

Singapore Institute of Technology

MATRICULATION GUIDE

AY2025/2026 Trimester 3
Postgraduate Programmes

By Registrar's Office



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1. COMPULSORY 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:

All Postgraduate Programmes

22 April 2026

STEP 1 - ACCOUNT ACTIVATION

Please click [here](#) to log in to the Acceptable Use Policy (AUP) portal

For **Alumni** and **existing learners**, please use your current SIT account password to log in to Acceptable User Policy (AUP) portal. If you have forgotten your SIT account password, please reset the password before you log in.

For **new** learners, the Student ID will be given in the Matriculation Letter and password will be sent via a separate email. You will then be prompted to change your password at this step.

Please click [here](#) to log in to your account in Student Intranet

- If you have changed the password in the AUP portal, please use the new password.

On the Student Intranet page, please click on the IN4SIT icon  to log in to your account in IN4SIT

- If you have changed the password in the AUP portal, please use the new password.



Please click [here](#) to log in to your SIT Email Account

- Username is your StudentID@sit.SingaporeTech.edu.sg (e.g. 2100000@sit.singaporetech.edu.sg).
- If you have changed the password in the AUP portal, please use the new password.

Wireless Access

- User Guide can be found [here](#).

If you require assistance with logging in, you may contact IT Helpdesk as follows:

 IThelpdesk@SingaporeTech.edu.sg
 6592 8511 option 3

Operating Hours:
Monday to Thursday: 8.00am to 6.30pm
Friday: 8.00am to 6.00pm
Closed on Weekend and Public Holiday



STEP 2 - ONLINE DECLARATIONS

Log in to [Student Intranet](#) >  > Pre-Matriculation Details > [Declaration & Doc Submission](#) > **Undertaking & Code of Conduct for Learners**

Please complete the following declaration forms:

a. **Learner Undertaking Declaration** (Applicable to all learners)

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.

Learners 18 years old and above	Learners below 18 years old
Please complete the Learner Undertaking Declaration online.	A soft copy of the completed Learner Undertaking Declaration is to be uploaded into IN4SIT with the following attachments for verification: <ul style="list-style-type: none"> • Copy of your birth certificate • Parent/Guardian’s NRIC

b. **Code of Conduct for Learners** (Applicable to all learners)

Learners 18 years old and above	Learners below 18 years old
Please complete the Code of Conduct for Learners online.	Download the soft copy of the form and upload the completed form into IN4SIT.

For enquiries regarding online declarations, please contact Registrar’s Office at Matriculation@SingaporeTech.edu.sg.

STEP 3 - LEARNER INDEMNITY DECLARATION



Log in to [Student Intranet](#) >  > Pre-Matriculation Details > Declaration & Doc Submission > **Indemnity Form**

Indemnity Form



Applicable to all learners of all age groups

Learners 18 years old and above	Learners below 18 years old
Read through the Learner Indemnity Declaration, acknowledge and submit for confirmation.	Download a copy of the Form and read through it. Signature is required from the learner and a parent/ guardian. Once completed, upload the form and click on Submit.

For enquiries, please contact Office of SITizen Experience at OSE@SingaporeTech.edu.sg.



STEP 4 - STUDENT VERIFICATION

Log in to [Student Intranet](#) >  > Pre-Matriculation Details > **Student Verification**

Student Verification




- a. Please indicate your acceptance/rejection of the offer.
- b. Verify your previous Academic Qualification details. If there are any changes to be made, please email to adm@SingaporeTech.edu.sg for assistance.
- c. Verify and update your National Service Information, Contact Information and Parent/Guardian Details.
- d. Upload your photograph. Please note that the photograph will be printed on the SIT Student Card.
- e. Do ensure that your photograph adheres to the requirements. You may click [here](#) for the photo specifications. Failure to meet the requirements will delay the processing of your SIT Student Card and the subsequent completion of your matriculation exercise.
*(If the photograph is rejected, an email notification will be sent to you and you are required to re-submit a new photograph **by the stipulated deadline stated on page 3.**)*
- f. Verify your Tuition Grant information.
- g. If you have studied in any of the local Autonomous Universities, click on Add Education Record to indicate the details.

For enquiries regarding student verification, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg.

STEP 5 - MATRICULATION FEE PAYMENT



Log in to [Student Intranet](#) >  e-Matriculation Details > **Matriculation Fee Payment**

Matric Fee Payment



- You are required to pay a one-time, **non-refundable** Matriculation Fee of **\$\$54.50** (inclusive of GST).
- The payment is to be made online using PayNow, Internet Banking / Debit or Credit card.
- For any technical problems encountered in using the SIT online payment portal, please email to IThelpdesk@SingaporeTech.edu.sg for assistance.

(Note: Please check that the pop-up blocker has been disabled to facilitate your payment)

For enquiries regarding payment matters, please contact Student Finance at 6592 8149 or Studentfinance@SingaporeTech.edu.sg

STEP 6 - DOCUMENT SUBMISSION



Log in to [Student Intranet](#) >  > Pre-Matriculation Details > Declaration & Doc Submission > **Document Submission**

Doc Submission



All compulsory forms can be downloaded by logging in to this page.

a. **Programme-related documents**

If you are required to submit any additional document for your programme, the instructions will be indicated on this page. Please follow the instructions accordingly.

b. **Authorisation of Medical Procedures Form**

- i. Applicable to **Singapore Permanent Residents** and **International Students below the age of 21 ONLY.**
- ii. **A soft copy** of the completed and duly signed form is to be uploaded into IN4SIT.

For enquiries on the submission of the compulsory forms, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg.

c. SIT Medical Examination Form

- i. 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.
- ii. The SIT Matriculation Medical Examination Form can be downloaded from **Student Intranet > IN4SIT > Declaration & Doc Submission > Document Submission**.
- iii. 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.
- iv. 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 the **Document Submission** page (refer to point (c) ii)

Option: Medical examination with SIT appointed healthcare provider(s)

Upon completing the matriculation medical, SIT will receive the completed reports and supporting documents in soft copy. There is no action required from learners. Learners who wish to retain the original copy of the medical report may request for the report directly from the clinic.

Option: Medical examination with own preferred clinic

- o 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.
- o Learners are responsible for all correspondences with the external clinic. SIT will not receive any reports from external clinics on learners' behalf.
- o Learners are required to email the soft copy of the medical form and supporting document(s) as a single PDF document to Matriculation@SingaporeTech.edu.sg.
- v. Apart from the standard medical screening, certain programmes require additional screening(s) or vaccination(s). Click to learn more about the [Special Medical Conditions](#) and [Mandatory Medical Clearance](#).
- vi. COVID-19 test for **Health Sciences programmes**:
 - o Based on guidelines by the Ministry of Health, COVID-19 vaccination continues to be strongly recommended for healthcare learners.
 - o The current and future requirements and guidelines applicable to healthcare staff of healthcare institutions will similarly be applicable to Health Sciences learners. Failure to comply with such requirements and guidelines may affect your ability to complete the course requirements, graduate, obtain registration and/or employment, and/or fulfil your bond obligations.

For enquiries on the submission of the compulsory forms, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg.

STEP 7 - INFORMATION FOR INTERNATIONAL STUDENTS



a. Student's Pass application

- i. Applicable to International Students ONLY.
- ii. Please proceed to submit your Student's Pass application after you receive an email notification from the Admissions & Financial Aid Division (Adm@SingaporeTech.edu.sg) with the information required to access the SOLAR system to submit your E-Form 16.
- iii. If your application is approved, a copy of the In-Principle Approval (IPA) letter will be sent to you via email. You can check the status of your Student's Pass application through ICA's SOLAR system. If your application is approved, you will be able to print the In-Principle Approval (IPA) letter granted for your Student's Pass application.
- iv. Please review the IPA letter carefully and ensure that you have all the necessary documents and items ready for your appointment at ICA to complete your 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 Student). Please click [here](#) to download the ICA Medical Examination form.
- ii. If you are doing your medical screening at SIT appointed healthcare provider(s), please arrange with the clinic to collect your 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, please contact the Admissions & Financial Aid Division at 6592 1136 or adm@singaporetech.edu.sg.

STEP 8 - SETTING-UP STUDENT BANK ACCOUNT**Student Bank Account Set-up Deadline:****All Postgraduate Programmes****1 May 2026**

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

***Please set up your bank account by the stipulated deadline shown above after receiving email confirmation that you have successfully matriculated into the programme.**

a. How to Set Up your 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. If you are 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 log in 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. Please do not enter your debit or credit card details.
- iii. For bank accounts operated by thumbprint, please complete the form, print and get the thumb print impression verified at the bank prior to mailing the form.
- iv. For bank accounts operated by signature, please complete the form, print and obtain signature.
- v. Please mail the completed signed hard copy form to 1 Punggol Coast Road Singapore 828608 and attention to "Finance Division (Accounts Receivable)".
- vi. Notification of application status will be sent to your SIT email account.

b. How to SetUp your Credit Bank Account / PayNow NRIC

(for learners to receive payment from SIT)

- i. Please submit through Student Intranet> IN4SIT> Profile> Credit Bank Account Details.
- ii. Please do not enter your debit or credit card details.
- iii. 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.

2. FINANCIAL AID

A. LOANS



Loans/ Information

MOE Tuition Fee Loan (TFL)

Eligibility

Applicable to Singapore Citizens (SC)/Permanent Residents (PR) full-time postgraduates.

Applicable to International Students (IS) who are receiving the MOE Tuition Grant.

For more details

Please visit [SIT Website](#).

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

B. ASSISTANCE SCHEMES

Schemes/ Information	Post-Secondary Education Account (PSEA)
Eligibility	Applicable to Singapore Citizens (SC) with available PSEA funds.
For more details	Please visit SIT website .

Schemes/ Information	Scholarships & Study Grants
Eligibility	Please refer to the eligibility criteria for specific Scholarships & Study Grants.
For more details	<p>Scholarships: Please visit SIT Website.</p> <p>Study Grants: Please visit SIT Website.</p>

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

C. SKILLSFUTURE CREDIT

SkillsFuture Credit

Eligibility

Applicable to Singapore Citizens aged 25 and above.

For more details

Please visit [SIT Website](#).

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

3. MODULE/ COURSE ENROLMENT

Module/Course Enrolment	
Information	<p>Learners reading some programmes will have Modules/ Courses Pre-enrolled by the University.</p> <p>Otherwise, an email announcement on Module/ Course Enrolment will be sent to learner's SIT email address to register for Modules/ Courses via IN4SIT.</p>
Enrolment Period	Learners who are required to do Module Registration will receive a notification email closer to date to log in IN4SIT to check their scheduled Module Registration date and time.
How to submit	Log in to Student Intranet > IN4SIT > Course Management > Enrolment
Guides	Log in to Student Intranet > Policies and Guide > IT Support & Systems Guide > IN4SIT Module Registration Guide
Important Note	The "Course Management" tile is only visible if you have been matriculated.

* ***The above-mentioned is subject to changes.***

For enquiries, please contact Registrar's Office at 6592 2091 or ModuleRegistration@SingaporeTech.edu.sg.

4. COLLECTION OF SIT STUDENT CARD



Learners will be informed via their SIT email on the collection details in due course.

For enquiries, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg

5. SIT STUDENT DEVELOPMENT



[OSE Instagram Account](#)



[OSE Telegram Account](#)



The Office of SITizen Experience is dedicated to offering students a multitude of opportunities to develop into changemakers and capable leaders, embodying the SITizen-DNA. Our goal is to nurture individuals to acquire industry competencies and life skills, preparing them for a successful and fulfilling future.

Through **leadership development programmes**, learners can take on roles that challenge them to lead initiatives, manage teams, and make impactful decisions. The **performing arts** provide a creative outlet and a platform for learners to express themselves, collaborate with peers, and showcase their talents. **Varsity sports** not only promote physical fitness but also teach teamwork, discipline, and resilience.

We prioritise **student wellbeing support** to ensure that every learner has access to the resources they need for mental, emotional, and physical health. This includes counselling services, wellness workshops, and peer support networks.

We foster a **connected and vibrant campus community** where students can build lasting relationships, engage in diverse cultural and social activities, and feel a sense of belonging, even as they graduate into SITizen Alumnus.

Stay tuned for all the exciting details about What's Happening at SIT! Follow our social media channels for more updates.

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

6. FREQUENTLY ASKED QUESTIONS



Learners may refer to the [FAQ](#) for further information on the matriculation exercise.

7. MY MATRICULATION CHECKLIST

You are encouraged to use the following checklist to ensure you have completed all the relevant items under the matriculation exercise.

Item	Description	Completed
1.	I have activated my Student Account	
2.	I have completed my Student Verification	
3.	I have completed the declarations: <ul style="list-style-type: none"> a. Learner Undertaking Declaration b. Code of Conduct for Learners c. Learner Indemnity Declaration 	
4.	My photo submission has been accepted	
5.	I have paid my Matriculation Fee	
6.	I have submitted the required forms: <ul style="list-style-type: none"> a. Learner Undertaking Form (only for learners < 18 years old) b. Code of Conduct for Learners (only for learners < 18 years old) c. Learner Indemnity Declaration (only for learners < 18 years old) d. SIT Medical Examination e. Authorisation of Medical Procedures*^# f. Student's Pass Application ^ g. ICA Medical Examination ^ 	
7.	I have set up my bank account details in IN4SIT	
8.	I have collected my SIT student card	

* Singapore Permanent Residents

^ International Students

Students below 21years old



8. USEFUL CONTACTS AND TIMELINE

Please refer to the Matriculation Guide above for specific instructions.

Division	For enquiries regarding	Useful Websites/Contact Information
IT Helpdesk	IT-related problems <ul style="list-style-type: none"> • Login issues • Reset password 	Email: IThelpdesk@SingaporeTech.edu.sg Tel: 6592 8511 option 3
Registrar's Office	Online Matriculation Declaration Submission of Compulsory Forms <ul style="list-style-type: none"> • Learner Undertaking Declaration • Code of Conduct for Learners • Photo Submission • Clearance of the SIT Medical Examination Form • Authorisation of Medical Procedures Form (For International Students Only) • ICA Medical Examination report 	Email : Matriculation@SingaporeTech.edu.sg
	Module/Course Enrolment	Email : ModuleRegistration@SingaporeTech.edu.sg Tel: 6592 2091
Student Finance	Setting up Student Bank Account	Email : StudentFinance@SingaporeTech.edu.sg
	SkillsFuture Credit	Tel: 6592 8149
Admissions	SOLAR No. for Student's Pass Application (For International Students Only)	Email : Adm@SingaporeTech.edu.sg Tel: 6592 1136
Financial Aid	Financial Aid <ul style="list-style-type: none"> • Loans • Assistance Schemes • Bursaries/Grants 	Email : Fas@SingaporeTech.edu.sg Tel: 6592 1136

		<p>Please visit SIT Website for more details</p> <p>https://www.SingaporeTech.edu.sg</p>
<p>Office of SITizen Experience</p>	<p>Learner Indemnity Declaration</p>	<p>Email :</p> <p>OSE@SingaporeTech.edu.sg</p>
	<p>Campus Life, Student Leadership and Development, Student Wellness and Accessibility Support and Alumni</p>	