

### APPLICATION GUIDE

1. For more information with regards to the SIM GE Undergraduate Scholarship, please visit our [website](#).
2. How to Apply: [BrightSparks](#)

### SUPPORTING DOCUMENTS REQUIRED FOR YOUR SCHOLARSHIP APPLICATION

Applicants are required to submit the following documents. All documents must be scanned and attached to the online application in PDF format before submission as no changes can be made thereafter. **Applications with incomplete supporting documents will not be considered.**

#### EDUCATIONAL DOCUMENTS

*Certified copies (in original language with **English translation**, if applicable) of **all certificates, transcripts and reports showing grades** awarded by institutions that you have completed or are currently pursuing.*

	'O' Level transcript, certificate and testimonials or equivalent
--	--

	'A' Level/ High School/ Diploma transcript, certificate and testimonials
--	--

	Cumulative results of your current programme in SIM GE (existing students who are currently pursuing SIM undergraduate programmes)
--	--

	Bachelor's Degree (if applicable)
--	-----------------------------------

	Any other academic documents (E.g. 'N' Level, Previous results from institutions where studies were withdrawn)
--	--

#### AWARDS, ACHIEVEMENTS, PRIZES, QUALIFICATIONS, CERTIFICATES

	Awards/ Scholarships
--	----------------------

	Achievements/ Prizes
--	----------------------

	Any other qualifications
--	--------------------------

	Certificates
--	--------------

#### CCA PARTICIPATION/ INVOLVEMENT

*Documentary evidence of CCA participation/ involvement can be in the form of recommendation letter/ email/ testimonials from your club president/ staff in charge/ advisor. Otherwise, photo documentation will do as well. Please also kindly state the role you play in the CCA and the type of activities.*

	Co-curricular activities (CCA records and testimonials) from 'O' Level or equivalent onwards
--	--

	Community contributions/ Volunteer work
--	---

	External organisation contributions/ involvement
--	--

PERSONAL DOCUMENTS	
	Photocopy of NRIC or 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 <a href="https://www.sim.edu.sg/data-privacy">https://www.sim.edu.sg/data-privacy</a>)</i>
	National Service Testimonial (if applicable)

**Instructions on how to fill up some of the fields**

**Create a BrightSparks Account**



Log in or [Create Account](#)



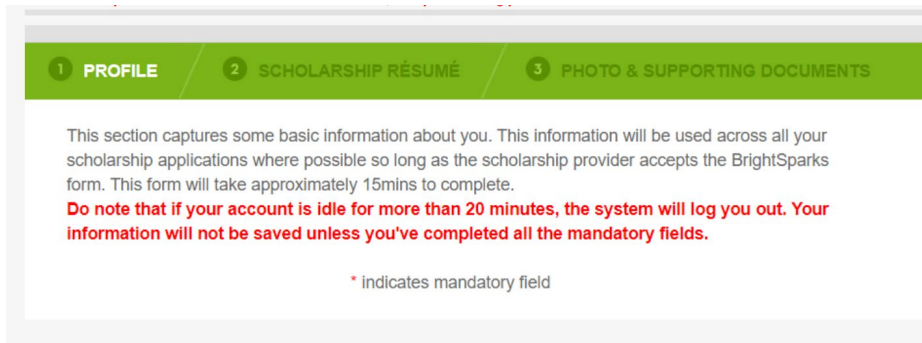
[Forgot password?](#)

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**



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.

## APPLICATION GUIDE

### 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 up new fields to fill in.

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

Profile

### Profile

Personal Particulars \*

  
  
  
   
  
 0000-00-00  - Gender -  Singaporean   
 - Country of Birth -   
 - Marital Status -  - Race -   
 - Religion -   

Address

 - Country -   
 Address Line 1  
 Address Line 2

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

## APPLICATION GUIDE

### 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 local qualifications

Please input the information accordingly.

### 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.
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 please leave it blank.

## APPLICATION GUIDE

### Profile - Educational Details (GCE 'A' Level, IB, ACT, DIPLOMA, NITECH/ H-NITEC (current) or Equivalent)

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

Others

*Note: Fill in this section if you have a non-Singaporean diploma or other educational certificates, or if the other sections are not applicable to you.*

Name of Institution

- Country -

Type Of Certification

Current Year

Start Date

Start Date

(Expected) Graduation Date

(Expected) Graduation Date

Subject Taken

Grade

+ Add Another

### For applicants with local qualifications

Please input the information accordingly.

### For applicants with international qualifications

1. Click on the drop down and select 'Others'.
2. **Current Year** => please key in 'Graduated'.
3. **Subject Taken** => please key in all your examinations subjects.
4. **Grade** => please key in all your examinations grade.

## APPLICATION GUIDE

### Profile - Education Details (Tertiary)

**Education Details ( Tertiary ) \***  
Please include all certifications if you are currently a university undergraduate or graduate.

This section is not applicable to me

*Note:*  
Please upload your transcript so the scholarship provider can verify your subjects and results.

Others ▾

Name of Institution

- Current Year - ▾

Singapore ▾ Please Choose ▾

Start Date

(Expected) Graduation Date

Course of Study

No Double Degree

Second Course of Study

Minor (If Applicable)

Subject	Grade	Academic Unit(s) / Credit(s) (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**+** Add Another

Cumulative GPA / CAP  Maximum GPA / CAP ▾

For new, incoming students and those existing (current) students, who have not sat for the partner university examination yet, please kindly tick the box 'This section is not applicable to me'.

For those existing (current) students who have received at least one semester examination results.

1. Click on the drop down and select 'Others'.
2. **Name of Institution** => Please key in the University Partner's official name in full.
3. **Country** => Select 'Singapore'.
4. **Please Choose** => Select Bachelor
5. **Start Date** => Key in the programme start date
6. **(Expected) Graduation Date** => Key in the programme end date
7. **Course of study** => Key in the official degree programme's name in full
8. **Subject** => Key in all the University Partner's examination subjects (modules) you sat for and have obtained the official examination results.
9. **Grade** => Key in all the official examination results for each subject.
10. **Academic Unit(s) / Credit(s) (if applicable)** => Please input accordingly, otherwise leave it blank.
11. **Cumulative GPA/ CAP** => Please input accordingly, the cumulative grade point average (CGPA) / average grades, otherwise leave it blank.
12. **Maximum GPA/ CAP** => Please select accordingly, otherwise leave it blank.



## APPLICATION GUIDE

### 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 *	+
<b>Declaration *</b> <input type="checkbox"/> 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. <input checked="" type="checkbox"/> 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.

For the information you have input in this section, please upload the respective supporting documents in the '**Upload Photos and Supporting Docs**' section.

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.**

## APPLICATION GUIDE

### Scholarship Resume - Co-Curricular Activities (CCA)

#### Co-Curricular Activities (CCA) \*

➕ 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.

## APPLICATION GUIDE

### 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

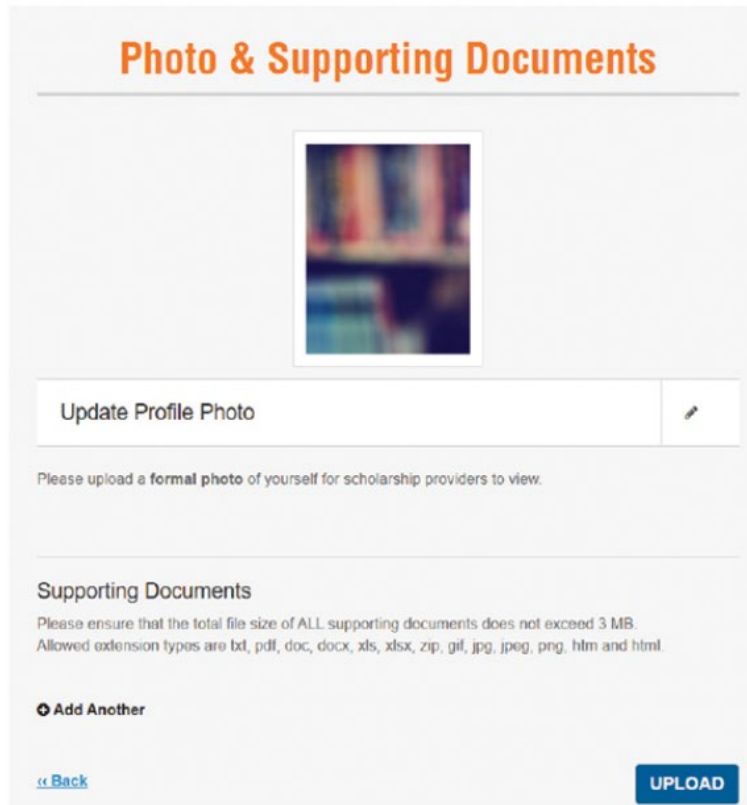
- For pre-university students, please input the courses of study that you have applied for or are most likely to apply for in university.
- For current university students, please indicate your current course(s) of study.

Please input at least one choice.

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

## APPLICATION GUIDE

### 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.)

### 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! Click here to [APPLY](#).