



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.

(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

Interested applicants must submit the following documents:

- RELC Application Form (completed and endorsed) and the Victoria University of Wellington Application to Study (for MA TESOL applicants only)
- Medical Examination Form
- 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 sa@relc.org.sg.