

SYSTEM USER GUIDE FOR FINANCIAL ASSISTANCE & SCHOLARSHIPS APPLICATION

List of recommended browsers:

- Internet Explorer 11
- Google Chrome (Release 43)
- Mozilla Firefox (Release 42, 38 ESR)
- Apple Safari (Release 8.0, 9)
- Microsoft Edge (Release 25.10586)

Please click on the following [URL link](#) and you will be directed to the SIT Application Portal.



<p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p>Sign In</p> <p>Forgot Your Password</p> <p>Register A New Account</p>	<ol style="list-style-type: none">1. Your User ID refers to your Registration ID (9 numeric digits) sent to your email address when you first register your account.2. You may also login using your email address previously registered with SIT.3. Your password is in the format of 8-16 characters and is case sensitive.
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To begin, please login to the SIT Application Portal with your applicant/student credentials.

Upon login, you will view the “Home” page. To start, please click on the application record in the table on the “Home” page.

The screenshot shows the SIT Singapore Institute of Technology logo in the top left. A navigation menu on the left includes Home, Change Password, Contact Us, FAQ, Sign Out, and a login status: 'You are logged in as: START OVER Registration ID: 000050095'. The main content area is titled 'Welcome' and 'Your Applications'. Below this is a table with the following data:

Application Number	Application Type	Term	Application Status	Submitted Date
1 U1620101	Undergraduate	1610	Submitted	01/12/2016

Click on “Start New Application” under Financial Aid.

The screenshot shows the 'Application Confirmation' page. The left navigation menu includes Home, Application Summary, Application Confirmation (highlighted), Contact Us, and Sign Out. The main content area is divided into several sections:

- Application Details:** Full Name: START OVER, Singapore Mobile Number: 95-4444444, NRIC/FIN: S925874B, Residential Number, Passport No., Overseas Contact Number, Application Date: 01/12/2016, Email Address: stuatesting-catabay18@yahoo.com
- Program Details:** Application Type: Undergraduate, Application Term: 2016/17 Term 1
- Application Reviewer Comments:** A large greyed-out text area with buttons for 'Update Recommender Info' and 'Upload Documents'.
- Payment Details:** Application Fee: 18.00, Payment Status: Paid, Payment Method: Nets/Cheque, Payment Date: 22/12/2016, Payment Reference: 82. Includes a 'Print Receipt' button.
- Financial Aid:** 'You do not have existing Financial Aid application' with a 'Start New Application' button.

At the bottom, there are 'Print' and 'Return to Home' buttons.

Application Step 1: Commence your application by selecting the scholarships of your choice, in order of preference. You may also indicate the bursaries/grants you wish to be considered for.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY

Home

Step 1: Financial Aid Selection

Step 2: Applicant Details

Step 3: Personal Achievements

Step 4: Application Statement

Step 5: Family Composition

Step 6: Other Information

Step 7: Documents

Application Declaration

Application Summary

Contact Us

Sign-Out

Financial Aid Selection

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 the next. 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 submitted and applicants will be notified of the final outcomes via email notifications to their SIT email account.

Scholarship

Please select the scholarships to apply according to your choices.

First Choice

Second Choice

Third Choice

Fourth Choice

Fifth Choice

Public Bursaries/Grants

<input checked="" type="checkbox"/>	CDC/CCC University Bursary
<input checked="" type="checkbox"/>	MOE Bursary
<input checked="" type="checkbox"/>	CDC/CCC University Bursary
<input checked="" type="checkbox"/>	MOE Bursary
<input checked="" type="checkbox"/>	CDC/CCC University Grant

Donated Bursary

Do you wish to apply for Donated Bursary No

Application Step 2: You will be able to view your applicant details. Click on “Next” to proceed with the rest of the application.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY

Home

Step 1: Financial Aid Selection

Step 2: Applicant Details

Step 3: Personal Achievements

Step 4: Application Statement

Step 5: Family Composition

Step 6: Other Information

Step 7: Documents

Application Declaration

Application Summary

Contact Us

Sign-Out

Applicant Details

Full Name START OVER

Academic Career Undergraduate

NRIC/FIN S5925674B

Nationality Singapore Citizen

Passport No

Email Address situatesting-catabay18@yahoo.com

Mobile/Phone Number 44444444

Country Singapore

Postal Code 137280

Address 1 HOLLAND RD

Address 2

Address 3

Address 4

Application Step 3: Applicants can submit details of their personal awards/achievements on this page. Please click on “Save” before clicking on “Next” to proceed.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY

Home
 Step 1: Financial Aid Selection
 Step 2: Applicant Details
 Step 3: Personal Achievements
 Step 4: Application Statement
 Step 5: Family Composition
 Step 6: Other Information
 Step 7: Documents
 Application Declaration
 Application Summary
 Contact Us
 Sign-Out

Awards/ Achievements
 Specify up to 3 awards, achievements and academic awards attained in the last 3 years. 1 rows

*Award Description	Year of Award
1 <input type="text"/>	<input type="text"/> + -

Co-Curricular Activities
 Specify up to 3 co-curricular activities you have taken part in the last 3 years. 1 rows

Activity Description	From (Year)	To (Year)	*Position Held
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> + -

Community Service
 Specify up to 3 community service activities you have taken part in the last 3 years.

Activity Description	Year	*Description
1 <input type="text"/>	<input type="text"/>	<input type="text"/> + -

Back Save Next

Application Step 4: Submit your Personal Statement for your Scholarships application here. Do take note of the 500 word limit. Please click on “Save” before clicking on “Next” to proceed.

SIT SINGAPORE INSTITUTE OF TECHNOLOGY

Home
 Step 1: Financial Aid Selection
 Step 2: Applicant Details
 Step 3: Personal Achievements
 Step 4: Application Statement
 Step 5: Family Composition
 Step 6: Other Information
 Step 7: Documents
 Application Declaration
 Application Summary
 Contact Us
 Sign-Out

Application Statement
 Please share on the reason/s for your Scholarship application. What do you think are the key characteristics of a Scholar and why are you a suitable candidate?

Back Save Next

Application Step 5: Submit details on your family members, household circumstances as well as your personal statement for the Financial Assistance application. Please click on “Save” before clicking on “Next” to proceed.



- Home
- Step 1: Financial Aid Selection
- Step 2: Applicant Details
- Step 3: Personal Achievements
- Step 4: Application Statement
- Step 5: Family Composition
- Step 6: Other Information
- Step 7: Documents
- Application Declaration
- Application Summary
- Contact Us
- Sign-Out

Family Composition and Financial Status

Are you working part time ? No

If 'Yes' please tell us your part time occupation

How much do you earn a month on average

Details of Parents

Details of Father

*Name of Father

*Living in Household

*Marital Status

*Age

*Employment status

*Occupation

Gross Monthly Income

Annual Bonus

Monthly Contribution to family

Is suffering from an illness/ handicapped No

If yes, what is his/her condition



- Home
- Step 1: Financial Aid Selection
- Step 2: Applicant Details
- Step 3: Personal Achievements
- Step 4: Application Statement
- Step 5: Family Composition
- Step 6: Other Information
- Step 7: Documents
- Application Declaration
- Application Summary
- Contact Us
- Sign-Out

Details of Mother

*Name Of Mother

*Living in Household

*Marital Status

*Age

*Employment status

*Occupation

Gross Monthly Income

Annual Bonus

Monthly Contribution to family

Is suffering from an illness / handicapped No

If yes, what is his/her condition

Siblings/ Spouse/ Relatives/ Children

No Details Defined



- Home
- Step 1: Financial Aid Selection
- Step 2: Applicant Details
- Step 3: Personal Achievements
- Step 4: Application Statement
- Step 5: Family Composition
- Step 6: Other Information
- Step 7: Documents
- Application Declaration
- Application Summary
- Contact Us
- Sign-Out

Household Information

*Household Type

*Home Ownership

Monthly Rental

Is house loan fully paid No

Monthly Loan Repayment

Is house reliant on a live in domestic helper Yes

Application Statement

Please share with us why you need this financial assistance. You may wish to indicate what you intend to use the funds for or highlight extenuating circumstances affecting the household.

Calculated PCI

Combined Gross Monthly Household Income \$0.00

Number of dependents in Household

Calculated PCI \$0.00

Application Step 6: Submit additional information on alternative financing/sponsorships received. Please click on “Save” before clicking on “Next” to proceed.

Other Source Of Income

Please elaborate for other sources of income stated

Other Sources of Income	Monthly Income	Details of Other Sources of Income
1		

Organization Sponsorship

Have you been awarded any scholarship or are under any sponsorship by an organization? No

If yes, please indicate which areas of education-related expenses are currently covered:

- Tuition Fees
- Living Allowance
- Overseas Immersion Programme
- Laptop Allowance
- Others

Buttons: Back, Save, Next

Application Step 7: Upload softcopies of the required identification/income documentation as listed in the online application. Please click on “Save” before clicking on “Next” to proceed.

Documents

Applicants are required to upload all stipulated supporting documents to complete their application. Please follow these steps:

- Scan or take a picture of original document.
- Ensure a sufficiently clear resolution (within 5120 KB) without truncation of any part of the original document.
- Transcripts/results should show the candidate's name, the logo and name of the awarding institution, and all subjects/grades clearly.
- Paste and collate the picture(s) into Microsoft Word and save the file as a pdf file.
- Alternatively, scan and save the required documents directly in DOCX, JPEG, JPG, PDF format.
- Proceed to upload the file on the online application form.

List of Documents:

1. Identification - NRIC (Front and Back)/ Birth Certificate/ 11B for all individuals listed in the application.
2. Student Card - Student Matriculation / Concession Card for all individuals listed as students (Full-Time students only).
3. CPF Contribution History - Last 6 months CPF Contribution History for all individuals listed as Unemployed or Employed with gross monthly income less than \$5000.
4. IRAS Notice of Assessment - Latest IRAS Notice of Assessment for all individuals listed as Self-Employed.
5. Pay slips - Last 3 months pay slips for all individuals listed as Employed with gross monthly income of \$5000 and above.
6. Trade/Business License - Trade/Business License (e.g Taxi License) for all individuals listed as Self-Employed.
7. Divorce Papers - If any individuals listed in the application are divorced.
8. Death Certificate - If any individuals listed in the application are deceased.
9. Disability Certificate - If any individuals listed in the application are handicapped or suffer from illness.
10. Bankruptcy documents - If any individuals listed in the application suffer from bankruptcy.
11. Proof of Activities - Proof of Personal Achievements (e.g OCA records, Certificates).
12. Letter of Recommendation - Letter of Recommendation by Faculty.
13. Other Documents - Additional documents (e.g Medical documents).

Document Type	Mandatory	Add Attachment	View Attachment	Delete Attachment	Attached File
1 NRIC/Birth Certificate	Yes	Add Attachment	View Attachment	Delete Attachment	statement.pdf
2 Student Card	No	Add Attachment	View Attachment	Delete Attachment	
3 CPF Contribution Statement	Yes	Add Attachment	View Attachment	Delete Attachment	Receipt_GS0.pdf
4 IRAS Notice Assessment	No	Add Attachment	View Attachment	Delete Attachment	
5 3 Months Payslips	No	Add Attachment	View Attachment	Delete Attachment	

Buttons: Back, Save, Next

Application Declaration (before submission): Read through the terms and conditions of the application and enter your NRIC number as part of the acceptance. Please click on “Next” to proceed with your final submission.

	
Home	
Step 1: Financial Aid Selection	
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Step 3: Personal Achievements	
Step 4: Application Statement	
Step 5: Family Composition	
Step 6: Other Information	
Step 7: Documents	
Application Declaration	
Application Summary	
Contact Us	
Sign-Out	
	<p>Declaration</p> <p>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 submission deadline, my application may be declared as void.</p> <p>2. I 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 willfully 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.</p> <p>3. I understand and accept that any resulting award may be used to offset outstanding tuition fees payable prior to disbursement of remaining funds to me, unless otherwise stated in the award's terms of use.</p> <p>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.</p> <p>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.</p> <p>6. I 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 tuition 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 I either choose to withdraw or am terminated from the current programme of study.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><input checked="" type="checkbox"/> I agree to the content herein.</p> <p>Applicant's Full Name <input type="text" value="START OVER"/></p> <p>NRIC/ FIN/ Passport Number <input type="text" value="SS925674B"/></p> <p><input type="button" value="Back"/> <input type="button" value="Next"/></p>

Successfully submitted applications cannot be amended after submission. Applicants will receive an acknowledgement email. All notifications of application outcomes will be made via SIT email.