



Please read the instructions below carefully before completing the application form. There should be 4 pages.

1. All sections of the application form must be filled with the required information. If any section does not apply to you, please enter 'Nil' or 'Not Applicable'.
2. The application form must be completed in neat print and returned together with supporting documents requested.
3. Do not submit original certificates and documents with your application. The Institute will not be responsible for damage or loss of original certificates or documents.
4. Read through pages 3-5 on the Personal Data and Privacy Act before completing the consent form on page 6.
5. Please send completed application form and all requested documents with the subject heading as '*Application for LEPI 2025*' to:

Affix
Passport-sized
Photograph
Here

[illegible]

(B) EDUCATIONAL BACKGROUND *(Please attach copies of relevant documents including certificate/transcript of highest qualification)*

From (Year)	To (Year)	Institute/School	Qualification Obtained

List any scholarships, prizes & awards received:

(C) PROFESSIONAL QUALIFICATIONS/ MEMBERSHIP

From	To	Professional Board/Country	Awards/Status

(D) WORK EXPERIENCE *(Starting with your present position, please indicate in reverse chronological order your employment history.)*

From (mm/yy)	To (mm/yy)	Designation	Organisation attached to

(E) DECLARATION

1. I affirm that all statements made by me on this form are correct.
2. I understand that any inaccurate or false information (or omission of material information) will render this application invalid and that, if admitted on the basis of such information, I can be required to withdraw from the programme.
3. I hereby agree that NIE International may use any and all information provided by me in this application, to contact me for the purposes of providing me information on NIE International courses/programmes/events; analysis of information by NIE International; as well as the administration of the academic programme for which I am applying for/successfully enrolled into.

Signature of Applicant_____
Date

NIEI Personal Data Privacy Statement and Consent

for NIEI Courses

1. Your personal data privacy is important to us and we are committed to safeguarding your personal data. Please read this privacy statement carefully so that you know and understand the purposes for which we collect, use and disclose your Personal Data. In this document, the term “**Personal Data**” means data, whether true or not, about you where you can be identified either (a) from that data; or (b) from that data and other information to which we have or are likely to have access.
2. In this document, “we”, “our”, “us” and “NIEI” refer to NIE International Pte Ltd and its successors and assigns. “NTU” refers to Nanyang Technological University and “NIE” refers to National Institute of Education, Singapore.
3. We may collect, use, disclose and process your Personal Data for one or more of the following purposes:
 - a) to facilitate, process, dealt with, administer, manage and/or maintain your application to participate in the course/ programme administered, conducted and/or organised by NIEI (“**NIEI Course**”) and to facilitate, administer and manage your participation and involvement in the NIEI Course (“**Relationship**”);
 - b) for programme administration and billing.
 - c) to create and maintain participant’s profiles in our system database for internal records and reference;
 - d) to enable the trainers/ speakers/ guides to facilitate the conduct of the NIEI Course, including identifying and understanding the background of the participants;
 - e) to submit the data to NTU offices/ schools/ departments/ centres or external organisations who are hosting any visits (which are made available to participants) for their information and/or seek security clearance to enter their premises;
 - f) to arrange visa and accommodation for participants (if applicable);
 - g) to apply for student pass, student card, internet access, insurance coverage and access to NTU facilities (if applicable);
 - h) to issue letter of invitation, certificate to participants and other required documents (if applicable);
 - i) where applicable, to submit your details to NTU University Advancement Office (or the equivalent office in NTU and/or NIE) if the participants are accorded NTU Associate Alumni (or similar) status;

-
- j) to understand and study the profile of the participants for NIEI, NTU and NIE's policy making and planning;
 - k) to generate publicity materials for our courses, events and programmes;
 - l) to contact you by email, post, voice call, text (SMS/MMS) or fax;
 - m) to send you information, materials and/or documents relating to activities, events, products and/or services that are intended for or are part of your programme/ course (including any information, materials and/or documents on related courses/ programmes/ events);
 - n) to take or record photograph(s) or video image(s) for purpose of recording your participation in your programme/ course (including activities which form part of such programme/ course) and which may be used, disclosed, processed and published in materials such as newsletters or other publications or any materials/ books recording your participation in such activities; and
 - o) any other purposes as we may seek (and obtain) your consent for from time to time (collectively, the "**Purposes**").
4. We may need to disclose your personal data to third parties, whether located within or outside Singapore, for one or more of the above Purposes, as such third parties, would be processing your Personal Data for one or more of the above Purposes.
5. It is our policy to retain certain personal data of participants upon the withdrawal of their Relationship (including termination or cessation of participation in the NIEI Course), so long as such personal data is still relevant for the purpose(s) for which it was collected and/or we have a legal or business purpose to keep the same. Without limiting the foregoing, such personal data may be required for any related activities including but not limited to processing your requests and allowing us to fulfil contractual or statutory obligations.
6. You have the right to withdraw your consent given hereunder by giving us reasonable notice, whether in part or as a whole. However, your withdrawal of consent could mean that we will not be able to continue with your participation in the NIEI Course and/or the Relationship. Should you wish to withdraw your consent in part or in whole, please send an email to our office at nieintl@nie.edu.sg and provide details of your withdrawal. It is our policy to retain certain personal data of participants upon the termination, cessation or withdrawal of their Relationship (including any termination or cessation of participation in the NIEI Course), so long as such personal data is still relevant for the purpose(s) for which it was collected and/or we have a legal or business purpose to keep the same. Without limiting the foregoing, such personal data

may be required for any related activities including but not limited to processing your requests and allowing us to fulfil contractual or statutory obligations.

7. For the avoidance of doubt, in the event that Singapore personal data protection law or other Singapore law permits an organisation such as NTU to collect, use or disclose your personal data without your consent, such permission granted by the law shall continue to apply. This will be the case notwithstanding that you may have withdrawn your consent or notwithstanding that you have not given us consent to the same.

NIEI Personal Data Privacy Statement and Consent for NIEI Courses

Please read the following documents carefully:

- (a) this NIEI Personal Data Privacy Statement and Consent for NIEI Courses; and
- (b) the [NTU Privacy Statement](#) (which is also accessible via the QR code below)



(collectively “**the Privacy Statements**”)

By signing below, you acknowledge that you have read the Privacy Statements, and you consent and agree to how NIEI may collect, use and disclose your personal data.

Signature : _____

Full name : _____

Organisation : _____

Date : _____

DD / MM / YY

If you have any queries, please email to nieintl@nie.edu.sg.