

STUDENT PASS & GUARDIANSHIP APPLICATION CHECKLIST

A foreigner who wishes to study at GEMS (Singapore) requires a Student's Pass, unless he/she is holding a Dependant's Pass (DP), Immigration Exemption Order (IEO) or Singapore Resident's card.

GEMS (Singapore) will process a Student Pass registration only after receiving a formal enrolment confirmation from the Education Leadership team.

The parent will be contacted by the School Registrar and receive instructions on the Student Pass Application procedure via an online submission Immigrations Checkpoint Authority online submission portal (SOLAR+) .

A place will be reserved for the student until the pass has been issued by the ICA. The student will be eligible to start the school only when the Student Pass has been received and a copy of the card displaying the front and the back is submitted to the School Registrar.

All Student Pass holders must meet the minimum 90% monthly attendance requirements as stipulated by the ICA.

Below is the list of the documents you need to prepare for submission and upload via the online application form:

- Both parents' and applicant's recent digital passport-format photo as part of completing the application form in order to issue Parents' & Students' ID cards
- Both parents' and applicant's passport bio page
- Both parents' and applicant's Singapore ID card displaying the front and the back of the ID (Employment Pass, Dependant Pass, Permanent Residents Card)
- Applicant's birth certificate
- Applicant's immunization record
- School/nursery reports:

Pre-K through to KG2:

- Nursery reports, including any learning support documents pertaining to your child's educational needs
- Early Years questionnaire which can be found in the online application form

Grade 1 through to Grade 11:

- Current year school reports
- Two previous year-end/grade school reports, including any learning support documents pertaining to your child's educational needs
- Primary Years questionnaire which can be found in the online application form

A completed application together with the full set of required documents will be passed to the Education Leadership team for review. Once an application has been reviewed, parents will be advised of their child's eligibility to be considered for admissions.

Successful applicants will be contacted by the School Registrar and receive a formal offer letter and instructions on how to complete the enrolment process.

IMPORTANT NOTE:

- **ONLY** high-quality scanned documents will be accepted for review (PDF format).
- **ALL** supporting documents must be in English. If any supporting document is not written in English, you must provide a certified translation. Please submit the original document and a certified English translation. The translation can be done by an official translation office or embassy.

GUARDIANSHIP

Students attending GEMS World Academy (Singapore) are encouraged to reside with at least one parent in Singapore.

However, allowances may be made for students entering Grade 9 upwards if approved by the Education Leadership team BEFORE admissions at GEMS (Singapore).

GEMS (Singapore) will only accept students who are:

- Legally assigned to and living with guardians who are acting 'in loco parentis', i.e they assume parental status and responsibilities in relation to the ward/student
- Living with a Guardian in a family home

APPLICATION CHECKLIST

- Parent, Guardian and/or Agent must sign, agree to and abide by all aspects of [Guardianship agreement](#)
- Parents must have either as face-to-face or Skype meeting prior to enrolment
- Guardian must have a face-to-face meeting prior to enrollment

Guardian must submit a copy of the following documents:

- Singapore Identity Card displaying the front and the back of the ID

- ❑ Passport bio page
- ❑ A letter from parents:
 - ❖ Authorising a legal Guardian
 - ❖ Summary about the family including their background and occupations of both parents
 - ❖ Stating the reason(s) for seeking admission to GEMS (Singapore)

- ❑ A letter from guardian:
 - ❖ Stating Guardian's relationship to the applicant
 - ❖ Stating the details of planned living arrangements for the Applicant (address, total number of occupants living in the same accommodation)
 - ❖ Summary about company background will be required if a Guardian owns/represents education consultancy/guardianship services.

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Should you have any further questions please feel free to contact our Admissions team:

Tel:(65) 6808 7300

Email: admissions@gwa.edu.sg