

## ***Application User Guide for FA Application***

Please note that you need to be connected to SIT VPN to access IN4SIT.

### **VPN Installation Guide**

**Step 1.** Click <https://sitvpn.singaporetech.edu.sg> to download the SIT VPN.

**Step 2.** Enter the user credential at portal page as stated below.

Name: stu.siat.edu.sg\*<student ID>*

Password: *<your student ID password>*

**Step 3.** Download and install the software as per instructions, and launch the GlobalProtect client software.

Portal: sitvpn.singaporetech.edu.sg

Username: stu.siat.edu.sg\*<student ID>*

Password: *<your student ID password>*

**Step 4.** Click 'Connect'.

Please refer to the SIT VPN user guide [here](#), or approach IT Helpdesk for assistance at [ITHelpdesk@singaporetech.edu.sg](mailto:ITHelpdesk@singaporetech.edu.sg)

Please note that you need to be connected to SIT VPN to access IN4SIT.

## Step 1

Log into [IN4SIT](#) with your username and password.

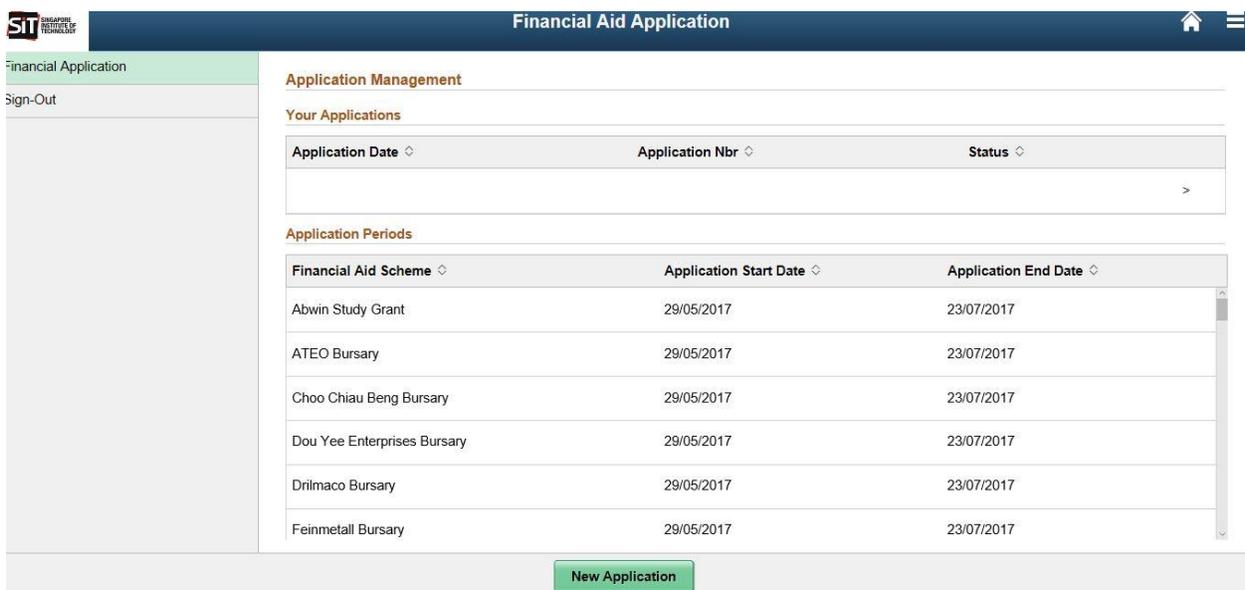
## Step 2

Upon logging into the IN4SIT system, you will view the page shown below. Click on Financial Aid Application.



## Step 3

To start an application, click on New Application.



## Step 5

Please indicate the Financial Aid you wish to apply.

**Scholarships:** You may indicate up to 8 scholarship choices. You may wish to refer to our website for more information on the respective awards.

**Public Bursaries:** The choices are automatically selected and greyed out if you are a Singapore Citizen.

**Donated Bursary:** Please indicate if you wish to be considered for Donated Bursaries, you do not need to choose a specific award. You are strongly encouraged to indicate Yes.



### Financial Aid Application

Home

Step 1: Financial Aid Selection

Step 2: Applicant Details

Step 3: Personal Achievements

Step 4: Application Statement

Step 5: Family Composition

Step 6: Other Information

Step 7: Documents

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Applicants may submit an application for the various Scholarships and/or Financial Assistance Schemes available. Applicants are strongly encouraged to save each section before proceeding to The online application and corresponding document uploads must be submitted by the given deadlines for processing. Assessment of applications will be based on supporting documents submitted applicants will be notified of the final outcomes via email notifications to their SIT email account.

#### Scholarship

Please select the scholarships to apply according to your choices.

First Choice: SCCC Scholarship

Second Choice: Lim Siah Mong Scholarship

Third Choice:

Fourth Choice:

Fifth Choice:

Sixth Choice:

Seventh Choice:

Eighth Choice:

#### Public Bursaries/Grants

<input checked="" type="checkbox"/>	CDC/CCC University Bursary Tier 1
<input checked="" type="checkbox"/>	MOE Bursary Tier 1
<input checked="" type="checkbox"/>	CDC/CCC University Bursary Tier 2
<input checked="" type="checkbox"/>	MOE Bursary Tier 2

#### Donated Bursary

Do you wish to apply for Donated Bursary  Yes  No

## Step 6

Please ensure that the information shown is accurate, or email Registrar's Office ([Registrar@SingaporeTech.edu.sg](mailto:Registrar@SingaporeTech.edu.sg)) to update your details.

**Financial Aid Application**

**Applicant Details**

Full Name	[Redacted] Amanda
Academic Career	Undergraduate
Academic Program	B (Hons) Hosp Biz
Matriculation Number	[Redacted]
NRIC/FIN	[Redacted]
Nationality	Singapore Citizen
Passport No	[Redacted]
Email Address	[Redacted]
Mobile/Phone Number	99999999
Country of Residence	Singapore
Postal Code	[Redacted]
Block/House No	723
Street Name	[Redacted]
Floor	14
Unit No.	129

## Step 7

Please key in any Awards, CCAs or Community Service you have been involved in for the last 3 years. You will be required to produce Proof of Activities (CCA Records, Certificates) as a supporting document.

**Awards/ Achievements**

Specify up to 3 awards, achievements and academic awards attained in the last 3 years.

**Award Description	**Year of Award
1 Soccer Champion	2014

**Co-Curricular Activities**

Specify up to 3 co-curricular activities you have taken part in the last 3 years.

*Activity Description	*From (Year)	*To (Year)	*Position Held
1 Scout	2014	2015	Chief Scout

**Community Service**

Specify up to 3 community service activities you have taken part in the last 3 years.

*Activity Description	*Year	*Description
1 Overseas Community Involvement Programme	2016	Project Vietnam

## Step 8

Please key in a statement to support your Scholarship application (max 500 words). Please key 'NA' if you are not applying for a Scholarship and you will not be able to update this statement after submission.

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### Application Statement

In at least 300 words, please tell us why it is important for a scholar at SIT to embody the SIT-DNA.

Back Save Next

## Step 9

Please key in details of your parents and all other members living in your household.

You are also required to key in a statement as to why you are seeking Financial Assistance (max 500 words).

**SIT** SOUTHERN ILLINOIS UNIVERSITY TECHNOLOGY

**Financial Aid Application**

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Home

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**Family Composition and Financial Status**

Are you working part time ?  No

If 'Yes' please tell us your part time occupation

How much do you earn a month on average

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**Details of Parents**

**Details of Father**

\*Name of Father

\*Living in Household

\*Marital Status

\*Age

\*Employment status

\*Occupation

\*Gross Monthly Income

Annual Bonus

Monthly Contribution to family

Is suffering from an illness/ handicapped  No

If yes, what is his/her condition

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**Details of Mother**

\*Name Of Mother

## Step 10

Please declare any other sources of income that your family may have, as well as any other scholarships that you may be on.

The screenshot shows the 'Financial Aid Application' interface. On the left is a navigation menu with 'Step 6: Other Information' highlighted. The main content area is titled 'Other Source Of Income' and includes a table for listing income sources. Below the table is a section for 'Organization Sponsorship' with a 'No' radio button selected and a list of education-related expenses with checkboxes.

Other Sources of Income	Monthly Income	Details of Other Sources of Income
1		

**Organization Sponsorship**  
 Have you been awarded any scholarship or are under any sponsorship by an organization?  No

If yes, please indicate which areas of education-related expenses are currently covered:

- Tuition Fees
- Living Allowance
- Overseas Immersion Programme
- Laptop Allowance
- Others

## Step 11

Please upload the supporting documents for your application to be assessed. Please refer to the instructions provided on the page.

The screenshot shows the 'Documents' section of the application. It includes a list of required documents with instructions on how to upload them. Below the list is a table with columns for Document Type, Mandatory status, and actions (Add Attachment, View Attachment, Delete Attachment). The table shows 13 rows of document requirements.

**Documents**

Applicants are required to upload all stipulated supporting documents to complete their application. Please follow these steps:

- Scan or take a picture of original document.
- Ensure a sufficiently clear resolution (within 5120 KB ) without truncation of any part of the original document.
- Transcripts/results should show the candidate's name, the logo and name of the awarding institution, and all subjects/grades clearly.
- Paste and collate the picture(s) into Microsoft Word and save the file as a pdf file.
- Alternatively, scan and save the required documents directly in DOCX, JPEG, JPG, PDF, PNG format.
- Proceed to upload the file on the online application form.

List of Documents:

1. Identification - NRIC (Front and Back)/ Birth Certificate/ 11B for all individuals listed in the application.
2. Student Card - Student Matriculation / Concession Card for all individuals listed as students (Full-Time students only).
3. CPF Contribution History - Last 6 months CPF Contribution History for all individuals listed as Unemployed or Employed with gross monthly income less than \$5000.
4. IRAS Notice of Assessment - Latest IRAS Notice of Assessment for all individuals listed as Self-Employed.
5. Pay slips - Last 3 months pay slips for all individuals listed as Employed with gross monthly income of \$5000 and above.
6. Trade/Business License - Trade/Business License (e.g Tax License) for all individuals listed as Self-Employed.
7. Divorce Papers - If any individuals listed in the application are divorced.
8. Death Certificate - If any individuals listed in the application are deceased.
9. Disability Certificate - If any individuals listed in the application are handicapped or suffer from illness.
10. Bankruptcy documents - If any individuals listed in the application suffer from bankruptcy.
11. Proof of Activities - Proof of Personal Achievements (e.g CCA records, Certificates).
12. Letter of Recommendation - Letter of Recommendation by Faculty.
13. Other Documents - Additional documents (e.g Medical documents).

Document Type	Mandatory	Add Attachment	View Attachment	Delete Attachment	Attached File
7 Divorce Papers	No	Add Attachment	View Attachment	Delete Attachment	
8 Death Certificate	No	Add Attachment	View Attachment	Delete Attachment	
9 Medical Document	No	Add Attachment	View Attachment	Delete Attachment	
10 Bankruptcy Document	No	Add Attachment	View Attachment	Delete Attachment	
11 Proof of Activities	Yes	Add Attachment	View Attachment	Delete Attachment	
12 Letter of Recommendation	Yes	Add Attachment	View Attachment	Delete Attachment	Capture1.JPG
13 Other Document	No	Add Attachment	View Attachment	Delete Attachment	

For students who are going on OIP, you may refer to the document checklist [here](#) to prepare beforehand.

## Step 12

Upon submission you will be directed to the declaration page below. Please read through the declaration and key in your NRIC before clicking NEXT.

1. Financial Aid Selection	<p><b>Declaration</b></p> <p>1. I hereby affirm that the household income and number of dependents declared in my application is accurate at the time of my application. I understand and accept that the university's final assessment of my income eligibility may differ after assessment of the documentation I have submitted. I accept that if sufficient documentary proof is not furnished as part of my supporting documents by the submission deadline, my application may be declared as void.</p> <p>2. I declare that the information submitted in this online application, including information on any other Bursary/Grant/Scholarship/ Sponsorship as well as the supporting documents are true to the best of my knowledge and I have not wilfully suppressed any material facts. I understand and accept that the provision of inaccurate or false information will render this application invalid even after funds disbursements have taken place.</p> <p>3. I understand and accept that any resulting award may be used to offset outstanding tuition fees payable prior to disbursement of remaining funds to me, unless otherwise stated in the award's terms of use.</p> <p>4. I understand and accept that any errors in the payee's details furnished in this application will cause delays in the disbursement process if I am awarded any bursaries.</p> <p>5. I understand and accept that this application and any subsequent award will be voided if my final semester of study falls within the period for designation or disbursement of award. Any designation of award after my graduation/withdrawal/termination from the course may be rendered invalid as a result. Any disbursed funds will subsequently have to be refunded to the university.</p> <p>6. I understand and acknowledge that upon receipt of the MOE Bursary, I am NOT eligible to receive the CDC/CCC University Bursary concurrently within the same Academic Year. I may be eligible to receive any other Bursary/Grant/Full or Partial Scholarship which is specifically meant for the payment of tuition fees within the same academic year (AY), subject to approval by the university on a case-by-case basis. I also accept that any Financial Assistance/Scholarship awards received will have to be refunded to the university if I either choose to withdraw or am terminated from the current programme of study.</p> <p>7. I agree to release personal and academic information such as grades (GPA) and Records of Achievement (ROA) to the Bursary/Scholarship provider as part of the assessment process.</p> <p>8. I understand and accept that if I am awarded a donated bursary/scholarship, I am to conscientiously participate in donor stewardship efforts. This may include writing thank-you letters to the donor, media engagements to publicise gifts to SIT and other events e.g. donor appreciation events, receptions, award presentations and others.</p> <p>9. I understand and accept that the award may be withdrawn if the conduct of the recipient is deemed unsatisfactory and SIT reserves the right to impose repayment on a case-by-case basis.</p> <p><input checked="" type="checkbox"/> I agree to the content herein.</p> <p>Applicant's Full Name <input type="text" value="XXXXXXXXXX"/></p> <p>NRIC/ FIN/ Passport Number <input type="text" value="XXXXXXXXXX"/></p>
2. Applicant Details	
3. Personal Achievements	
4. Application Statement	
5. Family Composition	
6. Other Information	
7. Documents	
8. Declaration	
9. Summary	
10. Contact Us	

## Step 13

The last page is a summary of your application. Kindly check all the info entered are correct before clicking Submit.

Please note that all communications pertaining to your FA application will be made via your SIT E-Mail address.

If you have any enquiries, please call us at 6592 1150 during office hours or write to us at [FAS@SingaporeTech.edu.sg](mailto:FAS@SingaporeTech.edu.sg).