

## ADMISSION PROCESS FOR INTERNATIONAL STUDENTS

### Stage 1: Application Submission and Pre-Course counselling

- All prospective Students are encouraged to contact our Administrative Staff / BITC appointed Agent (Please find the Agent List in our website) for a pre-course counselling session if they would like to enrol for a course with BITC.
- If the Student has any specific enquiry on the in-depth details of the course, then they will be guided by our BITC Chef Instructors and garner further advice from the Principal / Head of the department of the college on case to case basis.
- For any kind of assistance on admission matters, please contact our BITC Administration Office at [bakingskills@bitc.edu.sg](mailto:bakingskills@bitc.edu.sg)
- The selection exercise is carried out only by BITC staff and not by BITC Recruitment agent. Recruitment Agents shall not be involved in the selection process, instead shall submit all completed applications to BITC for review, selection, and approval.
- Students are advised to submit their application at least two months before the course commencement date.

Submit your completed BITC Registration Form together with the following supporting documents to our BITC Agent/BITC Administrative Office. These documents are:

- Student Enrolment Pre-Course Counselling Checklist Form and Feedback Form
- A photocopy of the Applicant's passport particulars pages (with at least 6 month's validity)
- Recent two (2) colour passport sized photographs with white background (Size: 35mm x 43mm) of applicant in hard copy or JPEG format
- Photocopy of Applicant's Birth Certificate (notarized and translated in English)
- Highest Education Qualification certificates & transcripts (notarized and translated in English)
- Photocopy of documentary proof of financial ability in the form of bank statements/fixed deposit accounts/savings accounts (notarized and translated in English)
- 1 set of completed "eForm 16" - ICA and "eFORM V36" - ICA
- Prospective Students should be aware of the Edu Trust certification scheme, Fee Protection Scheme (FPS), Understand Advisory Note to Students (Form 12) and Terms & Conditions of the Refund and Transfer / Withdrawal policies and procedures related in context of Standard PEI-Student contract as well the information briefed through our Student Enrolment Pre-Course Counselling Checklist Form.

### Stage 2: Application Review and Approval/Rejection

- BITC will process and evaluate all Applications upon which acceptance is subjected to approval by the Principal / Academic Board.
- Student who does not meet the entry requirements of course are subjected go through Interview with the Academic Board members or Principal of BITC and are

recommended to fill Course enrolment (Interview) form. Upon which Academic Board decides on the admission of the student on case to case basis.

- Student needs to fill BITC - Course enrolment (Interview) form (If Required)
- Upon successful evaluation of the Application, students will receive an official “Letter of Offer” by BITC.
- Applicants who are unsuccessful will be notified by our Administrative Staff / BITC Recruitment Agents.
- **Cancellation Policy:** Baking Industry Training College Pte Ltd reserves the right to cancel, combine or dissolve any courses and rejects any enrolments and also the rights to substitute course chef-instructors when necessary.

### Stage 3: Processing of Student Application

- If your application is acceptable, you will receive an official “Letter of Offer” issued by BITC via air mail/fax/email.
- English Translated Original certified copy and photocopies of applicant’s birth certificate
- English Translated and Certified copies of your Academic Transcripts and Certificates
- Please send your Application Fees of S\$ 100.00(non-refundable) to BITC along with BITC Letter of Acceptance

### Mode of Payment

- Payment for Application Fees can be made by Cash, NETS, Credit Cards, Internet Banking, bank draft, telegraphic transfers or Cashier's Order. All cheque payments should be crossed "A/C Payee Only" and made payable to “Baking Industry Training College Pte Ltd” or to the following account:
- **Account Details**

Bank Account Name: Baking Industry Training College Pte Ltd  
Name of the Bank: OCBC Bank  
Bank Address: 65 Chulia Street #01-00 OCBC Centre  
Singapore 049513  
Bank code: 7339  
Branch code: 687  
Bank Account No: 687-387514-001  
Swift Address / Code: OCBCSGSG

### Stage 4: Processing of Student Pass application with ICA

- In accordance with Immigration & Checkpoints Authority (ICA), Singapore any foreigner who is not a Singapore Citizen, Singapore Permanent Resident or Legally Employed here in Singapore and wishes to pursue full-time studies at BITC, is required to apply for a Student Pass.
- All full-time international students are required to hold a valid Student's Pass issued by the Immigration & Checkpoints Authority for their studies at BITC

- The processing time for Student Pass application is about minimum of 4-6 weeks upon receiving of the application by Immigration & Checkpoints Authority (ICA), Singapore.
- BITC will apply for the Student Pass application with Immigration & Checkpoints Authority (ICA), Singapore on your behalf after receiving your signed Letter of Acceptance or Student can get the Access to the SOLAR+ Student's Pass Online Application and Registration+

For ICA, the Student will have to pay the following fees:

- **Processing Fee**

A processing fee of \$30 is required for every application submitted to ICA. The fee is non-refundable regardless of the outcome of the application or if application is withdrawn after submission. For submission via Solar, please make payment by credit/debit card or internet banking.

In order to receive your Student pass and In-principle approval (IPA) on time, please send us the following documents along with the required supporting documents as mentioned below;

- 1 set of completed “eForm 16” - ICA and “eFORM V36” - ICA

Students from visa required countries need to provide the following additional documents:

- Documentary proof of financial ability in the form of financial statements like fixed deposit statements/savings account statements/bank statements - Documents should be Translated in English (If Required)
- Supporting documents such as pay slips indicating your parents' monthly income (as stated on “eFORM V36” - ICA, Part F) - Documents should be translated in English (If Required)

Additional Documents are required if one of your parents/step-parents is a Singapore Citizen / Singapore Permanent Resident:

- Copy of your parent's / step-parents Official Marriage Certificate / Divorce Certificate and Custody Paper (Original & Photocopied)
- Parent's/step-parent's highest education certificate
- Parent's/step-parent's Letter of Employment (letter should state the employment commencement date, designation, and salary per month) or a copy of Business Registration Certificate (an Instant Computer Printout is acceptable) if your parent/step-parents is self-employed. These documents should not be issued more than 1 month ago - Documents should be translated in English (If Required)
- Parent's/step-parents monthly CPF contribution for the past 12 months - Documents should be translated in English (If Required)
- Parent's/step-parents Income Tax Assessment Notices for the past 3 years - Documents should be translated in English (If Required)

### **Instructions:**

- Certificates must be translated and notarized in English language if medium of language is other than English.
- All Forms must be signed by the Students themselves
- Dates MUST be consistent across All Documents
- If there is any gap between studies and work, needs to give gap details certificate
- Certificates other than mentioned in the above checklist will be asked from the candidate subject to ICA requirements.

### **Stage 5: Details on Student Pass Application ([www.ica.gov.sg](http://www.ica.gov.sg))**

- Students will be notified if BITC receives the Learner's In Principle Approval Letter from ICA. BITC will inform students to sign the Advisory Note to Students Form and Standard PEI-Student Contract.
- The In-Principle Approval (IPA) letter will be issued for the students to complete the formalities and collect the Student Pass card at ICA, Singapore.
- Upon successful application / Approval all Students are required to enter into a PEI-Student Contract that is legally binding between BITC and the Student. Please Find the Link of Sample Student Contract:
- [Sample : Standard PEI-Student Contract](#)

### **Stage 6: Details on BITC Registration for Approved Learner's with In-Principle Approval Letter**

Applicants who wish to proceed with their Registration will have to comply with the following steps before the Commencement of their course:

- Understand and Sign the Advisory Note to Students (Form 12)
- Understand and Sign the Standard PEI Student Contract
- Please read the content of the Student Contract carefully before signing. Keep one copy of the contract for your retention and please provide us with one copy.
- Be aware of the Terms & Conditions of the Refund, Withdrawal and Transfer policies as stated in the Standard PEI Student Contract and other related Information informed and briefed in Student Enrolment Pre-Course Counselling Checklist Form

### **Stage 7: Course Fees, Miscellaneous Fees Payment & Fee Protection Scheme (FPS)**

- Make payment of fees which includes Course fees and miscellaneous fees.

### **BITC Medical Insurance Coverage**

- BITC has in place a Medical Insurance Scheme for all its Students as required by CPE under Edu Trust Certification Scheme. BITC appointed Medical Insurance provider is AXA INSURANCE SINGAPORE PTE LTD.
- The Medical Insurance Provider is immediately informed to provide cover for the new Student.

### **BITC Fee Protection Scheme (FPS)**

- All schools in Singapore enrolling Students are required to protect the course fees of Students by the Committee for Private Education (CPE) ([www.cpe.gov.sg](http://www.cpe.gov.sg))
- The Fee Protection Scheme (FPS) serves to protect students' fees in the event an education institution is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects if the Private Education Institution (PEI) fails to pay penalties or return fees to the students' arising from judgment made against it by the Singapore courts.
- The FPS is compulsory for all local and international students' taking courses at PEIs seeking Edu Trust certification. Students' enrolled in these courses will be required to pay a fee for FPS which varies depending on the fees of the courses insured.
- We have in place the Fee Protection Scheme (FPS) to provide full protection to all fees\* paid by all students' as stipulated by the CPE. The FPS facilities available at BITC are as follows:

### **Information on Insurance Scheme**

- BITC has engaged Liberty Insurance Singapore Pte Ltd for the Insurance Scheme. The validity period with Liberty Insurance Singapore Pte Ltd is from 1 January 2015 - 16 December 2016.
- Under the fee insurance scheme, private education institutions will purchase insurance protection from any one of the Committee for Private Education-appointed insurance companies for every one of their students' to protect their fees.
- For more information, please refer to the Insurance Certificate and Master Insurance Policy on our website (Under Downloads Menu)
- \*All fees refer to all monies that are paid by students' to be enrolled in BITC except for course Application fee (100 S\$ for international students) and miscellaneous fee.
- GST is not inclusive as part of fees to be protected.

### **Under Miscellaneous Fees Go for Medical Examination (if required by ICA)**

- The Student will have to bear the cost of the medical check-up at his/her own expense. The standard charge in the market is currently around \$60. Once the medical report is ready for collection the Student can then proceed to collect his/her medical record and return to the school.

### **Stage 8: Collect Student Pass at ICA ([www.ica.gov.sg](http://www.ica.gov.sg))**

- On receiving their Medical Record (if required), signing a copy of their ICA Application eForms confirming their accuracy and presenting evidence of paying their course fees to the school, the Student can proceed to collect their Student pass at ICA according

to the date and time of the E Appointment.

- On the date of the appointment, the Student should proceed to the Self-Service Ticketing Kiosk 3 located at Visitor Services Centre (4th Storey), ICA Building to obtain a queue ticket. Applicants are advised to be punctual for their appointments. At ICA, the Student will have to pay the following fees:
- Issuance Fee  
A **\$60 issuance fee** for every Student's pass issued and a further **\$30 multiple-entry visa fee** for visa required nationals, where applicable. The fee is payable when the successful applicant completes the formality to collect the Student's Pass.

### **Stage 9: Student Orientation**

BITC will provide the following facilities to International Students

#### **College Orientation**

- Briefing about the college and its various policies
- Briefing about BITC infrastructure
- Disseminate and reiterate important course information and other information
- Inform Students of their rights this shall include internal and external grievance and dispute resolution procedures, fee protection scheme, reference to CPE's official website
- Inform Students of BITC student Code of Conduct, Course Transfer, Deferment, Withdrawal, Refund, Termination and Expulsion policies along with the conditions, criteria's and procedures.
- Give details of the organization awarding the certificate (if and when applicable).
- BITC Student's ID will be given upon successful enrolment (for CPE registered courses)

#### **Library Facilities and Study Areas**

- In order to give the Students a motivating environment and help them get a holistic learning experience BITC would be providing library facilities and Study Areas to support our Students' learning process.
- BITC would provide reference books on baking to the Students for project work.

#### **Wireless Internet Connection**

- BITC would provide Wireless Internet facility to the Students for project work.

#### **Financial Assistance**

- The college would be giving scholarships to the deserving Students in order to encourage them to go further and perform better, thus upholding the Core Values of BITC.

### **Academic Assistance**

- The college would be conducting enrichment courses on baking and related courses, as these subjects are the foundation of the various courses taught.
- BITC would provide Students with access to baking tools/ utensils for use in practical and training.

### **Document Checklist for International Students**

1. BITC - Student Registration Form
2. BITC - Student Enrolment Pre-Course Counselling Checklist Form and Feedback Form
3. 1 set of completed “eForm 16” - ICA and “eForm V36” - ICA
4. Recent two (2) colour passport-sized photographs of applicant.
5. Applicant’s Photocopy of Passport (photocopy of both sides).
6. Applicant’s Certified True Copies of Academic Transcripts (e.g. “N” and/or “O” level results slip)
7. Applicant’s Certified True Copies of testimonials from school or employer.
8. Signed Letter of Acceptance
9. Signed Advisory Note to Students (Form 12)
10. Signed Student Contract.
11. Medical Check Up Form -ICA (If Required)
12. The In-Principle Approval (IPA) from ICA
13. BITC Student’s Hand Book