

## EDUCATIONAL QUALIFICATION ASSESSMENT REQUEST FORM

### **IMPORTANT NOTES**

#### **A) APPLICATION INFORMATION**

1. You are required to complete this form and submit all relevant supporting documents.
2. All information provided in this application must be true to the best of your knowledge. False declaration of particulars or wilful suppression of material facts will render you liable to disqualification and/or appropriate legal actions.
3. Information provided is subject to checks by CEA to safeguard against possible fraud, degree mills and non-accreditation status of the issuing institutions. CEA may contact the relevant institution, government department or any other official sources to verify the authenticity of the documents submitted and the accuracy of the content therein. You are therefore required to complete the Letter of Authorisation appended in **Annex B** to facilitate the verification process. If there is a need to make payment for the verification, you shall agree to pay the fee.
4. Furnishing any false or misleading information is a criminal offence under Section 182 of the Penal Code (Cap. 224). Suspected cases will be investigated and, if evidence warrants, they will be referred to the Police for further investigation and prosecution, and licences/registrations that have already been granted will be revoked or the renewal applications for such licences/registrations refused.
5. Any omission of information required in this application form or incomplete submission of supporting documents will subject the application to rejection.
6. Assessment will take about **15 working days** upon receipt of complete documents from the Approved Course Provider (ACP).
7. Assessment outcome is final and conclusive.
8. **Important Notice:** Please be informed that attending the RES Course and passing the RES Examination do not automatically qualify an individual to be a real estate salesperson. The applicant has to comply with the full registration requirements stipulated under the Estate Agents Act, which include meeting the fit & proper criteria. Please check the complete list of registration criteria on CEA's website before registering for the RES Course.

CEA's preliminary assessment is required for foreign applicants who wish to be registered as real estate salespersons with the support of an estate agent.

#### **B) SUBMISSION OF SUPPORTING DOCUMENTS**

9. Applicants must submit all qualifications and the relevant supporting documents. The original educational certificates must be shown to the ACP for verification. If the originals are not available, applicant should obtain a letter/duplicate copy from the issuing institution. Please note that CEA does not accept education certificates certified by a notary public as a form of verification proof.
10. For non-English Certificates, you are required to submit both the original document(s) and official English-translated copy of the document(s) issued by the institutions/universities or by a translation service provider.
11. All supporting documents must bear the applicant's name. In the event that the name stated on your education certificate(s) is different from your given name, you are required to submit documentary proof for verification.
12. Qualifications submitted must include both the Certificate of Graduation and transcripts/results slips. You may also be required to furnish additional documents as part of the verification process. A one-month deadline will be given for the submission of additional documents. Failure to do so within the stipulated timeline will render the application incomplete and the qualifications will be rejected. There shall be no refund of the application fee for incomplete application.
13. All submitted documents will be kept and retained as property of the Council for Estate Agencies.

**C) ADMINISTRATIVE FEE**

14. An administrative fee of **\$64.20** (inclusive of 7% GST) is payable for each application submitted. Please submit your application and make the fee payment to the ACP that you intend to enrol with for the RES/REA Course.
15. There shall be no refund of fee paid for the application, regardless of the outcome of the assessment.

**D) VALIDITY PERIOD OF ASSESSMENT OUTCOME**

16. Qualifications assessed to be accepted in lieu of 4 GCE "O" Level passes, for the purpose of RES/REA course registration, RES/REA examination registration and registration to be a salesperson or KEO/practicing director, are valid for a period of 3 years from the date of CEA's notification of the acceptance. If you wish to register for the RES/REA course/examination or apply for registration with CEA as a salesperson or KEO/practicing director after the 3-year period, you will need to re-submit a fresh application for qualification assessment by CEA.

Please tick (✓) where appropriate:

**1.** This is the first time that I am submitting this qualification(s) for CEA's assessment.

**2.** I am submitting the same qualification(s) for re-assessment as:

**a.** My previous qualification assessment by CEA has expired; or

**b.** My previous qualification assessment by CEA is expiring soon.

**For Option 1, 2a or 2b**, an administrative fee of **\$64.20** (inclusive of 7% GST) is payable. Please submit your application and make the fee payment to the ACP that you intend to enrol with for the RES/REA Course.

**c.** I would like to request a copy of CEA's notification on the qualification assessment outcome given to me previously.

**Note for Option 2c:** There is no need to submit this application form. Instead, simply email the following information (see box below) to [licensing@cea.gov.sg](mailto:licensing@cea.gov.sg) to request a copy of CEA's notification on the qualification assessment outcome. The assessment fee is not applicable.

**To request for CEA's notification on the qualification assessment outcome**

Full Name (shown in your NRIC/Passport): \_\_\_\_\_

NRIC/FIN/Passport No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

## INSTRUCTIONS

1. All fields are compulsory. Indicate "Not Applicable" or "N.A." where necessary. Do not leave any blanks.
2. Qualifications stated should be stated in chronological sequence, starting from High School.
3. Assessment will take about 15 working days upon receipt of complete documents.
4. You will be notified of the assessment outcome via email.

## 1. PERSONAL PARTICULARS

Full Name (as shown in NRIC/Passport): \_\_\_\_\_

NRIC/FIN/Passport No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M/ F

Type of Holding Pass in Spore (If Any): PR/ Employment Pass/ Dependant Pass/ Student Pass/ Work Permit

Country/Region of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Local Residential Address: \_\_\_\_\_

Contact no: \_\_\_\_\_ Approved Course Provider: \_\_\_\_\_

Email Address [Assessment outcome will be sent to this email] : \_\_\_\_\_

## 2. EDUCATION DETAILS

### A) High School Education

Did you complete your High School Education:  Yes  No

Name of High School: \_\_\_\_\_

Title of Qualification: \_\_\_\_\_

Country/Region of Study: \_\_\_\_\_ No. of Subject(s) Passed at High School: \_\_\_\_\_

Language of Study: \_\_\_\_\_ Year(s) of Study: \_\_\_\_\_

### B) Tertiary/ Higher Education

Did you complete the course of study:  Yes  No

Title of Qualification: \_\_\_\_\_

Awarding Body/ Institution/ University: \_\_\_\_\_

Country/Region of Awarding Body/Institution/University: \_\_\_\_\_

Did you complete the course at the awarding Body/ Institution/University:  Yes  No

Name of Main Campus Affiliating/College attended: \_\_\_\_\_

Country/Region of Study: \_\_\_\_\_ Language of Instruction: \_\_\_\_\_

Mode of Study:  Distance Learning  Full-Time  Part-Time

Course Duration: \_\_\_\_\_ Period of Study: From \_\_\_\_/\_\_\_\_ (mm/yy) to \_\_\_\_/\_\_\_\_ (mm/yy)

### C) Tertiary/ Higher Education

Did you complete the course of study:  Yes  No  
Title of Qualification: \_\_\_\_\_  
Awarding Body/ Institution/ University: \_\_\_\_\_  
Country/Region of Awarding Body/Institution/University: \_\_\_\_\_  
Did you complete the course at the awarding Body/ Institution/University:  Yes  No  
Name of Main Campus Affiliating/College attended: \_\_\_\_\_  
Country/Region of Study: \_\_\_\_\_ Language of Instruction: \_\_\_\_\_  
Mode of Study:  Distance Learning  Full-Time  Part-Time  
Course Duration: \_\_\_\_\_ Period of Study: From \_\_\_\_/\_\_\_\_ (mm/yy) to \_\_\_\_/\_\_\_\_ (mm/yy)

### D) Tertiary/ Higher Education

Did you complete the course of study:  Yes  No  
Title of Qualification: \_\_\_\_\_  
Awarding Body/ Institution/ University: \_\_\_\_\_  
Country/Region of Awarding Body/Institution/University: \_\_\_\_\_  
Did you complete the course at the awarding Body/ Institution/University:  Yes  No  
Name of Main Campus Affiliating/College attended: \_\_\_\_\_  
Country/Region of Study: \_\_\_\_\_ Language of Instruction: \_\_\_\_\_  
Mode of Study:  Distance Learning  Full-Time  Part-Time  
Course Duration: \_\_\_\_\_ Period of Study: From \_\_\_\_/\_\_\_\_ (mm/yy) to \_\_\_\_/\_\_\_\_ (mm/yy)

### 3. DECLARATION

I, \_\_\_\_\_ (full name as shown in NRIC/Passport), of \_\_\_\_\_ (NRIC / FIN/ PPT No), declare that I fully understand that CEA has the right to reject my request for assessment or request for additional information if insufficient documents are submitted. I declare that the facts stated in this application and the accompanying information are true and correct to the best of my knowledge and that I have not withheld any materials facts or provided any misleading information.

I am aware that it is an offence under Section 182 of the Penal Code (Cap. 224) to furnish false information, qualifications or documents to any member of the Council for Estate Agencies (CEA) for the purpose of assessment of qualifications and any contravention of Section 182 of the Penal Code is punishable under the same Act. **Section 182 of the Penal Code (Cap. 224) provides that:** "Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it to be likely that he will thereby cause, such public servant to use the lawful power of such public servant to the injury or annoyance of any person, or to do or omit anything which such public servant ought not to do or omit if the true state of facts respecting which such information is given were known by him, shall be punished with imprisonment for a term which may extend to one year, or with fine which may extend to \$5,000, or with both".

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's signature

**ANNEX A**

**CHECKLIST FOR SUPPORTING DOCUMENTS TO BE SUBMITTED**

**Please check to ensure that you have attached the following documents to your submission.  
Incomplete submission will subject your application to rejection and the application fee will not be refunded.**

(    ) Completed Request Form

High School Qualification:

(    ) High School Certificate (with grades obtained) &

(    ) Official Explanatory Notes on Grading System

Diploma/ Degree/ Post-Graduate Qualifications

(    ) Certificate of Graduation &

(    ) Transcripts

(    ) Official Translated Copies of the Certificates (For Non-English Certificates)

Note: All tertiary qualifications must be submitted together with transcripts, failing which will render your submission incomplete and the qualification will not be considered.

**For Official Use Only:**

Incomplete Request Form

Incomplete Set of Supporting Documents

Applicant has submitted all required information together with the necessary supporting documents.

Remarks: \_\_\_\_\_

## **Applicant's Letter of Authorisation**

I, \_\_\_\_\_ (Full name as shown in NRIC/Passport),  
of \_\_\_\_\_ (NRIC/ Identity No./ Passport No.), hereby give my authorisation to  
the **Council for Estate Agencies** to verify my academic records with the relevant academic  
institution that I declared to the authorities that I have attended and completed my studies at.

I understand that the verification process is necessary for the purpose of processing my application  
and for the purpose of compliance with the provisions of the Estate Agents Act.

I authorise the relevant institution / government department to release my records to the **Council for  
Estate Agencies**.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's signature