

APPLICATION FORM - Full-time Diploma Programmes

(Incomplete forms will not be processed)

B C A A C A D E M Y

Please ✓ your 1st and 2nd choice of diploma programmes below:

DIPLOMA PROGRAMMES	1 st choice	2 nd choice
Architecture (Technology)		
Construction Engineering		
Construction Information Technology		
Design (Interior & Landscape)		
Electrical Engineering and Clean Energy		
Facilities Management		
Mechanical Engineering (Green Building Technology)		
Quantity Surveying		

Attach
passport size
photograph

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Meet Entry Requirements	Yes	No
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Recommendations

Officer-in-charge's name/signature/date

DOCUMENTS TO ATTACH FOR APPLICATION This form will take you 10 mins to fill in. Please ensure that you attach the following documents for submission.

FOR LOCAL APPLICANT (SINGAPOREAN / SINGAPORE PR)	FOR INTERNATIONAL APPLICANT
Completed application form	
Certified true copy of academic transcript and certificate	
Attach passport size photograph on the 1st page	
Photocopy of applicant's Identification Card or Passport	
Note: Applicant can submit above documents by post / in person to: BCA Academy, 200 Braddell Road, Singapore 579700 (Attention: School of Building and Development - Diploma Programme Application) OR email to student_recruitment@bcaa.edu.sg	Note: Applicant needs to apply through appointed recruitment agents listed on: www.bcaa.edu.sg/you-are/a-prospective-student/list-of-international-agents

1. PERSONAL PARTICULARS (please ✓ accordingly)

Name (as in Passport / NRIC): (in BLOCK letters / underline surname)			
Date of Birth: (DD/MM/YYYY)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race:	
Email Address:			
Contact No.:	Country	Area	Number
(Country & Area codes required only for non-Singapore number)			
Nationality:			
Country of Birth:			
Home Address:			Postal Code:

For Local applicant:

NRIC No:
☐ Singaporean ☐ PR

For International applicant:

FIN No:
(If applicable)
Passport No:
Passport Expiry Date:

2. FOR LOCAL MALE APPLICANT ONLY

Enlistment Date: (DD/MM/YYYY)	ORD Date: (DD/MM/YYYY)	<input type="checkbox"/> Not yet enlisted	<input type="checkbox"/> Disrupted from NS	<input type="checkbox"/> Completed NS
		<input type="checkbox"/> Exempted from NS	<input type="checkbox"/> Not applicable	(please ✓ if applicable)

3. FOR INTERNATIONAL APPLICANT ONLY

Recruitment Agency:

4. NEXT-OF-KIN/ GUARDIAN DETAILS

Name of Next-of-Kin/ Guardian:			
Address:		Postal Code:	
Contact No.:	Country	Area	Number
(Country & Area codes required only for non-Singapore number)			
Country:	Relationship:		Occupation:
Email Address:			

5. ACADEMIC QUALIFICATIONS Please list in chronological order with the latest first.

Name of Awarding Institution	Name of programme completed / expected to complete	Country	Duration (Years)	Year of completion / expected to complete

6. DISABILITY/SPECIAL NEEDS (please ✓ accordingly)

Have you had or do you have any communicable diseases, mental illness, colour blindness, and/or disabilities (including but not limited to chronic illnesses, visual or other physical constraints or limitations) which may or may not cause you to require special assistance or facilities while studying at BCA Academy? ☐ Yes ☐ No

If yes, please provide details below and submit medical documents and/or other supporting documents.

If you require any form of special assistance and/or facilities if admitted to the programme, please provide details below.

Note: This information will enable BCA Academy to develop a complete profile of an applicant and determine whether he/she might need additional resources in his/her studies. BCA Academy does not, however, guarantee the provision of special aid (financial or otherwise) to any student.

7. HOW DID YOU FIND OUT ABOUT BCA ACADEMY AND ITS DIPLOMA PROGRAMMES? (please ✓ accordingly)

- ☐ Recruitment Agent
- ☐ Website / Email
- ☐ School / Teachers / Classmates
- ☐ Friends
- ☐ Roadshow / Talk
- ☐ Others (please specify) _____

8. OTHER INFORMATION (please ✓ accordingly)

- a) Have you studied BCA Academy diploma programmes before? ☐ Yes ☐ No
- b) (i) Have you ever been convicted of an offence by a court of law or a military court (court martial) in any country or are there any court proceedings pending against you anywhere in respect of any offence? ☐ Yes ☐ No
- (ii) Are you currently, or have you ever been, charged with or subject to disciplinary action or under investigation or subject to enquiry in respect of any misconduct, scholastic or otherwise, at any educational institution? ☐ Yes ☐ No

If your answer to any of the questions for part (b) is 'Yes', please provide the relevant information on a separate sheet of paper (and attach the relevant documents) with this application form.

9. DECLARATION & CONSENT (*please delete where appropriate)

- (1) I declare that the particulars given are true and correct to the best of my knowledge. I am aware that my application does not guarantee admission and agree to allow BCA to disclose to other government agencies and/or the Government any information relating to me in connection with, arising from or relating to this application, including but not limited to my personal particulars and my test results.
- (2) I hereby agree that if any information provided or declarations are found to be untrue before or after an offer has been made, BCA Academy has the right to reject the application or dismiss the student without refund of school fees.
- (3) I also consent BCA, BCA Academy, BCA's employees and agents, Ministry of National Development to access and use the information relating to me, in connection with, arising from or relating to this application and application for funding including but not limited to personal data and test results for the purpose of processing this application and conducting the course and reasonably related matters thereto.
- (4) I ***consent / do not consent** to BCA, BCA Academy, BCA's employees and third parties authorised by BCA contacting me via my contacts (including email addresses and mobile numbers) to market future courses, seminars, conduct surveys, circulate publications (i.e. magazines, periodicals etc).
- (5) I ***consent / do not consent** to BCA, BCA Academy and BCA's employees transferring my personal data to relevant overseas third party recipients for the purpose of processing this application and reasonably related matters thereto. BCA has entered into a non-disclosure agreement with the abovementioned overseas third party recipient. Please note if that you do not consent to transfer of this personal data, we may not be in a position to provide our services to you.
- (6) If you wish to withdraw your consent to any use or disclosure of your personal data as set out above, you may contact us. Please note that if you withdraw your consent to any or all or disclosure of your personal data, depending on the nature of your request, we may not be in a position to continue to provide our services to you. Such withdrawal may also result in the termination of any agreement you may have with us. Our rights and remedies are expressly reserved in such event.

Name of applicant

Signature of Applicant / Date

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Application No.: _____ Official Receipt No.: _____