

Checklist for International Student Application and Acceptance

East Asia School of Theology

Forms mentioned below may be downloaded from “[Prospective Students](#)” on EAST [website](#).

Student Application – see [Application Procedure](#)

- 1. Read *Information for Prospective Students* document
- 2. Complete and submit *Student Application* form
- 3. Make payment of application fees and inform EAST [Admissions](#) and [Finance](#)
- 4. Submit a digital copy of passport-sized photograph
- 5. Submit a copy of NRIC (for Singaporeans/PR) or passport (for internationals)
- 6. Send *Character Reference* forms to four referees and have them submit completed forms directly to EAST within a week (see *Student Application* form for details)
- 7. Complete and submit *Biographical Information* form
- 8. Submit all official transcripts and certificates (translated into English and notarized)
- 9. Submit proof of English proficiency: TOEFL or IELTS or EPT results
- 10. Submit proof of financial ability to study at EAST in Singapore: e.g. personal bank statements, and/or letters from sponsoring churches, organizations, or individuals
- 11. Complete and submit *Financial Aid Application* form, if needed

Student Acceptance & Immigration – see [Acceptance Process](#) and [Immigration](#)

- 12. Upon receipt of the EAST *Letter of Offer of Acceptance* (LOA): sign, scan, and submit it to EAST Admissions within a week
- 13. Read *Application for a Student's Pass to Study in an Approved Private Education Organization* document from ICA (STP_Notes1f.pdf)
- 14. Complete and submit the ICA Student Pass application forms to EAST Admissions: eForm 16 and eForm V36
- 15. Make online payment of ICA Student Pass application fees and inform EAST Admissions
- 16. Submit the completed ICA *Medical Examination Report* to EAST Admissions (undergo medical examination by a registered medical doctor who will complete the report)

Student Preparation to Depart for Singapore – see [Preparation for Departure](#)

- 17. Upon receipt of the ICA *In-principle Approval* letter (IPA) from EAST Admissions, book air ticket to arrive at EAST no later than one month before the start of EAST Aleph
- 18. Print out the IPA and submit it to the Immigration Officer upon arrival in Singapore
- 19. Read and act on the *New International Students Pre-arrival Information* from EAST to prepare for your departure