Bachelor of Science (Honours) in Applied Computing
(Competency-based Stackable Micro-credential Pathway)

Registration Information Kit

For enquiries, please email sitlearn@singaporetech.edu.sg and in email title to include "CSM" and cite your full name and Response ID (refer to Annex B, Step 9). We will review and respond back to you within three working days.

Dear Applicant

The Bachelor of Science (Honours) in Applied Computing [via the Competency-based Stackable Micro-credential (CSM) Pathway] is a three-year direct honours programme (the "Programme") offered by Singapore Institute of Technology (SIT). This Programme is designed to provide an upgrading pathway for in-employment individuals.

1.   We thank you for your interest in the Programme. Please read through this **Information Kit** carefully prior to accessing the registration link.

2.   You may also wish to access this webpage for more details of the Programme.

3.   The **Information Kit** comprises two sections:

   a) Annex A – Key Conditions of the Programme

   b) Annex B – Detailed Registration Guide

4.   Do note the following:

   a) There is no need to create an account for registration.

   b) There is no 'save' function in the registration form. You are to complete the application form in a single pass. **You will not be able to make further changes once you have submitted your application.**

   c) Please ensure that payment for **the registration fee is made before proceeding with the application. Please make a screen shot of your payment outcome to be included in the application as one of the supporting documents. There may be delays in application processing or release of outcome if you fail to pay the registration fee**.

      i.   The registration fee for the year 2023 will be **$15** (inclusive of GST). Please access the payment link here.

      ii. With effect from 1 January 2024 onwards, the registration fee will be **$16.35** (inclusive of GST). Please access the payment link here.

   d) If you encountered any payment issues (e.g., double payment), please email sitlearn@singaporetech.edu.sg citing your full name and Response ID (refer to Annex B, Step 9). Attach any supporting screenshots that may help us in our review.

5. **Please ensure you have all the following supporting documents ready in softcopy before registering for the Programme**. It is advisable that

-   You properly label your files and **combine all documents into one zipped file (e.g., "*filename.zip*")**.
-   The file **size shall not be larger than 7 MB**.
-   Scanned soft copies shall be of 300 dpi resolution.
-   Please note that the system will accept only one zipped file at any time. Hence, if you submit a zipped file, it will replace any earlier submitted zipped file.

Table 1. Supporting documentation	Acceptable File Format
(a) Passport Size Photo (refer to photo submission requirements here)	JPEG only (i.e. 'jpg' extension)
(b) Personal statement – in within 300 words, please share with us "**Why do you want to take up this CSM pathway programme?**" This is an expression of your motivation to apply to SIT and should be taken seriously.	DOCX, PDF
(c) Resume/CV (if applicable)	
(d) Scanned copy of NRIC / FIN / Passport (both sides front and back for NRIC / FIN).	JPEG, JPG, PNG, PDF, OA* *Academic transcripts can also be submitted using OPENCERT ".oa" format if possible.
(e) Scanned copy of Academic Transcripts and Certificates (Polytechnic Diploma, Singapore-Cambridge GCE A levels, Singapore-Cambridge GCE O levels, International Baccalaureate (IB) Diploma, other local Diplomas) as applicable.	
(f) [*For self-sponsored Applicants only*] Employment Verification letter from your employer indicating your employment status.	
(g) Any other relevant supplementary documents (e.g., other international or local qualifications including university degree or advanced diploma, or letters of recommendation or testimonials (include up to three) that you wish to include in your application.	
(h) Registration fee payment screenshot.	

6. Before you submit, please save or print a copy of your responses for reference.

7. Your application, together with all the relevant supporting documents, will be reviewed upon successful submission of your application. We may write to your as-indicated email address to request for additional documents for our review.

8. During the processing phase, we may invite you to attend an in-person interview and/or Academic Aptitude Assessment.

9. Only accepted Learners will receive a Letter of Offer from SIT vide email.

<No signature is required>
Singapore Institute of Technology

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Key Conditions of the Programme

1. To gain <u>final</u> acceptance into the Bachelor of Science (Honours) in Applied Computing (via the CSM Pathway) and remain in the Programme as an adult learner ("Learner") under SIT, the person must:

   a) Accept the Letter of Offer from SIT, <u>and</u>

   b) Be in-employment (see para 3).

2. All accepted Learners will subsequently be required to sign a Letter of Undertaking from SIT to agree to abide to all of SIT Policies and Procedures.

3. The Learner will need to be employed throughout his/her candidature. The Learner will need to inform SIT if there is a change of employer or he/she is not in-employment at any time regardless of any underlying reason(s). SIT shall reserve the final right to terminate the Learner's enrollment in the Programme.

4. Should the Learner withdraw from the Degree Programme regardless of any underlying reasons, the Learner could opt to take the micro-credential pathway as stackable or standalone course.

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Detailed Registration Guide

Step 1 - To begin, please fill up **Section A / Personal Particulars** according to the stipulated instructions.

A. Personal Particulars

1. Name
Official Full Name as per Identification Card/Passport

2. First Name/Given Name
Indicate your First Name/Given Name as per Identification Card/Passport

3. Middle Name (optional)

4. Last Name/Surname/Family Name
Indicate your Last Name/Surname/Family Name as per Identification Card/Passport

5. Citizenship Type
Select an option

6. Identification
○ NRIC / FIN
○ Passport Number

7. Nationality
Select an option

8. Birth Country
Select an option

9. Gender
Select an option

10. Date of Birth
dd/mm/yyyy

11. Marital Status
Select an option

12. Religion
Select an option

13. Race
Select an option

14. Double Barrel Ethnic Group (optional)
Only for applicants whose double barrel ethnic group is reflected as per Identification Card

15. Citizenship Country
Select an option

Step 2 - Please fill up **Section B / Contact** according to the stipulated instructions.

B. Contact

Residential Address

16. Block Number
Please enter "-" (dash) if not applicable

17. Street Name

18. Floor Number
Please enter "-" (dash) if not applicable

19. Unit Number
Please enter "-" (dash) if not applicable

20. Postal Code
Six (6) digits only

21. Email Address

22. Mobile Number
Indicate your mobile number without country code

| 8123 4567 |

23. Residential Number (optional)
Indicate your residential number without country code

| 6123 4567 |

24. Overseas Contact Number (If Applicable) (optional)

Step 3 - You are required to provide one emergency contact. Please fill up **Section C / Emergency Contact** according to the stipulated instructions.

C. Emergency Contact

22. Relationship

Select an option ⌄ ✕

23. Salutation

Select an option ⌄ ✕

24. Name

25. **Company** (optional)

26. **Email** (optional)

27. Phone Number

Step 4 - Please fill up **Section D / Employment** according to the stipulated instructions.

D. Employment

31. Company Name

[   ]

32. UEN
Company registration number, usually issued by ACRA, ROS
Find UEN from https://www.uen.gov.sg/ueninternet/faces/pages/uenSrch.jspx [↗]

[   ]

Company Address

33. Block Number
Please enter "-" (dash) if not applicable

[   ]

34. Street Name

[   ]

35. Floor Number
Please enter "-" (dash) if not applicable

[   ]

36. Unit Number
Please enter "-" (dash) if not applicable

[   ]

37. Postal Code
Six (6) digits only

[   ]

38. Job Title
Indicate relationship with company if not formally recruited by company

[   ]

Step 5 - Please furnish **Section E / Academic Qualifications** with details according to the stipulated instructions. Please note the following:

- Provide details of your qualification(s).

- Provide details of all your secondary/post-secondary qualification, which may include any of the following – O Level/ NITEC/ Higher NITEC/ Polytechnic Foundation Programme/ Year 10. Applicants from Integated Programme who have not taken GCE O Levels should provide Secondary 4 (Year 10) or equivalent standard examination results.

- If you have taken other pre-university qualifications (such as GCE A Level or equivalent Year 12 qualifications, or Diploma qualifications in addition to your entry qualification, you may provide details in this Section E as well.

- If you are a polytechnic diploma graduate without a cumulative GPA stated in your transcript, you may leave the "Cumulative GPA" field as "0".

- Add any Supplementary Results to provide details of Other Qualifications, such as Degree, Advanced Diploma, etc.

E. Academic Qualifications

30. Highest Education Obtained

| Select an option | ⌄ | ✕ |

GCE 'O' Level

31. Completion Status

◯ Completed

◯ NA

GCE 'A' Level

32. Completion Status

◯ Completed

◯ NA

Diploma

33. Completion Status

○ Completed

○ Final Semster

○ NA

University

34. Have you ever studied for a degree and/or any modules (related to the degree) offered by any of the following institutions (LASALLE / NAFA / NTU / NUS / SIT / SMU / SUSS / SUTD)?

○ Yes

○ No

35. Other Qualifications

Qualification (optional)	Institution (optional)	Graduation Year (optional)	
			🗑

+ Add another row   1 row

Step 6 - Please furnish **Section F / Billing** with details according to the stipulated instructions.

F. Billing

45. Sponsorship

○ Company-sponsored

○ Self-sponsored

Billing Address

46. Block Number
Please enter "-" (dash) if not applicable

[   ]

47. Street Name

[   ]

48. Floor Number
Please enter "-" (dash) if not applicable

[   ]

49. Unit Number
Please enter "-" (dash) if not applicable

[   ]

50. Postal Code
Six (6) digits only

[   ]

Step 7 - Please furnish in **Section G / Documents Upload** the relevant supporting documents as stipulated in para 5, Table 1 and drop the zipped file into the box indicated. Please note additionally the following:

- Provide details of Other Qualifications, such as Degree, Advanced Diploma, etc
- Provide any letter(s) of recommendation or testimonial(s) (include up to three) that you wish to include in your application. This is since SIT takes a holistic and aptitude-based approach in assessing your application.

Step 8 - **Section H / Declarations.** Please read the application declaration carefully and check the relevant checkboxes.

H. Declarations

52.
If you left any of the checkbox unchecked, please provide an explanation in the Remarks below

☐ I declare that the information provided by me in connection with this application form is accurate.

☐ I understand that any inaccurate or false information or omission of material information shall render this application invalid, and that, if admitted on the basis of such information, I may be expelled from SIT.

☐ I understand that the provision of any inaccurate or false information may render me liable to prosecution in a court of law in Singapore.

☐ I understand that SIT may also collect from sources other than me, personal data about me, such as but not limited to GPA scores from the Polytechnics for the purposes of processing my application for admission.

☐ I have not been convicted of any offence by a court of law in any country or are there any court proceedings against me.

☐ I confirm I have paid the Registration Fee and attached the required documents: Payment screenshot, Academic Transcripts, Certificates (Academic and/or Professional).

☐ I consent to providing my personal data for the processing of my application for admissions.

53. **Remarks** (optional)
If you left any of the above declaration checkbox unchecked, please provide an explanation.

SIT adopts an inclusive and fair approach in assessing applicants without denying an opportunity to an applicant due to his/her medical condition. Applicants are encouraged to disclose any condition to the University at the onset, to help ensure that any necessary adjustment can be planned to support their education.

54. Have you had or do you have any communicable disease, mental illness, colour blindness, dyslexia, and/or disability (including but not limited to chronic illness, visual or other physical constraints or limitations), which may or may not cause you to require special assistance or facilities while studying the programme at SIT?

✕ No	✓ Yes

Final Step 9 - **Submission.** Please review your inputs from Section A to Section H again.

Before you submit, please save or print a copy of your responses. When you are ready to submit your application, please click **'Submit now'**.

You will not be able to make further changes once you have submitted your application. If you wish to make further changes to your application, please email sitlearn@singaporetech.edu.sg citing your full name and Response ID (indicated within the red rectangle).

Once you have submitted your application, you will be directed to the following page that will show the Response ID and date/time of your submission (indicated within the red rectangle).
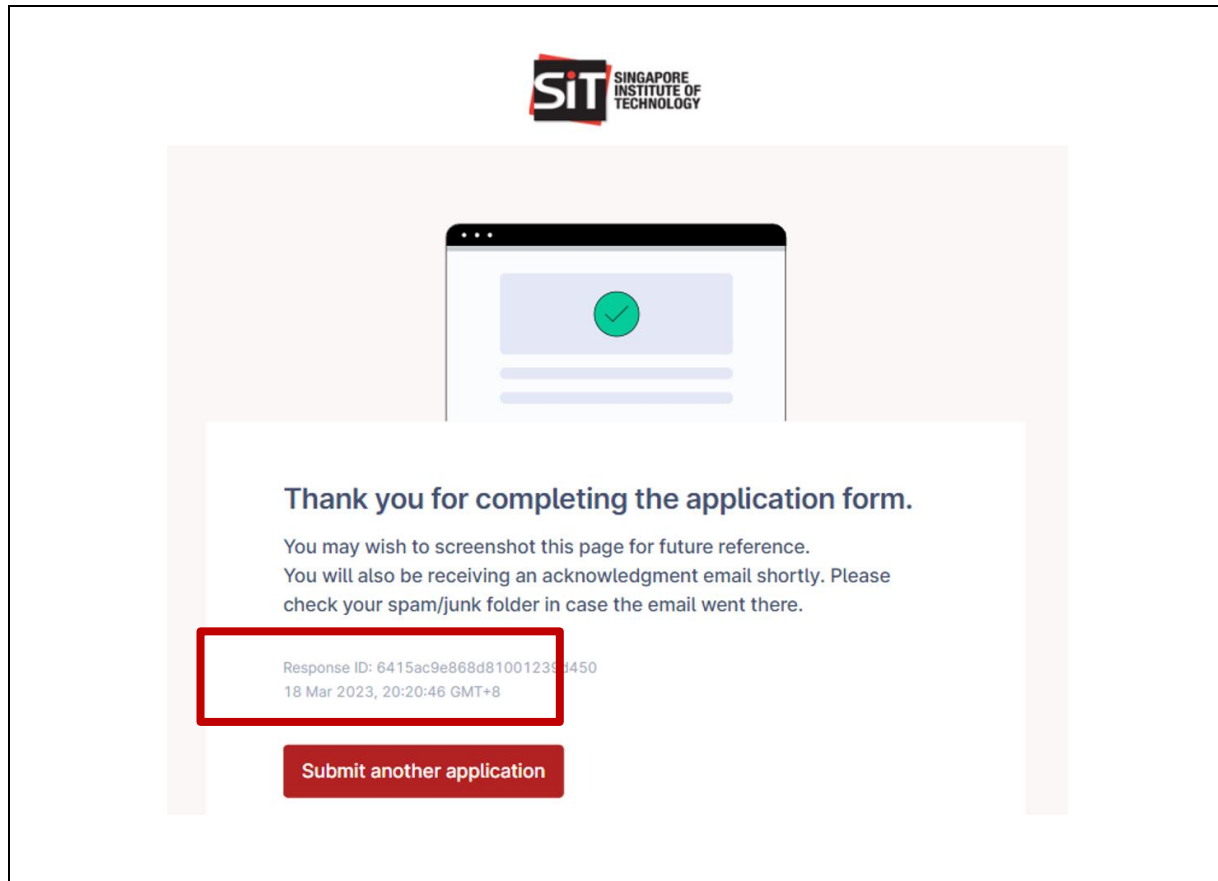
You may wish to keep a record of your Response ID or save the above screenshot for future reference.

You will also subsequently receive an acknowledgment email from us. Please check your Inbox to confirm.

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