

Singapore Institute of Technology

MATRICULATION GUIDE

AY2022/2023 Postgraduate Programmes

By Registrar's Office

TABLE OF CONTENTS

Page



<p>1. Compulsory steps to complete your Matriculation</p> <p style="margin-left: 40px;">Step 1: Account Activation</p> <p style="margin-left: 40px;">Step 2: Student Vaccination Declaration</p> <p style="margin-left: 40px;">Step 3: Student Verification</p> <p style="margin-left: 40px;">Step 4: Online Declarations & Document Submission</p> <p style="margin-left: 40px;">Step 5: Indemnity Form</p> <p style="margin-left: 40px;">Step 6: Information for International Students</p> <p style="margin-left: 40px;">Step 7: Setting-up Student Bank Account</p>	<p>3-10</p>
<p>2. Financial Aid</p> <p style="margin-left: 40px;">a. Loans</p> <p style="margin-left: 40px;">b. Assistance Schemes</p> <p style="margin-left: 40px;">c. SkillsFuture Credit</p>	<p>11-13</p>
<p>3. Module/Course Enrolment</p>	<p>14</p>
<p>4. Collection of Matriculation card</p>	<p>15</p>
<p>5. SIT First Year Experience and other activities</p>	<p>15</p>
<p>6. Student Frequently Asked Questions</p>	<p>16</p>
<p>7. My Matriculation Checklist</p>	<p>17</p>
<p>8. Overview of Useful Websites, Contacts and Timelines</p>	<p>18-19</p>

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 encounter 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

STEP 2 – STUDENT VACCINATION DECLARATION

Deadline:

All Postgraduate Programmes
30 November 2022

Failure to complete the Student Verification to 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 > **Vaccination Declaration**

Vaccination Declaration



All matriculating students are required to complete their COVID **vaccination status declaration** before they can proceed to complete the student verification and other matriculation related activities.

For enquiries regarding the COVID vaccination declaration, please contact Registrar's Office at 6592 2091 or Matriculation@SingaporeTech.edu.sg.

STEP 3 – STUDENT VERIFICATION



Deadline:

All Postgraduate Programmes
30 November 2022

Failure to complete the Student Verification to 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



- 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 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.**)*
- 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 the student verification, please contact Registrar's Office at 6592 2091 or Matriculation@SingaporeTech.edu.sg.

STEP 4 – ONLINE DECLARATION & DOCUMENT SUBMISSION

Deadline:

All Postgraduate Programmes
30 November 2022

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 certificate. • 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
Please complete the student honour code declaration online.	Download, complete, and upload the completed form into IN4SIT.

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. For **Health Sciences programmes**, Ministry of Health (MOH) has mandated all healthcare students to be fully vaccinated against COVID-19.
- 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.

f. Authorization of Medical Procedures Form

- i. Applicable to **Singapore Permanent Residents** and **International Students below the age of 21 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's Office at 6592 2091 or Matriculation@SingaporeTech.edu.sg.

STEP 5 – INDEMNITY FORM



Deadline:

All Postgraduate Programmes
30 November 2022

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](#) > Submission > **Indemnity**



> Pre-Matriculation Details > Declaration and Document

Indemnity Form



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

STEP 6 – 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 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.

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 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 on Student Pass Application related matters, please contact the Admissions Office at 6592 1136 or adm@singaporetech.edu.sg.

For medical examination related enquiries, please contact Registrar's Office at 6592 2091 or Matriculation@SingaporeTech.edu.sg

STEP 7 – SETTING-UP STUDENT BANK ACCOUNT

Deadline:

All Postgraduate Programmes
30 November 2022

If you wish to pay your fees and other charges via GIRO, please 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

- i. For DBS/POSB Internet Banking Account Holder, please apply through DBS/POSB Internet Banking portal.
- ii. Upon login, look for the tab “Pay”, and select “Add GIRO Arrangement” from the dropdown options.
- iii. Select SIT as “Billing Organisation”, enter your Student ID under “Bill Reference” and submit.
- iv. The Bank will notify SIT if the application is successful.
- v. 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. For accounts operated by thumbprint, please complete the form, print and get the thumb print impression verified at the bank prior to mailing the form.
- iii. For accounts operated by signature, please complete the form, print and obtain signature.
- iv. Please mail the completed signed hardcopy form to 10 Dover Drive Singapore 138683 & attention to “Finance Division (Accounts Receivable)”.
- v. Notification of application status will be sent to your SIT email account.

b. How to Set-Up your Credit Bank 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


2. FINANCIAL AID

A. LOANS



Loans/ Information	Tuition Fee Loan (TFL)
For more details	<p>Please click here to visit SIT Website.</p> <p>For further enquiries, please contact DBS at 6333 0033.</p>
Eligibility	<p>Applicable to Singapore Citizens (SC)/Permanent Residents (PR) full-time undergraduates.</p> <p>Applicable to International Students (IS) who are receiving the MOE Tuition Grant.</p>
Application Period	<p>Students are required to generate a letter of late endorsement from the application page in IN4SIT and submit this together with their application to a DBS Bank Branch.</p>
How to submit	<p>Login to Student Intranet >  ></p> <p>Financial Aid and Scholarships > Loan Application Tuition Fee Loan Application</p>

B. FINANCIAL ASSISTANCE SCHEMES

Schemes/ Information	Post-Secondary Education Account (PSEA)
<p>For more details</p>	<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>Eligibility:</p>	<p>Applicable to SC with available PSEA</p>
<p>Application Period:</p>	<p>For Standing Order Form Submission: Please submit by 1 month before commencement of upcoming semester/trimester.</p> <p>For Ad-Hoc Withdrawal Form Submission: Please submit the form after you have received your Fee advice.</p>
<p>How to submit</p>	<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> <ul style="list-style-type: none"> 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. <p>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.</p>

C. SKILLS FUTURE CREDIT

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. MODULE/COURSE ENROLMENT

	Module/Course Enrolment
Information	<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>
Enrolment Period	Students who are required to do module registration will receive a notification email closer to date to login IN4SIT to check their scheduled module registration date and time.
How to submit	Login to Student Intranet > IN4SIT > Course Management > Enrolment
Guides to refer to	Login to Student Intranet > Student Support > Technical Support > 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 changes.*

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

4. COLLECTION OF MATRICULATION CARD



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

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

5. SIT FIRST YEAR EXPERIENCE AND OTHER ACTIVITIES



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 SITizen-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.

The Student Life through key events and activities held throughout the year, Student Life Division brings together a community of SITizens, connected within a vibrant and engaging campus.

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

6. STUDENT FREQUENTLY ASKED QUESTIONS



Students may refer to the Student [FAQ](#) for further information on the AY2022 matriculation exercise.

7. MY MATRICULATION CHECKLIST

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



Item	Description	
1.	I have activated my student account	
2.	I have completed my Vaccination Declaration	
3.	I have completed my Student Verification	
4.	I have completed the Undertaking and Student Honour Code Declaration	
5.	My photo submission has been accepted	
6.	I have submitted the required forms: <ul style="list-style-type: none"> a. Student Undertaking Form (only for students < 18years) b. Student Honour Code Form (only for students < 18years) c. SIT Medical Examination d. Authorization of Medical Procedures*^# e. Online Indemnity f. Student's Pass Application ^ g. ICA Medical Examination ^ 	
7.	I have set by my bank account details in IN4SIT (<i>Applicable if you plan to pay your fees through GIRO</i>)	
8.	I have collected my SIT student card	

*Singapore Permanent Residents

^International Students

#Students below 21years

8. 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Student Undertaking Form Student Honour Code Declaration 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	<ul style="list-style-type: none"> 30 November 2022
	Module/Course Enrolment	Email : ModuleRegistration@SingaporeTech.edu.sg Tel: 6592 2091	<ul style="list-style-type: none"> Between Mid December to End December 2022
Student Finance	Setting-up Student Bank Account	Email : StudentFinance@SingaporeTech.edu.sg Tel: 6592 8149	<ul style="list-style-type: none"> 30 November 2022
	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"> • PSEA: Standing Order: 1 month before commencement of upcoming sem/tri. Ad-Hoc Withdrawal: After you have received your Fee advice.
Student Life	Indemnity Form	Email : SLD@SingaporeTech.edu.sg Tel: 6592 1191	<ul style="list-style-type: none"> • 30 November 2022