Singapore Institute of Technology

AY2019/2020

MATRICULATION GUIDE

Post-Graduate Programmes

By Registrar's Office

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1. COMPULSORY STEPS TO COMPLETE YOUR MATRICULATION

1.1 STEP 1 ➡ ACCOUNT ACTIVATION

Please click here to login to AUP
- 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.

Please click here to install VPN
- You are required to connect to VPN before you can access **IN4SIT.**

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
- The username is your StudentID@sit.singaporetech.edu.sg (i.e. 1800000@sit.singaporetech.edu.sg).
- If you have changed the password in the AUP portal, please use the new password.

Wireless Access
- The User Guide can be found **here**.

Communication Platfrom for Students (Skype)
- This platform allows you to do instant messaging, voice call and video conferencing to conduct a virtual meeting with your classmates
- The 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

For new students

➢ Login to Student Intranet > IN4SIT > Online Declaration

For Alumni and existing students

➢ Login to Student Intranet > IN4SIT > click **Student Homepage** and choose **Pre-Matriculation Exercise** > Online Declaration

Important Note: Failure to complete the Online Declaration by **13 August 2019** would mean that you have chosen to give up your place in SIT.

1.2.1 Process for Online Declaration

- 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.Postgrad@SingaporeTech.edu.sg for assistance.
- Verify and update your National Service Information, Contact Information and Parent/Guardian Details.
- Upload your photograph. Please note that the photograph will be printed in the SIT Matric card. 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 13 August 2019.
- Verify and update the disability and special needs details (If any).

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

1.3 STEP 3 ➡️ SUBMISSION OF COMPULSORY 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 **13 August 2019** may affect your enrollment to SIT.

1.3.1 Student Undertaking Form
- **Applicable to all students.**

Students 18 years old and above	Students below 18 years old
A softcopy of the completed and duly signed form is to be uploaded into IN4SIT.	**A softcopy** of the completed and duly signed form is to be uploaded into IN4SIT. ***And*** Attach a copy of your birth certification

1.3.2 SIT Medical Examination Form
- **Applicable to all students.**
- Students who have been offered a place in Singapore Institute of Technology (SIT) are required to clear the **MANDATORY** medical examination, and have the required vaccinations according to the respective programmes' medical requirements, before they can be successfully matriculated into SIT.
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- 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.
- **An original hardcopy** of SIT Medical Examination form and updated laboratory reports are to be submitted to SIT. You may either mail or personally hand-deliver the documents to SSC@Dover. You can find our mailing address on the last page of this guide.
- If you go through your medical examination with **SIT appointed healthcare provider,** you may authorize the clinic to send the SIT Medical Examination form to SIT.

1.3.3 Authorization of Medical Procedures Form
- Applicable to **Singapore Permanent Residents** and **International Students who are below 21 years old.**
- **A softcopy** of the completed and duly signed form is to be uploaded to the IN4SIT.

1.3.4 International Student Financial Certification Form (ISF1A)
- **Applicable to International Students ONLY.**
- **An original hardcopy** of ISF1A Form to be submitted to SSC@Dover (Please refer to last page for the address). For enquiry with regards to ISF1A form, please email to Adm.Postgrad@SingaporeTech.edu.sg for assistance.

For enquiries on the submission of the compulsory forms, please contact Registrar Office at 6592 2091 or Matric@Singaporetech.edu.sg.

1.4 STEP 4 ➡ SUBMISSION OF INDEMNITY FORM

How to submit

➢ Login to Student Intranet > IN4SIT > Pre-Matriculation Details > Indemnity Form
➢ Failure to submit the Indemnity form by **13 August 2019** may affect your matriculation into 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.

1.5 STEP 5 ➡ SETTING-UP STUDENT BANK ACCOUNT

How to Set-up

➢ Debit Bank Account (for GIRO deduction)

Please set up using <u>either</u> 1.5.1 or 1.5.2:

1.5.1 Online Interbank GIRO Application through DBS/POSB Internet Banking portal
- For DBS and POSB Internet Banking Account Holder, please apply through DBS/POSB Internet Banking portal.
- The Bank will notify SIT if the application is successful.
- No hard copy form to be submitted.

1.5.2 Online Interbank GIRO Application (Debit Bank Account Details) through IN4SIT
- Please apply through Student Intranet> IN4SIT> Student Bank Account> 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.
- You may submit the form to SSC@Dover or post the form attention to "Finance Division (Accounts Receivable)". Please find our mailing address on the last page of this guide.
- Notification of application status will be sent to your SIT email account.

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

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

Students are to set up the Debit Bank Account and Credit Bank Account/PayNow by **15 November 2019.**

Please note that if you have previously submitted the GIRO details during your Undergraduate studies in SIT, you will not need to resubmit the GIRO details for your Postgraduate programme.

For enquiries regarding the set-up of the student bank account, please contact Student Finance at 6592 8149 or StudentFinance@Singaporetech.edu.sg.

1.6 STEP 6 ⟹ FOR INTERNATIONAL STUDENTS TAKING UP FULL-TIME STUDIES

1.6.1 Student's Pass application for full time students
- 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.postgrad@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 to 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.

1.7 STEP 7 ⟹ FOR INTERNATIONAL STUDENTS TAKING UP PART-TIME STUDIES

1.7.1 A valid long-term Immigration Pass is required
- A scanned copy of either Employment Pass or Dependant's Pass to be sent to adm.postgrad@singaporetech.edu.sg
- Part-time International students who do not have any of the above mentioned long-term Immigration Passes cannot be matriculated to the part-time programme.
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For enquiries regarding the Student's Pass application, please contact Admissions at 6592 1136 or adm.postgrad@singaporetech.edu.sg.

2. FINANCIAL AID

2.1 Loans

Loan/ Information	Tuition Fee Loan (TFL)
For more details	• Please click **here** to visit SIT Website. • For further enquiries, please contact DBS at 6333 0033.
Eligibility	• Applicable to Singapore Citizens (SC)/Permanent Residents (PR) full-time postgraduate students.
Application Period	• **By 21 December 2019**
How to submit	• Login to Student Intranet > IN4SIT > Loan Application> Tuition Fee Loan Application. Generate and print the TFL application form and proceed to the nearest DBS Bank to complete application formalities.

2.2 Assistance Schemes

Scheme/ Information	Post-Secondary Education Account (PSEA)
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.
Eligibility	• Applicable to SC who have balances in your PSEA.
Application Period	• **Standing Order:** 1 Month before billing commences. • **Ad-Hoc Withdrawal:** After the release of the Final Fee Statement to students.
How to submit	• Standing Order printable Form can be downloaded **here.** • Ad-Hoc Withdrawal printable Form can be downloaded **here.** (Student should only submit the Ad-Hoc Withdrawal Form upon receiving the updated invoice stating the amount payable by the student.) • Termination of Standing Order printable Form can be downloaded **here.** • **Only correctly completed hardcopy submission will be accepted for processing at SIT.**

2.3 Bursaries/Grants

Bursaries Information	Bursaries
Type	• SIT Bursary
Eligibility	• SC/PR full-time postgraduates with a PCI less than or equal to $850.
Application Period	• **01 to 15 November 2019**
How to submit	• Login to Student Intranet > IN4SIT > Financial Aid Application

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

3. Module Registration/Course Enrolment

Module Registration	
Information	Students reading some programmes will have modules pre-enrolled by the university. Otherwise, an email announcement on Module Registration will be sent to student's SIT email address to register for modules via IN4SIT.
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	Student Intranet -> Guides & Policies > IN4SIT Course Enrolment (Via Self-Service) Guide
Important Note	The "Course Management" tile is only visible if you have been system matriculated.

For enquiries, please contact Registrar Office at 6592 2091 or Registration@Singapotech.edu.sg.

4. 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.

5. COLLECTION OF MATRICULATION CARD

Please visit our SIT Website for the Matriculation Card collection schedule.

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

6. MY MATRICULATION CHECKLIST

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	

5.	I have submitted the required forms
	    a) Student Undertaking Form
	    b) SIT Medical Examination Form
	    c) Authorization of Medical Procedures*^
	    d) International Student Financial Certification Form^
	    e) Indemnity Form
	    f) Student's Pass Application ^
	    g) ICA Medical Examination ^	

6.	I have completed my module registration/course enrolment	
7.	I have set by my bank account details in IN4SIT	
8.	I have collected my matriculation card	

*Singapore Permananet Residents
^International Students

7. 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 • VPN connection • Reset password	**Email :** **IThelpdesk@singaporetech.edu.sg** **Tel : 6592 8511 option 2**	**Nil**
Registrar's 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) ICA Medical Examination report	**Email : Matric@Singaporetech.edu.sg** **Tel: 6592 2091**	**13 August 2019**
	Module Registration	**Email :** **Registration@singaporetech.edu.sg** **Tel: 6592 2091**	**Between Mid to Late August 2019**
Student Finance	Set-up of Student Bank Account	**Email :** **StudentFinance@singaporetech.edu.sg** **Tel: 6592 8149**	**15 November 2019**
	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)	**Email :** **adm.postgrad@singaporetech.edu.sg** **Tel: 6592 1136**	• Action promptly when you receive the SOLAR No. from Admissions.
Financial Assistance	Financial AID • Loans • Assistance Schemes • External Bursaries	**Email : Fas@singaporetech.edu.sg** **Tel: 6592 1136** **Please visit SIT Website for more details** **https://www.singaporetech.edu.sg**	• TFL: by **21 December 2019** • PSEA**: Standing Order:** 1 Month before billing commences. **Ad-Hoc Withdrawal:** After the release of the Final Fee Statement to students. • Bursaries: **01 to 15 November 2019**
Student Life	Indemnity Form	**Email : SLD@Singaporetech.edu.sg** **Tel: 6592 1191**	**13 August 2019**

8. DOCUMENTS SUBMISSION POINT

➢ For forms which must be submitted in hardcopy to SIT, you may either mail or personally hand-deliver them to:

Matriculation Exercise AY2019/2020 Intake (Student Service@Dover)
10 Dover Drive, Faculty Hall, Level 1, Singapore 138683
Attention: Registrar's Office
(Operating Hours: 11am – 3pm, Monday – Friday)