# Admission Documents Checklist – International applicants

**Step 1**
**Submitting an Academic Assessment Application**

- Complete *Degree Program Application Form*
- Submit certified academic transcripts, certificates and IELTS/TOEFL/Pearson English language scores if required. Note: all academic transcripts must be accompanied by the grading scale/key used at the institution where the previous studies were undertaken.
- Submit a clear copy of passport
- Pay for a non-refundable application fee of S$250. If you would like to pay with a credit card, please also complete the Payment Authorization Form and submit it together with the Application Form.

**Step 2**
**Receiving the Offer and Submitting Student Pass Application**

- Read *Student Handbook* and sign the *Student Handbook Declaration Form* and *Advisory Note*
- Understand the student contract including polices, course details, payment advice and etc. Click here to watch a video on how to accept your offer.
- Sign *Acceptance of Payment Form* indicating payment amount and sign the *Student Contract* which will be sent to you.
- Complete Student Pass Application Forms (eForm16 and eFormV36) in details (i.e. fill all entries in dd/mm/yyyy format whenever a time is needed)
- Submit a copy of passport sized photo in JPEG document (not in pdf file)
- Submit a copy of original birth certificate and a copy of English translation of the birth certificate with notarization (not applicable for Danish students)

**Step 3**
**Receiving the IPA Letter and Preparing for Departure**

- Receive the In-Principle Approval (IPA) Letter issued from Singapore Immigration and Checkpoint Authority
- Read Pre-departure related information from the JCU Singapore webpages: *Arrival in Singapore* and *Living in Singapore*
- You can login to the Meet & Greet and Accommodation *Online booking system* after receiving your IPA to book an airport pick-up service and temporary accommodation upon your arrival. Your Student ID is the user name and your date of birth is your password for login to the Online booking system.

**FAQs:**

**1. What are certified copies of documents?**

A certified copy means a stamped photocopy signed by a public notary, institution representative or authorized JCU agent/representative as being a true and accurate record of the original document. If documentation is in a language other than English and official certified translation must be included and translated by the issuing institution or by an official translating service.

**2. How can I make payment?**

There are 3 ways to make payment to James Cook University.

a) Flywire (https://www.flywire.com/pay/jcusgp) – *our most preferred mode, enables transparency and payment in home currency*

b) Credit Card;

c) Bank Draft;

d) Electronic Funds Transfer – a receipt from the home bank has to be sent to us as soon as the electronic funds transfer is made. Our bank details are as follows:

Account Name: James Cook University Pte Ltd

Bank Name: DBS Bank

Bank Account No.: 032-900070-8 (Singapore Dollar account)

Bank Address: DBS Buona Vista Branch, Block 43 Holland Drive, #01-53/59, Singapore 270043

SWIFT Code: DBSSSGSG

**3. Where can I read about accommodation in Singapore?**

Please feel free to visit the Accommodation section on our website, click here. If you have further queries, please feel free to write to accommodation-singapore@jcu.edu.au

Last updated in Mar 2020 by Vanessa Goh