SIT Applicant Application Guide

Academic Year 2027 Update by 18 Sep 2026

Before You Begin

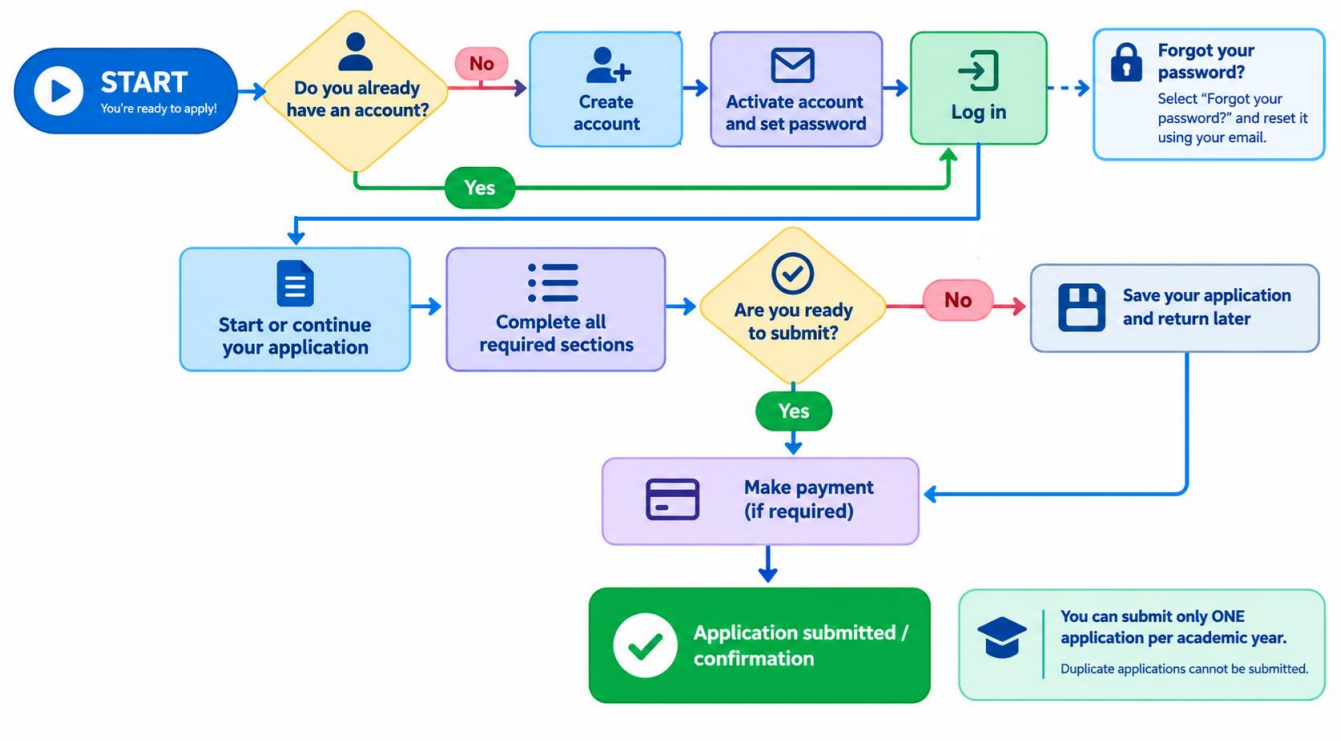
Read these points before creating or submitting an application.

- Use the latest version of **Google Chrome, Mozilla Firefox** or **Apple Safari**.
- **New users**: Register with your personal email. Do not use a corporate or school email.
- **Existing users**: Do not create a new account. Log in using your registered email.
- Forgot your password? Select "***Forgot your password?***" to reset it.
- Incorrect password attempts will result in a **15-minute account lock**. Reset your password before trying again.
- You can **save and continue** an incomplete application later.
- Only **one application per Academic Year** can be submitted. Duplicate applications are not allowed.
- Your application is successfully submitted when you receive an application number starting with "**IA**" (e.g. IA-0000012345) and the status is "**Submitted**".
- An application number starting with "**PAR**" indicates that the application is partially completed and has not been submitted.

HELPFUL HINT !:TIP: Your username is the email address used to create the Learner Portal account.

Application Flow at a Glance

Use this flow to understand whether your application is still a draft or has been submitted.



HELPFUL TIP:

- PAR <<*number*>> means the application is still a draft.
- IA-<<*application number*>> with **Submitted** status means the application has been submitted.

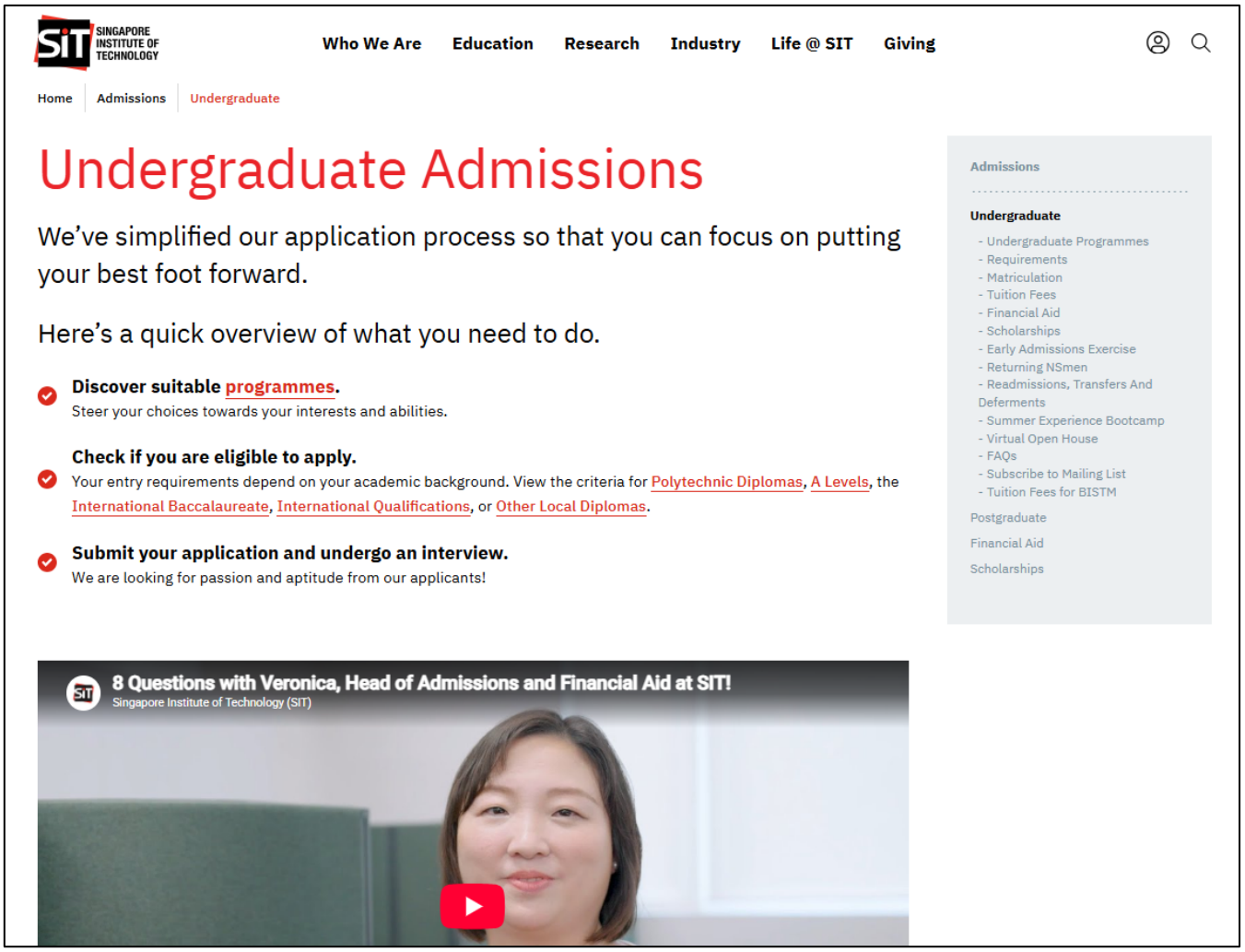
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1. Open the SIT Learner Portal

Start from the Undergraduate Admissions page.

- Open the Undergraduate Admissions page.
- Select "**Apply Now**".
- The SIT Learner Portal login page will open.

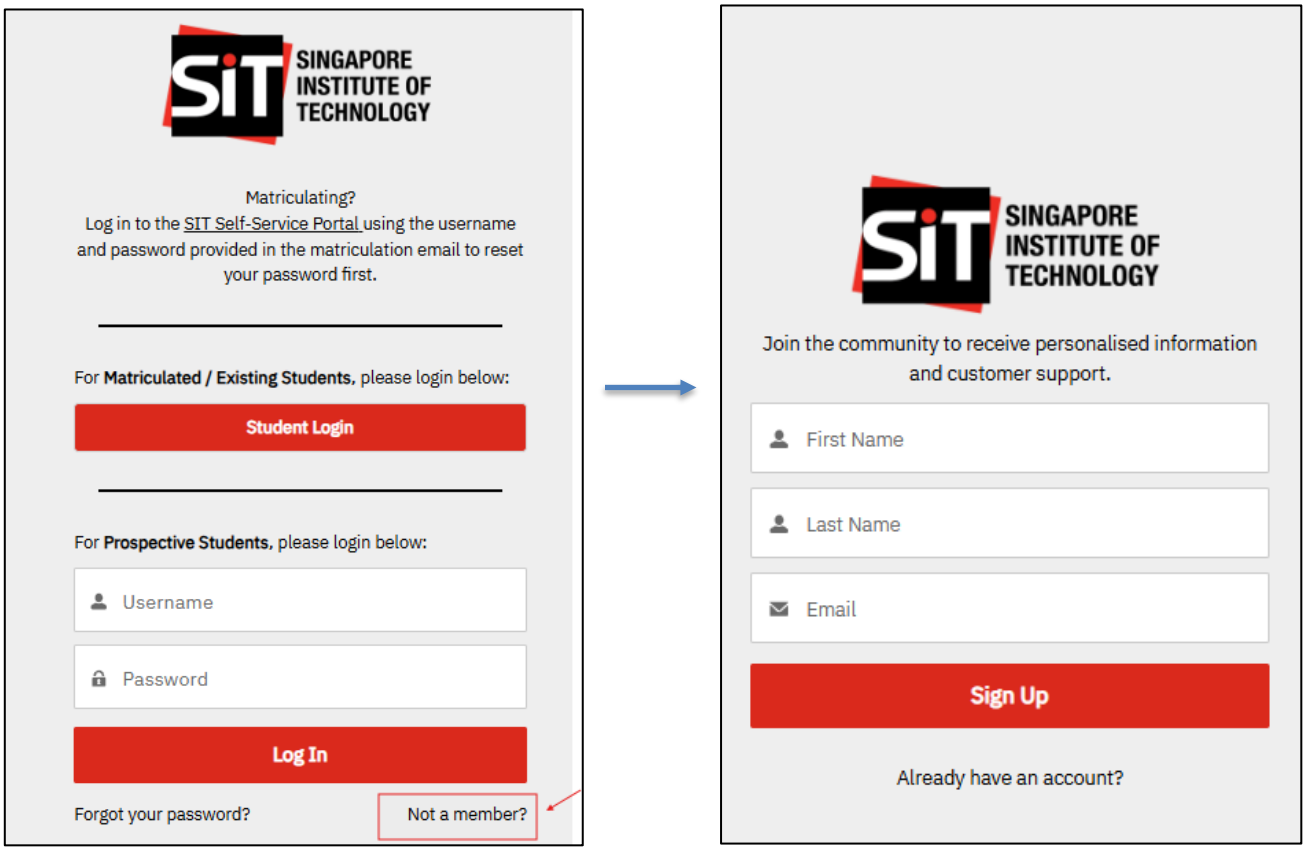


2. Create an Account

Create an account only if you do not already have one.

- Select "**Not a member?**".
- Enter the requested details.
- Select "**Sign Up**".
- Open the account creation email and select the link provided.

HELPFUL TIP: Already have an account? Return to the login page. Do not create another account.



3. Set Your Password

Create a password that meets all requirements.

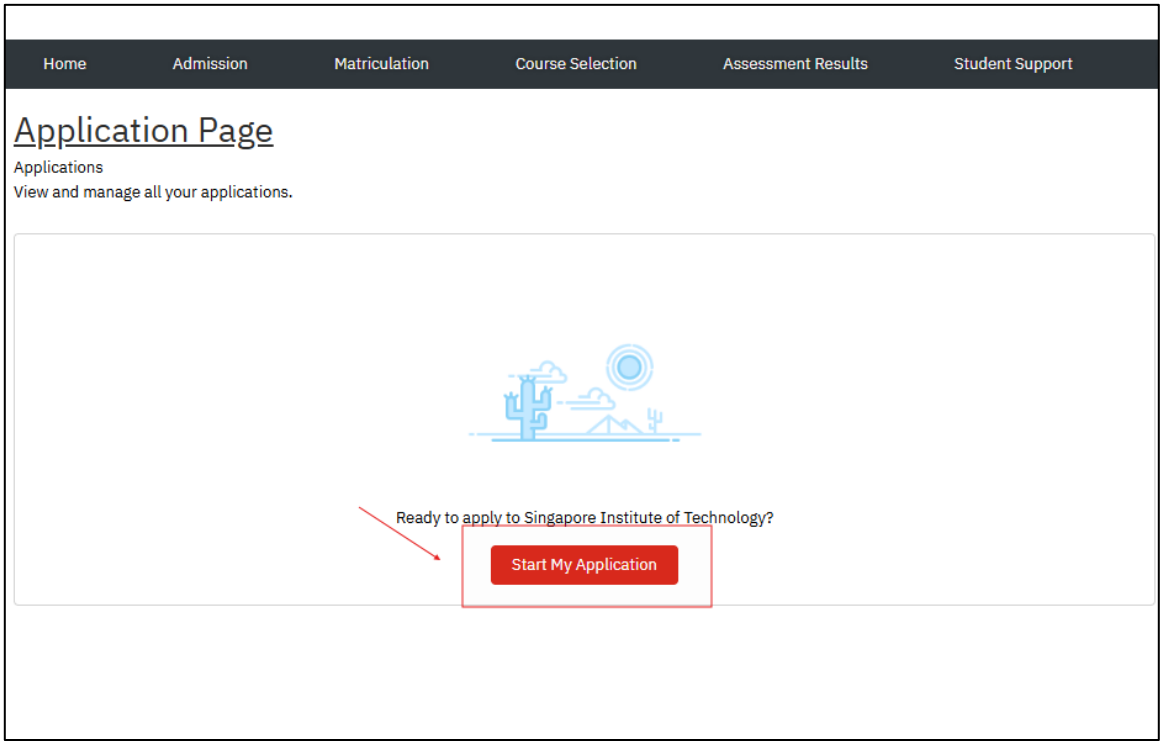
- Enter a new password.
- Enter the same password again in "**Confirm New Password**".
- When "Match" appears, select "Change Password".

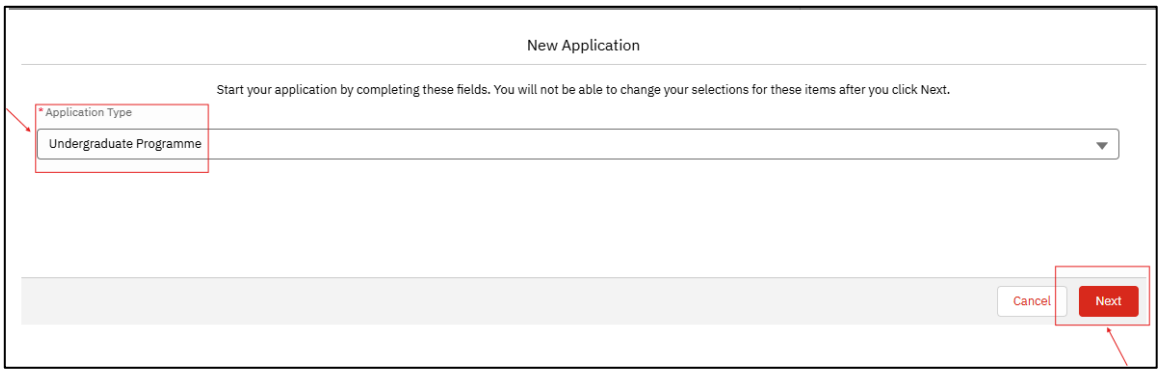
HELPFUL TIP: The password must be at least 12 characters and include 1 letter, 1 number and 1 special character.

4. Start Your Application

After logging in, start a new undergraduate application.

- Select “**Start My Application**”.
- Choose “Undergraduate Programme”.
- Select “Next”.



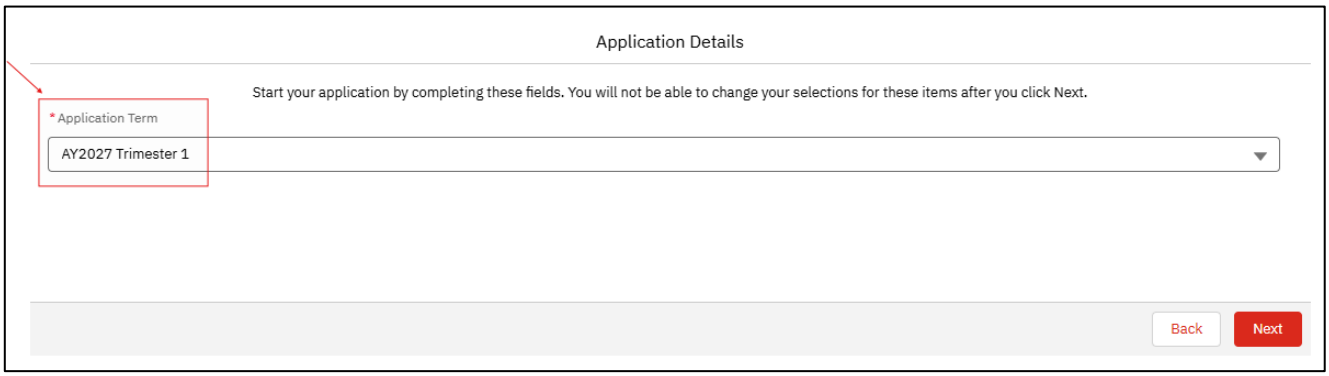


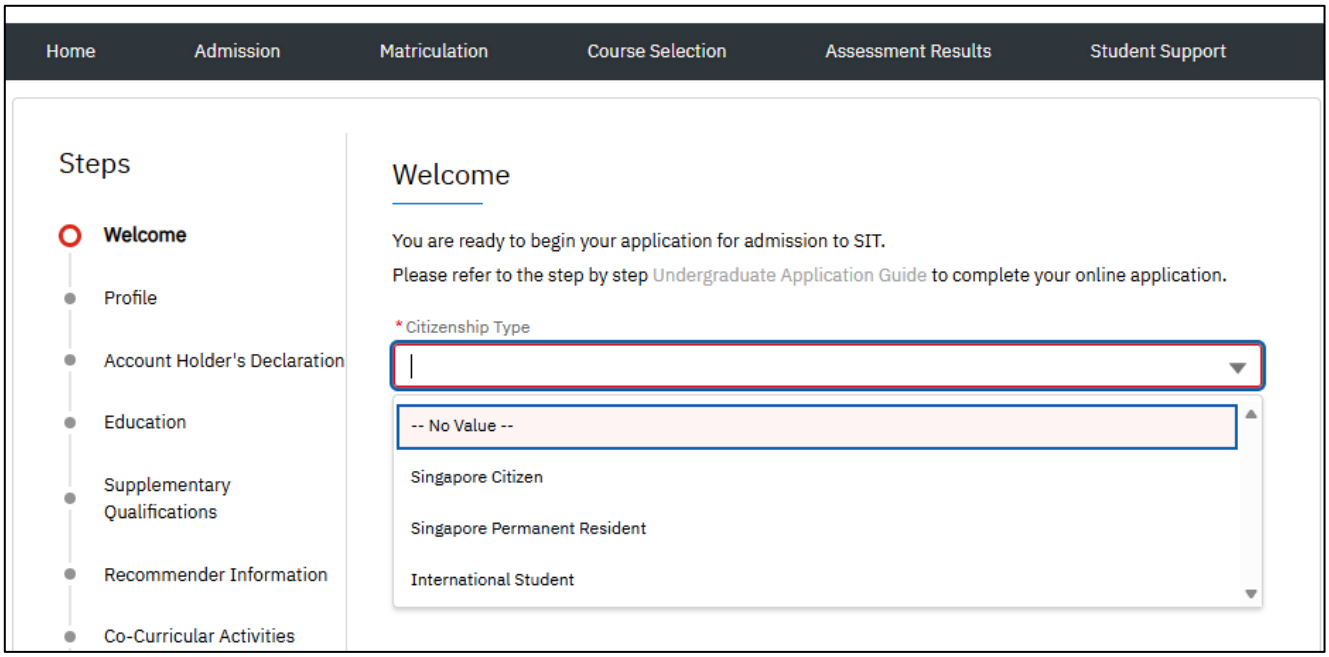
5. Select the Application Term and Citizenship

Complete the first application details carefully.

- Select the correct application term.
- Select your citizenship type.
- Select “Next”.

HELPFUL TIP: The application term is the intake period you are applying for.



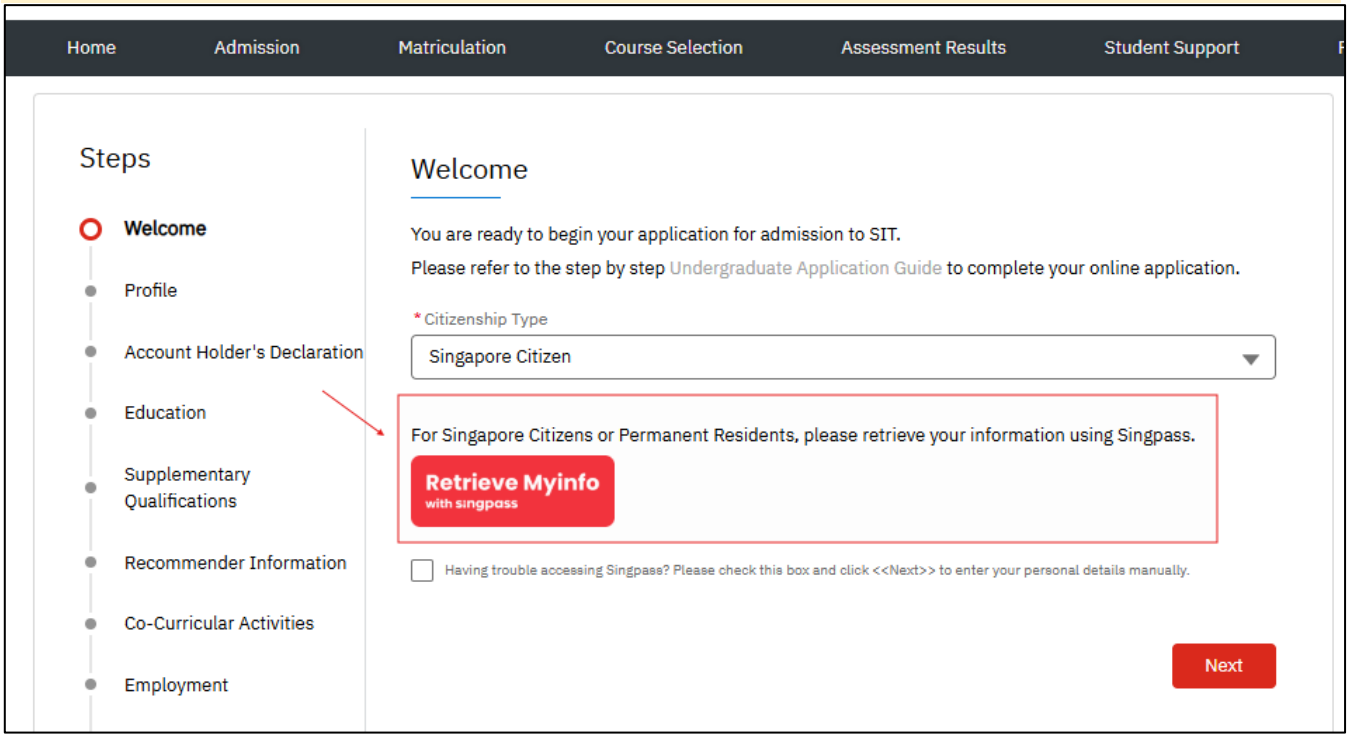


6. Retrieve MyInfo with Singpass

This step applies to **Singapore Citizens** and **Singapore Permanent Residents**.

- Select "**Retrieve MyInfo**".
- Log in to Singpass.
- Allow the requested information to be shared.
- Return to the application and check the populated information.

HELPFUL TIP: If you cannot access Singpass, select "*Having trouble accessing Singpass…"* and click "**Next**" to enter your personal details manually.

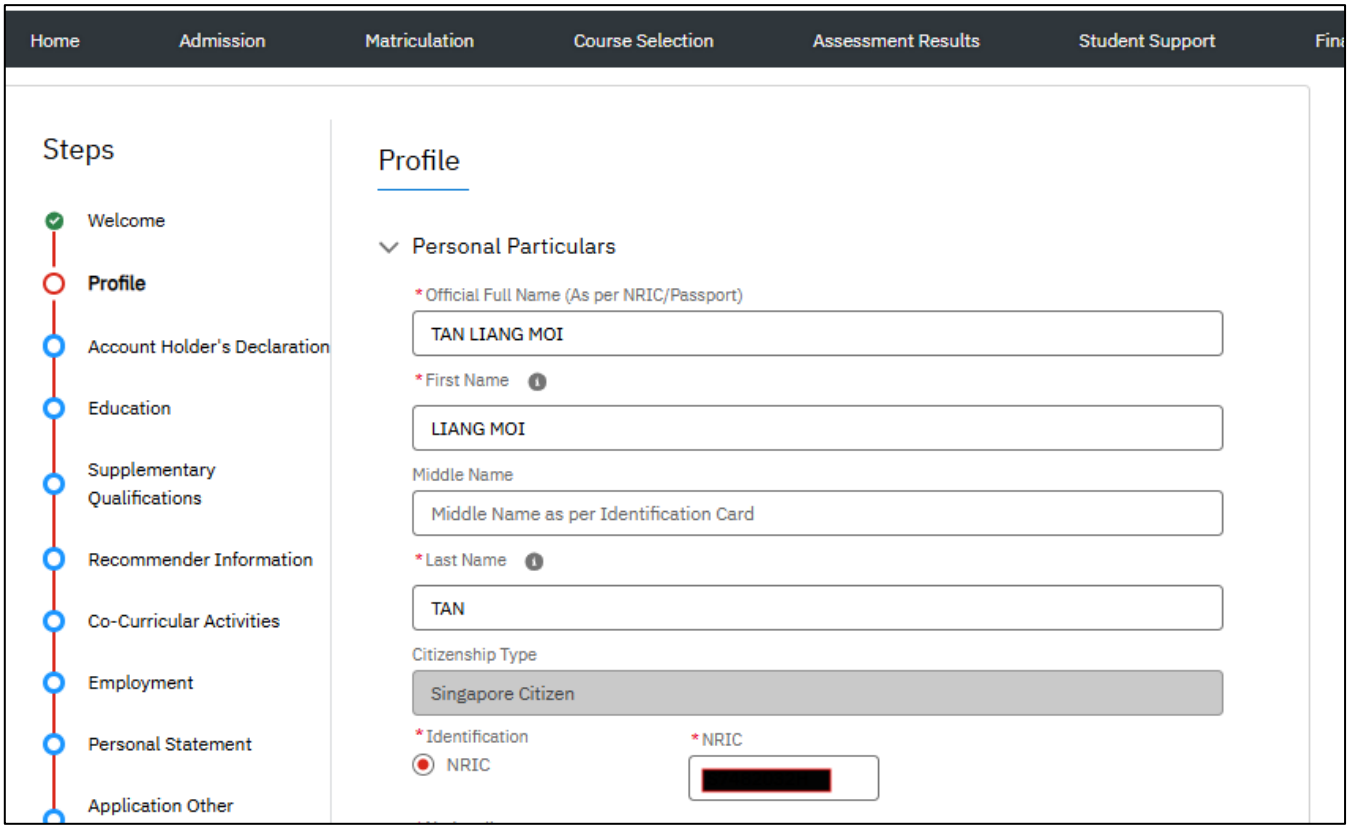


7. Complete Your Profile

Enter and check your personal and contact details.

- Complete all required fields marked with an asterisk.
- Check your identification details.
- Enter your address and contact information.
- Select “Next”.

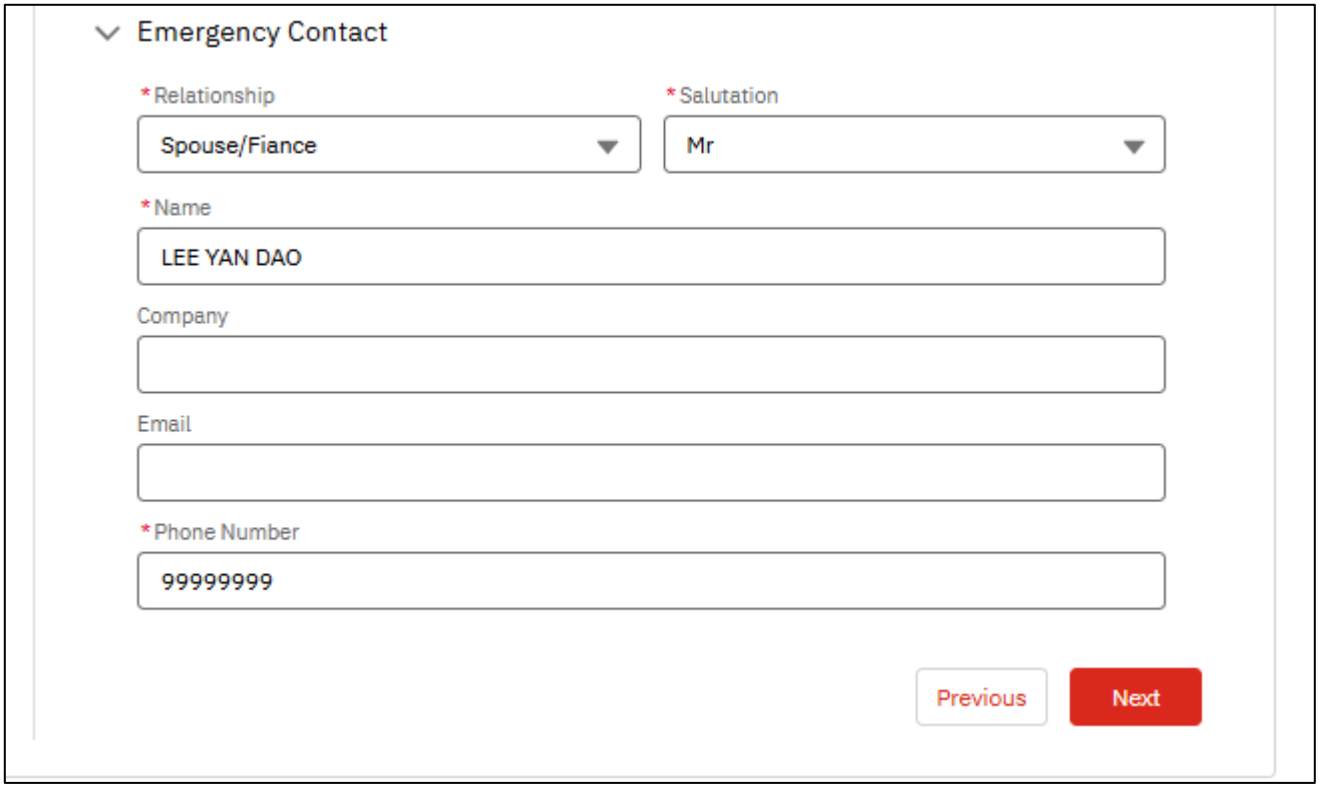
HELPFUL TIP: Name and email are populated from the account details but can be edited if required.



8. Complete Address and Emergency Contact

Continue through the remaining Profile fields.

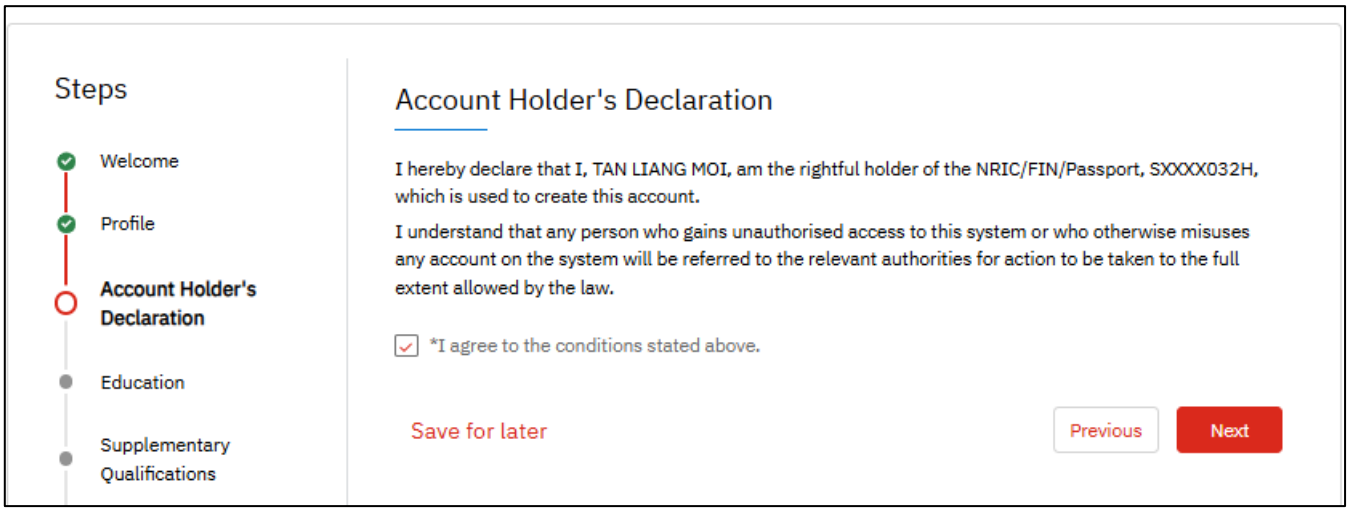
- Enter your residential address.
- If correspondence should go to another address, select the checkbox and enter the address.
- Complete the emergency contact fields.
- Select “Next”.



9. Accept the Account Holder Declaration

Read the declaration before proceeding.

- Read the **Declaration**.
- Select the checkbox to agree to the stated conditions.
- Select “Next”.

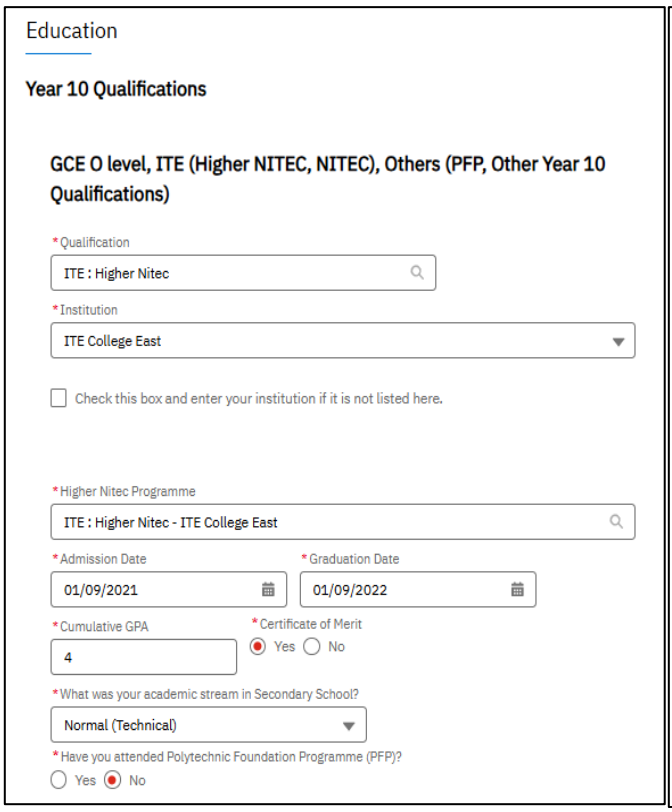


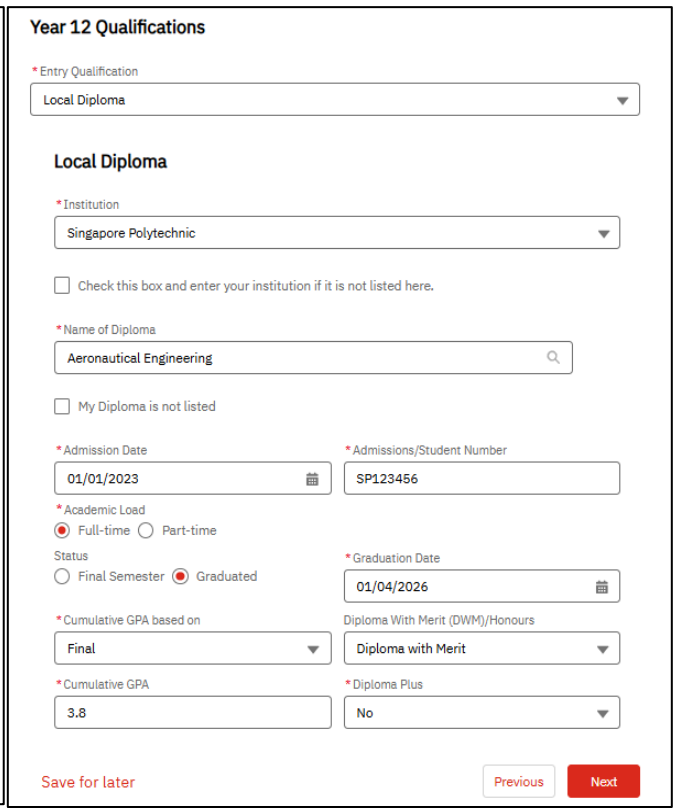
10. Enter Your Education

Enter your formal education history.

- Complete the Year 10 qualification fields.
- Complete the Year 12 qualification fields.
- Add subjects and grades where requested.
- Select “Next”.

HELPFUL TIP: If your institution is not listed, select the checkbox and enter the institution manually.

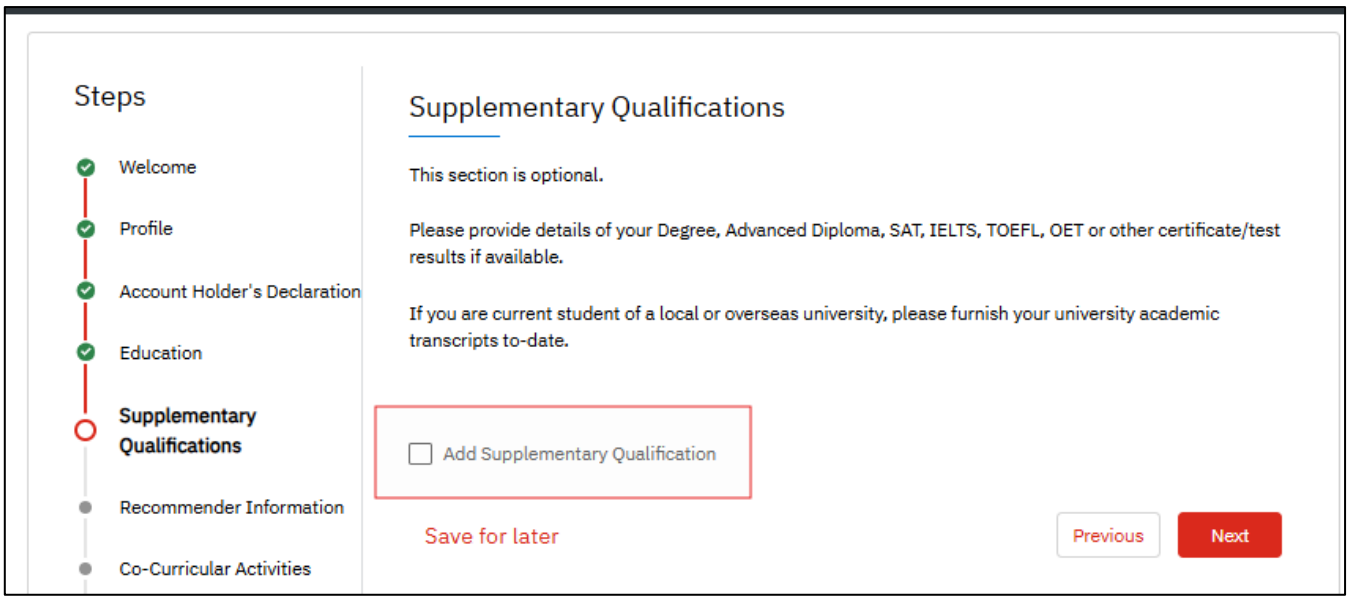


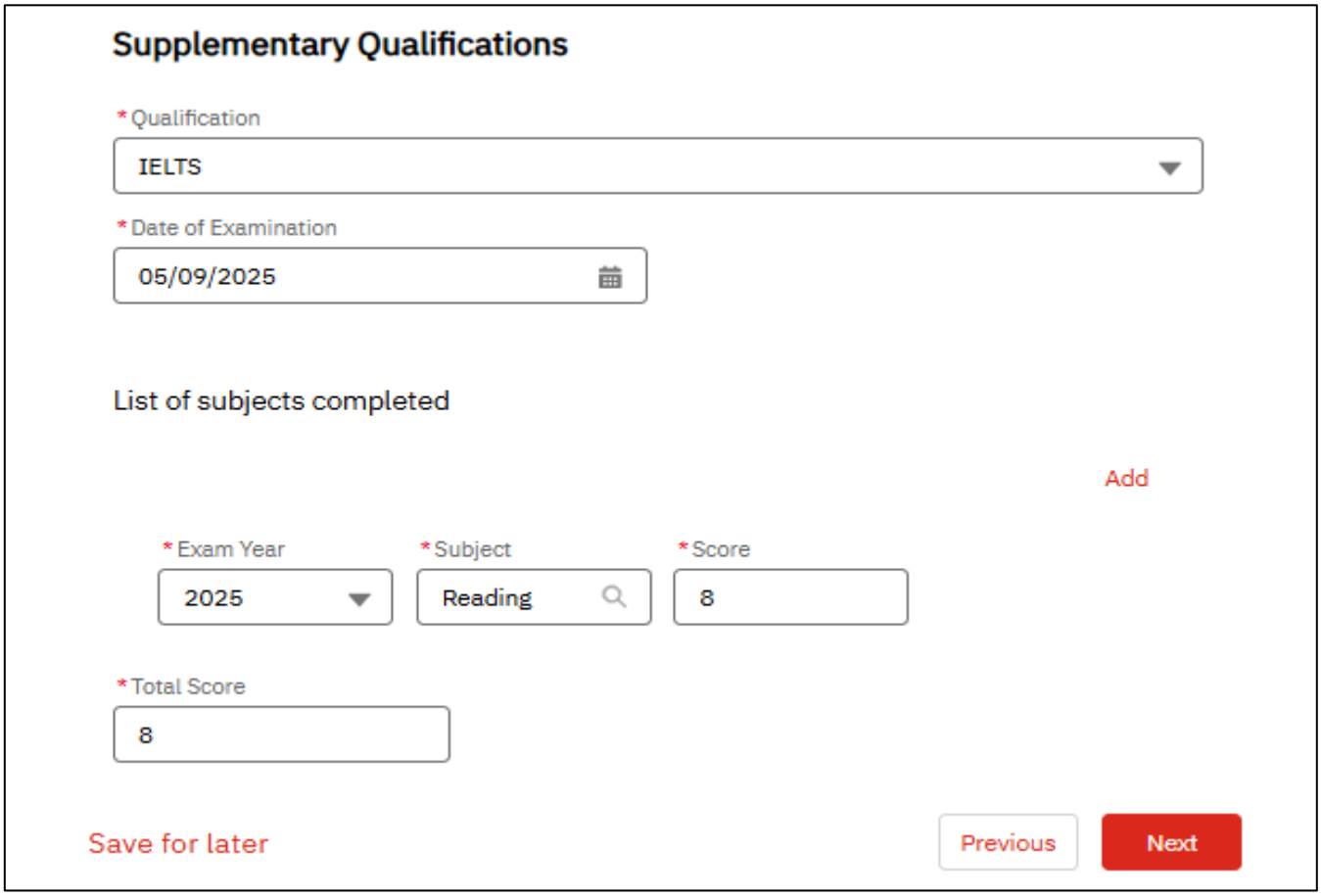


11. Add Supplementary Qualifications

This section is optional.

- If applicable, select "**Add Supplementary Qualification**".
- Enter the qualification details.
- Use "Add" again if there is more than one qualification.
- Select "Next".



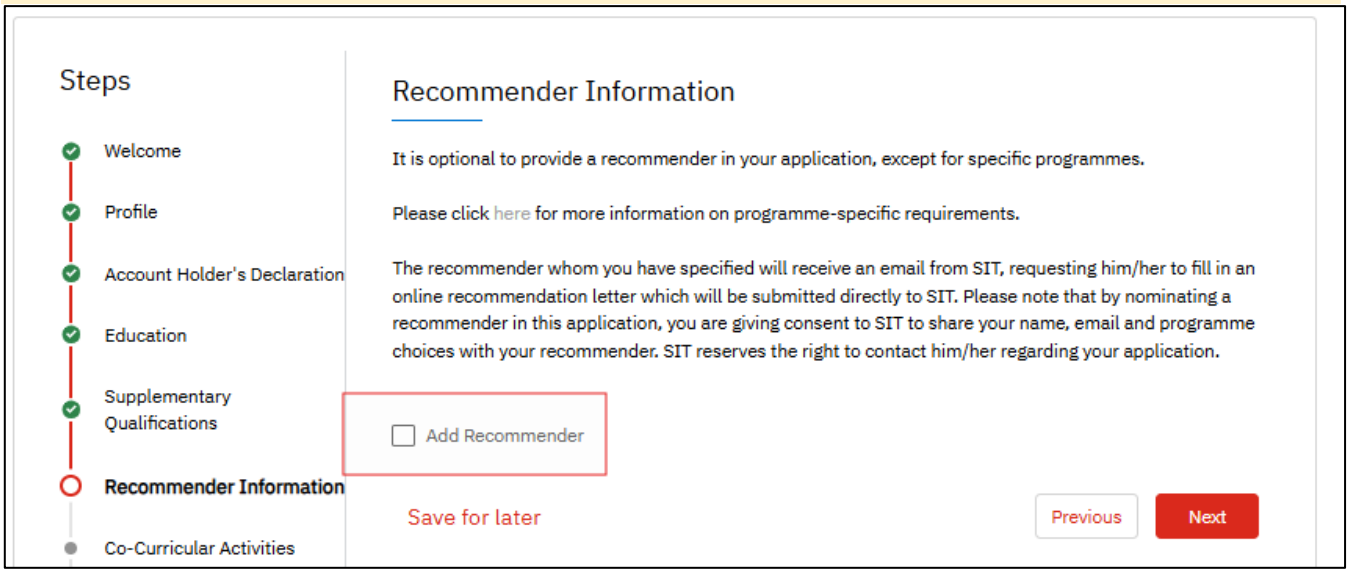


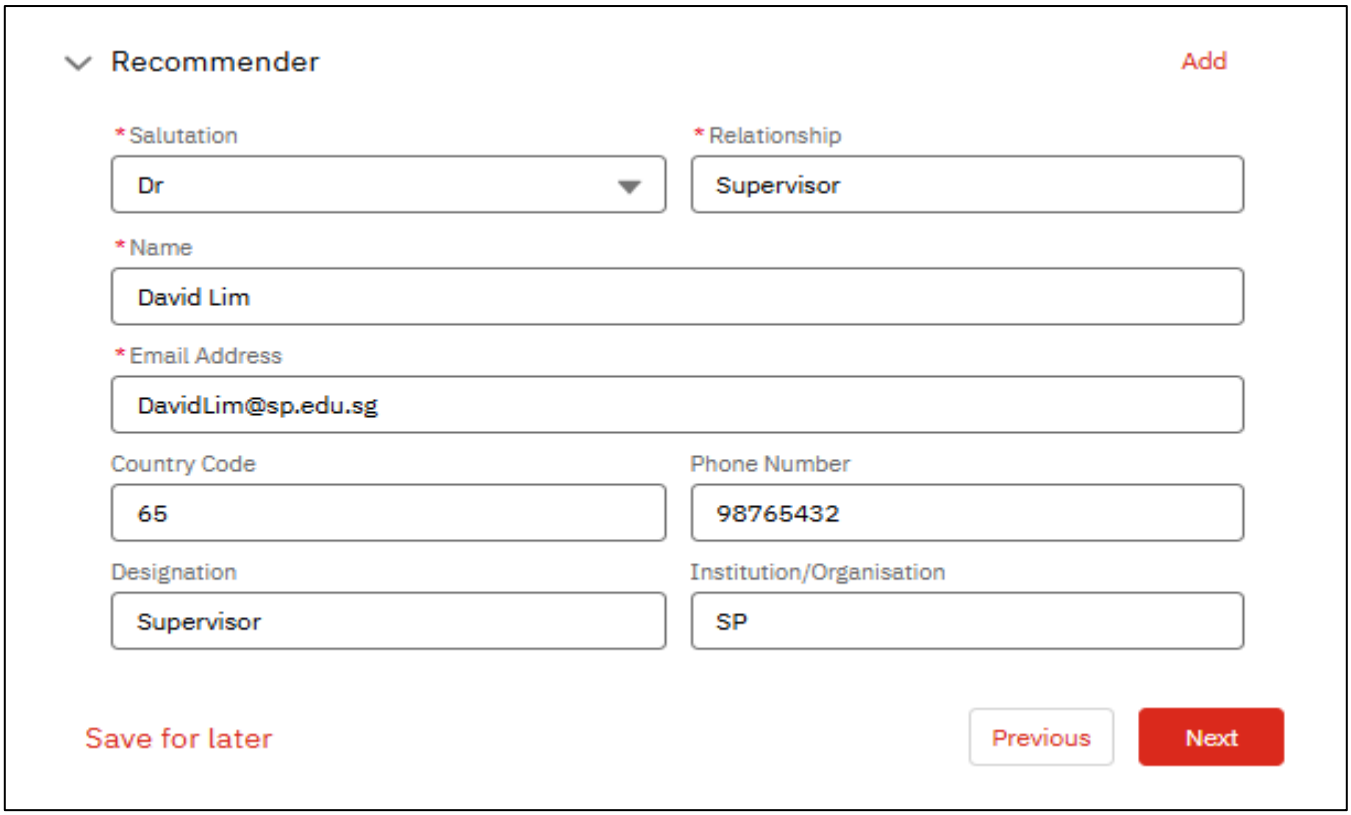
12. Add Recommender Information

Complete this section if a recommender is required or you choose to provide one.

- Select "**Add Recommender**".
- Enter the recommender's name, relationship and email address.
- Check the email address carefully.
- Select "Next".

HELPFUL TIP: The recommender survey is automatically sent after the application is submitted.



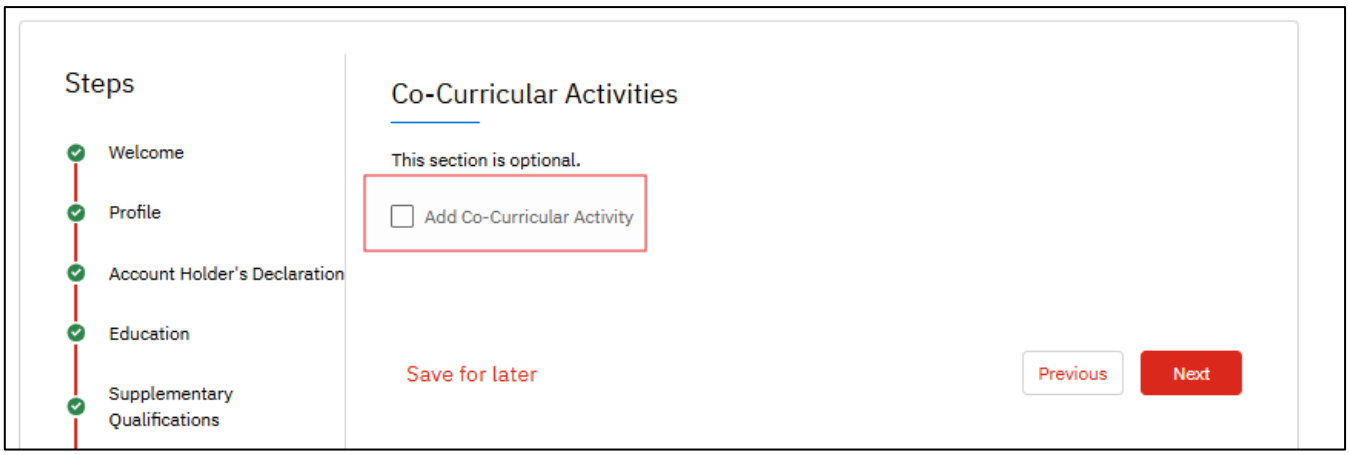


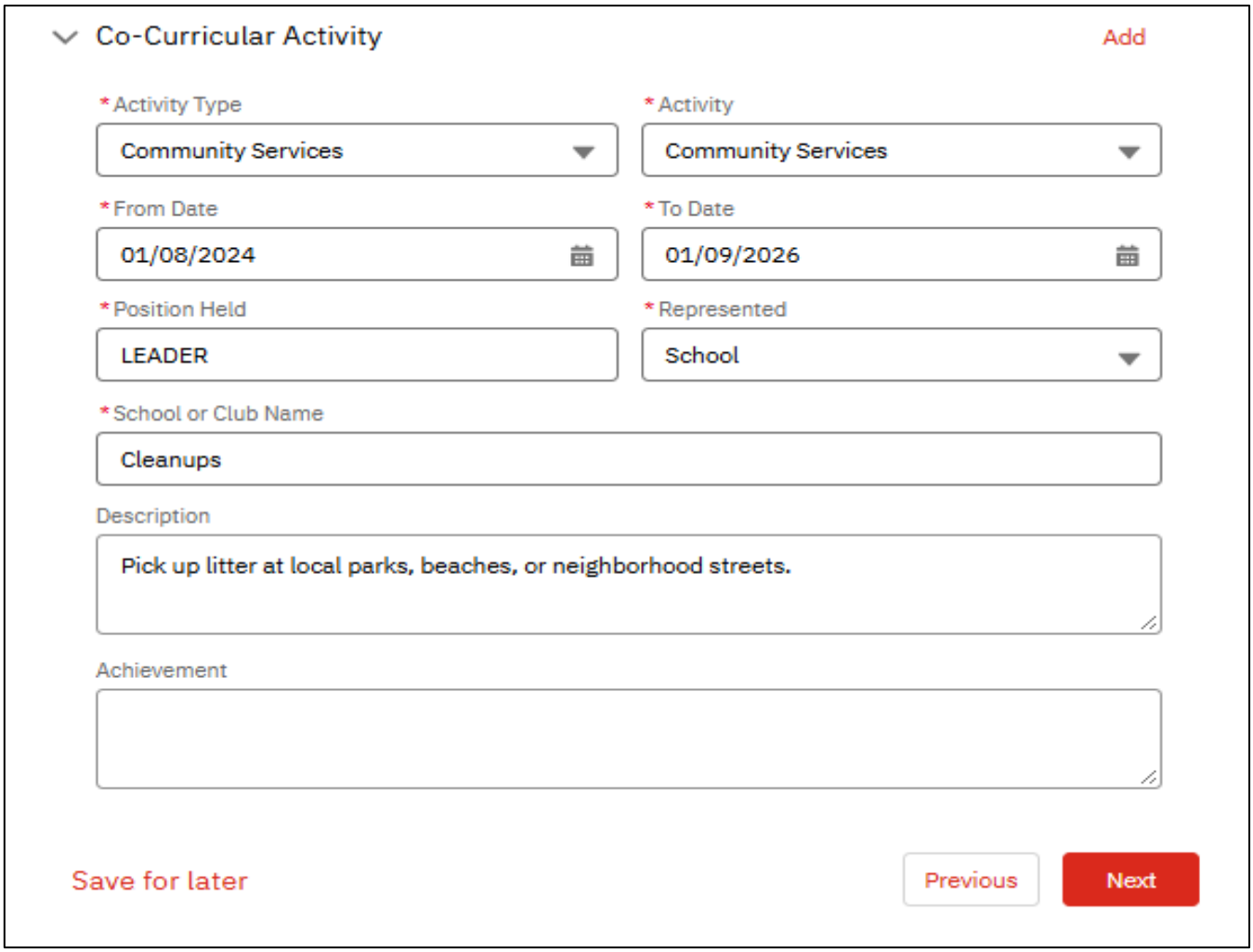
What you should see on screen

13. Add Co-Curricular Activities

This section is optional.

- Select "**Add Co-Curricular Activity**" if applicable.
- Enter the activity details.
- Use "Add" for additional activities.
- Select "Next".

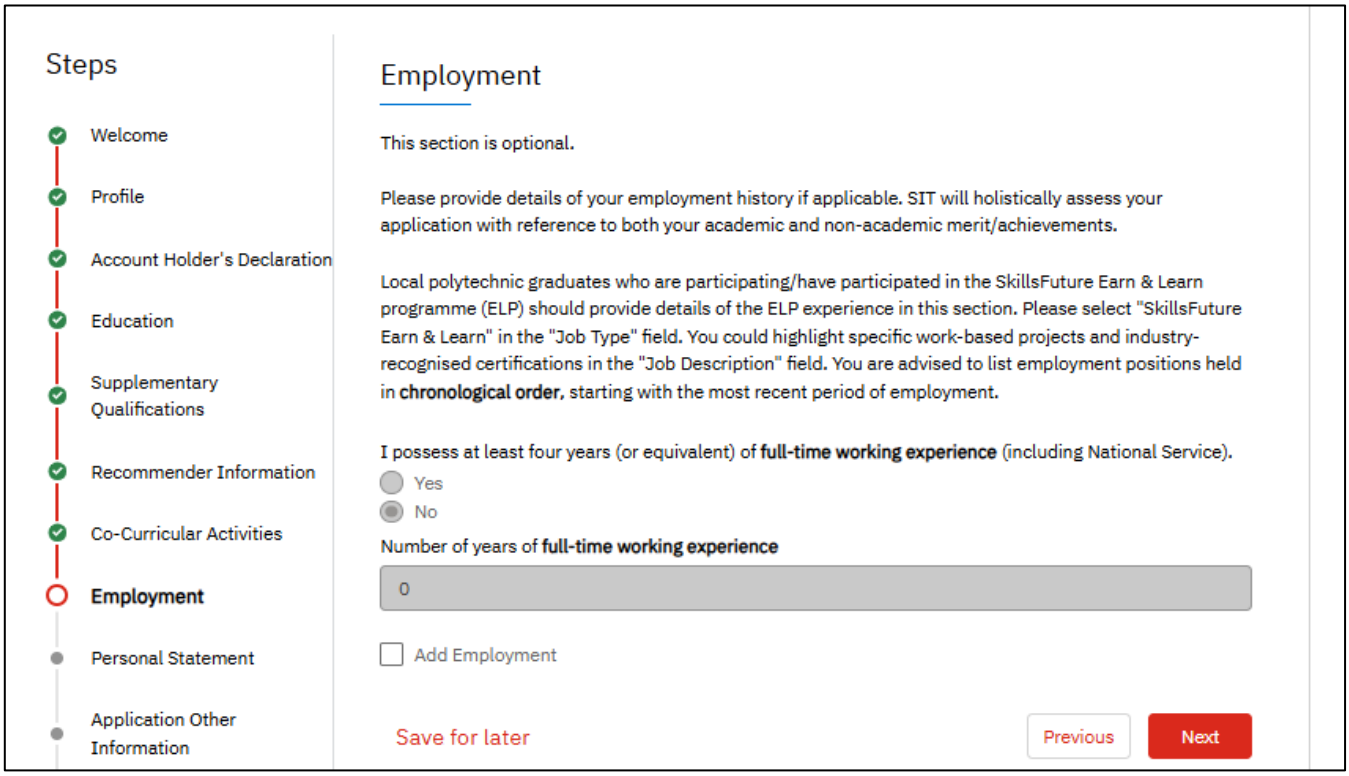


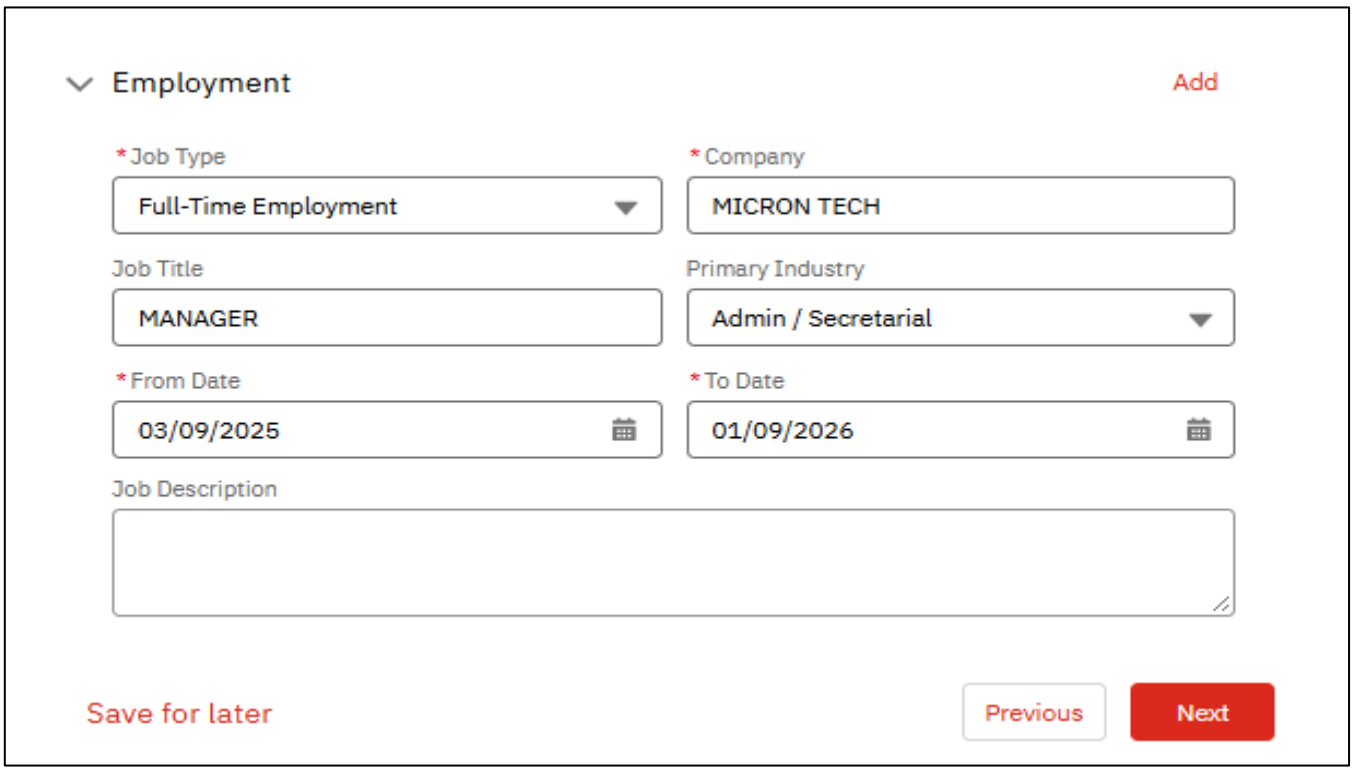


14. Complete Employment Information

Enter employment information where applicable.

- Answer the **working experience** question.
- Add **employment details** if applicable.
- Check the automatically calculated full-time working experience.
- Select “Next”.

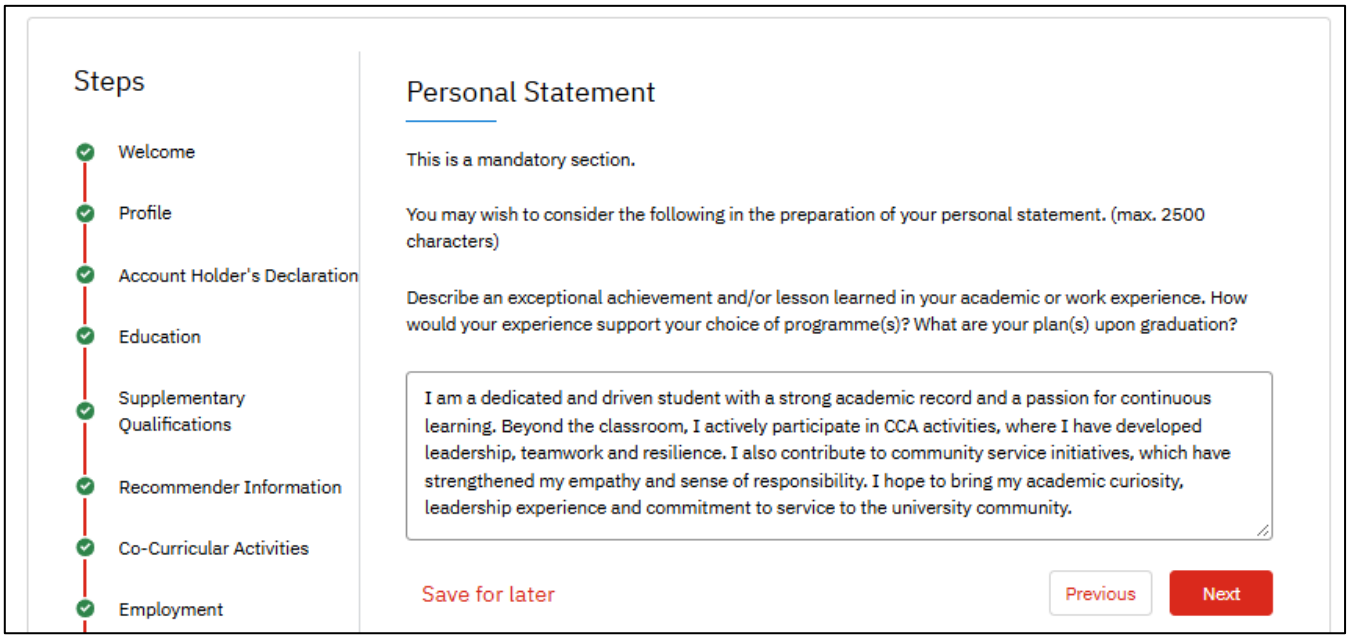




15. Write Your Personal Statement

Complete the mandatory Personal Statement section.

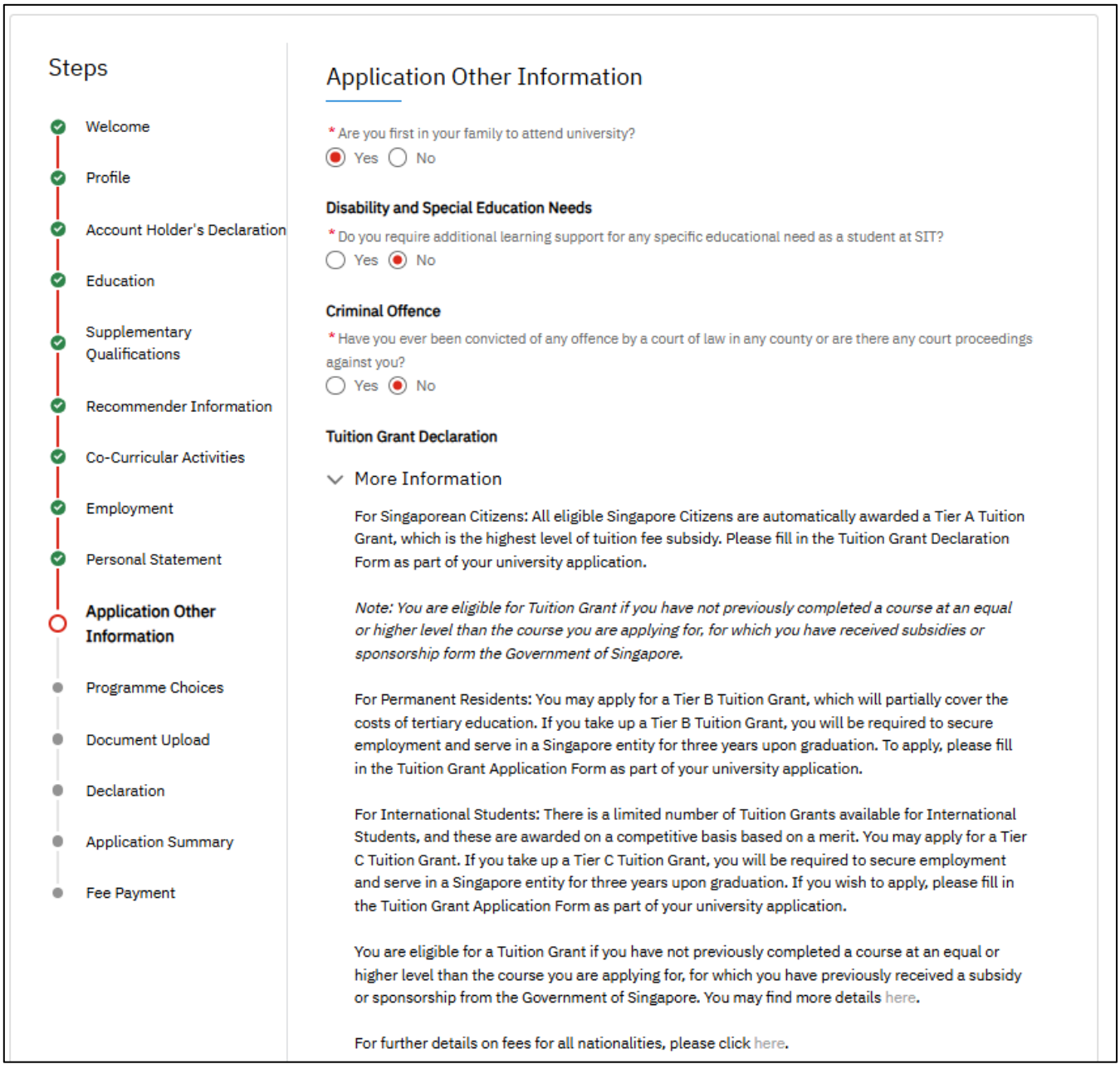
- Read the question shown on screen.
- Type your **Personal Statement** in the text box.
- Review your response.
- Select “Next”.



16. Complete Other Applicant Information

Read each question and select the answer that applies to you.

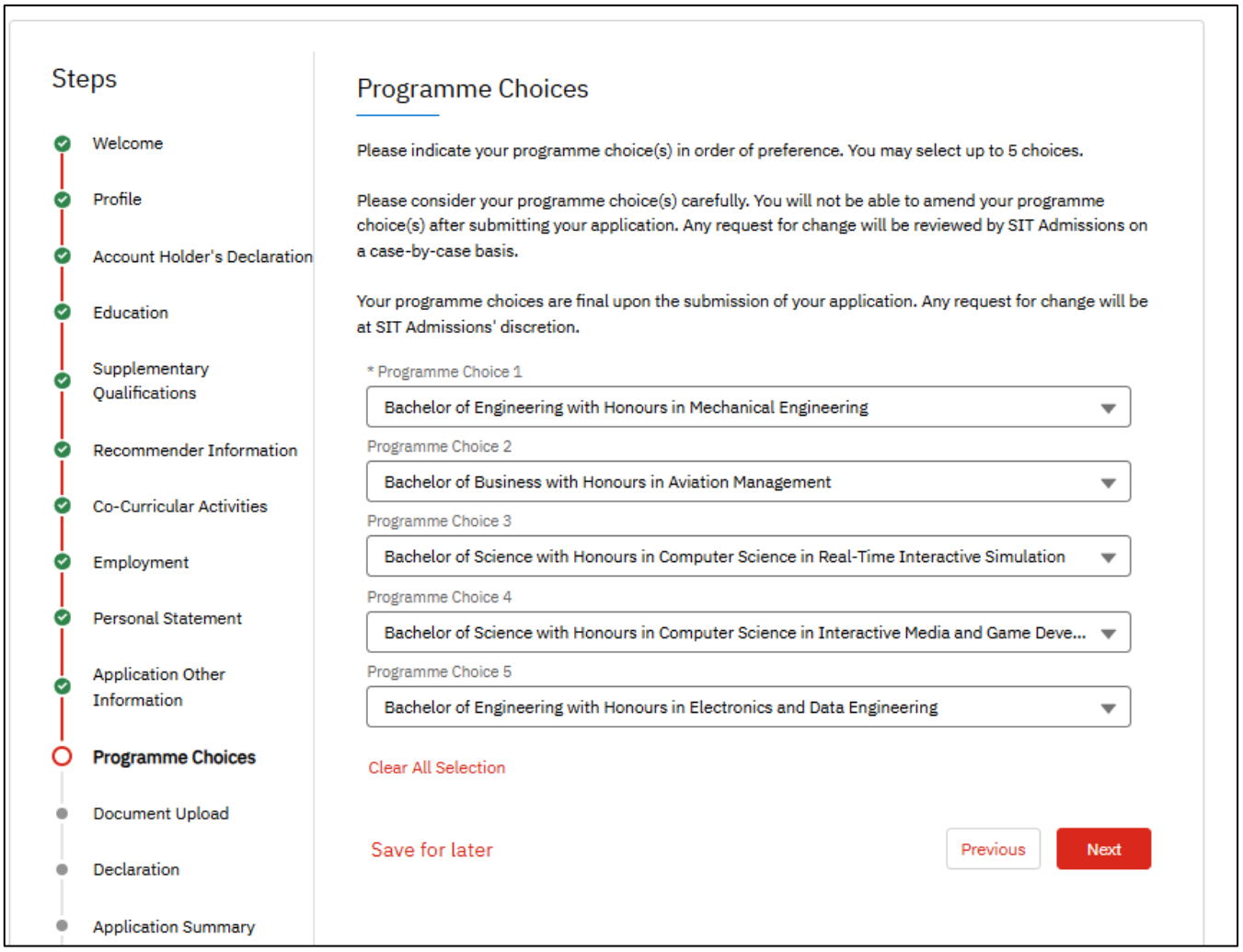
- Complete the declarations and questions.
- Enter additional details when the form requests them.
- Review your answers.
- Select “Next”.



17. Select Programme Choices

Choose your programme choices in order of preference.

- Select your **Programme Choice 1**.
- Add more programme choices
- Check the order carefully.
- Select “Next”.

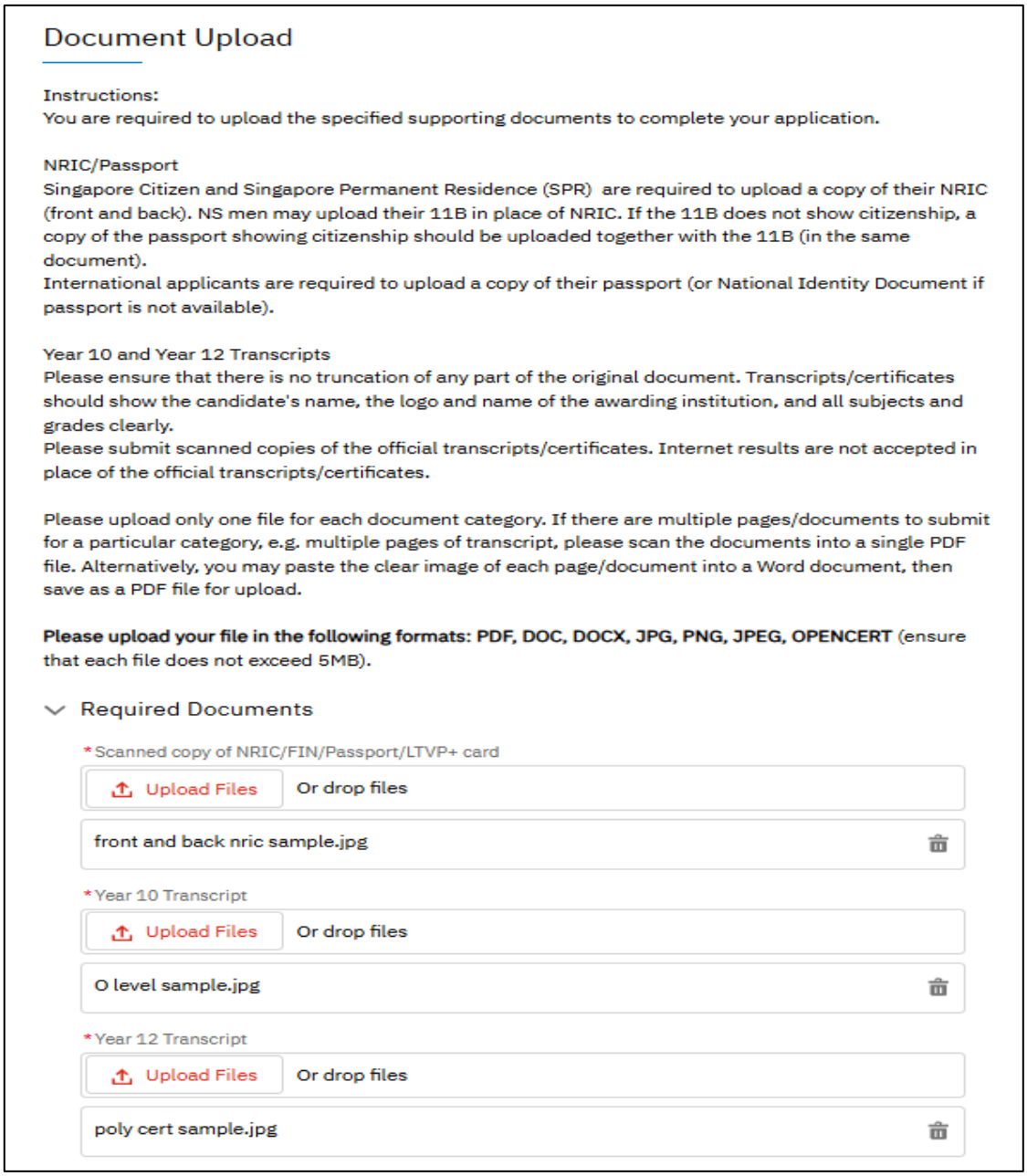


18. Upload Supporting Documents

Upload all required documents before continuing.

- Select "**Upload Files**" for each required document.
- Choose the correct file.
- Wait for the upload to complete.
- Upload optional or programme-specific documents if applicable.
- Select "Next".

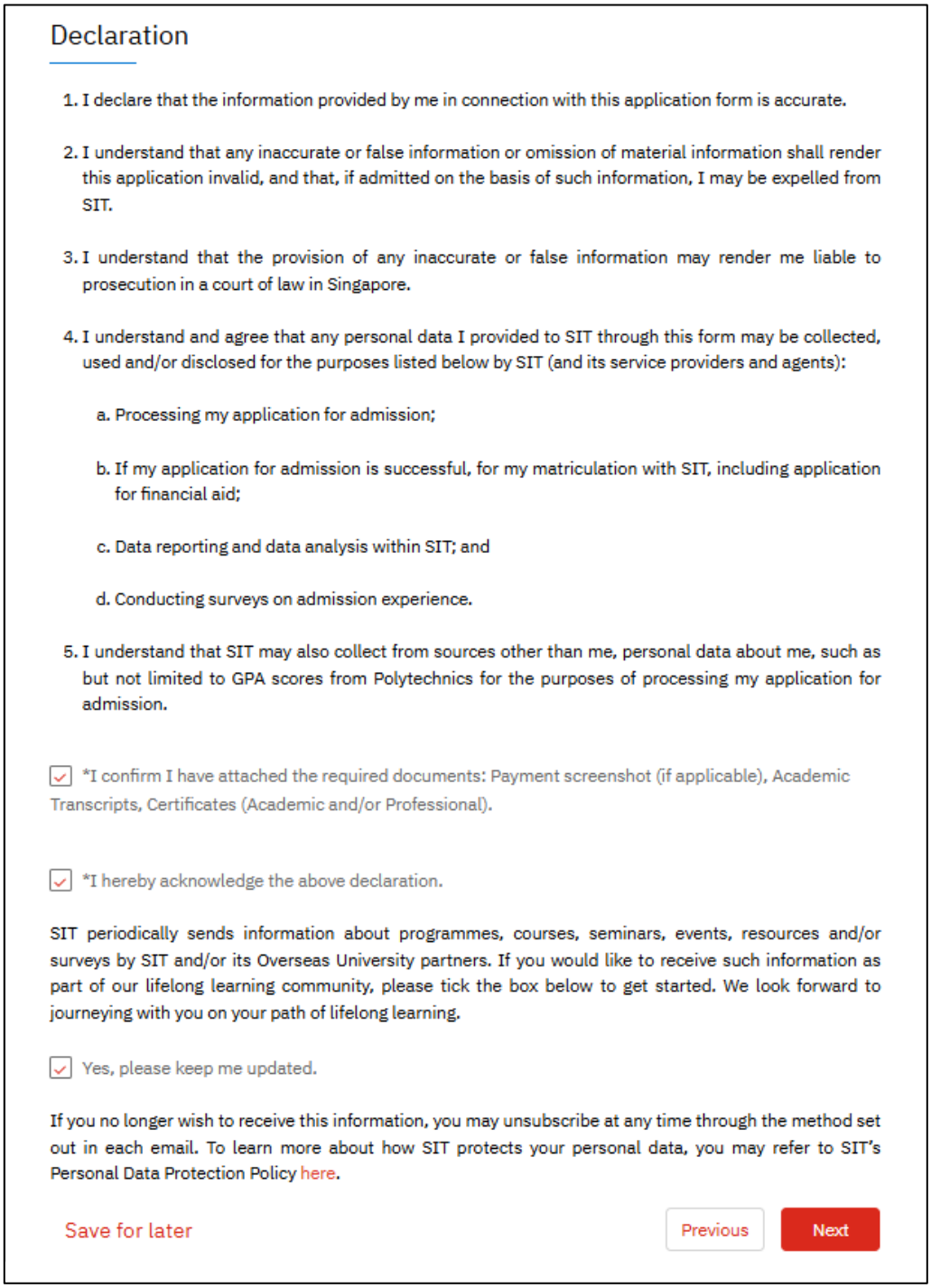
HELPFUL TIP: Accepted file types include *PDF, DOC, DOCX, JPG, JPEG, PNG* and *OPENCERT*. Each file should not exceed 5 MB.



19. Complete the Final Declaration

Read the declaration and acknowledge it.

- Read the **Declaration** carefully.
- Select the required declaration checkbox.
- Select the marketing consent choice as applicable.
- Select “Next”.



Declaration

1. I declare that the information provided by me in connection with this application form is accurate.
2. 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.
3. 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 collected, used and/or disclosed for the purposes listed below by SIT (and its service providers and agents):
   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; and
   d. Conducting surveys on admission experience.
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 confirm I have attached the required documents: Payment screenshot (if applicable), Academic Transcripts, Certificates (Academic and/or Professional).

☑ *I hereby acknowledge the above declaration.

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☑ Yes, please keep me updated.

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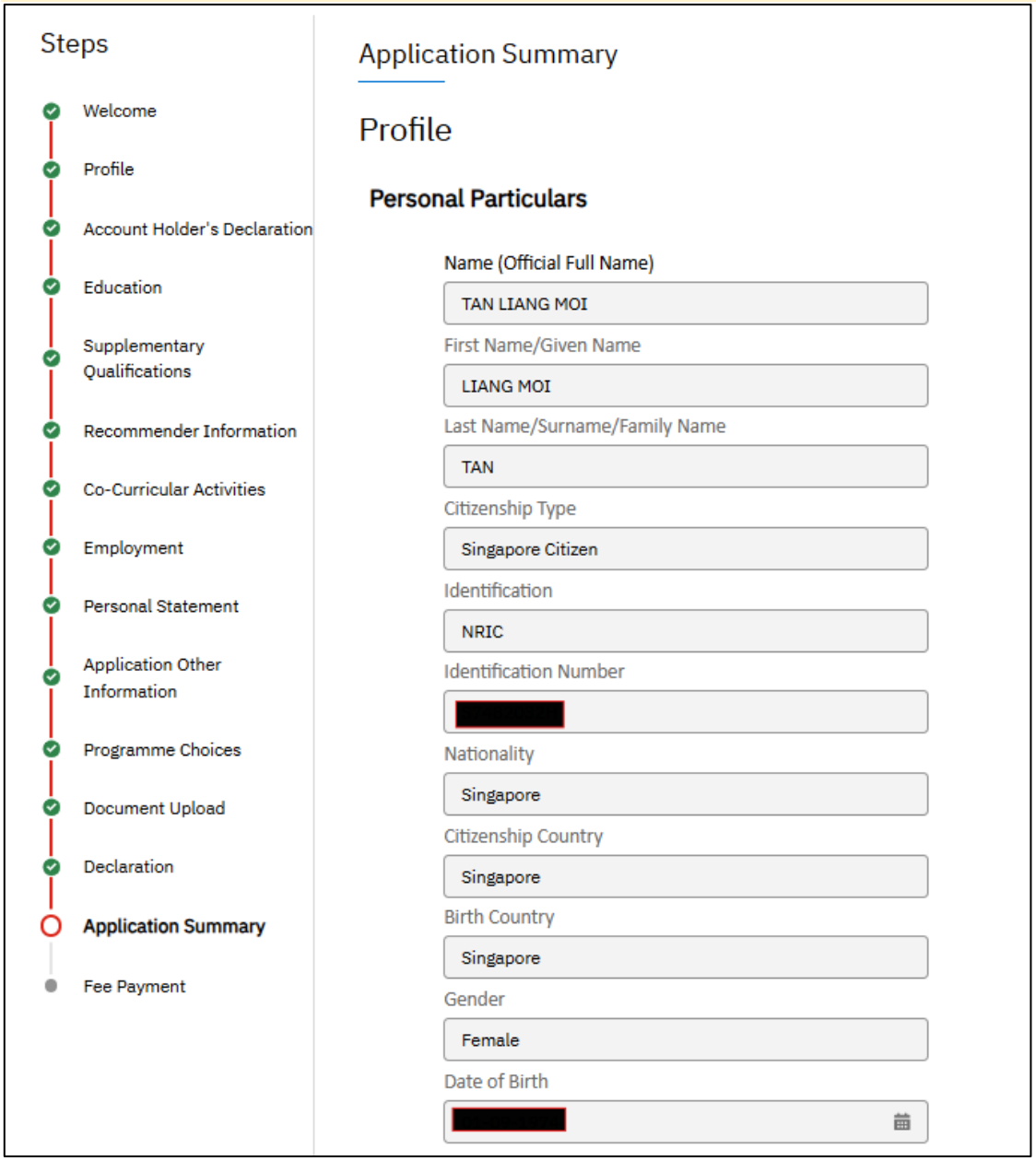
Save for later Previous Next

20. Review the Application Summary

Check every section before payment and submission.

- Review the information shown.
- To make a correction, select the relevant section on the left.
- Return to the summary after editing.
- When everything is correct, select “Next”.

HELPFUL TIP: Check your programme choices and uploaded documents carefully before continuing.



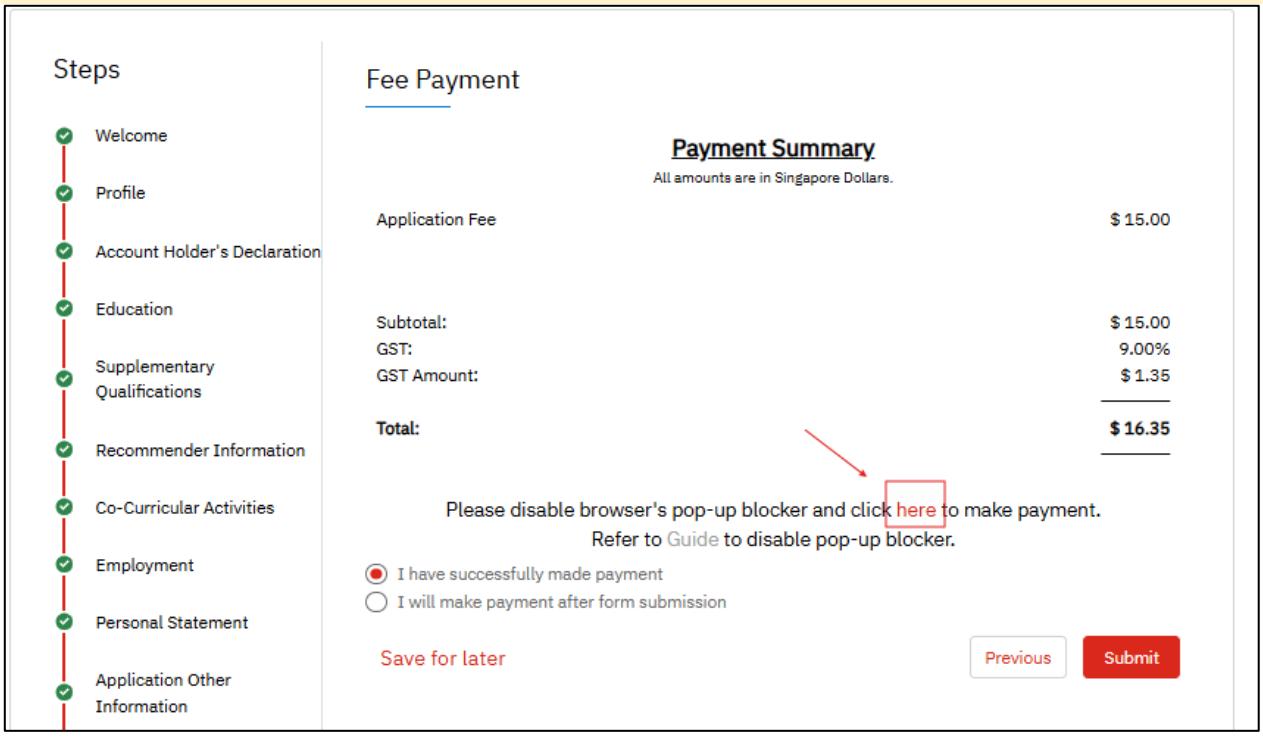
What you should see on screen

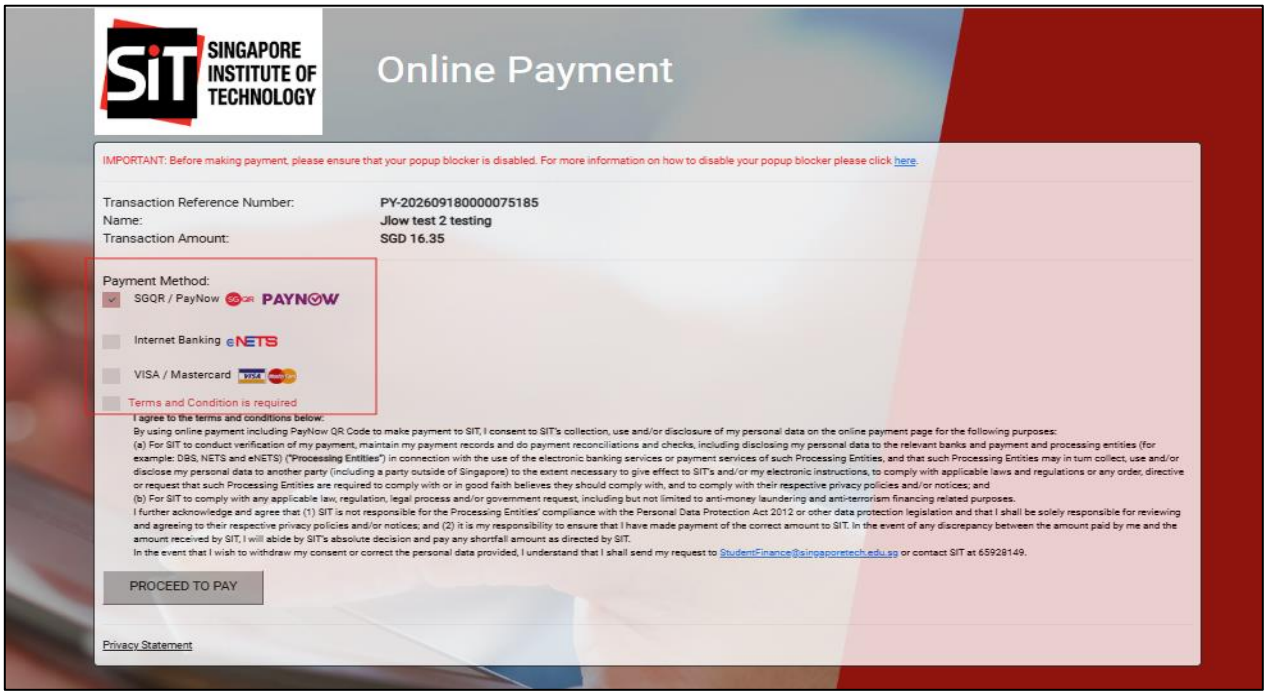
21. Make Payment

Complete payment before submission.

- At the **Fee Payment** page, click on the payment link in red.
- At the **Online Payment** page, choose the preferred payment method.
- Select "***Proceed To Pay***" button.
- Complete the payment and check that a **transaction reference number** is shown.
- IMPORTANT: After payment, return to the application to complete your submission.

HELPFUL TIP: An applicant is not eligible to receive an offer until the application fee has been paid.



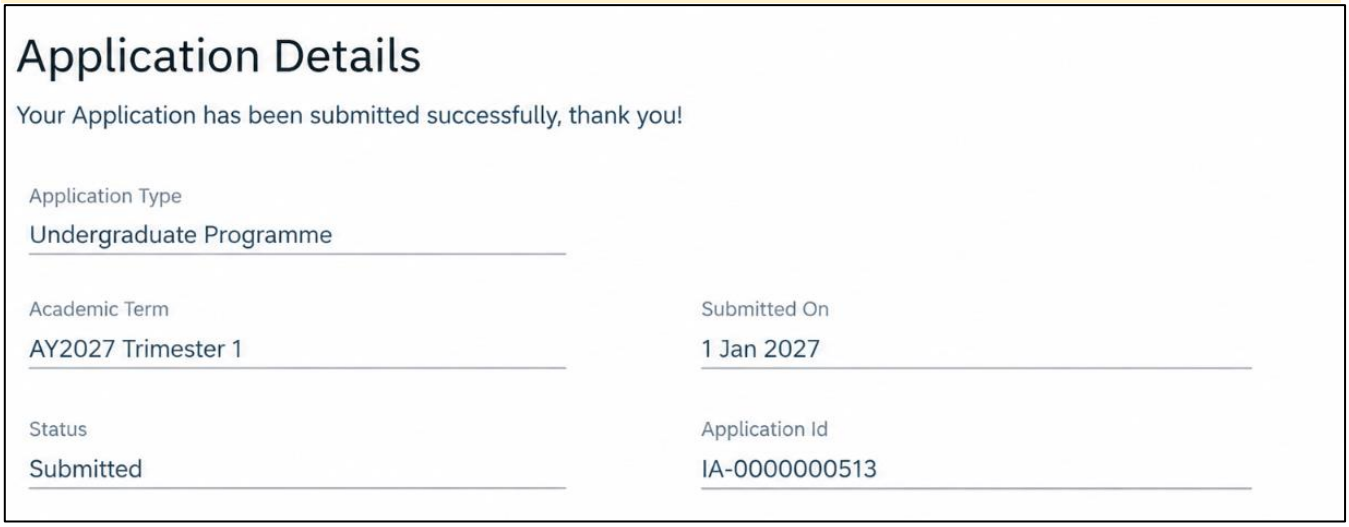


22. Submit the Application

After payment, continue to the successful submission page.

- Click on "**Submit**" in the **Fee Payment** page to complete your submission.
- Check that the successful submission page appears.
- Check your email for the submission confirmation.
- Check the junk or spam folder if the email is not in the inbox.

HELPFUL TIP: A submitted application receives IA-<<*application number*>> and shows Submitted status.



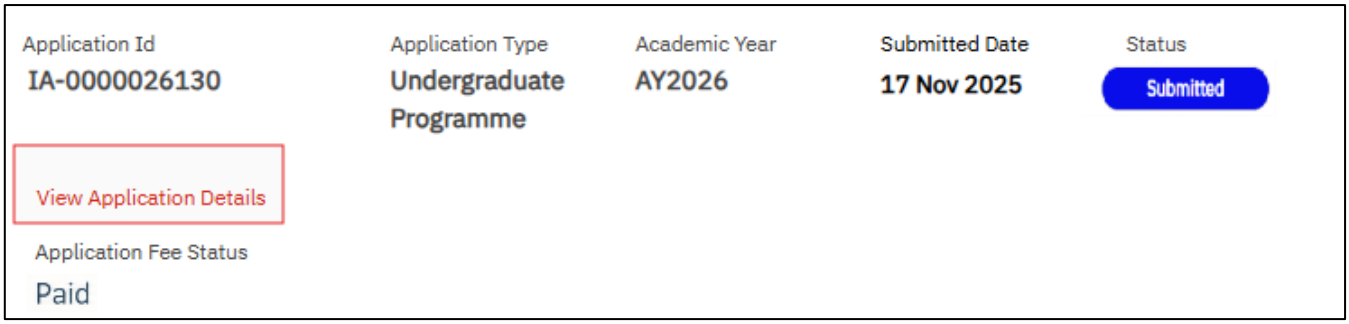
23. Check Application Status

Use the Learner Portal to confirm the status.

- Log in using your registered email address and password.
- Open the application record.
- Check the application number and status.

HELPFUL TIP:

- PAR <<*number*>> indicates a draft.
- IA-<<*application number*>> with Submitted status indicates a submitted application.

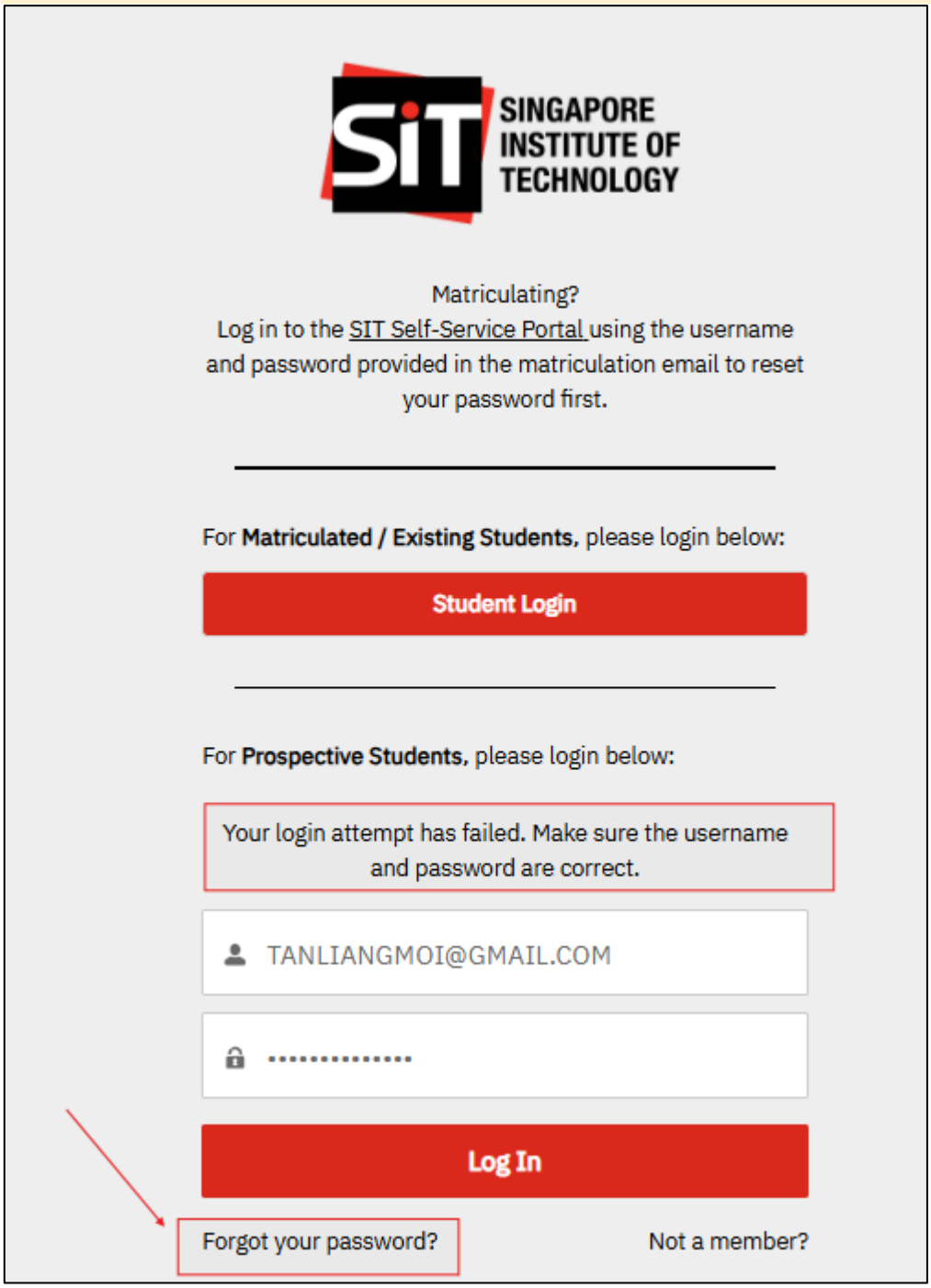


24. Reset a Forgotten Password

Do not create a new account if you cannot remember the password.

- On the login page, select "**Forgot your password?**".
- Enter the registered email address.
- Select "Reset Password".
- Open the password reset email.

HELPFUL TIP: The username is the email address used to create the account.



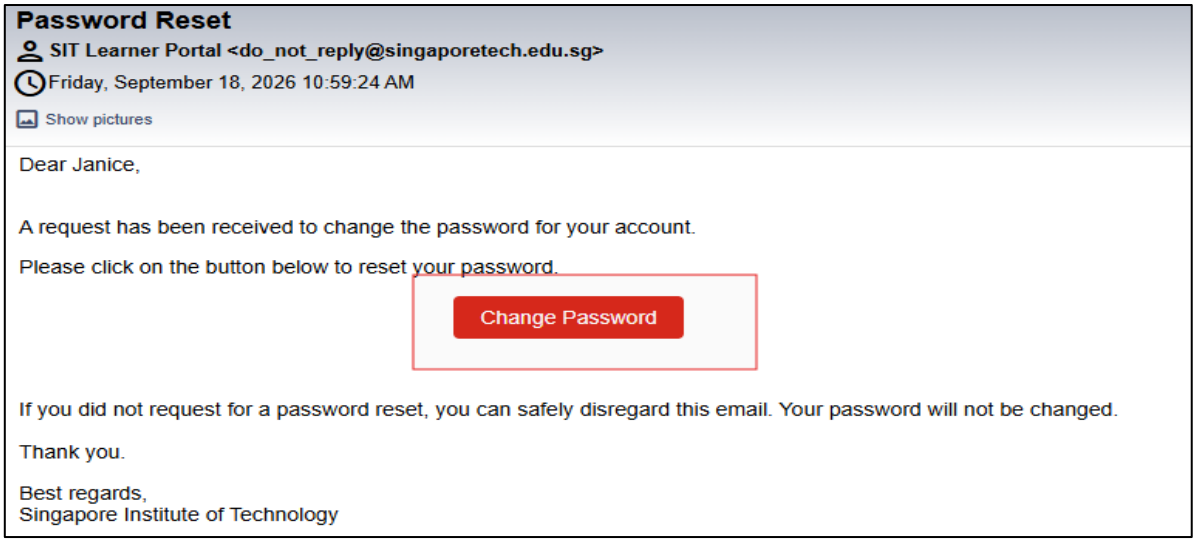
25. Set a New Password

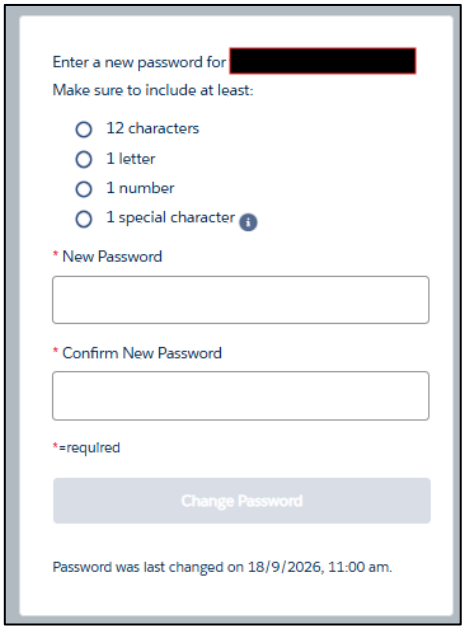
Use the link in the password reset email.

- Select “**Change Password**” in the email.
- Enter a new password.
- Enter the same password again.
- When “Match” appears, select “Change Password”.

HELPFUL TIP: The new password must have at least 12 characters, 1 letter, 1 number and 1 special character.







26. Expected Result

Use this table to check whether the application is a draft or has been submitted.

Situation	Application number	Status
Saved for later or not submitted	PAR <<number>>	Draft / In Progress
Payment made and application submitted	IA-<<application number>>	Submitted

WARNING: An applicant can submit only one application per Academic Year. Duplicate applications cannot be submitted.

Common mistakes

- Creating another account instead of resetting the password.
- Assuming a PAR number means the application was submitted.
- Forgetting to check the status after submission.
- Uploading the wrong document or a file larger than 5 MB.
- Submitting without reviewing programme choices and personal details.

Tips

- Save regularly using “Save for later”.
- Use a current browser.
- Keep the registered email accessible.
- Check the confirmation email and Learner Portal status after submission.