

APPLICATION GUIDE

Applicants are required to prepare the following list of supporting documents to be submitted in your online submission. SIM GE has the right to reject applications with incomplete documents.

All documents must be scanned and attached to the online application in PDF format before submission as no changes can be made thereafter. For more information with regards to the Diploma Scholarships for International Students, please visit the [website](#).

How to Apply: [BrightSparks](#)

Instructions on how to fill up some of the fields

Create a BrightSparks Account



Log in or [Create Account](#)



[Forgot password?](#)

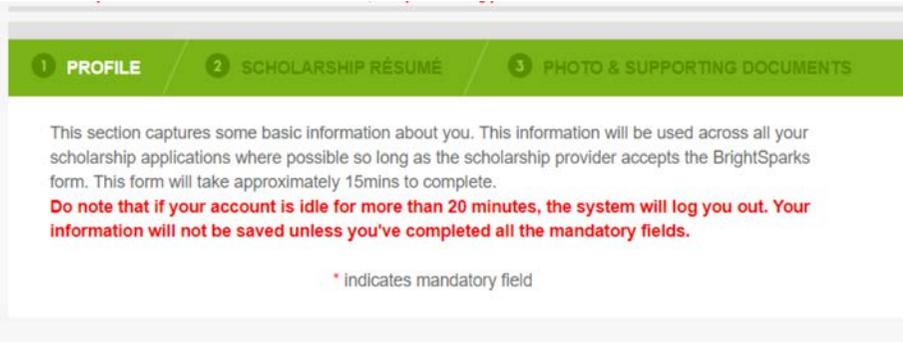
Log In

You will need to create a BrightSparks account to begin the process. Just click "Create Account" at the top right-hand corner of the website to begin!

Use a strong password you haven't used before. Remember that your password must be 15 characters minimum, and include the following:

- an uppercase character
- a lowercase character
- a number (0-9)
- special symbols (@#\$%)

Create Your Portfolio



1 PROFILE 2 SCHOLARSHIP RÉSUMÉ 3 PHOTO & SUPPORTING DOCUMENTS

This section captures some basic information about you. This information will be used across all your scholarship applications where possible so long as the scholarship provider accepts the BrightSparks form. This form will take approximately 15mins to complete.

Do note that if your account is idle for more than 20 minutes, the system will log you out. Your information will not be saved unless you've completed all the mandatory fields.

* indicates mandatory field

Upon logging in, you will need to fill up three sections of your information to complete your application:

1. Profile
2. Scholarship Résumé
3. Photo & Supporting Documents

You can navigate to the different sections by clicking the headings above.

Each section will take approximately 15 minutes to fill up.

Do note that if your account is idle for more than 20 minutes, the system will log you out. Your information will not be saved.

Fill Up Your Profile

Profile

Personal Particulars +

Family Particulars +
Please include details of your guardians and/or ALL family members (i.e. parents AND siblings).

National Service Information +
 This section is not applicable to me

Education Details (GCE 'N' / 'O' LEVEL OR EQUIVALENT) +
Please include all certifications on GCE 'N' / 'O' Levels.

Education Details (GCE 'A' LEVEL, IB, ACT, DIPLOMA , NITEC/H-NITEC(current) OR EQUIVALENT) +
Please include your highest or latest certification on GCE 'A' Level, IB, ACT, DIPLOMA, NITEC/H-NITEC or equivalent.
 This section is not applicable to me

Education Details (Tertiary) +
Please include all certifications if you are currently a university undergraduate or graduate.
 This section is not applicable to me

SAT, TOEFL, GMAT, GRE & IELTS +
 This section is not applicable to me

Language Proficiency +

This section consists of basic information about you.

What you submit here will be used across all your scholarship applications where possible so long as the scholarship provider accepts the BrightSparks form.

The left is the first page you will see upon logging in.

The full 'Profile' page with all the details required.

Click on the "+" on the right-hand side of each field to open it up and fill it in.

If you have more than one qualification, click on the "add another" at the bottom of the relevant section to open new fields to fill in.

Note: Please indicate your FULL name as according to your national identification document.

***For non mandatory fields, please input the information accordingly.**

Profile - Educational Details (GCE 'N' / 'O' Level or Equivalent)

Education Details (GCE 'N' / 'O' LEVEL OR EQUIVALENT) *
Please include all certifications on GCE 'N' / 'O' Levels.

Note:
For IP students, please select "IP school examination" and enter your Year 4 (if 6 year IP) or Year 2 (if 4 year IP) grade into the system and GPA/CAP score (if applicable).
For N Level students, please select "Others" and enter your education details.
Graduation date refers to the year you will be receiving your result slip

Others ▾

Name of Institution

Current Year

Start Date

(Expected) Graduation Date

- Country - ▾ - Stream - ▾

Year of Main Exam (YYYY)

Subject Taken	Result Grade
<input type="text"/>	<input type="text"/>

+ Add Another

+ Add Another

- CCA Grade (if applicable) - ▾

- Scoring System (if applicable) - ▾

Score

For applicants with international qualifications

1. Click on the drop down and select 'Others'.
2. **Name of Institution** => please indicate accordingly.
3. **Current Year** => please indicate accordingly.
4. **Start Date** => please indicate accordingly.
5. **(Expected) Graduation Date** => please indicate accordingly.
6. **Country** => please indicate accordingly.
7. **Stream** => please indicate accordingly. Otherwise, please select 'N.A.'
8. **Year of Main Exam (YYYY)** => please indicate accordingly.
9. **Subject Taken** => please key in all your examinations subjects. (Refer to Appendix A)
10. **Result Grade** => please key in all your examinations result grade.
11. **CCA Grade (if applicable)** => please key in if applicable, otherwise leave it blank.
12. **Scoring System (if applicable)** => please key in if applicable, otherwise leave it blank.
13. **Score** => please key in if applicable, otherwise leave it blank.
14. **Maximum Of** => please key in the maximum units (if applicable) otherwise leave it blank.

Fill Up Your Scholarship Resume

Scholarship Résumé

Co-Curricular Activities (CCA) *	+
Awards, Achievements & Prizes	+
Qualifications / Certifications	+
Employment & Internships *	+
<input type="checkbox"/> This section is not applicable to me	
Preferences *	+
University Admission & Other Grants *	+
Referees	+
Other Information *	+

Declaration *

I declare that all the particulars in this application (and the attached documents, if any) are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact. I acknowledge that I will be disqualified, or if accepted, my scholarship will be terminated without any notice if any particulars are found to be untrue or material facts have been willfully suppressed.

I agree that by clicking Submit, my information will be revealed, viewed and kept by the scholarship providers that I have applied to or attempted to apply to, regardless the scholarship application submission is successful.

This section captures additional information about you, such as your CCA participation, Awards & Achievements, etc.

In this section, you will be required to upload the required documents into their respective fields.

Click on the + sign to reveal the text fields and proceed to fill in your particulars.

Fields with * are compulsory fields. If possible, try not to leave any fields blank.

Remember to agree to the Declaration by ticking the relevant box. You will not be allowed to proceed otherwise.

***For non mandatory fields, please input the information accordingly.**



DIPLOMA SCHOLARSHIPS FOR INTERNATIONAL STUDENTS

Scholarship Resume - Co-Curricular Activities (CCA)

Co-Curricular Activities (CCA) *

CCA Name

- Level -

- Type -

Others

Position

Start Date

End Date

Brief Description (optional)

+ Add Another

Please indicate at least one CCA.

All involvements or participation in CCAs are required from 'O' level or equivalent onwards.

Scholarship Resume - Employment & Internships

Employment & Internships *

This section is not applicable to me

Note: If you are still employed, please leave the "End Date" field empty.

Employer

Position

- Employment Type -

Start Date

End Date

Salary (optional)

Responsibility (optional)

+ Add Another

Please indicate all your employment (including part-time jobs) & internships (if applicable). Otherwise, please kindly tick the box 'This section is not applicable to me'.

Scholarship Resume - Preferences

Preferences *

- Intended Level of Study -

Rank your Intended Location of Study

- 1st Choice* -

- 2nd Choice -

- 3rd Choice -

- 4th Choice -

- 5th Choice -

Indicate your interest for Scholarship Providers

(By selecting to any provider, you agree that your profile and contact information to be revealed to the selected provider for its future marketing purpose.)

None selected

Indicate your interest for Higher Education Providers

(By selecting to any provider, you agree that your profile and contact information to be revealed to the selected provider for its future marketing purpose.)

None selected

Rank your Intended Career Choice(s)

- 1st Choice* -

- 2nd Choice -

Intended Level of Study => Select Bachelor

Rank your intended Location of Study => Select 'Singapore'

Rank your intended Career Choice(s) => Please indicate at least one career choice.

Scholarship Resume - University Admission & Other Grants

University Admission & Other Grants *

Rank your Future Course of Study

For pre-university students, please input the courses of study that you have applied for, or are most likely to apply for in university. For current university students, please indicate your current course(s) of study.

- 1st Choice* -

- 2nd Choice -

- 3rd Choice -

- 4th Choice -

- 5th Choice -

(Intended) Commencement Date

(Intended) Commencement Date

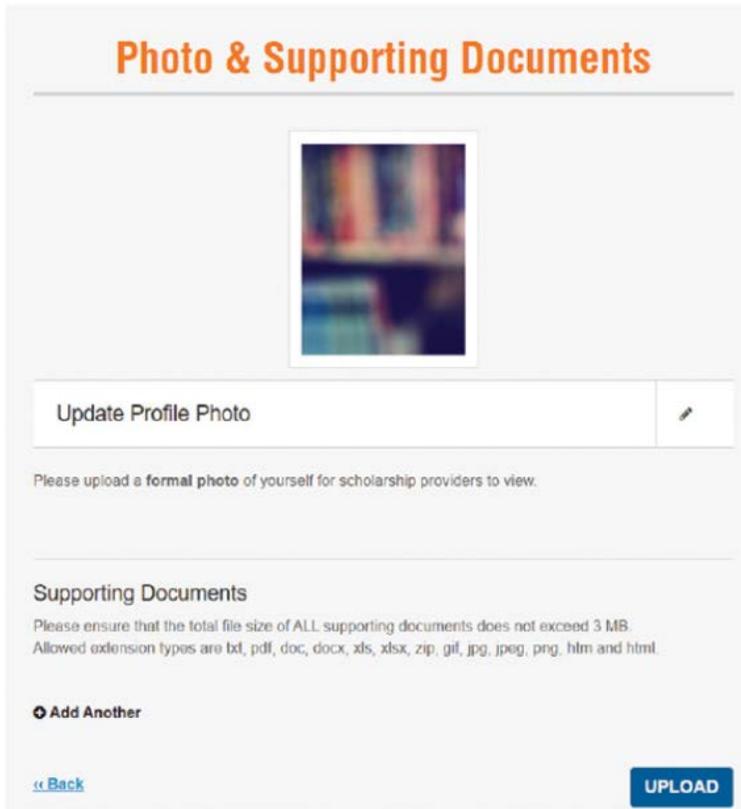
Rank your Future Course of Study

- For pre-university students, please input the courses of study that you have applied for or are most likely to apply for in university.
- For current university students, please indicate your current course(s) of study.

Please input at least one choice.

Please input a date for '**(Intended) Commencement Date**'.

Upload Photos and Supporting Docs



Please upload a formal photo of yourself. Ensure you have neat hair, dress appropriately, and take the photo against a neutral background.

Click on the pencil icon to begin uploading your photo.

Upload your photo in gif, jpg, jpeg or png format. Your photo will be automatically displayed at 140 x 180 pixels (Width x Height). After uploading, you will be able to preview your photo and crop it to the required size.

Click on the "+ Add Another" to begin uploading your documents. After selecting the document, click "Upload" again to upload it.

You may click on the documents after uploading to check if you have the correct ones.

As the field does not allow you to label your documents, ensure that your supporting documents have the appropriate file names. (E.g., "Testimonial for Joseph Lee Ngee Ann Polytechnic.doc" or "Resume_Mary.pdf". Documents with strange names, e.g. "CVfinal_forsamver1.2.docx", will confuse those reviewing your application.)

Please ensure that the total file size of ALL supporting documents does not exceed 20 MB.

Allowed extension types are txt, pdf, doc, docx, xls, xlsx, zip, gif, jpg, jpeg, png, htm and html. (Some versions of Word have issues opening the .docx format, so it is advisable to use the other formats available.)

SUPPORTING DOCUMENTS

	1. All official academic documents, certificates, transcripts, and reports showing grades awarded by institutions that you have completed or are currently pursuing, in original language with English translation, if applicable												
	2. Documentary evidence of English Language qualifications, <table border="1" data-bbox="389 416 1290 655"> <tr> <td data-bbox="389 416 495 456"></td> <td data-bbox="495 416 1290 456">GCE 'O' Level /</td> </tr> <tr> <td data-bbox="389 456 495 496"></td> <td data-bbox="495 456 1290 496">IELTS /</td> </tr> <tr> <td data-bbox="389 496 495 536"></td> <td data-bbox="495 496 1290 536">TOEFL /</td> </tr> <tr> <td data-bbox="389 536 495 576"></td> <td data-bbox="495 536 1290 576">SATI /</td> </tr> <tr> <td data-bbox="389 576 495 616"></td> <td data-bbox="495 576 1290 616">Pearson Test /</td> </tr> <tr> <td data-bbox="389 616 495 655"></td> <td data-bbox="495 616 1290 655">other equivalent English Language qualifications</td> </tr> </table>		GCE 'O' Level /		IELTS /		TOEFL /		SATI /		Pearson Test /		other equivalent English Language qualifications
	GCE 'O' Level /												
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	TOEFL /												
	SATI /												
	Pearson Test /												
	other equivalent English Language qualifications												
	3. Documentary evidence of all <table border="1" data-bbox="389 724 1296 879"> <tr> <td data-bbox="389 724 495 764"></td> <td data-bbox="495 724 1296 764">co-curricular activities</td> </tr> <tr> <td data-bbox="389 764 495 804"></td> <td data-bbox="495 764 1296 804">scholarships</td> </tr> <tr> <td data-bbox="389 804 495 844"></td> <td data-bbox="495 804 1296 844">achievements</td> </tr> <tr> <td data-bbox="389 844 495 879"></td> <td data-bbox="495 844 1296 879">awards (if any)</td> </tr> </table>		co-curricular activities		scholarships		achievements		awards (if any)				
	co-curricular activities												
	scholarships												
	achievements												
	awards (if any)												
	4. Personal statement												
	5. Photocopy of passport <i>(This is required to accurately verify your identity and facilitate the processing of your application. For information on SIM PDPA Policy, please refer to https://www.sim.edu.sg/data-privacy.)</i>												
	6. A copy of the acknowledgment document for your diploma application as evidence of successful application												

Website, Large Files and Videos

Website, Large Files and Videos

Provide your website, Dropbox or Youtube link for Scholarship Providers to have easy access over your portfolio.

Portfolio Website

 Dropbox

 YouTube

[« Back](#)

UPLOAD

Please do not upload anything in this section.

Save Your Progress. You're done!

Click the "Save" on the "Profile" section to save your submission.

If you had missed anything previously, the system would notify you on the upper right-hand corner, and you will not be able to save until that field has been filled.

Now you're ready to start applying for the scholarship.

Country	Name of National Examination (confirmed)	What to Key in the Subject Taken Field
Cambodia	Certificate of Upper Secondary Education	Best 6 subjects, excluding PE
	High School Examination (Yesr 12) Transcript	Best 5 subjects, excluding PE
China	National College Entrance Examination (Gao Kao)	All subjects
	Senior High School Leaving Cert	Year 3 Semester 1 & 2 subjects
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE)	Best 5 subjects in Category A
India	Secondary School Certificate (Year 10) from recognized State Boards	Best 5 subjects, excluding PE
	Senior School Certificate (Year 12) from recognized State Boards	Best 5 subjects, excluding PE
Indonesia	High School Year 12 with SKHU (School Leaving Certificate)	Overall average
Japan	High School Certificate / Upper Secondary School Leaving Certificate (Kotogakko Satsugyo Shomeisho)	Cumulative Grade Point Average (CGPA)
Kazakhstan	Diploma of Secondary Education	All subjects
	Edinoe National'noe Testirovanie (Unified National Testing Exam)	All subjects
Laos	Upper Secondary School Diploma	All subjects

DIPLOMA SCHOLARSHIPS FOR INTERNATIONAL STUDENTS

Country	Name of National Examination (confirmed)	What to Key in the Subject Taken Field
Malaysia	UEC	All subjects
	STPM	All subjects
Myanmar	Basic Education High School (BEHS) (10 years)	Best 5 subjects, excluding PE
Philippines	High School Certificate (Year 12)	Best 5 subjects, excluding PE
Russia	Unified State Examination	All subjects
	High School Certificate	All subjects, excluding Physical Education
SIM	Foundation Studies	All subjects
South Korea	High School Diploma (Year 12 Sem 1 & 2)	All subjects
	CSAT	All subjects
Sri Lanka	Sri Lankan 'O' level	Best 5 subjects
Taiwan	Senior High School	All subjects (excluding PE and Military Training)
	Senior High School graduates with General Scholastic Ability Test (GSAT)	Best 5 subjects
Thailand	High School Certificate (Mathayom Suksa 6 / M6) (Year 12)	All Year 12 subjects
Vietnam	Senior High School Certificate (Hoc Ba) (Year 12)	All Year 12 subjects, excluding PE