

SIT Student Matriculation Exercise

Frequently Asked Questions

(For AY2023/24 Postgraduate Programmes)

By Registrar's Office
Date: 19 October 2023

OVERVIEW

Welcome Message

Dear Student,

A warm welcome to SIT.

To help you kick start your matriculation process, Registrar's Office has collated some Frequently Asked Questions (FAQ) which you may find useful. For queries not in the FAQs, please write to matriculation@singaporetech.edu.sg.

Thank you.

The FAQ is broadly divided into the following sections (*Click on the links below to access*):

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A. IMPORTANT DATES & DEADLINES

Question 1: What are the important dates for SIT's AY2023/24 matriculation exercise?

Answer: Deadline for Online Declaration, Photo Submission, Matriculation Medical Check-up and Document Submission is on **8 December 2023**.

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

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

Answer: Other than the Medical Check-up, the rest of the matriculation process can be done online as you do not have to be physically present in Singapore. If you are not able to complete the Medical Check-up by the stipulated deadline, an approval from your Programme Leader is required. Please write to matriculation@singaporetech.edu.sg to request for any extension of deadline(s).

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

Answer: Please write to matriculation@singaporetech.edu.sg to request for any extension of deadline(s).

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 each appeal is assessed on a case-by-case basis.

B. MATRICULATION EXERCISE

Question 1: Now that I have received the e-Matriculation Package, what do I do next?

Answer: 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.

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

Answer: For all withdrawal requests before the start of programme, please write to

matriculation@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 be able to assist you with this. Please write to

matriculation@singaporetech.edu.sg.

Question 2: I am below 18 years old, do I need to complete the Undertaking Form?

Answer: If you are below 18 years old, you will have to complete the Undertaking Form, attach a copy of your birth certificate and a copy of your parent/ guardian's NRIC (front and back) during submission via IN4SIT.

If you are 18 years old 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 write to registrar@singaporetech.edu.sg with the change(s) required along with the supporting documents, if available.

D. ONLINE PHOTO SUBMISSION

Question 1: What are the photo requirements?

Answer: The photo requirements for the online photo submission 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 one week after your photo 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 taken within the last three months adhering to photo requirements.

E. SIT MEDICAL EXAMINATION

Question 1: Which are the appointed medical providers by SIT, and what are the packages available for the SIT Medical Examination?

Answer: The details on the appointed medical providers and the packages can be found in the "**SIT Medical Examination Clinic Info Kit**". This can be downloaded from Student Intranet > IN4SIT > Declaration & Doc Submission > Document Submission.

Question 2: Is it compulsory to go to the appointed medical provider(s) for my SIT Medical Examination?

Answer: Students are strongly advised to go to our designated medical provider(s) for their SIT Medical Examination as we have worked out special preferential rates with the clinic(s) for SIT students. Our designated medical provider(s) 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 directly.

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

Answer: Please bring the following documents:

1. SIT Medical Examination Form downloaded from IN4SIT (To be printed on single side).
2. NRIC/Passport or Student Pass
3. Immunisation records/Vaccination history (Applicable to the Allied Health programmes, please refer the Matriculation Guide for details)
4. ICA Medical Examination Form (Applicable to International Students Only)
5. Any other document(s) that may be specific to your programme (Please refer to the matriculation guide)

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

Answer: If you go to our designated medical provider(s) for the SIT Medical Examination, softcopy of your medical report will be sent to us through the appointed provider, hence you will not need to make any submission. In addition, you can collect the hardcopies directly from the designated clinic.

Question 5: May I have a copy of my SIT Medical Examination Form?

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

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

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

Question 7: Can International Students undergo just one medical examination?

Answer: The SIT Medical Examination is mandatory for all successful applicants admitted to SIT, regardless of whether they are Local or International students.

International students may choose to undergo a single Medical Examination that fulfils the requirements for both SIT and Student Pass. 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 medical provider(s).

F. MOE SUBSIDY RELATED MATTERS

Question 1: Am I eligible for MOE Subsidy?

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 the same level.

For International Students:

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

Question 2: I have previously attempted a postgraduate programme in another autonomous university but did not graduate, will I still be eligible for MOE Subsidy if I transfer to another postgraduate degree programme in SIT?

Answer: Singapore Citizens and Permanent Residents who have received MOE Subsidy for studies in postgraduate programmes at NUS, NTU, SIT, SMU, SUTD, SUSS, LASALLE or NAFA will be eligible for MOE Subsidy up to the total credits required for graduation at SIT minus the percentage of trimesters or credits of MOE Subsidy received at your previous educational institution(s).

G. IT RELATED MATTERS

Question 1: I did not receive the Matriculation Letter and/or Email regarding my password.

Answer: You may wish to check your junk mail folder as the email(s) may have gone to that folder. If you did not receive the email, please write to matriculation@singaporetech.edu.sg with your Full Name and we will re-send the email(s). Please check your email inbox again 1 hour after receiving our email response to inform that we have re-send the email(s).

Question 2: I cannot find the Matriculation Email received.

Answer: Please write in to us of your Full Name and we will re-send the email(s). Please check your email inbox again 1 hour after receiving our email response to inform that we have re-send the email(s).

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 call them directly at their hotline 6592 8511 followed by 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 call ITHelpdesk directly at their hotline 6592 8511 followed by Option 2, or write to IThelpdesk@singaporetech.edu.sg.

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

Answer: 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 trimester fees if I withdraw during the Matriculation period?

Answer: You will not be charged any fees if you withdraw during the matriculation period. However, kindly note that you will be billed the 1st trimester tuition fee if you withdraw after Week 2 of the trimester.

I. SIT STUDENT CARD

Question 1: I have missed the collection of my SIT Student Card and am not able to collect the Student Card on the stipulated date.

Answer: You will receive an email on the collection details for uncollected Student Card 3-4 weeks after the main exercise.

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

Answer: You may appoint a representative to collect your student card on your behalf. The representative will need to bring his/her identification card, a copy of your identification card, 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 an email notification from the Registrar's Office for the exact dates of the Transfer of Credits exercise.

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: You will not be able to apply after the Transfer of Credits application period.

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

Answer: The Module Registration period is normally open in mid to end December for newly matriculated students. However, for most of SIT programmes, SIT will pre-allocate or register the modules on your behalf. For other programmes that require students to register for modules, you will receive a notification email to log into IN4SIT to check your scheduled module registration date and time. For more information, please look out under the Important Announcements on the Student Intranet to find if your programme requires you to enrol your modules.

For students who are registering you modules, please refer to the [Module Registration User Guide](#) for the step-by-step instructions.

Question 2: I missed the module registration during the Module Registration period. Can I still register?

Answer: The next available period for enrolment is during the Add/ Drop period, which starts on the first Tuesday till the second Sunday of the 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.

Question 3: My programme doesn't require me to do self-service Module Registration. Do I still need to check my registered modules?

Answer: 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 [Module Registration 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 4: Can I withdraw from individual modules after the Add/Drop period has ended?

Answer: You may submit a Course Withdrawal Request between Week 3 and Week 7. After Week 7, applications will not be accepted. Please log into IN4SIT and navigate to Course Management > Enrolment > Course Withdrawal Request. You may refer to the [Module Registration 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 have been 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 modules.

Notwithstanding this, during the 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.