



# Application for Admission

Passport  
Size  
Photograph

This form can be typed or completed in CAPITAL LETTERS using **blue** or **black ink**.

Personal Information										
Full Name (as printed in passport)										
Surname/Family Name					Given Name					
Date of Birth								Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married
	D	D	M	M	Y	Y	Y	Y		
Home Phone					Mobile Phone					
Email										
Your Nationality										
<input type="checkbox"/> Singapore Citizen		<input type="checkbox"/> Singapore Permanent Resident			NRIC No: _____					
<input type="checkbox"/> Others. Please state your nationality: _____		International Passport No: _____								
Complete this section if you are <b>NON-Singaporean</b> (Singaporean and Singapore Permanent Resident do not need to fill in).										
<input type="checkbox"/> I have never held any type of 'Pass' in Singapore										
<input type="checkbox"/> I am currently holding or		<input type="checkbox"/> Student's Pass		<input type="checkbox"/> Dependent's Pass		<input type="checkbox"/> Long Term Visit Pass		<input type="checkbox"/> Diplomatic Pass		
<input type="checkbox"/> I have held a:		<input type="checkbox"/> Others: Please specify name of Pass _____		Please fill in your Pass Fin No: _____						
Residential Address in Singapore (if any)										
Block/House No.			Street Name							
Unit No.			Building Name							
Singapore Postal Code										
Home Country Address (if different from above)										
Number and Street										
Suburb/Town			State							
Country			Postal Code (if any)							

Parents Information		Father		Mother	
Name					
*NRIC /Passport / Fin No.					
Nationality					
Occupation					
Contact Number					
Email					
<b>Appointed Legal Guardian</b> (must be living in Singapore) (if applicable)					
Name			Nationality		
*NRIC /Passport / Fin No.			Contact Number		
Email					
Residential Address					
<b>Academic Qualifications</b>					
Provide details of any qualifications you have obtained and/or are currently pursuing in chronological order					
Name of School	Country	Language of Instruction	Period of Study		Certificate Awarded/Highest Qualification
			from mm/yyyy	to mm/yyyy	
<b>Disability/Special Needs</b>					
Do you have any disability or special needs (i.e. social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder, specific learning difficulty such as dyslexia, dyspraxia or ADHD, etc)?					
<input type="checkbox"/> No					
<input type="checkbox"/> Yes. If yes, the school may require you to submit the medical report and/or latest assessment report (within last 2 years).					
<b>English Language Proficiency</b>					
As all courses are taught in English, applicants need to meet a minimum English language requirement. Applicants must either have obtained a satisfactory score in one of the tests shown below, acceptable level of English Proficiency from former school, or reach an equivalent standard in the Insworld English Language Placement Test.					
Have taken TOEFL / IELTS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, year taken	score		
Have taken IGCSE / 'O' level English language?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, year taken	score		
<b>Academic Course Selection</b>			<b>Duration of Study</b> (1 term = 3 months) (No. of terms is subject to student's academic qualifications)		
<input type="checkbox"/> English for Academic Study (Standard 3 terms) <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			<input type="checkbox"/> 6 Terms <input type="checkbox"/> 5 Terms <input type="checkbox"/> 4 Terms <input type="checkbox"/> 3 Terms <input type="checkbox"/> 2 Terms <input type="checkbox"/> 1 Term		
<input type="checkbox"/> Edexcel International Tuition Programme			Commencing		
<input type="checkbox"/> Preparatory Course for Pearson Edexcel International General Certificate of Secondary Education (IGCSE) Examination			<input type="checkbox"/> Jan <input type="checkbox"/> Apr <input type="checkbox"/> Jul <input type="checkbox"/> Sep		
<input type="checkbox"/> Preparatory Course for Pearson Edexcel International Advanced Level (IAL) Examinations			<input type="checkbox"/> 2021 <input type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024		
<input type="checkbox"/> Preparatory Course for Pearson Edexcel GCE Advanced Level Examination					

**Future Plans**

What are your plans after studying at Insworld?

**Market Research**

How did you find out about Insworld? Please tick ✓ **THE ONE** that applies and \*delete as appropriate.

- Agent                               Search Engine                               Social Media  
 Name \_\_\_\_\_ \*google / yahoo / baidu / others                              \*facebook / wechat / twitter / others  
 Referral (\*school / family / friend / others), please name \_\_\_\_\_  
 Others (\*advertisements / seminar / exhibition), please name \_\_\_\_\_

**Prospective Student Pre-Course Counselling Checklist**

Before you submit your application, it is important that you have received full information about Insworld Institute and the course that you wish to apply for. The checklist below is to be used as a guide. Please ensure that you understand all relevant items shown below. This information is available on our website [www.insworld.edu.sg](http://www.insworld.edu.sg). If you require any further clarification or assistance, please do not hesitate to contact the school.

Please tick  to confirm that you have received pre-course counselling before you submit your application.

- Brief history of Insworld Institute and its Vision, Mission, Values and Culture
- School's location and general description of the school facilities and infrastructures
- The School Management Team, Members of Academic and Examination Board and the Academic Team
- Application requirements and procedures
- Course information such as course admission requirements, course modules and outlines, course duration and Assessment schedules, promotion and award criteria and English Language proficiency.
- Type of certification awarded at the end of the course
- Course counseling to match the aspirations of the prospective students with the course learning outcomes, opportunities for further education after graduation or job prospect after graduation;
- Samples of Timetables, Internal and External Examination Schedules
- Total fees payable (tuition and non-tuition, application fee, miscellaneous fees, payment schedule, etc)
- Committee for Private Education (CPE) and EduTrust
- Sample of Student Contract.
- Fee Protection Scheme adopted by Insworld including payment methods, installment payment amounts and the due dates for each instalment/s
- Student Medical Insurance
- Refund Policy and 7-days cooling off period
- Transfer, Withdrawal, Deferment of Course Policy and Expulsion Policy
- Student Support Services and Extra-Curricular Activities offered at the school
- Student Code of Conduct and Attendance Policy
- Terms and Conditions for Student

**Additional information for International Students**

- Student's Pass application procedures, including the terms and conditions of the Student's Pass issued by the Immigration & Checkpoints Authority (ICA) of Singapore
- Relevant Singapore Laws
- Advice on accommodation and cost of living in Singapore
- Advice on Personal And Medical Insurance
- General healthcare services in Singapore

## Supporting Documents

The following items are required to be submitted with your application form:

- An application fee of S\$1200.00.  
The application fee is non-refundable in all cases except in the event that the Singapore Ministry of Education does not approve the application of a Singapore citizen to study at Insworld Institute. In this event, the application fee is fully refundable.
- One recent color passport-size photographs (on white background).
- Certified copies of most recent school results/transcripts and highest school leaving certificate.  
(If original transcripts are in any language other than English, please provide a certified translation).
- For Singaporean or Singapore PR: photocopy of NRIC and/or International Passport.  
For International Students: photocopy of International Passport and any other 'Pass' held in Singapore (if any).
- Photocopy of NRIC and/or International Passport of both Parents and Legal Guardian (if any).

\* Certified means witnessed by a member of staff or approved agent of Insworld, the school that issued the transcript or a 3<sup>rd</sup> party with the legal power to certify documents in your country. All students must produce the originals of these documents for verification before commencing their studies at Insworld.

Note: Additional documents may be required from students who need to apply for a Student's Pass/Letter of Consent (i.e. birth certificate, financial statements, etc. as required by the Immigration & Checkpoint Authority of Singapore).

## 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 correct and complete.
- I declare that I have read and understand all the important and relevant information in the 'Prospective Student Pre-Course Counselling Form'.
- I declare that I have read and accept Insworld's Terms and Conditions for Student.
- I understand that the application fee of S\$1200.00 is non-refundable (with the exception as stated above) and that the supporting documents that I submitted with this application will not be returned to me.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of \*Parent/Guardian  
(if applicant is below 18 years of age)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## How to submit your application

Applicants should send completed application form and all the relevant supporting documents to:

**Admissions Office**  
**Insworld Institute**  
**420 North Bridge Road #05-11, North Bridge Centre, Singapore 188727**  
Telephone: +65 6732 1728 Email: [admissions@insworld.edu.sg](mailto:admissions@insworld.edu.sg) Website: [www.insworld.edu.sg](http://www.insworld.edu.sg)

**Agent's Name/Stamp**  
(if applicable)

Please note that incomplete application form and/or lack of any of the relevant supporting documents will cause delay in processing your application.

## Confidentiality

The Institute is committed to maintain the confidentiality of the student's personal information provided in this form and undertakes not to divulge any of the student's personal information to any unauthorized third party (excluding Singapore Government Agencies) without the prior written consent of the student.