Application User Guide for FA Application

Step 1

Interested applicants are to log into the Student Portal



Step 2

Proceed to IN4SIT via the Student Portal as shown below. Kindly ensure that you are connected to SIT VPN before accessing IN4SIT.



Upon logging into the IN4SIT system, you will view the page shown below. Click on Financial Aid Application.



Step 4

Upon clicking on the Financial Aid Application tile, you will be directed to the page below. To start an application, click on New Application.

SIT NEUKILEK	Financial Aid Application			Â	
Financial Application	Application Management				
Sign-Out	Your Applications				
	Application Date 🗘	Application Nbr \diamond	Status 🛇		
				>	
	Application Periods				
	Financial Aid Scheme 🛇	Application Start Date \Diamond	Application End Date 🛇		
	Abwin Study Grant	29/05/2017	23/07/2017		
	ATEO Bursary	29/05/2017	23/07/2017		
	Choo Chiau Beng Bursary	29/05/2017	23/07/2017		
	Dou Yee Enterprises Bursary	29/05/2017	23/07/2017		
	Drilmaco Bursary	29/05/2017	23/07/2017		
	Feinmetall Bursary	29/05/2017	23/07/2017		

Step 1 of the application form allows you to indicate the Scholarships you are interested to apply. The Public Bursaries are automatically selected and greyed out if you are a Singapore Citizen. You are also encouraged to indicate that you wish to be considered for Donated Bursaries.

SIT	Financial Aid Application				
Home	Applicants may submit an application for the various Scholarships and/or Financial Assistance Schemes available. Applicants are strongly encouraged to save each section before proceeding to				
Step 1: Financial Aid Selection	The online application and corresponding document uploads must be submitted by the given deadlines for processing. Assessment of applications will be based on supporting documents submitt applicants will be ontified of the final outcomes via email notifications to their STI email account.				
Step 2: Applicant Details	Scholarship				
Step 3: Personal Achievements	Please select the scholarships to apply according to your choices.				
Step 4: Application Statement	First Choice SCCCF Scholarship ~				
Step 5: Family Composition	Second Choice Lim Siah Mong Scholarship V				
Step 6: Other Information	Third Choice				
Step 7: Documents	Fourth Choice				
Application Declaration					
Application Summary	Fifth Choice				
Contact Us	Sixth Choice				
Sign-Out	Seventh Choice V				
	Eighth Choice V				
	Public Bursaries/Grants				
	CDC/CCC University Bursary Tier 1				
	MOE Bursary Tier 1				
	CDC/CCC University Bursary Tier 2				
	MOE Bursary Tier 2				
	Donated Bursary				
	Do you wish to apply for Donated Bursary Yes				
	Save Next				

Step 2 will show your personal details. Please ensure that the information shown is accurate, or email Registrar's Office (<u>Registrar@SingaporeTech.edu.sg</u>) to update your details.

	Fin	ancial Aid Application
Home	Applicant Details	
Step 1: Financial Aid Selection	Full Name	Amanda
Step 2: Applicant Details	Academic Career	Undergraduate
Step 3: Personal Achievements	Academic Program	B (Hons) Hosp Biz
Step 4: Application Statement	Matriculation Number	
Step 5: Family Composition	NRIC/FIN	
Step 6: Other Information	Nationality	Singapore Citizen
Step 7: Documents	Passport No	
Application Declaration	Email Address	
Application Summary	Mobile/Phone Number	9999999
Contact Us	Country of Residence	Singapore
Sign-Out	Postal Code	
	Block/House No	723
	Street Name	A REPORT
	Floor	14
	Unit No.	129

Step 7

Step 3 requires you to key in any Awards, CCAs or Community Service you have been involved in for the last 3 years.

Selection	Awards/ Achievements	
Ociccuon	Specify up to 3 awards, achievements and academic awards attained in the las	3 years.
tails		1 row
ievements	**Award Description \Diamond	**Year of Award 🛇
tatement	1 Soccer Champion	2014 ~ + -
osition		
ation		
	Co-Curricular Activities	
on	Specify up to 3 co-curricular activities you have taken part in the last 3 years.	
		1 row
	*Activity Description ♦	*From (Year) \diamond *To (Year) \diamond *Position Held \diamond
	1 Scout	2014 ~ 2015 ~ Chief Scout -
	Community Service	
	Specify up to 3 community service activities you have taken part in the last 3 years	ars.
	*Activity Description \Diamond	*Year ◇ *Description ◇
	1 Overseas Community Involvement Programme	2016 V Project Vietnam

Step 4 will require you to key in a statement to support your Scholarship application. You can key in up to 500 words. Please indicate 'NA' if you are not applying for a Scholarship.

	Financial Aid Application
Home	Application Statement
Step 1: Financial Aid Selection	
Step 2: Applicant Details	rease share on the reasons for your scholarship application, what do you think are the key characteristics of a scholar and why are you a suitable candidate /
Step 3: Personal Achievements	Scholarship StatementScholarship StatementScholarsh
Step 4: Application Statement	Statementscholarsnip Statement
Step 5: Family Composition	
Step 6: Other Information	
Step 7: Documents	
Application Declaration	
Application Summary	
Contact Us	
Sign-Out	

Step 5 will require you to key in details of your parents and all other members living in your household.

You are also required to key in a statement as to why you are seeking Financial Assistance. You may key in up to 500 words.

SIT	Financial Aid Application		
Home	Family Composition and Financial Status		
Step 1: Financial Aid Selection	Are you working part time ?	No	
Step 2: Applicant Details			
Step 3: Personal Achievements	If Yes' please tell us your part time occupation		
Step 4: Application Statement	How much do you earn a month on average		
Step 5: Family Composition	Details of Parents		
Step 6: Other Information	Details of Father		
Step 7: Documents	*Name of Father	DADDY	
Application Declaration	*Living in Household	Yes v	
Application Summary	*Marital Status	Married ~	
Contact Us	*Ana	58 ×	
Sign-Out	196		
	*Employment status	Employed V	
	*Occupation	Engineer	
	*Gross Monthly Income	\$5000.00	
	Annual Bonus	\$0.00	
	Monthly Contribution to family	\$0.00	
	Is suffering from an illness/ handicapped	No	
	If yes, what is his/her condition		
	Details of Mother		
	*Name Of Mother	MUMMY	

Step 6 will require you to declare any other sources of income that your family may have, as well as any other scholarships that you may be on.



Step 11

Step 7 will require you to upload the supporting documents requested.

ne	Documents					
p 1: Financial Aid Selection	Applicants are required to upload all stipulated supporting documents to complete their application. Please follow these steps:					
p 2: Applicant Details	 Scan or take a picture of original docu Ensure a sufficiently clear resolution (second second s	ment. within 5120 KB) without trund	ation of any part of the original doc	cument.		
p 3: Personal Achievements	 Transcripts/results should show the ca Paste and collate the picture(s) into M 	indidate's name, the logo and icrosoft Word and save the fil	I name of the awarding institution, a le as a .pdf file.	and all subjects/grades clearly.		
p 4: Application Statement	 Alternatively, scan and save the require Proceed to upload the file on the online 	ed documents directly in DO e application form.	CX, JPEG, JPG, PDF, PNG format			
p 5: Family Composition	List of Documents:					
p 6: Other Information	 Identification - NRIC (Front and Back) Student Card - Student Matriculation / CPE Contribution History - Last 6 mon 	Birth Certificate/ 11B for all i Concession Card for all indiv	ndividuals listed in the application. iduals listed as students (Full-Time for all individuals listed as Unomple	students only).	vincomo loco than \$5000	
p 7: Documents	 Chi Contribution History - East of Hom IRAS Notice of Assessment - Latest IF Pay slips - Last 3 months pay slips for 	AS Notice of Assessment fo	r all individuals listed as Self-Emplo	byed. \$5000 and above	y income less than addod.	
olication Declaration	 Trade/Business License - Trade/Busin Divorce Papers - If any individuals lister 	ess License (e.g Taxi Licens ed in the application are divor	 e) for all individuals listed as Self-E ced. 	mployed.		
plication Summary	 Death Certificate - If any individuals lis Disability Certificate - If any individuals 	ted in the application are dec	eased. handicapped or suffer from illness.			
ntact Us	 Bankruptcy documents - If any individu 11. Proof of Activities - Proof of Personal A 	uals listed in the application s Achievements (e.g CCA reco	uffer from bankruptcy. rds, Certificates).			
n-Out	 Letter of Recommendation - Letter of I Other Documents - Additional documents 	Recommendation by Faculty. ents (e.g Medical documents)				
	Desument Type A	Mandaton: ^	Add Attackment	View Attachment	Delate Attachment	13 rows
		Mandatory V	Add Attachment	view Attachment	Delete Attachment	Attached File V
	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	Yes	Add Attachment	View Attachment	Delete Attachment	Capture1.JPG
	13 Other Document	No	Add Attachment	View Attachment	Delete Attachment	

Upon submission you will be directed to the declaration page below. Please read the declaration and key in your NRIC before clicking NEXT.

1: Einancial Aid Selection	Declaration			
2: Applicant Details	1. I hereby affirm that the household income and number of dependents declared in my application is accurate at the time of my application. I understand and accept that the university's final assessment of my income eligibility may differ after assessment of the documentation I have submitted. I accept that if sufficient documentary proof is not furnished as part of my supporting documents by the criticine my application may be declared are used.			
3: Personal Achievements	uy ure suurinssion ueauline, my application may be uecuared as volu.			
Application Statement	2.1 declare that the information submitted in this online application, including information on any other Bursary/Grant/Scholarship/ Sponsorship as well as the supporting documents are true to the best of my knowledge and I have not wilfully suppressed any material facts. I understand and accept that the provision of inaccurate or false information will render this application invalid even after funds disbursements have taken place.			
E Family Composition	3. Lunderstand and accept that any resultion award may be used to offset outstanding fulfion fees payable prior to dishursement of remaining funds to me, unless otherwise stated in the award's terms			
: Other Information	of use			
: Documents	4. I understand and accept that any errors in the payee's details furnished in this application will cause delays in the disbursement process if I am awarded any bursaries.			
ation Declaration	5. 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 course may be rendered invalid as a result. Any disbursed funds will subsequently have to be refunded to the university.			
ation Summary	6.1 understand and acknowledge that upon receipt of the MOE Bursary, I am NOT eligible to receive the CDC/CCC University Bursary concurrently within the same Academic Year. I may be eligible to receive any other Bursary/Grant/Full or Partial Scholarship which is specifically meant for the payment of tution fees within the same academic year (AY), subject to approval by the university on a case- by-case basis. I also accept that any Financial Assistance/Scholarship awards received will have to be refunded to the university if l either choose to withdraw or am terminated from the current programme of study.			
ct Us				
Out	7. I agree to release personal and academic information such as grades (GPA) and Records of Achievement (ROA) to the Bursary/Scholarship provider as part of the assessment process.			
	8. I understand and accept that if I am awarded a donated bursary/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.			
	9. 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 the content herein.			
	Applicant's Full Name			
	NRIC/ FIN/ Passport Number			

Step 13

The last page is a summary of your application. Kindly check all the info entered are correct before clicking Submit.

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

If you have any enquiries, please call us at 6592 1150 during office hours or write to us at FAS@SingaporeTech.edu.sg.