

SUSS Bachelor of Early Childhood and Chinese Language Education Programme
新跃社科大学 学前华文教育学士学位课程

Supporting Documents Checklist

Dear Applicants,

Please refer to the steps below to assist you in preparing the documents required for upload during your e-application. Thank you.

Step 1: For All Applicants

No.	Identification + Employment Details	Prepared?
1	Singaporean NRIC (<i>front and back</i>) or Permanent Resident NRIC (<i>front and back</i>) + Re-entry permit (<i>Form 7</i>) or Work Pass/ Dependent Pass/ S pass/ Employment pass + Validity Proof (<i>for International Applicants</i>)	
2	Recent Passport-sized colour photograph	
3	<ul style="list-style-type: none"> ○ Latest payslip or CPF statement (dated within last 3 months from the date of application) ○ Last 24 months' CPF statements (if currently unemployed) ○ Last 2 years' income tax statements (if self-employed) 	
4	Notification of Categories of Teachers Letter (L2)	
5	Recommendation Letter from Employer on Company Letterhead	
No.	Academic Qualifications (<i>where applicable</i>)	Prepared?
	Please note that all educational certificates and result transcripts must be certified true copies by SUSS <u>except</u> from the following: <ul style="list-style-type: none"> • Degree from a local University (NUS, NTU, SIT, SUTD, SMU & SUSS) • Diploma from a local Polytechnic (NP, NYP, RP, SP & TP) • GCE 'A' and 'O' levels from The Ministry of Education, Singapore 	
1	Local WSQ Early Childhood Diploma Certificate and Transcript (e.g. KLC/SEED/NIEC)	
2	GCE 'A' Level Certificate and Transcript	
3	GCE 'O' Level Certificate and Transcript	
4	HSK Level 6	

Step 3: Additional Educational Supporting Documents for **All International Applicants** (where applicable)

Points to note:

1. Non-English International Qualifications must be translated to English with Notary Certification from the country where the qualification was attained (i.e. we do not accept documents notarized in Singapore).
2. Photocopies of certificates and transcripts are not accepted as original certificates/transcripts.
3. Applicants have to physically present the original certificates, transcripts and notarial documents (if any), for true copy certification when notified to do so at a later date.
4. Applicants who are unable to provide the original documents will have their application disqualified.

Diploma Related Documents		
No.	Diploma (专科)	Prepared?
1	Diploma – Original Certificate 专业毕业证书 – 正本(原件)	
2	Diploma – Original Result Slip 专业成绩单 – 正本(原件)	
3	Diploma – English Translation & Notarial Certificate 专业毕业证书 – 英文翻译与公证书	
4	Diploma – English Translation & Notarial Result Slip 专业成绩单 – 英文翻译与公证书	

Senior High Related Documents		
No.	Senior High School (高中)	Prepared?
1	Senior High School – Original Certificate 高中毕业证书 – 正本(原件)	
2	Senior High School – Original Result Slip 高中成绩单 – 正本(原件)	
3	Senior High School – English Translation & Notarial Certificate 高中毕业证书 – 英文翻译与公证书	
4	Senior High School – English Translation & Notarial Result Slip 高中成绩单 – 英文翻译与公证书	

Junior Middle School Related Documents		
No.	Junior Middle School (初中)	Prepared?
1	Junior Middle School – Original Certificate 初中毕业证书 – 正本(原件)	
2	Junior Middle School – Original Result Slip 初中成绩单 – 正本(原件)	
3	Junior Middle School – English Translation & Notarial Certificate 初中毕业证书 – 英文翻译与公证书	
4	Junior Middle School – English Translation & Notarial Result Slip 初中成绩单 – 英文翻译与公证书	

Degree Related Documents		
No.	Degree (专业)	Prepared?
1	Degree – Original Degree Certificate 学士学位证书 – 正本(原件)	
2	Degree – Original Graduation Certificate 学士学位毕业证书 – 正本(原件)	
3	Degree – Original Result Slip 学士学位成绩单 – 正本(原件)	
4	Degree – English Translation & Notarial Degree Certificate 学士学位证书 – 英文翻译与公证书	
5	Degree – English Translation & Notarial Graduation Certificate 学士学位毕业证书 – 英文翻译与公证书	
6	Degree – English Translation & Notarial Result Slip 学士学位成绩单 – 英文翻译与公证书	

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