

Singapore Institute of Technology

MATRICULATION GUIDE

AY2021/2022 Undergraduate Programmes

By Registrar's Office

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1. COMPULSORY STEPS TO COMPLETE YOUR MATRICULATION

STEP 1 – ACCOUNT ACTIVATION



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

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

For **new** students, 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 login 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 login to your account in IN4SIT

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

Please click [here](#) to login 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 have encountered any problem logging in, you may contact IT Helpdesk as follows:

✉ IThelpdesk@Singaporetech.edu.sg
☎ 6592 8511 option 2
📍 10 Dover Drive, Singapore 138683

Operating Hours

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



Deadline:

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degree
8 Jun 2021	30 Jun 2021

Failure to complete the Student Verification and acknowledge your acceptance by the stipulated deadline above would mean that you have chosen to give up your place in SIT

Login to [Student Intranet](#) >



> Pre-Matriculation Details > Student Verification

Student Verification



- Please indicate your acceptance/rejection of the offer.
- Verify your previous Academic Qualification details. If there are any changes to be made, please email to adm@singaporetech.edu.sg for assistance.
- Verify and update your National Service Information, Contact Information and Parent/Guardian Details.
- Upload your photograph. Please note that the photograph will be printed on the SIT Matric card.
- 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 Matric card and the subsequent completion of your matriculation exercise.
*(After submission, you may login to the system a week later to check if your photograph has been accepted. 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 in the table above.**)*
- Verify your Tuition Grant information.
- If you have studied in any of the local Autonomous Universities, click on Add Education Record to indicate the details.

For enquiries regarding the online matriculation declaration, please contact Registrar Office at 6592 2091 or Matriculation@SingaporeTech.edu.sg.



Deadline:

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degree
8 Jun 2021	30 Jun 2021

Failure to complete the payment by the stipulated deadline shown above would mean that you have chosen to give up your place in SIT

Login to [Student Intranet](#) >  > Pre-Matriculation Details > Matric Fee Payment

Matric Fee Payment



- You are required to pay a one-time, non-refundable Matriculation Fee of **S\$53.50** (inclusive of GST).
- The payment is to be made online using Internet Banking / Debit / 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

Deadline:

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degree
8 Jun 2021	30 Jun 2021

Failure to submit the required documents by the stipulated deadline shown above would mean that you have chosen to give up your place in SIT

Login to [Student Intranet](#) >  > Pre-Matriculation Details > Declaration and Document Submission

Declaration & Doc Submission



- All compulsory forms can be downloaded by logging into Student Intranet (Login to Student Intranet > IN4SIT > Documents Submission).
- Student Undertaking Declaration** (Applicable to all students (regardless of age)).

Students 18 years old and above	Students below 18 years old
Please complete the student undertaking declaration online.	A softcopy of the completed and duly signed form is to be uploaded into IN4SIT. and Attach the following: <ul style="list-style-type: none"> • Copy of your birth certification • Parent/Guardian's NRIC for verification purposes

- Student Honour Code Declaration** (Applicable to all students (regardless of age)).

Students 18 years old and above	Students below 18 years old
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Please complete the student undertaking declaration online.	Download, complete, and upload the completed form into IN4SIT.
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d. **SIT Medical Examination Form**, the matriculation medical examination is applicable to all students.

- i. Students who have accepted the offer by Singapore Institute of Technology (SIT) are required to clear the **MANDATORY** medical examination before they can be successfully matriculated as a student into SIT.
- ii. Apart from the standard medical screening, certain programmes require additional screening(s) or vaccination(s) listed in following table.
Please refer to the Mandatory Medical Clearance document following site to check on the screening and vaccination information highlighted during your admission exercise:
https://www.singaporetech.edu.sg/sites/default/files/Mandatory_Medical_Clearance.pdf
- iii. In addition to the mandatory screening, students enrolling into the **Pharmaceutical Engineering Programme** are strongly advised to do the screening for Hep B and Hep C, as any related medical condition may affect your employment in some biopharma industries.
- iv. It is compulsory for you to read the Instructions given in the SIT Matriculation Medical Examination Form.
- v. Students can collect the original copy of your medical reports from the clinic. SIT will receive the completed reports and supporting documents in softcopy directly from the clinic.
- vi. Students are strongly advised to go for the medical examination with SIT appointed healthcare provider, where students are given special preferential rates.

e. Authorization of Medical Procedures Form

- i. Applicable to **Singapore Permanent Residents** and **International Students ONLY**.
- ii. **A softcopy** of the completed and duly signed form is to be uploaded to the IN4SIT.

For enquiries on the submission of the compulsory forms, please contact Registrar Office at 6592 2091 or Matriculation@SingaporeTech.edu.sg.



Deadline:

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degree
8 Jun 2021	30 Jun 2021

Failure to submit the indemnity declaration by the stipulated deadline shown above would mean that you have chosen to give up your place in SIT

Login to [Student Intranet](#) >



> Pre-Matriculation Details > Declaration and Document Submission

Indemnity Form



- i. Applicable to all students of all age groups

Students 18 years old and above (As at date of submission)	Students below 18 years old (As at date of submission)
Read through the Indemnity Form, acknowledge and submit for confirmation	Download a copy of the Indemnity Form and read through it. Signature is required from the student and a parent/guardian. Once completed, upload the form and click on Submit.

For enquiries, please contact Student Life at 6592 1191 or SLD@Singaporetech.edu.sg



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 SIT Admission 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 you via email.
- iv. You are advised to read the IPA letter carefully and prepare the required documents/items before proceeding to ICA to collect the Student Pass.

For enquiries regarding the Student's Pass application, please contact Admissions at 6592 1136 or Adm@singaporetech.edu.sg.

b. MOE Entry Approval*

- i. Applicable to **International Students ONLY**
- ii. Before travelling to Singapore, you are required to obtain MOE's Entry Approval. Applications may be directly submitted via the Safe Travel Office (STO) website: <https://safetravel.ica.gov.sg/stpl/requirements-and-process>

**Information is accurate as at 31 March 2021*

For enquiries regarding the MOE Entry Approval application, please contact Registrar@SingaporeTech.edu.sg

c. 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 Medical Examination form (to be matriculated as a SIT Student). Please click [here](#) to download the ICA Medical Examination form.
- ii. If you complete your medical screening at SIT appointed clinic, 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/pass/studentpass/collect>) for more information.

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



a. MOE Tuition Grant for Singapore Permanent Residence and International Students

MOE TG APPLICATION AND AGREEMENT SIGNING	
Applicable	SPR and IS only
TG Application Period	26-30 July 2021*
How to Submit	Online submission via MOE TGonline website (refer to MOE TGonline Application Guide for more details)
TG Agreement Signing	16 – 27 August 2021*
Important Note	SPR/IS who fail to apply for MOE TG and sign the TG agreement will pay non-subsidised tuition fees for the entire duration of their candidature with SIT.

**If there are changes to the scheduled dates, you will be informed by email*

b. MOE Tuition Grant for Singapore Citizens

- i. Eligible SC do not need to submit an application for MOE Tuition Grant. They will be automatically be awarded Tuition Grant, if they have not already availed the maximum Tuition Grant or received sponsorship/scholarship from the Government of Singapore to attain another bachelor's degree or higher degree in a local university

For enquiries regarding MOE TG online Application, please email MOE_tgonline@moe.gov.sg

For enquiries on MOE TG Agreement Signing, please contact Registrar Office at 6592 2091 or tuitiongrant@singaporetech.edu.sg



Deadline:

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degree
8 Jun 2021	30 Jun 2021

» ensure you set up your bank account by the stipulated deadline shown above



a. How to Set-Up the **DEBIT Bank Account**

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

Method 1: Online Interbank GIRO Application through DBS/POSB Internet Banking portal**

- For DBS/POSB Internet Banking Account Holder, there is a quicker way to apply through DBS/POSB Internet Banking portal.
- Upon login, look for the tab "Pay", and select "Add GIRO Arrangement" from the dropdown options
- Select SIT as "Billing Organisation", enter your Student ID under "Bill Reference" and submit.
- The Bank will notify SIT if the application is successful.
- No hard copy form to be submitted.

Method 2: Interbank GIRO Application through IN4SIT

- Please apply through Student Intranet> IN4SIT> Profile> Debit Bank Account Details.
- For accounts operated by thumbprint, please complete the form, print and get the thumb print impression verified at the bank prior to submitting the form.
- For accounts operated by signature, please complete the form, print, obtain signature and submit the form.
- Please mail the completed signed hardcopy form to 10 Dover Drive Singapore 138683 and attention to "Finance Division (Accounts Receivable)".
- Notification of application status will be sent to your SIT email account.

PayNow

(for students to receive payment from SIT)

- i. Please submit through Student Intranet> IN4SIT> Profile> Credit Bank Account Details.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.




A. LOANS




Loans/ Information	CPF Education Loan Scheme	Tuition Fee Loan (TFL)	SIT Study Loan (SL)
For more details	Please click here to visit SIT website. For further enquiries, please refer to CPF Board website www.cpf.gov.sg .	Please click here to visit SIT Website. For further enquiries, please contact DBS at 6333 0033.	Please click here to visit SIT Website.
Eligibility	Applicable to undergraduate students who are receiving the MOE Tuition Grant.	Applicable to Singapore Citizens (SC)/Permanent Residents (PR) full-time undergraduates. Applicable to International Students (IS) who are receiving the MOE Tuition Grant.	
Application Period	17 June 2021 to 12 August 2021	1 June 2021 to 7 July 2021	1 June 2021 to 7 July 2021

How to submit

Please submit online application at CPF website:
www.cpf.gov.sg.

Login to Student Intranet >  >


Financial Aid and Scholarships > Loan Application Tuition Fee Loan Application

Login to Student Intranet >  >

Financial Aid and Scholarships > Loan Application > Study Loan Application




FINANCIAL ASSISTANCE SCHEMES

Schemes/ Information	Post-Secondary Education Account (PSEA)	MENDAKI Tertiary Tuition Fee Subsidy (TTFs)
For more details	<p>Please click here to visit SIT website.</p> <p>Please contact MOE at 6260 0777 or contact@moe.gov.sg.</p> <p>If you have an approved PSEA Standing Order from your Polytechnic studies 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 prevent future billing deductions.</p>	<p>Please click here to visit SIT website.</p> <p>Please contact YAYASAN MENDAKI at 6245 5555 or mendaki@mendaki.org.sg.</p>
Eligibility:	Applicable to SC with available PSEA	Applicable to SC Malay undergraduates who are receiving the MOE Tuition Grant.
Application Period:	1 June 2021 to 7 July 2021	1 June 2021 to 30 July 2021
How to submit	<p>Log on to FormSG or scan the QR code below to apply online with your SingPass.</p>  <p>The form is to be completed by either:</p>	<p>Submit an Online Application at Mendaki website: www.mendaki.org.sg.</p>

- the account holder (the student), if he/she is 21 years old or above; OR
- a parent, if the account holder (the student) is below 21 years old.

For students who are using their sibling(s)' PSEA account or guardian for student below 21 years old, please fill up the PDF form, sign, scan in **.tiff format**, and email it to FAS@singaporeTech.edu.sg.

C. BURSARIES & GRANTS

Bursaries & Grants/ Information	Public Bursaries	Donated Bursaries and Study Grants	External Bursaries
Type	Higher Education Community Bursary Higher Education Bursary	For the full list of bursaries and grants along with their details on their respective eligibility criteria, award quantum and usage conditions, please click here to visit SIT Website.	CTS Education Award Ngee Ann Kongsi Bursary Sivadas-HEB Education Fund Yellow Ribbon Fund STAR Bursary
Eligibility	SC only		Eligibility criteria may vary for different awards
Application Period	1 June 2021 - 7 July 2021 Please click here to visit SIT Website for more details.		
How to submit	Login to  > Financial Aid and Scholarships > Financial Aid Application		Please refer to SIT website for details

D. SKILLS FUTURE CREDIT



C. BURSARIES & GRANTS

SkillsFuture Credit	
Application	Students interested are to submit the online application at Skillsfuture Credit Portal: https://www.myskillsfuture.gov.sg/
Eligible	Applicable to Singapore Citizens aged 25 and above.
Application Period	Application period is 60 days before the start of the semester or trimester. Application will close once the semester or trimester commences.
For Enquiries	Please contact Student Finance at 6592 8149 or StudentFinance@Singaporetech.edu.sg

3. TRANSFER OF CREDITS AND MODULE/COURSE ENROLMENT

- a. Students under the below programmes are required to submit Transfer of Credits application via IN4SIT:
 - i. All SIT Programmes
 - ii. SIT Joint-Degree Programmes.
(with the exception of (Hons) Nursing, Bachelor of Food Technology with Honours, and BEng (Hons) Aircraft Systems Engineering)
 - iii. DigiPen Arts Programmes
- b. Students enrolled under the Overseas University (OU) Programmes, are to check with the respective OUs directly.

	Transfer of Credits*	Module/Course Enrolment
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Information	<p>Students are to submit their application via IN4SIT within the specified period.</p> <p>The programme administrator will send additional information on Transfer of Credits to student's SIT email address.</p>	<p>Students 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 student's SIT email address to register for modules/courses via IN4SIT.</p>
Application/Enrolment Period	14 July 2021 – 21 July 2021	Between End - July to Mid-August 2021
How to submit	Login to Student Intranet > IN4SIT > Course Management > Credit Exemptions / Transfer	Login to Student Intranet > IN4SIT > Course Management > Enrolment > Enrolment Dates
Guides to refer to	Login to Student Intranet > Guides & Policies > IN4SIT Transfer of Credits Guide	Login to Student Intranet > Guides & Policies > IN4SIT Course Enrolment (VIA Self-Service) Guide
Important Note	The "Course Management" tile is only visible if you have been system matriculated.	

**The above-mentioned is subject to change*

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

4. UNDERGRADUATE CONCESSION CARD

Concession Card Application Dates

Card application for new students	Schedule
<u>For collection at/distribution by SIT</u> Apply via the following platforms: TLTOs/ TransitLink website/ TransitLink mobile app	22 July - 29 August 2021
<u>For collection at/distribution by TransitLink</u> Apply via the following platforms: CCRO/ TransitLink website/ TransitLink mobile app	2 September 2021 onwards



a. Application Procedure & Eligibility for AY2021/22 Freshmen

- i. SIT undergraduate students can enjoy travel concession privileges.

ii. Please check your application

eligibility via [TransitLink](#) website before proceeding to apply for your concession card from **22 July 2021** onwards.

- iii. For online or mobile applications, please follow the step-by-step instructions during the application process.
- iv. There is a **32-character limit** (including spacing) for the number of characters in the name field on the Undergraduate Concession Card.

b. **Documents required** for the application of your concession card:

- Original NRIC/Passport for Singapore Citizen; or
- Original NRIC/Re-entry Permit for Singapore Permanent Resident; or
- Original Passport and Foreign Student Pass (FIN) for foreign student.

c. **Cost** of application:

Card cost (non-refundable)	S\$5.00
Personalisation Fee** (non-refundable)	S\$3.10
TOTAL	S\$8.10

** Subject to changes

d. Concession **Card Collection**

- i. Students will be notified through their SIT email account on the card collection details if they have submitted their application between **22 July 2021 and 29 August 2021**.
- ii. TransitLink requires a processing time of 3-4 weeks upon submission of the online application.
- iii. For those who apply from **2 September 2021** onwards, the card can be collected on the spot, upon payment.
- iv. For guidelines, usage and loss or replacement of the Undergraduate Concession Card, please visit the [TransitLink](#) website.

5. COLLECTION OF MATRICULATION CARD



Students will be informed on the collection details in due time.

For enquiries, please contact Registrar Office at 6592 2091 or matriculation@singaporetech.edu.sg

6. SIT FIRST YEAR EXPERIENCE AND OTHER ACTIVITIES



The Student Life Division at SIT is committed to providing students with as many platforms as possible to help shape students into changemakers and capable leaders who embody the SIT-DNA, competent in executing their objectives, and compassionate in their actions. We seek to develop individual student and industry competencies through club, committee, campus, and community activities.

Through key events throughout the year, Student Life aims to amalgamate the melting pot of students in SIT into individuals who process a SITizen identity by providing a vibrant and engaging campus life.

Do stay tuned for updates on the Freshmen Orientation and other exciting first year experience activities we have in plans for you, via email (personal email account registered during admission phase & SIT official account), SMS and our Student Life Instagram account (<https://www.instagram.com/sit.studentlife/>). Updates will be provided by **3rd week of Jun 2021**

For enquiries, you can contact Student Life at 6592 1191 or SLD@Singaporetech.edu.sg.

7. STUDENT FREQUENTLY ASKED QUESTIONS



Students may refer to the Student **FAQ** for further information on the AY2021 matriculation exercise.

8. MY MATRICULATION CHECKLIST

Below is a checklist of items are to be completed before you can matriculate as a student. All the items are completed before the given deadlines.



Item	Description	Completed
1.	I have activated my student account	
2.	I have completed my Matriculation Declaration	
3.	My photo submission has been accepted	
4.	I have paid my matriculation fee	
5.	I have submitted the required forms a. Student Undertaking Form b. SIT Medical Examination Form c. Authorization of Medical Procedures* [^] d. Indemnity Form e. Student's Pass Application [^] f. ICA Medical Examination [^] g. MOE TG Application [^]	
6.	I have completed my course enrolment (If you are enrolling to SIT Conferred and Joint-Degree Programmes)	
7.	I have set by my bank account details in IN4SIT	
8.	I have collected my matriculation card	

*Singapore Permanent Residents

[^]International Students

9. OVERVIEW OF USEFUL WEBSITES, CONTACTS AND TIMELINES

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@singaporetech.edu.sg Tel : 6592 8511 option 2	Nil
Registrar's Office	Online Matriculation Declaration Submission of Compulsory Forms • Student Undertaking Form • SIT Medical Examination Form • Authorization of Medical Procedures Form (For International Students Only) ICA Medical Examination report	Email : Matriculation@SingaporeTech.edu.sg Tel: 6592 2091	• CIA: 8 Jun 2021 • HSS & All other Programmes: 30 Jun 2021
	MOE Tuition Grant Application	Email: tuitiongrant@singaporetech.edu.sg Tel: 6592 2091	• 26 – 30 Jul 2021

	Undergraduate Concession Card	Please visit Transitlink Website for more details www.transitlink.com.sg	<ul style="list-style-type: none"> Online application via Transitlink Website: 22 Jul 2021 – 29 Aug 2021 Application at TransitLink Concession Card Replacement Office: 2 September 2021 onwards
	Transfer of Credits	Email : ModuleRegistration@Singaporetech.edu.sg	<ul style="list-style-type: none"> 14 July 2021 – 21 July 2021
	Module/Course Enrolment	Tel: 6592 2091	<ul style="list-style-type: none"> Between End-July to Mid-August 2021
Student Finance	Matric Fees Payment	Email : StudentFinance@singaporetech.edu.sg Tel: 6592 8149	<ul style="list-style-type: none"> CIA: 8 Jun 2021 HSS & All other Programmes: 30 Jun 2021
	Setting-up Student Bank Account		<ul style="list-style-type: none"> CIA: 8 Jun 2021 HSS & All other Programmes: 30 Jun 2021
	SkillsFuture Credit		<ul style="list-style-type: none"> Application period is 60 days before the start of the semester or trimester. Application will close once the semester or trimester commences.
Admissions	SOLAR No. for Student's Pass Application (For International Students Only)	Email : Adm@singaporetech.edu.sg Tel: 6592 1136	<ul style="list-style-type: none"> Action promptly when you receive the SOLAR No. from Admissions.
Financial Assistance	Financial Assistance <ul style="list-style-type: none"> Loans Assistance Schemes Bursaries/Grant 	Email : Fas@singaporetech.edu.sg Tel: 6592 1136 Please visit SIT Website for more details https://www.singaporetech.edu.sg	<ul style="list-style-type: none"> CPFES: 17 June 2021 – 12 August 2021 TFL: 1 June 2021 – 7 July 2021 SL: 1 June 2021 – 7 July 2021 PSEA: 1 June 2021 - 7 July 2021 MENDAKI TTFS: 1 June 2021 to 30 July 2021 Bursaries/Grant: 1 June 2021 - 7 July 2021
Student Life	Indemnity Form	Email : SLD@Singaporetech.edu.sg Tel: 6592 1191	<ul style="list-style-type: none"> CIA: 8 Jun 2021 HSS & Other Programme: 30 Jun 2021
	Orientation Information and other activities		<ul style="list-style-type: none"> Please refer to Section 6: SIT Student Orientation and Other Activities for more information