SINGAPORE INSTITUTE OF TECHNOLOGY

Singapore Institute of Technology

Matriculation Guide

UNDERGRADUATE PROGRAMMES

WELCOME MESSAGE

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.

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

Warm regards,
Registrar's Office

CONTENT

MATRICULATION STEP-BY-STEP

1	a. MATRICULATION DEADLINE b. CHANGING OF PASSWORD	01
2	a. NAVIGATION TO PORTAL	02
3	a. ACCEPTANCE CONFIRMATION b. VERIFY PERSONAL INFORMATION	03
4	a. ACCEPTABLE USE OF POLICY (AUP) b. LEARNER UNDERTAKING DECLARATION c. CODE OF CONDUCT FOR LEARNERS d. LEARNER INDEMNITY DECLARATION	04
5	a. TUITION GRANT/ SUBSIDY DECLARATION	05
6	a. SPECIAL EDUCATIONAL NEEDS (SEN) b. MEDICAL EXAMINATION	05 06
7	a. PHOTO UPLOAD b. DOCUMENT SUBMISSION	07
8	a. SUMMARY OF SUBMISSION b. FEE PAYMENT	08
9	a. STATUS OF SUBMITTED DOCUMENTS AND RESUBMISSION	09

WHAT'S NEXT

A. UNDERGRADUATE CONCESSION CARD	10
B. SIT STUDENT CARD COLLECTION	10
C. SETTING UP STUDENT BANK ACCOUNT	11
D. MOE TUITION GRANT (TG)/SUBSIDY	11
E. FINANCIAL AID	12
F. TRANSFER OF CREDITS AND MODULE/ COURSE ENROLMENT	13
G. INFORMATION FOR INTERNATIONAL STUDENTS	13
H. SIT FIRST YEAR EXPERIENCE AND STUDENT DEVELOPMENT	14
I. USEFUL CONTACTS	15

LEGEND

SC: Singapore Citizen
SPR: Singapore Permanent Resident
IS: International Student

UG: Undergraduate
PG: Postgraduate
CSM: Competency-based Stackable Micro-credential Pathway

FT: Full-Time
PT: Part-Time

✓ Eligible
✗ Not Eligible

YOUR MATRICULATION JOURNEY STARTS HERE

IMPORTANT:

SIT reserves the right to nullify the Letter of Offer if all matriculation steps are not completed by the stipulated deadline.

STEP 1

a. MATRICULATION DEADLINE

DEADLINE

i.	Early Admissions Exercise (EAE)	10 April 2026
ii.	Culinary Institute of America (CIA)	3 June 2026
iii.	All Other SIT, SIT Joint and Overseas University Degrees	30 June 2026
iv.	Bachelor of Integrated Studies in Technology and Management (PT)	21 July 2026
iv.	All other Competency based Stackable Micro-credential pathway programmes	21 July 2026

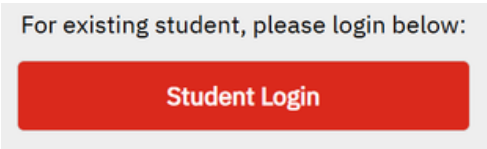
b. CHANGING OF PASSWORD

i. Log in to the SIT Self-Service Portal >> Select "SELF-UPDATE/ CHANGE PASSWORD"

ii. Please proceed to change the Password using the Username and Password provided in the matriculation email.

iii. Go to the Learner Portal.

iv. Select "STUDENT LOGIN" and log in using your Learner ID and new Password.



v. Before accessing SIT resources, please ensure that Multi-Factor Authentication (MFA) registration has been completed. Please CLICK HERE for the guide to complete your MFA registration.

IMPORTANT:

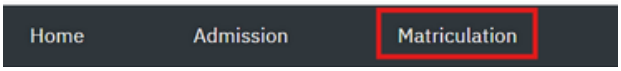
- **Please change Password before accessing the Learner Portal to complete Matriculation.**
- **User Guide on Wireless Access:** CLICK HERE
- **Should you encounter issues with login issues and other technical problems, please contact IT Helpdesk via: IThelpdesk@SingaporeTech.edu.sg or 6592 8511 (Option 3)**

Back to content page CLICK HERE!

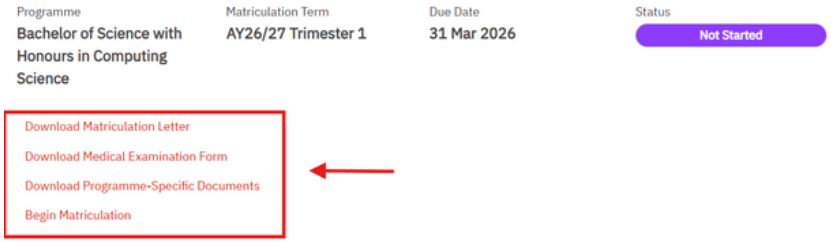
STEP 2

a. NAVIGATION TO PORTAL

i. **Once logged in, select "Matriculation".**

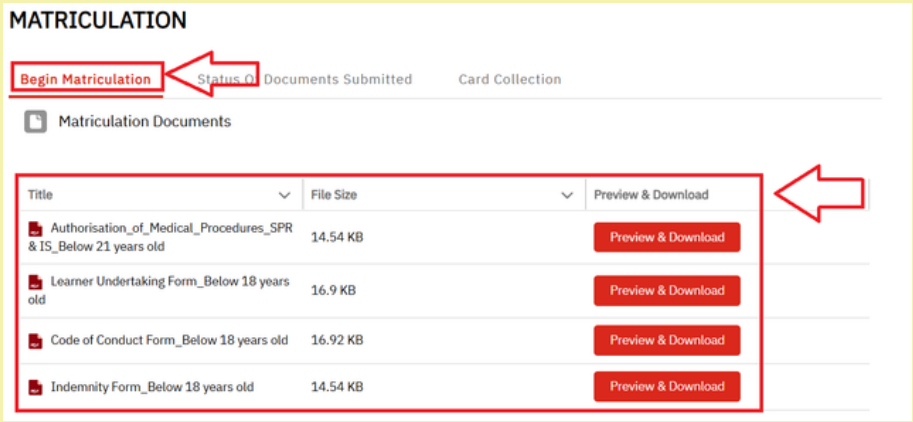


ii. **Download matriculation-related documents.**

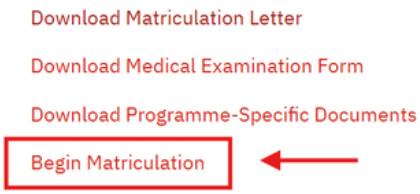


ADDITIONAL FORMS TO BE DOWNLOADED AND COMPLETED FOR:
(NOTE: Not applicable for CSM pathway)

- **Learners below 18 years old**
- **Singapore Permanent Residents (SPR) or International Students (IS) under 21 years old**



iii. **To start, select "BEGIN MATRICULATION".**



IMPORTANT:

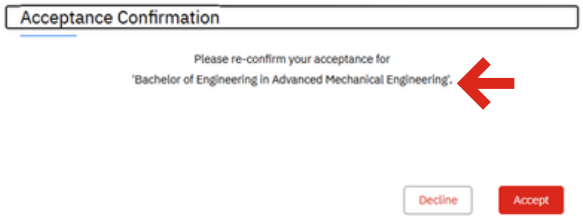
- **Ensure that all steps are completed in order to matriculate successfully.**
- **Select** Save for later **button upon the completion of EACH matriculation step to ensure all inputs are saved before selecting the** Next **button to proceed with the next step.**
- **To return to last saved matriculation form:**
  - **Learner Portal's home page > 'Begin Matriculation'**
  - **Status should reflect as:** In Progress
  - **Proceed to select:** Continue Editing

Back to content page CLICK HERE!

STEP 3

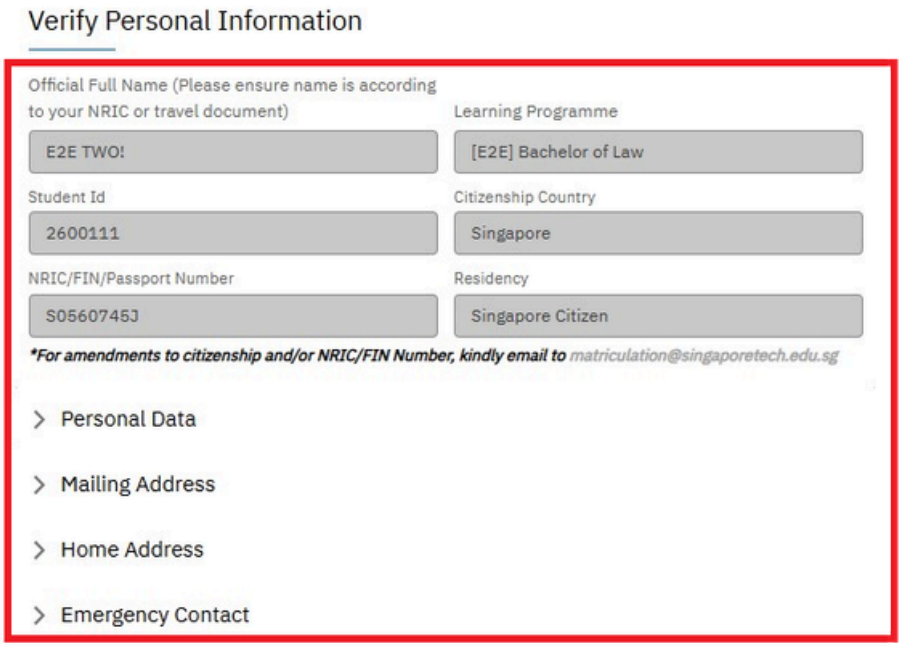
a. ACCEPTANCE CONFIRMATION

i. **Please ensure the programme name is correctly reflected before proceeding to "Accept" or "Decline".**



b. VERIFY PERSONAL INFORMATION

i. **Please verify/ amend personal details to ensure that all information is accurate.**



ii. **If there are any changes to the non-editable field(s), please write to matriculation@singaporetech.edu.sg and attach a copy of your Identification Card:**

- **Official Full Name**
- **Citizenship**
- **Identification Number (NRIC/ FIN Number)**

Back to content page CLICK HERE!

STEP 4

a. ACCEPTABLE USE POLICY (AUP)

You are required to read and acknowledge the content by selecting the checkbox.

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

IMPORTANT:

For Learners <u>below 18 years old</u>
[Not applicable for CSM pathway]

- **To complete Step 4 (b to d)**
- **To update the completed forms (Step 7: DOCUMENT SUBMISSION)**

For learners who are <u>18 years old and above</u>

- **To complete the Step 4 (b to d)**

b. LEARNER UNDERTAKING DECLARATION

The Learner Undertaking Form sets out the General Conditions of Admission that you must agree to when joining SIT.

Please read it carefully to understand your responsibilities as a SITizen. By acknowledging it, you confirm that you understand what is expected of you—such as following SIT's rules, regulations, policies, and programme requirements — and that you consent to SIT using your personal data for the stated purposes to support your studies.

☑ I have read and understood the above contents stated under the Learner Undertaking Declaration and agree and accept to the contents.

☑ Yes, please keep me updated.

c. CODE OF CONDUCT FOR LEARNERS

You are required to read and acknowledge the content by selecting the checkbox.

☑ I have read and agree to abide by SIT's Code of Conduct for Leaners. I acknowledge that failure to uphold the said Code of Conduct for Leaners may result in disciplinary actions to be taken against me in accordance with SIT's Student Disciplinary Policy.

d. LEARNER INDEMNITY DECLARATION

You are required to read and acknowledge the content by selecting the checkbox.

☑ I agree to the above terms & conditions.

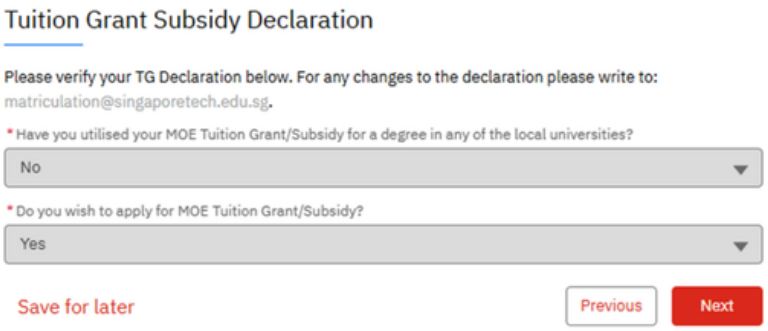
Back to content page CLICK HERE!

STEP 5

a. TUITION GRANT/ SUBSIDY DECLARATION

i. **Please verify and ensure that all details are accurate.**

ii. **Please write to matriculation@singaporetech.edu.sg if details are incorrectly reflected.**



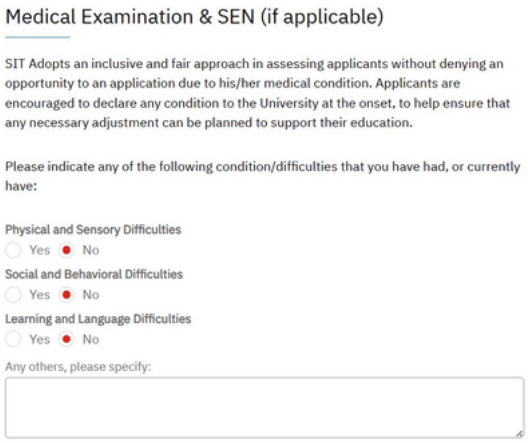
iii. **For more information on Tuition Grant:** CLICK HERE

STEP 6

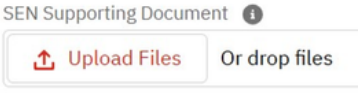
a. SPECIAL EDUCATIONAL NEEDS (SEN)

i. **You are encouraged to declare any condition(s) to SIT at the onset, to help ensure that any necessary adjustment(s) can be planned to support your education.**

ii. **You may declare your medical condition(s) on this page:**



iii. **Please upload the supporting documents (if any) for review and reference:**



Back to content page CLICK HERE!

b. MEDICAL EXAMINATION

IMPORTANT:

- **Upon acceptance of the offer from SIT, you are required to clear the MANDATORY matriculation medical examination before you can be successfully matriculated, unless otherwise stated.**
- **Deadline to complete:**
  Refer to the Matriculation Deadline CLICK HERE

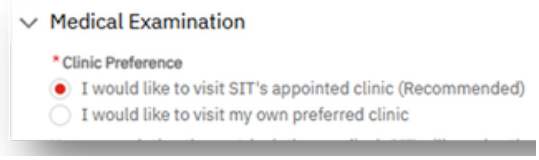
What you need to do:

i. **Download the SIT Matriculation Medical Examination Form:**
Go to Matriculation homepage >> Download Medical Examination Form

ii. **Print the form and bring it along to the medical appointment.**

iii. **Follow the instructions stated on the form.**

iv. **Indicate your clinic preference for the medical examination.**



RECOMMENDED

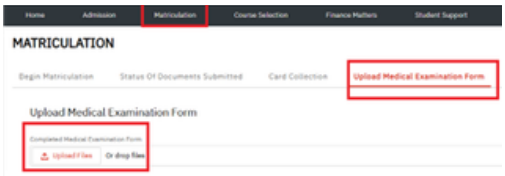
Option 1:
SIT-appointed clinics

- **Enjoy preferential rates.**
- **SIT will receive the medical report directly from SIT-appointed clinics — no action required from learners.**
- **Learners who wish to retain the medical report may request for a copy directly from the clinic.**
- **Details on SIT-appointed healthcare provider(s) can be found found via the Learner Portal:**

  Matriculation homepage > Programme-Specific Documents > Clinic Information Kit

Option 2:
Own preferred clinic

- **Learners to collect the completed medical report (and supporting documents, if any) from the clinic.**
- **Upload the completed medical form and documents as a single PDF via the Learner Portal (Upload Medical Examination Form tab).**



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

IMPORTANT:

- **Some programmes may require additional screening(s) or vaccination(s).**

  To learn more about:

  - **Special Medical Conditions** CLICK HERE
  - **Mandatory Medical Clearance** CLICK HERE
- **All costs will be borne by the learner.**

Back to content page CLICK HERE!

STEP 7

a. PHOTO UPLOAD

i. **You should ensure that photo adheres to requirements:** CLICK HERE

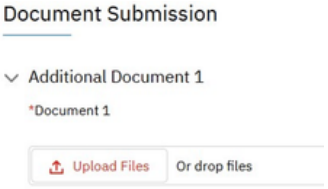
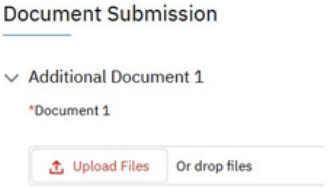
ii. **Failure to meet photo requirements will cause delay in matriculation and card(s) processing.**

iii. **You will be notified via your SIT Student Email if your photo has been rejected. You are required to resubmit a new photo based on the rejection remark(s).**

iv. **You may monitor the status of your photo submission via "Status of Documents Submitted":** CLICK HERE

b. DOCUMENT SUBMISSION

i. Applicable for learners under the following 3 categories:

	For learners below 18 years old (Not applicable for CSM pathway)	For SPR and IS learners below 21 years old	For learners from SIT-University of Glasgow Joint-Degree in Nursing
Document(s) Required	• Learner Undertaking Form • Code of Conduct Form • Indemnity Form • Authorisation of Medical Procedures • Copy of Birth Certificate • Copy of Parent/ Guardian's NRIC/ FIN for verification purposes	• Authorisation of Medical Procedures	• Basic Cardiac Life Support (BCLS) Certificate
Download and Complete	Matriculation homepage > Matriculation Documents	Matriculation homepage > Matriculation Documents	Matriculation homepage > Programme-Specific Documents
Upload			

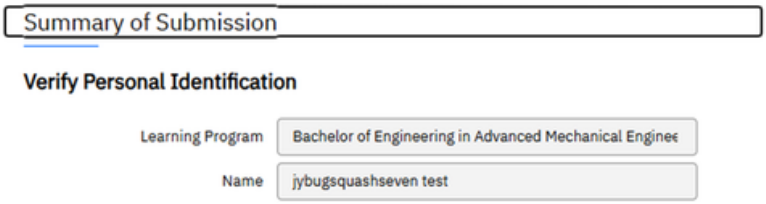
Back to content page CLICK HERE!

STEP 8

a. SUMMARY OF SUBMISSION

i. **Please verify and ensure that all details in the "Summary of Submission" are reflected accurately.**

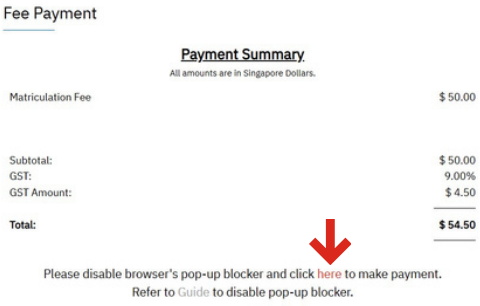
ii. **Please return to the respective step(s) to make changes as needed before proceeding to the next step.**



b. FEE PAYMENT

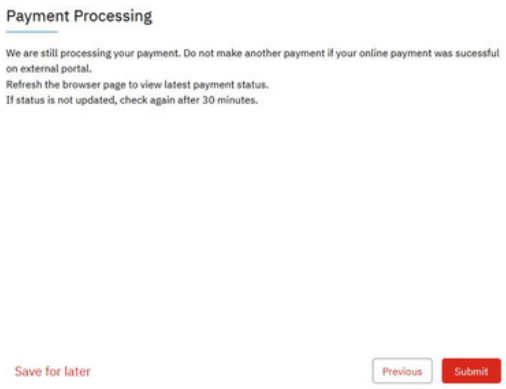
i. **Please disable the pop-up blocker before selecting the payment link (refer to the guide on the payment page).**

IMPORTANT:
- **Image is for illustration purposes only. Final amount may vary based on prevailing GST and fee rates.**
- **Matriculation Fee is non-refundable.**



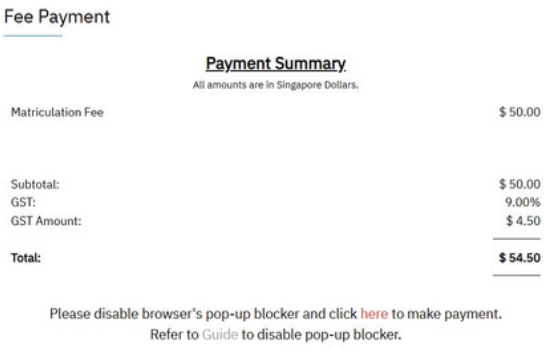
ii. **You should see the following page(s) upon completion of the fee payment:**

- **Payment is in Progress:**



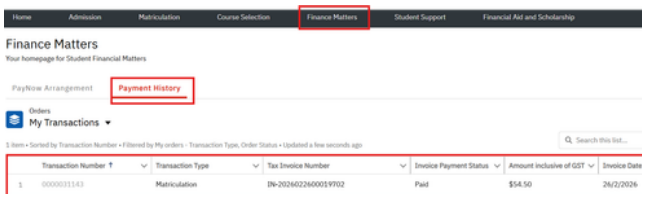
- **Payment Status is Unsuccessful:**

IMPORTANT:
Redirected back to the payment page



- **Payment is Successful:**

- **Invoice retrieval:**
  "Finance Matters" > "Payment History" > Refer to "Transaction Type: Matriculation".



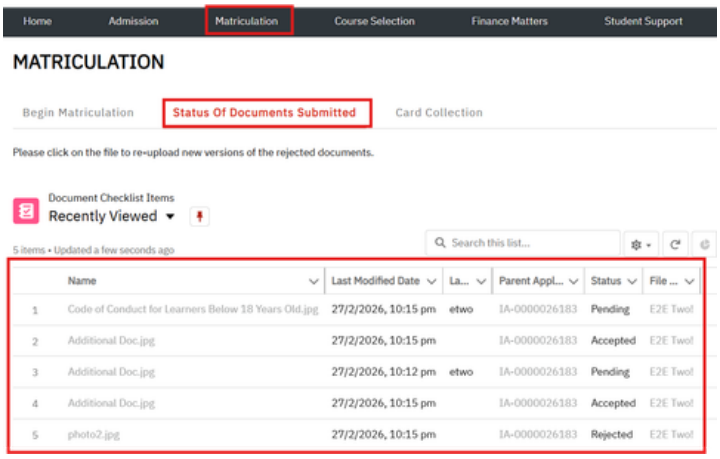
IMPORTANT:
- **The matriculation form is submitted when payment is successful and the Submit button has been selected.**
- **Learners will not be able to make any changes to the form once the status is reflected as Submitted.**

Back to content page CLICK HERE!

STEP 9

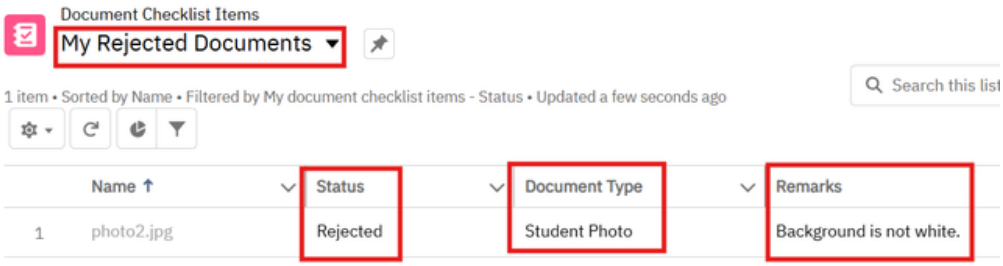
a. STATUS OF DOCUMENTS SUBMITTED AND RESUBMISSION

i. Please monitor the status of documents submitted:

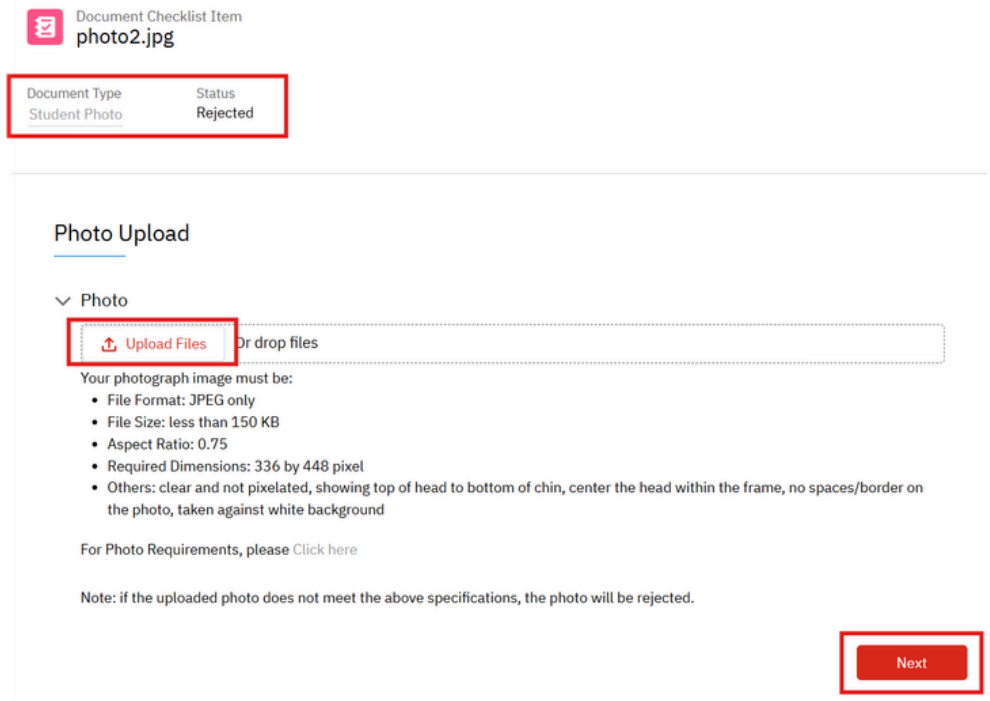


ii. Rejected Documents: Resubmission

(1) Refer to "Document Type" for "Rejection Comments (If any)"



(2) Ensure that the "Document Type" is correct and resubmit a new document via "Upload File" > "Next"



Back to content page CLICK HERE!

A. UNDERGRADUATE CONCESSION CARD

ELIGIBILITY ✓ UG ✗ PG ✗ CSM

i. **Application Dates and application platform(s):**

CARD DISTRIBUTED BY SIT

- **Collection during First Year Experience:**

Application Period:	**13 July - 2 August 2026***
Application via SimplyGo Platforms:	✓ Website ✓ Mobile APP ✓ Ticketing Service Centres (TSC) ✓ Ticket Office (TO)

Note:
* You will be notified via your SIT Student Email around 5 weeks before Trimester commencement on the collection details.

- **Collection after First Year Experience (by end of Week 2 of the Trimester):**

Application Period:	**3 August - 30 August 2026***
Application via SimplyGo Platforms:	✓ Website ✓ Mobile APP ✓ TSC ✓ TO

Note:
* You will be notified via your SIT Student Email around mid of Week 2 after Trimester commencement on the collection details.

CARD DISTRIBUTED BY SIMPLYGO

- **Please contact SimplyGo on distribution arrangement:**

Application Period:	**3 September 2026 onwards**
Application via SimplyGo Platforms:	✓ Website ✓ Mobile APP ✓ TSC

ii. **Upon successful matriculation, you will be notified of application instructions via your SIT Student Email.**

For more details on travel concession privileges: CLICK HERE

B. SIT STUDENT CARD COLLECTION

ELIGIBILITY ✓ UG ✓ PG ✓ CSM

You will be notified of the card collection details via your SIT Student Email in due time.

Back to content page CLICK HERE!

C. SETTING UP STUDENT BANK ACCOUNT

IMPORTANT:
- **GIRO is the recommended payment mode for deduction of Tuition & Related Fees as it is convenient and secured.**
- **You are strongly encouraged to set up your online Interbank Giro by the stipulated deadline shown below once you have access to IN4SIT (Student Portal) to avoid delay in payment and disruption of services.**

i. You should complete the online Interbank Giro set-up within the stipulated period:

Start:
Upon receiving the email notification on your successful matriculation into programme.

End:
End of Week 4 from start of Trimester.

DEADLINE

ii. Please refer to the set-up procedure(s) for Debit Bank Account:

(1) [RECOMMENDED] Online Interbank GIRO Application: CLICK HERE

(2) Hardcopy Manual Giro Application Form: CLICK HERE

iii. Please refer to the set-up procedure(s) for Credit Bank Account/ PAYNOW NRIC: CLICK HERE
(For learners to receive payment from SIT)

D. MOE TUITION GRANT (TG)/ SUBSIDY

	MOE TUITION GRANT (TG)	MOE SUBSIDY	
Applicable	✓ UG ✗ PG ✗ CSM	✗ UG ✓ PG ✗ CSM	✗ UG ✗ PG ✓ CSM
Eligibility	✓ SC* ✓ SPR** ✓ IS**	✓ SC* ✓ SPR* ✗ IS**	
Required to apply	**SC Learners*:** • SC learners are automatically awarded with MOE TG, subject to terms and conditions. Please refer to the link below for more information. **SPR/IS Learners**:** • SPR/IS learners who do not apply or sign the MOE TG agreement will be charged non-subsidised tuition fees for the full duration of their studies at SIT. • A Singpass account is required for TG application and signing. **IMPORTANT:** Please note that accepting the MOE TG comes with specific terms and obligations.	**SC/ PR Learners*:** • SC/PR learners are automatically awarded with MOE TG, subject to terms and conditions. **IS Learners**:** • IS learners are not eligible for MOE Subsidy and are liable to pay Full Fee rates. Please refer to the link below for more information.	Please refer to the link below for more details on MOE subsidy eligibility. Learners on CSM pathway who meet the MOE subsidy eligibility criteria are not required to submit a separate application.
Other information	For more details on MOE TG eligibility: CLICK HERE	For more details on MOE subsidy eligibility: CLICK HERE	For more details on MOE subsidy eligibility: CLICK HERE

Back to content page CLICK HERE!

E. FINANCIAL AID

1. LOANS

CPF Education Loan Scheme (CPFEL)

Applicable

✓ UG ✗ PG ✗ CSM

Eligibility

✓ SC* ✓ SPR* ✗ IS

*Note:
Must be receiving the MOE Tuition Grant.

Other information

For more details:

SIT Website — CLICK HERE

CPF Website — CLICK HERE

Higher Education Student Loan Scheme (HESL)

Base Provision

Applicable

✓ UG ✓ PG* ✓ CSM**

*Note:
- By Coursework (FT)
- By Research (FT & PT)

**Note: SC only (For CSM)

Eligibility

✓ SC* ✓ SPR* ✓ IS*

*Note:
Must be studying MOE subsidised programme.

Other information

For more details:

CLICK HERE

Means-tested Provision

Applicable

Please refer to the webpage for more details on applicability.*

Eligibility

Please refer to the webpage for more details on eligibility.*

*Note:
Must be studying MOE subsidised programme.

Other information

For more details:

CLICK HERE

2. BURSARIES & GRANTS

Public Bursaries

Applicable

✓ UG ✗ PG ✓ CSM

Eligibility

✓ SC ✗ SPR ✗ IS

Other information

For more details:

CLICK HERE

Donated Bursaries and Study Grants

Applicable

✓ UG ✓ PG ✗ CSM

Eligibility

✓ SC ✓ SPR ✓ IS

Other information

For the full list of bursaries, study grants and details on the eligibility criteria and award quantum:

CLICK HERE

3. SCHOLARSHIPS

Applicable

✓ UG ✓ PG ✗ CSM

Eligibility

✓ SC ✓ SPR ✓ IS

Other information

For more details:

CLICK HERE

4. ASSISTANCE SCHEMES

Post-Secondary Education Account (PSEA)

Applicable

✓ UG ✓ PG* ✓ CSM

*Note:
- By Coursework (FT)
- By Research (FT & PT)

Eligibility

✓ SC* ✗ SPR ✗ IS

Other information

For more details:

CLICK HERE

MENDAKI Tertiary Tuition Fee Subsidy (TTFS)

Applicable

✓ UG ✗ PG ✗ CSM

Eligibility

✓ SC* ✓ SPR* ✗ IS

*Note:
SC/ PR Malay learners who are receiving the MOE Tuition Grant

Other information

For more details:

CLICK HERE

5. SKILLSFUTURE CREDIT

Applicable

✓ UG ✓ PG ✓ CSM

Eligibility

✓ SC* ✗ SPR ✗ IS

*Note:
Must be aged 25 and above

Other information

For more details:

CLICK HERE

Back to content page CLICK HERE!

F. TRANSFER OF CREDITS AND MODULE/ COURSE ENROLMENT

ELIGIBILITY

✓ UG ✓ PG ✓ CSM*

IMPORTANT:

- Transfer of Credit and Module Registration are only available after matriculation is completed.
- Important updates will be sent to your SIT email — please check it regularly.

*CSM pathway will receive further details on Recognition of Prior Learning and Micro-Credential enrolment via SIT email after matriculation.

TRANSFER OF CREDIT

- Transfer of credit for recognition of prior learning can only be applied once, before the official commencement of your programme.

For more details:

CLICK HERE

MODULE REGISTRATION

- Some programmes will have modules pre-enrolled by Academic Programme Administrator.
- Learners who need to self-register for modules will be informed via SIT email.

For more details:

CLICK HERE

G. INFORMATION FOR INTERNATIONAL STUDENTS

ELIGIBILITY

✓ UG ✓ PG ✓ CSM

STUDENT'S PASS APPLICATION

Please submit your Student's Pass application after receiving an email from SIT Admissions and Financial Aid Division (adm@singaporetech.edu.sg) with the details needed to access the ICA's SOLAR system and complete eForm 16.

ICA MEDICAL EXAMINATION REPORT

To complete BOTH:

- ICA Medical Examination Report (for the issuance of Student's Pass) AND
- SIT Matriculation Medical Examination form (to be matriculated as a SIT Learner)

Please download the ICA Medical Examination Report

CLICK HERE

Please refer to ICA website for more information

CLICK HERE

IMPORTANT:

- 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.

Back to content page CLICK HERE!

H. SIT FIRST YEAR EXPERIENCE AND STUDENT DEVELOPMENT

The Office of SITizen Experience (OSE) 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 170 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.

STAY CONNECTED

Don't miss out! We'll be sharing all the exciting details about your First Year Experience at SIT through these channels below:

EMAIL	SMS	OSE INSTAGRAM	OSE TELEGRAM	STUDENT INTRANET	SIT WEBSITE
		SCAN QR CODE	SCAN QR CODE	SCAN QR CODE	SCAN QR CODE

Back to content page CLICK HERE!

I. USEFUL CONTACTS

IT Helpdesk

- Login issues
- Reset password

IThelpdesk@SingaporeTech.edu.sg

6592 8511
Option 3

Registrar's Office

- Matriculation Matters
- MOE Tuition Grant Application
- Undergraduate Concession Card
- Transfer of Credits
- Module/ Course Enrolment

Matriculation@SingaporeTech.edu.sg

Note to learners on CSM pathway:
Please indicate <CSM Enquiries> in your email subject.

Registrar@SingaporeTech.edu.sg

For MOE Tuition Grant Application enquiries only

ModuleRegistration@SingaporeTech.edu.sg

For Transfer of Credit and Module/ Course Enrolment enquiries only

Student Finance

- Student Bank Account
- SkillsFuture Credit

StudentFinance@SingaporeTech.edu.sg

6592 8149

Admissions

- SOLAR Number for Student's Pass Application
  (For International Students Only)

Adm@SingaporeTech.edu.sg

6592 1136

Financial Aid

- Financial Assistance:
  - Loans
  - Bursaries & Grants
  - Scholarships
  - Assistance Schemes

Fas@SingaporeTech.edu.sg

6592 1136

Office of SITizen Experience

- First Year Experience
- Campus Life
- Student Leadership and Development
- Student Wellness and Accessibility Support and Alumni

OSE@SingaporeTech.edu.sg

Back to content page
CLICK HERE!

SINGAPORE INSTITUTE OF TECHNOLOGY

SingaporeTech

@SingaporeTech

@SingaporeTech

SINGAPORETECH.EDU.SG

Singapore Institute of Technology
SIT@Punggol,
1 Punggol Coast Road,
Singapore 828608

REGISTRAR'S OFFICE
Accurate as of 7 July 2026