## Submission Package for Art, Design and Media (ADM)

**Only applicable to Singapore-Cambridge GCE A-level and Local Polytechnic Diploma Certificate holders**

### Instructions for submission package
- Place all admission assessment materials into an envelope.
- Indicate the **4 important information** on the envelope. (refer to sample below)
- Drop your submission package into the Document Drop box.

**Location of Document Drop Box:**
- Level 1, Student Services Centre
- *(outside the main entrance)*
- 42 Nanyang Avenue
- Singapore 639815

*Do contact Office of Admission and Financial Aid (OAFA) for advice if you are submitting bulky item.*

### Sample of Submission Package – Additional Items for Art, Design and Media

1. **1) Applicant’s Name:**
   (as indicated in your application)

2. **2) Applicant’s mailing address:**

3. **3) Application No:**
   - A XXXXXXXX (for A-level applicant)
   - PF XXXXXXXX (for Polytechnic applicant)

4. **4) Additional Items for Art, Design and Media**

- Please ensure there is sufficient postage to mail back your submission package after the admission exercise. You will be notified via email in September / October after we have mailed out the submission package.

- Applicant should ensure that the envelope is padded for protection of their portfolio materials. We shall not in any case be liable for any loss of contents or damages during the application process.

### Location of the Document Drop Box

- **Dimension:** 30cm x 2.5cm