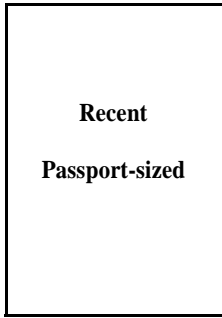


**Application for Certification Examination
for Professional Translators (CEPT)**
School of Humanities & Behavioural Sciences,
Singapore University of Social Sciences
463 Clementi Road, Singapore 599494
Tel: 6248 9129 Fax: 6462 1349 www.suss.edu.sg



1 Personal Information

(A) FULL NAME In block letters and underline surname	Mr/Ms/Mrs/Mdm/Dr*		NRIC No / Passport No:
(B) ADDRESS	Residential Address		Telephone Contact Residential
	E-mail Contact		Mobile Office
(C) NATIONALITY, RACE, BIRTH	Date of Birth (dd/mm/yyyy)	Country of Birth	Nationality
	Age	Marital Status	Race
	Singapore Citizen / Permanent Resident / Employment Pass* (circle or delete as appropriate)		

2 Academic and Professional Qualification

(A) Educational Qualification				
From (month/year)	To (month/year)	Institution / Country	Qualification	Course of Study

(B) Professional Qualification			
From (month/year)	To (month/year)	Institution/ Country	Qualification

3 Current Employment

Company Name: _____

Company Address: _____ Postal Code _____

Position held: _____

Tel No: Ext: Fax:

No. of years/months in this company: _____ From: / Full-time Part-time

Job Function: _____ Industry: _____

4 Previous Employment History

In chronological order, beginning with your most recent past employment:

	Name of Company	Designation	Period (mm/yyyy)		No. of Years/Months
			From	To	
1)					
2)					
3)					
4)					

Total number of years/months of working experience: _____ years _____ months.

5 Translating/Interpreting Experiences

List out present/past employment involving translating/interpreting duties:

	On what Basis: Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/>			
	Employer	Nature of the Work	Duration (mm/yyyy)	
			From	To
1)				
2)				
3)				
4)				

6 Referees

Name two referees who support your application:

1)	Name:	Contact Number:
	Designation/Organisation:	Email Contact:
2)	Name:	Contact Number:
	Designation/Organisation:	Email Contact:

7 Statement of Purpose

What is your purpose for enrolling in the examination? Please be concise in your statement (Use a separate sheet of paper if necessary).

8 Feedback

How did you know about our Programmes?

- SUSS website SUSS seminars / talks Advertisement
- Friends / colleagues Direct mailer
- Others: _____

9 Applicant's Declaration

I certify that all information given by me in this application is true and correct.

I understand that any misrepresentation or omission is sufficient grounds for rejecting my application. I also understand that Singapore University of Social Sciences reserves the right to cancel my registration in the event of a false declaration.

I hereby agree to abide by all regulations and procedures laid down by Singapore University of Social Sciences if I am successfully registered in this Examination.

I hereby declare my consent to have my particulars made available to the examination's panel and relevant administrative staff.

Signature of Applicant

Date

IMPORTANT

Language Direction

Please choose which examination you would like to opt for.

- Translation from English to Chinese
- Translation from Chinese to English
- Both

Please ensure that the following items are enclosed with your application form:

Application fee (non-refundable) of S\$107 (inclusive 7% GST) made payable to: "Singapore University of Social Sciences"

CEPT Administration
School of Humanities & Behavioural Sciences
Singapore University of Social Sciences
463 Clementi Road
Singapore 599494

One passport-sized photograph

Copies of the following documents:

Certificate & Transcript(s) of all academic records (O/A Levels, Diploma, Degree) Other relevant Certificates