

## PROFESSIONAL CONVERSION PROGRAMME APPLICATION CHECKLIST

Programme : \_\_\_\_\_ Date : \_\_\_\_\_  
 Applicant Name : \_\_\_\_\_

The checklist is to be submitted as the first page of your set of application documents sent to GIST.

The allocation documents must be arranged and submitted in the following order (to tick accordingly):

	2 current passport-size photo
	Fill up and signed on the application form
	Curriculum Vitae / Resume
	Separated signed motivation letter (if any)
	1 copy of your qualifications which include Academic Certificates, Degree Scrolls and Transcripts. If a complete transcript is no available, include a complete set of examination results for every semester.
	2 recommendation letters valid from (professor/employer). Please remember to include all contact details of your referral
	1 most recent company Testimonial (stating the service period)
	TOEFL/IELTS score (if medium of instruction is not English)
	Copy of Identity Card
	Other professional certificates (if any)
	An application fee of SGD 53.50 (non-refundable). Mode of payment acceptable: <input type="checkbox"/> Cash, <input type="checkbox"/> Cheque <input type="checkbox"/> Bank transfer (please tick on the appropriate box) **For bank transfer, please attach a copy of the bank transaction advice/receipt.

SGD53.50 Application Fee Payments can be made either by:

- 1) Cash
- 2) Crossed cheque in favour of **German Institute of Science and Technology – TUM Asia Pte Ltd**; or
- 3) Bank transfer (Singapore Dollar) to OCBC Bank Singapore; Account No. 517-101192-001, SWIFT OCBCSGSG; Bank Code: 7339; Branch Code 517

**NOTE:**

- Do not submit original certificates and documents with your application. The Institute will not be responsible for damage or loss of original certificates or documents.
- Please translate all non-English documents into English before submission. Translation should be done by sworn/legalized translator

Please send the set of hardcopy of application and photograph to:

**Student Affairs Department**

German Institute of Science and Technology – TUM Asia Pte. Ltd  
10 Central Exchange Green  
#03-02 Pixel Building  
Singapore - 138649