



WHAT DO I DO NOW?

Applying to Curtin Singapore

Prospective students currently living in another country but who wish to study at Curtin Singapore may apply directly to Curtin Singapore's Admissions Office or through a Curtin University of Technology overseas representative.

STEP 1

1. Once you have decided on a course, please complete the application form on the next page.
2. The application form must be fully completed and accompanied with certified copies of all relevant academic transcripts.
3. Successful applicants will receive an offer package. This package contains:
 - a. Letter of offer (authority to enrol)
 - b. Invoice (acceptance of offer)
 - c. Standard Student Contract
 - d. Visa application and other related forms
4. To accept our offer to study at Curtin Singapore, you must complete and sign the acceptance of offer and Standard Student Contract and return it with the following documents:
 - Two recent passport sized photographs
 - Two sets of signed and completed ICA Form V36, V39s and Form 16
 - Certified copy of your birth certificate
 - Certified copy of your previous qualifications including award certificates and academic transcripts (high school included)
 - Certified copy of your passportStudents from visa-required countries will also need to provide the following:
 - Documentary proof of financial ability in the form of certified bank statements, and savings accounts.

Note: Some students may receive a letter of offer with conditions. Payment should not be made until you are able to satisfy the conditions on the letter of offer.

STEP 2

Before you leave home

1. Curtin Singapore will apply for your student pass on your behalf. If you are from a visa-required country, Curtin Singapore will also apply for a single journey visa (SJV) for you.
2. Curtin Singapore will notify you of the outcome of the student pass and single journey visa application.
3. Upon confirmation of the approval you will be required to make payment of the first semester's tuition fees as well as any non-tuition fees. This payment can be made to the University, or to a Curtin overseas representative in your country.
4. Upon receipt of the fee Curtin Singapore will send you a scanned copy of the approval letter and the original single journey visa will be mailed to you (if applicable).
5. It is advisable to book an air ticket immediately after you accept a student place at Curtin Singapore as seats are in heavy demand before the start of semester. Note that the single journey visa is only valid for one month from the date of issue.
6. To request the airport reception and/or accommodation please contact Curtin Singapore Admissions.

STEP 3

Arriving in Singapore, what happens now?

1. If requested, the admissions office provides an airport reception and transfer to accommodation for new students who are travelling alone. Alternatively, you may choose to take a taxi to your accommodation.
2. Students without confirmed accommodation, who have requested airport reception, will be picked up and transferred to their temporary accommodation.
3. Students will be required to undertake medical screening to meet student pass requirements. They will also be required to go to the ICA for their student pass application, and collect their student pass from Student Affairs
4. The University conducts an orientation program to assist students settling into a new country and the university environment. The program includes information on enrolment procedures, study skills, campus facilities, support services, public transport, shopping, and recreational activities. All students are required to attend. Orientation dates are stated on your letter of offer.
5. Students are expected to attend all classes and undertake all tests and examinations during a course and abide by all Curtin Singapore's rules and regulations that are in force at any time.

FURTHER INFORMATION

Should you require further information, please contact:

Curtin Singapore
Admissions Office
90 and 92 Jalan Rajah
Singapore 329162

Email: admissions@curtin.edu.sg
Web: curtin.edu.sg

Application for admission to an undergraduate degree or postgraduate coursework degree

Curtin Singapore



This application form is for students applying to study onshore at Curtin Singapore (90-92 Jalan Rajah, Singapore).

International students applying to study in Australia should complete the relevant undergraduate or postgraduate application for admission form available from: international.curtin.edu.au/applynow.cfm

PERSONAL DETAILS

_____		_____	
Title	Given names	Family name	
On all official documentation your name will appear as Given name/s, family name - if this is not how your name appears in your passport or birth certificate please print your name as it appears on these documents.			
Curtin student ID (if previously a Curtin/WAIT student)		If your name has changed since you were last enrolled, please print previous name.	
Email		Telephone	
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Day	Month	Year
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Are you a current Curtin student applying to switch courses?		<input type="checkbox"/> Y <input type="checkbox"/> N	

COURSE INFORMATION (Course titles are available from: handbook.curtin.edu.au)

	Course title (eg. Bachelor of Commerce, Master of Accounting)	Major area of study, if relevant (eg. Accounting)
First preference		
Second preference		
When do you wish to commence studies? Year _____ Study period _____		
To help us better evaluate our marketing strategies, please indicate how you first heard about the course you are applying for. <input type="checkbox"/> Prospectus <input type="checkbox"/> Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Advertisement <input type="checkbox"/> Exhibition/fairs <input type="checkbox"/> Agent <input type="checkbox"/> Friend/relative		
What country are you submitting this application from? _____		

ENGLISH LANGUAGE PROFICIENCY

As all courses are taught in English, applicants will need to meet Curtin's English language requirement. If your education qualifications were not completed wholly or predominantly in English, please indicate what test/s you have sat (or intend sitting) and attach certified* documentary evidence of results.

<input type="checkbox"/> GCE 'O' level	<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL
<input type="checkbox"/> CUTE	<input type="checkbox"/> ESL/ELACS	Other (Please specify) _____
Would you like to apply for an English language course? <input type="checkbox"/> Y <input type="checkbox"/> N		
Note: Having made this selection, you will receive a package from Navitas English Singapore.		

PERSONAL ADDRESS (Address in home country. A post office box number is NOT acceptable).

Number and street			
Suburb/town			
State		Post/zip code	
Country			

MAILING ADDRESS (If different from permanent address)

Number and street	c/o IEC Online GmbH Marienstrasse 19/20		
Suburb/town	Berlin		
State		Post/zip code	10117
Country	Germany		

EMERGENCY CONTACT DETAILS

Name			
Relationship			
Telephone			

PERSONAL STATISTIC DETAILS

Have you previously visited Singapore?	<input type="checkbox"/> Y	<input type="checkbox"/> N	If yes, what year did you arrive?
What is your country of citizenship:			
In which country were you born?			
What is the main language spoken at your permanent home residence?			

MEDICAL/DISABILITY NEEDS

The information below is used to assist the University in monitoring, supporting and improving services to students with medical/ disability requirements. Disclosing this information will not affect your admission to the University.

Do you have a disability, impairment or long-term medical condition which may affect your studies?	<input type="checkbox"/> Y	<input type="checkbox"/> N
Please indicate the type/s of disability	<input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Learning <input type="checkbox"/> Medical <input type="checkbox"/> Mobility <input type="checkbox"/> Other	
Would you like to receive information on support services, equipment and facilities available that may assist you?	<input type="checkbox"/> Y	<input type="checkbox"/> N

EDUCATIONAL QUALIFICATIONS

Please provide details of all formal studies that you have completed and those that you are currently undertaking. You are required to supply an original or certified* copy of your academic award/s and transcript/s for all tertiary studies except those undertaken at Curtin/WAIT. Academic records must contain an explanation of grading system descriptions.

Name of qualification (eg. GCE 'O'/'A' level, HSC Degree)	Institution/School/University (eg. Temasek Junior College)	Year enrolled (eg. 1992)	Year completed (eg. 1995 or not completed)	Date results expected (if applicable)

Would you like the above qualifications to be assessed for recognition of prior learning? Y N

EMPLOYMENT DETAILS (To be completed if applying for a postgraduate course where work experience is an entry requirement).

Submission of supplementary information to your postgraduate application varies across courses. Applicants are advised to refer to the application guidelines and submit relevant supporting documentation. Guidelines and supplementary forms are available from: futurestudents/curtin.edu.au/postgraduate/courseworkforms.cfm

Employer/Company Name		
Address		
		Post/zip code
Contact Name		Telephone
Position title and brief description of your duties		

APPLICANT'S DECLARATION AND SIGNATURE

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

I understand that the information collected on this form is to enable Curtin University of Technology to assess my application, create a record on its student database, undertake statistical analysis, meet statutory reporting requirements and further inform me about the course to which I am applying as well as the University's other courses/events. The information will be accessed by University officers strictly for these purposes. Where personal information is to be provided to contractors, the University will require that confidentiality agreements be first entered into.

I understand that if I do not complete all the questions on this form, it may not be possible for the University to process my application.

I authorise Curtin University of Technology to obtain further academic information or official student records from any educational institution or recognised educational qualifications assessment body necessary and/or, where my work experience is relevant, to verify my employment history for the purpose of making an informed decision about my application.

In the case of postgraduate applications, I understand that the services of Qual Search may be engaged to verify my qualifications. I further understand that Curtin is not responsible if any educational body/institution does not supply these records, that the results of this search may be made available to me on request and an audit of this authority may also be undertaken.

I understand that I have the right to access and amend personal information that Curtin holds about me, subject to legislation, by contacting the Freedom of Information Coordinator at foi@curtin.edu.au

I acknowledge that Curtin University of Technology reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

Signature	Date
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Important checklist to ensure a quick response to your application

- Prior to making an application please familiarise yourself with any specific requirements which relate to the course you are applying for.
Refer to: handbook.curtin.edu.au
- If you are lodging an application for postgraduate study, please familiarise yourself with application guidelines at: postgrad.curtin.edu.au which relate to the course. The guidelines will advise you on what other documents are necessary as part of your application, for example. referee reports, employer reports, resumes, portfolios, etc.
- Enclose certified* copies of all previous qualifications including award certificates (if applicable) and academic transcripts with grading system descriptions.
- If your academic transcripts are in a language other than English, enclose certified* English translations.
- If your previous studies do not meet Curtin's standard English requirements, enclose certified* copies of your English language qualification or details of English language proficiency.
- Enclose a certified* copy of evidence for change of name.
- Enclose a certified* copy of the personal details page of your passport and visa.
- Read and sign the applicant's declaration.

*Certified means witnessed by a Curtin representative, a notary public, Commissioner for Declarations, Justice of the Peace or the Academic Registrar of the institution that issued the transcript. For further information refer to the guidelines on certification at: futurestudents.curtin.edu.au/leavers/global/applic.cfm

LODGING YOUR APPLICATION

Please submit your application to admissions at Curtin Singapore or a Curtin University of Technology overseas representative.

Curtin Singapore
90 and 92 Jalan Rajah
Singapore 329162
info@curtin.edu.sg
curtin.edu.sg

Agent's stamp

ieconline GmbH
Marienstrasse 19/20, D-10117 Berlin
Tel. +49 (0)30-20458687
www.ieconline.de

Counsellor's name _____

Email address info@ieconline.de

PRIVACY STATEMENT

At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is personal information. For details of how the University will use, disclose and protect your personal information please contact Curtin Singapore admissions.