

Application Guide

Advanced Certificate in Social Service

(programme title is subject to changes)

Please take note of the following:

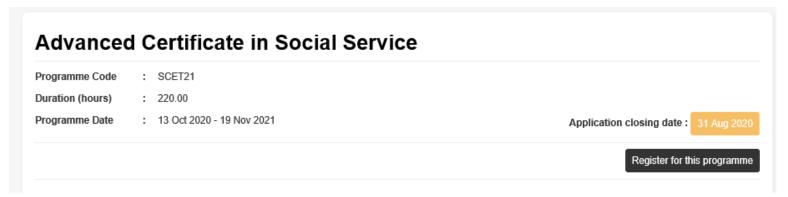
- Applications are to be submitted online.
- Please complete all sections of the online application form before submitting it online.
- Do make sure you have sufficient time to apply, submit supporting documents and make the registration fee payment online by end August.

How to Apply?

1. Go to www.ssi.sg, navigate to Advanced Certificate in Social Service webpage. The registration link (via e-services) can be located at the foot of the page.



Application closes on 31 August 2020 (Mon) before 11.59pm.



■ programme title is subject to changes

How to Apply? (continued)

- 2. Login with SingPass. The estimated time to complete the Online Registration Form is 15-20 minutes.
- 3. <u>Sections</u> you need to **COMPLETE**:



Sponsorship Details



Personal Particulars



Academic Qualification



Employment History



Additional Questions



Attach NRIC (last 3 digit + alphabet)



Attach all Academic Certificates & Transcripts



Join GatherHere



Declaration



Registration Fee of \$53.50 (w GST)

How to Apply? (continued)

- 4. <u>ONLY</u> **one submission per applicant**. Duplicate submissions will not be processed.
- 5. <u>Sections</u> you need to **TAKE NOTE**:
 - Organisation Sponsorship Organisation representative will need to login with CorpPass to complete the endorsement process after the applicant has submitted and paid the registration fee.
 - Additional Questions Provide a write up of between 90 - 100 words for each of the 4 questions

Application Overview



Admission Interview (Virtual)

14 September 2020 (PM) 15 September 2020 (PM)

SSI will inform applicants to attend the interview session (if required) by week of 7 September 2020.



Accept Offer and make Payment

By 2 October 2020 (before 6.00pm)

Reply to your offer letter and pay the Programme Fee of \$973.70 (w GST) by 2 October 2020.

*Organisation sponsored applicant to inform the HR of the payment deadline.

By 31 August 2020 (before 11.59pm)

Complete all sections of the application form before submitting online, including online payment of registrations.

online payment of registration fee

by 31 August 2020



Keep to the

Timeline

Wait for your Application Outcome

By 18 September 2020

If your application is successful, you will receive the offer letter via your email address you've registered with SSI.

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Questions and Enquiries?

Visit SSI CET programmes webpage for more details. Alternatively, email your questions to Jasmine chua@ncss.gov.sg

