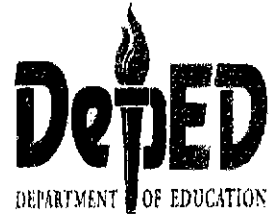




REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



174-4

DepED MEMORANDUM
No. **361**, s. 2004

AUG 24 2004

Trunkline : 632-1361
Fax: 633-7231
DEText: 0919-4560027
Website: <http://www.deped.gov.ph>

2004-2005 RELC ADVANCED TRAINING COURSES

To: Regional Directors
Schools Division/City Superintendents

1. The Southeast Asian Ministers of Education Organization (SEAMEO), Regional Language Centre (RELC) announces the offering of two more places for the training courses for 2004-2005 at SEAMEO, RELC, Singapore.
2. These courses are designed for key persons or potential key persons in language planning and language education development.
3. The following are the description of the said courses:
 - a. Course 241: Specialist Certificate in Language Testing and Assessment
February 14-26, 2005
 - b. Course 242: Specialist Certificate in Language Curriculum and Materials Development
October 4-16, 2004
 - c. Course 243: Specialist Certificate in the Teaching of English Grammar
January 10-22, 2005
 - d. Course 244: Specialist Certificate in Information Technology in Language Education
September 6-18, 2004
3. The applicants should not be more than 45 years of age for all Courses.
4. The short-term Certificate Courses are of a specialized nature and are offered for key personnel with the requisite experience and command of the English language. Enclosed are the information for each course, statement of English language proficiency, application for admission (non-SEAMEO scholarship/bursary), application for admission (private fee-paying), and the medical examination form.
5. For more information, please contact the SEAMEO RELC at tel no. (65) 68857888, fax no. (65) 67342753, e-mail address: adm@relc.org.sg, website: www.relc.org.sg.
6. Immediate dissemination of this Memorandum is desired.

R. C. Bacan
RAMON C. BACAN
Undersecretary
Officer-in-Charge

Encls.:
As stated

Reference:
None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

LANGUAGE
Learning Area, ENGLISH
TRAINING PROGRAMS

Made:c:seameo-reic
8-2-04

Course Description

3. (a) Language test development;
- (b) Critical analysis of current tests; and
- (c) Current developments in tests and assessment procedures.

Assessment

4. Individual assignments on test writing or assessment relevant to the needs of course participants.

Course Requirements

5. To complete the course successfully, a candidate must:
 - (a) satisfy class attendance requirements;
 - (b) attain a satisfactory standard in required course work;
 - (c) complete an assignment.

Course Award

6. The course will lead to the award of Specialist Certificate in Language Testing and Assessment.

Admission Requirements

7. Applicants should be Language Testing Specialists, Test Writers, Markers and Assessors.
8. Applicants must have sufficient command of English to follow advanced studies conducted in the English language and to prepare written and oral assignments.
9. In order to promote exchange of experience between countries and institutions and to help ensure that course members' work at RELC is directly relevant to their needs, successful applicants are required to bring copies of test specifications, test papers etc. used in their institutions and countries.

RELC 3056/A/C INFO C

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC), Singapore

COURSE INFORMATION

Course 241: Specialist Certificate in Language Testing and Assessment
14 – 26 February 2005

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Specialist Certificate Course.)

Rationale

The aim of the course is to provide language teachers and specialists in testing and evaluation with current developments and ideas in the field of language testing through lectures, seminars and active participation from course participants.

Objectives

2. The objectives of the course are to:
 - (a) update knowledge of theories, principles and practices;
 - (b) critically examine tests and examinations;
 - (c) discuss and develop sample tests; and
 - (d) discuss assessment procedures.

Application

11. The following forms must be duly completed and submitted:
- (a) Application Form RELC A237/A238 (in duplicate).
 - (b) Statement of English Language Proficiency Form RELC A229 (in duplicate).
 - (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
 - (d) Copies of degrees/diplomas/certificates/transcripts should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.
12. At the time of application, the applicant should state in the covering letter whether the application is made for a private fee-paying or scholarship/bursary-holding course membership. The scholarship/bursary awarding agency, if applicable, should be stated.

Payment of Fees

13. Fees are payable before the commencement of the course.
14. Cheques should be crossed and made payable to the SEAMEO Regional Language Centre.

Refund of Fees

15. Cancellation of enrolment by a course participant must be made in writing. Cancellation received before the commencement of the course will receive a refund less the registration fee. Withdrawals after the course has commenced will not be eligible for refund.

Closing Date

16. The closing date for application is 15 May 2004.

Cost

10. The following are the cost components (in Singapore dollars):

Item	S\$
* (a) Registration fee	52.50
* (b) Tuition fee	420.00

* Course fees (inclusive of GST) payable to RELC.

- Accommodation at the RELC International Hotel is available @ S\$25++ per night (twin-sharing) or S\$50++ per night (single occupancy).
- Participants from outside Singapore are advised to subscribe to the Group Health Insurance Scheme at S\$31 per month, as medical costs in the event of illness could be very high.
- The provision of S\$280 for subsistence would cover the participant's basic living expenses while in Singapore.

NOTE:

- (a) RELC does not accept any responsibility for accidents on the journeys to and from Singapore, or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore.
- (b) RELC will also not be responsible for taking out air travel and personal accident insurance for course members.
- (c) Course participants are expected to set aside funds for the typing of assignments as part of the course requirements.
- (d) Disbursement of subsistence allowance could be handled by RELC on behalf of the sponsor.

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC), Singapore

COURSE INFORMATION

Course 242: Specialist Certificate in Language Curriculum
and Materials Development
04 – 16 October 2004

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Specialist Certificate Course.)

Rationale

This course combines current Language Curriculum theory with hands-on application. Through lectures, small-group and whole-class discussions, individual and group classroom tasks and activities, course members are expected to know more about language curriculum design, implementation and materials development.

Objectives

2. The objectives of the course are to:
 - (a) make teachers aware of their crucial role in curriculum design and materials development;
 - (b) enable teachers to realize the impact of educational ideologies, approaches and paradigms in curriculum design and materials development; and
 - (c) give teachers an opportunity to develop a resource file of curriculum materials which they can use in their own place of work.

Course Description

3. (a) Issues in Language Curriculum Development;
- (b) ESP, Materials Design and Evaluation;
- (c) Curriculum and Instruction.

Assessment

4. Each course participant is required to compile a comprehensive resource file of curriculum materials with the profile of the students, a clearly defined *rationale*, a *set of objectives*, and a *bibliography*.

Course Requirements

5. To complete the course successfully, a candidate must:
 - (a) satisfy class attendance requirements;
 - (b) attain a satisfactory standard in required course work;
 - (c) complete an assignment.

Course Award

6. The course will lead to the award of Specialist Certificate in Language Curriculum and Materials Development.

Admission Requirements

7. Applicants should be Materials Specialists, Materials Writers, Text/Coursebook Evaluators and Curriculum Developers.

8. Applicants must have sufficient command of English to follow advanced studies conducted in the English language and to prepare written and oral assignments.

9. In order to promote exchange of experience between countries and institutions and to help ensure that course members' work at RELC is directly relevant to their needs, successful applicants are required to bring with them a copy each of the syllabuses and materials (textbooks, supplementary materials, teachers' manual etc) used in their respective countries. These materials will be useful for individual presentations as well as group and class discussions.

Cost

10. The following are the cost components (in Singapore dollars):

Item	S\$
* (a) Registration fee	52.50
* (b) Tuition fee	420.00

* Course fees (inclusive of GST) payable to RELC.

- Accommodation at the RELC International Hotel is available @ S\$25++ per night (twin-sharing) or S\$50++ per night (single occupancy).
- Participants from outside Singapore are advised to subscribe to the Group Health Insurance Scheme at S\$31 per month, as medical costs in the event of illness could be very high.
- The provision of S\$280 for subsistence would cover the participant's basic living expenses while in Singapore.

NOTE:

- (a) RELC does not accept any responsibility for accidents on the journeys to and from Singapore, or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore.
- (b) RELC will also not be responsible for taking out air travel and personal accident insurance for course members.
- (c) Course participants are expected to set aside funds for the typing of assignments as part of the course requirements.
- (d) Disbursement of subsistence allowance could be handled by RELC on behalf of the sponsor.

Application

11. The following forms must be duly completed and submitted:
 - (a) Application Form RELC A237/A238 (in duplicate).
 - (b) Statement of English Language Proficiency Form RELC A229 (in duplicate).
 - (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
 - (d) Copies of degrees/diplomas/certificates/transcripts should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.

12. At the time of application, the applicant should state in the covering letter whether the application is made for a private fee-paying or scholarship/bursary-holding course membership. The scholarship/bursary awarding agency, if applicable, should be stated.

Payment of Fees

13. Fees are payable before the commencement of the course.

14. Cheques should be crossed and made payable to the SEAMEO Regional Language Centre.

Refund of Fees

15. Cancellation of enrolment by a course participant must be made in writing. Cancellation received before the commencement of the course will receive a refund less the registration fee. Withdrawals after the course has commenced will not be eligible for refund.

Closing Date

16. The closing date for application is 15 February 2004.

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC), Singapore

COURSE INFORMATION

Course 243: Specialist Certificate in the Teaching of English Grammar
10 – 22 January 2005

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Specialist Certificate Course.)

Rationale

The course will examine approaches to and procedures and practices in the teaching of grammar in context (for EFL/ESL).

The focus of the course will be on critically examining, adapting and developing techniques in the teaching of grammar. Course participants will also have an opportunity to try out the techniques on their peers and others to assess their effectiveness in and their relevance to their own pedagogic contexts.

Objectives

2. The objectives of the course are to:
- (a) examine approaches, principles and practices in the teaching of grammar in EFL/ESL contexts;
 - (b) evaluate techniques and procedures in teaching aspects of grammar in EFL/ESL contexts;
 - (c) adapt/develop techniques and procedures for teaching grammar in the participants' own teaching contexts.

Course Description

3. (a) Approaches to and principles in the teaching of grammar;
- (b) Teaching and assessing components of grammar;
- (c) Teaching and assessing grammar in context.

Assessment

4. The Assessment is through an individual assignment which involves describing or analysing some component of grammar teaching in the participant's institution or country.

Course Requirements

5. To complete the course successfully, a candidate must:
 - (a) satisfy class attendance requirements;
 - (b) attain a satisfactory standard in required course work;
 - (c) complete an assignment.

Course Award

6. The course will lead to the award of a Specialist Certificate in the Teaching of English Grammar.

Admission Requirements

7. Applicants should be teachers of English Language and all those involved in teaching adults to use English at the workplace.
8. Applicants must have sufficient command of English to follow advanced studies conducted in the English language and to prepare written and oral assignments.

9. In order to promote useful exchange of ideas and information between countries and institutions, and to assist in carrying out the assignment, successful applicants are required to bring:

- (a) A copy of the current curriculum;
- (b) Samples of student writing;
- (c) A copy of a textbook currently used at their institutions.

Cost

10. The following are the cost components (in Singapore dollars):

Item	S\$
* (a) Registration fee	52.50
* (b) Tuition fee	420.00

* Course fees (inclusive of GST) payable to RELC.

- Accommodation at the RELC International Hotel is available @ S\$25++ per night (twin-sharing) or S\$50++ per night (single occupancy).
- Participants from outside Singapore are advised to subscribe to the Group Health Insurance Scheme at S\$31 per month, as medical costs in the event of illness could be very high.
- The provision of S\$280 for subsistence would cover the participant's basic living expenses while in Singapore.

NOTE:

- (a) RELC does not accept any responsibility for accidents on the journeys to and from Singapore, or in Singapore, or for the loss of baggage and other personal belongings in transit or in Singapore.
- (b) RELC will also not be responsible for taking out air travel and personal accident insurance for course members.
- (c) Course participants are expected to set aside funds for the typing of assignments as part of the course requirements.
- (d) Disbursement of subsistence allowance could be handled by RELC on behalf of the sponsor.

Application

11. The following forms must be duly completed and submitted:

- (a) Application Form RELC A237/A238 (in duplicate).
- (b) Statement of English Language Proficiency Form RELC A229 (in duplicate).
- (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
- (d) Copies of degrees/diplomas/certificates/transcripts should accompany the application. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English.

12. At the time of application, the applicant should state in the covering letter whether the application is made for a private fee-paying or scholarship/bursary-holding course membership. The scholarship/bursary awarding agency, if applicable, should be stated.

Payment of Fees

13. Fees are payable before the commencement of the course.
14. Cheques should be crossed and made payable to the SEAMEO Regional Language Centre.

Refund of Fees

15. Cancellation of enrolment by a course participant must be made in writing. Cancellation received before the commencement of the course will receive a refund less the registration fee. Withdrawals after the course has commenced will not be eligible for refund.

Closing Date

16. The closing date for application is 15 May 2004.

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC), Singapore

COURSE INFORMATION

Course 244: Specialist Certificate in Information Technology in
Language Education
06 – 18 September 2004

(Important: This document should be read by all applicants prior to completing the application form for admission as a candidate to the Specialist Certificate Course.)

Rationale

The course will be examining both principles and techniques for applying the use of print, audio, video and computer technology in the English Language classroom. The course will encourage participants to share their knowledge about the current availability and use of these resources in the region. At the same time, it will look at ways of helping teachers integrate technology with good pedagogy.

Objectives

2. The objectives of the course are to:
 - (a) examine the types of multimedia resources available to today's English language teachers;
 - (b) discuss the pedagogic application of multimedia technology in the English language classroom.

Course Description

3. (a) Technology in the Classroom
 - Approaches to Technology
 - Software Evaluation
 - Internet Access to Teaching Materials and Ideas
- (b) Using Commercial Software in Education
 - Word
 - Power Point
 - Front Page
 - Access
- (c) Computers as Teacher Resource
 - Statistical Analysis for Classroom Research (Excel)
 - Internet Access to Educational Research

Assessment

4. Participants are to prepare individual assignments on the use of Information Technology in classroom situations relevant to themselves. These should incorporate plans that cover a series of lessons in which audio, video or computer technology is involved. The assignment should offer a rationale for the plan (including its practicality in the participants' situation) and discuss any potential problems and their solutions.

Course Requirements

5. To complete the course successfully, a candidate must:
 - (a) satisfy class attendance requirements;
 - (b) attain a satisfactory standard in required course work;
 - (c) complete an assignment.

Course Award

6. The course will lead to the award of a Specialist Certificate in Information Technology in Language Education.

Admission Requirements

7. Applicants should be language teachers who have some familiarity with the use of computers for basic functions such as word processing and an interest in their use for English Language teaching.
8. Applicants must have sufficient command of English to follow advanced studies conducted in the English language and to prepare written and oral assignments.
9. In order to promote useful exchange of ideas and information between countries and institutions, it is recommended that applicants collect information on the availability of hardware and software in their institutions and in schools in their country.

Cost

10. The following are the cost components (in Singapore dollars):

Item	S\$
* (a) Registration fee	52.50
* (b) Tuition fee	420.00

* Course fees (inclusive of GST) payable to RELC.

- Accommodation at the RELC International Hotel is available @ S\$25++ per night (twin-sharing) or S\$50++ per night (single occupancy).
- Participants from outside Singapore are advised to subscribe to the Group Health Insurance Scheme at S\$31 per month, as medical costs in the event of illness could be very high.
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- (c) Course participants are expected to set aside funds for the typing of assignments as part of the course requirements.
- (d) Disbursement of subsistence allowance could be handled by RELC on behalf of the sponsor.

Application

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- (c) Medical Examination Form RELC A228 (1 original and 1 copy) to be issued not more than 6 months before course commencement.
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12. At the time of application, the applicant should state in the covering letter whether the application is made for a private fee-paying or scholarship/bursary-holding course membership. The scholarship/bursary awarding agency, if applicable, should be stated.

Payment of Fees

13. Fees are payable before the commencement of the course.

14. Cheques should be crossed and made payable to the SEAMEO Regional Language Centre.

Refund of Fees

15. Cancellation of enrolment by a course participant must be made in writing. Cancellation received before the commencement of the course will receive a refund less the registration fee. Withdrawals after the course has commenced will not be eligible for refund.

Closing Date

16. The closing date for application is 15 February 2004.



**Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELCA)
30 Orange Grove Road, Singapore 258352, Republic of Singapore**



STATEMENT OF ENGLISH LANGUAGE PROFICIENCY

(Please study carefully the GUIDE TO GRADING OF ENGLISH LANGUAGE PROFICIENCY on pages 3 and 4 before completing this form.)

1. Name (*Mr/Mrs/Miss) _____
(Please PRINT and underline surname)

2. Office address of applicant _____

3. Standardized English Proficiency Test taken by the applicant (if applicable)

Name of test	Administered at	Date taken	Score
Michigan Test of Aural Comprehension			
Michigan Test of English Language Proficiency			
TOEFL Test			
Davies Test			

4. I have known the applicant for _____ years as a *student/colleague in _____
(Name of institution)

(Address of institution)

To the best of my knowledge I rate the applicant's proficiency in English to be as follows:

(Please circle the appropriate grade)

Applicant's	Poor	Fair	Average	Good	Excellent	Remarks
understanding of spoken English	1	2	3	4	5	
ability to speak English	1	2	3	4	5	
understanding of written English	1	2	3	4	5	
ability to write English	1	2	3	4	5	

5. I consider that the applicant *would/would not be able to cope with a tertiary programme of study where English is the medium of teaching, reading, writing and research.

6. Remarks/Comments, if any _____

Signature _____

Date _____

Full name (Please PRINT) _____

Official designation _____

Academic/Professional qualifications _____

Official address _____

*Please delete whichever is not applicable.

GUIDE TO GRADING OF ENGLISH LANGUAGE PROFICIENCY

Understanding of Spoken English

Grading

- 1 When addressed rather slowly in only simple sentences with frequent repetition and re-phrasing, understands almost everything.
- 2 When addressed at less than normal speed, in mainly simple sentences, with some re-phrasing and repetition, understands almost everything.
- 3 When addressed at normal or slightly less than normal speed, with a few simplifications of expression, and occasional re-phrasing and repetition, understands almost everything.
- 4 When addressed in normal to fast English with no concessions made to the fact that he is a non-native listener, and with only very occasional re-phrasing or repetition, understands everything.
- 5 When addressed in normal to fast English with no concessions made to the fact that he is a non-native listener, and with no re-phrasing or repetition, understands everything.

Ability to Speak English

Grading

- 1 Speaks haltingly in simple sentences only, with considerable inaccuracy in pronunciation and grammar but with evidence of ability to use basic structures. With a good deal of effort on the part of the listener and some requests for repetition most of what he says is intelligible, but his range is extremely narrow.
- 2 Speaks haltingly in mainly simple sentences with a considerable amount of inaccuracy in pronunciation and/or grammar. With a good deal of effort on the part of the listener and some requests for repetition he is largely intelligible, but his range is very limited.
- 3 Speaks fairly fluently, with some inaccuracy in pronunciation and some restriction in ability to handle complex structures and vocabulary. With some effort on the part of the listener he is almost fully intelligible, but his range is limited.
- 4 Approaches native-speaker competence in accuracy, clarity and range of expression. With little or no effort on the part of the listener, he is fully intelligible.
- 5 Possesses virtual native-speaker competence in accuracy, clarity, range and variety of expression. He is fully intelligible, with no effort on the part of the listener.

Understanding of Written EnglishGrading

- 1 Reads straightforward narrative or exposition very slowly and manages to follow only the bare outline of the piece.
- 2 Reads fairly difficult English rather slowly with extremely limited comprehension. Can follow the outline of a straightforward narrative or exposition, though misses much of the detail.
- 3 Reads fairly difficult English rather slowly, but with general comprehension. Reads straightforward narrative or exposition at reasonable speed with almost total comprehension.
- 4 Reads fairly difficult English on general subjects at normal speed with near-native comprehension. May have to use the dictionary occasionally.
- 5 Reads difficult English on general subjects at normal speed with near-native comprehension. Rarely needs to use a dictionary.

Ability to Write EnglishGrading

- 1 Makes a considerable number of errors within a very limited range of expression, but demonstrates some ability to produce simple sentences so that with very careful reading most of what he writes can be understood.
- 2 Distinctly limited range of expression with many errors. Given very careful reading, he can be almost fully understood within his limitations.
- 3 Is generally able to use complex structures but is more stilted and restricted than the native speaker, and makes some errors. With careful reading almost everything can be fully understood.
- 4 Approaches writing competence of a fully literate native speaker in accuracy, range and clarity of expression but may make very occasional errors. Without any effort on the part of the reader, he is readily understood.
- 5 Approaches writing competence of a fully literate native speaker in accuracy, range and clarity of expression, and rarely, if ever, makes errors. His writing is readily understood, without any effort on the part of the reader.



Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELC)
30 Orange Grove Road, Singapore 258352, Republic of Singapore



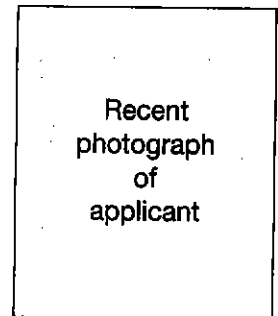
**APPLICATION FOR ADMISSION AS A CANDIDATE TO THE
DEGREE, DIPLOMA AND CERTIFICATE COURSES
(NON-SEAMEO SCHOLARSHIP / BURSARY)**

- IMPORTANT
- a) All entries must be typewritten or in block letters.
 - b) The application form must be completed and submitted in **duplicate**.
 - c) Supporting documents in **duplicate** must accompany this application. (See page 4.)

1. Please indicate course code, title and dates below:

Course Code and Title : _____

Course Dates : _____



2. Please indicate status of applicant by putting a tick (✓) in the box.

Applying as a non-SEAMEO Scholarship/Bursary applicant
If admitted, the Scholarship/Bursary will be awarded to me by

(Name of Sponsor/Agency)

(Address of Sponsor/Agency)

PART A : PERSONAL PARTICULARS OF THE APPLICANT

1. Name (*Mr/Mrs/Miss) _____
(Please PRINT and underline surname)

2. Home address _____
_____ Tel. no. _____

3. Office address _____
Fax no. _____ Tel. no. _____ e-mail: _____

4. +Address for correspondence Home address () Office address ()

5. Date of birth _____ Place of birth _____
(Day) (Month) (Year) (Country)

6. Nationality: _____ Religion _____ Marital Status _____

*Please delete whichever is not applicable. +Please tick (✓) accordingly.

7. Particulars of *National Registration Identity Card (NRIC)/Passport _____ (No.) _____
- (Place of issue) _____ (Date of issue) _____ (Date of expiry) _____
8. Name and address of husband/wife _____
- _____ Tel. no. _____
9. If single, name and address of person to be contacted in an emergency _____
- _____ Tel. no. _____

PART B : PROFESSIONAL PARTICULARS

Education

1. List colleges/universities and/or other tertiary institutions attended including courses at SEAMEO Regional Centres, in chronological order

Period attended		Name of tertiary institution and country	Major subject(s)/field(s) of study	Qualifications obtained/pending
From	To			

Experience and Background

2. Present occupation
- Position _____
- Name of institution/employer _____
- _____
- Year commenced present occupation _____

3. Previous occupations (in chronological order)

Year		Position	Name of institution/employer
From	To		

4. Brief description of applicant's present job (duties and responsibilities)

5. Overseas conferences/seminars attended

Period attended	Name of conference/seminar	Venue

6. Research experience

Title of research	Duration	
	From	To

7. Publications

Title of publication/Name of journal	Year published

8. Languages spoken and/or written (Please indicate 'Excellent', 'Good' or 'Fair')

Language	Written and spoken	Written only	Spoken only

9. State briefly reason(s) for joining the course

10. Expected employment/job position upon completion of course

STATEMENT BY APPLICANT

I certify that the information I have provided is, to the best of my knowledge, correct in every particular and I understand that my candidature will be subject to the rules and regulations of RELC.

Signature _____

Date _____

Endorsement of Application by:

Name of Principal/Sponsor/Agency

Signature

Address of School/Sponsor/Agency

Date

IMPORTANT

The following documents in **duplicate** must accompany this application:

- a) The **Medical Examination Form** (RELC A228) (1 original and 1 photostat copy) attesting the applicant's medical fitness for the course.
- b) An officially certified photostat copy of each of the applicant's degrees/academic qualifications.
- c) Officially certified photostat copies of the transcripts of the applicant's degrees/academic qualifications. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- d) A statement from a responsible authority attesting the applicant's competence in English for advanced studies conducted in English. Please use Form **Statement of English Language Proficiency** (RELC A229) for this purpose.

This form in **duplicate** together with the required official documentary evidence, etc., should be returned by registered airmail to reach the following:

Deputy Director
SEAMEO Regional Language Centre (RELC)
30 Orange Grove Road
Singapore 258352
Republic of Singapore



Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELCA)
30 Orange Grove Road, Singapore 258352, Republic of Singapore



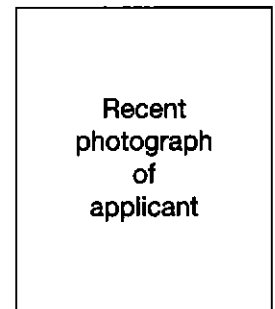
**APPLICATION FOR ADMISSION AS A CANDIDATE TO THE
DEGREE, DIPLOMA AND CERTIFICATE COURSES
(PRIVATE FEE - PAYING)**

- IMPORTANT
- a) All entries must be typewritten or in block letters.
 - b) The application form must be completed and submitted in **duplicate**.
 - c) Supporting documents in **duplicate** must accompany this application. (See page 4.)

1. Please indicate course code, title and dates below:

Course Code and Title : _____

Course Dates : _____



2. Please indicate status of applicant by putting a tick (✓) in the box.

Applying as a private fee-paying applicant

PART A : PERSONAL PARTICULARS OF THE APPLICANT

1. Name (*Mr/Mrs/Miss) _____
(Please PRINT and underline surname)

2. Home address _____
_____ Tel. no. _____

3. Office address _____
Fax no. _____ Tel. no. _____ e-mail: _____

4. +Address for correspondence Home address () Office address ()

5. Date of birth _____ Place of birth _____
(Day) (Month) (Year) (Country)

6. Nationality _____ Religion _____ Marital Status _____

*Please delete whichever is not applicable.

+Please tick (✓) accordingly.

7. Particulars of *National Registration Identity Card (NRIC)/Passport _____ (No.) _____
- (Place of issue) (Date of issue) (Date of expiry)
8. Name and address of husband/wife _____
- _____ Tel. no. _____
9. If single, name and address of person to be contacted in an emergency _____
- _____ Tel. no. _____

PART B : PROFESSIONAL PARTICULARS

Education

1. List colleges/universities and/or other tertiary institutions attended including courses at SEAMEO Regional Centres, in chronological order

Period attended		Name of tertiary institution and country	Major subject(s)/field(s) of study	Qualifications obtained/pending
From	To			

Experience and Background

2. Present occupation
- Position _____
- Name of institution/employer _____
- _____
- Year commenced present occupation _____

3. Previous occupations (in chronological order)

Year		Position	Name of institution/employer
From	To		

4. Brief description of applicant's present job (duties and responsibilities)

5. Overseas conferences/seminars attended

Period attended	Name of conference/seminar	Venue

6. Research experience

Title of research	Duration	
	From	To

7. Publications

Title of publication/Name of journal	Year published

8. Languages spoken and/or written (Please indicate 'Excellent', 'Good' or 'Fair')

Language	Written and spoken	Written only	Spoken only

9. State briefly reason(s) for joining the course

10. Expected employment/job position upon completion of course

STATEMENT BY APPLICANT

I certify that the information I have provided is, to the best of my knowledge, correct in every particular and I understand that my candidature will be subject to the rules and regulations of RELC.

Signature _____ Date _____

Endorsement of Application by:

Name of Principal/Sponsor/Agency Signature

Address of School/Sponsor/Agency Date

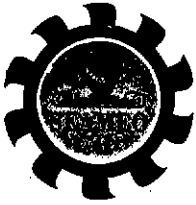
IMPORTANT

The following documents in **duplicate** must accompany this application:

- a) The **Medical Examination Form** (RELC A228) (1 original and 1 photostat copy) attesting the applicant's medical fitness for the course.
- b) An officially certified photostat copy of each of the applicant's degrees/academic qualifications.
- c) Officially certified photostat copies of the transcripts of the applicant's degrees/academic qualifications. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- d) A statement from a responsible authority attesting the applicant's competence in English for advanced studies conducted in English. Please use Form **Statement of English Language Proficiency** (RELC A229) for this purpose.

This form in **duplicate** together with the required official documentary evidence, etc., should be returned by registered airmail to reach the following:

Deputy Director
SEAMEO Regional Language Centre (RELC)
30 Orange Grove Road
Singapore 258352
Republic of Singapore

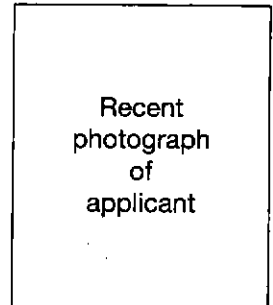


Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Language Centre (RELCA)
30 Orange Grove Road, Singapore 258352, Republic of Singapore



MEDICAL EXAMINATION FORM

***APPLICATION FOR DEGREE/DIPLOMA/CERTIFICATE COURSE**



PART A : PERSONAL PARTICULARS

1. Name *(Mr/Mrs/Miss) _____
(Please PRINT and underline surname)
2. Home or Office Address _____

3. Sex _____ Date of Birth _____
4. *Passport/NRIC No. _____
(*Please delete whichever is not applicable.)

PART B : MEDICAL HISTORY

(To be completed by the applicant. Failure to disclose medical history in full may lead to rejection or cancellation of application/award.)

Have you had any of the following? Answer Yes or No.

- | | | | |
|----------------------------------|-------|---|-------|
| 1. Tuberculosis | _____ | 15. Diabetes | _____ |
| 2. Pneumonia | _____ | 16. Epilepsy | _____ |
| 3. Pleurisy | _____ | 17. Poliomyelitis or other neurological disorders | _____ |
| 4. Asthma | _____ | 18. Nervous breakdown | _____ |
| 5. Allergic disorders | _____ | 19. Psychiatric disorders | _____ |
| 6. Rheumatic fever | _____ | 20. Eye disorders | _____ |
| 7. Heart disease | _____ | 21. Ear, nose or throat disorders | _____ |
| 8. Gastric or duodenal disorders | _____ | 22. Skin diseases | _____ |
| 9. Recurrent indigestion | _____ | 23. Anaemia | _____ |
| 10. Jaundice | _____ | 24. Gynaecological disorders | _____ |
| 11. Dysentery | _____ | 25. Malaria or other tropical diseases | _____ |
| 12. Varicose veins | _____ | 26. Operations | _____ |
| 13. Kidney or urinary diseases | _____ | 27. Serious accidents | _____ |
| 14. Rupture | _____ | 28. Any other serious disorders | _____ |

Signature of Applicant
(to be signed in the presence of Examining Physician)

Date

PART C : CERTIFICATION BY EXAMINING PHYSICIAN

1. Please comment on declared medical history (if significant):

*2. a. Is the candidate at present being treated for any existing condition? Yes () No ()

b. Is the candidate likely to need further treatment? Yes () No ()

*3. Do you consider the candidate fit to undertake the proposed course of study abroad? Yes () No ()

Signature of Examining Physician: _____ Date _____

Name in Block Letters: _____

Address: _____

Official Stamp: _____

*Please tick (✓) accordingly.

Handwritten signature and date:
8/13
R. M. - R