

KLCII ENROLMENT PROCESS AND ORIENTATION **(INTERNATIONAL STUDENTS)**

- Student counselling on entry requirement as per admission criteria.
- Send information pack to students.



- Advise student to obtain notarial certificates from the local state/province/city and prepare documents for submission together with International Student Application Form and Bank draft for Application Fee payment.
- Notarial certificates include:
 - o Birth certificate
 - o Highest academic certificate
 - o Academic results
 - o Bank statement with a validity for 6 months
- Also to include parents' salary certification (endorsed by company only)
- Photocopy of applicant's passport



- Ensure application form and fees are received.
- KLCII verifies certificates.
- Upon approval from Admission Department, KLCII submits Student Pass application via ICA SOLAR+ System.



- Once student pass is approved, prepare admission documents.
 - o Letter of acceptance & orientation details (1 set)
 - o In-principal approval letter for student pass
 - o Payment invoice



- Student arrives in Singapore
- Arrange for medical examination
- Arrange for collection of student pass
- Attend KLCII orientation program, sign student contract/Form 12 as well as make payment of the course fees (1st instalment).