Singapore Institute of Technology

MATRICULATION GUIDE

AY2025/2026

**By Registrar's Office**

SINGAPORE INSTITUTE OF TECHNOLOGY

<u>Welcome Message</u>

Dear Learner,

Welcome to the beginning of an exciting and transformative journey at SIT! We are thrilled to have you join our vibrant community of thinking tinkerers.

Before you officially start your matriculation, we invite you to watch this video to learn more about what to expect and how to navigate the process.
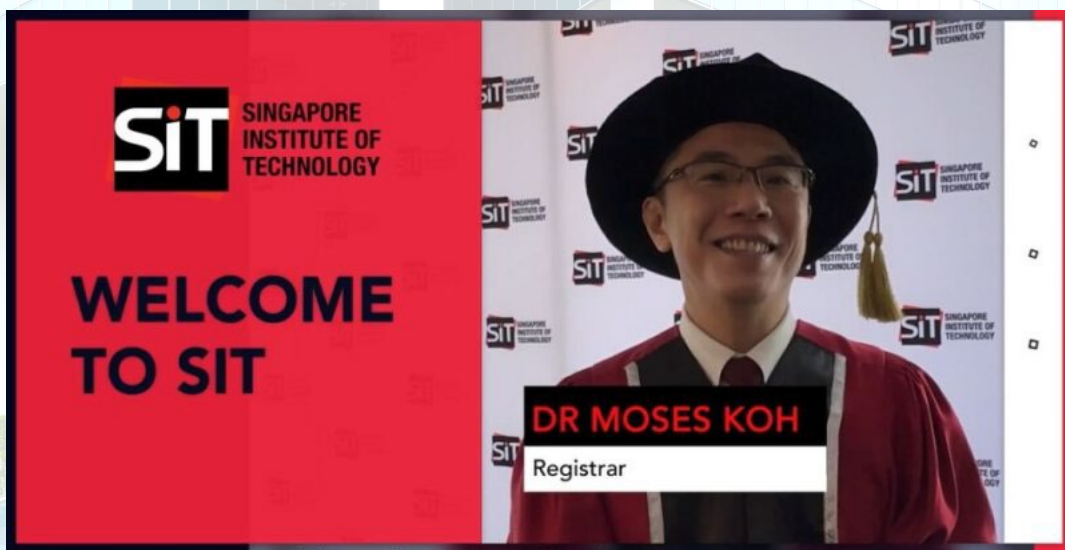
**Note: The video is accessible upon successful resetting of password
(Please refer to page 5 for the steps to reset the password)**

Once again, welcome to our university family. We look forward to seeing all that you will accomplish!

Warm regards,
Registrar's Office

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1. STEPS TO COMPLETE YOUR MATRICULATION

Learners must complete all matriculation steps by the stipulated deadline.

Failing so, SIT reserves the right to nullify the Letter of Offer.

Deadlines:

Early Admissions Exercise (EAE)	Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degrees	Degrees Offered via CSM Pathway
23 April 2025	5 June 2025	30 June 2025	23 July 2025

For enquiries regarding matriculation matters, please email us at matriculation@singaporetech.edu.sg.
CSM Learners: Kindly include the following in the email subject "<CSM Enquiries>" when writing in to us.

PART A – RESETTING OF PASSWORD

Reset password before accessing the Learner Portal to complete Matriculation

↓

Log in to the SIT Self-Service Portal using the username and password provided in the matriculation email.
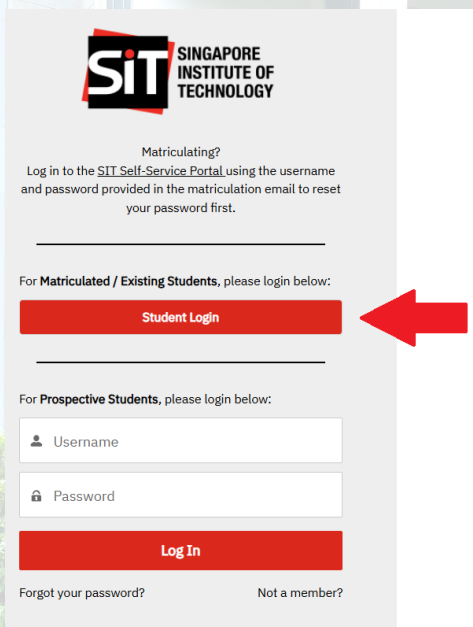
Learner ID: <Student ID>
Password Format: Welcome#SITXXXXDDMM

(where, XXXX = Last 4 alphanumeric characters of NRIC/FIN/Passport, DDMM = the day (DD) and month (MM) of Birthdate. For example, Welcome#SIT234A3101.)

↓

Matriculating?
Log in to the SIT Self-Service Portal using the username and password provided in the matriculation email to reset your password first.

For **Matriculated / Existing Students,** please login below:

Student Login

For **Prospective Students,** please login below:

👤 Username

🔒 Password

Log In

Forgot your password?   Not a member?

Log in to the Learner Portal by selecting the "**Student Login**" button to complete the matriculation using the Learner ID and new password.

Note - The Learner Portal is only accessible upon the successful reset of password via the SIT Self-Service Portal.

For Login issues/ problems encountered, please contact IT Helpdesk via:
✉ **IThelpdesk@SingaporeTech.edu.sg**
📞 **6592 8511 Option 3**

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SiT SINGAPORE INSTITUTE OF TECHNOLOGY

PART B – A STEP-BY-STEP NAVIGATION GUIDE TO AID YOUR MATRICULATION SUBMISSION

➢ Once logged in to the Learner Portal, click on the **Matriculation** tab (refer to the **Red Box a**).

➢ Do go through the documents listed under **Matriculation Documents**, as they may be helpful.

Note (Not applicable for CSM Pathway Degree Learners):
o For **Learners below 18 years old**
Please download and complete the required Learners below 18 Years Old forms, then upload the completed forms.
o For **Singapore Permanent Residents (SPR) or International Students (IS) under 21 years old**: Please download and complete the AUTHORISATION OF MEDICAL PROCEDURES form, then upload the completed form.
o Refer to "**PART B (10) – DOCUMENT SUBMISSION**" for more details.
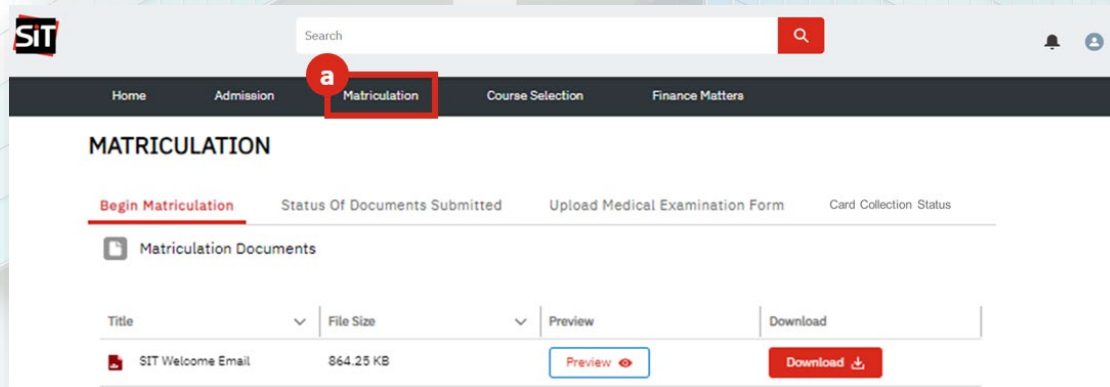
For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

➢ Learners can also download the following documents on this page (refer to the **Red Box b**):
a. **Matriculation Letter** – Official letter for matriculation
b. **Medical Examination Form** – Learners to print and bring the form for the medical examination
c. **Clinic Information Kit** – Details on SIT appointed clinics for matriculation medical examination (located under Programme-Specific Documents)
d. Other **Programme-Specific Documents** that require further attention (if applicable)

Matriculation Steps

- **Programme**
- **Matriculation deadline**
- **Status**

For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

> Click on **Begin Matriculation** to start the matriculation exercise (refer to **Red Box c**).

Programme	Matriculation Term	Due Date	Status
BSc (Hons) Applied Computing - PET	AY2025/26 Trimester 1	29 Sep 2024	**Not Started**

Download Matriculation Letter

Download Medical Examination Form

Programme-Specific Documents

c Begin Matriculation

> Proceed to complete the matriculation steps.

Steps

O Acceptance Confirmation

• Verify Personal Information

• Acceptable Use Policy (AUP)

• Learner Undertaking Declaration

• Code of Conduct for Learners

• Learner Indemnity Declaration

• Tuition Grant Subsidy Declaration

• Medical Examination & SEN (if applicable)

• Photo Upload

• Summary of Submission

• Fee Payment

• Payment Processing

Matriculation Steps

Acceptance Confirmation

Please re-confirm your acceptance for 'Bachelor of Science in Advanced Computing Science'.

Decline   Accept

Matriculation Details

Programme
Bachelor of Science in Advanced Computing Science

Due Date
28 Mar 2025

Status
In Progress

- **Programme**
- **Matriculation deadline**
- **Status**

For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

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➢ **Explanation on Matriculation Steps**

Steps	
⭕ **Acceptance Confirmation**	Learners to confirm their acceptance into the offered programme.
● Verify Personal Information	Learners to verify and confirm that their personal particulars shown is accurate. If any change is required, please write to matriculation@singaporetech.edu.sg and proceed to the next matriculation step.
● Acceptable Use Policy (AUP) ● Learner Undertaking Declaration ● Code of Conduct for Learners ● Learner Indemnity Declaration	Learners must read and acknowledge the contents provided under: • The Acceptable Use Policy (AUP) • The Learner Undertaking Declaration • The Code of Conduct for Learners • Learner Indemnity Declaration
● Tuition Grant Subsidy Declaration	Learners who have utilised the MOE tuition grant/ subsidy for a degree in any other university in Singapore are to provide details on the previous programme studied.
● Medical Examination & SEN (if applicable)	Learners are required to provide any relevant medical history for SIT's records and to indicate if support for Special Educational Needs (SEN) are necessary during their study period at SIT. Learners to also indicate their preference for the matriculation medical examination (SIT-appointed clinic is highly recommended).
● Photo Upload	Learners to upload recent photo of themselves. Click here for the photo requirements.
● Document Submission	Applicable to learners who need to submit additional documents for verification.
● Summary of Submission	Learners to review and ensure all details are accurately displayed before submission.
● Fee Payment	Learners are required to pay a **matriculation fee of S$54.50** (inclusive of GST) as part of the matriculation exercise.
● Payment Processing	Learner's payment status with be reflected accordingly after payment has been made. Click **'Submit'** to complete the matriculation process. The learner's payment status will be reflected as successful once payment is completed on the external payment portal.
Note: **Once matriculation form is submitted,** **learners will not be able to make any changes to the form.**	

> **Note**:

>> Learners must complete all the matriculation steps outlined above to successfully matriculate.

>> Learners should click on the **Save for later** button upon completion of each matriculation step to ensure all inputs are saved before selecting the **Next** button.

>> Learners who wish to save their matriculation form and return later to complete it can do so via the **Learner Portal's home page** > **'Begin Matriculation'** > **'Continue Editing'**. The status will be shown as **'In Progress'** in the portal.

Programme	Matriculation Term	Due Date	Status
Bachelor of Engineering in Advanced Mechanical Engineering	AY2026/27 Trimester 1	07 Mar 2025	In Progress

Continue Editing

Download Matriculation Letter

PART B (1) – ACCEPTANCE CONFIRMATION

Learners may proceed to confirm their acceptance into the programme offered by Singapore Institute of Technology (SIT).

Acceptance Confirmation

Please re-confirm your acceptance for
'Bachelor of Engineering in Advanced Mechanical Engineering'.

Decline   Accept

For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

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PART B (2) – VERIFY PERSONAL INFORMATION

Learners should verify and ensure that all information is accurate. Please amend the editable fields if there is any incorrect information.

Please ensure that all **Addresses** are keyed in the following **format**:
<Block Number> <Street> <#Unit Number> <Country> <Postal Code>

Please write to matriculation@singaporetech.edu.sg if there are any changes to the following non-editable fields:
➢ Official Full Name
➢ Citizenship
➢ Identification Number (NRIC/ FIN Number)

Verify Personal Information

Name	Learning Programme
jybugsquashseven test	Bachelor of Engineering in Advanced Mechanic

Student Id	Citizenship Country
2701989	Singapore

NRIC/FIN/Passport Number	Residency
S0326545E	Singapore Citizen

For amendments to citizenship and/or NRIC/FIN Number, kindly email to matriculation@singaporetech.edu.sg

∨ Personal Data

* Personal Email Address	* Mailing Address
email@gmail.com	mailing address

* Singapore Mobile Number	✔ Same as Mailing Address ⓘ
1234-5678	

Singapore Home Number	Home Address
	mailing address

Overseas Contact Number	

∨ Emergency Contact

* Name	* Contact Number
emergency contact	87654321

* Relationship	* Email Address ⓘ
Parent	email@gmail.com

Previous | Next

PART B (3) – ACCEPTABLE USE POLICY (AUP)

1. Learners are required to read the entire AUP content.

Acceptable Use Policy (AUP)

Acceptable Use Policy (AUP) for Information Technology (IT) Resource

A. Purpose and Scope

SIT's IT resources are extensively used by students, faculty, staff and authorised users ("Users") who are

2. Learners must acknowledge the content by selecting the checkbox.

✓ I have read and understand the Acceptable Use Policy (AUP) for Information Technology (IT) Resource

Save for later   Previous   Next

For enquiries on AUP, please contact IT Helpdesk via:
✉**IThelpdesk@SingaporeTech.edu.sg**
📞**6592 8511 Option 3**

PART B (4) – LEARNER UNDERTAKING DECLARATION

1. The Learner Undertaking Form defines the general conditions of admission for learners to SIT. All learners must review it carefully to ensure full and mutual understanding of the conditions which govern their conduct at SIT.

   As outlined in the form, learners' data will be collected and utilised for purposes essential to the administration and delivery of their degree programme.

   ## Learner Undertaking Declaration

   GENERAL CONDITIONS OF ADMISSION

   1. All fees for the degree programme in which the learner is enrolled in and all other fees (including but not limited to tuition fees, incidental/administrative fees, miscellaneous fees, late payment fees and other ad-hoc fees, if applicable) shall be paid.

   2. The learner shall diligently pursue his/her study of the relevant degree programme and shall

2. As a SITizen, we invite learners to join the SIT Lifelong Learning Community. Opt in via the form to receive updates on events, courses, and resources. Learners can unsubscribe anytime using the method specified in the communication.

   INFORMATION ABOUT OTHER PROGRAMMES, COURSES, EVENTS AND/OR SURVEYS

   SIT periodically sends information about other programmes, courses, seminars, events, resources and/or surveys by SIT and/or its OU partners. If you would like to receive such information as part of SIT's lifelong learning community, please check the box below to get started. We look forward to journeying with you on your path of lifelong learning.

   ☐ Yes, please keep me updated

   If you no longer wish to receive this information, you may unsubscribe at any time through the method set out in each email.

3. Learners must acknowledge the Undertaking Declaration by selecting the checkbox.

   ☑ I have read and understood this Learner Undertaking Form and undertake to comply with all the terms and conditions stated herein.

   I will promptly inform the SIT Registrar's Office if there are any changes to the personal information provided in this Learner Undertaking Form.

   Note for Learners below 18 Years Old:
   (Not applicable for CSM Pathway Degree Learners)

   Please refer to "**PART B (10) – DOCUMENT SUBMISSION**" for further instructions.

For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

PART B (5) – CODE OF CONDUCT FOR LEARNERS

1. Learners are required to read and familiarise themselves with the Code of Conduct.

2. Learners must acknowledge the content by selecting the following checkbox.

Note for Learners below 18 Years Old:
(Not applicable for CSM Pathway Degree Learners)

Please refer to "**PART B (10) – DOCUMENT SUBMISSION**" for further instructions.

For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

PART B (6) – LEARNER INDEMNITY DECLARATION

1. Learners are required to read the Learner Indemnity Declaration.

Learner Indemnity Declaration

Waiver of Liability, Assumption of Risk & Indemnity Agreement

This Waiver of Liability, Assumption of Risk & Indemnity Agreement ("**Agreement**") is an agreement to acknowledge that there are inherent risks associated with participation in programmes or activities whilst enrolled as a student at SIT, whether such programmes or activities are organized by SIT, SIT's academic partners, students or other parties, within and outside SIT premises, in Singapore or overseas. For the

2. Learners must acknowledge the content by selecting the following checkbox.

☐ I understand and agree that this Agreement is intended to remain in effect, and will remain in effect, at all times during my enrollment as a student at SIT.

Save for later   Previous   **Next**

Note for Learners below 18 Years Old:
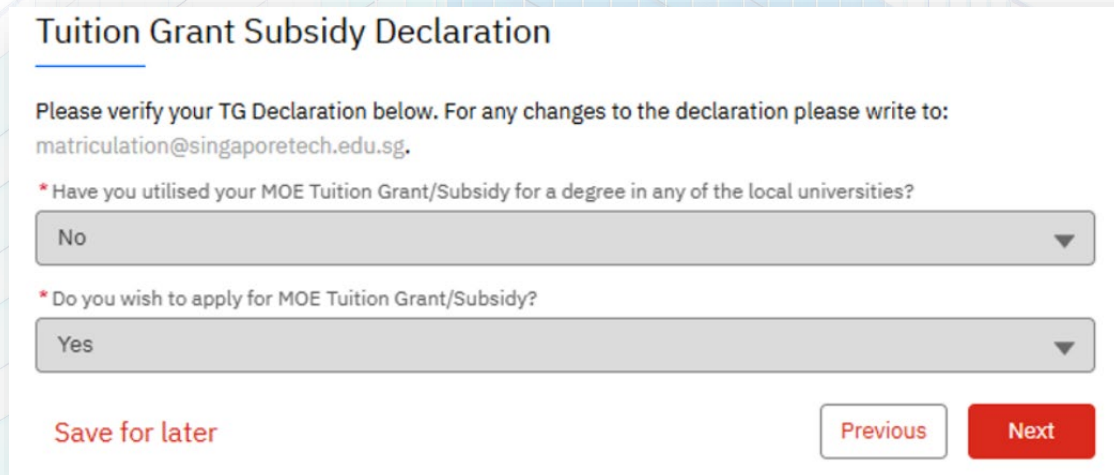**(Not applicable for CSM Pathway Degree Learners)**

Please refer to "**PART B (10) – DOCUMENT SUBMISSION**" for further instructions.

For enquiries regarding Indemnity Declaration, you can contact Office of SITizen Experience at OSE@SingaporeTech.edu.sg.

PART B (7) – TUITION GRANT/ SUBSIDY DECLARATION

Learners should verify and ensure that all details are accurate.

Please write in to matriculation@singaporetech.edu.sg if there are any incorrect details reflected

Note:

Please refer to "**4. MOE TUTION GRANT (TG)/ SUBSIDY APPLICATION**" for more details.

PART B (8) – MEDICAL EXAMINATION & SEN (IF APPLICABLE)

1. Special Educational Needs

➢ Learners are encouraged to declare any condition to SIT at the onset, to help ensure that any necessary adjustment(s) can be planned to support their education.

➢ Learners may indicate the condition(s) within this page.

Medical Examination & SEN (if applicable)

SIT Adopts an inclusive and fair approach in assessing applicants without denying an opportunity to an application due to his/her medical condition. Applicants are encouraged to declare any condition to the University at the onset, to help ensure that any necessary adjustment can be planned to support their education.

Please indicate any of the following condition/difficulties that you have had, or currently have:

Physical and Sensory Difficulties
○ Yes ● No

Social and Behavioral Difficulties
○ Yes ● No

Learning and Language Difficulties
○ Yes ● No

Any others, please specify:

- Tuition Grant Subsidy Declaration
- Medical Examination & SEN (if applicable)
- Photo Upload

➢ If learners have any supporting documents they wish to submit for their SEN request, they may upload them for SIT's review and reference.

SEN Supporting Document ⓘ

⬆ Upload Files   Or drop files

For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

2. Medical Examination

➢ Learners who have accepted the offer from SIT are required to clear the **MANDATORY** matriculation medical examination before they can be successfully matriculated as a learner, unless otherwise stated.

➢ Learners must complete the medical examination by the stipulated deadlines below. Failing so, SIT reserves the right to nullify the Letter of Offer.

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degrees	Degrees Offered via CSM Pathway
5 June 2025	**30 June 2025**	**23 July 2025**

➢ As mentioned in **PART B**, the SIT Matriculation Medical Examination Form can be downloaded from the **Matriculation homepage** under **Download Medical Examination Form**.

➢ Learners must print the medical form and bring it with them to the medical examination. Please refer to the instructions on the medical form for further details.

➢ Learners are strongly encouraged to go for the matriculation medical examination with SIT appointed healthcare provider(s), where learners will receive special preferential rates.

Details on the SIT appointed healthcare provider(s) can be found on:
Matriculation homepage > Programme-Specific Documents > Clinic Information Kit (refer to PART B)

For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

- Learners are required to indicate their clinic preference for the medical examination.

i. **Option: Medical examination with SIT appointed healthcare provider(s)**
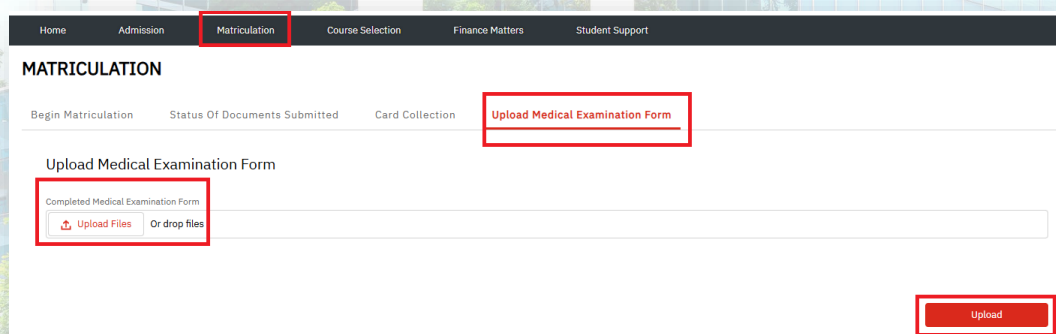   Upon completing the matriculation medical, SIT will receive the completed reports and supporting documents in softcopy. There is <u>no action required from learners</u>. Learners who wish to retain the original copy of the medical report may request for the report directly from the clinic.

ii. **Option: Medical examination with own preferred clinic**
   a. Learners who opt for this option are required to collect the completed medical report (and supporting documents, if any) upon completing the matriculation medical examination.

   b. Learners are responsible for all correspondences with the external clinic. SIT will not receive any reports from external clinics on learners' behalf.

   c. Learners are required to upload the softcopy of the medical form and supporting document(s) as a <u>single PDF document</u> into the **Learner Portal** – through the **Upload Medical Examination Form** tab.

- Apart from the standard medical screening, certain programmes may require additional screening(s) or vaccination(s). Click to learn more about the [Special Medical Conditions](#) and [Mandatory Medical Clearance](#).
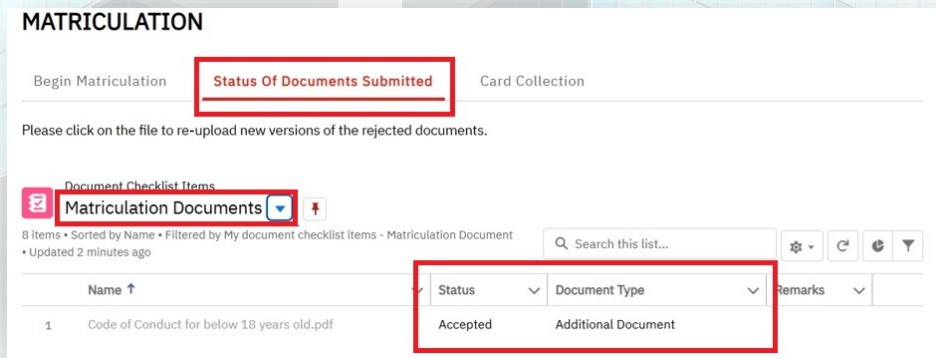
> **For enquiries regarding matriculation matters, please email us at matriculation@singaporetech.edu.sg.**
> **CSM Learners: Kindly include the following in the email subject "<CSM Enquiries>" when writing in to us.**

PART B (9) – PHOTO UPLOAD

Learners should ensure that the photograph uploaded adheres to the photo specifications and requirements ([click here](#)), and upload the correct photograph. Failure to meet the photograph requirement will delay the processing of the SIT Student Card and subsequent completion of the matriculation exercise.

An email notification will be sent for the rejected photograph, please resubmit a new photograph by the stipulated matriculation deadline. Please refer to "**PART C – STATUS OF DOCUMENTS SUBMITTED AND RESUBMISSION**" for the instructions on resubmission.

Alternatively, please monitor the photograph status under the "**Status of Documents Submitted**".

PART B (10) – DOCUMENT SUBMISSION

Learners may upload the following document(s) via this page, if applicable:

➢ **Authorisation of Medical Procedures – for SPR and IS learners below 21 years old**

➢ **BCLS certificate – for learners from SIT-University of Glasgow Joint-Degree in Nursing programme** (refer to the instructions retrievable via "**Matriculation homepage**" > "**Programme-Specific Documents**")

➢ **Documents and Declarations for learners below 18 years old**
  ▪ Learner Undertaking Form – for learners below 18 years old
  ▪ Code of Conduct – for learners below 18 years old
  ▪ Indemnity From – for learners below 18 years old
  ▪ Copy of Birth Certificate
  ▪ Parent/ Guardian's NRIC for verification purposes

Note for Learners Below 18 Years Old
(Not applicable for CSM Pathway Degree Learners)
1. Learners to download and complete all forms required for Learners Below 18 years old (refer to **Matriculation homepage > Matriculation Documents**)

For enquiries regarding matriculation matters, please email us at matriculation@singaporetech.edu.sg. CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.
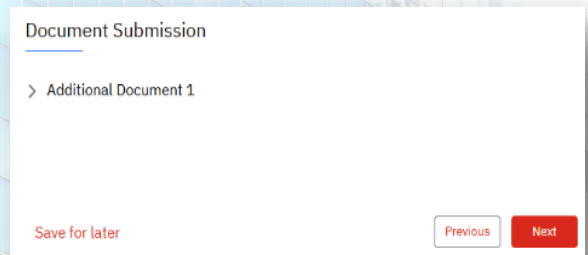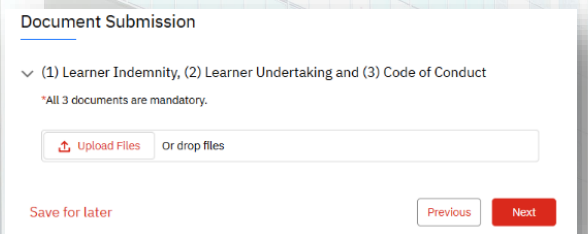
PART B (11) – SUMMARY OF SUBMISSION

Learners should do a final verification and ensure that all details in the "**Summary of Submission**" are reflected accurately.

If there are any incorrect details, please return to the respective step(s) to make the necessary changes before proceeding to the next step.

Summary of Submission

Verify Personal Identification

Learning Program	Bachelor of Engineering in Advanced Mechanical Enginee
Name	jybugsquashseven test

PART B (12) – FEE PAYMENT

Learners may refer to the guide to **disable the pop-up blocker before selecting the payment link**.

Note:
The amount shown in the image is for illustration purposes only and may vary depending on the GST rate or a revision of fees for the year.

Fee Payment

Payment Summary
All amounts are in Singapore Dollars.

Matriculation Fee	$50.00
Subtotal:	$50.00
GST:	0.00%
GST Amount:	$4.50
Total:	$54.50

Please disable browser's pop-up blocker and click here to make payment.
Refer to Guide to disable pop-up blocker.

Save for later   Previous   Next

For enquiries regarding matriculation matters, please email us at matriculation@singaporetech.edu.sg.
CSM Learners: Kindly include the following in the email subject "<CSM Enquiries>" when writing in to us.

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PART B (13) – PAYMENT PROCESSING

Learners should see the following page(s) upon completion of the fee payment.

When Payment is in Progress:
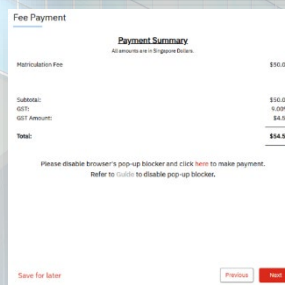
Payment Processing

We are still processing your payment. Do not make another payment if your online payment was sucessful on external portal.
Refresh the browser page to view latest payment status.
If status is not updated, check again after 30 minutes.

If Payment Status is Successful:
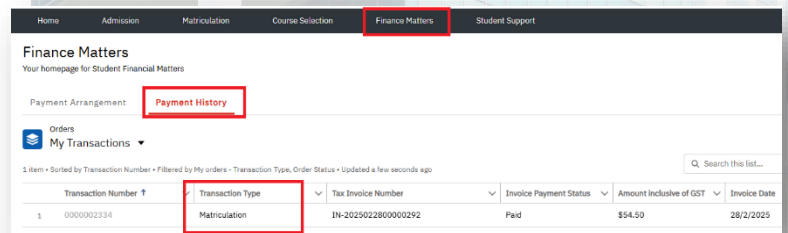
Payment Processing

Your payment transaction is successful. Click 'Submit' to complete the form.
You may view the paid invoice on homepage.

If Payment Status is Unsuccessful:
(Redirected back to the payment page)

Fee Payment

Payment Summary
All amounts are in Singapore Dollars.

Matriculation Fee	$50.00
Subtotal:	$50.00
GST:	9.00%
GST Amount:	$4.50
Total:	**$54.50**

Please disable browser's pop-up blocker and click here to make payment.
Refer to Guide to disable pop-up blocker.

Save for later   Previous   Next
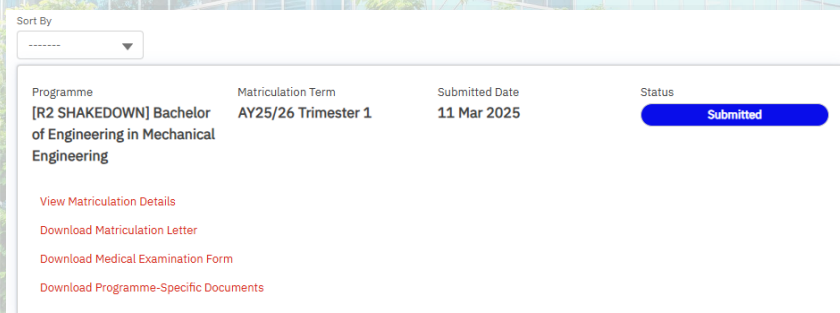
The invoice for successful Payment can be retrieved via "**Finance Matters**" > "**Payment History**" > Refer to "**Transaction Type: Matriculation**".

Home	Admission	Matriculation	Course Selection	Finance Matters	Student Support

Finance Matters
Your homepage for Student Financial Matters

Payment Arrangement   Payment History

Orders
My Transactions ▼

1 item • Sorted by Transaction Number • Filtered by My orders - Transaction Type, Order Status • Updated a few seconds ago

Transaction Number ↑	Transaction Type	Tax Invoice Number	Invoice Payment Status	Amount inclusive of GST	Invoice Date
1 0000002334	Matriculation	IN-2025022800000292	Paid	$54.50	28/2/2025

Note:

Once the payment is successful and the [Submit] button has been selected, the matriculation form is submitted. Learners will not be able to make any changes to the form once the status is reflected as "Submitted".

Sort By
-------- ▼

Programme	Matriculation Term	Submitted Date	Status
[R2 SHAKEDOWN] Bachelor of Engineering in Mechanical Engineering	AY25/26 Trimester 1	11 Mar 2025	Submitted

View Matriculation Details

Download Matriculation Letter

Download Medical Examination Form

Download Programme-Specific Documents

For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

PART C – STATUS OF DOCUMENTS SUBMITTED AND RESUBMISSION

Learners may monitor the status of documents submitted via "**Matriculation**" > "**Status of Documents Submitted**" > "**Matriculation Document**"

Rejected Documents: Resubmission

Learners are to check the "**Document Type**" and "**Rejected Comments (If any)**".

Ensure that the Document Type is correct before resubmitting the new document, select the "**Upload New Version**" > "**Submit**" to resubmit.

The new document uploaded will be reflected on the "**Status of Documents Submitted**" tab.

For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

2. INFORMATION FOR INTERNATIONAL STUDENTS

A. **Student's Pass application**

    i.   Applicable to International Students ONLY.

    ii.   Please proceed to submit the Student's Pass application after receiving an email notification from SIT Admissions & Financial Aid Division (Adm@SingaporeTech.edu.sg) with the information required to access the SOLAR system to submit the E-Form 16.

    iii.   Learners can check the status of the Student's Pass application through ICA's SOLAR system. If the application is approved, learner will be able to print the In-Principle Approval (IPA) letter granted for the Student's Pass application. Please review the IPA letter carefully and ensure that all the necessary documents and items ready for the appointment at ICA to complete the Student's Pass formalities.

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 Matriculation Medical Examination form (to be matriculated as a SIT Learner). Please click **here** to download the ICA Medical Examination form.

    ii.   For learners who are doing the medical screening at SIT appointed clinic, please arrange with the clinic to collect the 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/reside/STP/collect) for more information.

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

3. MOE TUTION GRANT (TG)/ SUBSIDY APPLICATION
(For Singapore Permanent Residents (PR) and International Students (IS) Only)

A. MOE Tuition Grant for Singapore Permanent Residents (PR) and International Students (IS).

MOE TG APPLICATION AND AGREEMENT SIGNING	
Applicable	PR and IS students only
TG Application Period	**August 2025* (To be confirmed)**
How to Submit	Online submission via MOE TGonline website (more details will be shared closer to the date)
TG Agreement Signing	**August 2025* (To be confirmed)**
Important Note	PR/ IS students who do not apply for MOE TG or sign the TG agreement will pay non-subsidised tuition fees for the entire duration of their candidature with SIT. PR/ IS students would also require a Singpass account for TG application and signing. Please note the terms and obligations required from you if you are granted with MOE TG.

If there are changes to the scheduled dates, learners will be informed by email.

B. MOE Tuition Grant for Singapore Citizens (SC)

Eligible SC do not need to submit an application for MOE Tuition Grant. SC learners will be **automatically awarded Tuition Grant**, if the SC learners have **not previously** taken a Tuition Grant or received sponsorship/ scholarship from the Government of Singapore to attain another qualification at an equal or higher level.

C. MOE Subsidy (Applicable for CSM Pathway Degree Learners)
   i.   CSM Pathway Degree Learners who are eligible for the MOE subsidy, no further application is required.
   ii.   Learners may click here to check on the eligibility to receive the MOE subsidy.

For enquiries regarding MOE TG online application, please send in your enquiries via **TG Enquiry Form.**

For enquiries on MOE TG Agreement signing, please contact Registrar's Office at 6592 2091 or **Registrar@SingaporeTech.edu.sg**

4. SETTING-UP STUDENT BANK ACCOUNT
(Not applicable for CSM Pathway Degree Learners)

> ### Setting-up Student Bank Account Period:
> ### 7 – 31 July 2025

GIRO is the main payment mode for deduction of Tuition & Related Fees as it is convenient and secured.

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

Method 1 (**Recommended**): Online Interbank GIRO Application through Internet Banking

i. 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.

ii. Click on "Retrieve Bank List" and select the desired bank for GIRO deduction. For learners 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.

iii. Notification of approved application status will be updated instantly in the Debit Bank Account Details page upon confirmation from the bank.

iv. No hard copy form to be submitted.

Method 2: Manual GIRO Form Submission through IN4SIT

i. Please apply through Student Intranet> IN4SIT> Profile> Debit Bank Account Details, click on "Add a New Debit Bank Account" and fill in the details.

ii. 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.

iii. For accounts operated by signature, please complete the form, print and obtain signature.

iv. Please mail the completed signed hardcopy form to 1 Punggol Coast Road Singapore 828608 and attention to "Finance Division (Accounts Receivable)":

v. Notification of application status will be sent to the SIT email account.

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

i. 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**

5. FINANCIAL AID

A. LOANS

Loans/ Information	CPF Education Loan Scheme (CPFELS)	MOE Tuition Fee Loan (TFL)	MOE Study Loan (SL)
For more details	Please visit SIT website or CPF Board website.	Please visit SIT website. For further enquiries, please contact DBS at 6333 0033.	Please visit SIT website.
Eligibility	Applicable to Singapore Citizens (SC)/ Permanent Residents (PR) full-time undergraduates who are receiving the MOE Tuition Grant. **(Not applicable for CSM Pathway Degree Learners)**	Applicable to Singapore Citizens (SC)/ Permanent Residents (PR) full-time undergraduates and International Students (IS) who are receiving the MOE Tuition Grant. **(Only applicable to Singapore Citizens (SC) for CSM Pathway Degree Learners)**	Applicable to Singapore Citizens (SC)/ Permanent Residents (PR) full-time undergraduates and International Students (IS) who are receiving the MOE Tuition Grant. **(Not applicable for CSM Pathway Degree Learners)**
Application Period	**Please refer to CPFB | Education Loan Application Schedule. Application dates will be updated by CPF Board.**	**Open throughout the year.**	**1 July 2025 to 31 August 2025**
How to apply	Please submit the application online through CPF Board website using the Singpass.	Please submit the application online through Tuition Fee Loan | DBS Singapore. **Note:** Applicants whose guarantor is <u>NOT</u> residing or working in Singapore must visit DBS Raffles Place Branch. Please visit SIT website for more details	Please submit the application through IN4SIT for income eligibility assessment before applying with DBS. Successful applicants should download the Study Loan Approval Letter from IN4SIT and submit their applications online through Study Loan | DBS Singapore. **Note:** Applicants whose guarantor is <u>NOT</u> residing or working in Singapore should visit DBS Raffles Place Branch. Please visit SIT website for more details.

For enquiries regarding loans, please contact Admissions and Financial Aid at 6592 1136 or Fas@SingaporeTech.edu.sg

B. ASSISTANCE SCHEMES

(Not applicable for CSM Pathway Degree Learners)

FINANCIAL AID

Schemes/ Information	Post-Secondary Education Account (PSEA)	MENDAKI Tertiary Tuition Fee Subsidy (TTFS)
For more details	Please visit SIT website. If the learner has an approved PSEA Standing Order and wishes to discontinue the usage of PSEA funds for payment of SIT tuition and miscellaneous fees, the learner will need to submit a PSEA Standing Order Termination Form to MOE to prevent future billing deductions. For further enquiries, please contact MOE at 6260 0777 or contact@moe.gov.sg.	Please visit SIT website or MENDAKI website. For further enquiries, please contact MENDAKI here.
Eligibility:	Applicable to Singapore Citizens (SC) with available PSEA funds.	Applicable to Singapore Citizens (SC)/ Permanent Residents (PR) Malay full-time undergraduates who are receiving the MOE Tuition Grant.
Application Period:	**For Standing Order:** Please apply at least 1 month before the commencement of the upcoming trimester. **For Ad-Hoc Withdrawal:** Please apply after receiving the Fee Advice.	**Please refer to MENDAKI website.**
How to apply	**For Standing Order:** Please submit the application here. **For Ad-Hoc Withdrawal:** Please submit the application here.	Please submit the application online through MENDAKI website.

For enquiries regarding Assistance Schemes, please contact Admissions and Financial Aid at 6592 1136 or Fas@SingaporeTech.edu.sg

C. BURSARIES & GRANTS

(Not applicable for CSM Pathway Degree Learners)

Bursaries & Grants/ Information	Public Bursaries	Donated Bursaries and Study Grants
Type	1. Higher Education Community Bursary 2. Higher Education Bursary For details on the eligibility criteria and award quantum, please visit SIT website.	For the full list of bursaries, study grants and details on the eligibility criteria and award quantum, please visit SIT website.
Eligibility	Singapore Citizens (SC) only.	
Application Period	**1 July 2025 to 31 August 2025** Please visit SIT website for more details.	
How to apply	Please submit the application through IN4SIT.	

For enquiries regarding Bursaries & Grants, please contact Admissions and Financial Aid at 6592 1136 or Fas@SingaporeTech.edu.sg

D. SKILLS FUTURE CREDIT

SkillsFuture Credit	
Application	Learners 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 programme start date, and up to 90 days after the programme start date. Please select the correct course title which should match with your undergraduate or postgraduate programme. The claimable amount is based on the outstanding tuition fees (exc. miscellaneous fees) due to SIT or current SkillsFuture Credit balance, whichever is lower. You need to attach the supporting document such as Fee Statement in your application. This document can be retrieved from IN4SIT after the programme start date (i.e. early October, February or June for each academic trimester). Please note the term/course start date can be obtained from the SIT Academic Calendar (i.e. 2 Sept 2024 or 6 Jan 2025 or 5 May 2025). Upon submission of claims at the portal, please email StudentFinance@SingaporeTech.edu.sg on your claim amount.

For enquiries regarding SkillsFuture Credit, please contact Student Finance at 6592 8149 or StudentFinance@SingaporeTech.edu.sg

6. TRANSFER OF CREDITS AND MODULE/ COURSE ENROLMENT

1. Learners under the below programmes are required to submit Transfer of Credits application via IN4SIT:
   a. Selected SIT & SIT Joint-Degree Programmes
   b. DigiPen Arts Programmes
2. Learners enrolled under the Overseas University (OU) Programmes, are to check with the respective OUs directly.
3. For learners taking degree programmes under the CSM Pathway Degree please note that further details on Recognition of Prior Learning and Micro-Credential enrolment will be shared with the learners via email after matriculation.

The above-mentioned is subject to changes.

	Transfer of Credits	**Module/ Course Enrolment**
Information	Eligible learners are to submit their application via IN4SIT within the specified period. The programme administrator will send additional information on Transfer of Credits to the learner's SIT email address. **Transfer of credit application is open only once to learners in their studies at SIT.**	For certain programmes, learners will have their modules/ courses pre-enrolled by the university. Otherwise, an email announcement on Module/ Course Enrolment will be sent to the learner's SIT email address to register for Modules/ Courses via IN4SIT.
Application/Enrolment Period	**7 July 2025 – 16 July 2025**	**Early to Mid-August 2025**
How to submit	Login to Student Intranet > IN4SIT > Course Management > Credit Exemptions / Transfer	Login to Student Intranet > IN4SIT> Course Management > Enrolment > Enrolment Dates
Reference Guides	Login to Student Intranet > Policies and Guides > IT & System Guides > IN4SIT Transfer of Credits Guide	Login to Student Intranet > Policies and Guides > IT & System Guides > IN4SIT Module Registration Guide
Important Note	The "Course Management" tile is only visible if learners have received an email notifying of the successful matriculation into the programme.	

The above-mentioned is subject to changes.

For enquiries regarding Transfer of Credits and Module/ Course Enrolment, please contact Registrar's Office at 6592 2091 or ModuleRegistration@SingaporeTech.edu.sg.

7. UNDERGRADUATE CONCESSION CARD

(Not applicable for CSM Pathway Degree Learners)

Concession Card Application Dates

Distribution by SIT

Application Period: 16 July 2025 – 5 August 2025	Application Platforms: SimplyGo Website/ Mobile app/ Ticket Office (TO)

Distribution by SimplyGO

Application Period: 6 August 2025 onwards	Application Platforms: SimplyGo Website/ Mobile app **(Card Application will not be available between 1 and 3 September 2025)**
Application Period: 4 September 2025 onwards	Application Platforms: SimplyGo Ticketing Service Centres (TSC)

1. **Application Procedure & Eligibility**
   a. SIT undergraduate learners can enjoy travel concession privileges, learners may click here for more details.
   b. Learners will be notified in batches via the SIT email account on the application procedures upon successful matriculation into the programme and the records are successfully updated in SimplyGo's system.

2. Concession **Card Collection**
   a. Learners will be notified via the SIT email account on the card collection details for applications submitted between **16 July 2025 and 5 August 2025.**
   b. SimplyGo requires a processing time of 3-4 weeks upon submission of the online application.
   c. For guidelines, usage and loss or replacement of the Undergraduate Concession Card, please visit the SimplyGo website.

3. Concession Card **Activation**
   Please refer to SimplyGo website (click here >> "How To Apply" >> Card Collection & Activation) for further instructions.

8. COLLECTION OF SIT STUDENT CARD

Learners will be informed on the collection details in due time.

For enquiries regarding matriculation matters, please email us at **matriculation@singaporetech.edu.sg**.
CSM Learners: Kindly include the following in the email subject "**<CSM Enquiries>**" when writing in to us.

9. SIT FIRST YEAR EXPERIENCE AND STUDENT DEVELOPMENT

The Office of SITizen Experience is committed to providing learners with as many platforms as possible to help shape learners into changemakers and capable leaders who embody the SITizen-DNA, competent in executing their objectives, and compassionate in their actions. We seek to develop learner potential and industry competencies through a variety of student engagements, varsity sports and performing arts, student leadership programmes as well as student wellness initiatives.

There are more than 160 student organisations, recreational clubs and interest groups, from a wide range of categories and interests for learners. As a campus community, we nurture a vibrant, safe, and inclusive student community environment.

10. STAY CONNECTED

Stay tuned for all the exciting details about the First Year Experience at SIT! We'll be sending updates via the official SIT email account, SMS, and the Office of SITizen Experience (OSE) Instagram and Telegram account. Mark your calendars - updates will be arriving by the end of June 2025.

OSE Instagram Account

OSE Telegram Account

11. FREQUENTLY ASKED QUESTIONS

Learners may refer to the FAQ for further information on the matriculation exercise.

For enquiries regarding matriculation matters, please email us at matriculation@singaporetech.edu.sg.
CSM Learners: Kindly include the following in the email subject "<CSM Enquiries>" when writing in to us.

12. 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 issues • Login issues • Reset password	**Email :** **IThelpdesk@SingaporeTech.edu.sg** **Tel : 6592 8511 option 3**	**Nil**

Registrar's Office	Online Matriculation Form Examination
	
	Re-submission of rejected documents
		Email :
		Matriculation@SingaporeTech.edu.sg
		
		Note to CSM Pathway Degree Learners:
		
		Please indicate **<CSM Enquiries>** in the email subject the reason for writing in.
			• **EAE:**
			  23 April 2025
			
			• **CIA:**
			  5 June 2025
			
			• **All other Programmes:**
			  30 June 2025
			
			• **CSM Pathway Degree:**
			  23 July 2025

	Clearance of the SIT Medical Examination		• **CIA:**
			  5 June 2025
			
			• **All other Programmes:**
			  30 June 2025
			
			• **CSM Pathway Degree:**
			  23 July 2025

	MOE Tuition Grant Application	**Email:** **Registrar@SingaporeTech.edu.sg** **Tel: 6592 2091**	• **Tentatively in August 2025**

	Undergraduate Concession Card	**Please visit [SimplyGo Website](#) for more details**	• Online application via SimplyGo Website/ Mobile App/ Ticket Office: **16 July 2025 – 5 August 2025** • Application at SimplyGo Ticketing Service Centres (TSC): **6 September 2025 onwards**
	Transfer of Credits	**Email : [ModuleRegistration@SingaporeTech.edu.sg](#)** **Tel: 6592 2091**	• **7 July 2025 – 16 July 2025**
	Module/ Course Enrolment		• **Early to Mid-August 2025**
Student Finance	Matric Fees Payment	**Email : [StudentFinance@SingaporeTech.edu.sg](#)** **Tel: 6592 8149**	**Matric Fees Payment:** • **EAE: 23 April 2025** • **CIA: 5 June 2025** • **All other Programmes: 30 June 2025** • **CSM Pathway Degree: 23 July 2025**
	Setting-up Student Bank Account		**Setting-up Student Bank Account (Not applicable to CSM Pathway Degree):** • **7 – 31 July 2025**
	SkillsFuture Credit		• Application period is 60 days before the programme start date, and up to 90 days after the programme start date.
Admissions	SOLAR Number for Student's Pass Application (For International Students Only)	**Email : [Adm@SingaporeTech.edu.sg](#)** **Tel: 6592 1136**	• Act promptly upon receiving the SOLAR Number from Admissions.

Admissions and Financial Aid	Financial Assistance • Loans • Assistance Schemes • Bursaries/ Grants Scholarships	**Email :** **Fas@SingaporeTech.edu.sg** **Tel: 6592 1136** **Please visit SIT Website for more details** **Financial Aid	Singapore Institute of Technology (singaporetech.edu.sg)** **Scholarships	Singapore Institute of Technology (singaporetech.edu.sg)**	• CPFELS: **Please refer to CPFB	Education Loan Application Schedule** • TFL: **Open throughout the year** • SL: **1 July 2025 – 31 August 2025** • PSEA: Standing Order **1 month before the commencement of the upcoming trimester** Ad-Hoc Withdrawal **After receipt of Fee Advice** • MENDAKI TTFS: Please refer to **MENDAKI website** • Scholarships/ Bursaries/ Grants: **1 July 2025 - 31 August 2025**
Office of SITizen Experience	Learner Indemnity Declaration	**Email :** **OSE@SingaporeTech.edu.sg**	• EAE: **23 April 2025** • CIA: **5 June 2025** • All other Programmes: **30 June 2025** • CSM Pathway Degree: **23 July 2025**
	First Year Experience, Campus Life, Student Leadership and Development, Student Wellness and		• Please refer to **Section 9: SIT First Year Experience and Student Development** for more information.

	Accessibility Support and Alumni		