



Please
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APPLICATION DETAILS

Programme Name **DIGITAL SOLUTIONS DEVELOPMENT FOUNDATIONS**

Course Date _____

Finance ☐ Self-Sponsored ☐ Company Sponsored ☐ Others

PERSONAL PARTICULARS

Title _____

Given Name _____

Surname/Family Name _____

Full Name _____

Gender ☐ MALE ☐ FEMALE

Date of Birth _____

Place of Birth _____

Marital Status _____

Race _____

Religion _____

Pass Type ☐ ID ☐ FIN ☐ PASSPORT

ID/Fin/Passport Number _____

Citizenship _____

Singapore Permanent Resident? ☐ YES ☐ NO

CONTACT

Personal Email _____

Primary Phone Number _____

Alternate Phone Number _____

Address _____

_____ Postal Code ()

Country _____

NEXT OF KIN CONTACT

Name _____

Relationship _____

Phone Number _____

Email _____

Address _____

_____ Postal Code ()

Country _____

ACADEMIC QUALIFICATIONS

1. List in chronological order all education attained, beginning with secondary schools and professional schools. *(Please attach a copy of all transcripts of your academic records, which should include grades)*

Name & Location of Institution	From (mth/yy)	To (mth/yy)	Mode of study (Full/ Part Time)	Qualification & Course	Major Fields of Study

2. Computer-related training programs/experience other than that listed above.

Name of Course	Organised by	Full / Part time	Duration

3. Relate your computer experience: *(Include nature of computer application: accounting, payroll, personnel, inventory, management, banking, scientific, others; and your role: programmer, analyst, project leader, user, etc)*

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PROFESSIONAL MEMBERSHIP

List your participation in/membership of professional organisation:

Organisation	Year Admitted	Post Held / Membership Status

WORK EXPERIENCE

List jobs held during the last 5 years, beginning with your present job:

Name & Location of Company	From (mth/yy)	To (mth/yy)	Designation

REFERENCES

List the names and addresses of at least two persons from whom we may call or request letters of reference regarding your ability and work.

a. Name _____

Organisation _____

Designation _____

Tel No _____

Email _____

b. Name _____

Organisation _____

Designation _____

Tel No _____

Email _____

PERSONAL ESSAYS

a) State your career or professional objectives for obtaining the certificate and describe the career path you would like to pursue in the light of the work experience you have so far acquired and the training you see yourself acquiring in the course. (Use a separate sheet if necessary.)

b) Describe yourself. You are free to be as creative as you wish. (Use a separate sheet if necessary.)

SOURCE OF INFORMATION**How did you learn about this programme?**

<input type="checkbox"/>	E-mailer
<input type="checkbox"/>	Press advertisement (please specify the newspaper & advertisement date) _____
<input type="checkbox"/>	Online advertisement (please specify the website/ source) _____
<input type="checkbox"/>	Recommendation from colleagues, supervisors, friends, relatives
<input type="checkbox"/>	Internet (please specify the website) _____
<input type="checkbox"/>	Exhibition/ Roadshow (please specify, eg. name of exhibition, place) _____
<input type="checkbox"/>	Others (please specify) _____

OTHER INFORMATION

Disabilities and Special Needs
1) Do you have any past or current medical/mental health condition* and/or physical disability which may cause you to require special assistance or facilities while studying at the University? *
<i>* Advisory Note: Students with colour-blindness who may face challenges in certain programmes (in particular, some programmes in Engineering, Pharmacy and Chemistry) are advised to make this known</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No
2) If 'YES', please provide all relevant information below. This information will allow the University to develop a complete profile of an applicant and to determine whether he/she might need additional resources in his/her studies. The University, however, does not guarantee the provision of special aid (financial or otherwise) to any students.
3) Any Other Information?

DECLARATION

No.	Question	Answer	Comments
1	Are you currently, or have you ever been under investigation, charged with or subject to disciplinary action or enquiry for any misconduct, scholastic or otherwise, at any Educational institution?	Yes / No	
2	Have you ever been convicted of any offence by a court of law in any country or are there any court proceedings pending against you anywhere in respect of any offence?	Yes / No	

- I declare that the information provided by me in connection with this application is true and complete.
- I understand that any inaccurate, incomplete or false information given or omission of material information required shall render this application invalid and NUS may at its discretion withdraw any offer of admission made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from NUS.
- I understand that the provision of any inaccurate or false information may render me liable to prosecution in a court of law in Singapore.

- I understand that if I have been convicted of a criminal offence by a court of law of any country, I must submit all relevant information together with this application.
- I hereby authorized NUS to obtain and verify any part of the information given by me from or with any source, as it deems appropriate.

PERSONAL DATA NOTICE & CONSENT

1. The National University of Singapore ("NUS") manages and administers undergraduate and graduate courses in NUS, including processing applications for the admission of candidates to NUS ("Admission"). To manage and administer the undergraduate and graduate courses in NUS, including the applications for Admission, NUS will necessarily need to collect, use, disclose and/or process certain personal data or personal information about the individual that has submitted an application for Admission (the "Applicant").
2. Such personal data will be collected, used, disclosed and/or processed by NUS for the purpose(s) of:
 - (a) Processing the Applicant's interest in and application(s) for Admission;
 - (b) Administering and/or managing the Applicant's application(s) for Admission and Enrolment;
 - (c) Making of any offer(s) of acceptance to courses in NUS;
 - (d) Administering and/or managing the Applicant's relationship with NUS (including the mailing of correspondence, statements or notices to the Applicant, which could involve the disclosure of certain personal data about the Applicant to bring about delivery of the same, as well as on the external cover of envelopes / mail packages);
 - (e) Carrying out due diligence or other screening activities (including background checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by NUS, including the obtaining of references and/or other information about the Applicant from the Applicant's previous education institute(s);
 - (f) Responding to any enquiries by the Applicant;
 - (g) Processing the Applicant's application(s) for scholarships and/or financial aid as part of the Admission process, and if successful, administering and/or managing the Applicant's scholarship and/or financial aid programmes, which may include use of personal data for direct marketing purposes for development and fund raising activities and disclosure of personal data to donors and/or external organisations for purposes of event invitations, surveys and/or publicity of NUS' financial aid programmes;
 - (h) Investigating fraud, misconduct, any unlawful action or omission relating to the Applicant's application for Admission, and whether or not there is any suspicions of the aforementioned;
 - (i) Responding to requests for information from public agencies, ministries, statutory boards or other similar authorities (including but not limited to the Ministry of Defence, Ministry of Education and Ministry of Health) from time to time;
 - (j) Carrying out market related or similar research and analysis for NUS' operational strategy and policy planning purposes;
 - (k) If consented to by the Applicant in the registration form and/or other methods of consent notification, sending the Applicant marketing, advertising and promotional information, including materials and information on undergraduate and graduate courses in NUS, residential options and general student-related activities within NUS, as well as related talks, seminars and/or events via postal mail, electronic mail, SMS or MMS, fax and/or voice calls; and
3. Such personal data of the Applicant will/may be disclosed by NUS to third party service providers or agents (whether in Singapore or elsewhere in the world where such service providers are sited) for one or more of the above Purposes, as such third party service providers or agents, if engaged by NUS, would be processing the Applicant's personal data for NUS, for one or more of the above Purposes.
4. By completing the online application form and clicking the "Submit" button, the Applicant :

- (a) Consents to NUS collecting, using, disclosing and/or processing the Applicant's personal data for the Purposes as described above; and
 - (b) Consents to NUS transferring the Applicant's personal data out of Singapore to NUS's third party service providers or agents for the Purposes as described above.
5. If the Applicant has any questions relating to NUS's collection, use and disclosure of the Applicant's personal data, the Applicant may contact the Data Protection Officer at dpo@nus.edu.sg or call 6776 2835 or such other person as NUS may designate, from time to time, whether by informing the Applicant through any letter, circular, notice or email.
6. For the avoidance of doubt, in the event that Singapore personal data protection law permits an organization such as NUS to collect, use or disclose the Applicant's personal data without the Applicant's consent, such permission granted by the law shall continue to apply.

Name and Signature of applicant

Date and Time

Checklist

Please ensure that all relevant supporting documents are attached to the application form in the following order:

1.	Hardcopy of Application form (printed), duly declared and signed	<input type="checkbox"/>
2.	A recent passport-sized photograph (to be attached in this form)	<input type="checkbox"/>
3.	A copy of the following documents :	
a)	Degree scroll / Highest Qualification Attained	<input type="checkbox"/>
b)	Detailed result transcript of academic records from each university/ college attended	<input type="checkbox"/>
c)	Identity Card, documentary proof of permanent resident status, citizenship certificate	<input type="checkbox"/>
<i>Any documents not in English, must be accompanied by certified copies of the English translation</i>		

Mail your application package to:

Course Administrator (S-SA4102)

Institute of Systems Science National University of Singapore

25 Heng Mui Keng Terrace

(off Pasir Panjang Road) Singapore 119615