

## Step by Step Guide on

# How to Apply



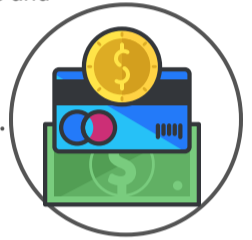
### 1 Application Forms

Fill up the following online application forms.



### 2 Attached the following documents

1. A copy of passport-size photographs with white background (**must have at least 1 year validity for foreigners with valid pass**)
2. NRIC (For Singaporean / PRs)
3. Notarised/Certified true copies of all your educational transcripts and completion certificates
4. Proof of English Proficiency; either IELTS/TOEFL score sheet or equivalent qualification (if applicable)
5. Application fee (non-transferable and non-refundable)



### 3 Payment Mode

- Via Demand Draft / Cheque payable to "CSM Academy International Pte Ltd" / Telegraphic Transfer;
- **Account Name & Address:** CSM Academy International Pte Ltd - 250 Sims Avenue #03-01 SPCS Building Singapore 387513
- **Account Number:** 3183003044
- **Bank Name:** United Overseas Bank Limited
- **Bank Address:** Tanjong Pagar Blk 1 Tanjong Pagar Plaza #01-37/40 Singapore 082001, Bank Code 7375, Branch Code 009
- **Paynow:** UEN 200505735M



### 4 Acceptance by the School

Upon receipt of your completed application, you will be notified of the outcome of your application within 2 weeks. Successful applicants will receive Letter of Acceptance via email and mail out the original copy to applicants.



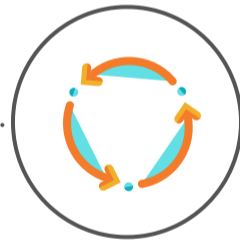
### 5 Offer of Acceptance

If you decide to accept the offer, you will need to sign the Letter of Acceptance via email/post.



### 6 Payment of Programme Fees

Upon receipt of your signed Letter of Acceptance, you will be required to bring the original certificates for verification and to sign the student contract and follow by course fee payment.



### 7 Processing

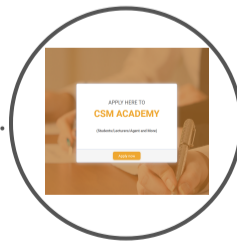
After your documents are ready, you can click on the link below to apply:

<https://portal.csmacademy.org>



### 9 Contact Us

If you require assistance, please contact us 6296 2962 on how to guide you for the online Application via MyCSM portal.



### 8 Apply through MyCSM Portal

Select the one that indicates: APPLY HERE TO CSM ACADEMY

(Students/Lecturers/Agent and More)



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[csmacademy.edu.sg](http://csmacademy.edu.sg)