



Southeast Asian Ministers of Education Organization
Regional Language Centre

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

This form must be
signed by the
applicant to be
considered valid.

Course Code*	Course Title*	Course Dates*

* Please refer to Appendix A for full course list.

PART A: PERSONAL PARTICULARS		Photograph
Salutation (*Delete as appropriate)	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: QUALIFICATIONS AND EXPERIENCE				
(1) ACADEMIC AND PROFESSIONAL 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)			

Please indicate your results from one of the following English proficiency tests (PTE/IELTS/TOEFL (paper/ITP/computer/internet based) / SPM/ STPM/ MUET/ CU TEP/ APTIS), or GCE 'A' Level General Paper / 'O' Level English Language.

▪ Name of Test: _____

▪ Year of Test: _____ Results: _____

Please indicate 'Nil' if you have not taken any of the tests listed above.

If you have not taken any of the above English proficiency tests, you may be required to sit for an RELC Selection Test*. (Please tick (☐) to acknowledge.)

☐ I am willing to sit for the RELC Selection Test.

* Not applicable to MTESOL applicants.

(2) EMPLOYMENT HISTORY

Present occupation

Organisation	
Department	
Position/ Designation	
Date of joining (MM/YYYY)	

Previous occupation(s)

Position/ Designation	Name of institution/employer	Year	
		From (MM/YY)	To (MM/YY)

List previous courses attended at SEAMEO Regional Language Centre, Singapore

Please indicate 'Nil' if you have not attended any course before.

Period attended		Name of course	Grade/certificate obtained
From (MM/YY)	To (MM/YY)		

(3) Please ensure that you answer the following question to the best of your ability.

Describe the knowledge and expertise you hope to gain from this course and explain how it will contribute to your professional development and benefit your institution or 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.

Please tick (☐) to acknowledge 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 to SEAMEO RELC capturing and using photographs and audio-visual recordings of me during the course for the purposes of reporting/publication within the centre and to its affiliates, as well as to promote and publicise the work of the Centre.
- ☐ I verify that I have checked and that I meet the course pre-requisites as stated in the course information document.

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

Signature

Date

COMPLETING YOUR APPLICATION

Please tick (☐) to confirm that you have included the following documents in your application.

<input type="checkbox"/>	Officially certified copies of your certificates of degrees/diplomas.
<input type="checkbox"/>	Officially certified copies of your transcripts. 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"/>	For all applicants except MTESOL: Officially certified copies of your current/valid IELTS, TOEFL*, or other valid test results.
<input type="checkbox"/>	For MTESOL, C419, C103, and C325 applicants only: Two reference letters* (The two reference letters can be from an academic staff who has supervised you or a current/previous employer.) <small>* Please refer to Appendix B for more details on what to include in the letter.</small>
<input type="checkbox"/>	For MTESOL applicants only: <ul style="list-style-type: none"> Officially certified copies of your current/valid IELTS, official TOEFL, Pearson Test of English, or Duolingo English test results* <small>* Singaporeans may submit GCE 'O' level English results in lieu of these.</small> A copy of your Curriculum Vitae (CV) Scanned copy of your passport (must be valid from the time of application until the end of the residential phase)

Note: Shortlisted candidates not residing in Singapore will also be required to undergo a medical examination in their home countries as part of the application process. We will provide the necessary details to them in due course.

Additionally, please check that you have met the specific entry/admission requirement(s) listed below for the course you are applying for.

<input type="checkbox"/>	<u>All courses</u> 1. At least two years of <u>recent</u> full-time English language teaching experience or <u>recent</u> experience in English language curriculum planning and language development programmes#
<input type="checkbox"/>	<u>MTESOL</u> 1. At least two years of <u>recent</u> professional experience in language education or other areas of applied Linguistics#. 2. Minimum scores for any of the following language tests.*: <ul style="list-style-type: none"> • IELTS or IELTS Indicator Test: Overall score of 6.5 with no sub-score below 6.0 • TOEFL internet-based test (iBT): Overall score of 90 with a 20 in writing • Pearson Test of English: 65 with a 'Communicative' score of not less than 58 • Duolingo English Test: Overall score of 120 with a 90 in the Production subsection. <i>* VUW may grant conditional admission to applicants without current or valid language score reports on a case-by-case basis. Once granted conditional admission, the applicant is expected to take any of the above language tests at their own cost, meet the respective score requirements, and submit the score report before the deadline stipulated by RELC and VUW. RELC and VUW may, at their sole and absolute discretion, accept or decline any submission.</i> <i>* Singaporeans may submit their GCE 'O' level English results in lieu of these.</i>
<input type="checkbox"/>	<u>C419</u> 1. Currently working as a staff developer, Head of English Language Department, level head, teacher leader, or supervisor engaged in the planning of language teacher professional development programmes or/and in the supervision of in-service language teachers.
<input type="checkbox"/>	<u>C325</u> 1. At least 2 years of <u>recent</u> English language teaching experience in a secondary/high school classroom#. 2. Currently teaching in a high school/secondary school 3. Will remain teaching in a high school/secondary school during the in-country lesson observation phase

Nominees whose teaching experience is not recent or current but who intend to take on a teaching role after the course should indicate this plan/ intent clearly in section 3 (personal statement) of their completed RELC application form.

APPENDIX A: LIST OF SEAMEO RELC COURSES FOR YEAR 2025

Course Code	Course Title	Course Dates
C111	Advanced Specialist Certificate in Teaching Listening and Speaking	07 Jan 2025 - 24 Jan 2025
C112	Advanced Specialist Certificate in Teaching Reading and Writing	07 Jan 2025 - 24 Jan 2025
MTESOL	Master of Teaching English to Speakers of Other Languages	<p>Admin briefings and course orientation: 20 Feb 2025 - 22 Feb 2025</p> <p>Course period: 24 Feb 2025 - 06 Feb 2026</p> <p>Residential phase: 24 Feb 2025 - 24 Oct 2025</p> <p>** Participants must attend the admin briefings and course orientation in person at SEAMEO RELC, Singapore.</p>
C113	Advanced Specialist Certificate in Language Assessment	08 Apr 2025 - 25 Apr 2025
C419	Specialist Certificate in Professional Development of Teacher Leaders/Supervisors	06 May 2025 - 23 May 2025
C103	Postgraduate Diploma in Applied Linguistics	01 Jul 2025 - 12 Dec 2025
C423	Specialist Certificate in Technology-Enhanced Language Teaching	02 Sep 2025 - 19 Sep 2025
C325	Specialist Certificate in TESOL with Cambridge Teaching Knowledge (Foundation) for Secondary/High School Teachers	<p>Residential phase: 23 Sep 2025 - 17 Oct 2025</p> <p>In-country lesson observation phase: Jan/Feb 2026</p>

* All international course participants are expected to arrive in Singapore one day before the course starts.

** International MTESOL course participants are expected to arrive in Singapore one day before the admin briefings and course orientation.

APPENDIX B: REFERENCE LETTER GUIDELINES

All reference letters must:

- a) be in English;
(If the original letter is in a language other than English, it should be accompanied by a certified translation in English.)
- b) be written on the official letterhead of the institution/organisation;
- c) bear the signature and designation of the referee.

Additionally, we recommend applicants request their referees to include the following in their reference letter(s):

- a) The number of years and capacity in which your referee has known you;
- b) Your general performance at work.
- c) An evaluation of your:
 - i) attitude towards learning;
 - ii) ability to work with others;
 - iii) professional integrity;
 - iv) emotional maturity;
 - v) ability to meet deadlines;
 - vi) readiness to undertake postgraduate studies outside your home country;
 - vii) leadership skills in relation to the (nature of) the supervisory role you play in your institution/organisation. (For C419 applicants only.)