

**Singapore Institute of Technology** 

# MATRICULATION GUIDE

AY2025/2026 Trimester 2
Postgraduate Programmes

By Registrar's Office



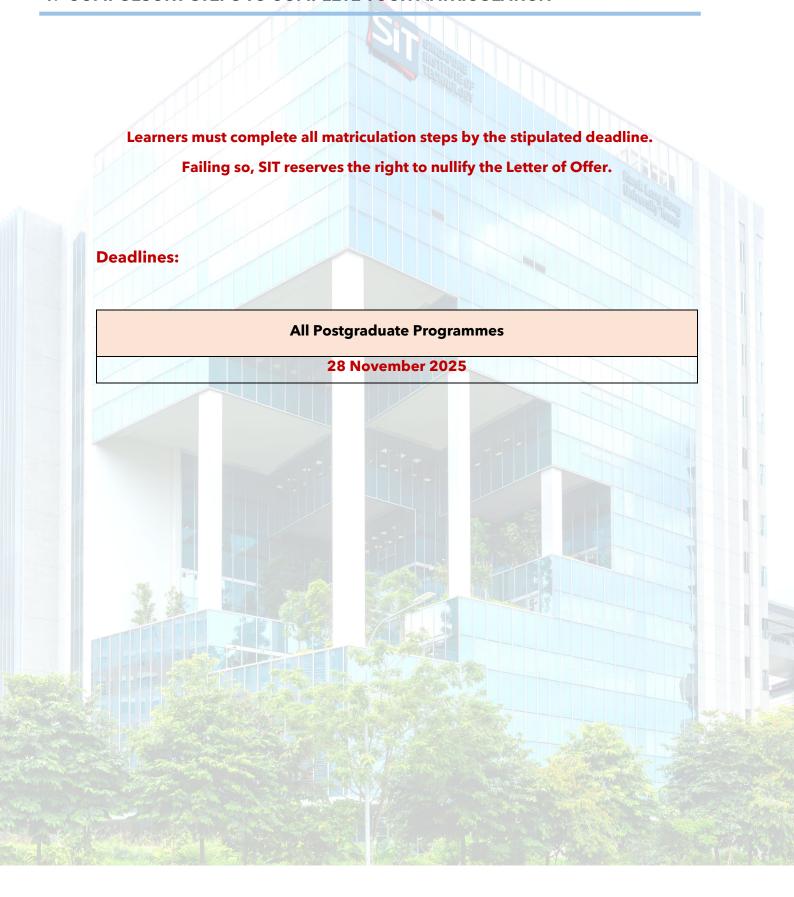


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#### 1. COMPULSORY STEPS TO COMPLETE YOUR MATRICULATION





#### **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 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.sq (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:

<u>IThelpdesk@SingaporeTech.edu.sg</u>

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



Declaration

#### **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)

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:  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 <a href="Matriculation@SingaporeTech.edu.sg">Matriculation@SingaporeTech.edu.sg</a>.



## **STEP 3 - LEARNER INDEMNITY DECLARATION**



Log in to <u>Student Intranet</u> > Pre-Matriculation Details > Declaration & Doc Submission > <u>Indemnity Form</u>

#### **Indemnity Form**



# Applicable to all learners of all age groups

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

For enquiries, please contact Office of SITizen Experience at <a href="OSE@SingaporeTech.edu.sg">OSE@SingaporeTech.edu.sg</a>.



## **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 <a href="mailto:adm@SingaporeTech.edu.sg">adm@SingaporeTech.edu.sg</a> 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 <a href="here">here</a> 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 <a href="Matriculation@SingaporeTech.edu.sg"><u>Matriculation@SingaporeTech.edu.sg</u></a>.



#### **STEP 5 - MATRICULATION FEE PAYMENT**





Log in to Student Intranet > Matriculation Details > Matriculation Fee Payment

Matric Fee Payment



- a. You are required to pay a one-time, non-refundable Matriculation Fee of **\$\$54.50** (inclusive of GST).
- b. The payment is to be made online using PayNow, Internet Banking / Debit or Credit card.
- c. For any technical problems encountered in using the SIT online payment portal, please email to <a href="IThelpdesk@SingaporeTech.edu.sg">IThelpdesk@SingaporeTech.edu.sg</a> 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 <u>Student Intranet</u> > Pre-Matriculation Details > Declaration & Doc Submission > <u>Document Submission</u>

**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 <a href="mailto:Matriculation@SingaporeTech.edu.sg">Matriculation@SingaporeTech.edu.sg</a>.



#### 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

- 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.
- Learners are responsible for all correspondences with the external clinic. SIT will not receive any reports from external clinics on learners' behalf.
- Learners are required to email the soft copy of the medical form and supporting document(s) as a single PDF document to <u>Matriculation@SingaporeTech.edu.sg</u>.
- v. Apart from the standard medical screening, certain programmes require additional screening(s) or vaccination(s). Click to learn more about the <u>Special Medical Conditions</u> and <u>Mandatory Medical Clearance</u>.
- vi. For **Health Sciences programmes**, Ministry of Health (MOH) has mandated that all healthcare learners are to be fully vaccinated against COVID-19 or certified to be medically ineligible for all COVID-19 vaccines under the National Vaccination Programme (NVP) or have recovered from COVID-19 within 180 days.

For enquiries on the submission of the compulsory forms, please contact Registrar's Office at <a href="Matriculation@SingaporeTech.edu.sg">Matriculation@SingaporeTech.edu.sg</a>.



#### **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 <a href="here">here</a> 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 (<a href="https://www.ica.gov.sg/reside/STP/collect">https://www.ica.gov.sg/reside/STP/collect</a>) for more information.

For enquiries on Student Pass Application, please contact the Admissions & Financial Aid Division at 6592 1136 or adm@singaporetech.edu.sq.



#### STEP 8 - SETTING-UP STUDENT BANK ACCOUNT



#### **Student Bank Account Set-up Deadline:**

#### **All Postgraduate Programmes**

#### 2 January 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.sq.



# 2. FINANCIAL AID

# A. LOANS



Loans/ Information	MOE Tuition Fee Loan (TFL)		
For more details	Please visit <u>SIT Website</u> .  For further enquiries, please contact DBS at 6333 0033.		
Eligibility	Applicable to Singapore Citizens (SC)/Permanent Residents (PR) full-time postgraduates.  Applicable to International Students (IS) who are receiving the MOE Tuition Grant.		
Application Period	Open throughout the year.		
How to apply	Please submit your application online through Tuition Fee Loan   DBS Singapore.  Note: Applicants whose guarantor is NOT residing or working in Singapore must visit DBS Raffles Place Branch. Please visit SIT Website for more details.		

For enquiries regarding Loans, please contact Admissions and Financial Aid Division at 6592 1136 or <a href="Fas@SingaporeTech.edu.sg">Fas@SingaporeTech.edu.sg</a>.



# **B. ASSISTANCE SCHEMES**

Post-Secondary Education Account (PSEA)
Please visit SIT website.  If you have an approved PSEA Standing Order and wish to discontinue the usage of PSEA funds for payment of SIT Tuition and Miscellaneous Fees, you will need to submit a PSEA Standing Order Termination Form to MOE to avoid future billing deductions.  For further enquiries, please contact MOE at 62600777 or contact@moe.gov.sg.
Applicable to Singapore Citizens (SC) with available PSEA funds.
For Standing Order:
Please apply at least 1 month before the commencement of the upcoming trimester.
For Ad-Hoc Withdrawal Form Submission:
Please apply after you have received your Fee Advice.
For Standing Order:
Please submit your application <u>here</u> .
For Ad-Hoc Withdrawal: Please submit your application <a href="here">here</a> .

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



Schemes/ Information	Scholarships & Study Grants
For more details	There are several scholarships open to postgraduate students:  Please visit SIT Website.  The following Donor Study Grants are available to postgraduate students doing Health Sciences:  Wong-Mah Jia Lan Health Sciences Study Grant TAK Health Sciences Study Grant Tang Chong Eng Health Sciences Study Grant Please visit SIT Website.
Eligibility	Please refer to the eligibility criteria for specific Scholarships & Study Grants.
Application Period	<b>1st July to 31st August</b> Please visit the <u>SIT Website</u> for more details.
How to apply	Please submit your application through IN4SIT.

For enquiries regarding Assistance Schemes, please contact Admissions and Financial Aid Division at 6592 1136 or <a href="mailto:Fas@SingaporeTech.edu.sg">Fas@SingaporeTech.edu.sg</a>



# **C. SKILLSFUTURE CREDIT**

SkillsFuture Credit				
Skinsruture Credit				
<b>Application</b> Learners interested to use their SkillsFuture Credit are to submit their claim via MySkillsFuture Portal.				
Eligibility	Applicable to Singapore Citizens aged 25 and above.			
Application Criteria	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 corresponds to your undergraduate or postgraduate programme.  The claimable amount is based on the outstanding tuition fees (excl. miscellaneous fees) due to SIT or current SkillsFuture Credit balance, whichever is lower.  You will need to attach supporting documents such as Fee Statement and Student Status Letter in your application. This Fee Statement can be retrieved from IN4SIT after the programme start date (i.e. early October, February or June for each academic trimester). The Student Status Letter can be accessed from IN4SIT, by selecting Request Management, followed by Student Status Letter Request.  Please note the term/course start date can be obtained from the SIT Academic Calendar. Applicant should indicate the Course Start Date as the first day of Week 1.  Upon submission of claims via MySkillsFuture Portal, please email StudentFinance@SingaporeTech.edu.sg on your claim amount.			

For enquiries regarding SkillsFuture Credit, please contact Student Finance at 6592 8149 or <a href="mailto:StudentFinance@SingaporeTech.edu.sg">StudentFinance@SingaporeTech.edu.sg</a>



#### 3. MODULE/ COURSE ENROLMENT

	Module/Course Enrolment	
Information	Learners reading some programmes will have Modules/ Courses Pre-enrolled by the University.	
	Otherwise, an email announcement on Module/ Course Enrolment will be sent to learner's SIT email address to register for Modules/ Courses via IN4SIT.	
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 <a href="ModuleRegistration@SingaporeTech.edu.sg">ModuleRegistration@SingaporeTech.edu.sg</a>.

# 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 <a href="OSE@SingaporeTech.edu.sg">OSE@SingaporeTech.edu.sg</a>.



# 6. FREQUENTLY ASKED QUESTIONS





# 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	THE STATE OF THE S		
2.	I have completed my Student Verification			
	I have completed the declarations:			
	a. Learner Undertaking Declaration			
3.	b. Code of Conduct for Learners			
	c. Learner Indemnity Declaration			
4.	My photo submission has been accepted			
5.	I have paid my Matriculation Fee			
	I have submitted the required forms:			
	a. Learner Undertaking Form (only for learners < 18 years old)			
	b. Code of Conduct for Learners (only for learners < 18 years			
	old)			
6.	c. Learner Indemnity Declaration (only for learners < 18 years old)			
	d. SIT Medical Examination	1		
	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 21 years old





# 8. USEFUL CONTACTS AND TIMELINE

Please refer to the Matriculation Guide above for specific instructions.

Division	For enquiries regarding	Useful Websites/Contact Information	Due Date
IT Helpdesk	IT-related problems  Login issues Reset password	Email: IThelpdesk@SingaporeTe ch.edu.sg Tel: 6592 8511 option 3	Nil
Registrar's Office	Online Matriculation Declaration  Submission of Compulsory Forms  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@Singapore Tech.edu.sg	All Postgraduate programmes:     28 November 2025
	Module/Course Enrolment	Email: ModuleRegistration@Sin gaporeTech.edu.sg Tel: 6592 2091	End December 2025
Student Finance	Setting up Student Bank Account	Email: StudentFinance@Singapo reTech.edu.sg	All Postgraduate programmes:     2 January 2026
	SkillsFuture Credit	Tel: 6592 8149	Application period is     60 days before the     programme start     date, and up to 90



	SOLAR No. for Student's		days after the programme start date.
Admissions	Pass Application (For International Students Only)	Email: Adm@SingaporeTech.ed u.sg Tel: 6592 1136	<ul> <li>Act promptly when you have received the SOLAR No. from Admissions.</li> </ul>
Financial Aid	Financial Aid  Loans  Assistance Schemes	Email: Fas@SingaporeTech.edu. sg Tel: 6592 1136	PSEA:     Standing Order:     1 month before commencement of upcoming trimester.
	Bursaries/Grants	Please visit SIT Website for more details  https://www.SingaporeTech.edu.sg	Ad-Hoc Withdrawal: After you have received your Fee Advice.
Office of SITizen	Learner Indemnity Declaration	Email: OSE@SingaporeTech.edu.sg	<ul> <li>All Postgraduate programmes:</li> <li>28 November 2025</li> </ul>
Experience	Campus Life, Student Leadership and Development, Student Wellness and Accessibility Support and Alumni		<ul> <li>Please refer to</li> <li>Section 5:</li> <li>SIT Student</li> <li>Development for more information.</li> </ul>