

## CHECKLIST OF DOCUMENTS FOR ADMISSION OF SINGAPORE CITIZENS TO PRIVATE EDUCATION INSTITUTIONS

Name of applicant: \_\_\_\_\_

| S/N      | Description  | Please indicate Yes (Y) or Not Applicable (NA) |
|----------|--|--|
| <b>1</b> | <b>Details of Applicant (Child)</b>  |  |
| a        | PEI Application Form   |  |
| b        | Birth Certificate and translated English copy, if applicable.  |  |
| c        | Singapore Passport and Singapore Citizenship Certificate, if applicable.   |  |
| d        | Non-Singapore passport (for applicant holding foreign citizenship), if applicable.   |  |
| e        | Completed Education History – Annex A (All previous and current school report cards or transcripts are enclosed).  |  |
| f        | Medical Report (s) with diagnosed medical conditions, if applicable.   |  |
| <b>2</b> | <b>Details of Parents</b>  |  |
| a        | <b><u>If parents are Singapore citizens</u></b><br>Singapore Passport or Singapore Citizen Identification Card and Singapore Citizenship Certificate, if applicable. |  |
| b        | <b><u>If parents are foreigners</u></b><br>Non-Singapore Passport.   |  |
| c        | Letter to school from parents stating the reason(s) for seeking admission to PEI.  |  |
| d        | Letter from employer of parents who have returned from overseas.   |  |

**Please Note : All documents must be Certified True, Signed and Authenticated with the School Stamp**

|                                  |  |
|----------------------------------|--|
| To be completed by PEI Officer : |  |
| Name                             |  |
| Contact No.                      |  |
| Fax No.                          |  |
| Email Address                    |  |
| Signature                        |  |
| Date                             |  |