



南洋理工大学孔子学院  
Confucius Institute,  
Nanyang Technological University

GST Registration Number: 200511211D  
Company Registration Number: 200511211D

11 Slim Barracks Rise  
(off North Buona Vista Road)  
NTU@one-north campus,  
Executive Centre, #08-01,  
Singapore 138664  
Tel: (65) 6514 1062 / 1063  
Fax: (65) 6779 7859  
Email: aclp-diploma@ntu.edu.sg  
Website: www.ci.ntu.edu.sg

南洋理工大学孔子学院  
Confucius Institute, NTU

“商务翻译及口译专业文凭”课程  
入学申请表格

APPLICATION FOR ADMISSION TO  
DIPLOMA IN BUSINESS TRANSLATION AND INTERPRETATION SKILLS  
PROGRAMME

FOR OFFICIAL USE ONLY	
Reg Fee Amt	S\$53.50
<input type="checkbox"/> Cash	<input type="checkbox"/> NETS
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cheque
Date Received	
Transaction No.	
Receipt No.	
Collected by	
Signature	

入学资格 ADMISSION REQUIREMENTS

- 本课程主要为那些在实际工作中需要经常与中文或中国客户打交道，或希望了解中、英文语法之不同，并掌握中、英双向笔译与口译基础理论与基本技巧的专业人士而设置。课程之宗旨在于增强学员的中、英双语交际技能，提高其市场竞争力。

*This programme is designed to meet the needs of professionals who deal with Chinese documents and/or Chinese-speaking clients or customers in their daily work and thus desire to understand the grammatical differences between Chinese and English, and to master the basic theories and skills for Chinese-English bilateral translation and interpretation.*

- 申请者需具备以下学历：

*Applicant should possess the following academic qualifications:*

- 大专文凭，或同等学历。 *Tertiary Education (or its equivalent).*
- 新加坡剑桥普通教育证书持有者，其普通水准英文成绩至少须考获 B4，或同等学历。  
*Singapore-Cambridge General Certificate of Education holder must attain at least a B4 grade in GCE 'O' Level English (or its equivalent).*
- 新加坡剑桥普通教育证书持有者，其普通水准华文成绩至少须考获 A2；或高级华文成绩至少须考获 B3，或同等学历。  
*Singapore-Cambridge General Certificate of Education holder must attain at least an A2 grade in GCE 'O' Level Chinese OR a B3 grade in GCE 'O' Level Higher Chinese (or its equivalent).*
- 其它国家的教育证书持有者须证明其中文及英文皆具有优良水平。  
*Non-Singaporean applicant will need to present educational certificate(s) that could prove that he/she is well versed in both Chinese and English.*

- 无法提呈以上要求之证明，但仍有意报读者，可参加本院所设之鉴定考试。

*Applicants who do not meet the above mentioned requirements will have to sit for an entrance test.*

课程费用与支付方式 COURSE FEES AND PAYMENT MODE

报名费 Registration Fee	<b>S\$53.50</b>	(含 7% 消费税 inclusive of 7% GST) (恕不退还 non-refundable)
学费 Tuition Fee*	<b>S\$7,329.50</b>	(含 7% 消费税 inclusive of 7% GST)
杂费 Miscellaneous Fee	<b>S\$107.00</b>	(含 7% 消费税 inclusive of 7% GST) (恕不退还 non-refundable)

\* 学费包括教材及考试费用，但不包括赴中国修读 DBTS007, DBTS008 这两门口译课程时的机票、保险、膳食、住宿及交通费。

*The tuition fee includes only course materials and examination fees, but not the expenses on air ticket, travel insurance, meals, accommodation, transportation and other miscellaneous fees for attending the DBTS007, DBTS008 modules, which will be conducted in China.*

\* 有关学费退款规定详情，请参阅孔子学院网站：<http://bit.ly/2J7N4Y4>。

*Please refer to Refund Policy on CI-NTU website: <http://bit.ly/2VAvmPv> for more details.*

课程费用可以通过以下任一方式支付：

*All payment can be made by using any of the following modes:*

- 信用卡/电子转帐付款：请亲临南洋理工大学孔子学院接待处付款。开放时间：8.30am - 5.45pm (星期一至四)，8.30am - 5.15pm (星期五)  
*Payment can be made via credit card or NETS at reception counter of Confucius Institute, NTU.*  
*Operating hours: 8.30am - 5.45pm (Mon - Thur), 8.30am - 5.15pm (Fri)*
- 支票付款：请写一张划线支票，收款人为“Confucius Institute, NTU Pte Ltd”。请务必在银行支票背面注明您的姓名和所注册的课程。请将支票寄至：*Cheques must be crossed and made payable to "Confucius Institute, NTU Pte Ltd". Please indicate your name and programme title clearly on the reverse of the cheque. Please send cheque to:*

Confucius Institute, NTU  
11 Slim Barracks Rise (off North Buona Vista Road)  
NTU@one-north campus, Executive Centre,  
#08-01, Singapore 138664  
Attention: Admin (Diploma Programme)



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Website: www.ci.ntu.edu.sg

## 申请程序 APPLICATION PROCEDURE

- 1) 请您仔细阅读并依照报名表格的填写说明, 完整、如实和准确地填写表格, 及早将报名费寄至 **Confucius Institute, NTU Pte Ltd** 或亲自提交到本院, 方便本院工作人员及时处理您的申请。对报名表格中某些不适用于您的栏目, 请注明“**N.A.**”。  
*Please read all the instructions carefully and complete the form in FULL and return with respective registration fee to Confucius Institute, NTU Pte Ltd, through mail or in person by the stipulated deadline. Indicate “N.A.” (Not Applicable) where appropriate.*
- 2) 完整的申请表格需附上以下文件 *Completed application form must be accompanied by*
  - a) 报名费新币53.50元 *Registration fee of S\$53.50*
  - b) 公司赞助之申请者, 报名表格须附有公司印章及签名 *For company-sponsored applicant, the application form must be signed and endorsed by the company stamp*
  - c) 经检证的副本 *Certified Copies of the Original Documents:*
    - i. 新加坡剑桥普通教育证书 (或同等学历证书) *Singapore-Cambridge General Certificate of Education (or its equivalent)*
    - ii. 学位证书、专业文凭 *Degree scroll and/or Diploma certificate*
    - iii. 曾就读院校之学业成绩单 *Transcript(s) of academic record from the tertiary institution(s) attended*
    - iv. 其它专业证书 *Any other professional certificate(s)*
  - d) 身份证 / 就业准证 / 工作准证和护照之原件 (以核对申请表格信息) *Original NRIC/Employment Pass/Work Permit and Passport (whichever is applicable), for sighting during application*
  - e) 三张护照尺寸的彩色近照 (请在每张照片背面写上您的姓名) *3 recent passport-sized colour photographs. Please indicate your name on the reverse of each photograph*
- 3) 报名费付款方式: 电子转帐, 信用卡或支票付款。若以支票付款, 请写一张划线支票, 收款人为“**Confucius Institute, NTU Pte Ltd**”。*All payment for registration fee shall be made by NETS, credit card or cheque. Cheques must be crossed and made payable to “Confucius Institute, NTU Pte Ltd”.*
- 4) 没有附上所有相关文件及报名费的申请表格 **将不予** 受理。 *Application without complete information/certificates and registration fee will not be processed.*
- 5) 成功提交申请表格并完成缴费后, 申请者仍需等待由南大孔子学院所出具的书面录取通知方可获允入学。 *Submission of application form and payment do not constitute to acceptance into the course unless notified in writing by Confucius Institute, NTU.*
- 6) 南大孔子学院将保留拒绝任何申请表格的权利。 *All applications received are subjected to further approval and Confucius Institute, NTU reserves the right to reject any applications.*
- 7) 申请者将于提交申请表格之日起的一个月内收到申请进展情况的相关通知。如申请成功, 将会以电子邮件的方式收到入学通知书及接收函。同时, 上述两份书面文件也将会邮寄至申请表格中所登记的地址。申请者需在规定日期之前签署并寄回接收函以及国民身份证件副本, 以确认是否准时入学报到并保留名额。如申请未成功, 将通过电子邮件的方式向申请者进行告知。 *Applicants will be notified of the course application status within a month from his/her application. If your application is successful, you will receive the Letter of Offer and Form of Acceptance via both email and letter posted to your mailing address as stated in the application form. You are required to return the completed Acceptance Form and a copy of your national identity document(s) to secure your place within the stipulated deadline if you accept the Offer of Admission. If the application is unsuccessful, Confucius Institute, NTU will notify applicants through email.*
- 8) 我们将对您所提供的资料严格保密且仅用于内部管理。 *All information will be kept confidential and used for internal administration only.*

## 申请清单 CHECKLIST FOR APPLICANTS

申请者须在呈交报名表格时, 备好下列文件之正本及副本俾便审查。 *Applicants are required to bring along the following original and certified copies of supporting documents for verification when they submit their application form.*

### 原件 / Original Documents:

- 填写完整的报名表格 *Duly completed and signed application form*
- 公司赞助之申请者, 报名表格须附有公司印章及签名  
*For company-sponsored applicant, the application form must be signed and endorsed by the company stamp*
- 身份证 / 就业准证 / 工作准证和护照之原件 (以核对申请表格信息) *Original NRIC/Employment Pass/Work Permit and Passport (whichever is applicable), for sighting during application*
- 三张护照尺寸的彩色近照 (请在每张照片背面写上您的姓名)  
*3 recent passport-sized colour photographs. Please indicate your name on the reverse of each photograph*

### 经检证的副本 / Certified Copies of the Original Documents:

- 新加坡剑桥普通教育证书 (或同等学历证书) *Singapore-Cambridge General Certificate of Education (or its equivalent)*
- 学位证书、专业文凭 *Degree scroll and/or Diploma certificate*
- 曾就读院校之学业成绩单 *Transcript(s) of academic record from the tertiary institution(s) attended*
- 其它专业证书 *Any other professional certificate(s)*

### 费用 / Fees:

- 报名费新币 53.50 元 *Registration fee of S\$53.50*



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## “专业文凭”课程申请表格 Application for Admission to Diploma Programme

请附上护照尺寸的个人  
彩色近照

Please attach your recent  
passport sized colour  
photograph

课程申请 Programme Applied For:	<b>“商务翻译及口译专业文凭”课程 Diploma in Business Translation and Interpretation Skills</b>
入学期申请 Intake Applied For:	
赞助形式 Type of Sponsorship:	<input type="checkbox"/> 公司赞助 Company-Sponsored <input type="checkbox"/> 自费 Self-Sponsored

### 个人资料 PERSONAL PARTICULARS

姓名 (按身份证 / 护照所列明填写) Name (as in NRIC / Passport)	称呼 (请标明): * 博士 / 先生 / 太太 / 女士 / 小姐 Salutation (Please indicate): * Dr / Mr / Mrs / Mdm / Miss	
英文姓名 English Name:	* 请删去不适宜项 Please delete where inapplicable	
中文姓名 Chinese Name:		
<i>(英文姓名 English name: 请在姓氏下方划线 Please underline surname or family name)</i>		
性别 Gender:	<input type="checkbox"/> 男 Male	<input type="checkbox"/> 女 Female
婚姻状况 Marital Status:	<input type="checkbox"/> 已婚 Married	<input type="checkbox"/> 未婚 Single
年龄: Age:	出生日期 (日/月/年): Date of Birth (dd/mm/yyyy):	出生国家: Country of Birth:
国籍 Nationality:		
<input type="checkbox"/> 新加坡公民 Singaporean <input type="checkbox"/> 新加坡永久居民 Singapore Permanent Resident <input type="checkbox"/> 中国公民 Chinese <input type="checkbox"/> 马来西亚公民 Malaysian <input type="checkbox"/> 其它, 请注明 Others, please specify:		
身份证号码: NRIC:	外国身份证号码 <sup>1</sup> : Foreign Identification No. (FIN) <sup>1</sup> :	
护照号码: Passport No.:	有效期限 (日/月/年): Date of Expiry (dd/mm/yyyy):	
你目前所持有的新加坡出入境通行证类型 (只适用于外国公民): Type of Singapore Immigration Pass you are currently holding (for foreigner only):		
<input type="checkbox"/> 就业准证 Employment Pass <input type="checkbox"/> S 准证 S Pass <input type="checkbox"/> 工作准证 Work Permit <input type="checkbox"/> 学生准证 Student Pass <input type="checkbox"/> 直系亲属证 Dependant's Pass <input type="checkbox"/> 观光证 Visit Pass		

<sup>1</sup> 只适用于入境新加坡的非新加坡公民。此个人号码可在入境/重新入境准证上找到。Applicable to Non-Singaporeans entering Singapore only. The number can be found in the Entry / Re-Entry Permit.



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 Website: www.ci.ntu.edu.sg

住宅地址: Residential Address:		邮编 Postal Code:
服务机构地址: Office Address:		邮编 Postal Code:
你希望我们将邮件寄到: <input type="checkbox"/> 住宅地址 Residential Address <input type="checkbox"/> 所服务机构地址 Office Address You would like us to send the mail to:		
住家联络号码: Home Tel No.:	办公室联络号码: Office Tel No.:	
手机号码: Mobile No.:	电邮地址: Email Address:	

### 学历 EDUCATIONAL QUALIFICATIONS

请附上核准无误的有关证书及成绩单副本。Please attach relevant certified true copies of certificates and transcripts.

A. 请按照顺序填写曾就读的学院或大学。Please list schools/institutions/universities attended in chronological order.

起(年) From (Year)	止(年) To (Year)	就读学校/学院/大学 Schools/Institutions/Universities attended	所获学位 Qualification obtained	主修 Major

B. 目前就读的课程 Course(s) you are currently pursuing

课程 Course	教育机构 Educational Institution	预期完成日期(日/月/年) Expected Completion Date (dd/mm/yyyy)
		/ /

C. 专业资格/会员 Professional Qualification / Membership

专业机构及所在地 Professional Organization & Country	奖项 Award	获奖日期(日/月/年) Date of Award (dd/mm/yyyy)
		/ /



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## 工作经历 EMPLOYMENT HISTORY

(无工作经验者无需填写, 注明 N.A. 即可。Please indicate N.A. for those without working experience.)

请按照时间顺序依次填写你的工作经历。(如有必要, 请用额外纸张填写。)

Please indicate in reverse chronological order your employment history. (Please attach additional pages if necessary.)

起 (月/年) From (mm/yy)	止 (月/年) To (mm/yy)	公司/机构 Organization	职务 Designation	主要职责 Primary Responsibility

## 公司赞助 COMPANY SPONSORSHIP

(只适用于公司赞助的申请者及所有项目必须由公司负责人填写。Applicable to company-sponsored applicants only and all fields must be completed by company.)

### 公司资料 Company Details

公司名称: Company Name:		
公司注册号码: Registration No. / Licensing No.:		
联络人: Contact Person:	称呼 (请标明): * 博士 / 先生 / 太太 / 女士 / 小姐 Salutation (Please indicate): * Dr / Mr / Mrs / Mdm / Miss * 请删去不适宜项 Please delete where inapplicable	
职位: Designation:	部门: Department:	
联络号码: Office No.:	手机号码: Mobile No.:	传真号码: Fax No.:
电邮地址: Email Address:		
公司网址: Company Website:		
书信邮寄地址: Mailing Address:		邮编 Postal Code:



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**帐户资料 Billing Details**

公司财务负责人: Person-in-charge of billing:		称呼 (请标明): * 博士 / 先生 / 太太 / 女士 / 小姐 Salutation (Please indicate): * Dr / Mr / Mrs / Mdm / Miss * 请删去不适宜项 Please delete where inapplicable	
职位: Designation:		部门: Department:	
联络号码: Office No.:	手机号码: Mobile No.:	传真号码: Fax No.:	
电邮地址: Email Address:			
帐单邮寄地址与书信邮寄地址相同? Billing Address is the same as the mailing address?		<input type="checkbox"/> 若帐单邮寄地址与书信邮寄地址相同, 请勾选。 Please tick if the billing address is the same as the mailing address.	
<b>若帐单邮寄地址与书信邮寄地址不相同, 请填写具体地址。 To be completed if different from mailing address.</b>			
帐单邮寄地址: Billing Address:		邮编 Postal Code:	

**公司申报 Company Certification**

本公司保证所申报的资料完全属实。如有不符, 本公司同意校方有权拒绝该申请。在此授权南大孔子学院得以展开任何与课程录取有关的调查以鉴定资料是否属实。  
 We certify that all information made on this application is true and complete to the best of our knowledge. We agree that any misrepresentation or omission is sufficient grounds for rejecting the application. We authorize any investigation of the above information for the purpose of verification.

负责人姓名: Name of Official:	职位: Designation:
签名: Signature:	日期 (日/月/年): Date (dd/mm/yyyy):
公司印章 Company Stamp:	

**紧急情况联系人 PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

姓名: Name:	关系: Relationship:
住家联络号码: Home Tel No.:	手机号码: Mobile No.:





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## 附加资料 ADDITIONAL INFORMATION

Q1. 你是通过哪种渠道获得本课程的讯息? How do you come to know about this programme?

- 学院网站 CI-NTU Website       报纸广告 Newspaper Advertisement       朋友/同事介绍 Friends / Colleagues  
 电子邮件 E-Newsletter       册子 Brochure       网上搜索 Online Search  
 社交媒体 Social Media       其它, 请注明 Others, please specify:

Q2. 你报读本课程的目的是什么? Why do you want to apply for this programme?

- 对此课程感兴趣 Have interests in this programme       未来职业发展的需要 For future career development needs  
 自我提升 Self-Improvement       现阶段工作需要 To fulfill current job requirements  
 为日后从事翻译工作 To pursue new career path in translation  
 其它, 请注明 Others, please specify:

## 声明 DECLARATION

(1) 我谨在此声明, 此表格里所填写的一切信息均属实。我没有省略或隐瞒任何事实。我清楚明白, 如果在此所提供的信息有任何不准确或不属实, 均可让本申请无效; 即使被录取, 南大孔子学院也可要求我退出本课程, 且不偿还任何已付予学院的学费与其他费用。

I declare that all the information given in this application form is true and accurate to the best of my knowledge. I have not deliberately omitted any relevant fact. However, should I be accepted for the course, and if any of these information are found to be false or inaccurate, I understand that I will render myself liable for any action taken by the Confucius Institute, NTU including dismissal from course and forfeiture of fees.

(2) 我了解并接受此申请表格里所列出的所有条款, 并知道南大孔子学院有权在无提前通知的情况下, 对课程所涉的任何条款和规则作出更改。

I agree to all the terms and conditions of this application and I accept that the Confucius Institute, NTU reserves the right to make changes to the rules and regulations of the course or any details pertaining to the course without prior notice to the participants.

备注: 南大孔子学院保留更改任何条款与规定的权利。

Note: Confucius Institute, NTU reserves the right to make any changes to the terms and conditions and rules and regulations of the course.

\_\_\_\_\_  
 申请人姓名  
 Name of Applicant

\_\_\_\_\_  
 申请人签名  
 Signature of Applicant

\_\_\_\_\_  
 日期 (日/月/年)  
 Date (dd/mm/yyyy)