

## International Students Application Procedure 国际学生入学申请程序

### **1. Admission Eligibility and Pre-course Counseling 入学要求与学前辅导服务**

Applicants may contact the Recruitment Officer to assess their eligibility to the course.

申请者可联络课程咨询顾问以确定自己是否达到本课程的入学要求。

### **2. Submission of Course Application Form and Supporting Documents 递交申请表格及入学所需材料**

a. Complete the Course Application Form in FULL. The application must be accompanied by the following documents: 申请者必须完整填写申请表格并附上以下入学申请所需的材料:

Course Application Form 课程申请表格
Applicant's birth certificate (certified or notarized copy). 申请者的出生证书
Applicant's passport pages showing full particulars and passport date of expiry (photocopy) 申请者有效护照的个人资料页复印件
2 coloured passport-sized photographs, white background and taken within the last 3 months. (show full face without headgear) 2 张护照尺寸的照片, 白色背景 (3 个月内正面近照)
Applicant's highest academic qualifications, certificates and transcripts (certified or notarized copy) 申请者的最高学历和成绩单 (均需公证)
Applicant's letter of employment (if applicable) 申请者的雇主证明信 (如适用)
Applicant's marriage certificate (photocopy, if applicable) 申请者的婚姻公证书 (如适用)
2 Original set of ICA Form 16 and eForm V36 (duly completed in English and signed by the applicant at the relevant sections). 以英文填写新加坡移民与关局学生准证申请表格 eFORM 16 与 eForm V36 原件 2 份 (需申请本人签名) 申请表格可直接从新加坡移民局的网站的 <a href="http://app.ica.gov.sg/download.asp">http://app.ica.gov.sg/download.asp</a> 下载.
Applicant's curriculum vitae (if applicable) 申请者的简历(如适用)
Applicant's parents (both) and/or Spouse's personal particulars page copy from the passport 申请者父母和配偶(若已婚)的有效护照复印件
Applicant's Parents' and/or Spouse's letter of employment (if applicable) 申请者父母和配偶(若已婚)工作证明 (如适用)

b. The following additional documents are required to be submitted if. 下列情况要求额外文件:

i. Students from visa required countries will also need to provide the following additional documents. 申请人若来自需要签证的国家, 必须提供以下文件
<ul style="list-style-type: none"> <li>Documentary proof of applicant's / parents' / spouse's financial ability shows a minimum of S\$30,000 in the form of bank statements / fixed deposit / savings account 申请者或父母 / 配偶相等于\$30,000 新币的银行固定存款证明, 存期不少于 6 个月。可用银行存款单, 定期或者是储蓄账户。</li> </ul>
ii. One of applicant's parent/step-parents is a Singapore Citizen or a Singapore Permanent Resident 若申请者父母或继父母一方是新加坡公民或永久居民
<ul style="list-style-type: none"> <li>Parents' / Step-parents' marriage certificate/divorce certificate and applicant's custody paper 家长的结婚证或离婚证和关于申请人的扶养协议(复印件)</li> </ul>

<ul style="list-style-type: none"> <li>Parents' / Step-parents' highest educational certificate 该家长的最高学历证书(复印件)</li> </ul>
<ul style="list-style-type: none"> <li>Parents' / Step-parents' letter of employment Letter should state date of commencement of employment, designation, and salary per month or Business Registration Certificate If parent/spouse is self-employed. These documents should not be issued more than 1 month ago. 该家长的就业情况说明(包括目前工作的受聘日期、担任的职务和月薪等信息)。如果该家长是自雇人士, 则需营业执照(电脑打印件)。这些文件的出示日期应该在一个月之内</li> </ul>
<ul style="list-style-type: none"> <li>Parents' / Step-parents' monthly CPF statement for the past 12 months 该家长在过去的一年内每月缴纳的公积金证明</li> </ul>
<ul style="list-style-type: none"> <li>Parents' / Step-parents' income tax assessment notices for the past 3 years 该家长在过去三年内的收入税评估单(复印件)</li> </ul>
<b>iii. Applicant's Spouse is a Singapore Citizen / Singapore Permanent Resident 若申请者的配偶是新加坡公民或永久居民</b>
<ul style="list-style-type: none"> <li>Spouse's official marriage certificate / divorce certificate 配偶的结婚证或离婚证(复印件)</li> </ul>
<ul style="list-style-type: none"> <li>Spouse's highest educational certificate 配偶的最高学历证书(复印件)</li> </ul>
<ul style="list-style-type: none"> <li>Spouse's letter of employment Letter should state date of commencement of employment, designation, and salary per month or Business Registration Certificate If parent/spouse is self-employed. These documents should not be issued more than 1 month ago. 配偶的就业情况说明(包括目前工作的受聘日期、担任的职务和月薪等信息)。如果该家长是自雇人士, 则需营业执照(电脑打印件)。这些文件的出示日期应该在一个月之内。</li> </ul>
<ul style="list-style-type: none"> <li>Spouse's monthly CPF statement for the past 12 months 配偶在过去的一年内每月缴纳的公积金证明</li> </ul>
<ul style="list-style-type: none"> <li>Spouse's income tax assessment notices for the past 3 years 配偶在过去三年内的收入税评估单(复印件)</li> </ul>

➤ **Note:** If documents are not in English, notarised and official translations must be included. Additional supporting documents may be required on a case-by-case basis, which our staff will advise the applicant accordingly. SMA will inform the students if ICA requires other supporting documents during the Student Pass application process. 文凭或成绩单若非英文写成, 副本必须翻译成英文并做公证。若向移民局(ICA)申请学生准证过程中需附上额外文件, 学院将另行通知。

b. The completed Course Application Form and supporting documents, with application fee is to be submitted to:  
学生可以将所有的入学所需资料及申请表格填写完整后, 连同申请费邮寄至以下地址:

Singapore Media Academy Pte Ltd  
1 Stars Avenue,  
Singapore 138507  
Attn: Student Affairs Department

Note: Application forms and supporting documents have to reach the Academy at least 3 months before course commencement. 注: 所有的入学所需材料及申请表格必须在学前至少三个月提交至学院。

c. Payment for application fees can be made via the following methods: 申请费可通过以下方式付款:

<ul style="list-style-type: none"> <li><b>Credit Cards (Visa, Master, Unionpay) / NETS (Payment at Singapore Media Academy; Operating Hours: Monday - Friday [excluding Public Holidays] / 9am - 6pm)</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Cheque (Made payable to "Singapore Media Academy Pte Ltd" and mail it to "Singapore Media Academy Pte Ltd, 1 Stars Avenue, Singapore 138507. Kindly indicate Applicant's Name and Course Title at the back of the cheque).</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Bank Transfer</b> Beneficiary: Singapore Media Academy Private Limited Bank name: The Hong Kong and Shanghai Banking Corporation Limited Bank Address: 21 Collyer Quay, #01-00 HSBC Building Singapore 049320 A/C no.: 147-151310-001 Swift Code: HSBCSGSG</li> </ul>

### **3. Acceptance by the Academy 学院接收并核实申请材料和表格**

Upon receipt of the completed application form, applicants will be notified of the outcome of their application within 7 working days. An official Letter of Offer, PEI-Student Contract and CPE Advisory Note will be issued to successful applicants.

Unsuccessful applicants will be notified by our Recruitment Officer through email.

收到申请表格及材料后，学院将需大约 7 个工作日处理申请事宜。一旦申请者的入学申请被院方管理层批准，申请者将会收到录取通知书，两份标准 PEI-学生合约，两份学生的建议说明书。

学院将以电邮通知未被录取的申请者。

### **4. Acceptance of Offer**

If applicants decided to accept the offer, they will need to sign the Letter of Offer, PEI-Student Contract and CPE Advisory Note and return to the Academy via email / post within the timeline stated in the Letter of Offer.

申请者若接受学校录取，需要在指定的限期内将签好的录取通知书，学生合约和学生的建议说明书邮寄或电邮回学院。

#### **Via post: 邮寄**

Singapore Media Academy Pte Ltd  
1 Stars Avenue,  
Singapore 138507  
Attn: Student Affairs Department

**Via email: 电邮:** [students@mediaacademy.sg](mailto:students@mediaacademy.sg)

### **5. ICA Student Pass Application 申请学生准证**

Upon received of signed Letter of Offer, PEI-Student Contract and CPE Advisory Note, the Academy will then proceed to submit the student's Student Pass application to Singapore Immigration and Checkpoints Authority (ICA). The average turnaround time for Student Pass approval is 3 - 4 weeks. The approval of student's pass application is dependent on ICA Singapore.

For more information, please visit ICA website at [www.ica.gov.sg](http://www.ica.gov.sg).

学院一旦收到完整的录取通知书，学生合同和学生的建议说明书后，将为学生向新加坡移民与关卡局（ICA）递交学生准证申请。通常学生准证申请的受理时间为 3 到 4 个星期。学生准证申请成功与否完全取决于新加坡移民与关卡局（ICA）审核后的决定。

欲获取更多信息，请登录新加坡移民与关卡局（ICA）网站：[www.ica.gov.sg](http://www.ica.gov.sg)。

## **6. Approval of Student's Pass and Payment of Fees 准证获批和缴纳学费**

When the application for a Student's Pass is approved by ICA, SMA will inform the student via email. Students will receive the payment advice from the Academy and is required to make payment for the 1<sup>st</sup> course fees instalment and miscellaneous fees stipulated in the student contract.

Upon receipt of course fees, the Academy will release the In-Principle Approval Letter to student via email. The Academy will also apply for the Fee Protection Scheme (FPS) for students via our insurer Liberty system.

学生准证被有关当局批准后，学院将通过电邮通知学生，并同时发出缴纳首期学费通知。学生必须在规定的期限内按照学生合同要求，缴付第一期学费及其它杂费。

一旦收到全部费用后，学院将通过电邮发送由新加坡移民关卡局发行的批准函（IPA）给学生。学院也将通过 Liberty 保险公司的申请系统购买学费保障计划。

### **Note:**

- i. For international students who require a VISA to enter Singapore, the IPA letter will incorporate a single-entry VISA for the student.
- i. 对于需持有签证才能入境新加坡的国际学生来说，批准函（IPA）等同于单次入境签证，学生可以凭借（IPA）入境新加坡。
- ii. The Security Deposit (SD) (if required and indicated in the IPA letter) will be furnished in the form of a Banker's Guarantee (BG).
  - Students may obtain a BG directly from any bank regulated by the Monetary Authority of Singapore (MAS).
  - Students may purchase a BG for a premium fee through the Academy's working partner, Liberty Insurance. The amount of the premium fee will vary depending upon the amount of security deposit required by ICA.
- ii. 移民与关卡局（ICA）发给学生的批准函（IPA）中，将注明该名学生是否须要支付保证金。国际学生只能以银行保证函（BG）的形式支付保证金（SD）。
  - 学生可直接向新加坡金融管理局（MAS）监管的任何银行购买银行保证函。
  - 学生可通过学院的指定保险公司，利宝保险有限公司（Liberty Insurance）购买银行担保保险。保险费的金额因 ICA 要求的保证金数额不同而有所不同。

Before collecting the student pass, international students may be required to furnish the ICA a Security Deposit. The Security Deposit for international students is refundable at the end of the student's period of study. For information on Student's Pass and security deposit matters, students may visit the Immigration & Checkpoints Authority's website at [www.ica.gov.sg](http://www.ica.gov.sg).

在领取学生证之前，海外学生应先向移民局存放保证金。海外学生存放的保证金将在学生完成学习后发还。若想进一步了解有关学生准证及保证函事宜的资料，请访问移民与关卡局网站 [www.ica.gov.sg](http://www.ica.gov.sg)

## **7. Arrive in Singapore 赴新留学**

Once the students have the In-Principle Approval Letter, they may make their travel arrangement to Singapore. Students are advised to arrive in Singapore 2 weeks before the course commencement date. Students should inform the Academy his/her arrival date and time.

- a. Upon arrival in school, the Academy will arrange for students to complete the following:
- Visit the Academy
  - Medical check-up
  - \* Collection of Student Pass at ICA
  - Attend Student Orientation and start class

一旦学生收到批准函（IPA），便可安排行程。学生应当在开课前两个星期抵达新加坡，同时学生应当告知学院其抵达日期和时间。

- a. 抵达学院后，学院将安排学生：
- 办理入学手续
  - 体格检验
  - \*领取学生证
  - 新生欢迎会，上课

### **\*Collection of Student Pass at ICA 办理学生准证**

Upon student's arrival in Singapore, SMA will make arrangements to collect his/her Student Pass from ICA. Note that the Student Pass will only be issued no earlier than one month before the course commencement date.

International Students are required to furnish the following documents for collection of student pass:

- Valid Passport
- A photocopy of Passport particulars page
- Disembarkation/Embarkation card (white card).
- 1 recent color passport-size photograph (taken on white background)
- The printout from the SOLAR+ System (duly signed by the students)
- A copy of the IPA letter and
- The medical report

A \$60 STP issuance fee and a further \$30 for multiple-entry visa (if applicable) is payable when collecting your student pass.

一旦国际学生到达新加坡，新加坡传媒学院将会安排学生到新加坡移民与关卡局（ICA）办理学生准证的相关手续。学生准证最早在课程开课日期前的一个月发放给学生。

所有国际学生在办理学生准证时需要递交下列材料：

- 本人有效护照
- 护照首页复印件
- 入境白卡
- 近期彩色护照尺寸照片（白底）
- 学生准证在线申请（SOLAR+ System）打印件（需学生签名）
- 学生准证批文（IPA）复印件
- 体检报告

学生办理学生准证手续时，还需缴纳 60 新币的学生准证费和 30 新币的多次往返签证费（如需）。

## Employment 工作

Singapore Immigration laws forbids student pass holders and long-term social visit pass holders to engage in any form of paid employment. A breach of the law may result in forfeiture of security deposit, cancellation of student pass and repatriation.

新加坡移民局严禁学生证持有者和长期旅游签证持有者有任何形式的有薪工作。违例者可能面对没收保证金、吊消学生证及遣送返国之后果。