



Student Application Form- International

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New Application to LSBF

Existing Student of LSBF

LSBF Student ID:

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Student Acknowledgement on Pre Course Counselling

PART A: PROGRAMME & SCHOOL INFORMATION	√ DONE
School Information: Location, Facilities, Infrastructure, Accreditations, and Affiliations	
Course Information: Name of Award, Awarding Body, Course Structure, Intake, Duration, Modules, Outline, and Pathway	
Course Entry Requirements and Enrolment Process	
Counselling & Student Support Services	
PART B: INTERNATIONAL STUDENT	√ DONE
Student pass application, procedure, documents required, and rules & regulations governing the issuance of student pass	
Medical Check-up requirements	
Advice on personal & medical insurance, and healthcare services in Singapore	
Singapore: Information on living cost including accommodation, immigration rules and relevant laws of Singapore	
PART C: FEES PAYABLE AND PAYMENT METHODS	√ DONE
Tuition fees, Non-tuition fees, and any other relevant fees payable to London School of Business and Finance (LSBF), Singapore	
Payment modes and Methods acceptable, instalment plans where applicable, and that all payments must be made to LSBF only	
Advisory Note and Student Contract has to be signed and dated before the payment can be made	
PART D: STUDENT CONTRACT AND FEE PROTECTION SCHEME	√ DONE
Terms & Conditions stated in the student contract have been explained and fully understood by the student.	
The Fee Protection Scheme (FPS) that LSBF has in place for students. Students enrolled into LSBF are covered under LONPAC insurance.	
FPS covers only tuition fee excluding GST. A copy of Certificate of Insurance (COI) will be sent to the students.	
PART E: MEDICAL INSURANCE DECLARATION	√ DONE
Student has been briefed on the CPE Medical Insurance requirements and it has been fully understood by student.	
Student is aware that all International students (without exemptions) are required to buy Medical Insurance coverage with LSBF.	
PART F: COMMITTEE FOR PRIVATE EDUCATION (CPE)	√ DONE
Student has been briefed about CPE. CPE is a statutory board empowered with a legislative power to regulate Private Education Sector.	
For more information, please visit the CPE website at www.cpe.gov.sg	
PART G: WITHDRAWAL / REFUND / TRANSFER POLICY AND PROCEDURE	√ DONE
LSBF Refund Policy and Procedure have been explained and fully understood by the student	
LSBF Transfer / Withdrawal Policy and Procedure have been explained and fully understood by the student	

Declaration – Student / Parent or Guardian (if student is below legal age)	Declaration – LSBF Staff / Recruitment Agent
I acknowledge that I have been briefed on above during pre-course counselling, and I understand its contents and my rights.	I hereby acknowledge that I have covered the above information in my pre-course counselling to the student.
Name of student / Parent or Guardian: _____	Name: _____
Signature of student / Parent or Guardian: _____	Signature: _____
Date: _____	Date: _____

Declaration of Medical Insurance

I fully understand that I am required to buy Medical Insurance coverage with London School of Business & Finance. I understand that there is a fee of **S\$42.80 (includes 7% GST)** for Medical insurance coverage payable to London School of Business & Finance.

How did you hear about LSBF in Singapore?

Tutors Friends Internet Ads Facebook Existing students Others: Please specify _____

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Please note that incomplete information for any of the fields below will result in delay / non-processing of this application

SECTION 1 - PERSONAL INFORMATION (all fields are **COMPULSORY** and **MUST** be completed in **BLOCK** Letters)

Foreign Identification No. (FIN) (if applicable)		Malaysian ID No. (if applicable)	
Full Name as in Passport (Please underline surname)			Name in Chinese Character (if applicable)
Alias (if any)		Date of Birth (DD / MM / YYYY)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Race	Religion	Nationality	Province / State & Country of Birth
Expiry Date of Employment / Dependent's pass, if any (DD / MM / YYYY)	Occupation	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Windowed	
Passport Number	Country of Issue	Place of Issue	
Passport – Issue Date (DD / MM / YYYY)	Passport – Expiry Date (DD / MM / YYYY)	Birth Certificate No.:	
Course Applied for	Course Start Date	Course End Date	
E-mail			
Parents Residential Status (Only applicable if parents live in Singapore)			Guardian (Compulsory for students below 18 years)
Father <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others		NRIC / FIN No.	EMAIL
Mother <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others		NRIC / FIN No.	MOBILE NUMBER
Residential Address in Singapore			Postal Code
			Telephone
Have you resided in any country for one year or more during the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please list the countries in which applicant has resided for one year or more during the last 5 years:			
COUNTRY	ADDRESS	Period of Stay	
		FROM (MM / YYYY)	TO (MM / YYYY)
Residential Address (Overseas)			Postal Code
			Telephone Number
IN CASE OF EMERGENCY, Please contact	Name: -		
	Relation with student: -		
	Phone number (With country code and area code): -		
*ANTECEDENT			
Have you ever been refused entry into or deported from any country, including Singapore? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted in a court of law in any country, including Singapore? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been prohibited from entering Singapore? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever entered Singapore using a different passport or name? <input type="checkbox"/> Yes <input type="checkbox"/> No			
*If any of the answer is "YES", please furnish details on a separate sheet of paper.			

SECTION 2 - ADDITIONAL INFORMATION FOR STUDENT PASS APPLICATION

Part A – APPLICANT’S NATURAL PARENTS AND / OR STEP PARENTS

Full Name (As per Passport)	Relationship (Eg. Step father / Father / Mother)	Date of Birth (DD/MM/YYYY)	Nationality	Resident Status in Singapore (If not living in Singapore, please write "NA")	NRIC / FIN No. (If not living in Singapore, please write "NA")	Occupation

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Part B – APPLICANT’S SPOUSE (if applicable)

Full Name (As per Passport)	Relationship (Eg. Husband / Wife)	Date of Birth (DD/MM/YYYY)	Nationality	Resident Status in Singapore (If not living in Singapore, please write "NA")	NRIC / FIN No. (If not living in Singapore, please write "NA")	Occupation

Part C – APPLICANT’S SIBLINGS (if applicable)

Full Name (As per Passport)	Relationship (Eg. Brother / Sister)	Date of Birth (DD/MM/YYYY)	Nationality	Resident Status in Singapore (If not living in Singapore, please write "NA")	NRIC / FIN No. (If not living in Singapore, please write "NA")

SECTION 3 – APPLICANTS EDUCATIONAL BACKGROUND (In Chronological Order from Secondary / High School)

Name of Schools / Colleges / Universities Attended	Country	State or Province	Language of Instruction	Period of Study		Qualification Obtained	Educational Certificate Number
				From (DD/MM/YYYY)	To (DD/MM/YYYY)		

Obtained a pass in English? Yes No

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SECTION 4 – APPLICANTS EMPLOYMENT HISTORY (In Chronological Order – If applicable)

Name of Companies	Country	Period of Employment		Position Held	Nature of Duties
		From (DD/MM/YYYY)	To (DD/MM/YYYY)		

SECTION 5 – APPLICANTS FINANCIAL SUPPORT DETAILS (To be completed by Applicants from VISA required countries only)

Applicant	Average Monthly Income for past 6 months:	SGD	Applicants Spouse	Average Monthly Income for past 6 months:	SGD
	Current Savings (e.g. Fixed Deposits in Local Currency)	SGD		Current Savings (e.g. Fixed Deposits in Local Currency)	SGD
Applicants Father	Average Monthly Income for past 6 months:	SGD	Applicants Mother	Average Monthly Income for past 6 months:	SGD
	Current Savings (e.g. Fixed Deposits in Local Currency)	SGD		Current Savings (e.g. Fixed Deposits in Local Currency)	SGD
Other financial supports from Other family members:					
<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please furnish details on a separate sheet)					

FOR OFFICIAL USE ONLY
Admission Officer

Approved by HEAD OF DEPARTMENT

Date

Date

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