



东亚神学院

East Asia School of Theology

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A member of International Leadership Consortium of Campus Crusade for Christ International

Accredited by Asia Theological Association and Association for Theological Education in South East Asia

## INFORMATION FOR PROSPECTIVE STUDENTS 2020

*As of March 2020*

This document contains key information for prospective students which are extracted from the *Prospectus*. For the complete *Prospectus*, please view it online at [www.east.edu.sg](http://www.east.edu.sg).

### ADMISSIONS INFORMATION

#### GENERAL ADMISSIONS REQUIREMENTS

EAST considers each applicant's qualifications in five areas:

1. Maturity  
Applicants must demonstrate personal, social, and spiritual maturity. It is preferred for applicants to be 25 years or older.
2. Ministry experience  
*BACM applicants:* Applicants must have a minimum of two years full-time field or pastoral ministry experience or a minimum of five years of active lay ministry experience. In both cases applicants must demonstrate active participation in personal evangelism, discipleship, and church involvement.  
*Graduate Diploma, MA, MDiv applicants:* Applicants must demonstrate active participation in personal evangelism, discipleship, and church involvement.
3. Leadership ability  
Past or present leadership ability is assessed as well as leadership potential.
4. Academic ability  
Applicant must demonstrate academic ability to do a program of study.
5. Academic entry requirement  
*BACM applicants:* An A-level certificate or diploma from a recognized post-secondary institution is required for admission to a 92-credit hour BACM. For select extension locations a high school leaving certificate is required for admission to a 110-credit hour BACM.

*Graduate Diploma, MA, MDiv applicants:* A Bachelor's degree from an accredited or recognized university or college is required for admission to a Graduate Diploma or a Master's degree program (MA or MDiv).

#### APPLICATION DOCUMENTS

**Student Application Form:** Visit the EAST website and click "[Prospective Students](#)" for the admissions application procedure and forms.

Together with the **completed application form**, the applicant must submit the following items. The Admissions Office will not consider applications that do not have the required items mentioned below.

**1. Application Fee:** The application fee for the Graduate Diploma and all degree programs is S\$60. The application fee for English for Seminarians (EFS) or Partners in Ministry Certificate Program (PIM) is S\$30. The application fee is non-refundable. Cheques, money orders, or drafts should be made payable to “East Asia School of Theology.”

Other forms of payment including internet banking are detailed on the EAST website under “Prospective Students.” If you choose to pay via internet banking, please email [admissions@east.edu.sg](mailto:admissions@east.edu.sg) and [finance@east.edu.sg](mailto:finance@east.edu.sg) with the name and contact information of the applicant and and a copy of the transaction details.

**2. Applicant’s Photographs:** Submit two recent passport-sized photographs. Paste one of the photographs on the top right-hand corner of the application form. Alternatively, send a digital copy of the photograph together with the completed application form when submission is done via email. The photograph must clearly show the face of the applicant. For all internationals, please follow the photo size requirements by the Singapore Immigration and Checkpoint Authority (<https://apples.ica.gov.sg/apples/index.xhtml>). Failure to do so may result in rejection of application for the Student Pass.

**3. Personal Identification Documents:** Submit a photocopy of the NRIC for Singaporeans/Singapore Permanent Residents and passport showing full particulars including passport expiry date for internationals. In addition, for internationals who are residing in Singapore under any valid Work Pass, please submit a photocopy of the Work Pass.

**4. Biographical Information:** Complete the biographical information form which covers conversion, call, ministry experience, and the reasons for pursuing theological education at EAST. If married, the applicant’s spouse must complete section B.

**5. Official Transcripts and Certificates:** This includes all certificates and transcripts earned from educational institutes beyond secondary or high school. It is required that the applicant’s previous schools send the original transcripts directly to EAST or that the originals be brought to EAST for verification. All certificates and transcripts must be translated into English and notarized if they are originally in another language.

**6. Character References:** Four references are required. Spouses and relatives are not acceptable references and should not be included. The references should include:

- Applicant’s Church Pastor or Elder
- Another pastor or ministry leader who has known the applicant well for at least two years
- Close Christian friend who has known the applicant well for at least two years
- Most recent employer or immediate supervisor (whether in ministry or secular employment)

The reference should email the completed form directly to EAST without copying to the applicant at [admissions@east.edu.sg](mailto:admissions@east.edu.sg). Alternatively, the applicant could give the

reference form together with a stamped envelope addressed to EAST to their reference. The reference should send the completed form directly to EAST, not to the applicant, in a sealed envelope.

**7. Proof of English Language Proficiency (International Students):** Students whose first language is not English are required to take the Test of English as a Foreign Language (TOEFL), or the International English Language Testing System, Academic Version (IELTS), or a comparable test of English proficiency prior to acceptance. It is the responsibility of the applicant to take the test and arrange for the scores to be sent to EAST Admissions Office by the application deadline.

**8. Proof of Financial Ability (International Students):** International students whose studies are sponsored by churches, organizations, or individuals must submit proof of financial support. If an international student is self-supporting, a bank statement must be submitted.

## APPLICATION DEADLINES, SUBMISSIONS & PROCESS

**Application Deadlines:** The deadline for submission of all admission documents is 1 March for internationals and 1 April for Singapore residents. These deadlines are especially important for international applicants who must complete the admissions process and thereafter obtain a Student Pass issued by the Singapore Immigration and Checkpoints Authority prior to arrival in Singapore. The EAST academic year starts in July (semester one). The Admissions Office will notify applicants about their application outcome.

It is not recommended for students to start their program in January (i.e. the middle of the academic year). However, if applicants so choose to start their studies in January, the submission deadline is 1 September for internationals and 1 October for Singapore residents. Note that a new student who starts his/her program at the January semester may take a longer time to complete his/her studies due to the semester system of course scheduling.

**Application Submission:** All applicants are required to send a completed set of application forms and related documents to:

Admissions Office  
East Asia School of Theology  
1 Dorset Road  
Singapore 219486

Tel: (65) 6291 9744  
Fax: (65) 6299 5040  
Email: [admissions@east.edu.sg](mailto:admissions@east.edu.sg)  
Website: [www.east.edu.sg](http://www.east.edu.sg)

**Admissions Process:** Visit the EAST website and click “Prospective Students” for updated instructions related to the admissions process.

## DEMONSTRATION OF FINANCIAL ABILITY

As part of the application process, applicants indicate they have the financial means needed for tuition and fees. Financial aid applications will only be considered for those who have some sponsorship or some self-funding toward their living expenses while studying at EAST.

## STUDENT ACCEPTANCE PROCESS AND STATUS

Applicants who have been approved for a program of studies at EAST are notified of their status in a *Letter of Offer of Acceptance* (LOA). Upon receipt of the LOA, the applicant is to sign, scan, and email it back to EAST within a week to confirm the acceptance of the offer.

The applicable student status are as follows:

- **Program Student** – Students who have completed the admission process and been accepted into a BA, Grad Dip, MA, or MDiv program.
- **Program Student accepted with conditions** Students who have been provisionally accepted into a BA, Grad Dip, MA, or MDiv program but need to complete certain requirements. One example of such a requirement is the successful completion of the EFS program with a score of at least 70 for the end-EFS test.
- **PIM Certificate Student** – Women who have been accepted into the PIM Certificate program.
- **EFS Student**–Students who meet EFS entrance requirements are accepted into an EFS program. Students who attend EFS as a condition of acceptance into an academic program must attain a minimum score of 70 for the end-EFS test to satisfy this condition.

## FINANCIAL AID

**Financial Aid and Prospective Students.** The cost of education at EAST is underwritten through the generous gifts of churches, individuals, and foundations. Thus, all students receive some degree of financial aid.

Financial aid is granted to qualified entering students who demonstrate Christian character, have proven ministry experience, strong academic potential, and would not be able to attend without financial aid. Most students who receive the New Student Bridging Aid come from countries with limited financial resources.

No comprehensive scholarships are granted. Students receiving financial aid for tuition, living expenses, or both will need additional funds for transportation, housing, children's education, immigration, health insurance, etc.

**Deadline for Prospective Students Applying for Financial Aid.** The deadline for international prospective students who wish to be considered for financial assistance is 1 March. The deadline for residents of Singapore is 1 April. In order to be considered for financial aid a student must have all admissions documents submitted by these dates, including transcripts, references, and financial documents. Financial aid applications will not be evaluated until admissions eligibility has been determined. Thus prospective students who wish to apply for financial aid should plan their admissions process accordingly.

# INTERNATIONAL STUDENTS

## APPLICATION PROCESS

In addition to the general application process, there are additional requirements for international applicants.

**Application Deadline for International Applicants.** All applications (with application fee and accompanying documents) must reach EAST by 1 March. This allows four months for processing of the application and if accepted, the Student Pass application, prior to the start of EAST Aleph (a two-week program in July which is required for all new students). For applicants who can only start their program at the January semester, the submission deadline is 1 September. Note that a new student who starts his/her program at the January semester (i.e. the middle of the academic year) may take a longer time to complete his/her studies due to the semester system of course scheduling.

**Demonstration of Financial Ability.** International students must also demonstrate that they have adequate funds for living expenses and accommodation. International students whose studies are sponsored by churches, organizations, or individuals must submit proof of financial support. If an international student is self-supporting a bank statement must be submitted.

The school provides an estimate of education and living expenses for international applicants. In addition, international applicants should review the schedule of fees and other related expenses. (For specific details, see “Estimated Costs for Full-time Students” at the end of this document.)

**Financial Aid.** Limited financial aid for international students originating from economically depressed areas may be available for application, subject to approval and funding availability. Students who wish to apply for Financial Aid must indicate accordingly on the Student Application Form.

Subsequent year(s) of financial aid, if applied for and approved, will depend on the academic performance of the student and the availability of funds. There is no guarantee of financial aid for studies at EAST.

**English Language Proficiency.** Students whose first language is not English are required to take the Test of English as a Foreign Language (TOEFL), or the International English Language Testing System, Academic Version (IELTS), or a comparable test of English proficiency prior to acceptance. It is the responsibility of the applicant to take the test and arrange for the scores to be sent to EAST Admissions Office by the application deadline.

For admission to a degree program, EAST requires a score of at least 76 on the Internet-Based TOEFL Test(iBT), or an IELTS band score of at least 6.0. EAST reserves the right to require foreign students to take the EAST English Proficiency Test (EPT) upon arrival in Singapore, even if they have obtained a requisite score on the TOEFL, or IELTS, or comparable test of English proficiency.

The English for Seminary (EFS) program was developed as a resource for student applicants unable to meet the minimum English language proficiency score required to enter any of EAST academic programs. To be considered for the EFS program, the

applicant must score at least 68 to 75 on the TOEFL (iBT), at least 5.0 on the IELTS, or between 500 to 539 on the EAST EPT.

## SINGAPORE IMMIGRATION

### **Student Pass Requirements and Application Process**

Once an international applicant has been accepted into a program of study, the EAST Admissions Officer will apply for a Student Pass for the individual. The following documents must be completed and sent to EAST. Visit EAST website and click “Prospective Students” for the ICA Student Pass application forms.

- Read “Application for a Student's Pass to Study in an Approved Private Education Organization” (STP\_Notes1f.pdf)
- Completed and signed copy of Form 16 and Form V36
- Photocopy of passport pages showing full particulars, including passport expiry date
- Birth certificate (translated and notarized, if not in English)
- Marriage certificate, if the student is married (translated and notarized, if not in English)
- Educational certificates and transcripts (translated and notarized, if not in English)
- Completed Medical Examination Report by registered medical doctor
- *Note: Both translated and notarized copies of birth certificates, marriage certificates, and educational certificates/transcripts must be submitted.*

*Incomplete Form Not Accepted:* The Student Pass application forms must be returned properly filled and signed. EAST will not process incomplete forms or documents. It is an offence under Singapore’s Immigration Act to submit false statements, representations, or declarations.

*Payment:* EAST will e-submit the completed Student Pass application to the Immigration Checkpoint Authority (ICA) on behalf of the applicant via the SOLAR+ system. EAST will inform the applicant to make e-payment of S\$30 application fee to ICA. It takes ICA about 4-8 weeks to process the application after payment is made.

*Medical Examination Report:* The applicant must undergo medical examination at their country of origin by an officially registered medical doctor. The doctor must then complete the medical report by using the prescribed Medical Examination Report form issued by ICA. The student will then scan and email the completed form to the Admissions Officer and then bring the original to Singapore.

*In-Principle Approval Letter:* When ICA issues the In-Principle Approval letter (IPA) for the Student Pass, the EAST Admissions Officer will notify the new student to depart for Singapore. New international students should not depart for Singapore until the IPA has been issued. The IPA should be printed out and presented to the Singapore Immigration on arrival as it is a visa to enter Singapore.

*NOTE:* The new student must bring with him/her to Singapore all original documents to be presented to the ICA for verification.

## PREPARATION TO MOVE TO SINGAPORE

### **Married International Applicants**

All married international applicants, if accepted, must bring their spouse and dependent children with them to Singapore. EAST places a high value on the student’s

marriage relationships and family life and views family life as a part of the student's spiritual formation while at seminary.

It is recommended that women who wish to enter the Partners in Ministry (PIM) Certificate program submit the application form and pay the application fee prior to arrival. However, applications will be accepted after arrival in Singapore. PIM provides training for wives alongside their husbands. (See PIM Certificate program in the *Prospectus* for further details.)

### **Pre-departure Preparations**

Before departure from their country of origin, students are to carefully read and follow the instructions in the *EAST New International Students Pre-arrival Information*. Being well prepared to move to Singapore and study at EAST will help ease the transition process for the student. New students are to take the initiative to contact relevant EAST personnel listed in the pre-arrival information as needed.

### **Recommended Arrival Dates in Singapore**

All international students should plan to arrive in Singapore at least one month before the start of EAST Aleph. EAST Aleph is two-week program for new students prior to the start of the academic year in July. (For the dates of EAST Aleph, see the "Academic Calendar" at the end of this document.)

For international students, the weeks prior to the start of EAST Aleph allows time to get settled, complete all immigration requirements, and become familiar with the city. A married student may want to arrive in Singapore before the spouse and children. This will allow him/her time to finalize housing and children's schooling arrangements (see "Children's Education" below).

### **Housing**

EAST does not provide on-campus student housing. There are, however, a number of housing options available for international students. EAST has off-campus housing which provide subsidized rooms for needy students (singles only) at \$150 monthly subject to availability. Visit EAST website and click "Prospective Students" for the *EAST Financial Aid Application* form to apply for subsidized housing. Some churches and individuals make rooms or flats available at reduced costs for EAST students. Recent graduates leaving Singapore who know of reasonably priced housing inform EAST so the information can be passed on to incoming students. Please consult with the International Students Coordinator if you need assistance.

### **Children's Education**

Internationals may apply for their children to study at Singapore public schools with the Singapore Ministry of Education (MOE) though there are limited vacancies for international students. For more information, visit [www.moe.gov.sg/admissions/international-students](http://www.moe.gov.sg/admissions/international-students). There are other private schools that cater to international students as well. For estimated school fees, see "Estimated Costs for International Students" at the end of this document. Please contact the International Students Coordinator if you need assistance.

## **ADDITIONAL EXPENSES FOR INTERNATIONAL STUDENTS**

### **Immigration Fees**

All international students must have a Student Pass issued by Immigration and Checkpoint Authority (ICA) prior to arrival in Singapore. After arrival in Singapore, the student's spouse and children must each obtain a Long-term Visit Pass. A multiple-entry visa will be issued together with both the Student Pass and Long-term Visit Pass.

The fees listed below are per person. Every renewal will cost \$120 per person.

ICA Fee	Paid Semi-Annually (every 6 months)	Paid Annually (every 12 months)
Student Pass Application Fee (Men)	N/A	\$30
Student Pass Issuance Fee (Men)	N/A	\$60
Student Pass Application Fee (Women)	\$30	N/A
Student Pass Issuance Fee (Women)	\$60	N/A
Long-term Visit Pass Application Fee for student's spouse and child(ren)	\$30	N/A
Long-term Visit Pass Issuance Fee for student's spouse and child(ren)	\$60	N/A
Multiple-entry Visa Fee (men)	N/A	\$30
Multiple-entry Visa Fee (women students, spouses of students, and children)	\$30	N/A

### Security Deposits

All international students (except Malaysians) are required by the Immigration and Customs Authority (ICA) to obtain a Banker's Guarantee as a Security Deposit before they can obtain their Student Passes. The Banker's Guarantee must be valid for at least six months beyond the completion of studies and the cancellation of the Student Pass. This is to fulfil ICA requirements. For example, if a student is planning to complete his studies in three years' time, the validity of the Banker's Guarantee should be at least three years and six months. Bank fees of about \$100 to \$300 is payable for each Banker's Guarantee.

\$1,000	<i>Citizens of Indonesia, Republic of the Philippines, and Thailand</i>
\$5,000	<i>Citizens of Bangladesh, India, Myanmar, and People's Republic of China</i>
\$1,500	<i>Citizens of other countries</i>

**Note:** Visa requirements and fees are subject to change. International students may visit the ICA website ([www.ica.gov.sg](http://www.ica.gov.sg)) for the current information.

\*\*Our Immigration Liaison Officer will be in touch with international applicants regarding security deposits as part of the Student Pass(visa) application process.

### Other Expenses

To aid in planning, refer to "Estimated Costs for Full-time Students" at the end of this *Prospectus*. Additional costs international students may have while at EAST (such as hospitalization and surgical insurance, children's school fees, etc.) are listed.

## STUDENT LIFE

### EAST Immigration Liaison Officer

The EAST Immigration Liaison Officer provides counsel to the school in immigration matters and ensures that all international students have the proper immigration status before arrival in Singapore and while studying at EAST. The Immigration Liaison Officer also assists married students who need to obtain Long Term Social Passes for spouse and children.



### **EAST Aleph**

“Aleph” is the first letter of the Hebrew alphabet. It is also the name of the two-week immersion experience for new EAST students (including EFS students). EAST Aleph weeks are immediately prior to the start of first semester each July. Participation at EAST Aleph is required for all new students. Those who enter an EAST program in January, attend EAST Aleph the following July.

### **Church Involvement**

International students (including EFS students), who do not speak English as their first language, should attend an English-speaking church the first twelve months they reside in Singapore. This involvement includes weekly participation in services and/or a small group. International students who have continued their long-term involvement in an English-speaking church often have an easier adjustment to Singapore. Many long-term friendships and ministry partnerships have developed as a result of the student’s active participation.

### **Employment**

Under Singapore law, an international student who holds a Student Pass cannot work either full- or part-time while studying at EAST and living in Singapore. A student’s spouse and children who hold Long Term Social Passes are also not allowed to work while residing in Singapore. To comply with the law, EAST will cancel a Student Pass for any student who obtains part- or full-time paid employment.

### **Students’ Wives**

Recognizing that students’ wives who are mothers are not usually able to take program classes, EAST offers a Partners in Ministry (PIM) Certificate program. The PIM certificate program has been developed to provide quality training for wives/mothers. PIM classes and Mentoring Groups meet on Mondays.

All wives, whose husbands are pursuing a degree program at EAST, whether in a full-time or part-time capacity, are strongly encouraged to work towards graduating with the PIM Certificate if they are not enrolled in another EAST program. For further information about PIM, see the Partners in Ministry description in the *Prospectus*.

### **Hospitalization and Surgical Insurance**

All international students (and their dependent family members with them in Singapore) are required to have health insurance to cover hospitalization and surgical expenses in Singapore. This is available for international students through EAST. This is to ensure that the students and their family members will receive financial assistance if they are hospitalized or require surgery.

***International students who do not have Hospitalization or Surgical Insurance valid in Singapore.*** An international student who does not have an insurance or health policy which provides for hospitalization or surgery needs in Singapore must register for the *Hospital and Surgical Policy* offered through EAST for international students. A *Health Insurance Registration Form* is obtainable from the Registrar’s Assistant.

***International students who do have Hospitalization or Surgical Insurance valid in Singapore.*** An international student who already has an insurance or health policy which provides for hospitalization or surgery needs in Singapore may choose to opt out of the *Hospital and Surgical Policy* by signing the *Health Insurance Waiver* form. The student needs to, however, submit a photocopy of his or her insurance or health policy details to the Registrar’s Assistant.

**Information about Hospitalization and Surgical Policy.** EAST's *Hospital and Surgical Policy* for international students is offered through Cru Asia Limited's corporate *Hospital and Surgical Policy*. Students may select one of the three plans offered:

- An INDIVIDUAL PLAN applicable for a single or individual student.
- A COUPLE'S PLAN applicable for a student and spouse only.
- A FAMILY PLAN applicable for a student, spouse, and their children.

The estimated annual premiums for each of these plans are listed on the *Health Insurance Registration Form*. Payment for the Hospitalization and Surgical Insurance is made to the EAST Accounts Executive at the beginning of each new academic year. International students are advised to budget for their annual health insurance premium as part of their living expenses.

## ACADEMICS

**Course Load.** In order to graduate within the set time as designated by the program schedule, an international student should take 14-16 credits per semester except for the final semester of their stay in Singapore. It is possible to lighten the load during the semester by taking block courses during the long school holidays (November-December and May-June). Due to extenuating circumstances, some students may need to take a lighter load. International students need to obtain prior permission from the Registrar to do so.

All holders of Student Pass are considered by ICA as full-time students attending full-time programs. They must meet ICA minimum class hours requirement of at least three (3) hours per weekday for a total of at least 15 hours per week. Chapel, Mentoring Group, and required school-wide activities are counted toward the 15 required class hours per week.

**English for Seminarians.** The English for Seminarians (EFS) program was developed to provide resources for international students who need to upgrade their English skills. In addition to attending class, each EFS student has an assigned English language coach and participates in Chapel, Mentoring Group, and school-wide activities. (Further details about EFS can be found in the *Prospectus*.)

**English Coaching for International Students not in EFS.** Program students who need additional English assistance may be assigned an English coach by the EFS Coordinator. This provides the student with a qualified person to help the student upgrade writing, spelling, and grammar skills. Further details about English coaching are provided in the *Student Handbook*.

**Course Enrolment Outside of EAST.** Because of Student Pass requirements, international students and their dependents cannot enrol for class(es) at another school without the permission of both the Registrar and the Dean of Advancement. This includes both academic and personal enrichment classes. Dependent children attending Primary or Secondary schools do not need permission from the Registrar or the Dean of Advancement.

# FINANCIAL AID AND SCHOLARSHIPS

## ELIGIBILITY FOR FINANCIAL AID

The school seeks to provide financial assistance to needy students to help them complete their course of study at EAST. To be eligible for financial aid a student must have a financial need, be enrolled as a full-time student (ten credits or more per semester), meet minimum GPA requirements for degree program and not have outstanding bills within EAST. A student's character, current ministry involvement and ministry potential are also considered. Applications for financial aid are reviewed by the Financial Aid Committee.

Financial aid is determined by considering the cost of tuition and fees (plus immigration fees, living expenses, and accommodation for international students) and the resources currently available to the student. Financial need equals the costs minus a student's contribution and outside support and resources.

## FINANCIAL AID AND NEW STUDENTS

Entering students who wish to be considered for financial assistance must have all admissions documents (including transcripts, references, and financial documents) submitted by 1 March for international students and 1 April for Singapore residents.

Financial aid applications will not be evaluated until admissions eligibility has been determined. Thus prospective students who wish to apply for financial aid should plan their admissions process accordingly. Financial aid applications submitted after the deadline may not be considered if funding has been awarded to others. Financial aid awarded to incoming international students will start at the beginning of EAST Aleph.

## FINANCIAL AID AND CONTINUING STUDENTS

Continuing students who wish to be considered for financial aid must apply in writing at the latest by 1 April for the first semester and 1 October for the second semester. Application forms are in the EAST Admin Office and must be submitted to the Financial Aid Coordinator. The Coordinator will inform the student of the Financial Aid Committee's decision in writing.

## STUDENT RESPONSIBILITIES

All students receiving financial aid and/or scholarships through EAST have certain responsibilities. These include:

- Submit application for financial aid and all supporting documentation on time (see deadlines stated above).
- All students must follow the program of study indicated in the *Prospectus* and enrol for a minimum of ten credits per semester or equivalent for EFS students (unless the student is graduating at the end of the semester).
- **Bachelor's students** must maintain a **GPA of at least 2.7** in order to remain eligible for assistance. **Master's students** who receive financial aid must maintain a **GPA average of at least 3.0** in order to remain eligible for assistance.
- Serve actively with an assigned EAST student service program at an average of two to three hours per week or between 30-40 hours per semester.
- Four times a year (during mid-semester break and within one week after the end of a semester) submit to the Financial Aid Coordinator a "thank you" letter and progress update to be forwarded to donors who provide financial aid for the student.
- If a student receives financial aid or a scholarship through EAST and also receives

additional financial assistance from another source, it is the student's responsibility to report this to the Financial Aid Coordinator.

Evaluation of students receiving financial assistance is done before the start of a new semester. Failure to meet one or more areas of these responsibilities may result in the loss of financial aid the following semester.

## **TYPES OF FINANCIAL AID**

EAST provides several types of financial aid: Application forms for financial aid are located in the Admin Office or online. All application forms are submitted to the Financial Aid Coordinator.

### **1. Tuition Assistance**

Tuition Assistance is available to students who have tried but are unable to raise full financial support for their studies (students will need to document their efforts to develop financial support). The money is not given directly to the students, but is used to settle the students' tuition fees. Tuition Assistance is awarded according to the needs of the student, the amount of the fund available, and the number of recipients.

### **2. Living Assistance**

Living Assistance helps students in need to defray the costs of the basic living expenses in Singapore. The amount given depends on availability of funds, the number of recipients, and the needs of the students. The money is normally given directly to the student on a monthly basis or as a one-time gift. Cru or CCC staff will have the funds credited to their staff donation account.

## **BRASH SCHOLARSHIPS**

Murray Brash started this scholarship fund for two reasons: to help spread the Gospel of Jesus Christ and to assist needy persons in their preparation for full-time Christian work or mission. Applicants for BA, MA, or MDiv studies at EAST who apply for this scholarship must meet five conditions:

- Men who are Malaysians, Indonesians, or Chinese citizens of Singapore.
- Approved Protestant denomination or background.
- Born again evangelical of sound character.
- Preparing for full-time Christian work or missionary service.
- Financially needy.

While this is not an EAST scholarship, deserving EAST students who met the criteria have received it in the past. For more information about this scholarship, download the *Preliminary Application Form* from EAST website (under Prospective Students). All further inquiries about this Scholarship should be directed to the Brash Scholarships at:

The Brash Scholarships  
c/o Tricor Business Outsourcing  
8 Cross Street #11-00, PWC Building  
Singapore 048424  
Tel: 6236-3333 or Fax 6236-4399

## **Application and Acceptance Checklist for International Students**

### **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](#) & [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

**Student Application and Acceptance Checklist for  
Singaporeans & Singapore Residents  
East Asia School of Theology**

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

**STUDENT APPLICATION**

For details 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
- 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 the types of referees)
- 7. Complete and submit *Biographical Information* form
- 8. Submit all official transcripts and certificates (translated into English if completed overseas and notarized)
- 9. 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
- 10. Complete and submit *Financial Aid Application* form, if needed

**STUDENT ACCEPTANCE**

For details see [Acceptance Process](#)

- 11. Upon receipt of the EAST *Letter of Offer of Acceptance* (LOA): sign, scan, and submit it to EAST Admissions within a week

## ESTIMATED COSTS FOR FULL-TIME STUDENTS

### One-Time Expenses

*All amounts are in Singapore Dollars (S\$) as of July 2019*

	PIM	EFS	BA	Grad Dip	MA	MDiv
<b>Application Fee</b>	\$30	\$60	\$60	\$60	\$60	\$60
<b>EAST Aleph Fee</b>	N/A	N/A	\$35	\$35	\$35	\$35
<b>English Proficiency Test (international students)</b>	N/A	\$50	\$50	\$50	\$50	\$50
<b>Graduation Fee</b>	\$120	N/A	\$280	\$240	\$280	\$280

### Tuition and Fees, Per Semester

*All amounts are in Singapore Dollars (S\$) as of July 2019*

	PIM	EFS	BA	Grad Dip	MA	MDiv
<b>Course Registration Fee</b>	\$35*	\$35	\$35	\$35	\$35	\$35
<b>Student Activity Fee</b>	\$60*	\$60	\$60	\$60	\$60	\$60
<b>Tuition Fees</b>	\$40 x 4 credits = \$160 per semester	\$1750 per semester	\$140 x 15 credits = \$1950 per semester			
<b>Foundational Subjects</b>	N/A	N/A	\$70	N/A	N/A	N/A
<b>Technology Fees</b>	N/A	N/A	\$50 per semester			
<b>Fee for Transfer of Credits</b>	N/A	N/A	\$10 per credit successfully transferred			
<b>English Coaching Fee</b>	N/A	\$300	N/A unless needed or requested then \$300			
<b>Textbooks (average)</b>	\$20	\$50	\$150 to \$300			

Note: \* **PIM Registration Fee** and **PIM Student Activity Fee** are waived for wife of EAST Program Student.

## Estimated Costs for International Students

*All amounts are in Singapore Dollars (S\$) as of July 2019*

	Monthly Expenses	Semester Expenses	Semi-Annual Expenses	Annual Expenses	One-Time Expenses
<b>Student Pass</b>					
• Security Deposit <sup>1</sup>					Varies
• Application Fee					\$30
• Issuance fee					\$60
• Renewal (Male)				\$30	
• Renewal (Female)			\$60		
• Multiple-entry Visa Fee (Male)				\$30	
• Multiple-entry Visa Fee (Female)			\$30		
<b>Long-Term Visit Pass (spouse &amp; children)</b>					
• Application Fee			\$30		
• Issuance Fee			\$60		
• Multiple-entry Visa Fee			\$30		
<b>Hospitalization and Surgical Insurance</b>					
• Individual				\$400	
• Couple				\$800	
• Family				\$1200	
<b>Housing Rental</b>					
• Individual	\$300-\$700				
• Family	\$1200-\$2500				
<b>Food</b>					
• Individual	\$300				
• Family	\$600				
<b>Transportation</b>					
• Individual	\$150				
• Family	\$300				
<b>Misc. Expenses (utilities, phone, internet, etc.)</b>					
• Individual	\$200				
• Family	\$450				
<b>School Fees (per child)<sup>2</sup></b>					
○ Primary School					
○ ASEAN	\$440				
○ Non-ASEAN	\$700				
○ Secondary School					
○ ASEAN	\$720				
○ Non-ASEAN	\$1250				
<b>Victory Life Christian School<sup>3</sup></b>					
○ Elementary				\$8988	
○ High School				\$10272	
<b>Korean School (SKIS)</b>					
○ Elementary		\$6011			

<sup>1</sup> The [Security Deposit](#) ranges between \$1000 to \$5000 depending on the student's nationality. For more details see the [International Student](#) section of the *Prospectus*. Additional bank fees of about \$100 to \$300 is payable.

<sup>2</sup> For the latest information on international students studying in public schools, see [Ministry of Education](#).

<sup>3</sup> Some international EAST students have successfully applied for a discount of 50% off the above listed school fees.



<b>ACADEMIC CALENDAR</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>First Semester</b>			
EAST Aleph	<b>3 – 17 July</b>	<b>2 – 16 July</b>	<b>1 – 15 July</b>
Classes Begin	<b>20 July</b>	<b>19 July</b>	<b>18 July</b>
Make Up / Reading Week	<b>31 Aug – 3 Sep (am)</b>	<b>30 Aug – 2 Sep (am)</b>	<b>29 Aug – 1 Sep (am)</b>
MG Ministry Weekend	<b>3 Sep (pm) – 7 Sep</b>	<b>2 Sep (pm) – 6 Sep</b>	<b>1 Sep (pm) – 5 Sep</b>
School Break	<b>8 – 11 Sep</b>	<b>7 – 10 Sep</b>	<b>6 – 9 Sep</b>
End of Classes	<b>6 Nov</b>	<b>5 Nov</b>	<b>4 Nov</b>
Make Up / Reading Week	<b>9 – 13 Nov</b>	<b>8 – 12 Nov</b>	<b>7 – 11 Nov</b>
Exam Week	<b>17 – 20 Nov</b>	<b>16 – 19 Nov</b>	<b>15 – 18 Nov</b>
Semester Break	<b>23 Nov</b>	<b>22 Nov</b>	<b>21 Nov</b>
Intensive Block Classes	<b>25 Nov – 4 Dec</b>	<b>24 Nov – 3 Dec</b>	<b>23 Nov – 2 Dec</b>
<b>Second Semester</b>			
New Student Orientation	<b>4 Jan</b>	<b>3 Jan</b>	<b>3 Jan (am) +</b>
MG Retreat (Tue-Thu)	<b>5 – 7 Jan</b>	<b>4 – 6 Jan</b>	<b>3 Jan (pm) – 5 Jan</b>
Classes Begin	<b>11 Jan</b>	<b>10 Jan</b>	<b>9 Jan</b>
Chinese New Year – School Break	<b>10 – 13 Feb ^</b>	<b>31 Jan – 4 Feb</b>	<b>20 – 26 Jan</b>
Make Up / Reading Week	<b>15 – 19 Mar</b>	<b>14 – 18 Mar</b>	<b>13 – 17 Mar</b>
End of Classes	<b>23 Apr</b>	<b>29 Apr</b>	<b>28 April</b>
Make Up / Reading Week	<b>26 – 30 Apr</b>	<b>2 – 6 May</b>	<b>1 – 5 May</b>
Exam Week	<b>4 – 7 May</b>	<b>10 – 13 May</b>	<b>9 – 12 may</b>
Commencement (3 <sup>rd</sup> Saturday)	<b>15 May</b>	<b>21 May</b>	<b>20 May</b>
End of Year Break	<b>17 May</b>	<b>23 May</b>	<b>22 May</b>
Intensive Block Classes	<b>18 – 28 May</b>	<b>25 May – 3 June</b>	<b>24 May – 2 June</b>

**+ Student Orientation is on a Monday, except 2022-2023 because Monday is a Public Holiday**

All public holidays in Singapore will be observed, as listed at [www.mom.gov.sg](http://www.mom.gov.sg). EAST reserves the right to change the dates listed above.

\* Updated 14 February 2020