

Application Procedure (for Local Students)

1. Admission Eligibility and Pre-course Counseling

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

2. Submission of Course Application Form and Supporting Documents

- a. Complete the online Course Application Form in FULL via Singapore Media Academy course registration portal:

<https://sma.aimsapp.com/studportal/frmLogin.aspx?strLoginPg=1>

The application must be accompanied by the following documents:

Supporting Documents

• 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 <i>*only applicable for WSQ Diplomas</i>
• <u>Non-refundable</u> application fee of \$53.50 (inclusive of 7% GST), if applicable

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.

Note: Application forms and supporting documents have to reach the Academy at least 1 month before course commencement or before the stipulated closing date.

- b. Payment for application fees (if applicable) can be made via the following methods:

Bank Name:	DBS Bank Ltd
Account Name:	SINGAPORE MEDIA ACADEMY PRIVATE LTD
Bank Address:	12 Marina Boulevard, Level 3 Marina Bay Financial Centre Tower 3, Singapore 018982
Bank Account (SGD):	003-927223-5
Bank Code:	7171
Bank Branch No.:	003
Swift Code:	DBSSSGSGXXX
Email remittance advice to creditapproval@mediacorp.com.sg	
You can now opt to make payment via Paynow by indicating your account and invoice number under Reference/Comment. SINGAPORE MEDIA ACADEMY PRIVATE LTD Corporate Paynow UEN: 200515963R	

3. Acceptance by the Academy

- a. 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.
- b. Unsuccessful applicants will be notified by our Recruitment Consultant through email and/or phone call.

4. Acceptance of Offer

If applicants decided to accept the offer, they will need to sign the PEI-Student Contract, CPE Advisory Note and other required documents by the Academy via email within the timeline stated by the Recruitment Consultant.

5. Payment of Course Fees

Upon submitting the PEI-Student Contract, CPE Advisory Note and all other required documents, applicant will receive the payment advice from the Academy and is required to make payment for the 1st instalment course fees and other fees stipulated in the student contract.

Payment Modes:

<ul style="list-style-type: none"> • Payment Link issued by Singapore Media Academy
<ul style="list-style-type: none"> • Bank Transfer: <p>Bank Name: DBS Bank Ltd Account Name: SINGAPORE MEDIA ACADEMY PRIVATE LTD Bank Address: 12 Marina Boulevard, Level 3 Marina Bay Financial Centre Tower 3, Singapore 018982 Bank Account (SGD).: 003-927223-5 Bank Code: 7171 Bank Branch No.: 003 Swift Code: DBSSSGSGXXX</p> <p>Email remittance advice to creditapproval@mediacorp.com.sg</p> <p>You can now opt to make payment via Paynow by indicating your account and invoice number under Reference/Comment. SINGAPORE MEDIA ACADEMY PRIVATE LTD Corporate Paynow UEN: 200515963R</p>

6. Start of Course

Students are required to attend the scheduled orientation as informed by Recruitment Consultant.