

Admission Documents Checklist – International applicants

Step 1

Submitting an Academic Assessment Application

- Complete [Study Abroad & Exchange Application Form](#) OR [Degree Program Application Form](#)
- Submit certified academic transcript, certificate and IELTS/TOELF English language scores if required. Note: all academic transcripts must be accompanied by the grading scale/key used at the institution where the previous studies were undertaken.
- Submit a clear copy of passport
- Pay for a non-refundable application fee of S\$250. If you would like to pay with a credit card, please also complete the [Payment Authorization Form](#) and submit it together with the Application Form.

Step 2

Receiving the Letter of Offer and Student Contract

- Read [Student Handbook](#) and sign the [Student Handbook Declaration Form](#) and [Advisory Note](#)
- Understand the student contract including polices, course details, payment advice and etc. Click [here](#) to watch a video on how to accept your offer.
- Sign [Acceptance of Payment Form](#) indicating payment amount and sign the [Student Contract](#) which will be sent to you from by our Admissions officer.
- For **Study Abroad/Exchange students** only: Finalize subject selection by confirming the final subject selection with our Admissions office for early enrolment purpose. [Sign up for your Tutorial](#) when [Timetable](#) is released.

Step 3

Submitting a Student Pass Application

- Complete [Student Pass Application Forms \(eForm16 and eFormV36\)](#) in details (i.e. fill all entries in **dd/mm/yyyy** format whenever a time is needed)
- Submit a copy of passport sized photo in JPEG document (not in pdf file)
- Submit a copy of original birth certificate and a copy of English translation of the birth certificate with notarization (not applicable for Danish students)

Step 4

Receiving the IPA Letter and Preparing for Departure

- Receive the In-Principle Approval (IPA) Letter issued from Singapore Immigration and Checkpoint Authority
- Read pre-departure related information from the JCU Singapore webpages: [Arrival in Singapore](#) and [Living in Singapore](#)
- Log on to Meet & Greet and Accommodation [online booking system](#) to book an airport pick-up service and book for temporary accommodation upon your arrival. Your Student ID is the user name and your date of birth is your password for login to the online booking system.

FAQs:

1. What are certified copies of documents?

A certified copy means a stamped photocopy signed by a public notary, institution representative or authorized JCU agent/representative as being a true and accurate record of the original document. If documentation is in a language other than English and official certified translation must be included and translated by the issuing institution or by an official translating service.

2. How can I make payment?

There are 3 ways to make payment to James Cook University.

- a) Western Union Business Solution payment portal (<https://student.globalpay.wu.com/geo-buyer/jcusingapore>) – *our most preferred mode*
- b) Credit Card;
- c) Bank Draft;
- d) Electronic Funds Transfer – a receipt from the home bank has to be sent to us as soon as the electronic funds transfer is made.

Our bank details are as follows:

Account Name: James Cook University Pte Ltd

Bank Name: DBS Bank

Bank Account No.: 032-900070-8 (Singapore Dollar account)

Bank Address: DBS Buona Vista Branch, Block 43 Holland Drive, #01-53/59, Singapore 270043

SWIFT Code: DBSSGSG

3. Where can I read about accommodation in Singapore?

Please feel free to visit the Accommodation section on our website, click [here](#). If you have further queries, please feel free to write to accommodation-singapore@jcu.edu.au