SMa Institute of Higher Learning
(formerly known as SMa School of Management)
2 Bukit Merah Central #11-00 SPRING Singapore Building Singapore 159835

STUDENT'S PARTICULARS UPDATE

Please complete the form & submit it to our Student Services Office

Confidentiality

SMa Institute is committed to maintaining the confidentiality of our student's personal information and undertakes not to divulge such information to any unauthorised third party (except to government authorities) without the prior consent of the student.

SECTION A

Please Write Clearly & Neatly

Student's Name (as in NRIC / Student Pass): (underline Surname / Family Name)	**Student ID No.:**
Course/s:	**Mbl. No.** (in Singapore):
Email Address: (please write clearly & neatly)	**Tel. No.** (in Singapore):
Singapore Address: (include Postal Code)	
Foreign Address / Telephone No. (in Home Country):	

Any Other Changes To Particulars

NOTE: Supporting Documents is required for these update.

- ☐ Change in Nationality/Citizenship
- ☐ Change in Residence Status in Singapore

Change To:

(please provide Identity Card No.)

In case of an Emergency, please contact:

Contact Person:	**Relation to Student:**	**Tel. No. of Contact Person:**
Address of Contact Person:		

Please proceed with the updating/change of my particulars as per the above indication immediately.

Student's Signature: **Date:**

FOR OFFICIAL USE ONLY

SECTION B

Update By: (Name & Signature)	**Date Updated:**	**Remarks:**

Please return this Form to the Student Services for filing when process is completed