Singapore Institute of Technology

AY2020/2021

MATRICULATION GUIDE

BSc (Hons) Nursing

By Registrar's Office

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1. COMPULSORY STEPS TO COMPLETE YOUR MATRICULATION

8 Steps

1.1 STEP 1 ➡ ACCOUNT ACTIVATION

Please click here to login to the Acceptable Use Policy (AUP) portal
- Student ID (given in Matriculation Letter) and password (given in the 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. 2000000@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**.

⬇

Communication Platfrom for Students (Skype)
- It allows you to do instant messaging, voice, video and conduct a virtual meeting with your classmates
- Installation Guide can be found **here.**

If you have 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

1.2 STEP 2 ⟹ ONLINE PRE-MATRICULATION DECLARATION

How to submit

➢ Login to Student Intranet > IN4SIT > Online Declaration
➢ Failure to complete the Online Declaration by **30 June 2020** would mean that you have chosen to give up your place in SIT.

1.2.1 Process for Student Verification & Photo Submission
- Please indicate your acceptance/rejection of the offer.
- Verify your previous Academic Qualification details. If there are any changes to be made, please email to adm@singaporetech.edu.sg for assistance.
- Verify and update your National Service Information, Contact Information and Parent/Guardian Details.
- Do upload your photograph and please note that the photograph will be printed in SIT Matric card. 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 pre-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 **30 June 2020**.
- Verify your Tuition Grant information.
- If you have studied in any of the local Autonomous Universities, click on Add Education Record to indicate the details.
- Verify and update the disability and special needs details (If any).

For enquiries regarding the online pre-matriculation declaration, please contact Registrar Office at 6592 2091 or Matriculation@SingaporeTech.edu.sg.

1.3 STEP 3 ⟹ MATRIC FEE PAYMENT

How to pay

➢ You are required to pay a one-time, non-refundable Matriculation Fee of S$53.50 (inclusive of GST) through any one of the following payment methods listed below.
➢ Failure to complete the payment by **30 June 2020** would mean that you have chosen to give up your place in SIT.

1.3.1 Online payment using Internet Banking / Debit / Credit card
• Please pay via Student Intranet> IN4SIT> Matric Fee Payment (Tile). For any technical problems encountered in using the SIT online payment portal, please email to IThelpdesk@SingaporeTech.edu.sg for assistance.

Note: Please check that the pop-up blocker has been disabled to facilitate your payment.

1.3.2 NETS
• NETS payment is only available at the respective Student Services Centre (SSC) at SIT@Dover and SIT@Poly Buildings.

Location	Operating hours
SSC@Dover (Level 1, Faculty Hall, SIT@Dover)	11:00am to 3:00pm (Monday – Friday) The SSCs will be closed on Saturday, Sunday as well as Public Holidays
SSC@NP (Level 9, SIT@NP Building)	
SSC@SP (Level 6, SIT@SP Building)	
SSC@TP (Level 5, SIT@TP Building)	
SSC@NYP (Level 7, SIT@NYP Building)	
SSC@RP (Level 9, SIT@RP Building)	

For enquiries regarding payment matters, please contact Student Finance at 6592 8149 or Studentfinance@Singaporetech.edu.sg.

1.4 STEP 4 ➡ SUBMISSION OF COMPULSORY FORMS

(3 Forms)

How to download the forms

- ➢ All compulsory forms can be downloaded by logging into Student Intranet (Login to Student Intranet > IN4SIT > Documents Submission).
- ➢ Failure to submit the below mentioned forms by **30 June 2020** may affect your enrollment to SIT.

1.4.1 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: • Copy of your birth certification • Parent/Guardian's NRIC for verification purposes

1.4.2 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 undertaking declaration online.	Download, complete, and upload the completed form into IN4SIT.

1.4.3 SIT Medical Examination Form
- **Applicable to all students.**
- Students successfully admitted to Singapore Institute of Technology (SIT) are required to clear the MANDATORY medical examination before they can be successfully matriculated as a student into SIT.
- Apart from the standard medical screening, certain programmes require additional screening(s) or vaccination(s) listed in following table.

Screening/Immunisation/special tests requiered Programmes	Additional Mandatory Screening							
	Hepatitis B	Hepatitis C	Mumps, Measles & Rubella (MMR)	Pertussis	Poliomyelitis	Tuberculosis	Varicella (Chicken Pox)	HIV
SIT-UofG Joint Degree								
Bachelor of Science with Honours in Nursing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

- It is compulsory for you to read the SIT Pre-Enrolment Medical Examination Guideline which can be downloaded together with the SIT Medical Examination form before proceeding with the medical examination.
- **Student's 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.**
- Students are strongly advised to go for the medical examination with **SIT appointed healthcare provider,** where students are given special preferencial rates.

1.4.4 Basic Cardiac Life Saver (BCLS) Certification
- **Applicable to students enrolling into Bsc (Hons) Nursing (SIT-UofG Joint-Degree).**
- **A softcopy** of the BCLS Certificate is to be uploaded to the IN4SIT.
- For enquiries on the BCLS Certificate, please contact Academic Programme Admin at 6592 2021 or hss@Singaporetech.edu.sg.

1.4.5 Authorization of Medical Procedures Form
- Applicable to **Singapore Permanent Residents** and **International Students ONLY.**
- **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 Office at 6592 2091 or Matriculation@SingaporeTech.edu.sg.

1.5 STEP 5 ⟹ INDEMNITY FORM

How to submit

➢ Login to Student Intranet > IN4SIT > Pre-Matriculation Details> Indemnity Form

➢ Failure to submit the Indemnity forms by **30 June 2020** may affect your enrollment to SIT.

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.

1.6 STEP 6 ➡ INFORMATION FOR INTERNATIONAL STUDENTS

1.6.1 Student's Pass application
- Applicable to **International Students ONLY.**
- Please proceed to submit your Student's Pass application after you receive an email notification from SIT Admissions Division (Adm@singaporetech.edu.sg) with the information required to access the SOLAR system to submit your E-Form 16.
- If your application is approved, a copy of the In-Principle Approval (IPA) letter will be sent you via email.
- You are advised to read the IPA letter carefully and prepare the required documents/items before proceeding to ICA to collect the Student Pass.

For enquiries regarding the Student's Pass application, please contact Admissions at 6592 1136 or Adm@singaporetech.edu.sg.

1.6.2 ICA Medical Examination Form
- 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.
- 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.
- 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. Please refer to ICA website (https://www.ica.gov.sg/pass/studentpass/collect) for more information.

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

1.7 STEP 7 ➡ MOE TUITION GRANT (TG) APPLICATION AND AGREEMENT SIGNING FOR SINGAPORE PERMANENT RESIDENTS (SPR) AND INTERNATIONAL STUDENTS (IS) ONLY

MOE TG APPLICATION AND AGREEMENT SIGNING	
Applicable	SPR and IS only
TG Application Period	27-30 July 2020
How to Submit	Online submission via MOE TGonline website (refer to MOE TGonline Application Guide for more details)
TG Agreement Signing	21 August 2020
Important Note	SPR/IS who fail to apply for MOE TG and sign the TG agreement will pay non-subsidised tuition fees for the entire duration of their candidature with SIT.

For enquiries regarding MOE TG online Application, please email MOE_tgonline@moe.gov.sg

For enquiries on MOE TG Agreement Signing, please contact Registrar Office at 6592 2091 or Matriculation@SingaporeTech.edu.sg

Additional information for Singapore Citizens (SC)

➢ Eligible SC do not need to submit an application for MOE Tuition Grant.

➢ They will automatically receive a Tuition Grant, if they have not already availed the maximum Tuition Grant or received sponsorship/scholarship from the Government of Singapore to attain another bachelor degree or higher degree in a local university.

1.8 STEP 8 ➡ SETTING-UP STUDENT BANK ACCOUNT

How to Set-up

➢ Debit Bank Account (for GIRO deduction of Tuition & Related Fees)
 GIRO is the main payment mode as it is convenient and secured.

 Please setup <u>either</u> 1.8.1 or 1.8.2:

1.8.1 Online Interbank GIRO Application through DBS/POSB Internet Banking portal**
- For DBS/POSB Internet Banking Account Holder, there is a quicker way to apply through **DBS/POSB** Internet Banking portal.
- Upon login, look for the tab "Pay", and select "Add GIRO Arrangement" from the dropdown options
- Select SIT as "Billing Organisation", enter your Student ID under "Bill Reference" and submit.
- The Bank will notify SIT if the application is successful.
- No hard copy form to be submitted.

1.8.2 Interbank GIRO Application through IN4SIT*
- Please apply through Student Intranet> IN4SIT> Profile> Debit Bank Account Details.
- **For accounts operated by thumbprint**, please complete the form, print and get the thumb print impression verified at the bank prior to submitting the form.
- **For accounts operated by signature**, please complete the form, print, obtain signature and submit the form.
- Please mail the duly completed and signed form to 10 Dover Drive Singapore 138683 and attention to **"Finance Division (Accounts Receivable)".**
- Notification of application status will be sent to your SIT email account.

➢ Credit Bank Account / PayNow (for students to receive payment from SIT)

1.8.3 Credit Bank Account/PayNow Details through IN4SIT***
- Please submit through Student Intranet> IN4SIT> Profile> Credit Bank Account Details. No hard copy form to be submitted.

Students are to set up the Debit and Credit Bank Account Details *** by **30 June 2020.**

For enquiries regarding the setting up of the student bank account, please contact Student Finance at 6592 8149 or <u>StudentFinance@Singaporetech.edu.sg</u>.

2. FINANCIAL AID

2.1 Loans

Loans/ Information	CPF Education Scheme (CPFES)	Tuition Fee Loan (TFL)	SIT Study Loan (SL)
For more details	• Please click **here** to visit SIT website. • For further enquiries, please refer to CPF Board website **www.cpf.gov.sg.**	• Please click **here** to visit SIT Website. • For further enquiries, please contact DBS at 6333 0033.	• Please click **here** to visit SIT Website.
Eligibility	Applicable to undergraduate students who are receiving the MOE Tuition Grant.	Applicable to Singapore Citizens (SC)/Permanent Residents (PR) full-time undergraduates. Applicable to International Students (IS) who are receiving the MOE Tuition Grant.	
Application Period	5 June 2020 to 15 July 2020	1 June 2020 to 7 July 2020	1 June 2020 to 7 July 2020
How to submit	• Please submit online application at CPF website: **www.cpf.gov.sg.**	• Login to Student Intranet > IN4SIT > Financial Aid and Scholarships > Tuition Fee Loan Application	• Login to Student Intranet > IN4SIT > Financial Aid and Scholarships > Study Loan Application

2.2 Assistance Schemes

Schemes/ Information	Post-Secondary Education Account (PSEA)	MENDAKI Tertiary Tuition Fee Subsidy (TTFS)
For more details	• Please click **here** to visit SIT website. • Please contact MOE at **6260 0777** or **contact@moe.gov.sg .** • 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.	• Please click **here** to visit SIT website. • Please contact YAYASAN MENDAKI at **6245 5555** or **mendaki@mendaki.org.sg.**
Eligibility:	• Applicable to SC with available PSEA	• Applicable to SC Malay undergraduates who are receiving the MOE Tuition Grant.
Application Period:	1 June 2020 to 7 July 2020	1 June 2020 to 31 July 2020
How to submit	Log on to **FormSG** or scan the QR code below to apply online with your SingPass. 	• Submit an **Online Application** at Mendaki website: **www.mendaki.org.sg.**

The form is to be completed by either:
- 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.

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.

2.3 Bursaries/Grant

Bursaries & Grants/ Information	Public Bursaries	Donated Bursaries and study grants	External Bursaries
Type	• Higher Education Community Bursary • Higher Education Bursary	• For the full list of bursaries and grants along with their details on their respective eligibility criteria, award quantum and usage conditions, please click **here** to visit SIT Website.	• CTS Education Award • Ngee Ann Kongsi Bursary • Sivadas-HEB Education Fund
Eligibility	• SC		• Eligibility criteria may vary for different awards
Application Period	• **1 June 2020 - 7 July 2020** • **Please click here to visit SIT Website for more details.**		
How to submit	• Login to Student Intranet > IN4SIT > Financial Aid and Scholarships > Financial Aid Application		Please refer to SIT website for details

For enquiries, please contact Financial Assistance at 6592 1136 or Fas@Singaporetech.edu.sg.

3. SKILLSFUTURE CREDIT

How to submit

➢ Please submit online application at Skillsfuture Credit Portal: http://www.skillsfuture.sg/credit.

SkillsFuture Credit	
Eligible	Applicable to Singapore Citizens aged 25 and above.
Due date	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.

4. Transfer of Credits and Module/Course Enrolment

➢ This is applicable to students studying SIT Programmes and SIT Joint-Degree Programmes, unless stated.

	Transfer of Credits*	Module/Course Enrolment
Information	Students are to submit their application via IN4SIT within the specified period. The programme administrator may send out additional information on Transfer of Credits through student's SIT email address. ***Not applicable for BSc (Hons) Nursing, Bachelor of Food Technology with Honours, and BEng (Hons) Aircraft Systems Engineering.**	Students reading some programmes will have modules/courses pre-enrolled by the university. Otherwise, an email announcement on Module/Course Enrolment will be sent to student's SIT email address to register for modules/courses via IN4SIT.
Application/EnrolmentPeriod	**09 July 2020 – 16 July 2020**	**Between End-July to Mid-August 2020**
How to submit	Login to Student Intranet > IN4SIT > Course Management > Credit Exemptions / Transfer	Login to Student Intranet > IN4SIT> Course Management > Enrolment > Enrolment Dates
Guides to refer to	Login to Student Intranet > Guides & Policies > IN4SIT Transfer of Credits Guide	Login to Student Intranet > Guides & Policies > IN4SIT Course Enrolment (VIA Self-Service) Guide
Important Note	The "Course Management" tile only visible if you have been system matriculated.	

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

5. UNDERGRADUATE CONCESSION CARD

As a student enrolled with SIT, you can enjoy travel concession privileges with monthly concession passes such as the Bus Concession Pass, Train Concession Pass and Hybrid Concession Pass. All full-time matriculated undergraduates are eligible to apply for the Undergraduate Concession Card.

Those interested in applying for the Undergraduate Concession Card may approach any of the TransitLink Ticket Offices (TLTOs) or TransitLink Concession Card Replacement Offices (CCROs) according to the schedule listed below. The list of TLTOs and their operating hours are available on the TransitLink website.

Application Method	Application Period
Online application	**22 July 2020 - 31 August 2020**
Application at TransitLink Concession Card Replacement Office	**6 September 2020 onwards**

Application Procedure for AY2020/21 Freshmen

Please check your application eligibility via TransitLink website before proceeding to apply for your concession card from **22 July 2020** onwards. For online or mobile applications, please follow the step-by-step instructions during the application process. Documents required for the application of your concession card:

- Original NRIC/Passport for Singapore Citizen; or
- Original NRIC/Re-entry Permit for Singapore Permanent Resident; or
- Original Passport and Foreign Student Pass (FIN) for foreign student.

Cost of application:

Card cost (non-refundable)	S$5.00
Personalisation Fee** (non-refundable)	S$3.10
TOTAL	S$8.10

* Before using your card for transportation purposes, you must first activate it with a minimum stored value of S$10.00 at any TransitLink Ticket Office.
** Subject to changes

You will be notified through your SIT email account on the card collection details if you have submitted your application between **22 July 2020** and **31 August 2020.**

TransitLink requires a processing time of 3-4 weeks upon submission of the online application. For those who apply from **6 September 2020** onwards, the card can be collected on the spot, upon payment. For guidelines, usage and loss or replacement of the Undergraduate Concession Card, please visit the TransitLink website.

IMPORTANT NOTES:
- Please check your eligibility status on the TransitLink website before going to any TLTO (TransitLink Ticket Office) for card application. Only those with eligibility status reflected as 'eligible' can start applying for a concession card.
- If you have applied to more than one university, you are strongly advised to apply for the Undergraduate Concession Card only after you have matriculated at your confirmed choice of university.
- There is a 32-character limit (including spacing) for the number of characters in the name field on the Undergraduate Concession Card.

6. SIT STUDENT ORIENTATION AND OTHER ACTIVITIES

In light of the current COVID-19 situation in Singapore, the safety and well-being of our students remain the top priorities at SIT. **Hence, all of our orientation activities will held online.**

Do stay tuned for updates on the exciting activities we have in plans for you, via email (personal email account registered during admission phase & SIT official account), SMS and our official Instagram account (https://www.instagram.com/SingaporeTech/). Updates will be provided by **1 July 2020**.

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

7. COLLECTION OF MATRICULATION CARD

Please click **here** to visit SIT Website for the Matriculation Card collection schedule.

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

8. MY MATRICULATION CHECKLIST

8 Items

Below is a checklist of items are to be completed before you can matriculate as a student of SIT. Do ensure all the items are completed before the given deadlines.

Item	Description	Completed
1.	**I have activated my student account**	
2.	**I have completed my Pre-Matriculation Declaration**	
3.	**My photo submission has been accepted**	
4.	**I have paid my matriculation fee**	
5.	**I have submitted the required forms/applications** 1. **Student Undertaking Form** 2. **SIT Medical Examination Form** 3. **Application For Radiation Worker #** 4. **Basic Cardiac Life Saver Certification #** 5. **Authorization of Medical Procedures *^** 6. **International Student Financial Certification Form ^** 7. **Indemnity Form** 8. **Student's Pass application ^** 9. **ICA Medical Examination ^** 10. **MOE TG Application *^**	
6.	**I have set by my bank account details in IN4SIT**	
7.	**I have completed my course enrolment (If you are enrolling to SIT Conferred and Joint-Degree Programmes)**	
8.	**I have collected my matriculation card**	

*SingaporePermananet Residents
^International Students
#Selected Programmes

9. USEFUL WEBSITES AND CONTACTS

Please refer to the Matriculation Guide for specific instructions.

Division	For enquiries regarding	Useful Websites/Contact Information	Due Date
IT Helpdesk	IT related problems • Login issues • Reset password	**Email :** **IThelpdesk@singaporetech.edu.sg** **Tel : 6592 8511 option 2**	**Nil**
Registrar Office	Online Pre-Matriculation Declaration Submission of Compulsory Forms • Student Undertaking Form • SIT Medical Examination Form • Authorization of Medical Procedures Form(For International Students Only) MOE Tuition Grant Application ICA Medical Examination report	**Email :** **Matriculation@SingaporeTech.edu.sg** **Tel: 6592 2091**	**30 June 2020**
	Undergraduate Concession Card	**Please visit Transitlink Website for more details** **www.transitlink.com.sg**	• Online application via Transitlink Website: **22 Jul 2020 – 31 Aug 2020** • Application at TransitLink Concession Card Replacement Office:**6 September 2020 onwards**
	Transfer of Credits	**Email :** ModuleRegistration@Singaporetech.edu.sg **Tel: 6592 2091**	**09 July 2020 – 16 July 2020**
	Module/Course Enrolment		Between **End-July to Mid-August 2020**
Academic Programme Admin	Application For Radiation Worker	**Email : hss@Singaporetech.edu.sg.** **Tel: 6592 2021**	**30 June 2020**
	Basic Cardiac Life Saver Certification		
Student Finance	Matric Fees Payment	**Email :** **StudentFinance@singaporetech.edu.sg** **Tel: 6592 8149**	**30 June 2020**
	Setting-up Student Bank Account		**30 June 2020**
	SkillsFuture Credit		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) Submission of Compulsory Form: • International Student Financial Certification Form. (For International Students Only)	**Email : Adm@singaporetech.edu.sg** **Tel: 6592 1136**	• Action promptly when you receive the SOLAR No. from Admissions.
Financial Assistance	Financial Assistance • 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**	• CPFES: **5 June 2020 – 15 July 2020** • TFL: **1 June 2020 – 7 July 2020** • SL: **1 June 2020 – 7 July 2020** • PSEA: **1 June 2020 - 7 July 2020** • MENDAKI TTFS: **1 June 2020 to 31 July 2020** • Bursaries/Grant: **1 June 2020 - 7 July 2020**
Student Life	Indemnity Form	**Email : SLD@Singaporetech.edu.sg** **Tel: 6592 1191**	**30 June 2020**
	Orientation Information and other activities		Please refer to **Section 6: SIT Student Orientation and Other Activities** for more information

10. STUDENT [FAQ](#)