



Legal Guardian Information Form

Instructions:

1. Every international student who is under 18 and is not living with his/her parents must provide the particulars of his/her guardian to the school for contact purposes. The guardian should be above eighteen (18) years old and be living in Singapore with a valid pass.
2. If there is any change in guardianship, the student is required to report to the school immediately and a new Guardian Information Form must be submitted.

SECTION 1 – Student’s Particulars			
Name			
SECTION 2 – Appointment of Legal Guardian in Singapore			
<p>I _____ (full name of parent), *father/mother of the above-named student hereby inform Insworld that my child’s appointed legal guardian in Singapore is:</p>			
Name of Guardian			
Address			
*NRIC/Passport No	Postal Code:	Passport Country of Issue (where applicable)	
Occupation	Mobile No		
Email			
<p>I understand that the above-named legal guardian will be fully responsible for my child’s welfare outside the school including any dispute while the school will be responsible for my child’s welfare within the school.</p> <p>I hereby authorize the legal guardian to sign on my behalf, any forms or documentation as required by the school pertaining to my child’s studies at Insworld Institute.</p> <p>I hereby attach a photocopy of the legal guardian’s *NRIC/International Passport.</p>			

Declaration

This declaration and form must be signed by the parent of the student who is under 18 years of age.

I declare that:

1. I have read the instructions on this form and acknowledge that the information I have provided is correct and complete.
2. I acknowledge my responsibility to update the school in writing (by fax/mail/email) of any change/s in the name and contact details of the legal guardian in Singapore

Signature of parent (if the student is under 18 years old)	
Name	
Date	

Please email this form to admissions@insworld.edu.sg and the original copy to be sent by mail/hand to:

Address: Admissions Office
Insworld Institute
420 North Bridge Road, North Bridge Centre
#05-11/12 Singapore 188727
Facsimile: +65-62995249
Telephone: +65-6732 1728
Email: enquiries@insworld.edu.sg