

# **Preparing for Undergraduate Admissions**

**Submitting My Application** 

### Last Updated On 23 May 2025

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## Application Submission

- Account Creation
- Programme Enrolment
- Saving Application Progress





Resolving a Failed Login Attempt



## **Account Creation**

The following is a step-by-step guide to creating an account on the SIT Learner Portal.

### **Step 1** Navigating to the SIT Learner Portal

Visit the Early Admissions Exercise page here: <u>https://www.singaporetech.edu.sg/admissions/undergraduate/ear</u> <u>ly-admissions-exercise</u>.



### SIT Early Admissions Exercise

Unlock your future with the Singapore Institute of Technology's Early Admissions Exercise! Get a head start on your university journey by immersing yourself in a engagement process that will allow you to connect with our dedicated faculty and become part of the SIT community even before your classes begin.

With exciting scholarship opportunities, don't miss out on the chance to stand out from the crowd and take the first step towards a successful and fulfilling academic journey. Apply now and get ahead of the rest!

### Who Are We Looking For

Beyond good grades, our ideal applicants are those who have demonstrated outstanding achievements, such as doing well in competitions, showcasing a flair for applied learning, and exhibiting a deep passion for their chosen field of study.

We also value non-academic merits, including strong participation in CCAs and ac

#### To Note

You can save the SIT Learner Portal as one of your favorite sites and easily access it.

### b Click "Apply Now" to be redirected to the SIT Learner Portal login page.



## **Account Creation**

The following is a step-by-step guide to creating an account on the SIT Learner Portal.



- a Click on "Not a member?" to create your account. Enter the following details and click on "sign up".
- b Look for an email titled "Your SIT Learner Portal Account has been created" in your inbox. Click "here" to access the password setup page.

SINGAPORE INSTITUTE OF TECHNOLOGY	Join the community to receive personalized information and customer support.
💄 Username	L First Name
Password	Last Name ■ Email
Log In	a Sign Up
Forgot your password? <sup>a</sup> Not a member?	Already have an account?
Sandbox: Your SIT Learner Portal Account has been a "gmail.com" does't seem to be the real sender of this message SIT Learner Portal <do.not.reply.singaporetech@gmail.com> U Tuesday, September 03, 2024 4:26:28 PM</do.not.reply.singaporetech@gmail.com>	en created Deliverability Reply Forward Print Delete
Dear Rachel,	
Welcome to SIT Learner Portal!	
To get started, go to here.	
Username: rachel2001@gmail.com	
Kindly contact SITLEARN@singaporetech.edu.sg if you require any o	clarification.
Best regards, To get sta	arted, go to here.
Singapore Institute of Technology	

#### To Note

For desktop and laptop use, the Learner Portal supports the latest stable versions of Google Chrome, Mozilla Firefox, and Apple Safari. Ensure that your browser is up to date, as older versions or unsupported browsers may not support all features.

For tablets, Apple Safari on iPadOS (iOS 13.x or later), Google Chrome, and Mozilla Firefox are supported.



## **Account Creation**

The following is a step-by-step guide to creating an account on the SIT Learner Portal.



- a At the password setup page, input a strong password that meets the requirements in the "New Password" field.
- b Input the same password in the "Confirm New Password" field.
- **c** Once the "Match" label appears, click on "Change Password".

SINGAPORE INSTITUTE OF TECHNOLOGY	SINGAPORE INSTITUTE OF TECHNOLOGY
Change Your Password	Change Your Password
Enter a new password for rachel2001@gmail.com Make sure to include at least:	Enter a new password for rachel2001@gmail.com Make sure to include at least:
<ul> <li>12 characters</li> <li>1 letter</li> </ul>	<ul> <li>12 characters</li> <li>1 letter</li> </ul>
<ul> <li>1 number</li> <li>1 special character</li> </ul>	<ul> <li>1 number</li> <li>1 special character</li> </ul>
a New Password	* New Password Good
* Confirm New Password	Confirm New Password
Change Password	Change Password
	Criarge Password
To Note	Match

- Your case-sensitive password must include at least:
  - o 12 characters
  - o 1 letter
  - o 1 number
  - o 1 special character

On the far right of the "New Password" field, the system will display guiding prompts such as "Too Weak" or "Good" to indicate password strength.



The following is a step-by-step guide to enrolling into your programme.



### **Step 1** Start Your Application

On the SIT Learner Portal's home page, click on "Start My Application".



You can save the SIT Learner Portal as one of your favorite sites and easily access it.

**To Note** 

The following is a step-by-step guide to enrolling into your programme.



### **Step 1** Start Your Application (cont.)

Fill out the required fields for your preferred programme, then click on "Next".

		××
Start your application by comple * App * Application Term	ting these fields. You will not be able to change your selections for these items after you eliek Next.	Next.
AY2025/26 Trimester 1		
<b>To Note</b> Application term refers to the period of the programme you are applying for. E.g. AY2024/25 Trimester 1	Cancel Next	Next

You will be redirected to a new screen. Click on "Next" to proceed to the d application form.





### Scroll down to continue

## **Programme Enrolment**

The following is a step-by-step guide to enrolling into your programme.

### **Step 2 Complete Your Profile**

In the "Profile" stage, fill out your personal details and click on "Next". а

<b>o</b>	Welcome	Profile	<b>Did You Know?</b> Name and Email fields will be auto-
ò	Profile	<ul> <li>Personal Particulars</li> <li>* Official Full Name</li> </ul>	populated with the information you
•	Account Holder's Declaration	Rachel Green	your account. These fields can still
•	Education	* First Name 🕚	be edited if needed.
	Currele months and	Rachel	
÷.	Qualifications	Middle Name	
	Recommender Information	All ant Name	incation Card
Ĩ		Green	
•	Co-Curricular Activities	* Citizenshin Tyne	
•	Employment	опленотр туре	•
•	Personal Statement	* Nationality	To Note
	Application Other Information	* Citizenship Country	For Singapore Citizens or Permanent Resident, identification
÷.	Programme Choices	* Birth Country	will be in the form of NRIC.
÷	Document Upload		For International Students
•	Declaration	* Gender	identification will be in the form of Foreign Identification Number (FIN)
÷.	Application Summary	* Date of Birth	or Passport Number.
	Fee Payment		titi i
		* Marital Status	
			Ψ
		* Religion	
			•
		* Race	
			•
		Double Barrel Ethnic Group	
		* National Service Status	* National Service Status

#### **To Note**

For National Service Status, Females should select "Not Applicable" from the dropdown, and International Students should select "Exempted" and populate the reason accordingly.

### Scroll down to continue

-- Clear --

Completed

Currently Enlisted NSF

Waiting for Enlistment

Exempted

**Regular Servicemen** 

Not Applicable

The following is a step-by-step guide to enrolling into your programme.

### **Step 2 Complete Your Profile (cont.)**

a In the "Profile" stage, fill out your personal details and click on "Next".

* Block Number	* St	reet Name		
Floor Number	Unit	Number	To Note	
* Postal Code	Co	ountry	your application at an	y time k
			clicking on "Save for I	_ater" at form
* Email Address			Click <u>here</u> to learn mo	ore.
rachelgreen@yopmail.	com			
* Mobile Number				
Residential Number				
Overseas Contact Number	(If Applicable)			
Overseas Contact Number	(If Applicable)			L
Overseas Contact Number	(If Applicable)			L
Overseas Contact Number	(If Applicable) nce Address different from yo	our Residentia	al Address?	
Overseas Contact Number	(If Applicable) nce Address different from yo	our Residentia	al Address?	
Overseas Contact Number	(If Applicable) nce Address different from yo	our Residentia	al Address?	
a <ul> <li>Overseas Contact Number</li> <li>Is your Correspondence</li> </ul>	(If Applicable) nce Address different from yo <b>dress</b>	our Residentia	al Address? To Note	
Overseas Contact Number	(If Applicable) nce Address different from yo <b>dress</b>	our Residentia	al Address? <b>To Note</b> If you want your docu	ments s
Overseas Contact Number Overseas Contact Number Is your Correspondence Add * Block Number	(If Applicable) nce Address different from yo dress	our Residentia	al Address? <b>To Note</b> If you want your docu to a different address	ments s , tick th
Overseas Contact Number	(If Applicable) nce Address different from yo dress	our Residentia	al Address? <b>To Note</b> If you want your docu to a different address checkbox at the botto	ments s , tick the om of th
Overseas Contact Number  V Correspondence Add  Block Number  Floor Number	(If Applicable) Ince Address different from yo	our Residentia treet Name t Number	al Address? <b>To Note</b> If you want your docu to a different address checkbox at the botto "Residential Address"	ments s , tick the om of th sectior
Overseas Contact Number Overseas Contact Number Is your Correspondence Add * Block Number Floor Number	(If Applicable) nce Address different from yo dress Uni	bur Residentia	al Address? <b>To Note</b> If you want your docu to a different address checkbox at the botto "Residential Address" and provide another a	ments s , tick th om of th sectior address
Overseas Contact Number  Overseas Contact Number  Is your Correspondence Add  * Block Number  Floor Number  Floor Number  * Postal Code	(If Applicable) Ince Address different from yo Idress State Uni Uni Comparison * Co	bur Residentia treet Name t Number ountry	al Address? <b>To Note</b> If you want your docu to a different address checkbox at the botto "Residential Address" and provide another a	ments s , tick th om of th sectior address
Overseas Contact Number Overseas Contact Number Is your Correspondence Add * Block Number Floor Number Floor Number * Postal Code	(If Applicable) nce Address different from yo dress Si Uni Uni	bur Residentia treet Name t Number ountry	al Address? <b>To Note</b> If you want your docu to a different address checkbox at the botto "Residential Address" and provide another a	ments s , tick th om of th sectior address
Overseas Contact Number  V Correspondence Add  Block Number  Floor Number  Postal Code	(If Applicable) Ince Address different from young the second seco	bur Residentia treet Name t Number ountry	al Address? <b>To Note</b> If you want your docuto to a different address checkbox at the botto "Residential Address" and provide another a	ments s , tick the om of th section address
Overseas Contact Number Overseas Contact Number Is your Correspondence Add * Block Number Floor Number Floor Number Postal Code	(If Applicable) Ince Address different from yo Ince Address Ince Addre	bur Residentia	al Address? <b>To Note</b> If you want your docuto to a different address checkbox at the botto "Residential Address" and provide another a	ments s , tick th om of th sectior address
Overseas Contact Number         Is your Correspondence Add         * Block Number         Floor Number         * Postal Code         * Emergency Contact	(If Applicable) Ince Address different from yo Idress State Uni Uni Comparison Compariso	bur Residentia	Al Address? <b>To Note</b> If you want your docuto to a different address checkbox at the botto "Residential Address" and provide another a	ments s , tick th om of th sectior address
Overseas Contact Number  V Correspondence Add  Block Number  Floor Number  Floor Number  K Postal Code  C Emergency Contact  Relationship	(If Applicable) Ince Address different from yo Idress Signature Si	bur Residentia	Al Address? <b>To Note</b> If you want your docutors to a different address checkbox at the bottor "Residential Address" and provide another a	ments s , tick the om of th section address.



The following is a step-by-step guide to enrolling into your programme.

### **Step 3** Complete Account Holder's Declaration

a Read through the declaration. Tick the checkbox 'I agree to the conditions stated above' then click "Next".

Ste	eps	Account Holder's Declaration	
0	Welcome	I hereby declare that I, Rachel Green, am the rightful holder o	f the NRIC/FIN/Passport, SXXXX241G,
0	Profile	which is used to create this account. I understand that any person who gains unauthorised access i	to this system or who otherwise misuses any
0	Account Holder's Declaration	account on the system will be referred to the relevant authorit allowed by the law.	ties for action to be taken to the full extent
•	Education		a
•	Supplementary Qualifications	Save for later	Previous
	Recommender Information		

## **Step 4 Complete Education**

a Fill in the fields pertaining to your formal education history and click on "Next".

Ste	e <b>ps</b> Welcome	Education To Note Click the checkbox if your Institution is not listed on the
Q	Profile	Year 10 Qualifications dropdown and enter it manually.
ç	Account Holder's Declaration	GCE O level, ITE (Higher NITEC, NITEC), Others (PFP, Other Year 10
0	Education	Qualification
•	Supplementary Qualifications	× Institution
•	Recommender Information	
•	Co-Curricular Activities	My Institution is not listed
•	Employment	Year 12 Oualifications

	Personal Statement	*Entry Qualification		
•	Application Other		•	
	Information			
•	Programme Choices	Save for later	Previous	

The following is a step-by-step guide to enrolling into your programme.

## **Step 4 Complete Education (cont.)**

h, Mathematics/Additional Mathematics and Physics/Chever Colling Cal stry)/Science(Physics, Biology)). Not applicable for ITE qualifications.	(General Paper/Knowledge Ind	quiry and 3 H2 subje	ect).	llicatio
ification	* Institution			
apore-Cambridge GCE O Level Q	Anderson Junior College			
ution				
erson Secondary School	My Institution is not listed			
ly Institution is not listed	* Stream	*UAS		
y institution is not listed	Science 🔻	90		
Conduction Data				
31-12-2017 <b>m</b>	List of subjects completed	I		
*What was your academic stream in Secondary School?				
Express v				Add
<sup>4</sup> Have you attended Polytechnic Foundation	* Exam Year		* Exam Month	
Programme (PFP)?	2019	•	November	
🕑 🔿 Yes 💿 No	* Subject		* Grade	
	ARABIC	Q	A1	Q
List of subjects completed				
Exam Year Exam Month	I am Exempted from t	aking Mother Tongu	e Language?	
•				
Subject Grade	* Exam Year		* Exam Month	
Q Q		•		•
	* Qualification	* Subj	ect * Gra	ade
Exam Year Exam Month		•	Q	Q
▼				
Subject Grade				



The following is a step-by-step guide to enrolling into your programme.

### **Step 5** Supplementary Qualifications

a This section is optional. Fill in the details (if any) then click on "Next".

Ste	eps	Supplementary Qualifications
Ŷ	Welcome	This section is optional.
0	Profile	Please provide details of your Degree, Advanced Diploma, SAT, IELTS, TOEFL, OET or other certificate/test results if available.
0	Account Holder's Declaration	If you are current student of a local or overseas university, please furnish your university academic
•	Education	transcripts to-date.
0	Supplementary Qualifications	a Add Supplementary Qualification
•	Recommender Information	
•	Co-Curricular Activities	Save for later
✓ Supp *Qual	lementary Qualification	Add Add Add Supplementary Qualifications
Se Advi Advi Asso	anced Diploma ance Placement ociate Degree	*Country of Sitting TInstitution
IELT Occ	'S upational English Test	Name of Degree/Advanced Diploma/Certificate
SAT SAT	I	Area of Specialisation
To	Note	*Admission Date     * Graduation Date       *Current Status     * Academic Load       • Full-time     Part-time
Clic Sup	ck Add to add more oplementary Qualif	<ul> <li>than one cation.</li> <li>Save for later</li> </ul>



The following is a step-by-step guide to enrolling into your programme.

### **Step 6** Complete Recommender Information

### **Recommender Information**

It is optional to provide a recommender in your application, except for specific programmes.

Please click here for more information on programme-specific requirements.

The recommender whom you have specified will receive an email from SIT, requesting him/her to fill in an online recommendation letter which will be submitted directly to SIT. Please note that by nominating a recommender in this application, you are giving consent to SIT to share your name, email and programme choices with your recommender. SIT reserves the right to contact him/her regarding your application.

Add Recommender

Save for	later			Previous	Next	
Add Red	commender					
✓ Recorr	nmender				Ad	d
* Salutat	tion		* Relationship			
		•				
*Name						
* Email /	Address					
Country	Code		Phone Number			
* Salutat * Name * Email A Country	Address Code		* Relationship			

#### Designation

#### Institution/Organisation

#### **To Note**

You must fill in an email address for your Recommender to receive the Recommender Survey, which will be automatically triggered by the system upon submission of application.

The following is a step-by-step guide to enrolling into your programme.

## **Step 7** Complete Co-Curricular Activities

a This section is optional. List down your co-curricular activities (if there's any) then click on "Next".

Steps	Co-Curricular	Activities				
Welcome	This section is option	al.				
Profile	Add Co-Curricula	ar Activity				
<ul> <li>Account Holder's Declaration</li> </ul>						
<ul> <li>Education</li> </ul>					a	
<ul> <li>Supplementary Qualifications</li> </ul>	Save for later				Previous	
<ul> <li>Recommender Information</li> </ul>						
O Co-Curricular Activities						
Co-Curricular Activit	ies		To Note	d to od	d mara than	
Co-Curricular Activit This section is optional. Add Co-Curricular Activity	ies		To Note Click Ad one co-c	<mark>d</mark> to ad curricul	d more than ar activities.	J
Co-Curricular Activit This section is optional. Add Co-Curricular Activity	ies		<b>To Note</b> Click Ad one co-c	d to ad curricul Add	d more than ar activities.	J
Co-Curricular Activit This section is optional. Add Co-Curricular Activity Co-Curricular Activity * Activity Type	ies	* Activity	To Note Click Ad one co-c	d to ad curricul Add	d more than ar activities.	
Co-Curricular Activit This section is optional. Add Co-Curricular Activity Co-Curricular Activity * Activity Type	ies •	* Activity	To Note Click Ad one co-c	d to ad curricul Add	d more than ar activities.	
Co-Curricular Activit This section is optional. Add Co-Curricular Activity Co-Curricular Activity * Activity Type From Date	ies •	* Activity * To Date	<b>To Note</b> Click Ad one co-c	d to ad curricul Add	d more than ar activities.	J
Co-Curricular Activit This section is optional. Add Co-Curricular Activity Co-Curricular Activity * Activity Type * From Date * Position Held	ies •	* Activity  * To Date  * Depresented	To Note Click Ad one co-c	d to ad curricul Add	d more than ar activities.	
Co-Curricular Activit This section is optional. Add Co-Curricular Activity Co-Curricular Activity * Activity Type * From Date Position Held	ies	* Activity * To Date * Represented	To Note Click Ad one co-c	d to ad curricul Add	d more than ar activities.	
Co-Curricular Activit This section is optional. Add Co-Curricular Activity Co-Curricular Activity * Activity Type * From Date * Position Held * School or Club Name	ies	* Activity * To Date Represented	To Note Click Ad one co-c	d to ad curricul Add	d more than ar activities.	



The following is a step-by-step guide to enrolling into your programme.



a Select 'Yes' if you have working experience for four years then fill in the employment details. Select 'No' if not applicable then click on "Next".

	Employment	
Welcome	This section is optional.	
Profile	Please provide details of your employment history if applicable. SIT will holisti application with reference to both your academic and non-academic merit/ach	cally assess your
Account Holder's Declaration		
Education	Local polytechnic graduates who are participating/have participated in the Skil programme (ELP) should provide details of the ELP experience in this section. Earn & Learn" in the "Job Type" field. You could highlight specific work-based p	lsFuture Earn & Learn Please select "SkillsFuture projects and industry-
Supplementary Qualifications	recognised certifications in the "Job Description" field. You are advised to list e in <b>chronological order</b> , starting with the most recent period of employment.	mployment positions held
Recommender Information	*I possess at least four years (or equivalent) of full-time working experience (includi Yes No	ng National Service).
Co-Curricular Activities	Add Employment	
Employment	Save for later	Previous Next
	Welcome Profile Account Holder's Declaration Education Supplementary Qualifications Recommender Information Co-Curricular Activities Employment	Welcome       This section is optional.         Profile       Please provide details of your employment history if applicable. SIT will holisti application with reference to both your academic and non-academic merit/ach         Account Holder's Declaration       Local polytechnic graduates who are participating/have participated in the Skil programme (ELP) should provide details of the ELP experience in this section. Earn & Learn" in the "Job Type" field. You could highlight specific work-based p recognised certifications in the "Job Description" field. You are advised to list e in chronological order, starting with the most recent period of employment.         Recommender Information       *I possess at least four years (or equivalent) of full-time working experience (includi O Yes O No         Co-Curricular Activities       Add Employment         Employment       Save for later

$\sim$	Empl	loyment

* Job Type		* Company
	•	
Job Title		Primary Industry
		▼
* From Date		* To Date
	苗	苗
Job Description		

#### Save for later



Add



The following is a step-by-step guide to enrolling into your programme.

### **Step 9 Complete Personal Statement**

a Fill out the Personal Statement section. Once done, click on "Next".

Ste	eps	Personal Statement
Ŷ	Welcome	This is a mandatory section.
0	Profile	You may wish to consider the following in the preparation of your personal statement. (max. 2500 characters)
0	Account Holder's Declaration	
0	Education	Describe an exceptional achievement and/or lesson learned in your academic or work experience. How would your experience support your choice of programme(s)? What are your plan(s) upon graduation?
0	Supplementary Qualifications	
0	Recommender Information	
0	Co-Curricular Activities	Save for later Previous Next
ø	Employment	
0	Personal Statement	



Disability and Special Education Needs

🖲 Yes 🔵 No

Impairment
 Type of Impairment

Additional Information

**To Note** 

below.

Tuition Grant/Subsidy Usage

Do you require additional learning support for any specific educational need as a student at SIT?

Only Singaporeans and

Permanent Residents are

eligible for Tuition Grants. If

you select either option that

received a Tuition Grant, you

will have to fill in the details

states you have previously

## **Programme Enrolment**

The following is a step-by-step guide to enrolling into your programme.

## **Step 10** Complete Applicant Other Information

Add

•

a Read through the declarations, select the applicable option, and click on "Next".

#### \_\_\_\_

\* Are you first in your family to attend university?
Yes No

Application Other Information

#### Disability and Special Education Needs

\* Do you require additional learning support for any specific educational need as a student at SIT?
Yes No

#### Criminal Offence

\* Have you ever been convicted of any offence by a court of law in any county or are there any court proceedings against you?

Tuition Grant Declaration

#### More Information

For Singaporean Citizens: All eligible Singapore Citizens are automatically awarded a Tier A Tuition Grant, which is the highest level of tuition fee subsidy. Please fill in the Tuition Grant Declaration Form as part of your university application.

Note: You are eligible for Tuition Grant if you have not previously completed a course at an equal or higher level than the course you are applying for, for which you have received subsidies or sponsorship form the Government of Singapore.

For Permanent Residents: You may apply for a Tier B Tuition Grant, which will partially cover the costs of tertiary education. If you take up a Tier B Tuition Grant, you will be required to secure employment and serve in a Singapore entity for three years upon graduation. To apply, please fill in the Tuition Grant Application Form as part of your university application.

For International Students: There is a limited number of Tuition Grants available for International Students, and these are awarded on a competitive basis based on a merit. You may apply for a Tier C Tuition Grant. If you take up a Tier C Tuition Grant, you will be required to secure employment and serve in a Singapore entity for three years upon graduation. If you wish to apply, please fill in the Tuition Grant Application Form as part of your university application.

You are eligible for a Tuition Grant if you have not previously completed a course at an equal or higher level than the course you are applying for, for which you have previously received a subsidy or sponsorship from the Government of Singapore. You may find more details here.

For further details on fees for all nationalities, please click here.

#### Please select one option from the following:

I am a Singapore Citizen. (please proceed to fill in the Tuition Grant Declaration Form)
 I am a Singapore Permanent Resident (SPR) or International Student (IS) and I wish to apply for a Tuition Grant, and I have noted that I am required to work for a Singapore entity for 3 years upon graduation.

I am a Singapore Permanent Resident (SPR) or International Student (IS) and I do not wish to apply for a Tuition Grant, and I agree to pay full, unsubsidised tuition fees for my programme.

I declare that the information provided by me in this declaration form is true and accurate, and I have not deliberately or wilfully omitted to provide any information that would render me ineligible to receive Tuition Grant. I understand that false declaration is a criminal offence that may be punishable with a jail term and/or fine. Should I be found to have provided a false declaration, I will not be eligible to receive the Tuition Grant for my course of study or any future course of study.

#### Please select the option that applies to you:

I have not received any Tuition Grant or sponsorship/subsidy from the Singapore Government previously for a course of study at the same or a higher level as my new course. (a) I wish to receive a Tuition Grant and pay subsidised tuition fees for the period of my new course. (b) I agree to pay non-subsidised fees if I subsequently become ineligible for the Tuition Grant during the period of my new course. I have received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a

* Name of Previous University	
* Name of Degree Programme (taken in previous university)	
* Degree Obtained	

\* Study Status in Previous University
\* Number of Semesters/Trimesters of Tuition Grants/Subsidy Received for Previous Programme(s):

\* Total Number of Semesters/Trimesters of your Previous Programme(s):

previous course of study at the same or a higher level as my new course, but i did not graduate/ have not graduated from course. (a) I am aware that the Tuition Grant or other Government sponsorship/subsidy that I have previously received will be taken into consideration in assessing my Tuition Grant eligibility for my new course. (b) I agree to pay non-subsidised fees for my new course if I am assessed to be ineligible for Tuition Grant.

I have received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, and i have graduated from the course. (a) I am aware that I am ineligible for Tuition Grant for my new course. (b) I agree to pay non-subsidised fees for my new course.

#### Save for later

Previous Next

The following is a step-by-step guide to enrolling into your programme.

### **Step 11 Complete Programme Choices**

a Select your programme choice then click on "Next".

Ste	eps	Programme Choices
Ø	Welcome	Please indicate your programme choice(s) in order of preference. You may select up to 5 choices.
0	Profile	Please consider your programme choice(s) carefully. You will not be able to amend your programme choice(s) after submitting your application. Any request for change will be reviewed by SIT Admissions on
0	Account Holder's Declaration	a case-by-case basis.
0	Education	Your programme choices are final upon the submission of your application. Any request for change will be at SIT Admissions' discretion.
0	Supplementary Qualifications	a * Programme Choice 1
0	Recommender Information	Programme Choice 2
ø	Co-Curricular Activities	Programme Choice 3
ø	Employment	
o	Personal Statement	Programme Choice 4
0	Application Other	Programme Choice 5
	Information	
0	Programme Choices	
-	Document Unload	Save for later Previous Next



The following is a step-by-step guide to enrolling into your programme.

### **Step 12** Complete Document Upload

а

Upload all required documents and click on "Next".

#### **To Note** Document Upload Do upload your additional documents under the "Optional Documents" Instructions: section if applicable. You are required to upload the specified supportir Please note that SIT will only review the first file submitted for each required NRIC/Passport document. Singapore Citizen and Singapore Permanent Resid (front and back). NS men may upload their 11B in place of NRIC. If the 11B does not show citizenship, a copy of the passport showing citizenship should be uploaded together with the 11B (in the same document). International applicants are required to upload a copy of their passport (or National Identity Document if passport is not available). Year 10 and Year 12 Transcripts Please ensure that there is no truncation of any part of the original document. Transcripts/certificates should show the candidate's name, the logo and name of the awarding institution, and all subjects and grades clearly. Please submit scanned copies of the official transcripts/certificates. Internet results are not accepted in place of the official transcripts/certificates. Please upload only one file for each document category. If there are multiple pages/documents to submit for a particular category, e.g. multiple pages of transcript, please scan the documents into a single PDF file. Alternatively, you may paste the clear image of each page/document into a Word document, then save as a PDF file for upload. Please upload your file in the following formats: PDF, DOC, DOCX, JPG, PNG, JPEG, OPENCERT (ensure that each file does not exceed 5MB). Required Documents \* Scanned copy of NRIC/FIN/Passport/LTVP+ card \*Year 10 Transcript 🛧 Upload Files 🛧 Upload Files Or drop files Or drop files \* Year 12 Transcript Or drop files ,↑, Upload Files Optional Documents Add

#### Document Type

#### Attachment



Did You Know?

Only file extensions of PDF, DOC, DOCX, JPG, JPEG, PNG or OPENCERT conventions are allowed for upload. Each document should not exceed 5MB.



Scroll down to continue

Save for later

The following is a step-by-step guide to enrolling into your programme.

### **Step 13** Complete Declaration

a Read and agree to the declarations by ticking the checkboxes, then click "Next".

### Declaration

- 1. 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.
- 4. I understand and agree that any personal data I provided to SIT through this form may be used for the purposes listed below:
  - a. Processing my application for admission;
  - b. If my application for admission is successful, for my matriculation with SIT, including application for financial aid;
  - c. Data reporting and data analysis within SIT.
- I understand that SIT may also collect from sources other than me, perosanal data about me, such as but not limited to GPA scores from Polytechnics for the purposes of processing my application for admission.

Previous

Next

\*I hereby acknowledge the above declaration.

I consent to my data being used for marketing purposes.

Save for later



The following is a step-by-step guide to enrolling into your programme.



a Review your information. To edit details within a specific section, click the corresponding stage on the left side of the form. Once done, click on "Next".



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

4. I understand and agree that any personal data I provided to SIT through this form may be used for the purposes listed below:

(a) Processing my application for admission;

(b) If my application for admission is successful, for my matriculation with SIT, including application for financial aid;

(c) Data reporting and data analysis within SIT.

5. 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 Polytechnics for the purposes of processing my application for admission.

\*I hereby acknowledge the above declaration.

I consent to my data being used for marketing purposes.

Save for later

Previous Next

The following is a step-by-step guide to enrolling into your programme.

<b>Step 15</b> Fee Payment	Fee Payment	
At the fee payment stage, you will be given the option to pay now or pay later.	Payment Summar All amounts are in Singapore Do Application Fee	<b>Y.</b> Ilars. \$15.00
<b>b</b> To proceed with payment, click "here" to be directed to an online payment portal.	Subtotal: GST: GST Amount: <b>Total:</b>	\$15.00 9.00% \$1.35 <b>\$16.35</b>
<b>To Note</b> Do note that you are ineligible to receive an offer from SIT until you have paid your application fee.	Please disable browser's pop-up blocker and cl Refer to Guide to disable pop-u I have successfully made payment I will make payment after form submission Save for later	blick here to make payment. up blocker. Previous Next

С

Select your preferred payment method and then click "Proceed To Pay".

INSTITUTE OF TECHNOLOGY	Online Payment	
Transaction Reference Number:	PY-20240904000000585	_
Name:	Rachel Sim	
Transaction Amount:	SGD 16.35	
VISA / Mastercard		
<ul> <li>Internet Banking e NETS</li> <li>VISA / Mastercard VISA exect By using online payment including PayNo purposes:         <ul> <li>(a) For SIT to conduct verification of my p and processing entities (for example: DB that such Processing Entities may in turn electropic instructions to complex with an</li> </ul> </li> </ul>	v: by QR Code to make payment to SIT, I consent to SIT's collection, use and/or disclosure of my personal data on the online payment page for the following payment, maintain my payment records and do payment reconciliations and checks, including disclosing my personal data to the relevant banks and payment, maintain my payment records and do payment reconciliations and checks, including disclosing my personal data to the relevant banks and payment, maintain my payment services of such Processing Entities") in connection with the use of the electronic banking services or payment services of such Processing Entities or payment services of such Processing Entities are and/or disclose my personal data to another party (including a party outside of Singapore) to the extent necessary to give effect to SIT's a policable laws and resultations or pay more directive are requested the turb Processing. Entities are are used the balance them.	ing ayment ies, and ind/or my should
<ul> <li>Internet Banking e NETS</li> <li>VISA / Mastercard VISA / Mastercard verification of my j and processing entities (for example: DB that such Processing Entities may in turn electronic instructions, to comply with any comply with, and to comply with their ress (b) For SIT to comply with any applicable I further acknowledge and agree that (1) solely responsible for reviewing and agree event of any discrepancy between the am in the event that I wish to withdraw my complexity of the complexity of t</li></ul>	v: aw QR Code to make payment to SIT, I consent to SIT's collection, use and/or disclosure of my personal data on the online payment page for the following payment, maintain my payment records and do payment reconciliations and checks, including disclosing my personal data to the relevant banks and pay- payment, maintain my payment records and do payment reconciliations and checks, including disclosing my personal data to the relevant banks and pay- s, NETS and eNETS) ( <b>'Processing Entities'</b> ) in connection with the use of the electronic banking services or payment services of such Processing Entiti- collect, use and/or disclose my personal data to another party (including a party outside of Singapore) to the extent necessary to give effect to SIT's a pipetive privacy policies and/or notices; and law, regulation, legal process and/or government request, including but not limited to anti-money laundering and anti-terrorism financing related purpos SIT is not responsible for the Processing Entities' compliance with the Personal Data Protection Act 2012 or other data protection legislation and that I nount paid by me and the amount received by SIT, I will abide by SIT's absolute decision and pay any shortfall amount as directed by SIT. nount paid by me and the amount received by SIT, I will abide by SIT's absolute decision and pay any shortfall amount as directed by SIT. nonsent or correct the personal data provided, I understand that I shall send my request to StudentFinance@singaporetech.edu.sg or contact SIT at 659.	ing ayment ies, and nd/or my should ses. I shall be In the 28149.
<ul> <li>Internet Banking e NETS</li> <li>VISA / Mastercard VISA / Mastercar</li></ul>	Ave we we were the payment to SIT, I consent to SIT's collection, use and/or disclosure of my personal data on the online payment page for the following payment, maintain my payment records and do payment reconciliations and checks, including disclosing my personal data to the relevant banks and payment, maintain my payment records and do payment reconciliations and checks, including disclosing my personal data to the relevant banks and payment, maintain my payment records and do payment reconciliations and checks, including disclosing my personal data to the relevant banks and payment, maintain my payment records and do payment reconciliations and checks, including disclosing my personal data to the relevant banks and pay S, NETS and eNETS) ("Processing Entities") in connection with the use of the electronic banking services or payment services of such Processing Entit to collect, use and/or disclose my personal data to another party (including a party outside of Singapore) to the extent necessary to give effect to SIT's a sopilicable laws and regulations or any order, directive or request that such Processing Entities are required to comply with or in good faith believes they a pective privacy policies and/or notices; and law, regulation, legal process and/or government request, including but not limited to anti-money laundering and anti-terrorism financing related purpor SIT is not responsible for the Processing Entities' compliance with the Personal Data Protection Act 2012 or other data protection legislation and that I ering to their respective privacy policies and/or notices; and (2) it is my responsibility to ensure that I have made payment of the correct amount to SIT. nount paid by me and the amount received by SIT, I will abide by SIT's absolute decision and pay any shortfall amount as directed by SIT. mosent or correct the personal data provided, I understand that I shall send my request to StudentFinance@singaporetech.edu.sg or contact SIT at 659.	ing ies, and nd/or my should ses. Ishail be In the 28149.

The following is a step-by-step guide to enrolling into your programme.

### SGQR/PayNow

### Step 15a Fee Payment Stage

a

 $\mathbf{b}$ 

Selecting SGQR/PayNow will redirect you to a screen with a QR code for payment, valid for approximately 5 minutes.

Description:	Credit Payment Request		
ransaction Referen <mark>ce Numbe</mark> r:	DICNCSMStage2400001945		
ayer Name:	Rachel Sim		
ransaction Amount:	SGD 16.35		
R Code Expires In:	5m 20s		
	A CAR		
SI		3	

If the payment is not completed in time, the transaction will time out.





The following is a step-by-step guide to enrolling into your programme.

### SGQR/PayNow

### **Step 15a** Fee Payment Stage (cont.)

If your payment was successful, you will view a Transaction Reference Number.





The following is a step-by-step guide to enrolling into your programme.

### **Internet Banking**

### Step 15b Fee Payment Stage

- Selecting Internet Banking will redirect you to a page to select your preferred bank for transaction.
- b Click on the dropdown to select the bank you wish to use.
- c Next, click on "Submit" to confirm your payment transaction.

<u> </u>	DBS Debit (bankhost)
	DBS Master Debit (APIv)
debit from bank acc	DBS/POSB Debit
	EPSCO TEST Master Debit (APIv)
If you are using a POP-UP BLOCKER, plea	OCBC sites.
transaction request cannot be processed.	OCBC Bank
l'unsuellen request cumet se processeu.	SCB (Bank Test)
1. www.enets.sg 2. dbsd2poy.dbs.com (for DRS/DOSR Account by	SCB (Dev Test)
3. uniservices1.uobgroup.com (for UOB Account	Sandbox Banksim (1095)
4. www.ocbc.com (For OCBC account holders)	Sandbox Banksim (793)
	Standard Chartered Bank
TRANSACTION INFORMATION	Standard Chartered bank III (OAT only)
	UAT BankSim (E3 UAT)
Merchant Name TES	UAT BankSim (RHEL WebTxn1 Tomcat )
Nerchant Reference Code CS NETS Reference Code 202	UAT EPSCO TEST BANK1
Merchant Hostname http	UAT EPSCO TEST BANK2
Amount SG	UOB
Important Notice: Please note down the transaction information in this section just in case you need to	UOB (Bank Test)
raise any query on this transaction.	UOB Debit II
LINGAROPE RANK SELECTION	eNets Bank
Smonrone Bhilk Selection	
Bank Please select a bank	



Scroll down to continue

The following is a step-by-step guide to enrolling into your programme.





The following is a step-by-step guide to enrolling into your programme.



If your payment was successful, you will view a Transaction Reference Number.



Transaction Reference Number: Transaction Amount (SGD):

b

SGD 16.35

PY-20240905000000586

#### **To Note**

If payment is unsuccessful, please wait at least 30 minutes before reattempting.

The following is a step-by-step guide to enrolling into your programme.



Once you click on "Next" on the Fee Payment section, you will be directed to the successful submission page.

Home Admission	Matriculation	Course Selection Finance N	ters	
Application Det	tails			
Your Application has been sub	mitted successfully	r, thank you!		
Application Type				
Undergraduate Programme				
Undergraduate Programme		_		
Undergraduate Programme				
Undergraduate Programme Academic Term AY2025/26 Trimester 1		Submitted On 27 Sep 2024		
Undergraduate Programme Academic Term AY2025/26 Trimester 1 Status		Submitted On 27 Sep 2024 Application Id		

b You will receive a submission confirmation via email. Do check your junk/spam folders as emails may be directed there.

<ul> <li>Sandbox: [Thank You] Application to Singapore Institute of Technology</li> <li>▲ "gmail.com" does't seem to be the real sender of this message</li> <li>② Singapore Institute of Technology <do.not.reply.singaporetech@gmail.com></do.not.reply.singaporetech@gmail.com></li> <li>④ Friday, September 27, 2024 1:21:07 PM</li> </ul>	Deliverability	Reply
Dear Rachel Green,		
Thank you for your interest in Singapore Institute of Technology (SIT).		
Your application is well received.		
If you have yet to make payment for your application fee, please proceed to SIT Student Portal to complete your p	ayment.	
Please note that you will be receiving automated email notifications from SIT if there are any queries regarding you Kindly monitor your junk/spam folders in case the email notifications gets directed there.	ur submission	i.
Our operating hours are as follows: Mondays to Thursdays: 8:30 am to 6:00 pm Fridays: 8:30 am to 5:30 pm Closed on Saturdays, Sundays and Public Holidays		

Best regards, Singapore Institute of Technology

CILIQUEVIC	mouraco	~	10011101	~~.
				~ ~



## **Saving Application Progress**

The following is a step-by-step guide to saving your application as a draft and returning to work on it.





Username

Password

Ô



## **Saving Application Progress**

The following is a step-by-step guide to saving your application as a draft and returning to work on it.



a In the SIT Learner Portal, locate your application with the status "In Progress".

**b** To resume editing your saved draft, click on the hyperlinked "Continue Editing" within the Application you want to complete.

Welcome, Rach Your brand-new applicant journey	el! v starts here.			
My Applications Rejected	d Document			
Sort By				New Application
Application Id	Application Type Undergraduate Programme	Academic Year <b>AY2025/26</b>	Date Due <b>30 Sep 2024</b>	a Status In Progress
Delete Draft Continue Editing				



## **Checking Application Status**

The following is a step-by-step guide to check your application status.

### **Step 1** Log In to the SIT Learner Portal

a On the SIT Learner Portal login page, input your username and password, followed by clicking on the "Log In" button.

a If you are already logged in SIT Learner Portal, this logi be skipped.	nto your in step will
SINGAPORE INSTITUTE OF TECHNOLOGY	
a Username	
Password	
Log In	
Forgot your password? Not a member?	
For existing student, please login below:	



## **Checking Application Status**

The following is a step-by-step guide to check your application status.



Pending

Click here to make payment

#### **Application Status if...**

No payment has been made and you submitted your application.



## **Appeals Process**

The following is a step-by-step guide to create an appeal case.

## **Step 1** Log In to the SIT Learner Portal

On the SIT Learner Portal login page, input your username and password, followed by clicking on the "Log In" button.

SINGAPORE INSTITUTE OF TECHNOLOGY	
Matriculating? Log in to the <u>SIT Self-Service Portal</u> using the username and password provided in the matriculation email to reset your password first.	<b>To Note</b> If you have received your matriculation package, please log in to the learner portal with your SIT
For Matriculated / Existing Students, please login below:	Student email to submit your appeal.
Student Login	
For <b>Prospective Students</b> , please login below:	
Lisername	
Password	
Password Log In	

## **Step 2** Navigate to Application

Once logged in, select "Admission".

• Under "My Applications", locate past application which has been processed by SIT and click "Submit an Appeal".

Search				
Home	Admission	Matriculation	Course Selection	Finance Matters
Welcon Your brand-new	ne, Dylan!	rts here.		
My Applicatio	ons Rejected Do	ocument		
Sort By				

### To Note

Learner can only appeal if the following condition is fulfilled:

- Learner has submitted an application in the main Admissions Exercise.
- Learner current application status is "Not Successful", "Accepted" or "Declined"
- 3. Learner submits an appeal within the appeal cycle period



## **Appeals Process**

The following is a step-by-step guide to create an appeal case.

St	ep 3 Complete Appeal Form
d	Fill in the "Appeal Programme" field with your preferred programme.
e	Input "Reason for Appeal".
ſ	(Optional) Upload all supporting documents as a Single File. Note that only 1 file will be accepted.
g	Acknowledge that the information provided is accurate.
h	(Optional) Select this wildcard checkbox if you would like to be considered for other courses in SIT that you qualify for, but might not have applied to, in the event that your initial appealed programme choice is unsuccessful.
0	Click on "Submit".

AY2026/27 Trimeste	r 1
ogramme Choice Offe	ed
Appeal Programme	
Bachelor of Science	in Advanced Nursing (Marketing)
I have been wanting	to be a nurse since young. Although my results were not great, I have been volunteering in hospices
upporting Documents	
↓ Upload Files	Or drop files
Sample Document.d	
	information provided is accurate.
<ul> <li>*I declare that the</li> </ul>	
∙」 *I declare that the	
<ul> <li>*I declare that the</li> <li>• If you are unsucce</li> </ul>	ssful in your appeal, would you like to be considered for any other SIT programmes which you are eligible for in this exercise?



#### To Note

The "Programme Choice Offered" field will only be filled if you have accepted a programme offer before submitting an appeal.

Please ensure that your Appeal Programme is different from your Programme Choice Offered. If you select the same programme for both fields, an error message will appear.



## **Appeals Process**

The following is a step-by-step guide to create an appeal case.

### **Step 3 Complete Appeal Form**

Once submitted, you should see a change in status to "Processing Appeal"

+ D				
<b>v</b>				New Application
Application Id	Application Type	Academic Year	Submitted Date	Status
IA-0000006366	Undergraduate Programme	AY2026/27	07 Feb 2025	Processing Appeal
Download Rejection Letter				
View Application Details				
Application Fee Status				
Paid				

#### To Note

If you accept your main programme offer and later succeed in your appeal to a new programme, the appeal offer will replace your main offer.

This means that regardless of whether you accept or decline the appeal offer, you will not be able to revert to the original programme offer.



## **Password Reset**

The following is a step-by-step guide to reset your password.

### Step 1 Trigger Password Reset

To trigger the password reset process, click on "Forgot your password?"





Post-Application Submission

## **Password Reset**

The following is a step-by-step guide to reset your password.

### **Step 2** View Password Reset Email

a You will be directed to a page that requests you to check your email. Locate the email in your inbox to reset your password.

### NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

Back to login

Open the email and click "Change Password" to reset password.

Sandbox: Password Reset gmail.com" does't seem to be the real sender of this message SIT Learner Portal <do not="" reply="" singaporetech@gmail.com=""></do>	U Deliverability	Reply	<b>P</b> orward	Print	Delete	:
Thursday, September 05, 2024 10:59:52 AM						I
Show pictures						
Dear Rachel,						
A request has been received to change the password for your account.						
Please click on the button below to reset your password.						





Reset your password?

Let's get you set up with a new password.



## **Password Reset**

The following is a step-by-step guide to reset your password.

### **Step 3** Changing & Confirming New Password

- a At the password setup page, input a strong password that meets the requirements in the "New Password" field.
- b Input the same password in the "Confirm New Password" field.
- **c** Once the "Match" label appears, click on "Change Password".

SINGAPORE INSTITUTE OF TECHNOLOGY	SIT SINGAPORE INSTITUTE OF TECHNOLOGY
Change Your Password	Change Your Password
Enter a new password for rachel2001@gmail.com Make sure to include at least:	Enter a new password for rachel2001@gmail.com Make sure to include at least:
✓ 12 characters	12 characters
✓ 1 letter	✓ 1 letter
<ul> <li>1 number</li> <li>1 special shareston</li> </ul>	<ul> <li>1 number</li> <li>1 sussial sharestant</li> </ul>
New Password	* New Password
Good	Good
Confirm New Password	Confirm New Password
	Match
Change Password	C Change Password
Noto	Matc

- o 12 characters
- o 1 letter
- o 1 number
- o 1 special character

On the far right of the "New Password" field, the system will display guiding prompts such as "Too Weak" or "Good" to indicate password strength.



Post-Application Submission

## **Resolving a Failed Login Attempt**

The following is a step-by-step guide to reset your password should you encounter a Login Attempt Fail message.

### **Step 1** Reset Password after a Failed Login Attempt

Click on "Forgot your password?" if you encounter a failed login attempt.



For subsequent steps on resetting your password in response to a failed login attempt, please refer to **Step 2 onwards** under **<u>Password Reset</u>**.





# **Congratulations!**

You are now able to confidently prepare and submit your Undergraduate Admissions application.

