

SYSTEM USER GUIDE FOR FINANCIAL ASSISTANCE & SCHOLARSHIPS APPLICATION
Full-Time Undergraduate Students

List of recommended browsers:

- Internet Explorer 11
- Google Chrome (Release 43)
- Mozilla Firefox (Release 42, 38 ESR)
- Apple Safari (Release 8.0, 9)
- Microsoft Edge (Release 25.10586)

Access IN4SIT via Student Intranet

URL: <https://sitsingaporetechedu.sharepoint.com/sites/students/>

Student Intranet Undergraduate Postgraduate CSM Pathway Policies & Guides Administration Financial Aid

Quick Links

SITizen Guide Resource Booking System xSite ReadyTalent IN4SIT iD8 - SIT Ideation Platform

Announcements

Important U Registration Important Upd

Click on “IN4SIT”.

Student Homepage

Profile Course Management Academic Progress Request Management Exam Services Finance Matters Financial Aid and Scholarships Student Activities Trips and Exchange Graduation

Academic Progress

Incomplete 55% Complete 45% 45% Complete

Finance Matters

Online Payment • Fee Statement • View Claims • Print Receipts

Select the “Financial Aid and Scholarships” tile.

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Financial Aid Application

Financial Aid Application

Application Management

Your Applications

Application Date ▾	Application Nbr ▾	Status ▾
02/07/2025		Completed >

Application Periods

Financial Aid Scheme ▾	Application Start Date ▾	Application End Date ▾
Xiao De Emergency Fund	14/06/2026	30/06/2026
Lee Foundation Emergency Grant	14/06/2026	30/06/2026
Abwin Study Grant	14/06/2026	30/06/2026
2020 Healthcare Heroes Bursary	14/06/2026	30/06/2026
The Ngee Ann Kongsu Scholarship	14/06/2026	30/06/2026
Select Group Scholarship	14/06/2026	30/06/2026
iSparkle Scholarship	14/06/2026	30/06/2026
IGG Scholarship	14/06/2026	30/06/2026

New Application

Click on “New Application” to begin.

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Step 1: Financial Aid Selection

SIT

Financial Aid Application

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Financial Aid Selection

This is a combined application for Scholarships, Public Bursaries (for Singaporeans) and Donated Bursaries. Applicants will be notified of the outcomes via their SIT email. Note: -Public Bursaries section is pre-selected for all Singaporeans. -Applicants need only indicate if they wish to apply for Donated Bursaries. -Applicants not applying for Scholarships may skip the scholarship statement. -Proof of Activities is supporting docs for your Awards/Achievements/CCAs/Community Service records.

Scholarship

Please select the scholarships to apply according to your choices.

First Choice

The Ngee Ann Kongsi Scholarship ▼

Second Choice

iSparkle Scholarship ▼

Third Choice

▼

Fourth Choice

▼

Fifth Choice

▼

Public Bursaries/Grants

☐	Higher Education Community Bursary Tier 1
☐	Higher Education Bursary Tier 1
☐	Higher Education Community Bursary Tier 2
☐	Higher Education Bursary Tier 2

Donated Bursary

Do you wish to apply for Donated Bursary

Yes
☐

Save
Next

Financial Aid Type	Action Required
Scholarships	Select the scholarships of your choice, in order of preference from the drop-down menu
Public Bursaries	Not required, automatically selected for eligible Singapore Citizens
Donated Bursaries	Indicate Yes/No

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Step 2: Applicant Details

The screenshot shows the 'Financial Aid Application' interface. On the left is a sidebar with the following steps: Home, Step 1: Financial Aid Selection, **Step 2: Applicant Details** (highlighted), Step 3: Personal Achievements, Step 4: Application Statement, Step 5: Family Composition, Step 6: Applicant Consent, Step 7: Other Information, Step 8: Documents, Application Declaration, Application Summary, Contact Us, and Sign-Out. The main content area is titled 'Applicant Details' and contains the following fields:

- Full Name
- Academic Career: Undergraduate
- Academic Program: BEng (Hons) Sust Built Env
- Student ID
- NRIC/FIN
- Nationality
- Passport No
- Email Address: noreply@singaporetech.edu.sg
- Mobile/Phone Number
- Country of Residence
- Postal Code
- Block/House No
- Street Name
- Floor
- Unit No.

Please verify that your personal details are accurate.

If there are any discrepancies, please email the following divisions with the correct details:

Registrar's Office	Registrar@SingaporeTech.edu.sg	Update Student Records
Admissions and Financial Aid	FAS@SingaporeTech.edu.sg	Update FA Application

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Step 3: Personal Achievements

Financial Aid Application

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Awards/ Achievements

Specify up to 3 awards, achievements and academic awards attained in the last 3 years.

	Award Description	Year of Award
1	Merit Award	2025

Co-Curricular Activities

Specify up to 3 co-curricular activities you have taken part in the last 3 years.

	Activity Description	From (Year)	To (Year)	Position Held
1	Leo Club	2024	2025	President

Community Service

Specify up to 3 community service activities you have taken part in the last 3 years.

	Activity Description	Year	Description
1	Overseas Community Involvement Programme	2024	Vietnam

[Back](#) [Save](#) [Next](#)

Please enter any awards/achievements, CCA or community service you have been involved in for the past 3 years.

You will be requested to submit supporting documents for the activities you have indicated.

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Step 4: Scholarship Application Statement

The screenshot shows the 'Financial Aid Application' interface. On the left is a vertical navigation menu with the following items: Home, Step 1: Financial Aid Selection, Step 2: Applicant Details, Step 3: Personal Achievements, Step 4: Application Statement (highlighted in green), Step 5: Family Composition, Step 6: Applicant Consent, Step 7: Other Information, Step 8: Documents, Application Declaration, Application Summary, Contact Us, and Sign-Out. The main content area is titled 'Application Statement' and contains the instruction: 'As a scholar at SIT, how do you intend to contribute to the community? You may wish to highlight initiatives you would like to pilot, or causes you would like to advocate for, if any. (500 words)'. Below this instruction is a large, empty text input box. At the bottom of the page are three buttons: 'Back', 'Save', and 'Next'.

Submit your Personal Statement for Scholarships application here. Do take note of the 500 word limit and click on “Save” to ensure your statement is captured before clicking on “Next” to proceed.

[You may skip this section if you did not select scholarships under Step 1]

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Step 5: Family Composition



Financial Aid Application



Home

Step 1: Financial Aid Selection

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Sign-Out

Family Composition and Financial Status

Are you working part time ? ☐ No

If "Yes" please tell us your part time occupation

How much do you earn a month on average

Details of Parents

Details of Father

*Name of Father

*Living in Household

*Marital Status

*Age

*Employment status

*Occupation

Gross Monthly Income

Annual Bonus

Monthly Contribution to family

Is suffering from an illness/ handicapped ☐ No

Back

Save

Next

Please provide details of all members living in your household, along with your household circumstances and a personal statement for the Financial Assistance application.

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Step 6: Applicant Consent

(only applicable for Singapore Citizens – Public Bursary)

The screenshot displays the 'Applicant Consent Form' within the 'Financial Aid Application' system. On the left, a vertical menu lists steps from 'Home' to 'Sign-Out', with 'Step 6: Applicant Consent' currently selected. The main form area contains a consent question: 'Do you agree to provide consent for data sharing?' with a 'Yes' button selected. Below this, a note states that consent is required for data sharing with the Government and Participating Agencies. It then instructs the user to download the form via a button (the 'Print Consent Form' button, which is highlighted with a red box in the image) and attach it to the application. A 'Comments' text area is provided for additional input. At the bottom of the page, there are 'Back', 'Save', and 'Next' navigation buttons.

To download the form, please click on '**Print Consent Form**' button.

Instructions for HOMES Consent Form

Please refer to the scenario(s) below when completing the consent form.

Do note that each family member in the household (including applicant) must submit a consent form.

Scenario 1 (Consent form from Applicant (SIT Student) if ≥ 21 years of age based on date of birth)

Applicant (SIT Student) to complete:

- Section 1A (choose Yes under 'Is the above person the Applicant to the Scheme?')
- Section 3 and
- Signature section on page 4 (witness section – N/A)

Scenario 2 (Consent form from Applicant (SIT Student) if below 21 years of age based on date of birth)

Applicant (SIT Student) to complete:

- Section 1A (choose Yes under 'Is the above person the Applicant to the Scheme?')
- Section 2 (details of parent/legal guardian signing on behalf)
- Section 3 and
- Signature section on page 4 (parent/legal guardian signing on behalf) (witness section – N/A)

Scenario 3 (Consent form from Family member if ≥ 21 years of age based on date of birth)

Family member to complete:

- Section 1A (choose No under 'Is the above person the Applicant to the Scheme?')
- Section 1B (details of applicant: SIT student)
- Section 3 and
- Signature section on page 4 (witness section – N/A)

Personal information is collected, used and shared only for the purpose of assessing the citizen and his/her family members' eligibility for schemes and to facilitate the administration of schemes. HOMES has in place a data governance framework to safeguard all data in HOMES against misuse and to protect the confidentiality of personal information.

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Step 7: Other information

The screenshot shows the 'Financial Aid Application' interface. On the left is a sidebar menu with steps 1 through 8. Step 7, 'Other Information', is highlighted. The main content area is titled 'Organization Sponsorship'. It contains a question: 'Have you been awarded any scholarship or are under any sponsorship by an organization?' with a 'No' radio button selected. Below this, it asks 'If yes, please indicate which areas of education-related expenses are currently covered:' followed by a list of checkboxes: Tuition Fees, Living Allowance, Overseas Immersion Programme, Laptop Allowance, and Others. All checkboxes are currently unchecked.

Please indicate if you are receiving any sponsorship/scholarship for your programme at SIT.

Step 8: Documents

The screenshot shows the 'Financial Aid Application' interface for Step 8: Documents. The sidebar menu highlights Step 8. The main content area is titled 'Documents' and includes instructions: 'Applications with incomplete documents/ information will not be processed.' and a list of requirements: 1. Scan all relevant documents into one .pdf file or collate all images on Microsoft Word and save it as a .pdf file (with a note that only one file can be uploaded per document type, ensuring clear resolution and file size under 5120kb); 2. Proceed to upload the file on the online application form (with acceptable formats: DOCX, JPEG, JPG or PDF). It also refers to the SIT website for a Supporting Document Checklist.

Document Type	Mandatory	Add Attachment	View Attachment	Delete Attachment	Attached File
7 Divorce Papers	No	Add Attachment	View Attachment	Delete Attachment	
8 Death Certificate	No	Add Attachment	View Attachment	Delete Attachment	
9 Medical Document	No	Add Attachment	View Attachment	Delete Attachment	
10 Bankruptcy Document	No	Add Attachment	View Attachment	Delete Attachment	
11 Proof of Activities	Yes	Add Attachment	View Attachment	Delete Attachment	
12 Letter of Recommendation	No	Add Attachment	View Attachment	Delete Attachment	
13 Other Document	No	Add Attachment	View Attachment	Delete Attachment	
14 Public Bursary Consent Form	Yes	Add Attachment	View Attachment	Delete Attachment	

At the bottom of the page are three buttons: 'Back', 'Save', and 'Next'.

Upload softcopies of the mandatory identification/income documentation.

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Step 9: Application Declaration


Financial Aid Application

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Declaration

- I declare that all information and declarations provided by me in this application and in any supporting document attached is correct and true. A false information may constitute a criminal offence punishable under Section 182 of the Penal Code 1871 and the punishment for such an offence is imprisonment for up to two years or a fine, or both. I acknowledge, understand, and accept that if any of the information or declarations provided by me in this application or in any supporting document is found to be false or incorrect: (i) Any financial aid/scholarship offered pursuant to this application may be withdrawn by SIT in its sole and absolute discretion, (ii) SIT shall be entitled to recover from me any amount of financial aid/scholarship disbursed pursuant to this application as a debt immediately due and payable on demand, and (iii) I may be subject to disciplinary proceedings, or any disciplinary actions as decided by SIT.
- I understand and accept that SIT's final assessment of my income eligibility may differ after assessment of the supporting documents I have submitted. I accept that if sufficient documentary proof is not furnished by the submission deadline, my application may be declared as void.
- I consent to SIT using and sharing the information submitted in this application with all other relevant offices within SIT or third parties on a need-to-know basis for purposes relating to this application. The third parties include the Ministry of Education, other Ministries, government agencies, statutory boards and persons or organisations.
- I understand and accept that any resulting award may be used to offset outstanding tuition fees payable prior to disbursement of remaining funds to me, unless otherwise stated in the award's terms of use.
- I understand and accept that any errors in the Credit Bank Account details furnished to SIT will cause delays in the disbursement process if I am awarded any financial aid/scholarship.
- I understand and accept that this application and any subsequent award will be voided if my final semester of study falls within the period for designation or disbursement of award. Any designation of award after my graduation/withdrawal/termination from the programme of study may be rendered invalid as a result. Any disbursed funds will subsequently have to be refunded to SIT.
- I understand and acknowledge that upon receipt of the Higher Education Community Bursary, I am NOT eligible to receive the Higher Education Bursary concurrently within the same Academic Year. I may be eligible to receive any other financial aid/scholarship which is specifically meant for the payment of tuition fees within the same Academic Year, subject to approval by SIT on a case-by-case basis. I also accept that any financial aid/scholarship received will have to be refunded to SIT if I either choose to withdraw or am terminated from my programme of study.
- I agree to release personal and academic information such as grades (GPA) and Records of Achievement (ROA) to the financial aid/scholarship provider as part of the assessment process.
- I understand and accept that if I am awarded a donated financial aid/scholarship, I am to conscientiously participate in donor stewardship efforts. This may include writing thank-you letters to the donor, media engagements to publicise gifts to SIT and other events e.g. donor appreciation events, receptions, award presentations and others.
- I understand and accept that the award may be withdrawn if the conduct of the recipient is deemed unsatisfactory and SIT reserves the right to impose repayment on a case-by-case basis.
- I agree to immediately inform SIT via FAS@SingaporeTech.edu.sg if I am related to any staff member of the Admissions and Financial Aid Division.
- By proceeding with this application, I acknowledge and agree with these clauses.

☐ I agree to the content herein.

Applicant's Full Name

NRIC/ FIN/ Passport Number

Read through the terms and conditions of the application, click on “Next” to proceed with your final submission.

Step 10: Application Summary


Financial Aid Application

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Application Summary

Scholarship

First Choice The Ngee Ann Kongsi Scholarship [Edit](#)

Second Choice iSparkle Scholarship

Public Bursaries/Grants

[Edit](#)

☐	Higher Education Community Bursary Tier 1
☐	Higher Education Bursary Tier 1
☐	Higher Education Community Bursary Tier 2
☐	Higher Education Bursary Tier 2

Donated Bursary

Do you wish to apply for Donated Bursary Yes [Edit](#)

Applicant Details

Full Name [Edit](#)

Academic Career Undergraduate

[Back](#) [Submit](#)

Review the summary of your application and ensure that all information provided are correct before you click Submit.

After submission, please check your SIT email regularly in case we require further clarifications and/or additional documents for verifications. Application outcome will be released progressively in batches.

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Contact

Please note that all communications pertaining to your Financial Aid application will be made via your SIT E-Mail address.

If you have any enquiries, please call us at 6592 1136 during office hours or write to us at FAS@SingaporeTech.edu.sg.