

APPLICATION FORM

- CONFIDENTIAL -

All information provided to SHRI Academy will be kept confidential except for those required under statutory requirements and by government authorities, and relevant University partners and accreditation bodies as part of the regulatory or course requirements.

Application and Payment Procedures

- The completed Application Form must be submitted with the following:
 - Non-refundable and non-transferable Application Fee.
 - Certified copies of education certificates and transcripts. If your academic transcripts and certificates are in a language other than English, please enclose certified English translations.
 - For Singaporean/PR: Copy of NRIC (front and back).
 - For Non-Singaporean/PR: Copy of Passport and S Pass/Employment Pass/Dependent Pass (front and back).
 - Copy of CV/Resume outlining working experience (where applicable).
- Successful applicants will be issued a Letter of Offer and Student Contract, with a request to make payment of fees.
- Applications must reach SHRI Academy by the application closing date.
- Payment can be made payable to SHRI Academy Pte Ltd via crossed cheque. You can also pay via NETS, Credit Card (except UOB Credit Card payment), Internet-banking, Bank or Telegraphic Transfer.

Please the appropriate. Where not applicable, indicate "N.A." Leave no fields blank.

Programme:

Bachelor's Degree (Part-Time)

- Bachelor of Arts in Human Resource Management with Organisational Psychology (Top-Up)

Master's Degree (Part-Time)

- Master of Science in Human Resources (Top-Up) (e-learning)

Intake No.: _____

Section A: Particulars of Applicant

Name (as in NRIC/Passport and underline Surname)			Gender	Date of Birth
			<input type="checkbox"/> Male <input type="checkbox"/> Female	DD / MM / YYYY
Country of Birth	Nationality	NRIC/Passport No.	NRIC Colour	Race
			<input type="checkbox"/> Pink <input type="checkbox"/> Blue	
Marital Status	For Non-Singaporean		FIN No.	Expiry Date
<input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Widow	<input type="checkbox"/> Dependent Pass <input type="checkbox"/> S Pass <input type="checkbox"/> Work Permit <input type="checkbox"/> Employment Pass <input type="checkbox"/> Others: _____			DD / MM / YYYY

Residential Address and Contact Details

House/Block	Street Name	Unit Number	Building Name	Postal Code
Mailing Address (If different from residential address):				
Home Tel No.	Mobile No.	Email Address		

Academic Qualifications				
Name of Institution	Name of Qualification/Award		Year of Completion	

Contact Details of Next of Kin/Guardian in Case of Emergency				
Name	Relationship	Address	Mobile No.	Email Address

For Applicants Below the Age of 18			
Parent's/Guardian's Name	Relationship to Applicant	Parent's/Guardian's NRIC No.	Contact No.
Mailing Address		Email Address	

Section B: Current Employment Details			
Company Name		Designation	
Company Address		Postal Code	Office Tel No.
Industry			
<input type="checkbox"/> Construction	<input type="checkbox"/> Finance	<input type="checkbox"/> IT / Telecommunications	<input type="checkbox"/> Oil & Gas
<input type="checkbox"/> Engineering	<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Management Consulting	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Education	<input type="checkbox"/> Hotel & Leisure	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Property
<input type="checkbox"/> Electronics	<input type="checkbox"/> Insurance	<input type="checkbox"/> Media / Publishing	<input type="checkbox"/> Retail
		<input type="checkbox"/> Shipping / Logistics	<input type="checkbox"/> Trading
		<input type="checkbox"/> Others, please specify: _____	

Section C: Company Sponsored/Self-Sponsored			
➤ Is your company financing the course fee? <input type="checkbox"/> Yes (Full Amount) <input type="checkbox"/> Yes (Partial Amount) <input type="checkbox"/> No			
Note: 1. Applicants must achieve at least 75% class attendance for every module. 2. Applicants must sit for the examination at the end of each module/course. 3. *UTAP Funding is available to Self-sponsored Candidates (NTUC members only). For submission of claims refer to NTUC portal https://www.ntuc.org.sg/wps/portal/up2/home . *Terms & Conditions apply.			
Name and Designation (Approving Officer)	Email address (Approving Officer)	Signature (Approving Officer)	Company Stamp
Date			

Section D: Other Information

1. Are you a member of SHRI? Yes, Membership No.: _____ No

2. Are you a graduate of SHRI Academy? Yes No

Yes, please specify:

Programme: _____

Intake: _____ Year of Completion: _____

3. How did you come to know about us?

Search Engines (Google, Bing etc.) Facebook LinkedIn SHRI Events Press Advertisement Online Advertisement

Word of Mouth Referral from _____ Others, please specify: _____

Section E: Disability/Special Needs

Do you have any physical, sensory, intellectual and developmental impairments/disability that may affect your learning? Yes No

If 'Yes', 1. Please specify your disability or medical condition: _____

2. Do you require any additional support in class/examination due to the above condition? Yes No

If 'Yes', 1. Please specify the support which you may require: _____

2. Please attach the supporting document regarding your condition (e.g., Medical Report/Memo from the doctor or relevant professionals)

Section F: Special Schemes/Waivers (If applicable & only one scheme applies)

Bring-a-friend Scheme*

- Fill up the Bring-a-Friend Scheme form
- For more details, click [here](#).

Please fill in your friend's details:

Name: _____

SHRI Membership No.: _____

Programme: _____

Intake No.: _____

Group Study Grant*

- Fill up the Group Study Grant form
- For more details, click [here](#).

Progression Waiver

- For SHRI Academy graduates who progress within a year from the date of graduation

Others, please specify: _____

*Terms and Conditions Apply

Section G: Declaration/Consent Form

I hereby apply for the above-mentioned course. I declare that the Information given in this form is true and complete. I understand that if falsified information is submitted, admission will be rescinded. I accept that SHRI Academy reserves the right to select and reject applications for course admissions without any reason given.

SHRI Academy honours the protection of personal information/data. By providing the information/data in this form, I have given my consent that the information/data provided can be used for the processing and evaluation of my application by SHRI Academy and/or University Partners. I am also agreeable that if I am enrolled as a student, any personal information/data that has been provided by me to SHRI Academy at any point of time during the course of the study whether manual or electronic channels will be used for the provision of student support and administrative services to me. I give my consent to SHRI Academy and its affiliated organisations to use my personal data/Information for activities such as upcoming events, seminars, workshops, conferences and training programmes organised by SHRI Academy and its affiliated organisations which may be relevant to me. ("Services").

1. I hereby give my acknowledgement and consent to SHRI Academy to use my personal data for the aforesaid Purposes and Services. In the event that I have registered my Singapore telephone numbers(s) with the Do Not Call Registry and wish to withhold or withdraw my consent to SHRI Academy in respect of receiving telephone calls and/or SMS, I endeavour to provide sufficient notice in writing to SHRI Academy of such as soon as reasonably practicable. I further agree to indemnify SHRI Academy against any financial penalties imposed by the Personal Data Protection Commission or any court of law in Singapore as a direct or indirect result of my failure to inform SHRI Academy of my registration with the Do Not Call Registry.
2. I hereby authorise, agree and consent to allow SHRI Academy and its affiliates to use my data that is at prevailing to the terms and conditions that can be found at <http://www.shri.org.sg/pdpa/>
3. I hereby consent to my information (my name, designation, company and email address/es) to be published in SHRI's Membership Directory.

I agree that my consent will remain in place until my withdrawal by officially notifying SHRI Academy in writing/by striking out the above options.

Programme In-charge: I hereby confirm that all of the above have been explained to the applicant.

Applicant: I understand fully what has been communicated to me and hereby acknowledge that I have been briefed on all of the above.

Signature of Applicant

Date

If the application is under eighteen (18) years of age:

Signature of Student's parent or legal guardian

Date

For Official Use Only

Original Documents Sighted and Verified by		Approval by Management Team	
Name of Programme In-charge:		Name of Management Team Member:	
Remarks (if any) :		Remarks (if any) :	
Signature:	Date:	Signature:	Date:

Submit your application at:

SHRI Academy Pte Ltd
137 Cecil Street
#09-08 Cecil Building
Singapore 069537
Tel: +65-6438 0012
Email: shriacademy@shri.org.sg
Monday to Friday: 9.00am to 7.00pm

SHRI Academy's bank details:

Account Name: SHRI Academy Pte Ltd
Company UEN: 200722689Z
Bank Name: DBS Bank Ltd
Account No: 003-906454-3 (Current Account)
Bank Branch: MBFC Branch
Bank Code: 7171
Branch Code: 003
Swift Code: DBSSGSG