

**INFORMATION LEAFLET FOR SCHOOL ADMISSION OF FOREIGN STUDENTS TO  
GOVERNMENT, GOVERNMENT-AIDED, INDEPENDENT SCHOOLS, JUNIOR COLLEGES & CENTRALISED INSTITUTE**

- Applications for school admission of foreign students must be made using the prescribed form obtainable from:
  - the foreign student information website or
  - the schools (ie Government/Government-aided/Independent schools/Junior colleges/Centralised institute)
- For information on school admission of foreign students, you may visit foreign student information website at <http://www.moe.gov.sg/esp/foreign/>
- For further clarifications, please contact
  - MOE Customer Service Centre at DID (65) 6872 2220, Fax No (65) 67764617
  - MOE email address at [contact@moe.edu.sg](mailto:contact@moe.edu.sg)

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## **PART I: APPLICATION PROCEDURE**

### **Step 1 Apply at school of choice**

The parent/guardian submits the completed application form for school admission together with all the necessary original documents directly to a school of choice.

### **Step 2a School conducts placement test and issues Letter of Acceptance**

School will conduct placement test for the applicant if there is a vacancy.

If applicant passes the placement test and the school accepts him/her, the school will issue a Letter of Acceptance. The Letter of Acceptance will indicate in-principle acceptance of the applicant to the school. The applicant can proceed to ICA to apply for a student's pass with this letter (see Step 3).

Acceptance to the school is subject to the applicant obtaining and returning with a student's pass from Immigration and Checkpoints Authority (ICA) within 2 weeks from date of issue of the Letter of Acceptance.

Applicants who are holding a Dependant's Pass (DP) or an Immigration Exemption Order (IEO) are not required to apply for a student's pass from ICA. He/She can be admitted by the school immediately upon passing the placement test (go to Step 5).

### **Step 2b School issues Letter of Referral to ICA for clearance**

Applicants with parents working in Singapore but not eligible for DP need to be referred to ICA before the school can conduct the placement test. School will fax a Letter of Referral to ICA.

ICA will follow up with the applicant directly on matters regarding immigration clearance and issue a letter of clearance to the applicant. The applicant can then approach the school for a placement test with this letter (refer to Step 2a).

### **Step 3 Apply student's pass at ICA**

The Letter of Acceptance is valid for 2 weeks from date of issue. Upon receiving the Letter of Acceptance, the applicant should proceed to ICA immediately to apply for a student's pass. Applicant must produce the original Letter of Acceptance endorsed by the School to ICA.

### **Step 4 Return to school within 2 weeks with student's pass**

The applicant must return to school with a valid student's pass within 2 weeks from the date of the Letter of Acceptance. The applicant will forfeit his/her admission to the school if he/she does not return within 2 weeks.

### **Step 5 Donation to the Education Fund**

After the applicant has been successfully admitted to the school, the Ministry of Education will send a letter to him/her requesting for the biennial donation to the Education Fund, i.e \$1,000 for every 2 years.

## **PART II: OTHER INFORMATION**

### **1 Application Period**

Applications for school admission are accepted by schools subject to availability of vacancies. Application can be made anytime during the year. For admission to Primary One in the following year, the applicant may register with the school of choice during or after Phase 3 of the annual Primary One Registration Exercise (<http://www.moe.edu.sg/esp/schadm/p1/>).

### **2 Donation to the Education Fund**

A foreign student is requested to make biennial donations (that is, payable once every two years) to the Education Fund of the Ministry of Education if his/her application to study in Singapore is approved.

The biennial donations of S\$1,000 for every two years of study should be made within the period stated in the Letter of Donation.

Thereafter, the donation should be made in advance every two years. The biennial donations are applicable to foreign students of all nationalities who seek admission to schools, junior colleges and centralised institute for the academic year beginning in January each year. The biennial donations replace the previous donation rates (\$3,000 for Malaysians and \$5,000 for other nationalities) which were payable once at the primary education level and once at the secondary education level.

Foreign students whose parents are Singapore Citizens, Singapore Permanent Residents, or holders of work passes (including P1, P2, Q1, Q2, and other work passes), who are admitted from 1 Jan 2001 onwards, are also requested to make the biennial donations to the Education Fund.

The donations to the Education Fund are eligible for tax-exemption and the official receipts can only be made in favour of either the parent or the foreign student. The donation is non-refundable except when the foreign student is awarded a Singapore Government Scholarship (<http://www.moe.gov.sg/aseanscholarships/>) in the year of admission or when he/she has not attended any lessons in school.

### **3 Particulars of Guardian**

The foreign student is required to provide the particulars of his/her guardian to the school for contact purposes. The guardian should be a Singapore Citizen/ Singapore Permanent Resident above 21 years old **OR** the parent of the foreign student if the parent is working/staying in Singapore.

A foreign student should report any change in guardianship to his/her school principal.

### **4 Choice of school**

Parent/guardian can approach the school of choice directly. Admission is dependent on the availability of vacancies in the school provided there are no Singapore Citizens or Singapore Permanent Residents on the school's waiting list.

### **5 Placement Test conducted by the school**

The foreign student will be tested subjects such as English, Mathematics and Mother Tongue Language (where applicable). The tests are conducted by the school which the foreign student is seeking admission to.

### **6 Admission to popular primary schools, top secondary schools and junior colleges**

With effect from **January 2005**, foreign students seeking school admission to the popular or top schools and junior colleges are **not required** to take the CQT. This is also applicable to foreign students who are seeking admission in 2004 but who will only start school in 2005. All foreign students are advised to approach the school of their choice directly to seek admission.

### **7 Level of Admission**

Besides the performance in the school placement test, foreign students will be considered for admission to a level subject to documentary proof that he/she has completed the previous level, and the age criteria. Foreign students who have been admitted at the primary level must complete the Primary School Leaving Examination (PSLE) before proceeding to the secondary level.

### **8 Boarding Facilities**

Please refer to the list of boarding schools and hostels. The private hostels are listed in the yellow pages of the Singapore Telephone Directory.

**9 Exemption from offering Chinese, Malay or Tamil as a Mother Tongue Language**

Exemption from the mother tongue requirement may be considered on a case-by-case basis after the student has been admitted to school. Application for exemption should be made through the school principal, who will refer the application to the Languages & Literature Branch, Ministry of Education, for consideration.

**10 Monthly School Fees**

For Government and Government-Aided Schools, the monthly rates of school fees payable are S\$80 for primary, S\$130 for secondary and S\$240 for pre-university levels. For children of Singapore Citizens or Singapore Permanent Residents and dependants of Employment Pass and Skilled Work Permit Holders, the monthly school fees payable for the first 2 years are S\$3 for primary, S\$5 for secondary, and S\$6 for pre-university levels. For the third year onwards, the school fees payable will be determined based on their citizenship status.

In addition to school fees, all students are to pay miscellaneous fees. The maximum monthly miscellaneous fees payable are S\$11 for primary, S\$16 for secondary, and S\$22 for pre-university levels. Students studying in Autonomous Schools are also required to pay additional miscellaneous fees. Please check directly with the schools on the actual amount of miscellaneous fees payable.

The rates of school and miscellaneous fees payable are reviewed by the Ministry of Education and individual schools from time to time.

For Independent Schools, the school fees payable varies from school to school. Please check directly with the schools concerned for the fees payable.

**11 Admission to Kindergartens, Private Schools, Universities & Polytechnics**

A foreign student seeking admission to a kindergarten, private school or an institution of higher education (ie university or polytechnic), should approach the kindergarten, private school or institution directly.

**12 General**

It is an offence under ICA regulations for a foreign student to attend school without a valid student's pass except when he/she has a valid DP or IEO.

A copy of the "Directory of Schools and Educational Institutions, Singapore" is obtainable from the Customer Service Centre at the Ground Floor, Podium Block, Ministry of Education, at S\$3.60 per copy excluding postage. This publication provides the addresses and telephone numbers of all the schools in Singapore. Alternatively, the information may be found in the Schools Information website at <http://www1.moe.edu.sg/schdiv/>

## AGE CRITERIA FOR ADMISSION OF FOREIGN STUDENTS

Level	PERMISSIBLE AGE RANGE AS AT 1st JANUARY	
	Within Age	Above Age*
Primary 1	6 to 8+	9 to 10+
Primary 2	7 to 9+	10 to 11+
Primary 3	8 to 10+	11 to 12+
Primary 4	9 to 11+	12 to 13+
Primary 5	10 to 12+	13 to 14+
Primary 6	No direct admission is allowed to this critical level as the students will not have sufficient preparation time for the Primary School Leaving Examination held towards the end of the year.	
Secondary 1	12 to 14+	15 to 16+
Secondary 2	13 to 15+	16 to 17+
Secondary 3	14 to 16+	17 to 18+
Secondary 4	No direct admission is allowed to this critical level as the students will not have sufficient preparation time for the GCE "N" or GCE "O" Level Examinations held towards the end of the year.	
Secondary 5	No direct admission is allowed to this critical level as the students will not have sufficient preparation time for the GCE "O" Level Examination held towards the end of the year.	
Pre-U 1	16 to 18+	19 to 20+
Pre-U 2	No direct admission is allowed to this critical level as the students will not have sufficient preparation time for the GCE "A" Level Examinations held towards the end of the year.	
Pre-U 3	No direct admission is allowed to this critical level as the students will not have sufficient preparation time for the GCE "A" Level Examinations held towards the end of the year.	

\* ***The "Above Age" concession is given only on first admission.***

## LIST OF BOARDING SCHOOLS AND HOSTELS

(Please contact the boarding school/hostel concerned for details if you are interested)

No.	Name & Address	Type	Contact Details
1	<b>ACS (Independent) Boarding School</b> 119 Dover Road Singapore 139656	Boys	Tel : 68700906/ 68700900 Fax: 68700999  Website: <a href="http://www.acs.sch.edu.sg/boarding_school/">http://www.acs.sch.edu.sg/boarding_school/</a>
2	<b>ACS Oldham Hall</b> 80 Barker Road Singapore 309937	Mixed	Tel : 62528513 Fax: 62521067  Website: <a href="http://www.oldhamhall.org/admiss.htm">http://www.oldhamhall.org/admiss.htm</a>
3	<b>Anglican House</b> 376 Upper Changi Road Singapore 486906	Mixed	Tel : 64421616 Fax: 64488642  Website: <a href="http://www.anglicanhigh.moe.edu.sg/school/ahs_house/index.htm">http://www.anglicanhigh.moe.edu.sg/school/ahs_house/index.htm</a>
4	<b>Catholic Junior College Hostel</b> 127 Whitley Road Singapore 297821	Mixed	Tel : 62569148 Fax: 62561314  Website: <a href="http://cjc.edu.sg/web/?page_id=88">http://cjc.edu.sg/web/?page_id=88</a>
5	<b>Dunman High School Hostel</b> 61 Kampong Arang Road Singapore 438181	Mixed	Tel : 63466733 Fax: 63461267  Website: <a href="http://dhshostel.com/">http://dhshostel.com/</a>
6	<b>Hwa Chong Institution Boarding School</b> 673 Bt Timah Road Singapore 269735	Mixed	Tel : 64693007 Fax: 64633571  Website: <a href="http://www.hcibs.edu.sg/">http://www.hcibs.edu.sg/</a>
7	<b>Nanyang Girls' High Boarding School</b> 21 Linden Drive Singapore 288735	Girls	Tel : 64698248 Fax: 64636642  Website: <a href="http://www.nygh.moe.edu.sg/boarding_sch/index.shtml">http://www.nygh.moe.edu.sg/boarding_sch/index.shtml</a>
8	<b>Raffles Institution Boarding School</b> 1 Raffles Institution Lane Singapore 575954	Mixed	Tel : 63549208 Fax: 63531150  Website: <a href="http://www.ri.sch.edu.sg/">http://www.ri.sch.edu.sg/</a>
9	<b>St Patrick's House</b> 490 East Coast Road Singapore 429058	Mixed	Tel : 63455929 Fax: 63454635  Website: -
10	<b>Victoria Hall</b> 4 Siglap Link Singapore 448879	Mixed	Tel : 62456369 Fax: 62454655  Website: <a href="http://vh.vs.moe.edu.sg/">http://vh.vs.moe.edu.sg/</a>