

---

Singapore Institute of Technology

# **MATRICULATION GUIDE**

AY2024/2025 Undergraduate Programmes

By Registrar's Office  
Date: 28 March 2024

## TABLE OF CONTENTS

Page



<p>1. <a href="#">Compulsory steps to complete your Matriculation</a></p> <p style="margin-left: 20px;"><b>Step 1:</b> <a href="#">Account Activation</a></p> <p style="margin-left: 20px;"><b>Step 2:</b> <a href="#">Online Declarations</a></p> <p style="margin-left: 20px;"><b>Step 3:</b> <a href="#">Indemnity Form</a></p> <p style="margin-left: 20px;"><b>Step 4:</b> <a href="#">Student Verification</a></p> <p style="margin-left: 20px;"><b>Step 5:</b> <a href="#">Matriculation Fees Payment</a></p> <p style="margin-left: 20px;"><b>Step 6:</b> <a href="#">Document Submission</a></p> <p style="margin-left: 20px;"><b>Step 7:</b> <a href="#">Information for International Students</a></p> <p style="margin-left: 20px;"><b>Step 8:</b> <a href="#">MOE Tuition Grant (TG) Application (For Singapore Permanent Residents (PR) and International Students (IS) Only)</a></p> <p style="margin-left: 20px;"><b>Step 9:</b> <a href="#">Setting-up Student Bank Account</a></p>	<p><b>3-12</b></p>
<p>2. <a href="#">Financial Aid</a></p> <p style="margin-left: 20px;">a. <a href="#">Loans</a></p> <p style="margin-left: 20px;">b. <a href="#">Assistance Schemes</a></p> <p style="margin-left: 20px;">c. <a href="#">Bursaries/Grants</a></p> <p style="margin-left: 20px;">d. <a href="#">SkillsFuture Credit</a></p>	<p><b>13-16</b></p>
<p>3. <a href="#">Transfer of Credits and Module/Course Enrolment</a></p>	<p><b>17</b></p>
<p>4. <a href="#">Undergraduate Concession Card</a></p>	<p><b>18</b></p>
<p>5. <a href="#">Collection of SIT Student card</a></p>	<p><b>19</b></p>
<p>6. <a href="#">SIT First Year Experience and Student Development</a></p>	<p><b>19</b></p>
<p>7. <a href="#">Frequently Asked Questions</a></p>	<p><b>20</b></p>
<p>8. <a href="#">My Matriculation Checklist</a></p>	<p><b>21</b></p>
<p>9. <a href="#">Summary of Useful Contacts and Timelines</a></p>	<p><b>22-24</b></p>

**STEP 1 - ACCOUNT ACTIVATION**



Please click [here](#) to login to the Acceptable Use Policy (AUP) portal

For **Alumni** and **existing students**, please use your current SIT account password to login to Acceptable User Policy (AUP) portal. If you have forgotten your SIT account password, please reset the password before you login.

For **new** students, the Student ID will be given in the Matriculation Letter and password will be sent via a separate email. You will then be prompted to change your password at this step.

Please click [here](#) to login to your account in Student Intranet

- If you have changed the password in the AUP portal, please use the new password.

On the Student Intranet page, please click on the IN4SIT icon  to login to your account in IN4SIT

- If you have changed the password in the AUP portal, please use the new password.

Please click [here](#) to login to your SIT Email Account

- Username is your [StudentID@sit.SingaporeTech.edu.sg](mailto:StudentID@sit.SingaporeTech.edu.sg) (e.g. 2400000@sit.singaporetech.edu.sg).
- If you have changed the password in the AUP portal, please use the new password.

**Wireless Access**

- User Guide can be found [here](#).

**If you encounter any problem logging in, you may contact IT Helpdesk as follows:**

✉ [IThelpdesk@SingaporeTech.edu.sg](mailto:IThelpdesk@SingaporeTech.edu.sg)  
 ☎ 6592 8511 option 3  
 📍 10 Dover Drive, Singapore 138683

**Operating Hours**  
**Monday to Thursday: 8.00am to 6.30pm**  
**Friday: 8.00am to 6.00pm**  
**Closed on Weekend and Public Holiday**


**STEP 2 – ONLINE DECLARATIONS**



**Deadline:**

<b>Culinary Institute of America (CIA)</b>	<b>All Other SIT, SIT Joint and Overseas University Degree</b>
<b>7 June 2024</b>	<b>30 June 2024</b>

**Students must submit all required declarations and submit all documents by the stipulated deadline. Failing so, SIT reserves the right to nullify the Letter of Offer.**

Login to [Student Intranet](#) >  > Pre-Matriculation Details > [Declaration & Doc Submission](#) >

**Undertaking & Honour Code**

Declaration & Doc Submission



All compulsory forms can be downloaded by logging into **Student Intranet (IN4SIT > Declaration & Doc Submission > Undertaking & Honour Code)**.

a. **Student Undertaking Form** (Applicable to all students.)

<b>Students 18 years old and above</b>	<b>Students below 18 years old</b>
Please complete the student Undertaking Form online*.	<b>A softcopy</b> of the completed Student Undertaking Form is to be uploaded into IN4SIT with the following attachments: <ul style="list-style-type: none"> <li>• Copy of your birth certificate.</li> <li>• Parent/Guardian’s NRIC for verification purposes</li> </ul>

b. **Student Honour Code Declaration** (Applicable to all students.)

<b>Students 18 years old and above</b>	<b>Students below 18 years old</b>
Please complete the Student Honour Code Declaration online.	Download the soft copy of the form, and upload the completed form into IN4SIT.

**\*(Student Intranet > IN4SIT > Declaration & Doc Submission > Undertaking & Honour Code)**

**For enquiries regarding the student verification, please contact Registrar’s Office at [Matriculation@SingaporeTech.edu.sg](mailto:Matriculation@SingaporeTech.edu.sg).**


**STEP 3 - INDEMNITY FORM**



**Deadline:**

<b>Culinary Institute of America (CIA)</b>	<b>All Other SIT, SIT Joint and Overseas University Degree</b>
<b>7 June 2024</b>	<b>30 June 2024</b>

**Students must complete the Indemnity Form by the stipulated deadline. Failing so, SIT reserves the right to nullify the Letter of Offer.**

Login to [Student Intranet](#) >  > Pre-Matriculation Details > Declaration & Doc Submission > **Indemnity Form**

**Indemnity Form**

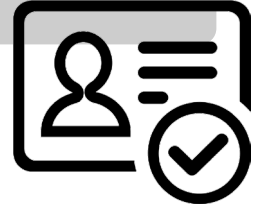


**Applicable to all students of all age groups**

<b>Students 18 years old and above (As at date of submission)</b>	<b>Students below 18 years old (As at date of submission)</b>
Read through the Indemnity Form, acknowledge and submit for confirmation.	Download a copy of the Indemnity Form and read through it. Signature is required from the student and a parent/guardian. Once completed, upload the form and click on Submit.

**For enquiries, you can contact Office of SITizen Experience at 6592 1191 or [OSE@SingaporeTech.edu.sg](mailto:OSE@SingaporeTech.edu.sg).**


**STEP 4 - STUDENT VERIFICATION**



**Deadline:**

<b>Culinary Institute of America (CIA)</b>	<b>All Other SIT, SIT Joint and Overseas University Degree</b>
<b>7 June 2024</b>	<b>30 June 2024</b>

**Student must complete the Student Verification and acknowledge your acceptance by the stipulated deadline. Failing so, SIT reserves the right to nullify the Offer Letter.**

Login to [Student Intranet](#) >  > Pre-Matriculation Details > **Student Verification**

**Student Verification**



- a. Please indicate your acceptance/rejection of the offer.
- b. Verify your previous Academic Qualification details. If there are any changes to be made, please email to [adm@SingaporeTech.edu.sg](mailto:adm@SingaporeTech.edu.sg) for assistance.
- c. Verify and update your National Service Information, Contact Information and Parent/Guardian Details.
- d. Upload your photograph. Please note that the photograph will be printed on the SIT Student Card.
- e. Do ensure that your photograph adheres to the requirements. You may click [here](#) for the photo specifications. Failure to meet the requirements will delay the processing of your SIT Student Card and the subsequent completion of your matriculation exercise.  
*(If the photograph is rejected, an email notification will be sent to you and you are required to re-submit a new photograph **by the stipulated deadline stated in the table above.**)*
- f. Verify your Tuition Grant information.
- g. If you have studied in any of the local Autonomous Universities, click on Add Education Record to indicate the details.

**For enquiries regarding the student verification, please contact Registrar’s Office at [Matriculation@SingaporeTech.edu.sg](mailto:Matriculation@SingaporeTech.edu.sg).**



## STEP 5 - MATRICULATION FEES PAYMENT

**Deadline:**

<b>Culinary Institute of America (CIA)</b>	<b>All Other SIT, SIT Joint and Overseas University Degree</b>
<b>7 June 2024</b>	<b>30 June 2024</b>

**Students to make payment by the stipulated deadline. Failing so, SIT reserves the right to nullify the Letter of Offer.**

Login to [Student Intranet](#) >  > Pre-Matriculation Details > **Matriculation Fee Payment**

### Matric Fee Payment



- a. You are required to pay a one-time, non-refundable Matriculation Fee of **S\$54.50** (inclusive of GST).
  - b. The payment is to be made online using Paynow, Internet Banking / Debit or Credit card.
  - c. For any technical problems encountered in using the SIT online payment portal, please email to [IThelpdesk@SingaporeTech.edu.sg](mailto:IThelpdesk@SingaporeTech.edu.sg) for assistance.
- (Note: Please check that the pop-up blocker has been disabled to facilitate your payment)***

**For enquiries regarding payment matters, please contact Student Finance at 6592 8149 or [Studentfinance@SingaporeTech.edu.sg](mailto:Studentfinance@SingaporeTech.edu.sg)**


## STEP 6 – DOCUMENT SUBMISSION



### Deadline:

<b>Culinary Institute of America (CIA)</b>	<b>All Other SIT, SIT Joint and Overseas University Degree</b>
<b>7 June 2024</b>	<b>30 June 2024</b>

**Students must submit all required declarations and submit all documents by the stipulated deadline. Failing so, SIT reserves the right to nullify the Letter of Offer.**

Login to [Student Intranet](#) >  > Pre-Matriculation Details > Declaration & Doc Submission > **Document Submission**

### Declaration & Doc Submission



All compulsory forms can be downloaded by logging in to this page.

#### **a. Programme-related documents**

If you are required to submit any additional document for your programme, the instruction will be indicated on this page. Please follow the instructions accordingly.

#### **b. Authorisation of Medical Procedures Form**

- i. Applicable to **Singapore Permanent Residents** and **International Students below the age of 21 ONLY.**
- ii. **A softcopy** of the completed and duly signed form is to be uploaded to the IN4SIT.



**c. SIT Medical Examination Form**

- i. Students who have accepted the offer by Singapore Institute of Technology (SIT) are required to clear the **MANDATORY** matriculation medical examination before they can be successfully matriculated as a student into SIT.
- ii. SIT Matriculation Medical Examination Form can be downloaded from **Student Intranet > IN4SIT > Declaration & Doc Submission > Document Submission**.
- iii. Apart from the standard medical screening, certain programmes require additional screening(s) or vaccination(s). This information can be found in the Mandatory Medical Clearance document your SIT Admission Exercise: [https://www.singaporetech.edu.sg/sites/default/files/Mandatory\\_Medical\\_Clearance.pdf](https://www.singaporetech.edu.sg/sites/default/files/Mandatory_Medical_Clearance.pdf)
- iv. In addition to the mandatory screening, students enrolling into the **Pharmaceutical Engineering Programme** are strongly advised to screen for Hep B and Hep C, as any related medical condition may affect your employment in some bio-pharma industries.
- v. For **Health Sciences programmes**, Ministry of Health (MOH) has mandated all healthcare students to be fully vaccinated against COVID-19 or certified to be medically ineligible for all COVID-19 vaccines under the National Vaccination Programme (NVP) or have recovered from COVID-19 within 180 days.
- vi. Students are strongly advised to go for the matriculation medical examination with SIT appointed healthcare provider, where students are given special preferential rates.

**Medical examination with SIT appointed healthcare provider:**

Upon completing the matriculation medical, SIT will receive the completed reports and supporting documents in softcopy. There is no action required from students. Students who wish to retain the original copy of your medical reports may collect the report directly from the clinic.

**Medical examination with non-SIT appointed healthcare provider:**

Upon completing the matriculation medical examination, you are required to email the completed medical report and supporting documents in softcopy to [Matriculation@SingaporeTech.edu.sg](mailto:Matriculation@SingaporeTech.edu.sg) for our verification.

You are responsible for all correspondences with the external clinic. SIT will not receive any reports from the external clinic on student's behalf.

**For enquiries on the submission of the compulsory forms, please contact Registrar's Office at [Matriculation@SingaporeTech.edu.sg](mailto:Matriculation@SingaporeTech.edu.sg).**

**STEP 7 - INFORMATION FOR INTERNATIONAL STUDENTS****A. Student's Pass application**

- i. Applicable to International Students ONLY.
- ii. Please proceed to submit your Student's Pass application after you receive an email notification from SIT Admissions & Financial Aid Division ([Adm@SingaporeTech.edu.sg](mailto:Adm@SingaporeTech.edu.sg)) with the information required to access the SOLAR system to submit your E-Form 16.
- iii. If your application is approved, a copy of the In-Principle Approval (IPA) letter will be sent to you via email.
- iv. You are advised to read the IPA letter carefully and prepare the required documents/items before proceeding to ICA to collect the Student Pass.

**B. ICA Medical Examination Form**

- i. It is compulsory that International Students complete both the ICA Medical Examination Report (for the issuance of a Student's Pass) **AND** SIT Matriculation Medical Examination form (to be matriculated as a SIT Student). Please click [here](#) to download the ICA Medical Examination form.
- ii. If you are doing your medical screening at SIT appointed clinic, please arrange with the clinic to collect your ICA Medical Examination Report directly from them.
- iii. The ICA Medical Examination Report must be submitted to ICA upon the collection of the Student's Pass. Original copies of the laboratory report for HIV and the X-ray reports must be attached to the medical report should the medical examination and testing be carried out overseas. At the time of submission, the laboratory reports must not be dated more than three months from date of issue.
- iv. Please refer to ICA website (<https://www.ica.gov.sg/reside/STP/collect>) for more information.

**For enquiries on Student Pass Application related matters, please contact the Admissions & Financial Aid Office at 6592 1136 or [adm@singaporetech.edu.sg](mailto:adm@singaporetech.edu.sg).**

**For medical examination related enquiries, please contact Registrar's Office at [Matriculation@SingaporeTech.edu.sg](mailto:Matriculation@SingaporeTech.edu.sg)**



**STEP 8 - MOE TUITION GRANT (TG) APPLICATION  
(For Singapore Permanent Residents (PR) and International Students (IS) Only)**

A. MOE Tuition Grant for Singapore Permanent Residents (PR) and International Students (IS).

<b>MOE TG APPLICATION AND AGREEMENT SIGNING</b>	
<b>Applicable</b>	PR and IS students only
<b>TG Application Period</b>	<b>August 2024* (To be confirmed)</b>
<b>How to Submit</b>	Online submission via <a href="#">MOE TGonline</a> website (more details will be shared closer to the date)
<b>TG Agreement Signing</b>	<b>August 2024* (To be confirmed)</b>
<b>Important Note</b>	PR/IS students who do not apply for MOE TG nor sign the TG agreement will pay non-subsidised tuition fees for the entire duration of their candidature with SIT. Please note that terms and obligations required from you if you are granted with MOE TG.

*\*If there are changes to the scheduled dates, you will be informed by email.*

B. MOE Tuition Grant for Singapore Citizens (SC)

- i. Eligible SC do not need to submit an application for MOE Tuition Grant. They will be automatically awarded Tuition Grant, if they have not previously taken a Tuition Grant or received sponsorship/scholarship from the Government of Singapore to attain another qualification at an equal or higher level.

**For enquiries regarding MOE TG online Application, please send in your enquiries via TG Enquiry Form.**

**For enquiries on MOE TG Agreement Signing, please contact Registrar's Office at 6592 2091 or [Registrar@SingaporeTech.edu.sg](mailto:Registrar@SingaporeTech.edu.sg)**

**STEP 9 - SETTING-UP STUDENT BANK ACCOUNT**

**Deadline:**

<b>Culinary Institute of America (CIA)</b>	<b>All Other SIT, SIT Joint and Overseas University Degree</b>
<b>7 June 2024</b>	<b>30 June 2024</b>



**GIRO is the main payment mode for deduction of Tuition & Related Fees as it is convenient and secured. Please set up your bank account by the stipulated deadline shown above.**

a. How to Set-Up the **DEBIT Bank Account**

**Method 1:** Online Interbank GIRO Application through Internet Banking

- i. Please apply through Student Intranet> IN4SIT> Profile> Debit Bank Account Details, click on "Add a New Debit Bank Account (GIRO via Internet Banking)" and fill in the details.
- ii. Click on "Retrieve Bank List" and select the desired bank for GIRO deduction. If you are using personal bank account, please do not select Corporate bank account from the dropdown list. Input the mandatory fields marked with \* such as Bank, Account Holder Name(s) and Contact Number(s). Check the box to agree to the Terms & Conditions. Upon clicking "Proceed to iBanking", please login to the respective Internet Banking page to apply for GIRO. Bank account holder may receive notification to approve GIRO application which is sent by the bank.
- iii. Notification of approved application status will be updated instantly in the Debit Bank Account Details page upon confirmation from the bank.
- iv. No hard copy form to be submitted.

**Method 2:** Manual GIRO Form Submission through IN4SIT

- i. Please apply through Student Intranet> IN4SIT> Profile> Debit Bank Account Details, click on "Add a New Debit Bank Account" and fill in the details.
- ii. For accounts operated by thumbprint, please complete the form, print and get the thumb print impression verified at the bank prior to mailing the form.
- iii. For accounts operated by signature, please complete the form, print and obtain signature.
- iv. Please mail the completed signed hardcopy form and attention to "Finance Division (Accounts Receivable)":
  - a. Mailing by 22 September 2024: 10 Dover Drive Singapore 138683
  - b. Mailing after 22 September 2024: 1 Punggol Coast Road Singapore 828608
- v. Notification of application status will be sent to your SIT email account.

b. How to Set-Up your Credit Bank Account / PayNow

**(for students to receive payment from SIT)**

- i. Please submit through Student Intranet> IN4SIT> Profile> Credit Bank Account Details. No hard copy form to be submitted.

**For enquiries regarding the setting up of the student bank account, please contact Student Finance at 6592 8149 or [StudentFinance@SingaporeTech.edu.sg](mailto:StudentFinance@SingaporeTech.edu.sg)**



**A. LOANS**

Loans/ Information	CPF Education Loan Scheme (CPFELS)	MOE Tuition Fee Loan (TFL)	MOE Study Loan (SL)
<b>For more details</b>	<p>Please visit <a href="#">SIT website</a> or <a href="#">CPF Board website</a>.</p> <p>For further enquiries, please refer to CPF Board website <a href="http://www.cpf.gov.sg">www.cpf.gov.sg</a>.</p>	<p>Please visit <a href="#">SIT Website</a>.</p> <p>For further enquiries, please contact DBS at 6333 0033.</p>	<p>Please visit <a href="#">SIT Website</a>.</p>
<b>Eligibility</b>	<p>Applicable to Singapore Citizens (SC)/Permanent Residents (PR) full-time undergraduates who are receiving the MOE Tuition Grant.</p>	<p>Applicable to Singapore Citizens (SC)/Permanent Residents (PR) full-time undergraduates. Applicable to International Students (IS) who are receiving the MOE Tuition Grant.</p>	
<b>Application Period</b>	<p><b>3 July 2024 to 23 August 2024</b></p>	<p><b>Open throughout the year.</b></p>	<p><b>1 July 2024 to 31 August 2024</b></p>
<b>How to apply</b>	<p>Please submit your application online through <a href="#">my cpf Online Services</a> - My Requests using your Singpass.</p>	<p>Please submit your application online through <a href="#">Tuition Fee Loan   DBS Singapore</a>.</p> <p><b>Note:</b> Applicants whose guarantor is <u>NOT</u> residing or working in Singapore must visit DBS Raffles Place Branch. Please visit <a href="#">SIT Website</a> for more details.</p>	<p>Please submit your application through IN4SIT for income eligibility assessment first.</p> <p>Successful applicants should download the Study Loan Approval Letter from IN4SIT and submit their applications online through <a href="#">Study Loan   DBS Singapore</a>.</p> <p><b>Note:</b> Applicants whose guarantor is <u>NOT</u> residing or working in Singapore should visit DBS Raffles Place Branch. Please visit <a href="#">SIT Website</a> for more details.</p>



**B. ASSISTANCE SCHEMES**

Schemes/ Information	Post-Secondary Education Account (PSEA)	MENDAKI Tertiary Tuition Fee Subsidy (TTFS)
<p><b>For more details</b></p>	<p>Please visit <a href="#">SIT website</a>.</p> <p>Please contact MOE at <b>6260 0777</b> or <b><a href="mailto:contact@moe.gov.sg">contact@moe.gov.sg</a></b> .</p> <p>If you have an approved PSEA Standing Order and wish to discontinue the usage of PSEA funds for payment of SIT Tuition and Miscellaneous Fees, you will need to submit a <a href="#">PSEA Standing Order Termination Form</a> to MOE to prevent future billing deductions.</p>	<p>Please visit <a href="#">SIT website</a> or <a href="#">Yayasan MENDAKI website</a>.</p> <p>Please contact Yayasan MENDAKI at <b>6245 5555</b> or <b><a href="mailto:mendaki@mendaki.org.sg">mendaki@mendaki.org.sg</a></b>.</p>
<p><b>Eligibility:</b></p>	<p>Applicable to Singapore Citizens (SC) with available PSEA funds.</p>	<p>Applicable to Singapore Citizens (SC)/Permanent Residents (PR) Malay undergraduates who are receiving the MOE Tuition Grant.</p>
<p><b>Application Period:</b></p>	<p><b>For Standing Order Form Submission:</b> Please apply at least 1 month before the commencement of the upcoming trimester.</p> <p><b>For Ad-Hoc Withdrawal Form Submission:</b> Please apply after you have received your Fee Advice.</p>	<p><b>Application Period I: 1 June 2024 to 30 July 2024</b></p> <p><b>Application Period II: 21 November 2024 to 15 December 2024</b></p>
<p><b>How to apply</b></p>	<p><b>For Standing Order:</b> Please submit your application <a href="#">here</a>.</p> <p><b>For Ad-Hoc Withdrawal:</b> Please submit your application <a href="#">here</a>.</p>	<p>Please submit your application online through <a href="#">Yayasan MENDAKI website</a>.</p>



**C. BURSARIES & GRANTS**

<b>Bursaries &amp; Grants/ Information</b>	<b>Public Bursaries</b>	<b>Donated Bursaries and Study Grants</b>
<b>Type</b>	1. Higher Education Community Bursary 2. Higher Education Bursary  For details on the eligibility criteria and award quantum, please visit <a href="#">SIT Website</a> .	For the full list of bursaries, study grants and details on the eligibility criteria and award quantum, please visit <a href="#">SIT Website</a> .
<b>Eligibility</b>	Singapore Citizens (SC) only.	
<b>Application Period</b>	<b>1 July 2024 to 31 August 2024</b> Please visit <a href="#">SIT Website</a> for more details.	
<b>How to submit</b>	Please submit your application through IN4SIT.	

**D. SKILLS FUTURE CREDIT**

SkillsFuture Credit	
<b>Application</b>	Students interested are to submit the online application at SkillsFuture Credit Portal: <a href="https://www.myskillsfuture.gov.sg/">https://www.myskillsfuture.gov.sg/</a>
<b>Eligible</b>	Applicable to Singapore Citizens aged 25 and above.
<b>Application Period</b>	Application period is 60 days before the start of the semester or trimester. Application will close once the semester or trimester commences.
<b>For Enquiries</b>	Please contact Student Finance at 6592 8149 or <a href="mailto:StudentFinance@SingaporeTech.edu.sg">StudentFinance@SingaporeTech.edu.sg</a>

**3. TRANSFER OF CREDITS AND MODULE/COURSE ENROLMENT**



1. Students under the below programmes are required to submit Transfer of Credits application via IN4SIT:
  - a. Selected SIT & SIT Joint-Degree Programmes
  - b. DigiPen Arts Programmes
2. Students enrolled under the Overseas University (OU) Programmes, are to check with the respective OUs directly.

*The above-mentioned is subject to changes.*

	<b>Transfer of Credits</b>	<b>Module/Course Enrolment</b>
<b>Information</b>	<p>Students are to submit their application via IN4SIT within the specified period.</p> <p>The programme administrator will send additional information on Transfer of Credits to student’s SIT email address.</p> <p><b>Transfer of credit application is open only once to students in their studies at SIT.</b></p>	<p>Students reading some programmes will have modules/courses pre-enrolled by the university.</p> <p>Otherwise, an email announcement on Module/Course Enrolment will be sent to student’s SIT email address to register for modules/courses via IN4SIT.</p>
<b>Application/Enrolment Period</b>	<b>8 July 2024 - 17 July 2024</b>	<b>Early to Mid-August 2024</b>
<b>How to submit</b>	Login to <a href="#">Student Intranet</a> > IN4SIT > Course Management > Credit Exemptions / Transfer	Login to <a href="#">Student Intranet</a> > IN4SIT > Course Management > Enrolment > Enrolment Dates
<b>Reference Guides</b>	Login to <a href="#">Student Intranet</a> > Policies and Guides > IT Support & System Guides > IN4SIT Transfer of Credits Guide	Login to <a href="#">Student Intranet</a> > Policies and Guides > IT Support & System Guides > IN4SIT Module Registration Guide
<b>Important Note</b>	The “Course Management” tile is only visible if you have received an email notifying that you have been matriculated into the programme.	

*The above-mentioned is subject to changes.*

**For enquiries, please contact Registrar’s Office at 6592 2091 or [ModuleRegistration@SingaporeTech.edu.sg](mailto:ModuleRegistration@SingaporeTech.edu.sg).**



## 4. UNDERGRADUATE CONCESSION CARD

### Concession Card Application Dates

Distribution By:	Card application for new students	Application Schedule
<b>For collection at/distribution by SIT</b>	Apply via the following platforms: <ul style="list-style-type: none"> <li>SimplyGo Ticket Office (TO)/ TransitLink website/ SimplyGo Mobile app</li> </ul>	<ul style="list-style-type: none"> <li><b>15 July 2024 - 4 August 2024</b></li> </ul>
<b>For distribution by TransitLink</b>	Apply via the following platforms: <ul style="list-style-type: none"> <li>a) TransitLink website/ SimplyGo Mobile app</li> <li>b) SimplyGo Ticketing Service Centres (TSC)</li> </ul>	<ul style="list-style-type: none"> <li><b>a) 5 August 2024 onwards (Card Application will not be available between 1- 4 September 2024)</b></li> <li><b>b) 5 September 2024 onwards</b></li> </ul>

- Application Procedure & Eligibility** for AY2023/24 Freshmen
  - SIT undergraduate students can enjoy travel concession privileges.
  - Please check your application eligibility via [TransitLink](#) website before proceeding to apply for your concession card from **15 July 2024** onwards.
  - For online or mobile applications, please follow the step-by-step instructions during the application process.
  - There is a **32-character limit** (including spacing) for the number of characters in the name field on the Undergraduate Concession Card.
- Documents required** for the application of your concession card:
  - Original NRIC/Passport for Singapore Citizen; or
  - Original NRIC/Re-entry Permit for Singapore Permanent Resident; or
  - Original Passport and Foreign Student Pass (FIN) for foreign student.

3. **Cost** of application:

Card cost (non-refundable)	S\$5.00
Personalisation Fee** (non-refundable)	S\$3.10
<b>TOTAL</b>	<b>S\$8.10</b>

\*\* Subject to changes

4. Concession **Card Collection**

- Students will be notified through their SIT email account on the card collection details if they have submitted their application between **15 July 2024 and 4 August 2024**.
- TransitLink requires a processing time of 3-4 weeks upon submission of the online application.
- For guidelines, usage and loss or replacement of the Undergraduate Concession Card, please visit the [TransitLink](#) website.

5. Concession Card **Activation**

Head down to any SimplyGo Ticket Office with your original NRIC/Passport/Re-entry Permit/Foreign Student Pass (FIN) and make a minimum top-up of \$5 to activate the card for use on public transport.

## 5. COLLECTION OF SIT STUDENT CARD



Students will be informed on the collection details in due time.

For enquiries, please contact Registrar's Office at [Matriculation@SingaporeTech.edu.sg](mailto:Matriculation@SingaporeTech.edu.sg)

## 6. SIT FIRST YEAR EXPERIENCE AND STUDENT DEVELOPMENT



The Office of SITizen Experience is committed to providing students with as many platforms as possible to help shape students into changemakers and capable leaders who embody the SITizen-DNA, competent in executing their objectives, and compassionate in their actions. We seek to develop student potential and industry competencies through a variety of student engagements, varsity sports and performing arts, student leadership programmes as well as student wellness initiatives.

There are more than 150 student organisations, recreational clubs and interest groups, from a wide range of categories and interests for students. As a campus community, we nurture a vibrant, safe, and inclusive student community environment.

Stay tuned for updates on the exciting First Year Experience activities we have in plans for you, via email (personal email account registered during admission phase & SIT official email account), SMS and our Office of SITizen Experience Instagram account (<https://www.instagram.com/sit.ose>). Updates will be provided by **last week of June 2024**.

For enquiries, you can contact Office of SITizen Experience at 6592 1191 or [OSE@SingaporeTech.edu.sg](mailto:OSE@SingaporeTech.edu.sg).

7.



Students may refer to the Student [FAQ](#) for further information on the AY2024 matriculation exercise.

## 8. MY MATRICULATION CHECKLIST

You are encouraged to use the checklist below to ensure you have completed all the relevant steps for the matriculation exercise.

Item	Description	Completed
1.	I have activated my student account	
2.	I have completed my Student Verification	
3.	I have completed the Undertaking and Student Honour Code Declaration	
4.	My photo submission has been accepted	
3.	I have paid my matriculation fee	
4.	<b>I have submitted the following:</b> a. Student Undertaking Form (only for students < 18years) b. Student Honour Code Declaration (only for students <18years) c. Authorisation of Medical Procedures*^# d. Online Indemnity e. Student's Pass Application ^ f. ICA Medical Examination ^ g. MOE TG Application *^	
5.	I have downloaded the SIT Medical Examination form and clinic info kit	
6.	I have cleared the SIT Medical Examination at the appointed clinic(s)	
7.	I have set by my GIRO bank account in IN4SIT	
8.	I have collected my SIT Student card	

\*Singapore Permanent Residents

^International Students

#Students below 21years



## 9. SUMMARY OF USEFUL CONTACTS AND TIMELINES

Please refer to the Matriculation Guide above for specific instructions.

Division	For enquiries regarding	Useful Websites/Contact Information	Due Date
<b>IT Helpdesk</b>	IT related problems <ul style="list-style-type: none"> <li>• Login issues</li> <li>• Reset password</li> </ul>	<b>Email :</b> <a href="mailto:IThelpdesk@SingaporeTech.edu.sg">IThelpdesk@SingaporeTech.edu.sg</a> <b>Tel : 6592 8511 option 3</b>	<b>Nil</b>
<b>Registrar's Office</b>	Online Matriculation Declaration	<b>Email :</b> <a href="mailto:Matriculation@SingaporeTech.edu.sg">Matriculation@SingaporeTech.edu.sg</a>	<ul style="list-style-type: none"> <li>• <b>CIA: 7 June 2024</b></li> <li>• <b>All other Programmes: 30 June 2024</b></li> </ul>
	Submission of Compulsory Documents <ul style="list-style-type: none"> <li>• Student Undertaking Form</li> <li>• Student Honour Code Declaration</li> <li>• Photo Submission</li> <li>• Authorisation of Medical Procedures Form (For International Students Only)</li> </ul>		
	Clearance of the SIT Medical Examination  ICA Medical Examination report		
	MOE Tuition Grant Application	<b>Email:</b> <a href="mailto:Registrar@SingaporeTech.edu.sg">Registrar@SingaporeTech.edu.sg</a> <b>Tel: 6592 2091</b>	<ul style="list-style-type: none"> <li>• <b>Tentatively in August 2024</b></li> </ul>
	Undergraduate Concession Card	<b>Please visit Transitlink Website for more details</b> <a href="http://www.transitlink.com.sg">www.transitlink.com.sg</a>	<ul style="list-style-type: none"> <li>• Online application via Transitlink Website/ SimplyGo Ticket Office/ SimplyGo Mobile app: <b>15 July 2024 - 4 August 2024</b></li> <li>• Application at SimplyGo Ticketing</li> </ul>

			Service Centres (TSC): <b>5 September 2024 onwards</b>
	Transfer of Credits	<b>Email :</b> <a href="mailto:ModuleRegistration@SingaporeTech.edu.sg">ModuleRegistration@SingaporeTech.edu.sg</a> <b>Tel: 6592 2091</b>	<ul style="list-style-type: none"> <li>• <b>8 July 2024 - 17 July 2024</b></li> </ul>
	Module/Course Enrolment		<ul style="list-style-type: none"> <li>• <b>Early to Mid-August 2024</b></li> </ul>
<b>Student Finance</b>	Matric Fees Payment	<b>Email :</b> <a href="mailto:StudentFinance@SingaporeTech.edu.sg">StudentFinance@SingaporeTech.edu.sg</a> <b>Tel: 6592 8149</b>	<ul style="list-style-type: none"> <li>• <b>CIA: 7 June 2024</b></li> <li>• <b>HSS &amp; All other Programmes: 30 June 2024</b></li> </ul>
	Setting-up Student Bank Account		<ul style="list-style-type: none"> <li>• <b>CIA: 7 June 2024</b></li> <li>• <b>HSS &amp; All other Programmes: 30 June 2024</b></li> </ul>
	SkillsFuture Credit		<ul style="list-style-type: none"> <li>• Application period is 60 days before the start of the semester or trimester. Application will close once the semester or trimester commences.</li> </ul>
<b>Admissions</b>	SOLAR Number for Student's Pass Application (For International Students Only)	<b>Email :</b> <a href="mailto:Adm@SingaporeTech.edu.sg">Adm@SingaporeTech.edu.sg</a> <b>Tel: 6592 1136</b>	<ul style="list-style-type: none"> <li>• Act promptly when you have received the SOLAR Number from Admissions.</li> </ul>
<b>Admissions and Financial Aid</b>	Financial Assistance <ul style="list-style-type: none"> <li>• Loans</li> <li>• Assistance Schemes</li> <li>• Bursaries/Grants</li> </ul> Scholarships	<b>Email :</b> <a href="mailto:Fas@SingaporeTech.edu.sg">Fas@SingaporeTech.edu.sg</a> <b>Tel: 6592 1136</b>  <b>Please visit SIT Website for more details</b> <a href="https://www.singaporetech.edu.sg/FinancialAid">Financial Aid   Singapore Institute of Technology (singaporetech.edu.sg)</a>  <a href="https://www.singaporetech.edu.sg/Scholarships">Scholarships   Singapore Institute of Technology (singaporetech.edu.sg)</a>	<ul style="list-style-type: none"> <li>• CPFELS: <b>3 July 2024 to 23 August 2024</b></li> <li>• TFL: <b>Open throughout the year</b></li> <li>• SL: <b>1 July 2024 - 31 August 2024</b></li> <li>• PSEA: <u>Standing Order</u> <b>1 month before the commencement of the upcoming trimester</b></li> </ul> <p><u>Ad-Hoc Withdrawal</u> <b>After receipt of Fee Advice</b></p> <ul style="list-style-type: none"> <li>• MENDAKI TTFS:</li> </ul>

			<p><u>Application Period I</u>  <b>1 June 2024 to 30 July 2024</b></p> <p><u>Application Period II</u>  <b>21 November 2024 to 15 December 2024</b></p> <ul style="list-style-type: none"> <li>Scholarships/ Bursaries/Grants:  <b>1 July 2024 - 31 August 2024</b></li> </ul>
<b>Office of SITizen Experience</b>	Indemnity Form	<p><b>Email :</b>  <a href="mailto:OSE@SingaporeTech.edu.sg">OSE@SingaporeTech.edu.sg</a>  <b>Tel: 6592 1191</b></p>	<ul style="list-style-type: none"> <li><b>CIA: 4 June 2024</b></li> <li><b>HSS &amp; Other Programmes: 30 June 2024</b></li> </ul>
	Orientation Information and other activities		<ul style="list-style-type: none"> <li>Please refer to <b>Section 6: SIT Student Orientation and Other Activities</b> for more information.</li> </ul>