



Southeast Asian Ministers of Education Organization
Regional Language Centre
Centre of Choice

**APPLICATION FOR ADMISSION AS A CANDIDATE TO THE
 MA/DIPLOMA/CERTIFICATE COURSES**

IMPORTANT

- a) All entries must be completed. Please enter 'N.A.' if an entry is not applicable.

Passport-sized
 Photograph

- Please indicate course code, title and dates below:

Course Code	Course Title	Course Dates

- Please indicate the status of the applicant by putting a tick (✓) in the appropriate box.

- Nominated by SEAMEO Ministry of Education, _____
 for SEAMEO RELC Scholarship (Country)
- Applying as a private fee-paying applicant
- Applying as a non-SEAMEO RELC Scholarship/Bursary applicant
 If admitted, the Scholarship/Bursary will be awarded to me by

 (Name of Sponsor/Agency)

 (Address of Sponsor/Agency)

PART A: PERSONAL PARTICULARS

- Full name (as in passport): (*Dr/Mr/Mrs/Ms/Miss)

 (Please PRINT and underline surname)
- Gender[^]: Male Female
- Home address: _____
 _____ Tel no: _____ Email: _____
- Office address: _____
 Fax no: _____ Tel no: _____ Email: _____
- Address for correspondence[^]: Home address Office address
- Date of birth: _____ Age: _____ Place of birth: _____
 (DD/MM/YY) (Country & Province)
- Nationality/Citizenship: _____ Religion: _____ Marital status: _____
- Race[^]: Chinese Indian Malay Others _____

* Please delete whichever is not applicable. ^ Please tick (✓) accordingly.

▪ Identification[^]:

Singapore Citizen Singapore Permanent Resident NRIC no: _____

Student Pass Employment Pass Other Pass FIN no: _____

For International Applicants

▪ Passport no: _____ Country and Place of Issue: _____

Passport Expiry Date (valid for at least 6 months): _____

Passport Issue Date: _____ (DD/MM/YY)
(DD/MM/YY)

▪ Identification Card number: _____

▪ Person to contact in an emergency:

Name: _____

Contact no (including area code): _____

Relationship to Applicant: _____

PART B: PROFESSIONAL QUALIFICATIONS

(1) ACADEMIC QUALIFICATIONS

List colleges/universities and/or other tertiary institutions attended, including courses at SEAMEO Regional Language Centre (in chronological order):

Period attended		Name of institution and country	Major subject(s)/field(s) of study	Qualifications obtained/pending
From	To			
DD/MM/YY	DD/MM/YY	XYZ University, ABC country	Applied Linguistics	Bachelor's Degree in Applied Linguistics

If applicable, please indicate your GCE 'A' Level General Paper / 'O' Level English results below[#]:

▪ 'A' Level: _____

▪ 'O' Level: _____

If English was not the language of instruction in your previous institution, please indicate your results of one of the below test[#]:

▪ IELTS: _____

▪ TOEFL: _____ paper/computer/internet* based

▪ SPM/STPM/MUET*: _____

▪ CU TEP: _____

▪ APTIS: _____

* Please delete whichever is not applicable. [^]Please tick (✓) accordingly. [#] Please indicate N.A. if it is not applicable.

(2) EMPLOYMENT HISTORYPresent Occupation

Position: _____

Name of institution/employer: _____

Date of joining: _____

Give a brief description of the applicant's present job (including duties and responsibilities).

Previous occupation(s)

Position	Name of institution/employer	Year	
		From	To

(3) OVERSEAS CONFERENCES/SEMINARS ATTENDED

Period attended	Name of conference/seminar	Venue

(4) RESEARCH EXPERIENCE

Title of research	Duration	
	From	To

(5) PUBLICATIONS		
Title of publication/Name of journal	Year published	
(6) LANGUAGES SPOKEN AND/OR WRITTEN		
Please indicate 'Excellent', 'Good' or 'Fair'.		
Language	Written	Spoken

(7) Please ensure that you answer the following questions to the best of your ability:

I. Describe the training that you have had on the teaching of English. Give details of courses that you have attended and how the training has helped you in your teaching.#

II. Describe the challenges you face teaching a particular subject other than the English Language (e.g. Mathematics, Science or any other subject) using the English Language.#

III. How would this course contribute to your professional development?

IV. Describe how knowledge and expertise you hope to gain from this course would be used in your institution/country.

Please indicate N.A. if this question is not applicable.

STATEMENT BY APPLICANT

I certify that the information I have provided is true, complete and accurate, and I understand that my candidature will be subject to the rules and regulations of RELC.

Signature

Date

Endorsement of Application by:

Name of Principal/Sponsor/Agency

Signature and Official Stamp

Address of School/Sponsor/Agency

Date

Please tick (✓) if you consent to the following:

- I agree that RELC will use my personal data for course registration and/or for statistical research and studies only. RELC may also use such data to inform me of related news and/or events. I understand that I may withdraw my consent for the use of my personal data at any time through sce_pdpa@relc.org.sg.

Completing your application

One copy of each of the following documents must be submitted:

- Application Form A238 (completed and endorsed) and the Victoria University of Wellington Application to Study (for MA TESOL applicants only)
- Medical Examination Form A228
- Copies of your certificates of degrees/diplomas, certified by your institution
- Copies of your transcripts, certified by your institution. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- Reference letters (The two reference letters can be from an academic staff who has supervised you or a current/previous employer.)
- Copies of current/valid IELTS, TOEFL or other valid test results certified by your institution (for applicants from non-English medium education systems)

The above documents should be submitted to RELC via **email** at scl@relc.org.sg.