SIT Internal



System User Guide for Postgraduate Applicants (Last updated: 9 Jan 2024)

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1. Account Registration

Step 1:Go to the <u>SIT Application portal</u> to create a new account.

Step 2:To begin, please click on the **Register a New Account** link.

SINGAPORE INSTITUTE OF TECHNOLOGY	Postgraduate Application System
Register ID / Email Address Password Login Forgot Your Password Register A New Account	 Please sign in to submit a new application. First-time applicants may proceed to register a new account. Your User ID refers to the 9 numeric digits sent to your email address when you first register your account. You may also login using your email address previously registered with SIT. Your password is in the format of 8-16 characters and is case sensitive. Your personal identification (full NRIC for SC/SPR, FIN and/or Passport for International students) is collected for the purpose of establishing your identity, and to facilitate the processing of your application for admissions.
3	Google Chrome 43, Microsoft Edge (Version 25.10586), Microsoft Internet Explorer 11, Mozilla Firefox 38 ESR/42. e contact SIT Admissions at 6592 1136 or via email at Adm.Postgrad@SingaporeTech.edu.sg

Step 3: Please key in the information in **Account Registration** page to create a new account. All the required detail fields are marked with an asterisk (*).

Account Registration						
Instructions:						
Thank you for your interest in SIT.						
Please provide your <u>Full Name and Date of Birth as stated in your NRIC/P</u> account. You may then begin to fill in your application to SIT at the SIT Ap	Please provide your Full Name and Date of Birth as stated in your NRIC/Passport for your account registration. After completing your account registration, you will receive an email to activate your account. You may then begin to fill in your application to SIT at the SIT Application portal with your account login and password.					
Singapore Citizens and Permanent Residents (SPR) should provide your	Singapore NRIC as your ID for account registration.					
International applicants should provide your passport or National ID as you	ur ID for account registration.					
Your Password must:	our Password must:					
1. be between 8 and 16 characters. 2. contain at least 1 uppercase and 1 lowercase character. 3. contain at least 1 Arabic inumeral (1234567890). 4. contain at least 1 special character (! @ # \$ % ^ & * () = + \ { } [];	:/?.><).					
*Full Name						
*Date of Birth	iii					
Email Address						
Re-enter Email Address						

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- **Step 4:** Once the form has been filled, click on **Continue**. You will receive an email to the registered email address with your User ID and the account activation link.
- Step 5: Click on the link in the email, please click on Activate Now to activate your account.
- **Step 6:** Once your account has been activated, please click on **Login Now** and login to the portal with your email address or User ID (sent to you via email) and your specified password.



2. Login to account

Note: If you have previously applied to SIT or are a former SIT student, or you have forgotten your password, please select **Forgot Your Password**.

Step 1: To login to your account, go to the SIT Application portal.

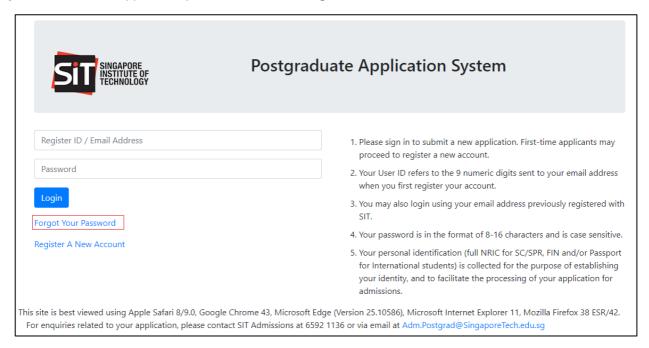
Step 2: Enter the email address you had used to register your account or the 9-digit User ID that was sent to you via email. Please enter your specified password and click on **Sign In**.

SINGAPORE INSTITUTE OF TECHNOLOGY	Postgraduate Application System
Register ID / Email Address Password	Please sign in to submit a new application. First-time applicants may proceed to register a new account. Your User ID refers to the 9 numeric digits sent to your email address
Login Forgot Your Password	when you first register your account. 3. You may also login using your email address previously registered with SIT.
Register A New Account	4. Your password is in the format of 8-16 characters and is case sensitive. 5. Your personal identification (full NRIC for SC/SPR, FIN and/or Passport for International students) is collected for the purpose of establishing your identity, and to facilitate the processing of your application for admissions.
	ogle Chrome 43, Microsoft Edge (Version 25.10586), Microsoft Internet Explorer 11, Mozilla Firefox 38 ESR/42. contact SIT Admissions at 6592 1136 or via email at Adm.Postgrad@SingaporeTech.edu.sg



3. Forgot Your Password

Step 1: Go to the SIT Application portal and click on Forgot Your Password.



Step 2: Please key in your User ID/Email address and Date of Birth which you have indicated in your previous application to SIT. Click on **Continue** to proceed.





Step 3: After clicking **Continue**, an email to reset your password will be sent to your same email address. You are required to first reset your password via the reset password link sent to your email before logging in.

Thereafter, please login to your email account and click on the given link to reset your password. After you have successfully reset your password, you will receive an acknowledgement email. You are now ready to login to the portal using your same email address/User ID and new password.

You have unintentionally entered an incorrect/unregistered User ID/Email Address.

If you are applying to SIT for the first time and do not have an account, please create a new account by clicking on "Register A New Account" via the SIT Application portal link. Alternatively, if you have applied to SIT previously, but do not remember your password, please reset your password by clicking on "Forgot Password" via the SIT Application portal link.

OK

Note: In case you encounter the following error message, please contact SIT Admissions for assistance via email at Adm.Postgrad@SingaporeTech.edu.sg citing your name, NRIC/FIN/Passport Number and contact number. We will review your case, and get back to you within 3 working days.



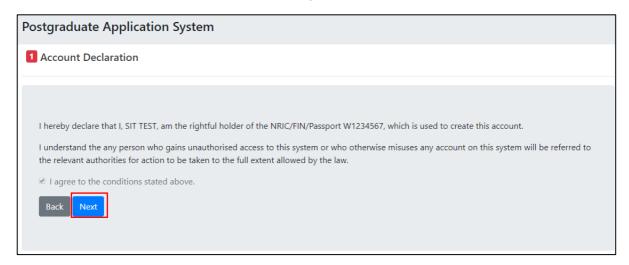
4. Start a New Application

Step 1: To begin, please click on Apply.

Postgraduate Application Contact Us FAO Log Out 1. Applicants should be able to complete the online application in approximately 20 minutes if they have the required documents as stated. 2. Applicants are required to prepare the following supporting documents for submission of their online application: a. NRIC/Passport (scanned copy, front and back of the NRIC or the personal particulars page of Passport). b. Academic Degree and Transcript (scanned copy) in English, otherwise an official English translation must be also provided. c. Any other relevant document (such as Professional qualifications/memberships, supporting letter from employer or referees), if applicable. d. A personal statement not exceeding 300 words (you may wish to prepare in MS-Word and check on your word-count beforehand). 3. Alternatively, applicants may choose to save their applications for submission at a later date. All applications are to be submitted before the application closing date for them to be duly reviewed by the University. You will receive an acknowledgement email from SIT Admissions upon successful submission of your application. 4. Please make an application fee payment of S\$16.35 via e-payment mode after submitting your application. Your application will not be processed if you have not made the application fee payment. 5. Please refer to the step-by-step Postgraduate Application Guide to complete your online application. 6. For enquiries related to your application, please contact SIT Admissions at 6592 1136 or via email at adm.postgrad@singaporetech.edu.sq NOTE: Please ensure that you have accurately provided all the necessary information required as you will not be able to edit the application after submission. **Application Number** Submitted Date **Book Interview Slot Application Type** Term **Application Status**

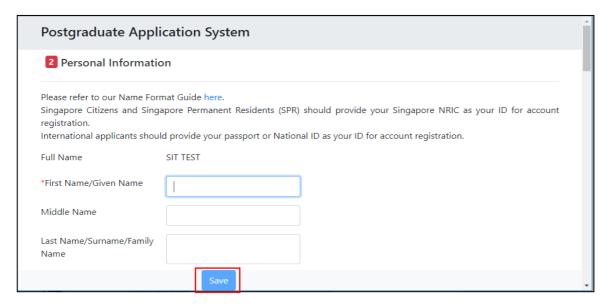


Step 2: Please read the Account Declaration. Select the checkbox next to I agree to the conditions stated above to indicate confirmation. Click on Next to proceed.

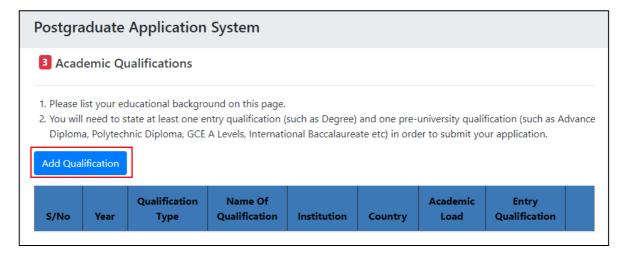




Step 3: Please enter all the required fields marked with an asterisk (*). You are required to provide at least one emergency contact, then click on **SAVE** and proceed to the next page by clicking the instruction tab on the left.

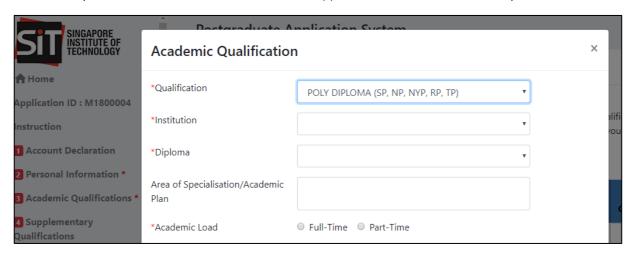


Step 4: Please enter your academic qualification information in the **Academic Qualifications** page. You will need to state at least one entry qualification (e.g.: Degree) and one pre-university qualification in order to submit your application. To enter the details of your academic qualifications, please click **Add Qualification** to proceed.

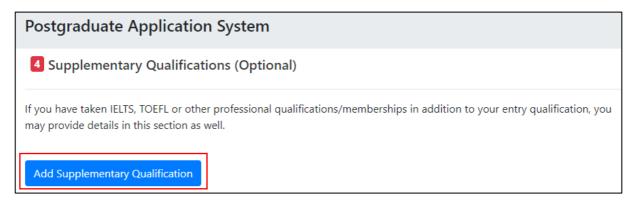




Step 5: In addition to your entry qualification, please provide details of your pre-university qualifications such as Polytechnic Diploma, GCE A Level etc. Please click on **Add Qualification** to add additional qualifications. All the required fields are marked with an asterisk (*). To save the details entered, please click **Save**.



Step 6: If you have any supplementary qualification results (e.g.: IELTS and TOEFL), you may enter the relevant details in the **Supplementary Qualifications** page.



Step 7: To add the relevant details, please click on **Add Supplementary Results**. All the required fields are marked with an asterisk (*). To save the details entered, please click **Save**.





Step 8: Please enter information about your recommenders in the **Recommender Info** page. This is an optional section. Please click on **Add Recommender** to enter the details about the recommender. You can enter details of maximum three (3) recommenders. All the required fields are marked with an asterisk (*). To save the details entered, please click **Save**.

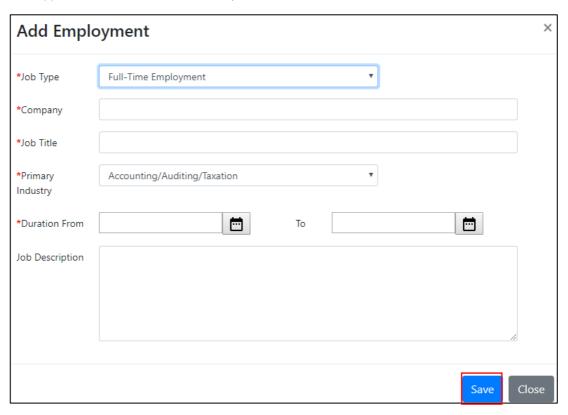
Postgraduate Application System 5 Recommender Information (Optional) The recommender whom you have specified will receive an email from SIT, requesting him/her to fill in an online recommendation letter which will be submitted directly to SIT. Please note that by nominating a recommender in this application, you are giving consent to SIT to share your name, email and programme choice(s) with your recommender. SIT reserves the right to contact him/her regarding your application. *Maximum 3 recommender information allowed. Add Recommender

Step 9: Enter the details of your previous employment in the **Employment History** page, starting with your latest employment record. This is an optional section.

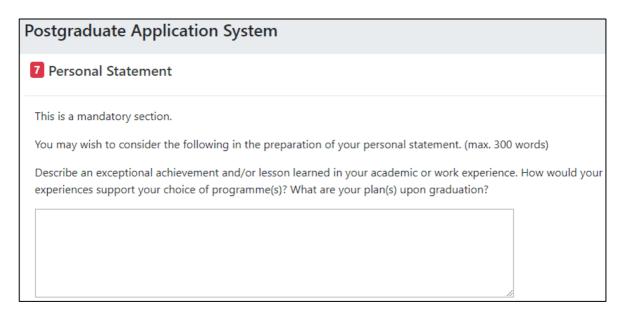
Postgraduate Application System 6 Employment History (Optional) Please provide details of your employment history, including the SIT Integrated Work Study Programme (IWSP), if applicable. SIT will holistically assess your application with reference to both your academic and non-academic merit/achievements. If you are participating/have participated in the SkillsFuture Earn & Learn programme (ELP), you should also provide details of the ELP experience in this section. Please select "SkillsFuture Earn & Learn" in the "Job Type" field. You could highlight specific work-based projects and industry-recognised certifications in the "Job Description" field. You are advised to list employment positions held in chronological order, starting with the most recent period of employment. Add Employment



Step 10: To add the relevant details, please click on **Add Employment**. All the required fields are marked with an asterisk (*). To save the details entered, please click **Save**.



Step 11: Enter your personal statement in the Personal Statement page. This section is mandatory. Once completed, please click on Save and proceed to the next section.

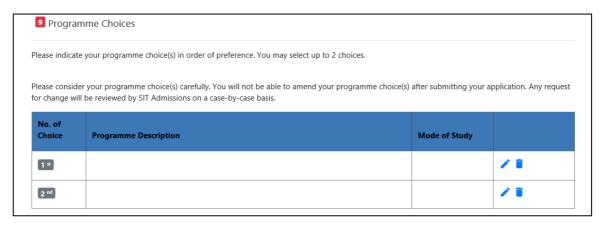




Step 12: Please enter information requested in the **Application Other Info** page. You are required to provide information related to your financial background, sponsorship, disability and special needs, and criminal offences where applicable.

Postgraduate Application System	
8 Other Information	
Financial Background	
*Total Gross Monthly Household Income(SGD)	•
*Total Number of Family Members in the Household	
*Housing Type	•

- **Step 13:** All the required fields are marked with an asterisk (*). Once you have completed entering all the required fields, please click **Save** and proceed to the next section.
- **Step 14:** In the **Programme Choices** page, you are able to select the programmes which you would like to apply for. You have to select at least one programme in this application.



Note: Please consider your programme choice(s) carefully. You will not be able to amend your programme choice(s) after submitting your application. Any request for change will be reviewed by SIT Admissions on a case-by-case basis.



Step 15: Please click on to select your programme choices in order of preference. i.e. Choice 1 refers to your first and most preferred programme choice.

Prograi	mme Choices				
Please indicate your programme choice(s) in order of preference. You may select up to 2 choices.					
Please consider your programme choice(s) carefully. You will not be able to amend your programme choice(s) after submitting your application. Any request					
	ill be reviewed by SIT Admissions on a case-by-case basis.				
No. of Choice	ill be reviewed by SIT Admissions on a case-by-case basis. Programme Description	Mode of Stud	iy		
No. of		Mode of Stud	ty 📝 🖺		

Step 16: After you have completed filling in your programme choices, click on instruction tab to proceed to the next page. Please upload all the requested supporting documents in the **Documents** page. The specific documents which you are required to submit in this application are marked as 'Yes' in the **Mandatory** column. Please read the instructions for the acceptable file format and file size information. You may upload only one file for each document. Click on **Choose File** and **Save** to upload your document.

Please upload your documents in the following formats only (PDF, DOCX, JPG, PNG, JPEG) and ensure that each file does not exceed 5MB.						
List of documents to be uploaded	Mandatory	Add Attachment		View Attachment	Delete Attachment	File Name
1 CV/Resume	Υ		Browse			
2 DEGREE TRANSCRIPT/CERTIFICATE	Υ		Browse			
3 NRIC/PASSPORT/FIN	Υ		Browse			
	Save					

Step 17: Once your attachment is successfully uploaded, you may view the uploaded document by clicking on View. If you wish to re-upload the document, click on to delete the existing document and then proceed to upload the new document.

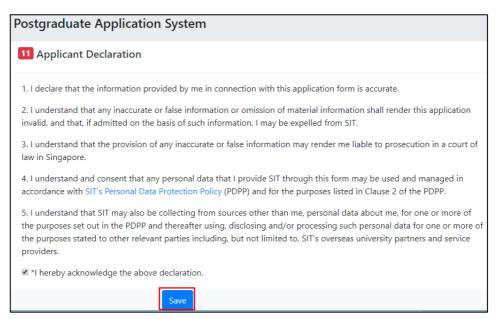
List of documents to be uploaded	Mandatory	Add Attachment	View Attachmen	Delete t Attachment	File Name
1 CV/Resume	Υ	Brows		Î	Testing.jpg
2 DEGREE TRANSCRIPT/CERTIFICATE	Y	Brows	e View	i i	Testing.jpg
3 NRIC/PASSPORT/FIN	Y	Brows	e View	i	Testing.jpg

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Step 18: Once you have completed the document upload, please click on the instruction tab to proceed.

Step 19: Kindly read through the information displayed on the **Application Declaration** page and indicate your confirmation by clicking the checkbox next to "I hereby acknowledge the above declaration". Click **Save** and proceed to the next section.



Step 20: In the **Submit Application** page, you are able to view all the details entered in the online application. If you need to make any amendments, you can click on respective section on the left-hand menu. Pages that are not completed will be listed at the top of the page in red (Figure 1 below). When all the mandatary sections are completed (Figure 2 below), the Submit button will appear at the bottom of the page.

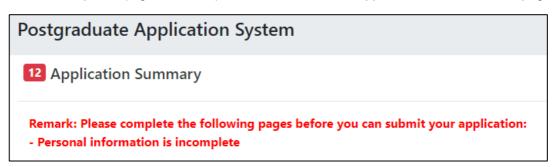


Figure 1: There are incomplete section(s) in the application.

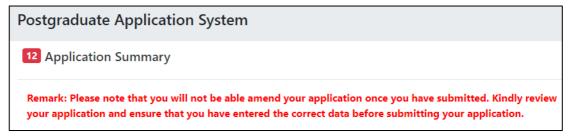
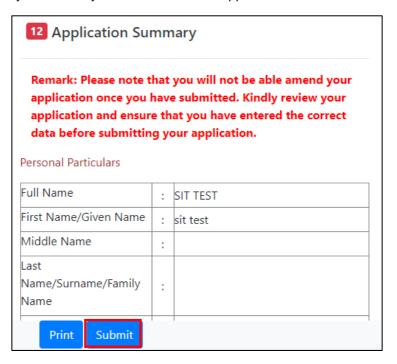


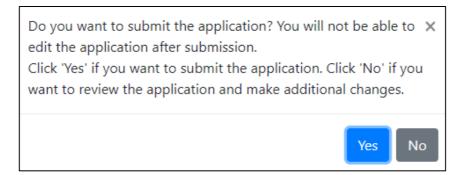
Figure 2: All the mandatary sections are completed and application is ready for submission.



Step 21: Click on **Submit** when you are ready to submit your application. A message will be displayed requesting you to confirm that you are ready to submit the online application.

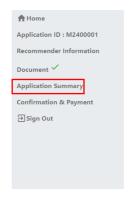


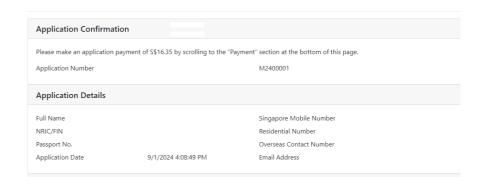
Step 22: To proceed with the submission of your application, please click **Yes**. Else, click **No** to return to the **Application Summary** page to review your application.



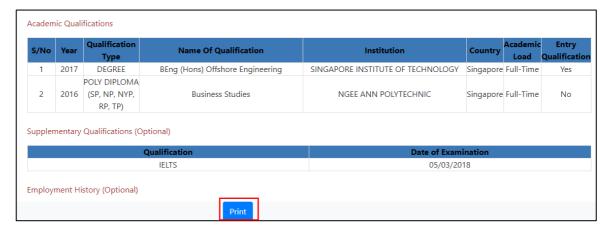


Step 23: You will be able to view the submitted application details via the **Application Summary** link available in the left hand menu.





Step 24: To print a copy of the submitted application, please click on **Print**. Ensure that your pop-up blocker is disabled for this URL in your browser.



Step 25: Upon successful submission of your application, you will receive an acknowledgement email to indicate that your application has been received.



5. Application Fee Payment

Step 1: Please make the application fee payment online via the **Confirmation & Payment** page. Please scroll to the bottom of the **Application Confirmation** page, to the **Payment Details** section.

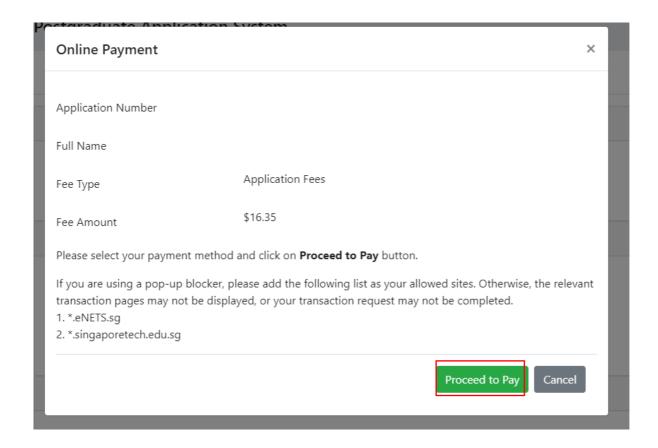
Step 2: Please click on the Make a Payment to initiate the payment.

Postgraduate Application System

Application Confirmation					
Please make an application payment of S\$16.35 by scrolling to the "Payment" section at the bottom of this page.					
Application Number		M2400001			
Application Details					
Full Name		Singapore Mobile Number			
NRIC/FIN		Residential Number			
Passport No.		Overseas Contact Number			
Application Date	9/1/2024 4:08:49 PM	Email Address			
Program Details					
Application Type		Masters			
Application Term		2410			
Payment Details					
Application Fee		\$16.35			
Payment Status		Not Paid			
Make a Payment					



Step 3: Please select the applicable Payment Method and then click on Proceed to Pay.



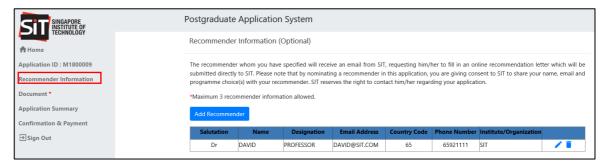
Step 4: You will be directed to the applicable online payment page to make the payment.

Step 5: Once you have successfully made the application fee payment, you will be able to view the payment status in the **Payment Details** section in the **Application Confirmation** page.



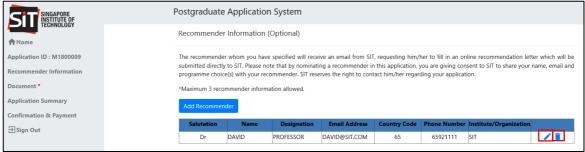
6. Update Recommender Information

You may still add a recommender after submission of application by clicking on the **Update Recommender Info** button. He/she will also receive an email notification requesting for an online recommendation of you.

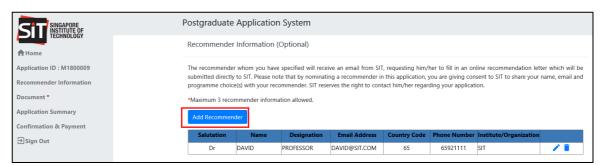


Step 1: If you wish to amend the details of an existing recommender, please click on the recommender details row in the grid and make the necessary changes. Do note that you can only amend information of recommenders who have not yet submitted their recommendation.

If you wish to delete any recommender (before he/she has submitted a recommendation), click on on the **Edit Recommender** page.



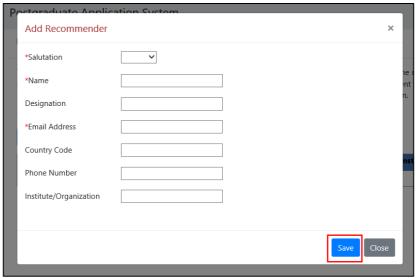
Step 2: If you wish to add new recommenders, please click on Add Recommender.



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Step 3: Please enter the details of the additional recommender and click on Save.



Step 4: Once all the necessary amendments are done, please click on **Save** to save the details and notify any new recommenders you have added via email.



7. Upload Additional Documents

Step 1: After submitting your application successfully, you need to ensure you have provided all the necessary supporting documents for your application to be processed.

Step 2: Please click on Choose file to add in the additional supporting documents.

You may upload only one file for each document category. If there are multiple pages/documents to submit for a particular category, e.g. multiple pages of transcript, please scan the documents into a single PDF file. Alternatively, you may paste the clear image of each page/document into a Word document, then save as a PDF file for upload. Please upload your documents in the following formats only (PDF, DOCX, JPG, PNG, JPEG) and ensure that each file does not exceed 5MB. Delete Mandatory Add Attachment ist of documents to be uploaded File Name 1 CV/Resume γ View Testing.jpg 2 DEGREE TRANSCRIPT/CERTIFICATE ٧ View Testing.jpg 3 NRIC/PASSPORT/FIN Testing.jpg 4 POLY DIPLOMA TRANSCRIPT/CERTIFICATE Ν Browse...

Step 3: If you need to re-upload any of the previous documents, click on and then upload the correct document. Once the documents are updated, please click on **Save**.

You may upload only one file for each document category. If there are multiple pages/documents to submit for a particular category, e.g. multiple pages of transcript, please scan the documents into a single PDF file. Alternatively, you may paste the clear image of each page/document into a Word document, then save as a PDF file for upload. Please upload your documents in the following formats only (PDF, DOCX, JPG, PNG, JPEG) and ensure that each file does not exceed 5MB. Mandatory Add Attachment list of documents to be uploaded File Name 1 CV/Resume Browse. Testing.jpg 2 DEGREE TRANSCRIPT/CERTIFICATE Testing.jpg 3 NRIC/PASSPORT/FIN Υ View Testing.jpg 4 POLY DIPLOMA TRANSCRIPT/CERTIFICATE Ν Browse...