



## Document Checklists for Part-time Master Programs

### A) Fast Track Executive Style Master of Business Administration (MBA) / Master of International Tourism and Hospitality Management (MITHM):

1. Completed Application Form
2. 2 recent passport sized photographs
3. Certified true copy of official certificates and detailed transcripts
4. Photocopy of identity card (NRIC)/passport copy
5. A Non-refundable Application Fee of SGD\$200.00 (Singaporeans and Singapore Permanent Residents) and SGD\$250.00 (International students)
6. Employment Letter
7. Working Resume

### B) Master of Guidance & Counselling (MGC):

1. Completed Application Form
2. 2 recent passport sized photographs
3. Certified true copy of official certificates and detailed transcripts
4. Photocopy of identity card (NRIC)/passport copy
5. A Non-refundable Application Fee of SGD\$200.00 (Singaporeans and Singapore PR) and SGD\$250.00 (International students)  
\*Please provide additional items 6 & 7 below should you wish to apply for credit exemption
6. Employment Letter (Please contact us for a sample of Employment Letter)
7. Working Resume

Please take note that only Singapore Citizens, Singapore Permanent Residents, Dependent Pass Holders or Approved Passes (not applicable for student pass holders) are eligible to apply for the above courses.

For more information, please contact us at +65 8222 6833 or email us at [enquiries@jcu.edu.sg](mailto:enquiries@jcu.edu.sg)