

**Checklist of Documents for Admission of  
Singapore Citizens to Private Education Institutions (PEI)**

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 – <b>Annex C</b> (All previous and current school report cards or transcript 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> Singapore Passport or Singapore Citizen Identification Card and Singapore Citizenship certificate, if applicable.	
b	<b><u>If parents are foreigners</u></b> 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.	

**To be completed by parent/guardian of applicant**

In the event my child is admitted to the school, I hereby give consent to provide the Government of Singapore with such additional information or documents that may be required by Government of Singapore so as to enable the Government of Singapore to satisfy itself as to my child's enrolment and continued enrolment in the school, including (but not limited to) records of my child's enrolment in the school, my child's attendance records at the schools, and any form notifying that my child has been withdrawn from the school for the purpose of assessing my application.

I hereby also authorise the school to provide the Government of Singapore, at its request, any of the abovementioned information or documents.

\_\_\_\_\_  
Name and Signature of Parent/Guardian

\_\_\_\_\_  
Date

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

**Note to PEI:**

1. Submission of documents by parents/applicants  
All documents must be certified true, signed and authenticated with the school stamp.
2. Withdrawal  
Should a Singapore Citizen child wish to discontinue studying in the primary-level course of your school, please notify the Ministry of Education of the withdrawal by submitting the withdrawal form in **Annex B**.