

# XIN LI - CHECKLIST



**PLEASE (✓) IN THE RELEVANT BOX**

## **SECTION 1 – PARTICULARS OF APPLICANT**

- Complete Application form
- Passport Size Photo
- Copy of Birth Certificate
- Copy of Identity Card (NRIC)
- Copy of Student Card

## **SECTION 2 – PARTICULARS OF COURSE**

- Copy of Admission / Offer Letter and Original Current Confirmation letter
- Student 's recommendation letter by the Principal of the School

## **SECTION 3 – COURSE FEES / OTHER EXPENSES (FROM THE RESPECTIVE CISS)**

- Statement of Fees (paid to date and balance due)
- Full Course Structure and Fees breakdown (for respective level)

## **SECTION 4 – PARTICULARS OF FAMILY (COPY)**

- Father's NRIC, Latest Payslip and Income Tax Return Forms / EA Form / Pension Statement
- Mother's NRIC, Latest Payslip and Income Tax Return Forms / EA Form / Pension Statement
- Applicant Parent death cert (if death )
- All Siblings' NRIC / Birth Certificate and Latest Payslip / Student Card
- Applicant Parent illness letter (if illness treatment )
- If the income proof is unavailable, an income verification letter certified by the School Principal needs to be submitted.

## **SECTION 5 – FINANCIAL STATUS**

- Documentary evidence of other borrowings, scholarship / aids

## **SECTION 6 – ACADEMIC QUALIFICATION**

- Copy of UPSR Certificate /Copy of Results
- Certificates and accolades obtained from school and external organisations
- Essay written in Chinese, Malay or English