

Diploma Programme

APPLICATION PROCEDURE

Step 1: Submit Application & Documents

- Review the Terms and Conditions before applying.
- Complete the [online application form](#).
- Email **educational supporting documents** to acdp-diploma@ntu.edu.sg with subject: "DTCL Application – [Full Name]".

Applications will be processed only after all required documents and payment are received.

Document Guidelines:

- Submit all required pages, including grading systems (if applicable)
- Documents must be **clear, in colour, upright, and in PDF format (≤2MB per file)**
- File naming: **[Document Type]_[Full Name]** (e.g., DegreeScroll_LimXiaoMing.pdf.)

Step 2: Pay Application Processing Fee

- Pay a **non-refundable application processing fee of S\$54.50** (incl. 9% GST). See **Payment Methods (below)** for details.
- This fee covers **administrative processing** and does not guarantee acceptance.
- Payment must be completed before document verification / entrance test (if applicable).

The application fee is payable regardless of the outcome of the application.

Step 3: Attend Document Verification

- Applicants will be contacted for verification arrangements.
- Prepare original identification and academic documents. A **30-minute Zoom session** includes: Document Verification and Course briefing.

Applicants taking the entrance test(s) will complete verification in person on the test day.

Zoom Sessions (by appointment):

Mon–Thu: 9:30am–12:30pm | 2:00pm–5:30pm

Fri: 9:30am–12:30pm | 2:00pm–5:00pm

Step 4: Take Entrance Test (if applicable)

- Applicants who do not meet admission requirements or are unable to provide proof of language proficiency may be required to take: **Chinese and/or English** entrance test (1.5 hours each, free of charge).
- Tests are conducted **in person at NTU@one-north**.

Mon – Fri: 9:30am or 2:00pm

Step 5: Receive Offer & Accept

- Application outcome will be released within **one month**.
- Successful applicants will receive a **Letter of Offer and Form of Acceptance** via email.
- To confirm acceptance, submit via email by the deadline:
 - Signed Form of Acceptance
 - Scanned copy of identity document

CI-NTU reserves the right to reject any application.

Step 6: Make Payment

- Pay course fees by the deadline stated in the offer letter.
- Submit **SkillsFuture Credit / PSEA claims before course commencement**.

Payment Methods

- PayNow** – UEN: **200511211D** (Confucius Institute, NTU Pte Ltd)
- Bank Transfer** – OCBC Bank, A/C No.: **537124125001** (Confucius Institute, NTU Pte Ltd)
For Paynow and Bank Transfer: Indicate Course Title – Full Name (e.g., DTCL - Lim Xiao Ming or DBTS - Lim Xiao Ming)
Email payment screenshot as proof.
- VISA / MASTER / NETS:** Payment at reception (Monday - Friday, 9:00 AM – 5:30 PM), by **appointment only**.

Funding Support

Eligible Singaporean applicants may use SkillsFuture Credit (Opening Credit) and PSEA funds to offset tuition fee:

- Check SkillsFuture Credit balance via [MySkillsFuture](#)
- Check PSEA balance by calling 6260 0777

Application Documents Checklist

Please prepare digital copies of the following documents:

1. Academic Qualifications

- Degree and or diploma certificates & transcripts

2. Language Proficiency (Chinese & English)

Submit the relevant document(s), such as:

- GCE O-Level / A-Level
- SPM / STPM / UEC
- Gao Kao
- IELTS / TOEFL*
- CET 6 / TEM 4
- CTC SOL

* *IELTS and TOEFL results must be within 2 years.*

3. One recent passport-sized colour photo

4. Other relevant professional qualifications or certificates (if applicable)