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| **南洋理工大学孔子学院**  **Confucius Institute, NTU**  **“商务翻译及口译专业文凭”课程**  **入学申请表格**  **APPLICATION FOR ADMISSION TO**  **DIPLOMA IN BUSINESS TRANSLATION AND INTERPRETATION SKILLS PROGRAMME** |

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| **入学资格 ADMISSION REQUIREMENTS** |  |
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| 本课程旨在为在职场上需处理中文文件或经常与中国客户交际的人士，或希望多了解中、英文语法之不同，并掌握中、英双向笔译与口译基础理论与基本技巧的专业人士所量身定制。易言之，本课程会加强学员的双语能力，并提高其市场竞争力。*This programme is designed to meet the needs of professionals who have to work with Chinese documents and/or Chinese-speaking clients or customers, and thus desire to understand the grammatical differences between Chinese and English, and to master the basic theories and skills for Chinese-English bilateral translation and interpretation.*  申请者需具备以下学历 *Applicants should possess the following academic qualifications:*   * 大专文凭，或同等学历。   *Tertiary Education (or its equivalent).*   * “O水准”英文成绩至少须B4，或其他同等水平证书。   *At least a Grade B4 in GCE ‘O’ Level English (or its equivalent).*   * “O水准”华文成绩至少须A2；或高级华文成绩至少须B3，或其他同等水平证书。   *At least a Grade A2 in GCE 'O' Level Chinese OR a Grade B3 in GCE 'O' Level Higher Chinese (or their equivalent).*   * 非新加坡国籍申请者须出示中文及英文语言能力证书。   *Non-Singaporean applicants will need to present educational certificate(s) that indicate proficiency in both Chinese and English.*  无法提呈相关证明的申请者，可参加本院的鉴定考试。  *Applicants who are unable to submit relevant proof, may be subjected to sit for an entrance test.* | |

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| **课程费用 COURSE FEES** |  |

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| **申请费Application Fee** | : | S$54.50 |  |  |  |  |
| **杂费Miscellaneous Fee** | : | S$109.00 |  |  |  |  |
| **学费Tuition Fee** | : | S$7,466.50 |  |  |  |  |
| *费用含9%消费税。Fees are inclusive of 9% GST.* | | | |  | | |

***注Note:***

*- 申请费应在申请时支付；无论录取与否，不予退还。The non-refundable application fee is payable upon submission of application.*

*- 学费包含教材及考试费用。The tuition fee includes course materials and examination fees.*

*- 以上收费标准若有调整，以本院网站信息为准。*

*In the event that there are revisions to fees payable, please refer to our website* [*https://bit.ly/CINTU-DBTS*](https://bit.ly/CINTU-DBTS) *for the updated schedule of fees.*

For enquiries, please email to [aclp-diploma@ntu.edu.sg](mailto:aclp-diploma@ntu.edu.sg) or call 6514 1063 / 6592 2538 between Mon - Fri, 9am - 5:30pm.

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| **上课地点 COURSE VENUE** |  |

南洋理工大学孔子学院 Confucius Institute, NTU

11 Slim Barracks Rise (off North Buona Vista Road),

NTU@one-north campus,

Executive Centre, #08-01, Singapore 138664

(Nearest MRT stations: Buona Vista & one-north)

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| 课程申请 Programme Applied For | | | | **商务翻译及口译专业文凭课程**  **Diploma in Business Translation and Interpretation Skills** | | | | | | | | | | | | | | | | | |  | | |
| 入学期申请 Intake Applied For | | | | 二月份入学 February Intake | | | | | | | |  | | | | | | | | | |
| 课程班次 Programme Session | | | | 夜间班 Evening Class | | | | | | | |  | | | | | | | | | |
| 赞助形式 Type of Sponsorship | | | | 公司赞助 Company-Sponsored | | | | | | | | 自费 Self-Sponsored | | | | | | | | | |
| 您会申请UTAP吗？Will you be claiming UTAP? | | | | | | | | Choose an item. | | | |  | | | | | | | | | |
| 技能培训补助金额Usage of SkillsFuture Credit (SFC) | | | | | | | | **S$** | | | |  | | | | | | | |  | |
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| **个人资料 PERSONAL PARTICULARS** | | | | | | | | | | | | | | | | | | | | | | | | |
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| 姓名*（按身份证 / 护照所列明填写）*Name *(as in NRIC / Passport)* | | | | | | | | | | | 称呼  Salutation: | | | | | 博士Dr 先生Mr 太太 Mrs  女士Mdm 小姐 Miss | | | | | | | | |
| 中文姓名Chinese Name: | | |  | | | | | | | |
| 英文姓名English Name: | | |  | | | | | | | | | | | | | | | | | | | | | |
| 性别Gender: | 男Male | | | 女Female | | | | 年龄Age: | |  | | | | | 出生日期Date of Birth: | | | | | | Click or tap to enter a date. | | | |
| 国籍Nationality: | | 新加坡公民Singaporean | | | | | 新加坡永久居民 Singapore Permanent Resident: | | | | | | | | | | | | | |  | | |  |
|  | | 外国公民Foreigner: | | | |  | | | | | | | | *注明所属国家 Specify Country of Origin* | | | | | | | | | | |
|  | |  | | | | *注明所属国家Specify Country of Origin* | | | | | | | |  | | | | | | | | | |  |
| ***你目前所持有的新加坡出入境通行证类型（****只适用于外国公民*）*Type of Singapore Immigration Pass you are currently holding* (*for foreigner only*): | | | | | | | | | | | | | | | | | | | | | | | | |
| 就业准证Employment Pass | | | | | S准证S Pass | | | | | | | | | | | | 工作准证Work Permit | | | | | | | |
| 学生准证Student Pass | | | | | 直系亲属证Dependant’s Pass | | | | | | | | | | | | **观光证**Visit Pass | | | | | | | |
| 身份证号码NRIC No.: | | |  | | | | | | 外籍身份证号码FIN No.: | | | | | | | | |  | | | | | | |
| 护照号码Passport No.[[1]](#footnote-1): | | |  | | | | | | **有效期限**Date of Expiry: | | | | | | | | | Click or tap to enter a date. | | | | | | |
| 手机号码Mobile No.: | | |  | | | | | | 电邮Email: | | | |  | | | | | | | | | | | |
| **邮寄地址**Mailing Address: | | |  | | | | | | | | | | | | | | | | 邮编Postal Code: | | | |  | |

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| **紧急情况联系人 PERSON TO BE NOTIFIED IN CASE OF EMERGENCY** | | | | |
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| 姓名Name: |  | | 关系Relationship: |  |
| 住家电话Home Tel No.: | |  | 手机号码Mobile No.: |  |

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| **附加资料 ADDITIONAL INFORMATION** | | | | | | | | | | |
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| Q1. 你是通过哪种渠道获得本课程的讯息？How do you come to know about this programme? | | | | | | | | | | |
| 学院网站CI-NTU Website | | | 报纸广告 Newspaper Advertisement | | | | | 朋友/同事介绍Friends / Colleagues | | |
| 电子邮件E-Newsletter | | | 册子Brochure | | | | | 网上搜索 Online Search | | |
| 社交媒体Social Media | | | 其它，请注明Others, please specify: | | | | |  | | |
| Q2. 你报读本课程的目的是什么？Why do you want to apply for this programme? | | | | | | | | | | |
| 对此课程感兴趣**Have interests in this programme** | | | | | | 未来职业发展的需要For future career development needs | | | | |
| 自我提升Self-Improvement | | | | | | 现阶段工作需要To fulfill current job requirements | | | | |
| 为日后从事翻译工作To pursue new career path in translation | | | | | | | | | | |
| 其它，请注明Others, please specify: | | | | |  | | | | | |
| **学历 EDUCATIONAL QUALIFICATIONS** | | | | | | | | | | |
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| 请附上核准无误的有关证书及成绩单副本。Please attach relevant certified true copies of certificates and transcripts. | | | | | | | | | | |
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| 1. 请按照时间顺序填写曾就读的学院或大学。Please list schools/institutions/universities attended in chronological order. | | | | | | | | | | |
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| 起（年）  From (Year) | 止（年）  To (Year) | 就读学校/学院/大学  Schools/Institutions/Universities attended | | | | | 所获学位  Qualification obtained | | | 主修 Major |
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| 1. 目前就读的课程Course(s) you are currently pursuing | | | | | | | | | | |
|  | | | | | | | | | | |
| 课程 Course | | | | 教育机构 Educational Institution | | | | | 预期完成日期（日/月/年）  Expected Completion Date  *(dd/mm/yyyy)* | |
|  | | | |  | | | | | Click or tap to enter a date. | |
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| 1. 专业资格/会员Professional Qualification / Membership | | | | | | | | | | |
|  | | | | | | | | | | |
| 专业机构及所在地  Professional Organization & Country | | | | 奖项Award | | | | | 获奖日期（日/月/年）  Date of Award *(dd/mm/yyyy)* | |
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| **工作经历 EMPLOYMENT HISTORY** | | | | |
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| 无工作经验者无需填写，注明N.A.即可。Please indicate N.A. for those without working experience. | | | | |
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| 请按照时间倒序先近后远填写你的工作经历。  Please indicate your employment history in reverse chronological order. | | | | |
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| 起（月/年）  From (mm/yy) | 止（月/年）  To (mm/yy) | 公司/机构  Organization | 职务  Designation | 主要职责  Primary Responsibility |
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| **公司赞助 COMPANY SPONSORSHIP** | | | | | | | |
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| *只适用于****公司赞助的申请者及所有项目必须由公司负责人填妥****。*  *Applicable to* ***company-sponsored applicants*** *only and all fields* ***must be completed by company****.* | | | | | | | |
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| 公司名称Company Name: | | |  | | | | |
| 商业注册编号UEN / ACRA No.: | | |  | | | | |
| **公司登记地址**  **Company Address:** |  | | | | | 邮编  Postal Code: |  |
| **账单地址和上述地址一致**Billing Address is same as above | | | | | | | |
| **账单地址和上述地址不相同**Billing Address is different from the above: | | | | | | | |
| **账单地址**  **Billing Address:** |  | | | | | 邮编  Postal Code: |  |
| **联系资料 Contact Information** | | | | | | | |
| **负责人**  **Person in-charge** | | | | | | | |
| 姓名Name: | |  | | 称呼Salutation: | 博士Dr  先生Mr  太太 Mrs  女士Mdm  小姐 Miss | | |
| 职位Designation: | |  | | **部门**Department: |  | | |
| 联络号码 Office No.: | |  | | 电邮Email: |  | | |
| **账单联系人**  **Contact Person for Billing** | | | | | | | |
| 姓名Name: | |  | | 称呼Salutation: | 博士Dr  先生Mr  太太 Mrs  女士Mdm  小姐 Miss | | |
| 职位Designation: | |  | | **部门**Department: |  | | |
| 联络号码Office No.: | |  | | 电邮Email: |  | | |

*For applicants who are sponsored by their companies, they are to submit their company's ACRA profile together with the Letter of Acceptance.*

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| **公司申报Company Certification** | | |
| 本公司保证所申报的资料完全属实。如有不符，本公司同意校方有权拒绝该申请。在此授权**南大**孔子学院得以展开任何与课程录取有关的调查以鉴定资料是否属实。  We certify that all information made on this application is true and complete to the best of our knowledge. We agree that any misrepresentation or omission is sufficient grounds for rejecting the application. We authorize any investigation of the above information for the purpose of verification. | | |
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| 签名Signature: | | 公司印章Company Stamp: |
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| 负责人姓名 Name of Official: |  | |
| 职位 Designation: |  | |
| 日期Date: | Click or tap to enter a date. | |

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| **条款和条件TERMS AND CONDITIONS** | | | | |
| 1. **Enrolment** 2. Applicants are required to read and understand the terms and conditions before submitting the application form. 3. Non-Singaporean and non-PR applicants must hold a valid Employment Pass / Work Permit / Immigration Pass throughout the course duration. CI-NTU is not liable for the non-completion of the course should their pass expire or lapse during the course of study. 4. Submission of application form and payment do not constitute acceptance into the course unless notified in writing by CI-NTU. 5. Applicants will be notified of the application status within a month from their applications via email. Applicants are to contact CI-NTU if they have not received the aforementioned update. 6. Successful applicants will receive the Letter of Offer and Form of Acceptance via email. Applicants are required to indicate acceptance and return the completed FormofAcceptance via email.Applicants who accept the offer must providea scanned copy of their personal identity document(s) via email by the stipulated deadline for matriculation. 7. CI-NTU reserves the right to amend any information specified herein or to the courses in general as and when it considers appropriate or as the circumstance so require. 8. **Payment** 9. Full payment of course fees shall be made within 15 days after receiving the Letter of Offer, or not later than 10 days before the course commences, whichever is earlier, to confirm class acceptance. 10. Self-sponsored applicants have the option to pay the course fee either in one lump sum payment or over two instalments subject to compliance with clause B.1 above. 11. For company-sponsored applicants, the course fees must be paid in one lump sum payment in compliance with clause B.1 above. 12. **SkillsFuture Credit (SFC)**      * 1. SFC can only be used for tuition fee payment *(incl. GST)*.       2. Applicants should ensure that there are sufficient balance in their accounts before SFC claim submission.       3. Applicants should submit their SFC claims in the portal, not later than 10 days before course commencement date.       4. In the event of any cancellation or unsuccessful SFC claims, applicants should notify CI-NTU in writing. Applicants should then make payment of the outstanding amount to CI-NTU not later than 10 days before course commencement date. (Note: When submitting a SFC claim, uploading of Letter of Offer and Receipt from CI-NTU is required)       5. In the event of course withdrawals, SFC applicants may only cancel their claims after their withdrawal requests have been acknowledged by CI-NTU.       6. SFC claims cannot be submitted, amended or cancelled after course commencement date. 13. **Refund** 14. Course Fees paid to CI-NTU may be refunded if:  |  |  |  | | --- | --- | --- | | **Type** | **Percentage of Refund\*** | **Written request for refund is received:** | | **Application Fee** | Non-refundable | - | | **Miscellaneous Fee** | Non-refundable | - | | **Tuition Fee** | 100% | More than 30 days before the course commences | | 50% | Between 15 to 30 days before the course commences | | 0% | Less than 15 days before the course commences |   *\* For SFC applicants, CI-NTU will refund the full amount of SFC claimed; however, the applicants will have to pay for the shortfall from the full course fee incurred as a result.*   1. Requests must be made in writing only. Refund is to be made to the student/sponsoring company (name as per Receipt/Invoice) only, unless stated otherwise. 2. Fees and refunds are payable in Singapore Dollars. CI-NTU is not liable for any losses incurred as a result of currency fluctuations or exchanges. 3. **Period of Candidature** 4. The minimum and normal candidature period refers to the normal duration that students are expected to complete a course of study. The minimum and normal candidature for diploma programme is 10 months. 5. The maximum candidature period refers to the maximum duration that students have to complete a course of study, failing which a student’s candidature will be terminated. The maximum candidature period is 2 years. 6. **Attendance** 7. Students must achieve a minimum of 75% attendance for each module. CI-NTU **will not accept any reason for absence.** Official business trips and medical certificates will not be accepted as valid reasons with regard to the fulfilment of minimum attendance requirements. 8. **There will be no refund or make-up lessons should the s**tudent **fail to attend any lessons.** 9. For late sign-ups, students will be considered absent for lessons missed, and there will be no pro-rated fee or make-up lessons. 10. Students **who do not meet the minimum attendance requirement in a module is deemed to have failed in that module and will be required to repeat the whole module in the subsequent year and within the candidature period of 2 years. The** fee to repeat a module is $1,111.80*(incl. 9% GST)*. 11. **Examination / Assignment Submission** 12. Students must satisfy the minimum 75% attendance for each module to be eligible to sit for the examination or for assignment submission at the end of each module. 13. Students who fail to take the examination or submit the assignment by the stipulated deadline without valid reason(s), shall be deemed to have sat for and failed the examination or have failed the assignment. Such cases are ineligible for supplementary examination or assignment, and they are expected to repeat the module **in the subsequent year and within the candidature period of 2 years. The** fee to repeat a module is $1,111.80*(incl. 9% GST)*. 14. Students who fail to take an examination or submit the assignment by the stipulated deadline with valid reason(s), are allowed ONE supplementary examination / assignment. 15. Students who fail the examination / assignment, are allowed ONEsupplementary examination / assignment. A non-refundable supplementary fee of $218.00 *(incl. 9% GST)* per module applies. A “PASS” grade will be indicated on the transcript for the module if the student pass the supplementary examination / assignment. If students fail the supplementary examination / assignment, they are expected to repeat the moduleas above in Clause 2. 16. Students are only allowed to sit / submit for a maximum of **2** supplementary examinations or assignments throughout their course of study. 17. **Release of Results** 18. Results will be released within one month after the examination / assignment submission. Students will be informed of the results, either Pass (P) or Fail (F) by email, on the day of release of results. 19. Students will only receive their full grades on the transcript upon graduation. 20. Students should not solicit any information from the CI-NTU lecturers and staff prior to the results release date. | | | | |
| 1. **Award of Diploma** 2. Students will be awarded the Diploma in Business Translation and Interpretation Skills by CI-NTU only when they complete all the 8 modules with at least 75% attendance for each module and successfully pass all the compulsory examinations / assignments within the maximum candidature period allowed and having settled all payments due to the Institute. 3. All graduands can only collect their diploma scroll and academic transcript at the Annual Graduation Ceremony. In the interim, graduands may apply for a [certification letter](http://www.sp.edu.sg/wps/portal/vp-spws/!ut/p/c1/04_SB8K8xLLM9MSSzPy8xBz9CP0os_hQD1NXIzdTEwP_4DALA88gfw-nMPNgY29vE6B8JJK8u6GHq4GngbG3r6u5sZGBpxkB3eEg-_DrB8kb4ACOBvp-Hvm5qfqR-lHmSKYYOJkA7TFx8TAy8zcycDPXj8xJTU9MrtQvyI0wyDIJVQQATIBnkQ!!/dl2/d1/L0lDU0lKSWdra0EhIS9JTlJBQUlpQ2dBek15cUEhL1lCSkoxTkExTkk1MC13ISEvN19VSDVFMkY1NDBPU1Y4MElST0hCVjdTM0tDNg!!/?PC_7_UH5E2F540OSV80IROHBV7S3KC6_WCM_CONTEXT=/wps/wcm/connect/Lib-SPWS/site-spwebsite/alumni/alumni+matters/request+for+certification+letter+for+successful+completion+of+course+%28alumni-graduate+service-application+procedures+and+forms%29) from CI-NTU to support their applications for further studies or employment. 4. **Withdrawal** 5. Early withdrawal is defined as discontinuing of a course prior to the commencement of the course. 6. Requests must be made in writing only with valid reason(s). For company-sponsored students, the request must be signed off by the authorised representative of the company. Students will be informed of the outcome within 10 working days upon receipt of notice. All the early withdrawals shall be in accordance with the aforementioned clauses on refund policy. 7. A registered student who does not turn up for the start of the course will be considered as “Withdrawal without notice”. There will be no refund of course fees. 8. Any notification of withdrawal during the course must be made in writing only to CI-NTU with valid reason(s). There will be no refund of course fees. 9. CI-NTU has the sole discretion of approving withdrawal on case-by-case basis depending on the merit of the request. 10. **Deferment** 11. Deferment is defined as a student postponing a course / module commencement date to the next academic year. 12. Deferment of course / module is allowed only ONCE up to the next available commencement date of the course / module, failing which the student will be deemed as having withdrawn from the course and the course fee payments shall be forfeited. A non-refundabledeferment administrative fee of$109.00*(incl. 9% GST)*per application will be chargeable. 13. Deferment requests must be submitted at least ONE month in advance before the course / module commencement. Students are not allowed to defer once their current module has begun. 14. Requests must be made in writing with valid reason(s), and supported with documentary evidence, and no other form of request will be accepted. 15. Requests are subject to approval and availability of seats, and students will be informed of the outcome within 10 working days upon receipt of said request. The Institute’s decision shall be final and any dispute will not be entertained. 16. CI-NTU reserves the right to cancel or re-schedule the class due to unforeseen circumstances. 17. **Change of Personal Particulars** 18. The registered name of students (as in NRIC/Passport) will be reflected on transcripts and certificates issued, and NRIC/Passport No. on the transcripts. Any changes must be made in writing supported by documentary evidence in a timely manner, latest by the release of the examination / assignment results of their final module. If the student fails to do so and it results in any re-issuance of certificate/transcript, an administration fee of $54.50 *(incl. 9% GST)* is chargeable. 19. Students must verify their particulars upon enrolment and rectify any errors with CI-NTU on the first day of course. 20. Should there be any changes in the personal particulars, such as contact number and email address, students are required to update CI-NTU via email at [aclp-diploma@ntu.edu.sg](mailto:aclp-diploma@ntu.edu.sg). CI-NTU will not be accountable for delayed or non-receipt of course information due to incorrect or obsolete contact details from students. 21. **Confidentiality**   All information provided by the applicant, by means of this form is treated with the strictest confidentiality and is meant for internal administration and telecommunication only. | | | | |
| **声明DECLARATION** | | | | |
| 1. 本人谨在此声明，此表格里所填写的一切信息均属实。本人没有省略或隐瞒任何事实，也清楚明白，如果在此所提供的信息有任何不准确或不属实，均可让本申请无效；即使被录取，**南大孔子学院**也可要求我退出本课程，且不偿还任何已付予学院的学费与其他费用。   I declare that all the information given in this application form is true and accurate to the best of my knowledge. I have not deliberately omitted any relevant fact. However, should I be accepted for the course, and if any of these information are found to be false or inaccurate, I understand that I will render myself liable for any action taken by the CI-NTU including dismissal from course and forfeiture of fees.   1. 本人已阅读并了解课程信息（包括入学要求、上课时长和地点、中英文水平要求、课程日期、出席和毕业要求、收费、退款/退学/转班和延修政策）。   I confirm that I have read and fully understood the course information (such as admission requirements, course duration & venue, Chinese & English proficiency requirement, course schedules, attendance requirement, graduation criteria, fees payable, refund/ withdrawal/transfer & deferment policies).   1. 本人了解并接受此申请表格里所列出的所有条款和条件，并知道**南大孔子学院**有权在无提前通知的情况下，对课程所涉的任何条款和规则作出更改。   I agree to all the above Terms and Conditions of this application and I accept that the CI-NTU reserves the right to make changes to the regulations and terms and conditions of the course or any details pertaining to the course without prior notice to the participants. | | | | |
|  | 申请者姓名 Name of Applicant | 申请者签名 Signature of Applicant | 日期 Date *(dd/mm/yyyy)* |  |
|  |  |  | Click or tap to enter a date. |  |
|  |  |  |  |  |
|  | (If Applicant is aged 20 and below) |  |  |  |
|  | 家长/监护人姓名 Name of Parent / Guardian | 家长/监护人签名 Signature of Parent / Guardian | 日期 Date *(dd/mm/yyyy)* |  |
|  |  |  | Click or tap to enter a date. |  |
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| **FOR OFFICIAL USE ONLY** | | | | |
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| **Admission Checklist**  **Documents and Academic Qualification for Application** | | | | |
| Completed Application Form | |  | | |
| Passport-sized colour photograph | |  | | |
| Diploma Certificates & Transcripts | | | Degree Certificates & Transcripts | |
| GCE ‘O’ Level | Chinese: | English: |  |  |
| GCE ‘A’ Level | Chinese: | General Paper: |  |  |
| UEC | Chinese: | English: |  |  |
| SPM | Chinese: | English: |  |  |
| STPM | Chinese: | English: |  |  |
| PRC Gaokao | Chinese语文: | English: |  |  |
| TOEFL | IELTS | TEM 8 |  |  |
| CTCSOL |  |  |  |  |
| Chinese Entrance Test: | | English Entrance Test: | | Date: Click or tap to enter a date. |
| **Remarks:** |  | | | |

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| --- | --- | --- |
| **Documents for Admission** | | |
| Letter of Offer |  |  |
| Letter of Acceptance |  |  |
| PDPA |  |  |
| NRIC (for Singaporean/PR) | FIN & Passport (for foreigner) |  |
| ACRA (for company sponsorship) |  |  |
|  |  |  |

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| --- | --- | --- | --- |
|  | **Documents Verified** | **Management’s Approval** | **Letter of Offer Prepared** |
|  | Signature: | Signature: | Signature: |
|  |  |  |
|  | Name: | Name: | Name: |
|  | Date: Click or tap to enter a date. | Date: Click or tap to enter a date. | Date: Click or tap to enter a date. |
|  |  |  |  |

1. 非新加坡公民和永久居民的申请者须填写护照号码。Passport number is required for Non-Singaporeans and PR applicants.

   外国申请者在课程期间必须持有有效的入境或居留证。Foreign applicants must hold a valid entry or residency pass throughout the programme duration. [↑](#footnote-ref-1)