(管理会计)文凭
- Postgraduate Diploma in Financial Services (Financial Management) 金融服务研究生(财务会计)文凭

**Preparatory Course For CIMA Programme** CIMA 预科课程

- Preparatory Course for CIMA Diploma in Management Accounting CIMA 管理会计文凭预科课程
- Preparatory Course for CIMA Advanced Diploma in Management Accounting CIMA 管理会计高级文凭预科课程

**PART 4 – ACCOMMODATION (For International Applicants only) 第四部分 - 住宿 (仅限国际学生)**

Please indicate below do you need CITECH to help you to look for an accommodation in Singapore.

请标明是否需要特许科技学院帮你找住所

 Yes 是 No 否

If your answer is 'Yes', please indicate your preference 如果你回答“是”，请作出如下选择:

 2 Persons to a room 两人间 4 Persons to a room 四人间

**PART 5 – INFORMATION FOR STUDENT PASS APPLICATION (For International Applicants only) 第五部分 - 学生签证申请信息 (仅限国际学生)**

**A. Applicant's Natural Parents and/or Step Parents 申请者父母、继父母**

Name as in Passport 护照姓名	Relationship 关系	Date of Birth 出生日期	Nationality 国籍	Residential Status in Singapore 在新加坡的居民身份	Occupation 工作职称
	<input type="checkbox"/> Natural Father <input type="checkbox"/> Natural Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother	DD / MM / YYYY		<input type="checkbox"/> Singapore Citizen/Singapore PR NRIC No.: _____ <input type="checkbox"/> Resident (Long-term Pass/ Work Pass/ Dependent Pass, etc) FIN No.: _____ <input type="checkbox"/> None of the above	
	<input type="checkbox"/> Natural Father <input type="checkbox"/> Natural Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother	DD / MM / YYYY		<input type="checkbox"/> Singapore Citizen/Singapore PR NRIC No.: _____ <input type="checkbox"/> Resident (Long-term Pass/ Work Pass/ Dependent Pass, etc) FIN No.: _____ <input type="checkbox"/> None of the above	
	<input type="checkbox"/> Natural Father <input type="checkbox"/> Natural Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother	DD / MM / YYYY		<input type="checkbox"/> Singapore Citizen/Singapore PR NRIC No.: _____ <input type="checkbox"/> Resident (Long-term Pass/ Work Pass/ Dependent Pass, etc) FIN No.: _____ <input type="checkbox"/> None of the above	
	<input type="checkbox"/> Natural Father <input type="checkbox"/> Natural Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother	DD / MM / YYYY		<input type="checkbox"/> Singapore Citizen/Singapore PR NRIC No.: _____ <input type="checkbox"/> Resident (Long-term Pass/ Work Pass/ Dependent Pass, etc) FIN No.: _____ <input type="checkbox"/> None of the above	

**B. Applicant's Spouse (If Applicable) 申请者配偶**

Name as in Passport 护照姓名	Relationship 关系	Date of Birth 出生日期	Nationality 国籍	Residential Status in Singapore 在新加坡的居民身份	Occupation 工作职称
	<input type="checkbox"/> Husband <input type="checkbox"/> Wife	DD / MM / YYYY		<input type="checkbox"/> Singapore Citizen/Singapore PR NRIC No.: _____ <input type="checkbox"/> Resident (Long-term Pass/ Work Pass/ Dependent Pass, etc) FIN No.: _____ <input type="checkbox"/> None of the above	

**C. Applicant's Siblings 申请者兄妹**

Name as in Passport 护照姓名	Relationship 关系	Date of Birth 出生日期	Nationality 国籍	Residential Status in Singapore 在新加坡的居民身份	Occupation 工作职称
	<input type="checkbox"/> Brother <input type="checkbox"/> Sister	DD / MM / YYYY		<input type="checkbox"/> Singapore Citizen/Singapore PR NRIC No.: _____ <input type="checkbox"/> Resident (Long-term Pass/ Work Pass/ Dependent Pass, etc) FIN No.: _____ <input type="checkbox"/> None of the above	
	<input type="checkbox"/> Brother <input type="checkbox"/> Sister	DD / MM / YYYY		<input type="checkbox"/> Singapore Citizen/Singapore PR NRIC No.: _____ <input type="checkbox"/> Resident (Long-term Pass/ Work Pass/ Dependent Pass, etc) FIN No.: _____ <input type="checkbox"/> None of the above	
	<input type="checkbox"/> Brother <input type="checkbox"/> Sister	DD / MM / YYYY		<input type="checkbox"/> Singapore Citizen/Singapore PR NRIC No.: _____ <input type="checkbox"/> Resident (Long-term Pass/ Work Pass/ Dependent Pass, etc) FIN No.: _____ <input type="checkbox"/> None of the above	

PRIVATE AND CONFIDENTIAL

D. Applicant's Educational Background 申请者教育背景						
Name of Schools/Colleges/Universities 大学/学院名称 (In Chronological Order)	Country 国家	State or Province 省份	Language of Instruction 学习语言	Period of Study 学习时间		Highest Educational Qualification 最高学历/学位
				From 从	To 到	
				DD / MM / YYYY	DD / MM / YYYY	
				DD / MM / YYYY	DD / MM / YYYY	
				DD / MM / YYYY	DD / MM / YYYY	

Please attach a copy of your certificates and transcripts.

<b>Have you taken an English Language Test within the past 2 years?</b> (Please tick) 在过去 2 年里, 你曾考过任何英语测试? <input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是	<b>If 'Yes', please indicate and attach a copy of your respective English Result:</b> <input type="checkbox"/> TOEFL: _____ 托福	<input type="checkbox"/> IELTS: _____ 雅思	<input type="checkbox"/> Others: _____ 其他
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PART 6 – APPLICANT'S EMPLOYMENT HISTORY 第六部分 – 申请者工作经历					
Name of Companies 公司名称 (In Chronological Order)	Country 国家	Period of Working 工作时间		Position Held 职位	Nature of Duties 主要职责
		From 从	To 到		
		DD / MM / YYYY	DD / MM / YYYY		
		DD / MM / YYYY	DD / MM / YYYY		
		DD / MM / YYYY	DD / MM / YYYY		

PART 7 – APPLICANT'S FINANCIAL SUPPORT DETAILS 第七部分 – 申请者财务状况					
<i>(To be completed by applicant from Visa-required countries)</i>					
Applicant 申请者	Average Monthly Income for past 6 months:		Applicant's Spouse 申请者配偶	Average Monthly Income for past 6 months:	
	Current Saving (e.g. Fixed Deposit):			Current Saving (e.g. Fixed Deposit):	
Applicant's Father 申请者父亲	Average Monthly Income for past 6 months:		Applicant's Mother 申请者母亲	Average Monthly Income for past 6 months:	
	Current Saving (e.g. Fixed Deposit):			Current Saving (e.g. Fixed Deposit):	
Other financial supports from immediate family members: 其他财务支持		<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 (If yes, please specify: _____)			

**PART 8 – RECOMMENDATION 第八部分 - 推荐信**

Please indicate below the name of the person or organisation who recommends this course to you.  
请指出哪个人或哪个机构推荐你来读相关课程

<b>Recommended By (Name of Person /Agent)</b> 推荐(人/中介名字)		
<b>Name of Organisation/Agent</b> 机构/中介名字		
<b>Address of the Person/Organisation/Agent</b> 推荐人/机构/中介 地址		
<b>Contact No. 推荐人/机构联系电话号码:</b>		<b>Email Address 推荐人邮箱:</b>
<i>Country Code</i> 国家号	<i>Area Code</i> 区号	<i>Number</i> 电话号码

**PART 9 – REFUNDS AND WITHDRAWAL 第九部分 - 退款和退学**

As per Academic policies & regulations, please refer to CITECH’s official website for more information.

CITECH shall, inform the students within 3 working days, if:

- 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 meets the course entry or matriculation requirement as set by the Institute as stated in Schedule A of the Student Contract within any stipulated timeline set by Council for Private Education; or
- F. the Student’s Pass application is rejected by Immigration and Checkpoint Authority (ICA), and/or after appealing to the respective authority is still being rejected by the ICA. Students will be required to pay for any fees charged by ICA if appeal is submitted to ICA. (Note: There will be no refund of student’s pass application fees or related fees charged by ICA to students.)
- G. if the student’s application to the External Program is being rejected by the external partner (if any).

The Student shall 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.

<b>% of [the amount of fees paid under Schedules B and C as per student contract]</b> 退款数额的百分比% [根据学生合约里的表 B 和 C 已支付的学费和杂费]	<b>If student’s written notice of withdrawal is received</b> 若已收到学生书面退学通知
90%	More than 14 days before the Course Commencement Date. 早于开课日期之前 14 日
50%	Before, but not more than 14 days before the Course Commencement Date. 在开课日期之前, 但不早于开课日期之前 14 日
0%	After, but not more than 1 day after the Course Commencement Date. 在开课日期之后, 但不晚于开课日期之后 1 日
0%	More than 1 day after the Course Commencement Date. 晚于开课日期之后 1 日

Note: CITECH reserves the right to make changes to the terms and conditions without any prior notice.

备注: 特许科技学院保留变更条款的解释权

**Refund During Cooling-off Period**

The Institute will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage of the fees according to the above table already paid if the Student submits a written notice of withdrawal to the Institute within the cooling-off period, regardless of whether the Student has started the course or not.

**PART 10 – DECLARATION 第十部分 - 声明**

- ◆ I declare that to the best of my knowledge, the information supplied above is correct and complete. I acknowledge that the provision of incomplete, misleading or fraudulent information may lead to the review or rejection of this application.  
本人声明，以上提供的信息真实完整。否则，这份申请表将被拒绝。
- ◆ I declare that the application may be used for purposes relating to my enrolment as a student of CITECH.  
本人声明该申请表用于攻读特许科技学院课程的入学申请。
- ◆ I declare that I have the right to see and correct if necessary the information that I have provided.  
本人声明我有权更改我已提供的信息。
- ◆ I declare that I know I must not engage in any illegal activities if I am selected to enrol into the program. This will result in being rejected to continue my education and be deported to my country.  
本人声明我了解如果参加该课程，不能参加违法活动。否则我会被拒绝继续教育，遣返回国。

\_\_\_\_\_  
Applicant's Signature 申请人签名

\_\_\_\_\_  
Date 日期

**PART 11 – CONTACT DETAILS OF CITECH 第十一部分 - 联系方式**

If you have any queries regarding the application process or course information, please contact our course consultant at:

关于课程及申请进程信息如有问题，请及时与我们联系

**Singapore** 新加坡

**Chartered Institute of Technology** 特许科技学院

**Address** 地址: 450 Telok Blangah Street 31, Singapore 108943

**Tel** 电话: (65) 6276 4890

**Fax** 传真: (65) 6276 5901

**Email** 邮箱: enquiry@citech.edu.sg

**PART 12 – ESCROW ACCOUNT INFORMATION 第十二部分 - 以下是第三方托管银行账户信息**

Payment by **Cheque(s)**, please make payable to **Chartered Inst of Tech PL STFA (Escrow)**.

Payment by **Telegraphic Transfer**, you may refer below for the escrow account information.

Name of Bank : 银行名称	DBS Bank Ltd
Escrow Account Name : 银行账户名称	Chartered Inst of Tech PL STFA (Escrow)
Escrow Account Number : 银行账户号码	003-923691-3
DBS Swift Code : 银行代码	DBSSSGSG
DBS Bank Address : 银行地址	DBS BANK LTD 12 Marina Boulevard DBS Asia Central Marina Bay Financial Centre Tower 3, Singapore 018982

**PART 13 – CONDITIONS OF ENROLMENT 第十三部分 - 入学条件****For Foundation in Accounting & Business Study 会计与工商预科课程：**

Minimum age of 16 years old, applicant completed either the: 年龄不低于 16 岁，完成学业:

- High School Education (G.C.E 'A' Level/STPM/UEC) 高中
- Secondary School Education (G.C.E 'O/N' Level/SPM) 初中

**For Foundation in Management Accounting Course 管理会计预科课程：**

Minimum age of 19 years old, applicant completed either the: 年龄不低于 19 岁，完成学业:

- Bachelor degree in any discipline 具有非相关会计，金融和工商管理学士学位或
- Other qualifications will be evaluated on a case-by-case basis 其他学历是根据特殊情况来进行判定
- English language proficiency requirements for international students is G.C.E. "O" level or high school level or equivalent 英语要求：必须通过高考英语或同等学历

**For Postgraduate Diploma Course 研究生课程：**

Minimum age 19 years old, applicant completed either the: 年龄不低于 19 岁，完成学业:

- Applicants must be holders of Bachelor Degrees related to Accounting, Finance and Business Management 具有相关会计，金融和工商管理学士学位或
- Applicants from non-related degrees with CITECH Foundation in Management Accounting 具有非相关会计，金融和工商管理学士学位和具有特许科技学院颁发的管理会计预备课程证书
- Other qualifications will be evaluated on a case-by-case basis 其他学历是根据特殊情况来进行判定
- Min. English IELTS 5.5 or equivalent 英语雅思要求平均分达到 5.5

**For Preparatory Course For CIMA Diploma Course/ Preparatory Course For CIMA Advanced Diploma Course  
CIMA 专科文凭预科课程/CIMA 高级专科文凭预科课程：**

The minimum entry requirement is either one of the following criteria: 必须满足以下条件的一项:

- Students who have completed the CIMA Certificate in Business Accounting 学生已经获得 CIMA 商业会计证书
- Students who have completed a relevant diploma or degree 学生已经获得其相关文凭或者学位证书
- Other qualifications will be evaluated on a case-by-case basis 其他学历是根据特殊情况来进行判定
- Preparatory Course For CIMA Diploma Course: CIMA 专科文凭预科课程:
  - Students who have completed CITECH Diploma in Accounting and Finance 学生已经获得 CITECH 会计与金融专科文凭
- Preparatory Course For CIMA Advanced Diploma Course: CIMA 高级专科文凭预科课程
  - Student who have completed CITECH Postgraduate Diploma in Financial Services (Financial Management) 学生已经获得 CITECH 金融与服务管理（财务管理）研究生文凭
  - Students who have completed the CIMA Diploma in Management Accounting 学生已经获得 CIMA 管理会计专科文凭

**PART 14 – CONFIDENTIALITY CLAUSE 第十四部分 - 保密条款**

CITECH 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 CITECH 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.

特许科技学院保证维护学生个人信息隐私权，未经学生书面同意时不将学生个人信息披露给第三方；除非特许科技学院为遵守新加坡法律需要，有义务向新加坡政府机关或授予资格的组织披露相关信息。

By providing the information in this form, I have given consent to the Institute that the information given will be used for the administration, processing, and evaluation of my application by CITECH and/or its Partners. In addition, the information provided will be used for the provision of students' support and administrative services rendered to me. This information will be kept by CITECH and/or its Partner for the dissemination of information including services and products offer by CITECH. For more information on CITECH's data protection policy, please refer to [http://www.citech.edu.sg/stud\\_pdpa.htm](http://www.citech.edu.sg/stud_pdpa.htm).

我授权特许科技学院和/或其合作伙伴使用我在此表格内所提供的个人信息。此外，特许科技学院和/或其合作伙伴也可以在学生服务和行政管理上使用我所提供的个人信息。我也同意特许科技学院和/或其合作伙伴保留我的个人信息，并且使用在宣传产品和服务上。欲进一步了解特许科技学院信息保护条款，请查阅网页 [http://www.citech.edu.sg/stud\\_pdpa.htm](http://www.citech.edu.sg/stud_pdpa.htm)。

**PART 15 – CHECKLIST 第十五部分 - 资料准备列表**

Your application cannot be processed unless all questions are answered and all supporting documents are attached. Before submission, kindly go through the list of items below to ensure that you have fully completed and furnished the necessary documents and tick (✓) accordingly. Please enclose the listed documents below together with this application form. Photocopies must be certified as true copies of the originals. The examining authority or registrar of your school, lawyer or notary public can do this.

你必须如实回答所有问题和准备好全部资料后，特许科技学院将受理你的申请。请核对并提供相关申请文件。

相关证明文件由公证处公证并提供复印件。

请将以下所列出的文件连同这张表格一起发送。

No. 序号	Items 资料	No. of Copies 文件份数	Please tick (✓) 请打钩 (✓)
1	Certified True Copy of your Birth Certificate (original and photocopied set) 出生证明公证书原件和复印件	1 set each 各 1 份	
2	Certified True Copy of High School Certificate (original and photocopied set) 高考毕业证书公证书原件和复印件	1 set each 各 1 份	
3	Certified True Copy of High School Results (original and photocopied set) 高考成绩成绩单公证书原件和复印件	1 set each 各 1 份	
4	Certified True Copy of Diploma Results (original and photocopied set) 专科毕业成绩公证书 或 在籍成绩证明公证书原件和复印件	1 set each 各 1 份	
5	Certified True Copy of Diploma Certificate (original and photocopied set) 专科毕业证公证书原件和复印件	1 set each 各 1 份	
6	Certified True Copy of Degree Results (original and photocopied set) 学位成绩公证书或在籍成绩证明公证书原件和复印件	1 set each 各 1 份	
7	Certified True Copy of Degree Certificate (original and photocopied set) 学位毕业证书公证书原件和复印件	1 set each 各 1 份	
8	Photocopy of the IELTS/TOEFL Results 雅思或托福考试成绩复印件	1 set 1 份	
9	Fill up and return the CITECH Student Application Form 提交填写完整的 CITECH 课程申请表格	1 set 1 份	
10	Photocopy of Passport 护照复印件	1 set 1 份	
11	Passport Size Photos (with white background) 同护照尺寸照片 (白底)	2 set 2 份	
12	Certified True Copy of Bank Statement Savings of RMB150,000 (for one year course)/ RMB75,000 (for one semester course) (original and photocopied set) (for China) 人民币 150,000 (一学年课程) / 人民币 75,000 (一学期课程) 银行存款证明公证书 原件和复印件 (只限中国公民)	1 set each 各 1 份	