

## Application Procedure (for Local Students)

### 1. Admission Eligibility and Pre-course Counseling

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

### 2. Submission of Course Application Form and Supporting Documents

- a. Complete the official Course Application Form in FULL.
- b. For company-sponsored applicants, the employer must endorse on the application form.

The application must be accompanied by the following documents:

#### Supporting Documents

• Applicant's photocopy of Identity Card (front and back)
• 2 coloured passport-sized photographs (must be taken within 3 mths, show full face without headgear)
• Certified/notorized copies of ALL academic qualifications, certificates and transcripts
• An updated Applicant's curriculum vitae (if applicable)
• Other relevant supporting documents if applicant is eligible for funding scheme ie. Workfare Training Scheme (WTS). <i>*only applicable for WSQ Diplomas</i>
• <u>Non-refundable</u> application fee of \$53.50 (inclusive of 7% GST)

**Note:** All documents may either be original documents or certified true copies of the original documents. If documents are not in English, 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.

3. Submit the completed Course Application Form and supporting documents to:

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 1 month before course commencement.

4. Payment for application fees can be made via the following methods:

<ul style="list-style-type: none"><li>• <b>Credit Cards (Visa, Master, Unionpay) / NETS</b> (<i>Payment at Singapore Media Academy; Operating Hours: Monday - Friday [excluding Public Holidays] / 9am - 6pm</i>)</li></ul>
<ul style="list-style-type: none"><li>• <b>Cheque</b> (<i>Made payable to "Singapore Media Academy Pte Ltd" and mail it to "Singapore Media Academy, 1 Stars Avenue, Singapore 138507. Kindly indicate Applicant's Name and Course Title at the back of the cheque).</i></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**

- Upon receipt of completed application form, applicants will be notified of the outcome of their application within 7 working days. Successful applicants will receive an official Letter of Offer, PEI-Student Contract and CPE Advisory Note by the Academy via email.
- Unsuccessful applicants will be notified by our Recruitment Officer through email and/or phone call.

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

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

Via post:

Singapore Media Academy Pte Ltd,  
30 Merchant Road,  
Riverside Point #04-13,  
Singapore 058282.  
Attn: Student Affairs Department

Via email: [students@mediacademy.sg](mailto:students@mediacademy.sg)

- Recruitment Office will arrange for the students to sign the PEI-Student Contract and CPE Advisory Note for approved application.

**5. Payment of Course Fees**

- a. Upon submitting the Letter of Offer, PEI-Student Contract and CPE Advisory Note, Students will receive the payment advice from the Academy and is required to make payment for the 1<sup>st</sup> instalment course fees and other fees stipulated in the student contract.

Payment Modes:

<ul style="list-style-type: none"><li>• <b>Cash / Credit Cards (Visa, Master, Unionpay) / NETS</b> (<i>Payment at Singapore Media Academy; Operating Hours: Monday - Friday [excluding Public Holidays] / 9am - 6pm</i>)</li></ul>
<ul style="list-style-type: none"><li>• <b>Cheque</b> (<i>Made payable to "Singapore Media Academy Pte Ltd" and mail it to "Singapore Media Academy Pte Ltd, 30 Merchant Road, Riverside Point #04-13, Singapore 058282. Kindly indicate Applicant's Name and Course Title at the back of the cheque.</i>)</li></ul>
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**6. Start of Course**

Students are required to attend the scheduled orientation as stated in the Letter of Offer.