

INTERNATIONAL STUDENT APPLICATION GUIDELINE FOR RECRUITMENT AGENTS (RA)

APPLICATION

- » Recruitment agents (RA) conduct Pre-course Counselling with student, complete application form and attach supporting documents (Please refer to Document Checklist) for application.
- » Submit to William Angliss Institute, Singapore (WAI SG) via email to: **singapore@angliss.edu.sg**
- » WAI SG will access the application.

ELIGIBLE

A Letter of Offer, Acceptance Agreement and quotations (student's pass processing fee and course fee) will be issued to RA.

INELIGIBLE

An Official Letter of Rejection will be issued to the agent. For appeal, agent may submit an appeal letter via email. Appeals will only be considered if NEW evidence is presented in support of the application.

ACCEPTANCE

- » Agent to ensure that the Applicant understands the terms and conditions of the Letter of Offer and Acceptance Agreement and accuracy of course(s) offered.
- » Return the signed Acceptance Agreement (via email) WAI, SG within 7 working days.
- » Make payment of Student's Pass Processing Fee of S\$214 (non-refundable)
- » Submit all Student's Pass (STP) required forms and documents (via email).
- » WAI SG applies Student's Pass (STP) for student via ICA SOLAR_system and advise status.

Rejecting our Offer? Inform Student Services department about the decision (via email).

STUDENT'S CONTRACT

- » The Standard Private Education Institution (PEI)-Student Contract will be generated and email to the agent.
- » Agent to ensure student understands all the contents of the standard PEI-Student Contract and Advisory Note before signing.
- » Return 2 sets signed standard PEI-Student Contract and Advisory Note (via email) and bring along when reporting to WAI SG.

STUDENT PASS STATUS (IN-PRINCIPAL APPROVAL)

- » Make payment of Term 1 course fee within 7 day from IPA date (first payment can only be made after the Student Contract has been duly signed).
- » WAI SG purchases Fee Protection Scheme (FPS) insurance (within 7 working days of payment).
- » WAI SG sends In-Principal Approval (IPA) letter, FPS Certificate of Insurance & receipt (via email).

ARRIVAL IN SINGAPORE AND STUDENT PASS COLLECTION

- » Student arrives in Singapore with IPA letter and reports to WAI SG within 7 working days before course commencement date.
- » Student to check-in his/her hostel (if applicable) and inform WAI SG on accommodation address in Singapore.
- » Complete student's pass formalities like medical check-up and collection of student's pass from Immigration & Checkpoints Authority of Singapore (ICA).

ORIENTATION AND COURSE COMMENCEMENT

- » Student attends the Orientation program at WAI SG and commences class.

Disclaimer: Applications with incomplete documents will delay the admission process. Please ensure that all documents provided are certified or notarised by an authorised organisation. The information stated herein is correct at the time of printing; however WAI, Singapore reserves the right to vary this information at any time without prior notice.

Document Checklist

STAGE	DOCUMENTS
STAGE 1: Application	<ul style="list-style-type: none"> <input type="checkbox"/> WAI Application Form <input type="checkbox"/> Pre-course Counselling Form <input type="checkbox"/> Copy of current passport (valid for at least 12 months) <input type="checkbox"/> Copy of highest academic qualification and transcripts ** (officially translated into English and notarized copy) <input type="checkbox"/> Proof of English Proficiency or IELTS or TOEFL Score Sheet <p>If you are currently studying in Singapore:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Singapore valid pass <input type="checkbox"/> Copy of Student Pass, Cancellation Slip from the previous school and or embarkation form
STAGE 2: Acceptance and Student Pass Application	<ul style="list-style-type: none"> <input type="checkbox"/> ICA Form e16 and v36 (Completed all sections and signed by applicant) <input type="checkbox"/> 2 passport size photographs with white background (JPEG format) <input type="checkbox"/> Copy of your Birth Certificate/Affidavit ** <input type="checkbox"/> Copy of Household Register (if applicable) ** <input type="checkbox"/> Copy of Parents' passports <input type="checkbox"/> Copy of Parents' Marriage/Divorce Certificate or Death Certificate ** <p>Additional documents to be submitted for Countries Requiring Visa, except Malaysia, Vietnam, Brunei and Indonesia</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Bank Savings statement (Minimum SGD30,000) (Eg: bank statement/fixed deposit account/saving account with at least 6 months validity)** <input type="checkbox"/> Copy of Parents' Employment Letter/Statement (Company stamp required) (Declaration of Father and Mother's monthly salary and position)** <p>** Please ensure that all documents are officially translated into English and notarized</p>
STAGE 3: Arrival and Student Pass Collection	<p>Documents need to be shown to the immigration officer when entering Singapore:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of the IPA letter <input type="checkbox"/> A completed and duly signed Embarkation Card (also called "White Card") <input type="checkbox"/> Original passport (valid for at least 12 months) <p>Upon reporting to WAI, SG:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign and return original Acceptance Agreement and 2 sets of the Student Contracts <input type="checkbox"/> A completed and duly signed Embarkation Card (also called "White Card") <input type="checkbox"/> Original passport <input type="checkbox"/> Original highest academic qualification and transcripts <input type="checkbox"/> Proof of English Proficiency or IELTS or TOEFL Score Sheet

Note:

For Visa requirement information, please visit Singapore Immigration and Checkpoints Authority (ICA) website. (https://www.ica.gov.sg/visitor/visitor_entryvisa)