Kaplan Learning Institute
Student Pass Application Check-list

KAPLAN FINANCIAL
Part of Kaplan Learning Institute

Student's Name: _____ Gender: Male/Female

Passport No.: _____ Date of Birth: _____

Email Address: _____

Course: _____ Intake & Year: _____

Agent Name / Local Contact: _____

Contact Person: _____

Transfer from other institution: _____

Fin Number: _____ Current Student's pass expiry date: _____

☐	**New Student 新国际学生** **(All documents have to be submitted to Kaplan Singapore at least 45 days before course commencement. 所有的文件都要在开学前 45 天呈交给 Kaplan Singapore)**	
	Documents submitted	呈交下列复印文件
	☐ Kaplan International Student Application Form	国际学生报名表
	☐ Form 16, V36 completed and signed	填写完整的移民厅表格
	☐ Recent passport-sized photograph (WHITE background)	照片(白底护照大小)
	☐ Student's Passport (**Photocopy**)	护照复印件
	☐ **Student's Birth Certificate** (Certified true copy)	学生的出生公证书
	☐ **Student's Official Educational Certificate** (Certified true copy)	学生的学历公证书
	☐ **Transcripts** (Certified true copy)	学生的成绩公证书
	☐ Bank statement deposit (advisable S$40,000) (Except Malaysia, Vietnam, Brunei, Indonesia)	存款证明（建议存相当于 4 万新币） (马来西亚、越南、文莱、印尼除外)
	☐ Student & parents' letter of employment (if applicable)	学生和父母的工作证明（如适用）
	☐ Student's marriage certificate (if applicable)	学生的婚姻公证书(如适用)
	☐ Parents who is a Singapore Citizen / PR, to provide marriage Certificate & CPF contribution (if applicable)	父母一方是新加坡公民或永久居民，需要提供结婚证和公积金证明(如适用)
☐	**Local Transfer Student 本地转学生**	
	Documents submitted	呈交下列复印文件
	☐ Kaplan International Student Enrolment Form	国际学生报名表
	☐ ICA Form eForm16,	填写完整的移民厅表格（eForm 16)
	☐ Recent passport-sized photograph (WHITE background)	照片(白底护照大小)
	☐ Student's Passport (**Photocopy**)	护照复印件
	☐ Current student's pass (**Photocopy**)	学生准证复印件
	☐ **Student's Birth Certificate (**(Certified true copy)	学生的出生公证书
	☐ Highest qualification certificates and Transcripts	学生最高学历证书与成绩单
☐	**Renewal 本校学生准证续签**	
	Documents submitted	呈交下列复印文件
	☐ Kaplan International Student Enrolment Form	国际学生报名表
	☐ ICA Form eForm16,	填写完整的移民厅表格（eForm 16)
	☐ Recent passport-sized photograph (WHITE background)	照片(白底护照大小)
	☐ Student's Passport (**Photocopy**)	护照复印件
	☐ Current student's pass (**Photocopy**)	学生准证复印件
	☐ **Student's Birth Certificate (**(Certified true copy)	学生的出生公证书
	☐ Latest result slip	最新的成绩单

Note: Official translation of documents is required if they are not in English Language.

如果文件的原件不是英文文件，请将文件翻译成英文并且公证。