

City Harvest School of Theology
STUDENT'S CHECKLIST FOR ADMISSION

TIMELINE	S/N	ADMISSIONS	DONE?
September to November	1	Complete online registration and upload all relevant documents.	
	2	Pay for non-refundable registration fee of S\$60 (with GST) on CHC Give .	
	3	Ensure that 2 Online Recommendation Forms are submitted by your Recommenders.	
	4	Submit "Parental Consent" Form (for applicants below 21 years old as of the official commencement date.)	
	5	You will be contacted by SOT for a phone interview.	

TIMELINE	S/N	STUDENT'S PASS (STP) VISA FOR NON SINGAPORE CITIZEN & PERMANENT RESIDENT (PR) HOLDER	DONE?
December to January	1	Read through the STP requirements & application process in the Registration Package.	
	2	Ensure that you have received the STP Registration Acknowledgement Letter with the login details.	
	3	Complete the STP forms and inform the SOT staff in-charge for checking. <i>Note: A non-refundable S\$30 processing fee is payable to Immigration and Checkpoints Authority (ICA)</i>	
	4	Check your email (including spam/junk folder) for STP approval. <i>Note: A non-refundable Issuance Fee of S\$60 and S\$30 multiple-entry visa is payable to ICA</i>	
	5	You will need to print out the 'In-Principle Approval Letter' (IPA) from the ICA website.	

TIMELINE	S/N	PRE-DEPARTURE TO SINGAPORE	DONE?
December to February	1	Read through all the important information in the Student Enrolment Booklet.	
	2	Submit details of your hostel accommodation in Singapore. Read the tenancy agreements, terms & conditions carefully.	
	3	Book 2-way return flight ticket.	
January to February	4	Submit flight arrival details for airport transfer. Pick-up time is only available from 9 a.m. - 6 p.m. Fill up the form for pick-up services.	
	5	Purchase travel & hospitalisation insurance from your local agents before departing your country.	
March	6	Bring along relevant documents (Eg. Passport, IPA Letter, Letter of Acceptance, Vaccination Certificate, doctor's memo (if applicable), etc.).	
	7	Read the "Student Handbook" in preparation of your course commencement.	