



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

**APPLICATION FOR ADMISSION AS A PARTICIPANT IN
 THE MA/DIPLOMA/CERTIFICATE COURSES**

Course Code	Course Title	Course Dates

PART A: PERSONAL PARTICULARS		Photograph
Salutation (Dr/Mr/Mrs/Ms/Miss):		
Full name (as in passport):		
Surname / Family Name (as in passport):		
Gender:		
Nationality:		
Date of birth (DD/MM/YYYY):		
Home Address:		
Email Address:		
Mobile Contact Number: (Country Code – Number)		

PART B: PROFESSIONAL QUALIFICATIONS				
(1) ACADEMIC QUALIFICATIONS				
List colleges/universities and/or other tertiary institutions attended (in chronological order)				
Period attended		Institution	Qualifications obtained/pending	Major subject(s) / field(s) of study
From (MM/YY)	To (MM/YY)			

List previous courses attended at SEAMEO Regional Language Centre, if any.			
Period attended		Name of Course	Grade/Certificate Obtained
From (MM/YY)	To (MM/YY)		
<p>If English was not the language of instruction in your previous institution, please indicate your results from one of the following English Proficiency tests (PTE/IELTS/TOEFL (paper/computer/internet* based) / SPM/ STPM/ MUET/ CU TEP/ APTIS), or GCE 'A' Level General Paper / 'O' Level English Language results.</p> <ul style="list-style-type: none"> ▪ Name of Test: _____ ▪ Year of Test: _____ Results: _____ <p>Please indicate 'Nil' if you have not taken any of the tests listed above.</p>			
(2) EMPLOYMENT HISTORY			
<u>Present Occupation</u>			
Organization:			
Department:			
Position:			
Date of joining (MM/YYYY) :			
<u>Previous occupation(s)</u>			
Position	Name of institution/employer	Year	
		From	To

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

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

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

STATEMENT BY APPLICANT

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

Signature

Date

Please tick (✓) for your consent to the following:

- I consent to the collection, use and disclosure of my personal data for the purposes of course registration and administration, statistical research/studies and to inform me of any related news, events or courses. As part of the administration of the course RELC may also obtain a copy of my eventual academic transcripts and degree certificate from the awarding institution.
- I consent for group and activity photos taken during the course to be used on the RELC website and for its publications and brochures.

Information about RELC's personal data protection policies and practices may be found on its website at <https://www.relc.org.sg/pdpp>

Completing your application

Interested applicants must submit the following documents:

<input type="checkbox"/>	Copies of your certificates of degrees/diplomas, certified by your institution
<input type="checkbox"/>	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 in 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.)
<input type="checkbox"/>	Copies of current/valid IELTS, TOEFL or other valid test results certified by your institution (for applicants from non-English medium education systems)
<input type="checkbox"/>	Two Reference letters (The two reference letters can be from an academic staff who has supervised you or a current/previous employer) & a copy of your Curriculum Vitae (For MTESOL course only)

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