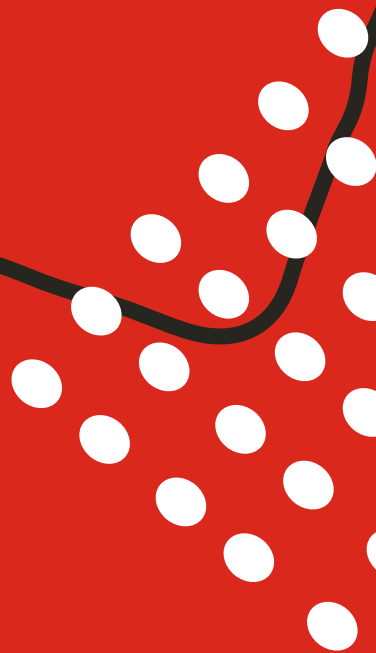
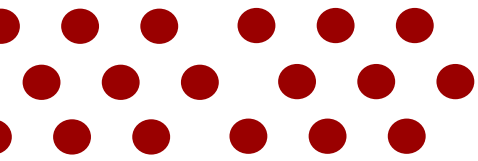


Application Guide

Last updated on: 31 March 2026



Application Guide

Contents Page

1

Admin and Logistics



- a) How do I create an account on the SIT Learner Portal?
- b) What do I do if I forgot my password?

2

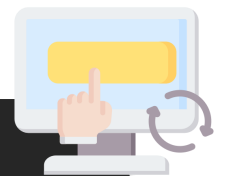
Application Submission



- a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) pathway and other modular, stackable degrees designed for working professionals?
- b) How can I save my application as a draft and return to it later?

3

Post-Submission Actions



- a) How do I re-submit and replace my rejected documents?
- b) How can I check my application's status?
- c) How can I respond to an offer from SIT?

a) How do I create an account on the SIT Learner Portal?

1/2

Visit SIT's Competency-based Stackable Micro-credential (CSM) pathway and other modular, stackable degrees designed for working professional website

To submit an application, please visit SIT's CSM (Competency-based Stackable Micro-credentials) pathway and other modular, stackable degrees designed for working professionals [home page](#).



#1



#2

Access the Learner Portal login page

On the home page, scroll down until you locate the "Apply Now" button. Click on this button to be directed to the Learner Portal login page.

Application for May 2024 Intake

Application Deadlines

- If seeking Recognition of Prior Learning (RPL), the application deadline is January 31, 2024, 23:59.
- The general application deadline without RPL is February 29, 2024, 23:59.

APPLY NOW

If you have any questions regarding your application, please contact us [here](#).

#3

Create an account

Once redirected, click on the "Not a member?" hyperlink below the "Log In" button at the bottom right corner.

 A screenshot of the SIT Learner Portal login page. It features the SIT logo and the text 'SINGAPORE INSTITUTE OF TECHNOLOGY'. Below the logo are two input fields: 'Username' and 'Password'. A red 'Log In' button is positioned below the password field. At the bottom, there are two links: 'Forgot your password?' and 'Not a member?'.

#4

Fill up fields for personal details

Once clicked, new fields will appear on the screen. Enter your first name, last name, and email address in the respective fields. Once completed, click the "Sign Up" button.

 A screenshot of the SIT Learner Portal sign-up page. It features the SIT logo and the text 'SINGAPORE INSTITUTE OF TECHNOLOGY'. Below the logo is a heading: 'Join the community to receive personalized information and customer support.' There are three input fields: 'First Name', 'Last Name', and 'Email'. A red 'Sign Up' button is positioned below the email field. At the bottom, there is a link: 'Already have an account?'.

Did You Know?

- You can add the Learner Portal as one of your favourite sites, for easy access.
- Use the following shortcuts to add the website to your favourites:

- **Windows users:** Control + D
- **iOS users:** Command + D

a) How do I create an account on the SIT Learner Portal?

2/2

Receive a notification to check your email

Upon the successful capturing of your details, you will be brought to a page, where you will be told to check the email address you have input in the earlier page.

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

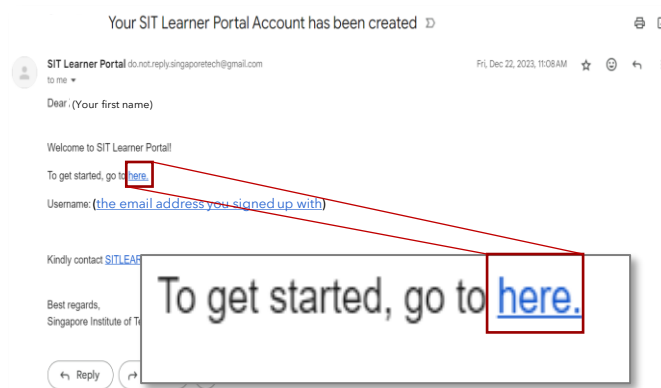
[Back to login](#)

#5



Check your email inbox

Check the inbox of the email address used for your account registration. Look for an email titled "Your SIT Learner Portal Account has been created". Once found, open the email and click on the hyperlinked "here" text. This will direct you to the password setup page for your account.



#6

Set and confirm your password

At the password setup page, input your password in the "New Password" field that follows the password requirements.

Input the same password in the "Confirm New Password" field. If password matches, a "Match" label will appear, and you can click the "Change Password" button to head over to the homepage of the Learner Portal in your successfully created account.

#7



Did You Know?

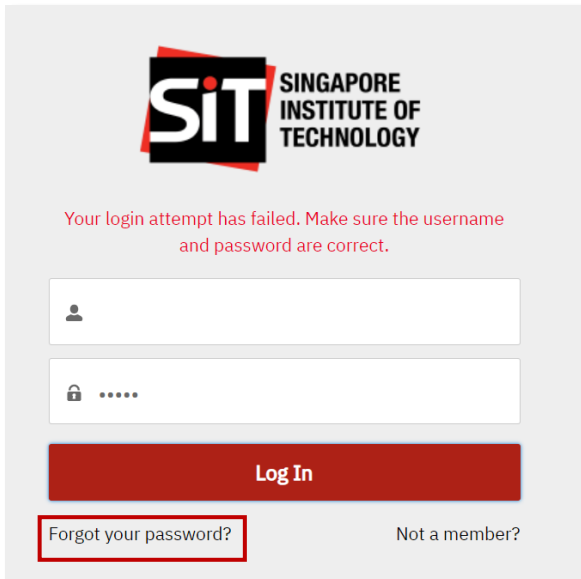
- Your username is the email address used to create the account.
- Should you not receive any email in your Inbox, kindly check your Junk/ Spam mails.
- Your password is case-sensitive and must include at least:
 - 12 characters
 - 1 letter
 - 1 number
 - 1 special character
- On the far right of the "New Password" field, you will be informed whether your password is acceptable through the labels "Too Weak" and "Good".

b) What do I do if I forgot my password?

1/3

#1 Trigger password reset process

Click on the hyperlinked "Forgot your password?" text.



SIT SINGAPORE INSTITUTE OF TECHNOLOGY

Your login attempt has failed. Make sure the username and password are correct.

Log In

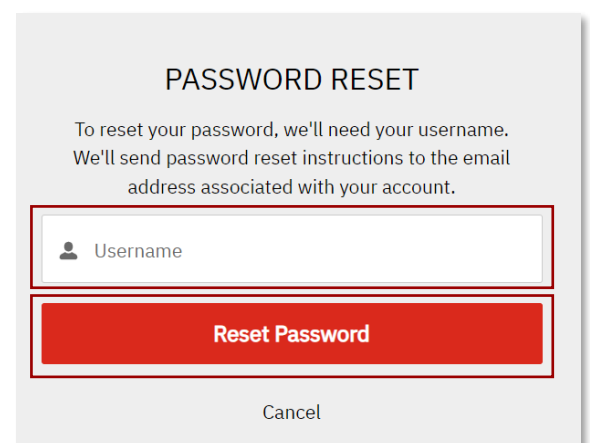
[Forgot your password?](#) [Not a member?](#)

#1



#2 Input your username

Clicking the hyperlinked text will direct you to the password reset page. Enter the email address associated with your Learner Portal account in the Username field, then click "Reset Password".



PASSWORD RESET

To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account.

Reset Password

Cancel

#2

#3 Check your associated email

Once you have successfully triggered the reset password process, you will be directed to a page asking you to check your email for instructions to reset your password.

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

[Back to login](#)

#3

Did You Know?



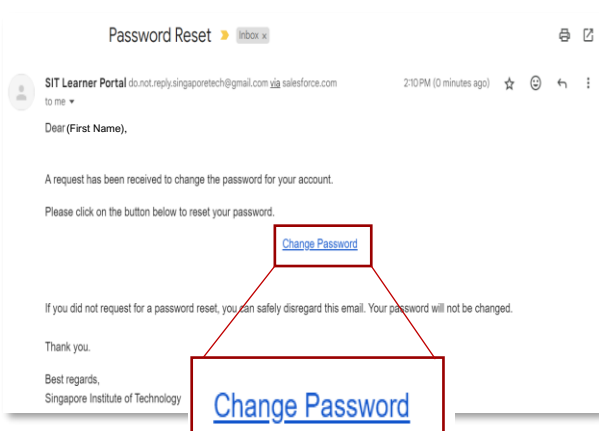
- Multiple Login attempts may disable your account. In the case of a disabled account, you may try to login after 15 minutes.
- When searching for the password reset email, make sure to check your junk/spam folders, as automated messages might be filtered and sorted into those folders.

b) What do I do if I forgot my password?

2/3

View password reset email

Open the email sent to you regarding password reset. Click the hyper-linked "Change Password" text.



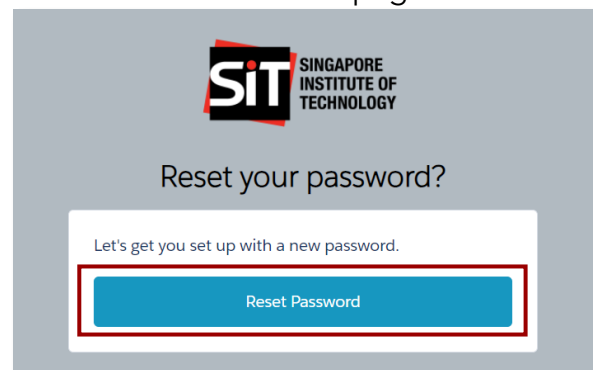
#4



#5

Activate password reset process

You will be redirected to the password reset page. Click the "Reset Password" button to proceed to the identity verification page.



b) What do I do if I forgot my password?

3/3

Change your password

Once redirected, input a password in the "New Password" field that follows the password requirements. Once you have input your password, ensure that you have received a "Good" label.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY

Change Your Password

Enter a new password for (your email address).
Make sure to include at least:

- 12 characters
- 1 letter
- 1 number
- 1 special character ⓘ

* New Password
..... Good

* Confirm New Password
..... Good

Passwor

#6



#7

Confirm your new password

Input the same password used in "New Password" field in the "Confirm New Password" field. Ensure both passwords "Match", then click the "Change Password" button to proceed. You will be directed to the homepage of the Learner Portal and your new password will be saved.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY

Change Your Password

Enter a new password for (your email address).
Make sure to include at least:

- 12 characters
- 1 letter
- 1 number
- 1 special character ⓘ

* New Password
..... Good

* Confirm New Password
..... Match

⬆ Caps Lock is on.

Change Password

Password was last changed on 20/12/2023, 3:14 pm.

Did You Know?



- In the event you forget your username, here is a friendly reminder that your username is the email address you have used to create the account.

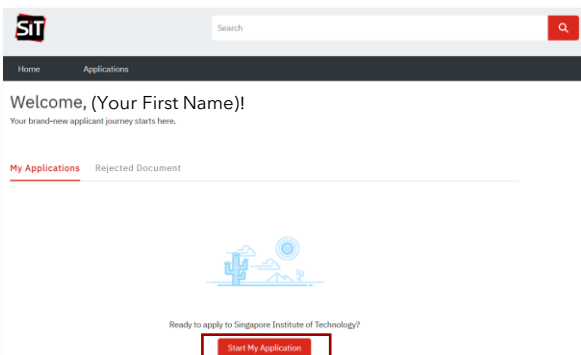
Match

a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) pathway and other modular, stackable degrees designed for working professionals?

1/6

#1 Start your application

Once your account has been created, you will be directed to the Learner Portal home page. Click the "Start My Application" button to select the course you would like to apply for.

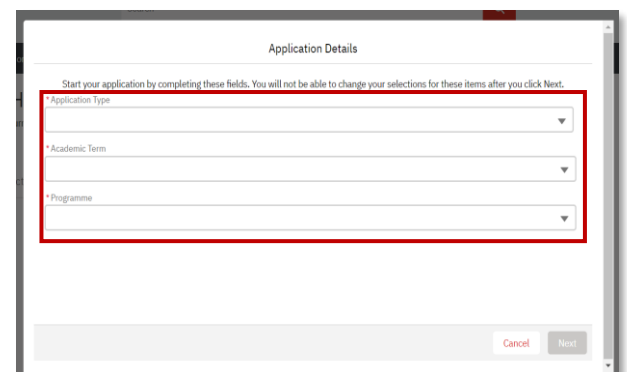


#1



#2 Select preferred programme

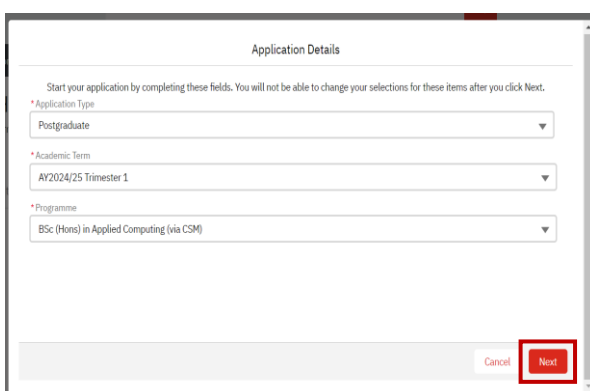
A pop-up requesting information about your preferred programme will appear. Click the drop-down arrows to complete the required fields.



#2

#3 Confirm the details of your chosen programme

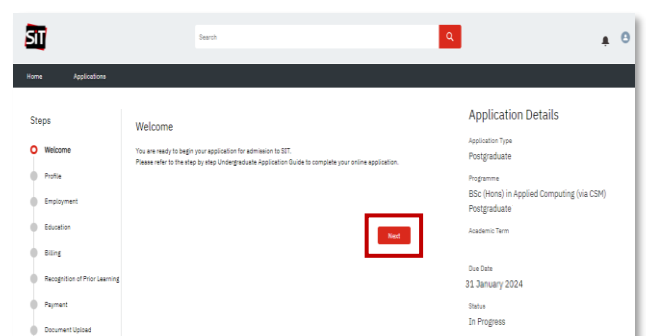
Once the required fields have been filled with your preferences, click the "Next" button.



#3

#4 Proceed to the application form

You will be redirected to a new page welcoming you to begin your application for the selected programme. Click on the "Next" button to proceed to the application form.



#4

Did You Know?

- You can monitor on your application's progress by referring to the Steps displayed on the left side of the page.
- Forgotten which course you are applying? Find the Application Details on the right.
- It is important to note that all communications from SIT regarding your application will be sent to the email address indicated in your application form.



a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) pathway and other modular, stackable degrees designed for working professionals?

2/6

Complete the Profile stage of the application form

The first stage of the application form is the Profile stage. Fill in the fields requesting for your personal particulars, residential address, and your emergency contact. Once completed, click the "Next" button.

#5



Did You Know?

- In the Profile stage of application, the name and email fields will be auto-populated with the information you have provided when you were creating your account.
- Auto-populated fields can still be edited, if needed.

#6

Complete the Employment stage of the application form

You will be directed to the Employment stage of the application form. Fill up the fields pertaining to the company you are currently employed at as well as your job title. Once done, click the "Next" button.

Did You Know?

- You can save your progress on your application at any time by clicking on "Save for Later" at the bottom left of the form. Click [here](#) to learn more about how you can do it.



a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) pathway and other modular, stackable degrees designed for working professionals?

3/6

Complete the Education stage of the application form

The next stage of the application form is on your prior education. Complete the fields related to your educational history, then click the "Next" button.

The screenshot shows the 'Education' stage of the application form. The 'Education' section is highlighted with a red box. It includes fields for 'Highest Education Obtained', 'GCE 'O' Level', 'GCE 'A' Level / International Baccalaureate', 'Diploma', 'University', and 'Other Qualifications'. The 'Next' button is highlighted with a red box.

#7



Complete the Billing stage of the application form

You will be directed to the Billing stage of the application form. Complete the fields related to your billing address. Once filled, click the "Next" button.

The screenshot shows the 'Billing' stage of the application form. The 'Billing' section is highlighted with a red box. It includes fields for 'Sponsorship', 'Billing Address', 'Block Number', 'Street Name', 'Floor Number', 'Unit Number', and 'Postal Code'. The 'Next' button is highlighted with a red box.

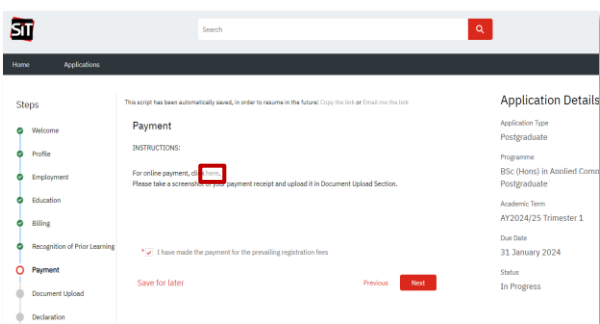
#8

a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) pathway and other modular, stackable degrees designed for working professionals?

4/6

#11 Start the Payment stage of the application form

You will be directed to the Payment stage of the application form. Click on the hyperlinked "here" to proceed to the online payment page.

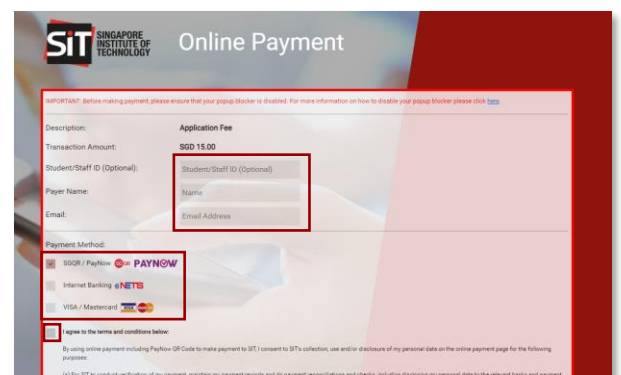


#11



#12 Complete the payment for the application fee

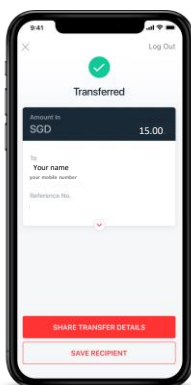
You will be directed to an online payment page. If you have attended an SIT course, enter your Student ID. If not, enter your name in the Payer Name field, email address in the Email field, and choose your preferred payment method. Follow the on-screen prompts to input any additional payment details as required.



#12

#13 Take a screenshot of payment

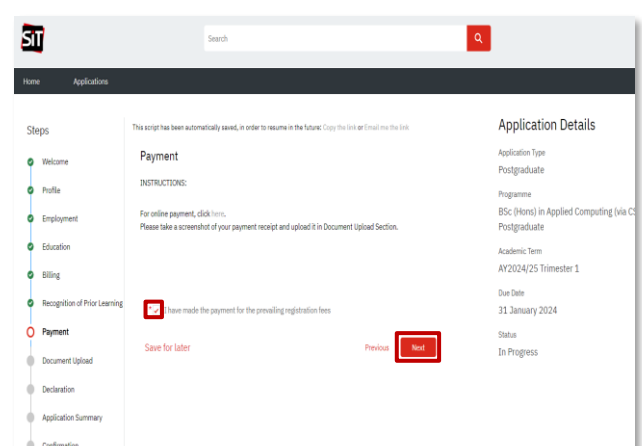
Once the payment has been made, please ensure that a screenshot of the transaction is taken.



#13

#14 Complete the Payment stage of the application form

After saving the screenshot, return to the tab where your application form is located. Check "I have made the payment for the prevailing registration fees", and click "Next" to continue.



#14

Did You Know?

- The screenshot of your payment receipt will be required in the Document Upload stage of the application form.
- Use the following shortcuts to take a screenshot:
 - **Windows Users:**
 - PrtScr
 - Press and hold: PrtScr + Windows
 - Press and hold: Shift + Windows + S
 - **iOS Users:**
 - Press and hold: Shift + Cmd + 3
 - Should you encounter any issue, please contact csm-support@singaporetech.edu.sg

a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) pathway and other modular, stackable degrees designed for working professionals?

5/6

Complete the Document Upload stage of the application form

You will be directed to the Document Upload stage of the application form. Upload all required documents stated in their respective fields as well as any additional documents you choose to submit in the Optional Documents section. Once you have uploaded all your documents, click on the "Next" button.

#15



Complete the Declaration stage of the application form

You will be directed to the Declaration stage of the application form. Read through the declarations and tick the checkboxes below accordingly. Once all necessary steps have been taken, click the "Next" button.

#16

Review application summary

You will be directed to the Summary stage of the application form. Review the information you've entered. If you need to make changes to a specific section, click on the corresponding stage on the left side of the form to revisit it. Once your review and edits are complete, click the "Next" button.

#17

Did You Know?

- For ease of processing, please ensure the correct documents are uploaded to its respective fields



a) How do I apply to SIT's CSM (Competency-based Stackable Micro-credentials) pathway and other modular, stackable degrees designed for working professionals?

6/6

Submit your application form

You will be directed to the Confirmation stage of the application form. If you are ready to submit your application, click the "Yes" button to proceed.

#18



Receive confirmation on your submission

After submitting your application, you will be directed to a confirmation page displaying the details of the programme for which your application was successfully submitted.

#19

Verify confirmation of application form submission on email

Access your registered email address to verify that your application was successfully submitted. Check junk/spam folder as emails might be directed there.

#20

b) How can I save my application as a draft and return to it later?

1/2

Saving Application Draft

Save application for later

Should you need to complete your application at a later stage, scroll down to the bottom of your application form and click on the hyperlinked "Save for later" text to save the progress of your current application for later.

Save for later

Previous

Next

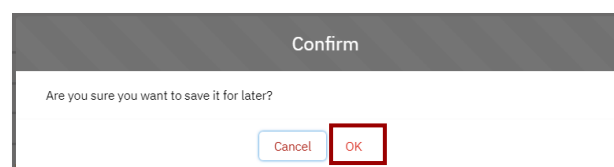
#1



#2

Confirm your decision to save a draft of your application form

A pop-up confirming your intent to save the progress of your draft application will appear. Click on the "Ok" option to finalise your decision. Once clicked, a confirmation message will inform you that your draft application has been successfully saved.

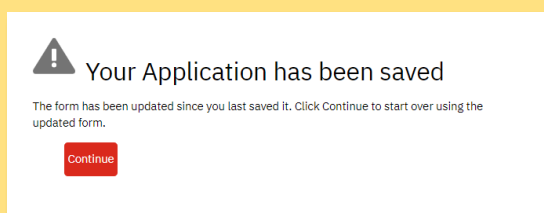


Thank you for your interest in Singapore Institute of Technology!

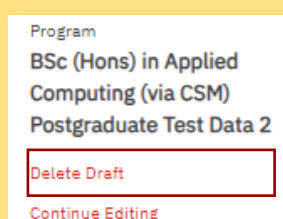
We have saved your draft application and are looking forward to your submission by the due date.

Did You Know?

- If you've previously saved a draft of your application form, on your second save, you will encounter the following screen:



- If you have too many saved drafts in your Applications Page, you can click on the hyperlinked "Delete Draft" text to delete the Applications you no longer wish to edit.



b) How can I save my application as a draft and return to it later?

2/2

Returning to Saved Draft

Return to saved draft (1/3)

To locate your saved application draft, log into your account in the Learner Portal. Input your Username (email address) and password into the fields. Click the "Log In" button.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY

Username

Password

Log In

[Forgot your password?](#) [Not a member?](#)

#3

Return to saved draft (2/3)

Once you are within the Learner Portal, locate the application with the status "In Progress".

Application Page
Applications
View and manage all your applications.

Sort By: [Dropdown]

[New Application](#)

Program	Academic Year	Date Due	Status
BSc (Hons) in Applied Computing (via CSM) Postgraduate	AY2024/25	31 Jan 2024	In Progress

[Delete Draft](#)
[Continue Editing](#)

#5

Return to saved draft (3/3)

To resume editing your saved draft, click on the hyperlinked "Continue Editing" text within the Application you want to continue filling. This will redirect you to your saved application draft.

Program: BSc (Hons) in Applied Computing (via CSM) Postgraduate

Academic Year: AY2024/25

[Delete Draft](#)
[Continue Editing](#)

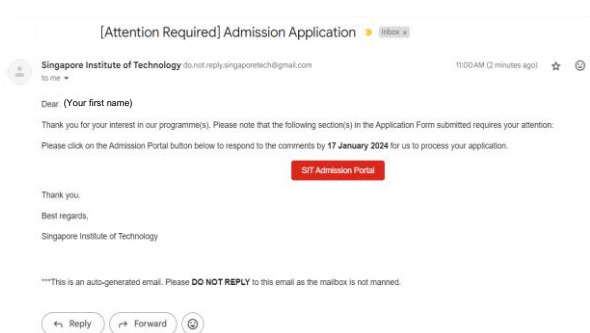
#6

a) How do I re-submit and replace my rejected documents?

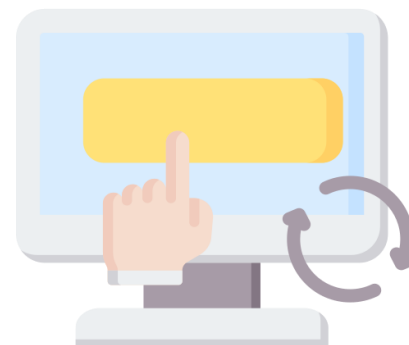
1/3

Receive email informing action needed

If any documents in your application require further action, you will be notified via the email provided in your application. Please check your email regularly.

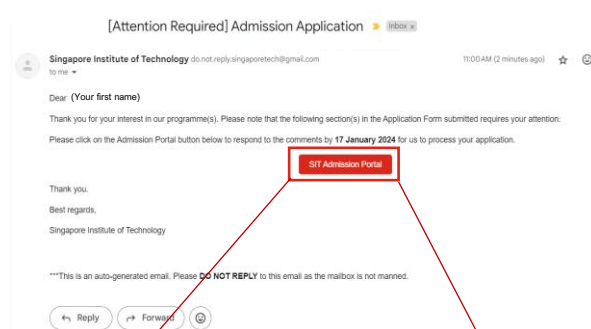


#1



Go to SIT Learner Portal

In the email notifying you of the required action, click the "SIT Learner Portal" button.



#2

[SIT Admission Portal](#)

Login to your account

You will be directed to the login page of the portal. Input your username (associated email address) and password. Once done, click the "Log In" button.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY

Username

Password

[Log In](#)

[Forgot your password?](#) [Not a member?](#)

#3



Did You Know?

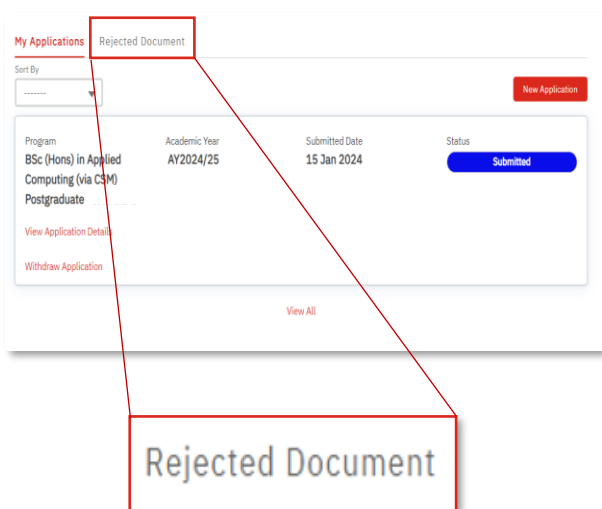
- The email notification you receive from SIT will include a list of documents that have been rejected and require your attention for replacement.

a) How do I re-submit and replace my rejected documents?

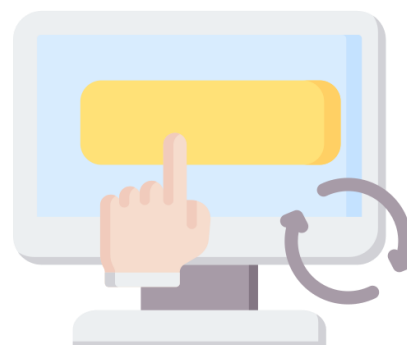
2/3

Access the Rejected Document Section

Once you have logged in, you will be directed to the "My Applications" tab. Click on the "Rejected Document" tab to view your rejected documents.

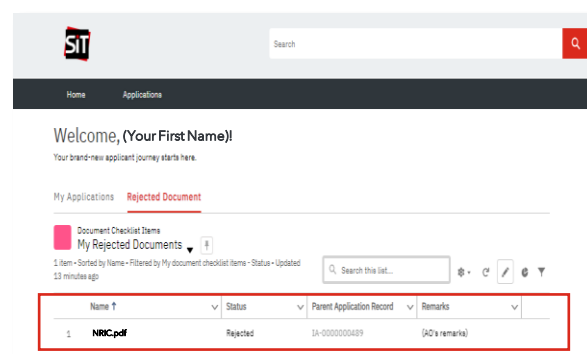


#5



View rejected document(s)

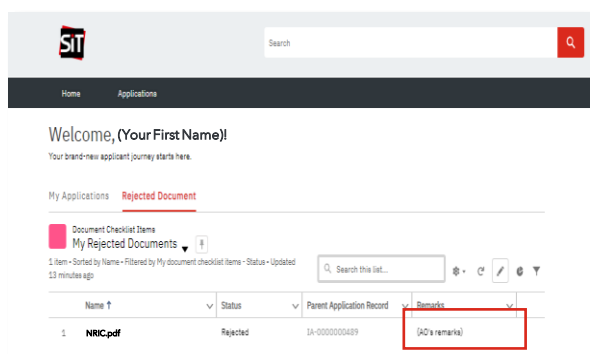
You will be redirected to the Rejected Document tab's page. You will be able to view all document(s) that require your attention for re-submission.



#6

Read remarks of rejected document(s)

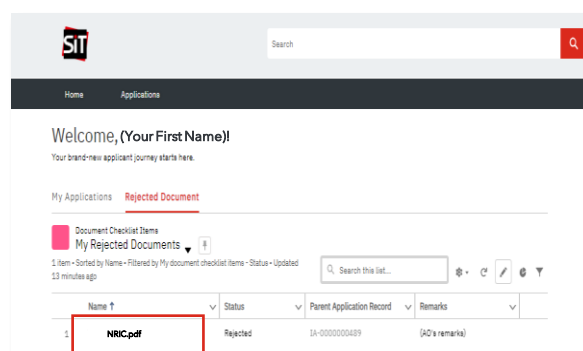
Admission Officers (AOs) may provide remarks as to why the document was rejected. Read these remarks before re-submitting documents.



#7

Select specific rejected document

After reading the remarks, click on the name of the specific rejected document you would like to upload a replacement.



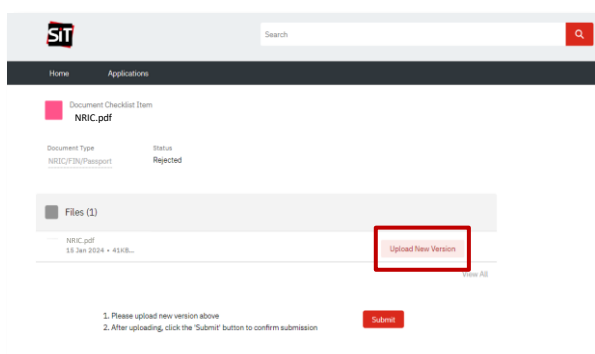
#8

a) How do I re-submit and replace my rejected documents?

3/3

Upload replacement document

You will be redirected to a dedicated page for the rejected document, where you can make necessary updates. Click on the 'Upload New Version' button to submit a replacement document.

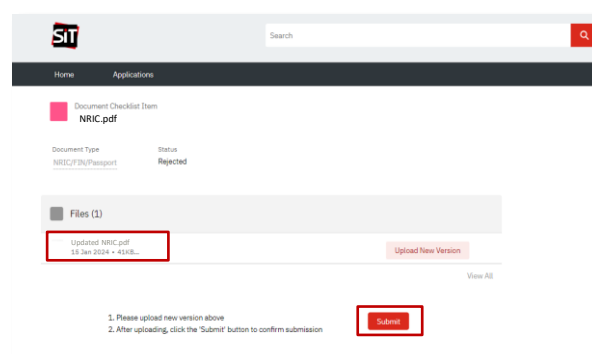


#9



Submit chosen replacement document

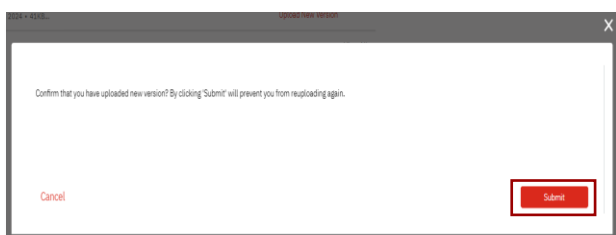
After selecting the replacement document, its name will be displayed in the Files table. Verify that the displayed name corresponds to your chosen document, then click the "Submit" button.



#10

Finalise decision to upload replacement document

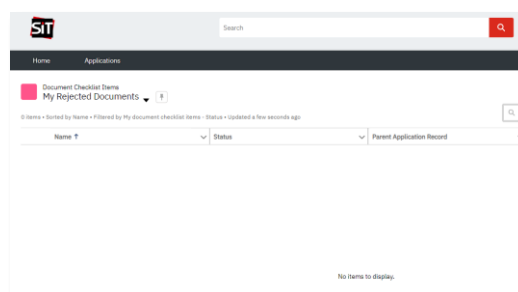
A pop-up box will appear confirming your decision to upload the document to replace the rejected one. Click the "Submit" button to finalise your decision.



#11

Re-upload all other remaining rejected documents

Repeat Steps 6-10 until all rejected documents have been corrected.



#12

Did You Know?

- Carefully review your documents before resubmitting. Once you confirm your submission, you won't have the option to submit another replacement document for the same rejected document.

b) How can I check my application's status?

1/1

Log in to the Learner Portal

Visit the Learner Portal log in page. Input your Username (email address) and password into the fields. Click the "Log In" button.

#1

View your applications

Once you have successfully logged into the Learner Portal, locate your applications under "My Applications" tab.

#2

View the status of your application

Within the "My Applications" tab, you can view your list of applications and their respective statuses. The status of each application is displayed in its row under the "Status" header.

#3

Did You Know?

When checking on your applications progress, there are 6 different types of statuses that may be shown. The following outlines each status and its corresponding definition:

- **In Progress** - The application is still being filled up.
- **Submitted** - The application has been well received and SIT's Admissions Officers are now meticulously processing it.
- **Successful** - The application is successful and SIT is excited to extend an offer.
- **Not Successful** - The application is unfortunately unsuccessful.
- **Accepted** - The Applicant has accepted SIT's offer.
- **Declined** - The Applicant has passed up on SIT's offer.

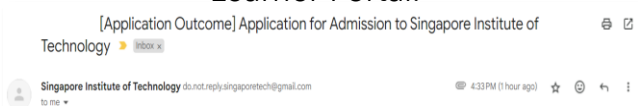


c) How can I respond to an offer from SIT?

1/2

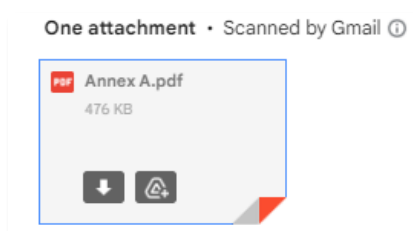
Receive an Offer letter

An email confirming your successful application will be sent to your email address. This email contains a link to complete the necessary steps and includes an attached Annex with SIT's Offer letter. After reviewing and understanding the Offer letter, click the hyperlinked "link" text to log in to the Learner Portal.



We would like to emphasise that this offer is subject to the Conditions stated in Annex A.

To accept/reject the offer, please click on this [link](#) to complete the required steps by 31 January 2024. You may only accept one offer from the six local universities. No amendment to your decision can be made after the deadline. Please also note that if you do not indicate your acceptance by 31 January 2024, it would be deemed that you are declining the offer from SIT.



#1

Login to the Application Portal

You will be directed to the login page of the portal. Input your username (associated email address) and password. Once done, click "Log In". Click [here](#) for more instructions.

#2

Did You Know?

- Should you not receive any emails you are intended to receive in your Inbox, kindly check your Junk/Spam mailboxes.

c) How can I respond to an offer from SIT?

2/2

View and respond to successful application

Once you have logged in, under "My Applications" tab, you will be able to view your application with the "Successful" status. Click the hyperlinked "Click to Accept or Decline Offer" text to submit your response to the Offer.

Program	Academic Year	Submitted Date	Status
BSc (Hons) in Applied Computing (via CSM) Postgraduate	AY2024/25	15 Jan 2024	Successful

[View Application Details](#) [Click to Accept or Decline Offer](#)

Status

Successful

[Click to Accept or Decline Offer](#)

#3



#4

Capture your response in the acceptance form (1/3)

Once you have clicked on the hyperlinked text, an Acceptance form will pop-up. Once you have read the contents on the first page of the Acceptance Form, click on the "Next" button to proceed.

Acceptance Form (Page 1 of 3)

Dear (your full name),

We are pleased to inform you that your application to SIT is successful.

As stated in our email Letter of Offer sent to you, we are offering you a place in the BSc (Hons) in Applied Computing (via CSM) Postgraduate Test Data 1 programme in Academic Year 2024/25.

- Read through the Conditions as stated in Annex A of the Letter of Offer.
- Go to the screen and make your decision by clicking 'Accept' or 'Decline'.
- Note that if you do not indicate your acceptance and submit this Form by 31 January 2024, it would be deemed that you are declining the offer from SIT.

[Next](#)

Next

Capture your response in the acceptance form (2/3)

Once you have been directed to the next page, read the questions asked and respond accordingly by clicking on the drop-down arrow. After selecting your responses, check the checkbox to acknowledge that you have confirmed your responses. Click on the "Submit" button to proceed.

Acceptance Form (Page 2 of 3)

* I have read the aforesaid Letter of Offer from SIT and its Annex A.

Yes

* I agree to accept the Letter of Offer from SIT and accept the Conditions as stated in its Annex A.

Accept

I confirm that the above submission is correct.

[Previous](#) [Submit](#)

Submit

#5

#6

Capture your response in the acceptance form (3/3)

Once you have submitted your responses, click on the "Finish" button to complete.

Acceptance Form (Page 3 of 3)

Thank you for the decision. We will notify you to prepare for matriculation when the time comes.

[Finish](#)

Finish

View updated application status

After submitting your response to the Offer, you should notice that the status is now "Accepted".

Program	Academic Year	Submitted Date	Status
BSc (Hons) in Applied Computing (via CSM) Postgraduate	AY2024/25	15 Jan 2024	Accepted

[View Application Details](#)

Status

Accepted

#7

You have reached the end of the Application guide!

For any additional support, please contact:
csm-support@singaporetech.edu.sg