

SIT Student Matriculation Exercise
Frequently Asked
Questions
(For Postgraduate Programmes)

OVERVIEW

Welcome Message

Dear Student,

A warm welcome to SIT. To help you kick start your matriculation exercise, Registrar's Office has collated a Frequently Asked Questions (FAQ) list based on previous inquiries received from students over the years. For queries that you cannot find answers to in the FAQ, please contact us at matriculation@singaporetech.edu.sg.

Sections

The FAQ is broadly divided, into the following sections (*click link below to access*):

- a. [Important Dates and Deadlines](#)
- b. [Matriculation Exercise](#)
- c. [Online Declaration & Document Submission](#)
- d. [Online Photo Submission](#)
- e. [Matriculation Medical Examination](#)
- f. [Tuition Grant Related Matters](#)
- g. [IT related matters](#)
- h. [Payment and Fee Related Matters](#)
- i. [SIT Student Card](#)
- j. [Transfer of Credits and Module Registration](#)

A. IMPORTANT DATES & DEADLINES

Question 1: What are the important dates for SIT's AY2022 matriculation Exercise?

Answer: Deadline for Online Declaration, Photo submission, matriculation medical check-up and document submission is on **30 November 2022**

For Financial Assistance application/ deadlines by other sections, please refer to the "Matriculation Guide"

Question 2: I will not be in Singapore in June. How can I complete the matriculation process?

Answer: Apart from the medical check-up, the rest of the matriculation items can be done as long as the student has internet access and student does not have to be physically present in Singapore. If student is not able to complete the medical check-up, an approval from the respective Programme Leader is required.

Question 3: I overlooked the deadlines. Can I get an extension?

Answer: Please write to matriculation@singaporetech.edu.sg to request for the extension of deadline.

Question 4: I am waiting for my appeal to be processed. Do I still proceed with the submitting the documents and doing the medical check-up within the stipulated deadline?

Answer: Please write to matriculation@singaporetech.edu.sg as this involves a few aspects.

B. MATRICULATION EXERCISE

Question 1: Now that I have accepted the admission office, what do I do next?

Answer: You will receive the E-matriculation package from **11 November 2022** onwards.

Once you received this E-matriculation package you can proceed to complete the administrative procedures to matriculate as an SIT student. For further information on the matriculation exercise please refer to the matriculation guide found at:

<https://www.singaporetech.edu.sg/admissions/postgraduate/matriculation>

Question 2: I would like to withdraw from the University. What should I do?

Answer: For all withdrawal request please e-mail to registrar@singaporetech.edu.sg

C. ONLINE DECLARATION & DOCUMENT SUBMISSION

Question 1: I have made an error in my declaration; can I change my online declaration?

Answer: The matriculation officer will have to assist you with this, please write to matriculation@singaporetech.edu.sg.

Question 2: I am below 21, do I need to complete the undertaking form?

Answer: If you are below 18, you will have to complete the undertaking form and **also** attach your birth certificate during submission on IN4SIT.

If you are above 18 and above, you are only required to complete the online undertaking form during matriculation.

Question 3: The personal particulars shown on the online declaration page is wrong, how do I change it?

Answer: Please e-mail to registrar@singaporetech.edu.sg with the change required along with the supporting documents attached to the e-mail

D. ONLINE PHOTO SUBMISSION

Question 1: What are the photo requirements?

Answer: The online photo submission photo requirements are listed on the photo submission page.

Question 2: Will I be notified of the status of my photo submission?

Answer: Please check the status by logging into IN4SIT where you had uploaded the photo one week after your submission. You will be required to re-submit the photo if it does not meet the requirements for printing of your SIT Student Card.

Question 3: Can I change my photo after it has been approved?

Answer: Once the photo has been approved, it cannot be changed. Hence, please submit a recent photo according to the photo requirements.

E. MATRICULATION MEDICAL EXAMINATION

Question 1: Which are the appointed medical providers by SIT, and what are the packages for the matriculation medical examination?

Answer: The details on the appointed medical providers and the packages can be found in the “**Matriculation Medical Examination Clinic Info kit**”, which can be downloaded from link provided in your medical form.

Question 2: Is it compulsory to go to the appointed medical clinic for my matriculation medical examination?

Answer: Students are strongly advised to go to our designated medical provider(s) for their health screening as have worked out special subsidised rates with the clinic specially for SIT students. Our designated clinics will also ensure that the screening is completed according to the programme requirements and that the softcopies of the medical reports are sent to SIT.

Question 3: What should I bring for the Matriculation Medical Examination?

Answer: In general, you need to bring the following documents:

1. SIT Medical Examination Form downloaded from IN4SIT (printed on single side).
2. NRIC/Passport or Student Pass
3. Immunisation records/Vaccination history (Applicable to Allied Health programmes, refer the Matriculation Guide for details)

E. MATRICULATION MEDICAL EXAMINATION

5. Any other document that may be specific to your programme (please refer to the matriculation guide)

Question 4: Where should I submit the completed Medical Examination Form?

Answer: All softcopy medical forms will be sent to us through the appointed clinic, and you can collect the hardcopies directly from the designated clinic.

Question 5: May I have a copy of my medical examination form?

Answer: Yes, you may. All hardcopy medical forms and reports can be collected back from the clinic directly by you.

Question 6: I have had a Hep B/ Chickenpox vaccination. Do I still need to do a screening?

Answer: Hep B and TB screenings are compulsory (even if you had the vaccination for Hep B). If you have been vaccinated for MMR and chickenpox, you are required to provide a proof of vaccination. If you are unable to show a valid document to proof your vaccination, you are required to do the screening.

Question 7: Is the matriculation medical examination the same as the medical examination for Student's Pass?

Answer: No, the matriculation medical examination is mandatory for all successful applicants admitted to SIT, regardless of whether they are local or international students whereas the medical examination for student pass is only required for International students. However, international students may choose to undergo a single medical examination that fulfils the requirements of both medical examinations. For this, the medical practitioner will have to complete two forms i.e. the SIT Matriculation Medical Examination form and the ICA medical report form. This service is available at the appointed matriculation medical clinics.

Question 8: Are international students coming to Singapore required to undergo medical examination?

Answer: All international students who plan to stay and study full-time in Singapore for six months or more are required by ICA to undergo and pass the medical examination. Students who are found to have active Tuberculosis or HIV infection will not be granted the Student's Pass and will have to return to their home country at their own expense.

For more details on the medical examination for Student's Pass, please refer to the Matriculation guide found on our matriculation website:

<https://www.singaporetech.edu.sg/students/matriculation>

F. TUITION GRANT RELATED MATTERS

Question 1: Am I eligible for Tuition Grant?

Answer:

For Singapore Citizens and Permanent Residents:

Singapore Citizens and Permanent Residents will automatically be eligible for MOE Subsidy if they have not previously taken MOE Subsidy or received sponsorship/scholarship from the Government of Singapore to attain another qualification at an equal level.

For International Students:

International Students are not eligible for MOE subsidy and will pay non-subsidised fee.

Question 2: I am a postgraduate student from another Autonomous University, will I still be eligible for Tuition Grant if I transfer to another postgraduate degree programme in SIT?

Answer:

Singapore Citizen and, Permanent Residents who have received Tuition Grant (TG) for studies in postgraduate programmes at NUS, NTU, SIT, SMU, SUTD, SUSS, LASALLE or NAFA will be eligible for TG up to total credits required for graduation at SIT less the percentage of semesters or trimesters of TG received at your previous university.

G. IT RELATED MATTERS

Question 1: I did not receive the matriculation letter and/or email on password.

Answer: You may want to check your junk mail folder as the email(s) may have gone to that folder. If the email still cannot be found, please inform us of your full name. We will re-send the email(s). Please check the email inbox again within 1 hour.

Question 2: I cannot find the matriculation e-mail received.

Answer: Please inform us of your full name and we will re-send the email(s). You may want to check the email inbox again within 1 hour.

Question 3: I am not able to login to the AUP portal, login username and/or password is incorrect

Answer: You may write to ITHelpdesk at IThelpdesk@singaporetech.edu.sg to assist you.

Alternatively, you may want to call them directly at their hotline 6592 8511 option 2.

Question 4: How can I connect to SIT VPN?

Answer: Please refer to the VPN User Guide downloaded from Student Intranet > Guides & Policies > Global Protect VPN Software & Guide

Alternatively, you may want to call them directly at their hotline 6592 8511 option 2 OR write to IThelpdesk@singaporetech.edu.sg.

Question 5: I am not able to access IN4SIT using the username and password.

Please ensure you have done the following steps:

- 1) Logged into the AUP portal using the given username and password and changed the password
- 2) Downloaded the VPN, the installation guide is available in Student Intranet > Guides & Policies > Global Protect VPN Software & Guide

If you still encounter the login issue, please write to matriculation@singaporetech.edu.sg.

H. PAYMENT AND FEE RELATED MATTERS

Question 1: Will I be charged the semester fees if I withdraw during the matriculation period?

Answer: No, you will not. You will be billed your 1st semester tuition fee after the 1st two weeks of the semesters.

I. SIT STUDENT CARD

Question 1: I have missed the collection for my student card is not able to come to collect the student card on the stipulated date.

Answer: You will receive an email instruction on the collection details for the uncollected cards 3-4 week after the main collection exercise.

Question 2: I cannot collect my student card in person. Can I send a representative?

Answer: Yes, you can request a representative to collect your student card on your behalf. The representative needs to bring his/her identification, a copy of your identification, and an authorisation letter signed by you.

J. TRANSFER OF CREDITS AND MODULE REGISTRATION

Question 1: When can I start applying for Transfer of Credits? How can I apply?

Answer: If transfer of credits is applicable to your programme, you will receive email notification from the Registrar's Office for the exact dates of the Transfer of Credits schedule.

If you are eligible to apply, please refer to the [IN4SIT Transfer of Credits Guide](#) on how to submit the application in IN4SIT.

Question 2: I missed the Transfer of Credits application period. Can I still apply?

Answer: If your programme has a Transfer of Credits application period, you must apply within that period

Question 3: When can I start registering for modules? How can I apply?

Answer: Students reading some programmes will have modules pre-enrolled by the university. Otherwise, an email announcement will be sent to student's SIT email address to inform students on module registration via IN4SIT. Students who are required to do module registration will receive the notification email closer to date to login IN4SIT to check their scheduled module registration date and time.

For self-service module registration via IN4SIT, please refer to the [Course Enrolment User Guide](#) for the step-by-step instructions.

Question 4: I didn't register for any modules during the module registration period. Can I still register?

Answer: Yes, the next available period for enrolment is during the Add/Drop period, which starts on the first Tuesday till the second Sunday of a new trimester (Week 1-2). Students can make final changes to their personalised class timetable during the Add/Drop period.

For students whose modules are pre-registered by the University, they will need to seek advice from their Programme Leaders or Academic Programme Administrators, if they want to add/drop modules during the Add/Drop period. The billing of tuition fees will be finalised based on the modules registered at the end of the Add/Drop period.

Please note that the Add/Drop period is not applicable to new students in their first trimester at SIT.

J. TRANSFER OF CREDITS AND MODULE REGISTRATION

Question 5: My programme doesn't require me to do self-service module registration. Do I still need to check my registered modules?

Answer: Yes, every student is responsible for his/her registered modules. Please log into IN4SIT and navigate to Course Management > View My Classes to view your scheduled classes. You may refer to the [Course Enrolment User Guide](#) for the step-by-step instructions. The billing of tuition fees will be finalised based on the modules registered at the end of the Add/Drop period.

Question 6: Can I withdraw from individual modules after the Add/Drop period has ended?

Answer: Yes, you may submit a Course Withdrawal Request from Week 3 to Week 7. After Week 7, applications will not be accepted. Log into IN4SIT and navigate to Course Management > Enrolment > Course Withdrawal Request. You may refer to the [Course Enrolment User Guide](#) for the step-by-step instructions.

Approved Course Withdrawal Request applications will receive a "Withdrawn" (W) grade.

You will still be billed for these registered modules as they are registered at the end of the Add/Drop period. For modules that are withdrawn between Week 3 and Week 7 and re-enrolled again in future, you will be billed for these registered modules.

Notwithstanding this, during self-service module registration and Add/Drop period, you are free to add or drop classes without any financial penalty or W grade records. Please note that the Add/Drop period is not applicable to new students in their first trimester at SIT.