

APPLICATION CHECKLIST

(Singapore Citizens applying for MOE exemption)

GEMS World Academy (Singapore) is intended to primarily cater to the community of expatriates' children in Singapore. Singapore Citizens who wish to enrol in Foreign School System (FSS) (excluding pre-school) would require MOE's approval to do so.

GEMS (Singapore) will liaise directly with MOE on the progress of the application and update the family accordingly once an outcome has been reached.

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

Please upload a copy of the following documents using 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

Supporting documents required for an exemption application:

- A copy of an Educational History Form, listing all foreign educational institutions that the applicant had attended prior to admissions to GEMS (Singapore)
- A letter from parents stating the reason(s) for seeking admission to GEMS (Singapore)
- A parent returning to Singapore will be required to provide a foreign employment certificate
- Medical Report(s) for applicant with diagnosed medical conditions (if applicable)

The MOE will take approximately two to three weeks to review the application and inform GEMS (Singapore) thereafter.

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.

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

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Email: admissions@gwa.edu.sg