

Singapore Institute of Technology

MATRICULATION GUIDE

AY2023/2024 Postgraduate Programmes

By Registrar's Office
Date: 12 March 2024

TABLE OF CONTENTS

Page



1. Compulsory steps to complete your Matriculation	3-10
Step 1: Account Activation	
Step 2: Student Verification	
Step 3: Matriculation Fees Payment	
Step 4: Online Declarations & Document Submission	
Step 5: Indemnity Form	
Step 6: Information for International Students	
Step 7: Setting-up Student Bank Account	
2. Financial Aid	11-13
a. Loans	
b. Assistance Schemes	
c. SkillsFuture Credit	
3. Module/ Course Enrolment	14
4. Collection of SIT Student card	15
5. SIT First Year Experience and Student Development	15
6. Student Frequently Asked Questions	16
7. My Matriculation Checklist	17
8. Overview of Useful Contacts and Timelines	18-19

1. COMPULSORY STEPS TO COMPLETE YOUR MATRICULATION

STEP 1 - ACCOUNT ACTIVATION

Please click [here](#) to login to the Acceptable Use Policy (AUP) portal



For **Alumni** and **existing students**, please use your current SIT account password to login to Acceptable User Policy (AUP) portal. If you have forgotten your SIT account password, please reset the password before you login.

For **new** students, the Student ID will be given in the Matriculation Letter and password will be sent via a separate email. You will then be prompted to change your password at this step.

Please click [here](#) to login to your account in Student Intranet

- If you have changed the password in the AUP portal, please use the new password.

On the Student Intranet page, please click on the IN4SIT icon  to login to your account in IN4SIT

- If you have changed the password in the AUP portal, please use the new password.

Please click [here](#) to login to your SIT Email Account

- Username is your StudentID@sit.SingaporeTech.edu.sg (e.g. 2100000@sit.singaporetech.edu.sg).
- If you have changed the password in the AUP portal, please use the new password.

Wireless Access

- User Guide can be found [here](#).

If you encounter any problem logging in, you may contact IT Helpdesk as follows:

✉ IThelpdesk@SingaporeTech.edu.sg

☎ 6592 8511 option 2

📍 10 Dover Drive, Singapore 138683

Operating Hours:

Monday to Thursday: 8.00am to 6.30pm

Friday: 8.00am to 6.00pm

Closed on Weekend and Public Holiday

STEP 2 - STUDENT VERIFICATION



Deadline:

All Postgraduate Programmes
12 April 2024

Student must complete the Student Verification and acknowledge your acceptance by the stipulated deadline. Failing so, SIT reserves the right to nullify the Offer Letter.

Login to [Student Intranet](#) >



> Pre-Matriculation Details > **Student Verification**

Student Verification



- Please indicate your acceptance/ rejection of the offer.
- Verify your previous Academic Qualification details. If there are any changes to be made, please email to adm@SingaporeTech.edu.sg for assistance.
- Verify and update your National Service Information, Contact Information and Parent/ Guardian Details.
- Upload your photograph. Please note that the photograph will be printed on the SIT Student Card.
- Do ensure that your photograph adheres to the requirements. You may click [here](#) for the photo specifications. Failure to meet the requirements will delay the processing of your SIT Student card and the subsequent completion of your matriculation exercise.
*(If the photograph is rejected, an email notification will be sent to you and you are required to re-submit a new photograph **by the stipulated deadline stated in the table above.**)*
- Verify your MOE Subsidy information.
- If you have studied in any of the local Autonomous Universities, click on Add Education Record to indicate the details.

For enquiries regarding the student verification, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg.

STEP 3 - MATRICULATION FEES PAYMENT

Deadline:

All Postgraduate Programmes
12 April 2024

Students to make payment by the stipulated deadline. Failing so, SIT reserves the right to nullify the Letter of Offer.

Login to [Student Intranet](#) >  > Pre-Matriculation Details > **Matriculation Fee Payment**

Matric Fee Payment



- You are required to pay a one-time, non-refundable Matriculation Fee of **S\$54.50** (inclusive of GST).
- The payment is to be made online using PayNow, Internet Banking / Debit or Credit card.
- For any technical problems encountered in using the SIT online payment portal, please email to Ithelpdesk@SingaporeTech.edu.sg for assistance.

(Note: Please check that the pop-up blocker has been disabled to facilitate your payment.)


For enquiries regarding payment matters, please contact Student Finance at 6592 8149 or Studentfinance@SingaporeTech.edu.sg

STEP 4 - ONLINE DECLARATION & DOCUMENT SUBMISSION

Deadline:

All Postgraduate Programmes
12 April 2024

Students must submit all required declarations and submit all documents by the stipulated deadline. Failing so, SIT reserves the right to nullify the Letter of Offer.

Login to [Student Intranet](#)  > Pre-Matriculation Details > **Declaration & Doc Submission**

Declaration & Doc Submission


All compulsory forms can be downloaded by logging into **Student Intranet (IN4SIT > Declaration & Doc Submission)**.

- a. **Student Undertaking Form** (Applicable to all students).

Students 18 years old and above	Students below 18 years old
Please complete the Student Undertaking Form online*.	A softcopy of the completed Student Undertaking Form is to be uploaded into IN4SIT with the following: <ul style="list-style-type: none"> • Copy of your Birth Certificate. • Parent/ Guardian's NRIC for verification purposes

- b. **Student Honour Code Declaration** (Applicable to all students).

Students 18 years old and above	Students below 18 years old
Please complete the Student Honour Code Declaration online*.	Download the soft copy of the form and upload the completed form into IN4SIT.

*** (Student Intranet > IN4SIT > Declaration & Doc Submission > Undertaking & Honour Code)**

c. **SIT Medical Examination Form**

- i. Students who have accepted the offer by Singapore Institute of Technology (SIT) are required to clear the **MANDATORY** Medical Examination before they can be successfully matriculated as a student into SIT.
- ii. SIT Matriculation Medical Examination Form can be downloaded from **Student Intranet > IN4SIT > Declaration & Doc Submission > Document Submission**.
Apart from the standard medical screening, certain programmes require additional screening(s) or vaccination(s).
- iii. Please refer to the Mandatory Medical Clearance document to check on the screening and vaccination information highlighted during your admission exercise.
- iv. For **Health Sciences programmes**, Ministry of Health (MOH) has mandated all healthcare students should be fully vaccinated against COVID-19 or certified to be medically ineligible for all COVID-19 vaccines under the National Vaccination Programme (NVP) or have recovered from COVID-19 within 180 days.
- v. Students are strongly advised to go for the matriculation medical examination with SIT appointed healthcare provider, where students are given special preferential rates.

Medical examination with SIT appointed healthcare provider:

Upon completing the matriculation medical, SIT will receive the completed reports and supporting documents in softcopy. There is no action required from students. Students who wish to retain the original copy of your medical reports may collect the report directly from the clinic.

Medical examination with non-SIT appointed healthcare provider:

Upon completing the matriculation medical examination, you are required to email the completed medical report and supporting documents in softcopy to Matriculation@SingaporeTech.edu.sg for our verification.

You are responsible for all correspondences with the external clinic. SIT will not receive any reports from the external clinic on student's behalf.

d. Authorisation of Medical Procedures Form

- i. Applicable to **Singapore Permanent Residents** and **International Students below the age of 21 ONLY**.
- ii. **A softcopy** of the completed and duly signed form is to be uploaded to the IN4SIT.

For enquiries on the submission of the compulsory forms, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg.

STEP 5 - INDEMNITY FORM

Deadline:

All Postgraduate Programmes
12 April 2024



Failure to submit the indemnity declaration by the stipulated deadline shown above would mean that you have chosen to give up your place in SIT.

Login to [Student Intranet](#) >
Submission > **Indemnity**



> Pre-Matriculation Details > Declaration and Document

Indemnity Form



Applicable to all students of all age groups

Students 18 years old and above (As at date of submission)	Students below 18 years old (As at date of submission)
Read through the Indemnity Form, acknowledge and submit for confirmation	Download a copy of the Indemnity Form and read through it. Signature is required from the student and a parent/guardian. Once completed, upload the form and click on Submit.

For enquiries, you can contact Office of SITizen Experience at 6592 1191 or OSE@SingaporeTech.edu.sg.

STEP 6 - INFORMATION FOR INTERNATIONAL STUDENTS



A. Student's Pass application

- i. Applicable to International Students ONLY.
- ii. Please proceed to submit your Student's Pass application after you receive an email notification from SIT Admissions and Financial Aid Division (Adm@SingaporeTech.edu.sg) with the information required to access the SOLAR system to submit your E-Form 16.
- iii. If your application is approved, a copy of the In-Principle Approval (IPA) letter will be sent you via email.
- iv. You are advised to read the IPA letter carefully and prepare the required documents/items before proceeding to ICA to collect the Student Pass.

B. ICA Medical Examination Form

- i. It is compulsory that International Students complete both the ICA Medical Examination Report (for the issuance of a Student's Pass) **AND** SIT Medical Examination Form (to be matriculated as a SIT Student). Please click [here](#) to download the ICA Medical Examination Form.
- ii. If you complete your medical screening at SIT appointed clinic, please arrange with the clinic to collect your ICA Medical Examination Report directly from them.
- iii. The ICA Medical Examination Report must be submitted to ICA upon the collection of the Student's Pass. Original copies of the laboratory report for HIV and the X-ray reports must be attached to the medical report should the Medical Examination and testing be carried out overseas. At the time of submission, the laboratory reports must not be dated more than three months from date of issue.
- iv. Please refer to ICA website (<https://www.ica.gov.sg/pass/studentpass/collect>) for more information.

For enquiries on Student Pass Application related matters, please contact the Admission & Financial Aid Office at 6592 1136 or adm@singaporetech.edu.sg.

For Medical Examination related enquiries, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg

STEP 7 - SETTING-UP STUDENT BANK ACCOUNT

Deadline:

All Postgraduate Programmes
17 to 30 April 2024

GIRO is the main payment mode for deduction of Tuition & Related Fees as it is convenient and secured. Please set up your bank account by the stipulated deadline shown above.

a. How to Set-Up the **DEBIT Bank Account**

Method 1: Online Interbank GIRO Application through Internet Banking

- Please apply through Student Intranet> IN4SIT> Profile> Debit Bank Account Details, click on "Add a New Debit Bank Account (GIRO via Internet Banking)" and fill in the details. Click on "Retrieve Bank List" and select the desired bank for GIRO deduction. If you are using personal bank account, please do not select Corporate bank account from the dropdown list. Input the mandatory fields marked with * such as Bank, Account Holder Name(s) and Contact Number(s). Check the box to agree to the Terms & Conditions. Upon clicking "Proceed to iBanking", please login to the respective Internet Banking page to apply for GIRO. Bank account holder may receive notification to approve GIRO application which is sent by the bank.
- Notification of approved application status will be updated instantly in the Debit Bank Account Details page upon confirmation from the bank.
- No hard copy form to be submitted.

Method 2: Manual GIRO Form Submission

- Please apply through Student Intranet> IN4SIT> Profile> Debit Bank Account Details, click on "Add a New Debit Bank Account (Manual Form Submission)" and fill in the details.
- For accounts operated by thumbprint, please complete the form, print and get the thumb print impression verified at the bank prior to mailing the form.
- For accounts operated by signature, please complete the form, print and obtain signature.
- Please mail the completed signed hardcopy form to 10 Dover Drive Singapore 138683 & attention to "Finance Division (Accounts Receivable)".
- Notification of application status will be sent to your SIT email account.

b. How to Set-Up your Credit Bank Account/ PayNow **(for students to receive payment from SIT)**

- Please submit through Student Intranet> IN4SIT> Profile> Credit Bank Account Details. No hard copy form to be submitted.

For enquiries regarding the setting up of the student bank account, please contact Student Finance at 6592 8149 or StudentFinance@SingaporeTech.edu.sg



2. FINANCIAL AID

A. LOANS



Loans/ Information	Tuition Fee Loan (TFL)
For more details	<p>Please click here to visit SIT Website.</p> <p>For further enquiries, please contact DBS at 6333 0033.</p>
Eligibility	<p>Applicable to Singapore Citizens (SC)/ Permanent Residents (PR) full-time postgraduates.</p> <p>Applicable to International Students (IS) who are receiving the MOE Subsidy.</p>
Application Period	Open throughout the year.
How to apply	<ol style="list-style-type: none"> 1. Applicants are to submit their TFL application to DBS online. Please read through this guide to learn more about what to prepare in advance before submitting the TFL application online. 2. Please visit <u>Tuition Fee Loan DBS Singapore</u> and follow the instructions in the 'Apply Now' section.

B. ASSISTANCE SCHEMES

Schemes/ Information	Post-Secondary Education Account (PSEA)
For more details	<p>Please click here to visit SIT website.</p> <p>Please contact MOE at 6260 0777 or contact@moe.gov.sg.</p> <p>If you have an approved PSEA Standing Order and wish to discontinue the usage of PSEA funds for payment of SIT Tuition and Miscellaneous Fees, you will need to submit a PSEA Standing Order Termination Form to MOE to prevent future billing deductions.</p>
Eligibility	Applicable to SC with available PSEA funds.
Application Period	<p>For Standing Order: Please apply at least 1 month before the commencement of the upcoming trimester.</p> <p>For Ad-Hoc Withdrawal: Please apply after you have received your Fee Advice.</p>
How to submit	<p>For Standing Order: Please submit your application here.</p> <p>For Ad-Hoc Withdrawal:</p> <ul style="list-style-type: none"> • If you are using your own PSEA, please submit your application here. • If you are using your sibling's PSEA, please submit your application here.

C. SKILLS FUTURE CREDIT

SkillsFuture Credit	
Application	Students interested are to submit the online application at SkillsFuture Credit Portal: https://www.myskillsfuture.gov.sg/
Eligible	Applicable to Singapore Citizens aged 25 and above.
Application Period	Application period is 60 days before the start of the trimester. Application will close once the trimester commences.
For Enquiries	Please contact Student Finance at 6592 8149 or StudentFinance@SingaporeTech.edu.sg

3. MODULE/ COURSE ENROLMENT

	Module/Course Enrolment
Information	<p>Students reading some programmes will have Modules/ Courses Pre-enrolled by the University.</p> <p>Otherwise, an email announcement on Module/ Course Enrolment will be sent to student's SIT email address to register for Modules/ Courses via IN4SIT.</p>
Enrolment Period	Students who are required to do Module Registration will receive a notification email closer to date to login IN4SIT to check their scheduled Module Registration date and time.
How to submit	Login to Student Intranet > IN4SIT> Course Management > Enrolment
Guides to refer to	Login to Student Intranet > Policies and Guide > IT Support & Systems Guide > IN4SIT Module Registration Guide
Important Note	The "Course Management" tile is only visible if you have been matriculated.

* *The above-mentioned is subject to changes.*

**For enquiries, please contact Registrar's Office at 6592 2091 or
ModuleRegistration@SingaporeTech.edu.sg.**

4. COLLECTION OF SIT STUDENT CARD



Students will be informed via their SIT email on the collection details in due time.

For enquiries, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg

5. SIT FIRST YEAR EXPERIENCE AND STUDENT DEVELOPMENT



The Office of SITizen Experience is committed to providing students with as many platforms as possible to help shape students into changemakers and capable leaders who embody the SITizen-DNA, competent in executing their objective, and compassionate in their actions. We seek to develop individual student and industry competencies through club, committee, campus, and community activities.

Through key events, diverse programmes and activities, Office of SITizen Experience brings together a community of SITizens, connected within a vibrant and engaging campus.

For enquiries, you can contact Office of SITizen Experience at 6592 1191 or OSE@SingaporeTech.edu.sg.

6. STUDENT FREQUENTLY ASKED QUESTIONS



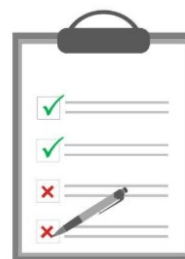
Students may refer to the Student [FAQ](#) for further information on the AY2023 matriculation exercise.

7. MY MATRICULATION CHECKLIST

You are encouraged to use the below checklist to ensure you have completed all the relevant items under the matriculation exercise.

Item	Description	Completed
1.	I have activated my Student Account	
2.	I have completed my Student Verification	
3.	I have completed the Undertaking and Student Honour Code Declaration	
4.	My photo submission has been accepted	
5.	I have paid my Matriculation Fee	
6.	I have submitted the required forms: <ul style="list-style-type: none"> a. Student Undertaking Form (only for students < 18years) b. Student Honour Code Form (only for students < 18years) c. SIT Medical Examination d. Authorization of Medical Procedures*^# e. Online Indemnity f. Student's Pass Application ^ g. ICA Medical Examination ^ 	
7.	I have set by my bank account details in IN4SIT	
8.	I have collected my SIT student card	

- * Singapore Permanent Residents
 ^ International Students
 # Students below 21years



8. OVERVIEW OF USEFUL CONTACTS AND TIMELINES

Please refer to the Matriculation Guide above for specific instructions.

Division	For enquiries regarding	Useful Websites/Contact Information	Due Date
IT Helpdesk	IT related problems <ul style="list-style-type: none"> Login issues Reset password 	Email: IThelpdesk@SingaporeTech.edu.sg Tel: 6592 8511 option 2	Nil
Registrar's Office	Online Matriculation Declaration Submission of Compulsory Forms <ul style="list-style-type: none"> Student Undertaking Form Student Honour Code Declaration Photo Submission Clearance of the SIT Medical Examination Form Authorization of Medical Procedures Form (For International Students Only) ICA Medical Examination report 	Email : Matriculation@SingaporeTech.edu.sg	<ul style="list-style-type: none"> 12 April 2024
	Module/Course Enrolment	Email : ModuleRegistration@SingaporeTech.edu.sg Tel: 6592 2091	<ul style="list-style-type: none"> Between Late April to Early May 2024
Student Finance	Setting-up Student Bank Account	Email : StudentFinance@SingaporeTech.edu.sg Tel: 6592 8149	<ul style="list-style-type: none"> 17 to 30 April 2024
	SkillsFuture Credit		<ul style="list-style-type: none"> Application period is 60 days before the start of the trimester. Application will close once the trimester commences.

Admissions	SOLAR No. for Student's Pass Application (For International Students Only)	Email : Adm@SingaporeTech.edu.sg Tel: 6592 1136	<ul style="list-style-type: none"> Act promptly when you have received the SOLAR No. from Admissions.
Financial Assistance	Financial Assistance <ul style="list-style-type: none"> Loans Assistance Schemes Bursaries/Grant 	Email : Fas@SingaporeTech.edu.sg Tel: 6592 1136 Please visit SIT Website for more details https://www.SingaporeTech.edu.sg	<ul style="list-style-type: none"> PSEA: Standing Order: 1 month before commencement of upcoming trimester. Ad-Hoc Withdrawal: After you have received your Fee Advice.
Student Life	Indemnity Form	Email : OSE@SingaporeTech.edu.sg Tel: 6592 1191	<ul style="list-style-type: none"> 12 April 2024