SIT Student Matriculation Exercise

Frequently Asked Questions

AY2025/26 Trimester 1

Postgraduate Programmes

By Registrar's Office

OVERVIEW

Welcome Message

Dear Learner,

A warm welcome to SIT!

To help you kick start your matriculation process, Registrar's Office has collated some Frequently Asked Questions (FAQ) which you may find useful. For queries not in the FAQs, please write to matriculation@singaporetech.edu.sg.

Thank you.

The FAQ is broadly divided into the following sections *(Click on the links below to access)*:

SECTIONS

A. IMPORTANT DATES & DEADLINES

Question 1: What are the important dates for SIT's Academic Year (AY) 2025 Matriculation Exercise?

Deadline for Online Declaration, Photo Submission, Matriculation Medical Check-up and Document Submission is on **9 July 2025 for Master of Health Sciences**, and **6 August 2025 for all Postgraduate programmes.**

*For Financial Assistance application/ deadlines by other sections, please refer to the **"Matriculation Guide"**.*

Question 2: I will not be in Singapore during the matriculation period. How can I complete the matriculation process?

Other than the Medical Examination, the rest of the matriculation process can be done online as you do not have to be physically present in Singapore. If you are not able to complete the Medical Examination within the stipulated deadline, please write to matriculation@singaporetech.edu.sg to request for an extension of deadline; an approval from your Programme Leader is required.

Question 3: I have overlooked the deadlines. Can I get an extension?

Please write to matriculation@singaporetech.edu.sg to request for an extension of deadline.

Question 4: I am waiting for my appeal to be processed. Do I still proceed with the submitting the documents and doing the Medical Check-Up within the stipulated deadline?

Please write to matriculation@singaporetech.edu.sg.

B. MATRICULATION EXERCISE

Question 1: Now that I have received the e-Matriculation Package, what do I do next?

Once you received this e-Matriculation Package you can proceed to complete the administrative procedures to matriculate as an SIT student. For further information on the matriculation exercise please refer to the Matriculation Guide.

Question 2: I would like to withdraw from the University before the start of the programme. What should I do?

For all withdrawal requests, please write to matriculation@singaporetech.edu.sg.

C. ONLINE DECLARATION & DOCUMENT SUBMISSION

Question 1: I have made an error in my declaration, can I change my online declaration after I have submitted?

The matriculation officer will have to assist you with this. Please write to

matriculation@singaporetech.edu.sg.

Question 2: I am below 18 years old, do I need to complete the Learner Undertaking Declaration?

If you are below 18 years old, you will need to download and complete the Form, attach a copy of your birth certificate and a copy of your parent/ guardian's NRIC (front and back) during submission via IN4SIT.)

If you are above 18 years old and above, you are only required to complete the online Learner Undertaking Declaration during matriculation.

Question 3: The personal particulars shown on the online declaration page is wrong, how do I change it?

Please write to registrar@singaporetech.edu.sg with the change(s) required along with the supporting documents, if available.

![Singapore Institute of Technology logo]

D. ONLINE PHOTO SUBMISSION

Question 1: What are the photo requirements?

The photo requirements for the online photo submission are listed on the photo submission page.

Question 2: Will I be notified of the status of my photo submission?

Please check the status by logging into IN4SIT one week after your photo submission. You will be required to re-submit the photo if it does not meet the requirements for printing of your SIT Student Card.

Question 3: Can I change my photo after it has been approved?

Once the photo has been approved, it cannot be changed. Do take note to submit a recent photo taken within the last three months adhering to the photo requirements.

SINGAPORE INSTITUTE OF TECHNOLOGY

E. SIT MEDICAL EXAMINATION

Question 1: Which are the appointed medical provider(s) by SIT, and what are the packages for the SIT Medical Examination?

The details on the appointed medical provider(s) and the packages can be found in the **"SIT Medical Examination Clinic Info Kit"**. This can be downloaded from the link provided in your medical form.

Question 2: Is it compulsory to go to the appointed medical provider(s) for my SIT Medical Examination?

Students are strongly advised to go to our designated medical provider(s) for their SIT Medical Examination as we have worked out special preferential rates with the clinic(s) for SIT students. Our designated medical provider(s) will also ensure that the screening is completed according to the programme requirements and that the softcopies of the medical reports are sent to SIT directly.

Question 3: What should I bring for the Medical Examination?

Please bring the following documents:

1. SIT Medical Examination Form downloaded from IN4SIT (To be printed on a single side).
2. NRIC/Passport or Student Pass
3. Immunisation records/Vaccination history (Applicable to Allied Health programmes, refer the Matriculation Guide for details)
4. ICA Medical Examination Form (Applicable to International Students Only)

Question 4: Where should I submit the completed SIT Examination Form?

If you go to our designated medical provider(s) for the SIT Medical Examination, softcopy of your medical report will be sent to us through the appointed provider, hence you will not need to make any submission. In addition, you can collect the hardcopies directly from the designated clinic(s).

Question 5: May I have a copy of my medical examination form?

Yes, all hardcopy medical forms and reports can be collected from the clinic directly by you.

Question 6: I have had a Hepatitis B (Hep B)/ Varicella (Chickenpox) vaccination. Do I still need to do a screening?

Hep B (even if you had the vaccination for Hep B) and Tuberculosis (TB) screenings are compulsory. If you have been vaccinated for Measles, Mumps, Rubella (MMR) and Chickenpox, you are required to provide a proof of vaccination. If you are unable to show a valid document to prove your vaccination, you are required to do the screening for immunity.

F.   MOE SUBSIDY RELATED MATTERS

Question 1: Am I eligible for MOE Subsidy?

For Singapore Citizens and Permanent Residents:

Singapore Citizens and Permanent Residents will automatically be eligible for MOE subsidy provided they have not previously received the MOE subsidy at any autonomous university or been awarded a government scholarship or sponsorship to pursue a qualification of equal or higher level.

For International Students:

International Students are not eligible for MOE subsidy and will pay non-subsidised fee.

Question 2: I have previously attempted a postgraduate programme in another autonomous university but did not graduate, will I still be eligible for MOE Subsidy if I transfer to another postgraduate degree programme in SIT?

Singapore Citizens and Permanent Residents who have received MOE subsidy for studies in postgraduate programmes at NUS, NTU, SIT, SMU, SUTD, SUSS, LASALLE, NAFA or UAS will be eligible for MOE subsidy up to the total credits required for graduation at SIT minus the percentage of trimesters or credits of MOE subsidy received at your previous educational institution(s).

G. IT RELATED MATTERS

Question 1: I did not receive the Matriculation Letter and/or Email regarding my password.

You may wish to check your junk mail folder as the email(s) may have gone to that folder. If you did not receive the email, please write to matriculation@singaporetech.edu.sg with your Full Name and we will re-send the email(s). Please check your email inbox again 1 hour after receiving our email response to inform that we have re-sent the email(s).

Question 2: I cannot find the matriculation e-mail received.

Please write in to us of your Full Name and we will re-send the email(s). Please check your email inbox again 1 hour after receiving our email response to inform that we have re-sent the email(s).

Question 3: I am not able to login to the AUP portal, login username and/or password is incorrect

You may write to ITHelpdesk at IThelpdesk@singaporetech.edu.sg to assist you. Alternatively, you may call them directly at their hotline 6592 8511 followed by Option 3.

Question 4: How can I connect to SIT VPN?

Please refer to the VPN User Guide downloaded from Student Intranet > Guides & Policies > Global Protect VPN Software & Guide

Alternatively, you may call ITHelpdesk directly at their hotline 6592 8511 followed by Option 3, or write to IThelpdesk@singaporetech.edu.sg.

Question 5: I am not able to access IN4SIT using the username and password.

Please ensure you have done the following steps:

1) Logged into the AUP portal using the given username and password and changed the password
2) Downloaded the VPN, the Installation Guide is available in Student Intranet > Guides & Policies > Global Protect VPN Software & Guide

If you still encounter the login issue, please write to matriculation@singaporetech.edu.sg.

H. PAYMENT & FEE RELATED MATTERS

Question 1: I have completed my Matriculation exercise and made the payment of S$54.50, I am now withdrawing from SIT due to some unforeseen circumstances would the S$54.50 be refunded to me?

No, the matriculation fee of S$54.50 (inclusive of 9% GST) is non-refundable.

Question 2: Will I be charged the trimester fees if I withdraw during the matriculation period?

No, you will not during this period. However, kindly note that you will be billed the 1st trimester/semester tuition fee if you withdraw after Week 2 of the trimester/semester.

I. SIT STUDENT CARD

Question 1: How would I be receiving my SIT Student Card?

Answer: Your SIT Student Card will be mailed to you. Please ensure that the correct mailing address is reflected on IN4SIT once you have been matriculated into the Programme. You will receive an email once your SIT Student Card has been mailed out and you are required to acknowledge upon receiving the card.

J. TRANSFER OF CREDITS & MODULE REGISTRATION

Question 1: When can I start applying for the Transfer of Credits? How can I apply?

Transfer of Credits application period for newly matriculated students will be in August 2025 and it is <u>open only once</u> to students in their studies at SIT.

Please check the Important Announcements on the Student Intranet and email notification from the Registrar's Office for the exact dates of the Transfer of Credits schedule if you are eligible for credit exemption.

If you are eligible to apply, please refer to the IN4SIT Transfer of Credits Guide on how to submit the application in IN4SIT. To access IN4SIT Transfer of Credits Guide, please login to <u>Student Intranet</u> > Policies and Guides > IT & System Guides > IN4SIT Transfer of Credits Guide.

Question 2: I missed the Transfer of Credits application period. Can I still apply?

You will not be able to apply after the Transfer of Credits application period is over.

Question 3: When can I start registering for modules? How can I apply?

The Module Registration period is normally open in August 2025 for newly matriculated students. However, for most of SIT programmes, SIT will pre-allocate or register the modules on your behalf. For other programmes that require students to register for modules, you will receive a notification email to log into IN4SIT to check your scheduled module registration date and time. For more information, please look out under the Important Announcements on the Student Intranet to find if your programme requires you to enrol your modules.

For students who are registering your modules, please refer to the IN4SIT Module Registration User Guide for the step-by-step instructions. To access IN4SIT Module Registration User Guide, please login to <u>Student Intranet</u> > Policies and Guides > IT & System Guides > IN4SIT Module Registration Guide.

Question 4: I missed the module registration during the Module Registration period. Can I still register?

Yes, the next available period for enrolment is during the Add/Drop period, which starts on the first Tuesday (in Week 1) till the second Sunday (Week 2) of the new trimester. Students can make final changes to their personalised class timetable during the Add/Drop period.

For students whose modules are pre-registered by the University, they will need to seek advice from their Programme Leaders or Academic Programme Administration, if they want to Add/Drop modules during the Add/Drop period. The billing of tuition fees will be finalised based on the modules registered at the end of Add/Drop period.

Please note that the Add/Drop period is not applicable to new students in their first trimester at SIT.

Question 5: My programme doesn't require me to do self-service module registration. Do I still need to check my registered modules?

Yes, every student is responsible for his/her registered modules. Please log into IN4SIT and navigate to Course Management > View My Classes to view your scheduled classes. You may refer to the Module Registration User Guide for the step-by-step instructions. The billing of tuition fees will be finalised based on the modules registered at the end of Add/Drop period.

Question 6: Can I withdraw from individual modules after the Add/Drop period has ended?

Yes, you may submit a Module/ Course Withdrawal Request between Week 3 and Week 7. After Week 7, applications will not be accepted. Log into IN4SIT and navigate to Course Management > Enrolment > Course Withdrawal Request. You may refer to the Module Registration User Guide for the step-by-step instructions.

Do note that approved Course Withdrawal Request applications will receive a "Withdrawn" (W) grade and student will still be liable for the tuition fee charged as they are withdrawn after the end of the Add/Drop period. In addition, you will be billed for these registered modules when you register for the withdrawn modules again in the future.

Notwithstanding this, during self-service module registration and Add/Drop period, you are free to add or drop classes without any financial penalty or W grade records. Please note that the Add/Drop period is not applicable to new students in their first trimester at SIT.