



Application form

Attach passport size colour photograph here. Please write your name behind the photograph.

In Compliance with Guidelines for the Protection of Personal Data

- Please check the box to consent to the collection, storage, retention, and usage ("Processing") of your personal data in this form and its attachments by CTIS for the purpose of your studies. Your personal data will be protected according to the Personal Data Protection policy indicated behind this form.

Ordinary students are to attach (a) supporting documents of your highest academic qualification (certified by a notary), and (b) the provided recommendation letter signed by your priest or chaplain. This step may be omitted by auditing students.

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Please circle or fill in where appropriate.

Programme	Student Type		Full Name	
Cert.Th / Dip.Th	Full time ordinary / Part time ordinary / Auditing		asin NRIC/FIN, please underline surname	
Gender	Year of Birth	Race	Nationality	Residential Status
Male / Female				Singapore citizen / PR / others
NRIC/FIN (last four characters)		Occupation	Highest Academic Qualification	
□ □ □ □			attach supporting documents	
Mobile Telephone		Email Address		
Residential Address				
postal code ()				
Religion	Name of Parish Church		Ministry / Religious Congregation	
			if applicable	

Are you sponsored by an Archdiocesan Organisation?
<input type="checkbox"/> Yes (sponsoring organisation:) <input type="checkbox"/> No

Prior pertinent courses attended		
Conducted by	Title	Year attended

How did you come to know about CTIS?	Roadshows / Parish bulletin / CTIS Website / Social media / Friends / Catholic News
Others:	

Full-time & Part-time Ordinary Students only

Name of recommending priest or chaplain	attach recommendation letter

Signature	Date

I verify that the information I have supplied in this form is true and accurate at the time of completion



Application form

For office use only

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Date received	Enrollment form serial number
Sponsored by	If applicable
Interviewed by	cleared () not cleared () If applicable

CTIS student enrollment serial number	Processed by

.../end

CTIS Personal Data Protection Policy

- CTIS collects information of students ("Personal Data") to support its functions including, but not restricted to, the teaching and personal development of students, research, and administration of CTIS. Relevant Personal Data may be shared within CTIS or with third party church agencies on a need-to-know basis and for what CTIS deems a reasonable official or educational interest, unless such sharing is prohibited by law.
- "Personal Data" means any personally identifiable information relating to the student which is received from the student or arises out of the student's course of study in the CTIS, or information relating to the student's whereabouts or physical or mental condition and well-being. It excludes information that: (i) is publicly known or available from other sources who are not under a confidentiality obligation to the source of the information; (ii) subsequently becomes public by publication or other means through no action or fault of the CTIS; (iii) has been lawfully received from a third party without a breach of this privacy statement; (iv) is already known by or available to the CTIS without a confidentiality obligation; (v) is disclosed with prior written approval of the student; or (vi) is required to be disclosed under the law or pursuant to a court order.
- Without affecting the generality of paragraph (1) and for the avoidance of doubt, the following shall be deemed to meet the requirement for disclosure stated in paragraph (1) above:
 - A request for information by the Ministry of Education or the Council for Private Education;
 - Sharing of information or data with Government agencies or statutory bodies or non-government agencies authorised to carry out public functions, services or duties;
 - Sharing of information with third parties, including members of the student's family or medical or security personnel, in a situation if the CTIS deems it necessary in order to protect the health or safety of the student or other persons; or publication or release of information that is customary by educational institutions, including but not limited to awards of prizes, medals, scholarships, and other marks of distinction, and student or graduation status
- Access to Personal Data for purposes other than those based on an official or educational interest may also be granted at the discretion of the CTIS, provided that a student has provided his or her consent for such disclosure. A student provides such consent in his or her Application Form and Student Agreement at the time of his or her admission to the CTIS or at such other appropriate juncture.
- Students are deemed to have consented to CTIS providing information on students to the recommending priest and/or staff of the parish.
- For the convenience of students, CTIS may also indicate to individual students data that the individual student had previously supplied to the CTIS or other Government agencies. In the event that a student provides consent (in the manner set out at paragraph (4) above) for the disclosure or use of information other than for an official or educational purpose, the CTIS will retain a student's personal data only as necessary for the effective delivery of CTIS services to the student.
- To safeguard a student's personal data that had been provided electronically or had been converted into an electronic form, the CTIS will take reasonable steps to secure all electronic storage and transmission of personal data with appropriate security technologies.
- This Policy is subject to any applicable law and all students and users agree to submit to the exclusive jurisdiction of the Singapore Courts.

This Policy is subject to revision at the discretion of the CTIS from time to time. If you have any questions or concerns with regard to the Privacy Statement, please speak with the CTIS Data Protection Officer.

+65 6902 8700

CTIS Data Protection Officer