

2012 JC1 Joint Admission Exercise Posting and Appeal

1. Successful Applicants under JAE 2012

All students who are posted to the institution are to report on **31 Jan 2012 (Tuesday)** by **7:30 am** at the **Cheng Yi Auditorium (College Section)**.

All IP & DSA JC1 students are to report at the same venue and time on the same day.

2. Students Who Wish to Appeal

Step 1	Go to our online portal, http://isp.hc.edu.sg/appeal/ (opens on 26 Jan, 8 am and closes on 31 Jan noon)
Step 2	Complete and print out the application form and attach certified copy of your supporting documents (please do not send originals) All appeals should be accompanied by the following documents: i) the printed application form ii) certified true copy of JAE verification slip iii) certified true copy of O-level examination results slip iv) certified true copy of certificate(s) of CCA, special achievements or awards
Step 3	Submit to the College Reception (located on level 1) at Hwa Chong Institution (College Section) BY HAND at the following address: Hwa Chong Institution (College Section) 661 Bukit Timah Road Singapore 269734 Closing Date: <u>12 noon on 31 Jan 2012 (Tuesday)</u> Late or incomplete submission will not be considered.

3. Results of Appeal

Please note that only successful applicants will be notified on **31 Jan 2012 evening**.

You are to report to College Reception by **8 am on Wed, 1 Feb 2012**, to collect the Transfer Letter. The signed copy must be returned by 3 pm that day to the College Reception.