# Application for Certification Examination
for Professional Interpreters (CEPI)

School of Arts and Social Sciences,
Singapore University of Social Sciences
461 Clementi Road, Singapore 599491
Tel: 6248 9129 Fax: 6462 1349 [www.suss.edu.sg](http://www.suss.edu.sg)
Email: sass_cepi@suss.edu.sg

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**1 Personal Information**

<table>
<thead>
<tr>
<th>(A) FULL NAME</th>
<th>Mr/Ms/Mrs/Mdm/Dr*</th>
<th>NRIC No / Passport No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Contact</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) ADDRESS</th>
<th>Residential Address</th>
<th>Telephone Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(C) NATIONALITY, RACE, BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth (dd/mm/yyyy)</td>
</tr>
<tr>
<td>Age</td>
</tr>
</tbody>
</table>

Singapore Citizen / Permanent Resident / Employment Pass* (circle or delete as appropriate)

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**2 Academic and Professional Qualification**

<table>
<thead>
<tr>
<th>(A) Educational Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (month/year)</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>(B) Professional Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (month/year)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
# Current Employment

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Company Address:</th>
<th>Postal Code:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position held:</th>
<th>Tel No:</th>
<th>Ext:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. of years/months in this company:</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: /</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Function:</th>
<th>Industry:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Previous Employment Qualification

In chronological order, beginning with your most recent past employment:

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Designation</th>
<th>Period (mm/yyyy)</th>
<th>No. of Years/Months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

1)  
2)  
3)  
4)  

Total number of years/months of working experience: ________ years ________ months.

# Translating/Interpreting Experiences

List out present/past employment involving translating/interpreting duties:

<table>
<thead>
<tr>
<th>On what Basis:</th>
<th>Full time</th>
<th>Part time</th>
<th>Casual</th>
<th>Contract</th>
<th>Duration (mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1)  
2)  
3)  
4)  

# Referees

Name two referees who support your application:

1) Name:  
   Designation/Organisation:  
   Contact Number:  
   Email Contact:  

2) Name:  
   Designation/Organisation:  
   Contact Number:  
   Email Contact:
7 Statement of Purpose

What is your purpose for enrolling in the examination? Please be concise in your statement (Use a separate sheet of paper if necessary).

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

8 Feedback

How did you know about our Programmes?

☐ SUSS website  ☐ SUSS seminars / talks  ☐ Advertisement
☐ Friends / colleagues  ☐ Direct mailer
☐ Others: ____________________________________________________________

9 Applicant’s Declaration

I certify that all information given by me in this application is true and correct.

I understand that any misrepresentation or omission is sufficient grounds for rejecting my application. I also understand that Singapore University of Social Sciences reserves the right to cancel my registration in the event of a false declaration.

I hereby agree to abide by all regulations and procedures laid down by Singapore University of Social Sciences if I am successfully registered in this Examination.

I hereby declare my consent to have my particulars made available to the examination’s panel and relevant administrative staff.

________________________________________  ________________________________
Signature of Applicant  Date

IMPORTANT

Please ensure that the following items are enclosed with your application form:

Application fee (non-refundable) of S$107 (inclusive 7% GST) made payable to: “Singapore University of Social Sciences”

CEPI Administration
School of Arts and Social Sciences
Singapore University of Social Sciences
461 Clementi Road
Singapore 599491

One passport-sized photograph

Copies of the following documents:

Certificate & Transcript(s) of all academic records (O/A Levels, Diploma, Degree) Other relevant Certificates