Singapore Institute of Technology

AY2020/2021

MATRICULATION GUIDE

Post-Graduate Programmes

By Registrar's Office

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![SIT Singapore Institute of Technology logo]

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.

⬇

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. 2000000@sit.singaporetech.edu.sg).
- If you have changed the password in the AUP portal, please use the new password.

== For information only ==

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 **18 August 2020** 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 **18 August 2020**.
- 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 Matriculation@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 **18 August 2020** may affect your enrollment to SIT.

1.3.1 Student Undertaking Declaration
• Students 18 years old and above, please complete the student undertaking declaration online.

1.3.2 Student Honour Code Declaration
• Students 18 years old and above, please complete the student declaration online.

1.3.3 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 required — Programmes	Additional Mandatory Screening							
	Hepatitis B^	Hepatitis C^	Mumps, Measles & Rubella (MMR)@	Pertussis⁺	Poliomyelitis⁺	Tuberculosis^	Varicella (Chicken Pox)@	Full Blood Count tests^
Industrial Doctor/Master Programme in Health & Social Sciences								
Research topis related to Diagnostic Radiography/ Radiation Theraphy	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
All other research topics under HSS	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.

For enquiries on the submission of the compulsory forms, please contact Registrar Office at 6592 2091 or Matriculation@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 **18 August 2020** 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 of Tuition and Related Fees)
GIRO is the main payment mode as it is convenient and secure.

Please set up using either 1.5.1 or 1.5.2:

1.5.1 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 on your Internet Browser.
- Upon login, move your mouse over to 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.
- Hardcopy form are not required to be submitted.

1.5.2 Interbank GIRO Application through IN4SIT
- Please apply through Student Intranet> IN4SIT> Profile> Debit Bank Account Details.
- For accounts operated by thumbprint only, 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)

1.5.3 Credit Bank Account/PayNow Details through IN4SIT
- Please submit through Student Intranet> IN4SIT> Profile> Credit Bank Account Details. Hardcopy form are not required to be submitted.

Students are to set up the Debit Credit Bank Account/PayNow by **15 November 2020.**

Please note that if you have approved GIRO and/or Credit Bank Account / PayNow being setup during your Undergraduate studies in SIT, you do not need to resubmit 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.

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	• **1 to 15 November 2020**
How to submit	• Login to Student Intranet > IN4SIT > Financial Aid and Scholarship > Loans 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 Undergraduate 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	To apply for Standing Order: Log on to **FormSG** or scan the QR code below to apply online with your SingPass. 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/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 2020**
How to submit	• Login to Student Intranet > IN4SIT > Financial Aid and Scholarships > Financial Aid Application

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

3. Module Registration/Course Enrolment

<table>
<tr><th colspan="2" style="text-align:center">Module Registration</th></tr>
<tr><td>Information</td><td>Students reading some programmes will have modules pre-enrolled by the university.

Otherwise, an email announcement will be sent to student's SIT email address to inform students on module registration via IN4SIT.</td></tr>
<tr><td>Enrolment Period</td><td>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.</td></tr>
<tr><td>How to submit</td><td>Login to Student Intranet > IN4SIT> Course Management > Enrolment</td></tr>
<tr><td>Guides to refer to</td><td>Student Intranet -> Guides & Policies > IN4SIT Course Enrolment (Via Self-Service) Guide</td></tr>
<tr><td>Important Note</td><td>The "Course Management" tile is only visible if you have been system matriculated.</td></tr>
</table>

For enquiries, please contact Registrar Office at 6592 2091 or ModuleRegistration@Singaporetech.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 Matriculation@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) Student Honour Code Declaration
	    c) SIT Medical Examination FormIndemnity Form
	    d) Student's Pass Application ^	

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 • Student Honour Code Declaration • SIT Medical Examination Form	**Email : Matriculation@SingaporeTech.edu.sg.** **Tel: 6592 2091**	**18 August 2020**
	Module Registration	**Email :** ModuleRegistration@Singaporetech.edu.sg **Tel: 6592 2091**	**Late August 2020**
Student Finance	Set-up of Student Bank Account	**Email : StudentFinance@singaporetech.edu.sg** **Tel: 6592 8149**	**15 November 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)	**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 • Bursaries	**Email : Fas@singaporetech.edu.sg** **Tel: 6592 1136** **Please visit SIT Website for more details** https://www.singaporetech.edu.sg/undergrad/financial-aid	• TFL: 01 to 15 November 2020 • 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 2020**
Student Life	Indemnity Form	**Email : SLD@Singaporetech.edu.sg** **Tel: 6592 1191**	**18 August 2020**