List of documents to be submitted
(Applicable to Singapore Citizens)

This List of documents to be submitted to complete the matriculation process is also available on SIT's website under Students > Matriculation > Compulsory Forms Submission. Please also read the SIT Student Handbook for important and useful information in relation to your programme of study in SIT.

Step 4: Submission of compulsory forms (where applicable)				
S/N	**Item**	**Mode**	**Due Date**	**Division to enquire**
1	**Student Undertaking Form** A softcopy of the completed and duly signed form is to be uploaded to the Student Portal and attach copy of birth certificate if you are below 18 years old	Online Submission Via Student Portal > IN4SIT		Registrar's Office **6592 2091**
2	**Medical Examination Form** Additional screening/ vaccination is applicable to students enrolling to some programmes. Please click here for more details. *Students who went through the medical examination with an SIT appointed healthcare provider (except for Tan Tock Seng Hospital) may authorise the clinic to submit their medical examination form to SIT directly	Download Printable Form from Student Portal > IN4SIT *(Submit original hard copy form to SIT*)*		
3	**MOE Tuition Grant (TG) Form (SC)** A softcopy of the completed and duly signed form is to be uploaded to the Student Portal.	Online Submission Via Student Portal > IN4SIT	30 June 2017	
4	**Interbank GIRO Application - Direct Debit Account** *(Bank Account for payment of fees and charges by student)*	Application via DBS or POSB ibanking; *(No hardcopy form need to be submitted)* or Online Application form via Student Portal > IN4SIT *(Completed and duly signed online form need to be submitted)*		Student Finance **6592 8149**
5	**Indemnity Form**	Online Submission Via Student Portal > IN4SIT		Student Life **6592 1191**
6	**Basic Cardiac Life Saver Certification** Applicable to students studying with Trinity College Dublin and Bsc (Hons) Nursing- SIT-UofG Joint Degree	Online Submission Via Student Portal > IN4SIT		Academic Programmes **6592 2021**

Step 5: Skillsfuture

S/N	Item	Mode	Due Date	Division to enquire
1	**SkillsFuture Credit (SFC)** Applicable to Singapore Citizens aged 25 and above	Online Submission of claim via SkillsFuture Credit Portal	Up to 60 days before the semester or trimester start date of the course till the day of semester or trimester commencement	Student Finance 6592 8149

Step 6: Financial Assistance Scheme (Loans and others)

S/N	Item	Mode	Due Date	Division to enquire
1	**CPF Education Scheme[1]**	Online Submission via CPF Portal	29 May - 30 June 2017	
2	**Tuition Fee Loan (TFL)[1]** For further enquiries, please call DBS at **6333 0033**	Download form HERE before proceeding to DBS Bank with your guarantor.		
3	**SIT Study Loan (SL)[1]**	Online Submission Via Student Portal > IN4SIT		Financial Assistance 6592 1150
4	**Post-Secondary Education Account (PSEA)[2]** For enquiry on your PSEA account, please contact MOE at **6260 0777** or **contact@moe.gov.sg**	Printable Form can be downloaded HERE *(Submit original hardcopy form to SIT)*	30 June 2017	
5	**MENDAKI Tertiary Tuition Fee Subsidy** [Applicable to Singaporean Malays only] For enquiry on the subsidy, please contact YAYASAN MENDAKI at **6245 5555** or **mendaki@mendaki.org.sg**	Submit an online application via MENDAKI website.		

[1] **CPF Education Scheme/TFL/SL** are applicable to International Students (IS) who are receiving the MOE Tuition Grant. IS paying non-subsidised fees are NOT eligible for CPF Education Scheme/TFL/SL.

[2] Students with approved **PSEA** Standing Order from their Polytechnic studies and wish to discontinue the usage of PSEA funds for payment of SIT Tuition and Miscellaneous Fees will need to submit a PSEA Standing Order Termination Form to MOE.

Step 6: Financial Assistance Scheme (Bursaries)

S/N	Item	Mode	Due Date	Division to enquire
1	**PUBLIC BURSARIES** ▪ CDC/CCC University Bursary ▪ MOE Bursary	Online Submission Via Student Portal > IN4SIT	Bursaries/ Grants will be available through 2 application periods in July and November; please refer to SIT website for more details. Students who have submitted an application during their Admissions period need not submit a new application in July.	Financial Assistance **6592 1150**
2	**DONATED BURSARIES AND STUDY GRANTS** SIT receives numerous gifts from donors to provide non-bonded bursaries and study grants for undergraduate students with financial needs, subject to fulfilment of eligibility criteria. For the full list of bursaries and grants along with their details on their respective eligibility criteria, award quantum and usage conditions, please refer to SIT website			
3	**EXTERNAL BURSARIES** ▪ Ngee Ann Kongsi Bursary ▪ Sivadas-HEB Education Fund	Direct application to organisation	Please refer to SIT website for more details.	

Step 7: Credit Exemption and Module Registration
Applicable for students studying SIT Programmes and SIT Joint-Degree Programmes.
This excludes Bachelor of Engineering with Honours in Systems Engineering (ElectroMechanical Systems).

S/N	Item	Mode	Due Date	Division to enquire
1	**Credit Exemption*** Students are to submit their application within the specified date. The programme administrator may send out additional information on credit exemption through student's SIT email address. *Not applicable for Bachelor of Science with Honours in Nursing.	Online Submission via Student Portal > Credit Exemption	10 – 19 July 2017	Registrar's Office **6592 2091**
2	**Module Registration** Students reading some programmes will have modules pre-registered by the university. Otherwise, an email announcement on Module Registration will be sent to student's SIT email address to register for modules via the Module Registration System.	Online registration via Student Portal > Academic Matters > Module Registration & Add/Drop	July – Aug 2017	

Step 8: Collection of Matriculation Card

Programme	Date	Venue	Time
TUM Asia - BSc Electrical Engineering & Information Technology - BSc Chemical Engineering	**28 July 2017**	SIT Student Services Centre (Singapore Polytechnic)	11.30am to 2pm
CULINARY INSTITUTE OF AMERICA - BBA Food Business Management	**7 August 2017**	SIT Student Services Centre (Temasek Polytechnic)	9am to 11.30am
UNIVERSITY OF GLASGOW - BEng (Hons) Aeronautical Engineering - BEng (Hons) Aerospace Systems - BSc (Hons) Computing Science - BEng (Hons) Mechanical Design Engineering - BEng (Hons) Mechatronics	**28 Aug 2017**	UofG Registration Centre SIT Dover	9am to 10am
SINGAPORE INSTITUTE OF TECHNOLOGY - B (Hons) Accountancy - B (Hons) Hospitality Business - BEng (Hons) Pharmaceutical Engineering - BEng (Hons) Information and Communications Technology (Software Engineering) - BEng (Hons) Information and Communications Technology (Information Security) -BEng (Hons) Sustainable Infrastructure Engineering (Land) - BEng (Hons) Sustainable Infrastructure Engineering (Building Services) - BEng (Hons) Telematics (Intelligent Transportation Systems Engineering) - BSc (Hons) Diagnostic Radiography - BSc (Hons) Occupational Therapy - BSc (Hons) Radiation Therapy **Singapore Institute of Technology/Massey University (Joint-Degree)** - B (Hons) Food Technology **Singapore Institute of Technology/Trinity College Dublin (Joint-Degree)** - BSc (Hons) Physiotherapy **Singapore Institute of Technology/ University of Glasgow (Joint-Degree)** - BEng (Hons) in Civil Engineering	**26 August 2017** 9am to 12.30pm **4 September 2017** 10am to 5pm **5 September 2017** 10am to 5pm	SIT Student Services Centre (SIT-Dover)	**26 August 2017** 9am to 12.30pm **4 September 2017** 10am to 5pm **5 September 2017** 10am to 5pm
Singapore Institute of Technology/ University of Glasgow (Joint-Degree) - BSc (Hons) Nursing	**26 August 2017**	SIT Student Services Centre (SIT-Dover)	9am to 12.30pm

Step 8: Collection of Matriculation Card (CONT'D)

Programme	Date	Venue	Time
DigiPen Institute of Technology - BS in Computer Science in Real-Time Interactive Simulation - BFA in Digital Art and Animation - BA in Game Design - BS in Computer Science and Game Design **Singapore Institute of Technology/DigiPen Institute of Technology (Joint-Degree)** - BEng (Hons) Systems Engineering (ElectroMechanical Systems)	**26 August 2017**	SIT Student Services Centre (SIT-Dover)	9am to 12.30pm
THE GLASGOW SCHOOL OF ART - BA (Hons) Communication Design - BA (Hons) Interior Design	**13 Sep 2017**	SIT Student Services Centre (Temasek Polytechnic)	9am to 10am
UNIVERSITY OF LIVERPOOL -BA (Hons) Criminology and Security	**18 Sep 2017**	SIT Student Services Centre (Temasek Polytechnic)	2pm to 5pm
SIT-NU Joint Degree - BEng (Hons) Marine Engineering - BEng (Hons) Naval Architecture - BEng (Hons) Offshore Engineering - BEng (Hons) Mechanical Design and Manufacturing Engineering - BEng (Hons)Electrical Power Engineering - BEng (Hons)Chemical Engineerign	**26 August 2017**	SIT Student Services Centre (SIT-Dover)	9am to 12.30pm
TRINITY COLLEGE DUBLIN - BSc Occupational Therapy - BSc Physiotherapy - BSc Radiation Therapy - BSc Diagnostic Radiography	**Week of 25 Sep 2017***	Nanyang Polytechnic SIT@NYP - Level 7	TBC*

* Actual date and time to be confirmed.

Other Important Information

STUDENT ORIENTATION CAMPS
- SSO July Camp: 22 to 23 July 2017 (For CIA, TUM, SEEMS & Allied Health* programmes)
- SSO Aug Camp: 24 to 26 August 2017 (For all other degree programmes)

(*Students from Allied Health programmes are strongly encouraged to attend July camp)