SIT Undergraduate Application Guide

Prepared by Admissions and Financial Aid Division
For enquiries, please email ADM@SingaporeTech.edu.sg.

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Section A – Getting Started

Account Registration for New Applicants

⚠️ If you have previously registered for an account and received a Registration ID, you do not need to register again. Please select **Forgot Your Password** instead.

1 Go to the **SIT Application Portal** to create a new account.

2 Click on the **Register A New Account** link.

This site is best viewed using Apple Safari 8/9.0, Google Chrome 43, Microsoft Edge (Version 25.10586), Microsoft Internet Explorer 11, Mozilla Firefox 38 ESR/42.

3 Enter your particulars on the **Account Registration** page. All required fields are marked with an asterisk (*).

> 💡 **Tip:**
> When registering for an account, it is recommended that you use your personal email address instead of your school-issued email address.

> ⚠️ If you encounter the following error message, it means that you already have an existing account and do not need to register again. Please return to the SIT Application Portal and select **Forgot Your Password** instead.
>
> An account already exists.
> Please login with your registered User ID/Email address instead if you wish to submit a new application for admission.
> If you are a current student of SIT and wish to apply for transfer to another degree programme, please apply via the SIT Student Portal for a Change of Programme.
>
> **OK**

Account Registration
FAQ
Contact Us

*Full Name	
*Date of Birth	

When registering for an account, it is recommended that you use your personal email address instead of your school-issued email address.

Email Address	
Re-enter Email Address	
*Identification Type	
*Country	
*NRIC/FIN	
Are You a Former/ Current SIT Student?	No
*Student ID/Matriculation ID	
*Password	
*Confirm Password	

28hnwq

Verification Text	

Continue   **Cancel**

4 Once the form has been filled, click **Continue** to complete registration. An email will be sent to your registered email address with your 9-digit User ID and the account activation link.
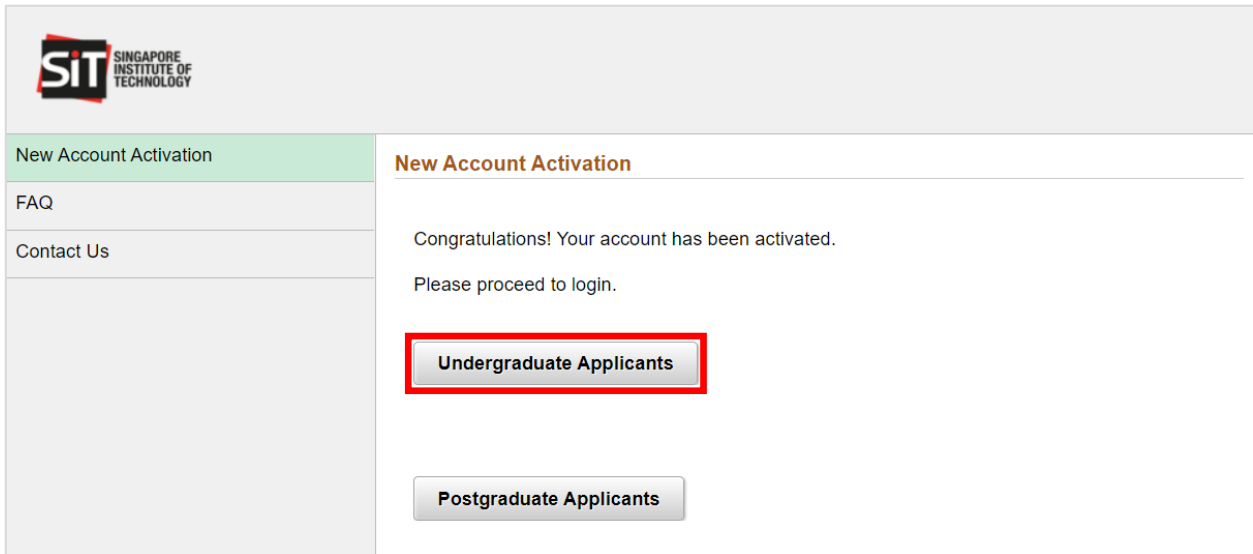
5 Follow the account activation link in the email to access the **New Account Activation** page. Click **Activate Now** to activate your account.

> ⚠ If you have not activated your account, you will not be able to log into the application portal.

6 Once your account has been activated, click **Undergraduate Applicants** to access the **SIT Application Portal**.

Forgot Your Password

1 Go to the **SIT Application Portal** and click on **Forgot Your Password**.

2 Enter your 9-digit User ID or registered email address and date of birth. Click **Continue** to proceed.

3 An email with a link to reset your password will be sent to your registered email address. Follow the reset password link in the email to access the **Reset My Password** page.

4 Enter your new password and click **Continue** to proceed.

5 After you have successfully reset your password, you will receive an acknowledgement email. You are now ready to log into the **SIT Application Portal** using your 9-digit User ID or email address and new password.

⚠ If you encounter the following error message, please contact us for assistance via email at adm@SingaporeTech.edu.sg citing your name, NRIC/FIN/Passport Number and contact number. We will review your case and get back to you within 3 working days.

> You have unintentionally entered an incorrect/unregistered User ID/Email Address.
>
> If you are applying to SIT for the first time and do not have an account, please create a new account by clicking on "Register A New Account" via the SIT Application portal link. Alternatively, if you have applied to SIT previously, but do not remember your password, please reset your password by clicking on "Forgot Password" via the SIT Application portal link.
>
> **OK**

Log into Your Account

> ⚠️ You will need to activate your account from the registration email before you are able to log in. If you have misplaced the account activation link, please email adm@SingaporeTech.edu.sg citing your name, NRIC/FIN/Passport Number and contact number. We will review your case and get back to you within 3 working days.
>
> If you have forgotten your password, or your password has expired, please select **Forgot Your Password** to reset it first.

1 To log into your account, go to the **SIT Application Portal**.

2 Enter your 9-digit User ID and password, and click **Sign In**.

> 💡 **Tip:**
> Your 9-digit User ID can be found in the registration email. Alternatively, you may use your registered email address as your User ID.

SINGAPORE INSTITUTE OF TECHNOLOGY

User ID

Password

Sign In

Forgot Your Password

Register A New Account

Due to a recent system upgrade, you may experience cache issues when logging into the portal. Please do clear your browser cache before you log in. Alternatively, you may log in using the incognito mode of your browser. You can email to adm@singaporetech.edu.sg if you are still experiencing any log in issues.

We apologize for any inconveniences caused.

Thank you.

1. Please sign in to submit a new application. First-time applicants may proceed to register a new account.

2. Your User ID refers to the 9 numeric digits sent to your email address when you first register your account.

3. Your password is in the format of 12-30 characters and is case sensitive.

4. Your personal identification (full NRIC for SC/SPR, FIN and/or Passport for International students) is collected for the purpose of establishing your identity, and to facilitate the processing of your application for admissions.

5. Please refer to the step-by-step Undergraduate Application Guide to complete your online application.
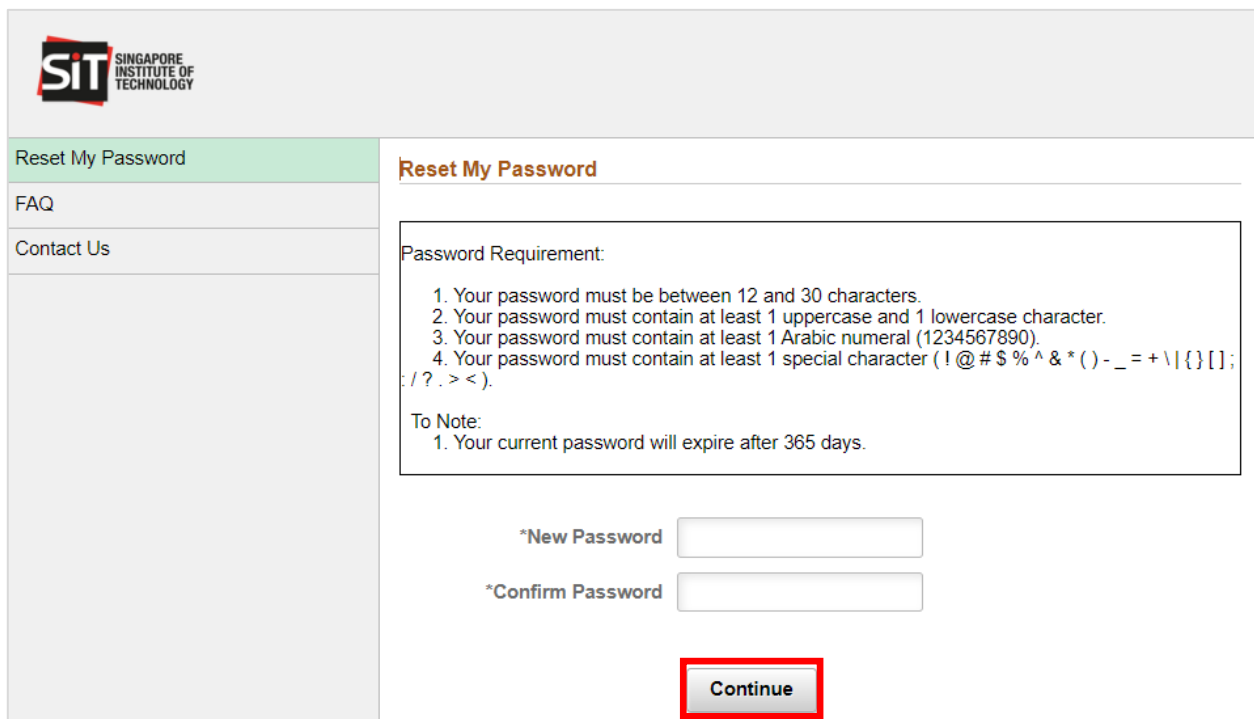
This site is best viewed using Apple Safari 8/9.0, Google Chrome 43, Microsoft Edge (Version 25.10586), Microsoft Internet Explorer 11, Mozilla Firefox 38 ESR/42.
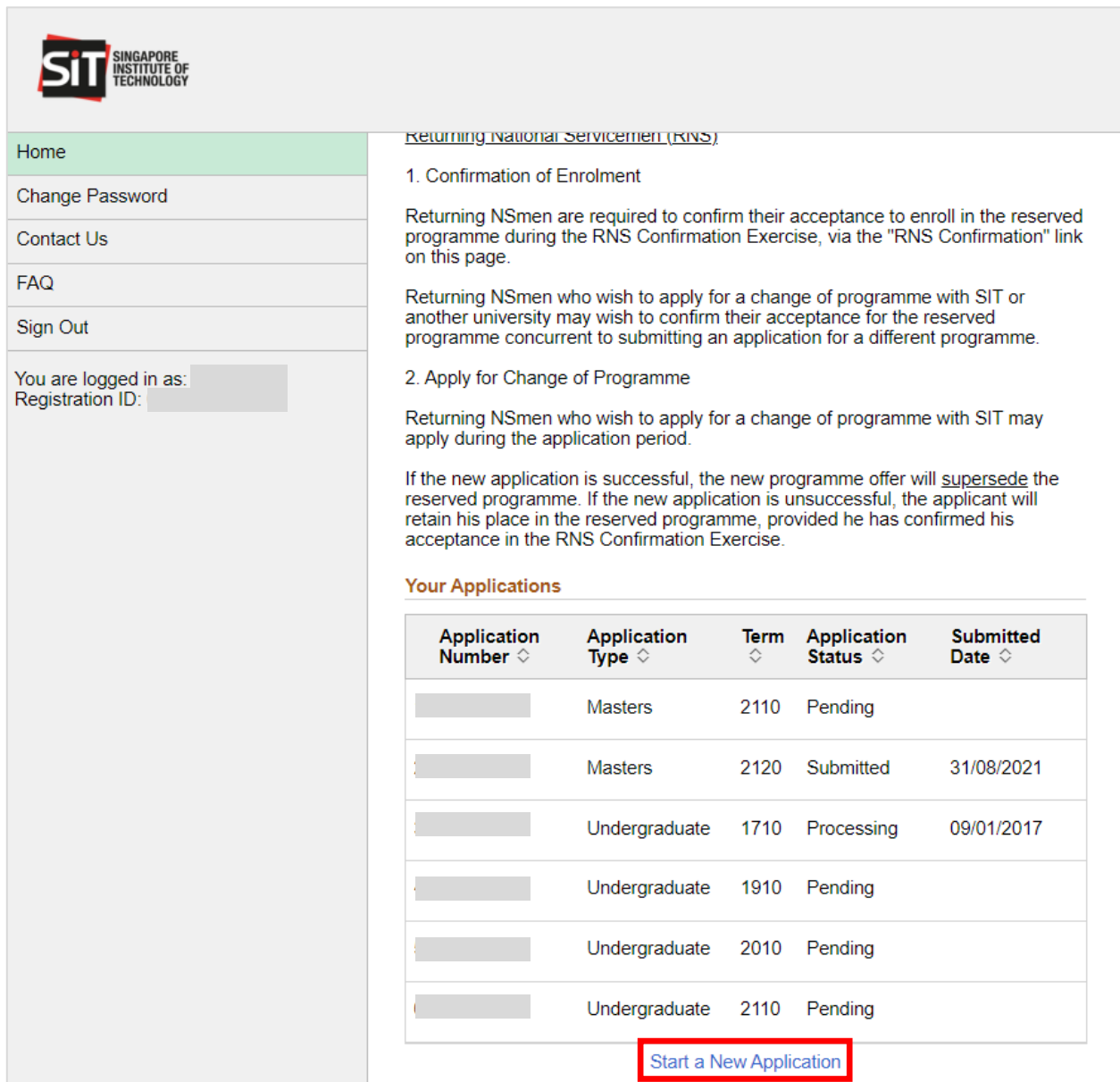
Section B – Submitting an Application

1 To begin, please log in and click **Start a New Application**.

> **Note:**
> The portal will display a list of your past applications, if any. However, you will no longer be able to complete any unsubmitted applications from previous years. Please start a new application instead.

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You are logged in as:
Registration ID:

Returning National Servicemen (RNS)

1. Confirmation of Enrolment

Returning NSmen are required to confirm their acceptance to enroll in the reserved programme during the RNS Confirmation Exercise, via the "RNS Confirmation" link on this page.

Returning NSmen who wish to apply for a change of programme with SIT or another university may wish to confirm their acceptance for the reserved programme concurrent to submitting an application for a different programme.

2. Apply for Change of Programme

Returning NSmen who wish to apply for a change of programme with SIT may apply during the application period.

If the new application is successful, the new programme offer will supersede the reserved programme. If the new application is unsuccessful, the applicant will retain his place in the reserved programme, provided he has confirmed his acceptance in the RNS Confirmation Exercise.

Your Applications

Application Number ◇	Application Type ◇	Term ◇	Application Status ◇	Submitted Date ◇
	Masters	2110	Pending	
	Masters	2120	Submitted	31/08/2021
	Undergraduate	1710	Processing	09/01/2017
	Undergraduate	1910	Pending	
	Undergraduate	2010	Pending	
	Undergraduate	2110	Pending	

Start a New Application

Application Selection

2 Please select the **Application Type**, **Category**, and the pre-university **Qualification** with which you wish to apply to SIT. Click **Next** to proceed.

⚠️ Once you have selected an entry qualification, you will not be able to change it later. If you have selected an incorrect qualification, please contact us for assistance via email at adm@SingaporeTech.edu.sg citing your name, NRIC/FIN/Passport Number and contact number. We will review your case and get back to you within 3 working days.

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You are logged in as:
Registration ID:

Application Selection

Undergraduate Application

Application Type: Select "Undergraduate"

Category: Select "Local" if you are applying with a Singapore qualification; select "International" if you are applying with an international qualification; International Baccalaureate Diploma applicants should select Local even if the qualification is obtained overseas.

Qualification: Select your pre-university qualification most relevant for the programme(s) you are applying for (refer to: https://www.singaporetech.edu.sg/applying-to-SIT/admission-requirements); you will not be able to amend your Entry Qualification after you proceed to the next step.

*Application Type   Undergraduate ⌄

*Category   Local   ⌄

*Qualification   Polytechnic Diploma (NP, NYP, RP, SP, TP) ⌄

Polytechnic Diploma (NP, NYP, RP, SP, TP)
Diploma (BCA Academy)
Diploma (LASALLE College of the Arts)
Diploma (Nanyang Academy of Fine Arts)
Diploma (Other Singapore Institutions)
International Baccalaureate Diploma
NUS High School Diploma
Singapore-Cambridge GCE A Level

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3   Click **Next** to proceed.

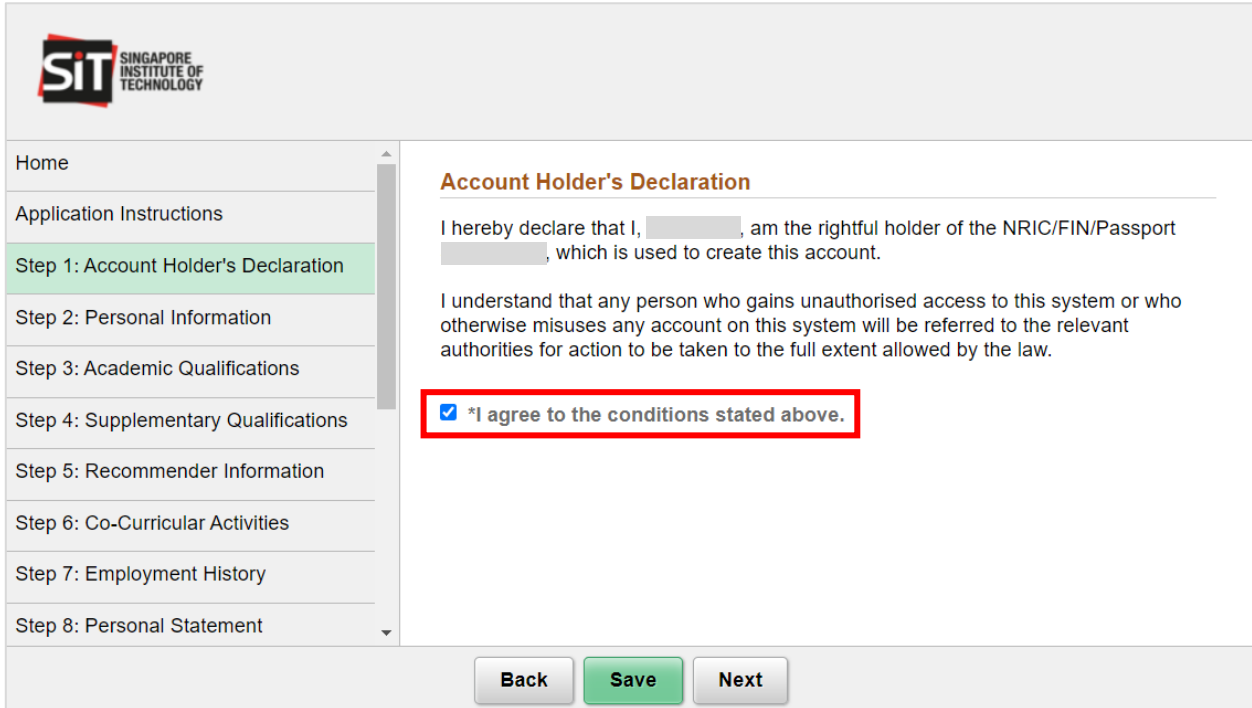|	
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Application for Undergraduate

You are ready to begin your application for admission to SIT.

Please refer to the step-by-step Undergraduate Application Guide to complete your online application.

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Step 1: Account Holder's Declaration

4 Please read the declaration carefully and select the checkbox "**I agree to the conditions stated above**" to confirm.
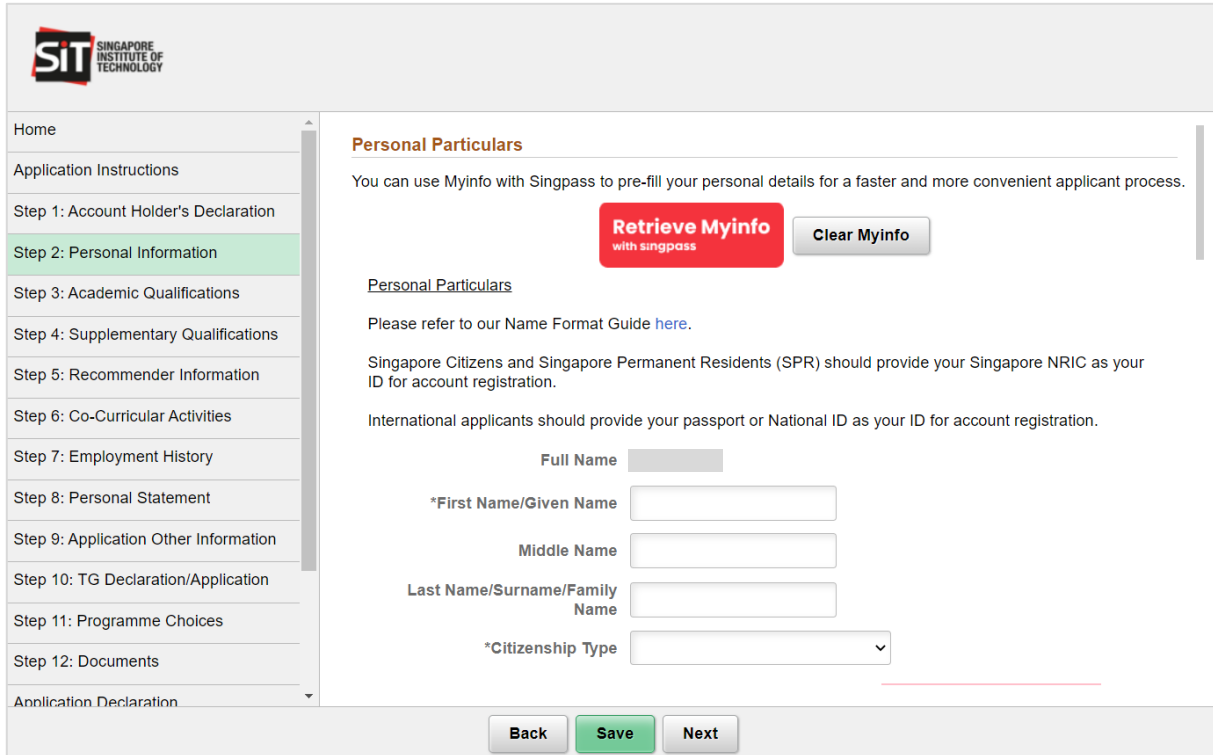

5 Click **Save** and **Next** to proceed.

Step 2: Personal Information

6   Please enter all required fields marked with an asterisk (*).

> **Notes on Myinfo:**
>
> If you have a Singpass account, you may retrieve your particulars by clicking the **Retrieve Myinfo with Singpass** button. Please note that you may retrieve your Myinfo particulars only once.
>
> If you do not have a Singpass account, you are required to enter your particulars manually.

7   You are also required to provide at least one emergency contact by clicking **Add Parent/Guardian Details**. Enter all required fields marked with an asterisk (*) and click **Save** once complete.

ⓘ **Notes to National Servicemen:**

(For Singaporean/ PR Only)

*National Service Status [▾]

Singapore Citizens and PRs who are required to fulfil their National Service commitment may apply within the stipulated application period. Successful applicants will have a place reserved until they complete their full-time National Service.

Please refer to the following chart to select the correct NS status.

Not Applicable	• Not liable for NS (e.g. female Singaporean/PR citizens, international applicants)
Completed	• Completed your NS commitment at the point of application. • Please fill in your NS unit, date of enlistment, and ORD date.
Currently Enlisted NSF	• Currently serving NS as a full-time National Serviceman (NSF) at the point of application. • Please fill in your NS unit, date of enlistment, and ORD date (you may indicate an estimated date if you are unsure of the actual date.)
Waiting for Enlistment	• Liable for NS but have not enlisted at the point of application. • (Optional) You may enter your date of enlistment if you have already received your enlistment notice.
Exempted	• Liable for NS and have received notice of exemption at the point of application. • Please enter the reason for exemption in the text box and submit your exemption notice on **"Step 12: Documents"**.
Regular Serviceman	• Signed on for regular service at the point of application. • Please fill in your NS unit, date of enlistment, and ORD date. • For female regulars, please enter the date of sign-on for regular service as your date of enlistment. • You will be required to enrol after the second year from your original enlistment date, or in the current year of application, whichever is later, subject to your timely release for term-commencement. • If you are able to gain disruption to begin your studies earlier or require a deferment (up to 1 year only), please write to adm@SingaporeTech.edu.sg. Any request to bring forward matriculation or defer your studies must be duly supported with **official documentation from your Unit** and is subject to review and approval by SIT on a case-by-case basis.

8 Click **Save** and **Next** to proceed.

Step 3: Academic Qualifications

9 Enter details of your pre-university (i.e. Year 12 and Year 10) academic qualifications in the **Academic Qualifications** page.

The entry qualification which you had selected at the beginning of the application will be listed by default. Click the first row in the Qualification section to enter details of your entry qualification. Enter all required fields marked with an asterisk (*) and click **Save** once complete.

> ⚠️ If you have selected the wrong entry qualification, please contact us for assistance via email at adm@SingaporeTech.edu.sg citing your name, application number, and the details to be amended. We will review your case and get back to you within 3 working days.
>
> Applicants who wish to add details of their university education may do so on **"Step 4: Supplementary Qualifications"**.

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Academic Qualifications

Please indicate a minimum of two sets of qualifications in this "Academic Qualifications" section.

(1) Please provide details of your entry qualification (preselected below) - Polytechnic Diploma (NP, NYP, RP, SP, TP), and

(2) Please provide details of all your secondary/post-secondary qualification, which may include any of the following – O Level/ Nitec/ Higher Nitec/ Polytechnic Foundation Programme/ Year 10. Applicants from Integrated Programmes (IP) who have not taken O Level should provide Secondary 4 (Year 10) or equivalent standard examination results.

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

Add Qualification

Qualification ◇	Institution ◇	Diploma ◇	Graduation Date ◇
1 POLY DIPLOMA (SP, NP, NYP, RP, TP)			

Back   Save   Next

Tip:

*Cumulative GPA	0.0000	/ 4.0000

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

Cancel	**Edit Qualifications**	Save

Qualification	Polytechnic Diploma (NP, NYP, RP, SP, TP)
*Institution	
*Diploma	
Area of Specialisation/ Academic Plan	
*Admissions/Student Number	
*Admission Date	
*Academic Load	○ Full Time ○ Part Time
*Graduation Date	
*Status	○ Final Semester ○ Graduated
*Cumulative GPA based on	
*Diploma With Merit (DWM)	No
Diploma Plus	

*Did you repeat any year/semester in your diploma course?	○ Yes ○ No
*Did you change course during the course of study?	○ Yes ○ No
*Were you on medical leave/leave of absence for 1 semester or more during your course of study?	○ Yes ○ No

10 In addition to your entry qualification, please provide details of your Year 10 academic qualification (e.g. O Level, Higher Nitec, Nitec, Polytechnic Foundation Programme, Integrated Programme, etc.) by clicking **Add Qualification**. Enter all required fields marked with an asterisk (*) and click **Save** once complete.

Tip:
If you have completed the **Polytechnic Foundation Programme**, you are only required to fill in the details of three subjects i.e. English, Mathematics, and a Domain-specific Module.

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Academic Qualifications

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(1) Please provide details of your entry qualification (preselected below) - Polytechnic Diploma (NP, NYP, RP, SP, TP), and

(2) Please provide details of all your secondary/post-secondary qualification, which may include any of the following – O Level/ Nitec/ Higher Nitec/ Polytechnic Foundation Programme/ Year 10. Applicants from Integrated Programmes (IP) who have not taken O Level should provide Secondary 4 (Year 10) or equivalent standard examination results.

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

Add Qualification

	Qualification ◇	Institution ◇	Diploma
1	POLY DIPLOMA (SP, NP, NYP, RP, TP)	NANYANG POLYTECHNIC	Banking Financia Manage

Cancel   **Add Qualification**   **Save**

*Qualification   [▾]

*Institution   [▾]

*Admission Date   [🗓]

*Completion Date   [🗓]

	Exam Year ◇	Exam Month ◇	Subject ◇	Grade ◇		
1	[▾]	[▾]	[▾]	[▾]	➕	➖

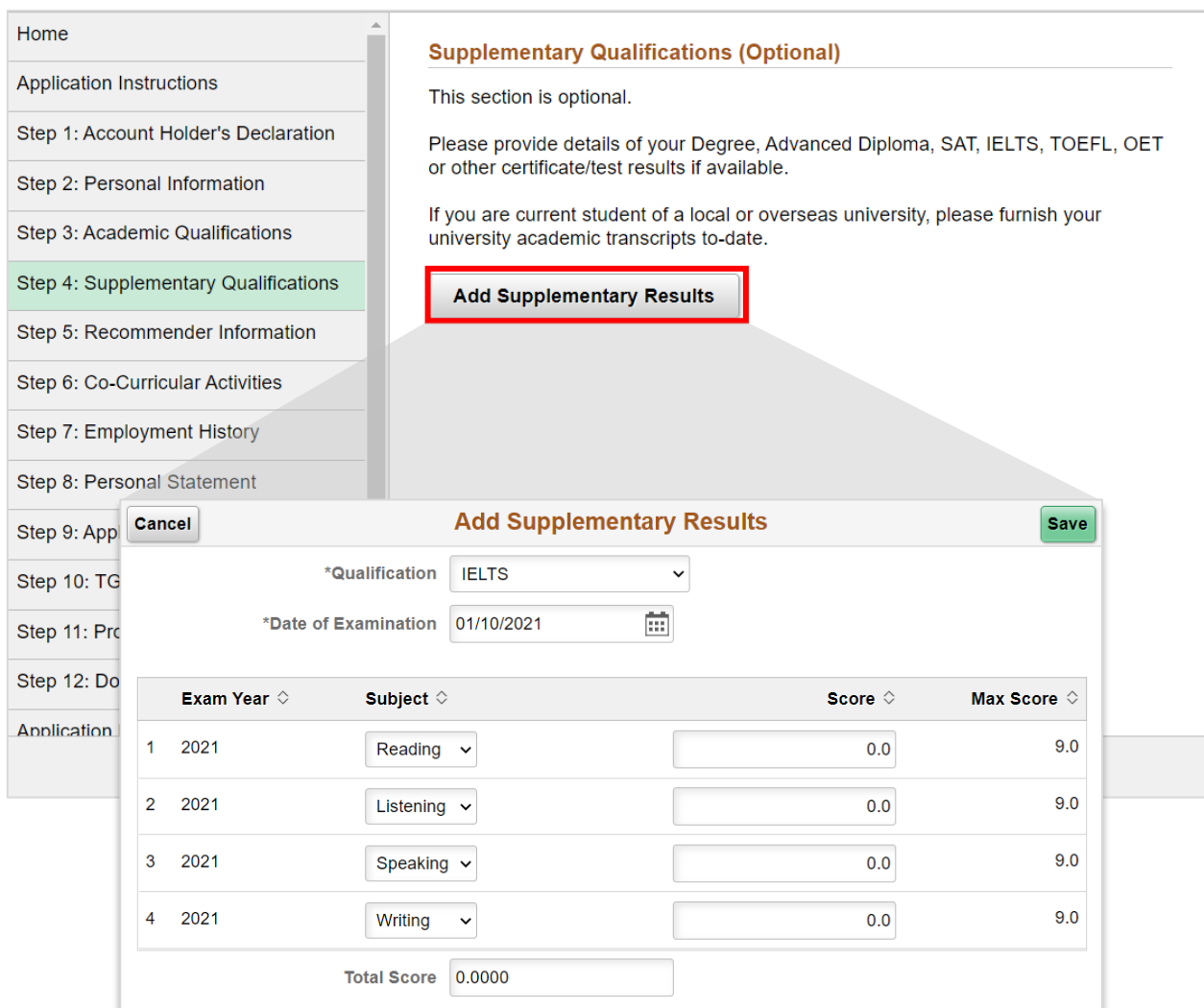**11**   Click **Save** and **Next** to proceed.

Step 4: Supplementary Qualifications

> **Tip:**
> Although this is an **optional** section, it is recommended that you include any relevant information (where applicable) as SIT takes a holistic and aptitude-based approach in assessing your application.
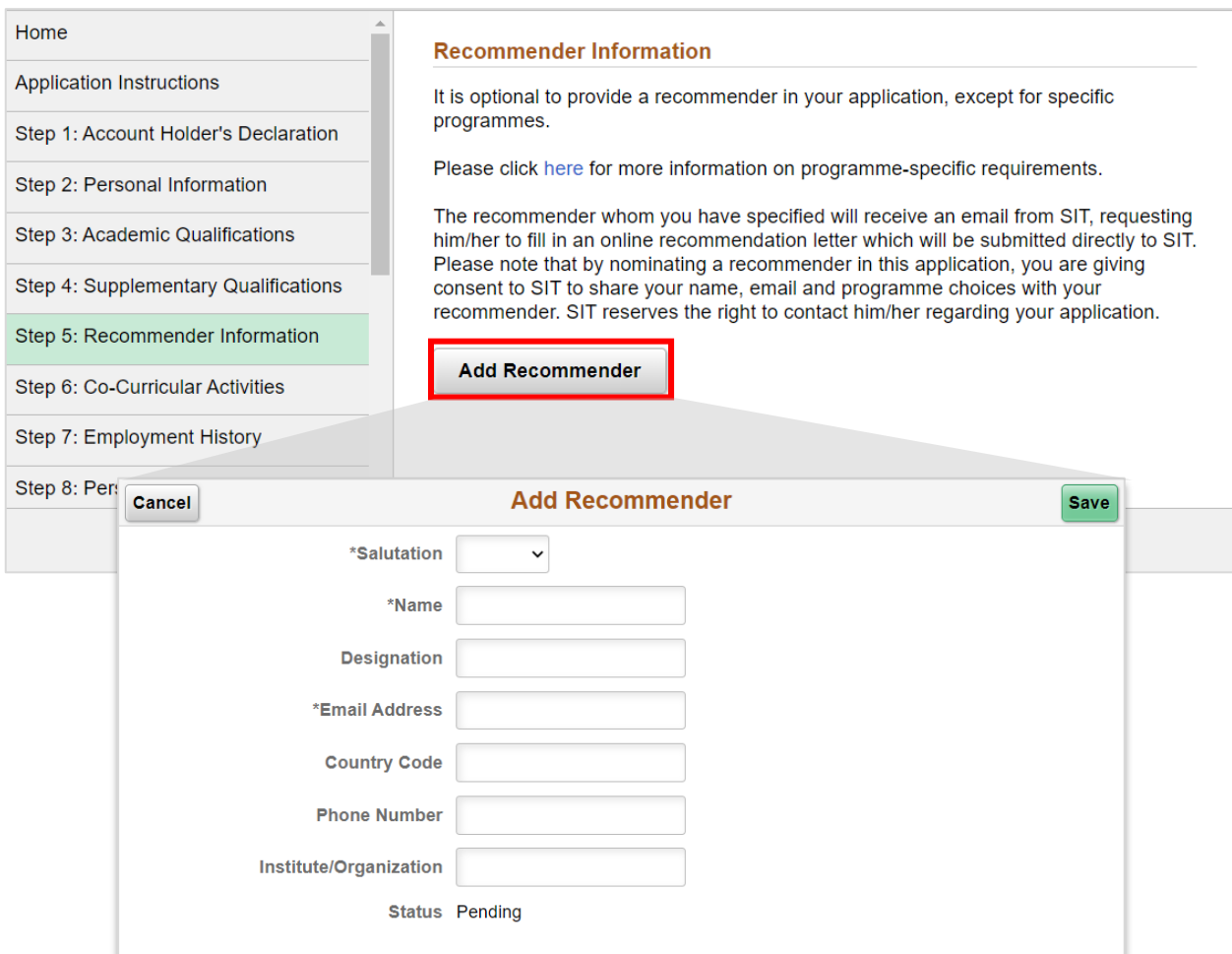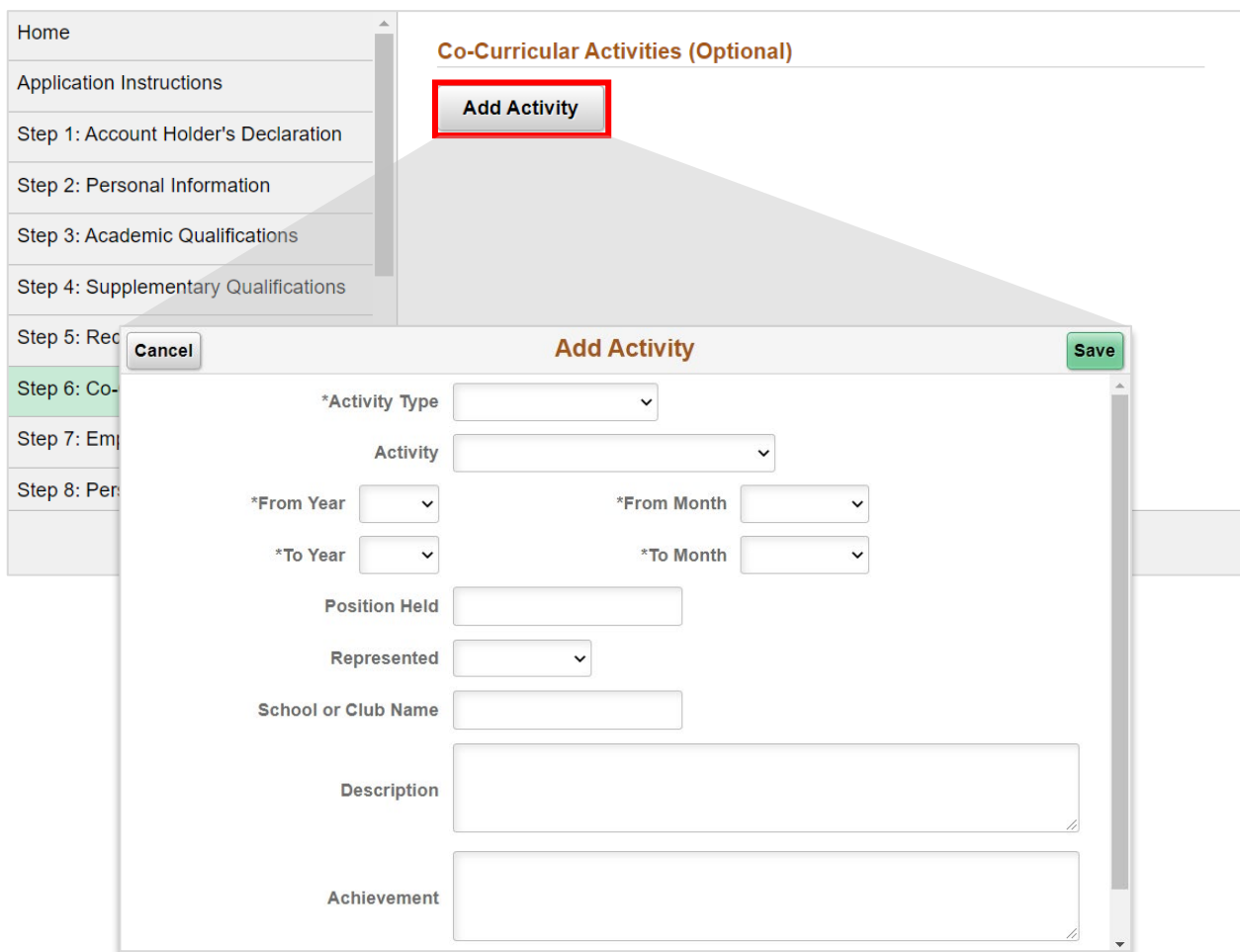
12 Click **Add Supplementary Results** to provide details of other qualifications, such as Degree, Advanced Diploma, SAT, English proficiency tests, and so on. Enter all required fields marked with an asterisk (*) and click **Save** once complete.

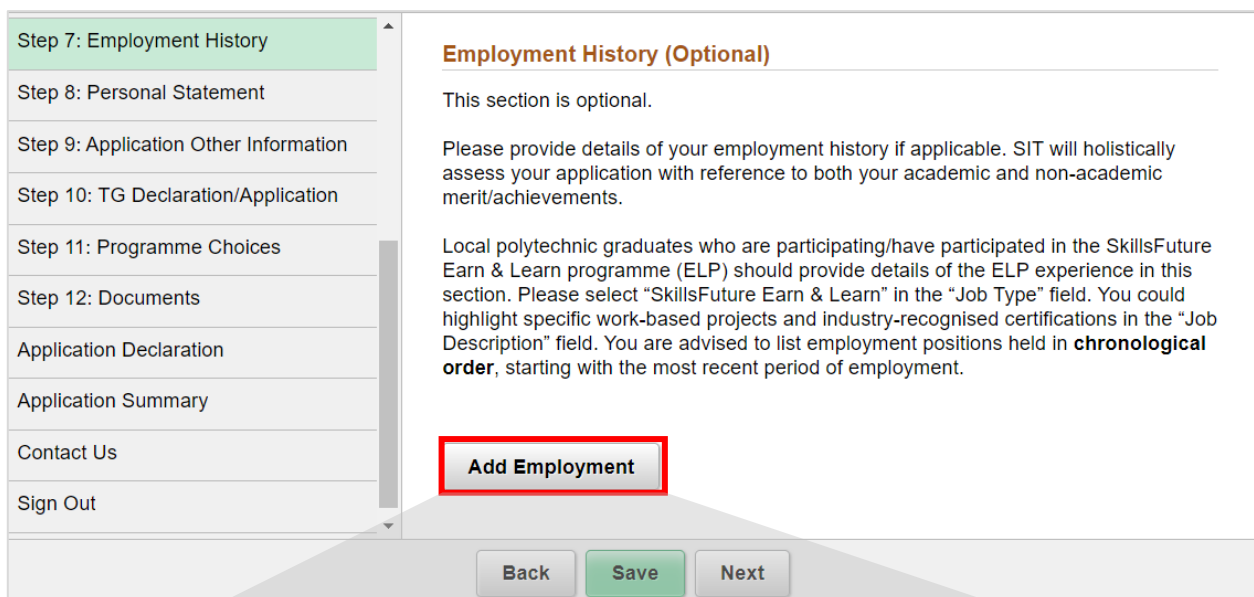**13** Click **Save** and **Next** to proceed.

Step 5: Recommender Information

> **Tip:**
> Although this is an **optional** section, it is recommended that you include any relevant information (where applicable) as SIT takes a holistic and aptitude-based approach in assessing your application.
>
> If you already have letters of recommendation or testimonials you wish to include in your application, you may upload them on **"Step 12: Documents"**.

14 Please click the **Add Recommender** button to enter details of your recommender(s). You may include up to **3** recommenders. Enter all required fields marked with an asterisk (*) and click **Save** once complete.

> **Note:**
> Your recommender(s) will only receive an email notification **after you have successfully submitted your application**.

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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

Cancel	**Add Recommender**	Save

*Salutation

*Name

Designation

*Email Address

Country Code

Phone Number

Institute/Organization

Status   Pending

15 Click **Save** and **Next** to proceed.

Step 6: Co-Curricular Activities

> **Tip:**
> Although this is an **optional** section, it is recommended that you include any relevant information (where applicable) as SIT takes a holistic and aptitude-based approach in assessing your application.

16 Click **Add Activity** to enter details of your co-curricular activities. You may include details of your participation or achievements in noteworthy competitions such as International and National Olympiads, WorldSkills competitions, CCAs, etc. Enter all required fields marked with an asterisk (*) and click **Save** once complete.

17 Click **Save** and **Next** to proceed.

Step 7: Employment History

> **Tip:**
> Although this is an **optional** section, it is recommended that you include any relevant information (where applicable) as SIT takes a holistic and aptitude-based approach in assessing your application.

18 Click **Add Employment** to enter details of your previous and/or current employment. It is recommended to list your employment history in chronological order, starting with the most recent period of employment. Enter all required fields marked with an asterisk (*) and click **Save** once complete.

Employment end date cannot be Future date

OK

If you encounter the above error message, please note that the **To Date** cannot be set beyond the current date of your application.
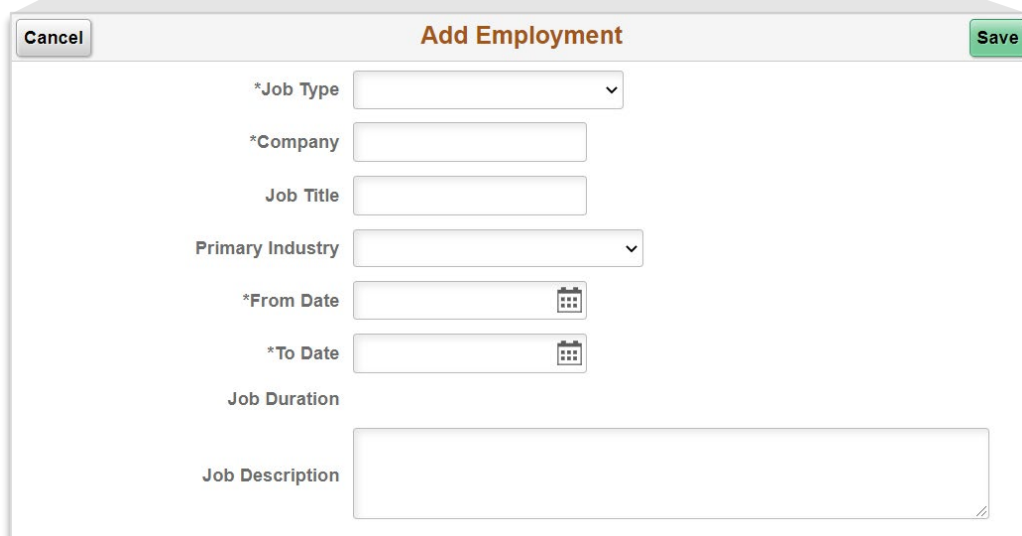
If your internship or employment is still ongoing, you may include details of your employment end date in the **Job Description** box instead.

*From Date	01/10/2021
*To Date	31/12/2021
Job Duration	0.25
Job Description	Contract will end on 31 Dec 2021.

19 Click **Save** and **Next** to proceed.

Step 8: Personal Statement

20 Enter your Personal Statement.
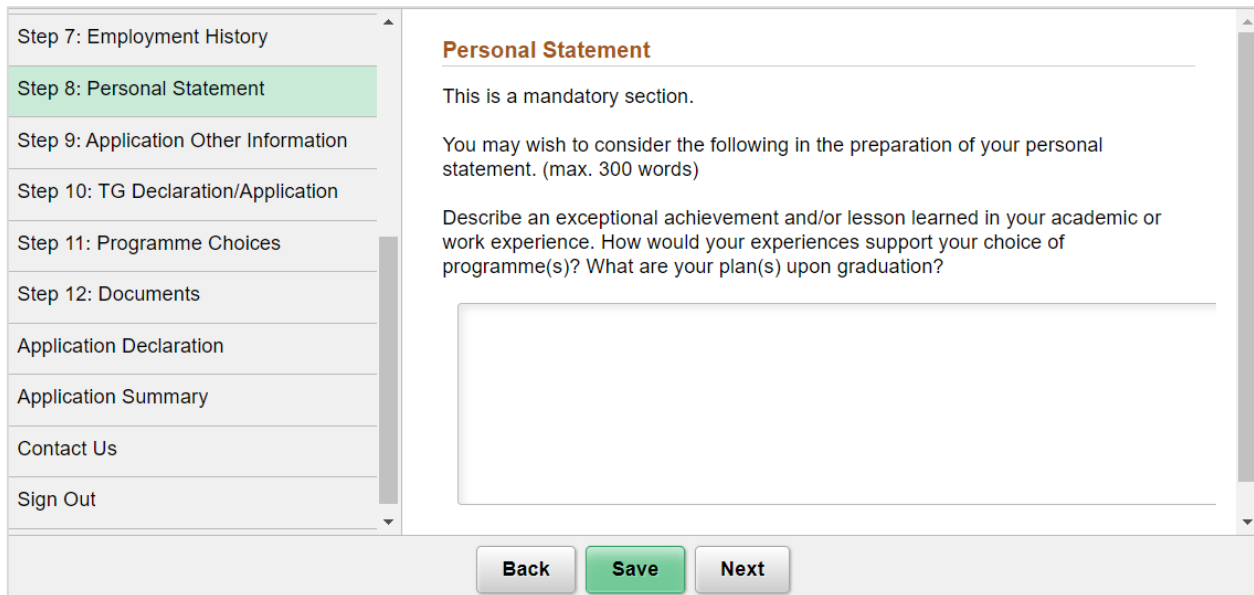
> **Tip:**
> Your personal statement will be taken into consideration when we assess your application.
>
> The personal statement is an expression of your motivation to apply to SIT and should be taken seriously. The questions are there to help guide you on what to write, but you are free to include other details about yourself that you wish to highlight to us.
>
> It is recommended to keep to the maximum word limit of **300 words**.

Step 7: Employment History

Step 8: Personal Statement

Step 9: Application Other Information

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Contact Us

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Personal Statement

This is a mandatory section.

You may wish to consider the following in the preparation of your personal statement. (max. 300 words)

Describe an exceptional achievement and/or lesson learned in your academic or work experience. How would your experiences support your choice of programme(s)? What are your plan(s) upon graduation?

Back | Save | Next
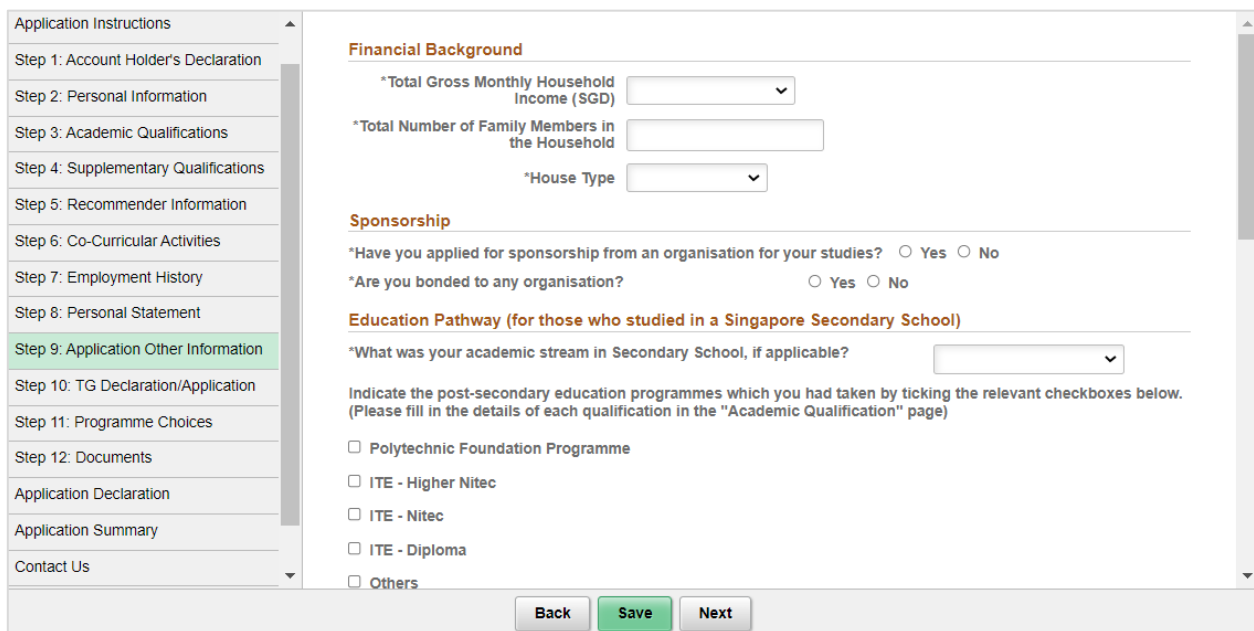
21 Click **Save** and **Next** to proceed.

Step 9: Application Other Information

22 You are required to declare the following information where applicable:
- financial background
- sponsorship/scholarship and bond obligations
- education pathway
- past/current university education (NUS, NTU, SMU, SUTD, SIT, SUSS, LASALLE, and NAFA only)
- disability and special needs
- criminal offence

Enter all required fields marked with an asterisk (*).

23 Click **Save** and **Next** to proceed.

Step 10: Tuition Grant Declaration/Application

> ℹ **Notes on Tuition Grant:**
> The Tuition Grant (TG) is provided by the Government of Singapore to help students manage the costs of full-time tertiary education in Singapore. You are required to declare if you wish to apply for a Tuition Grant at the application stage.
>
> 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 from the Government of Singapore.
>
> If you wish to make any changes to your TG application after you have submitted your undergraduate application, please email adm@SingaporeTech.edu.sg citing your full name and application ID. Your request will be considered on a case-by-case basis.
>
> For more information, please visit **MOE's TGOnline website**.
>
> **For Singapore Citizens (SC):**
> TG application would have been automatically selected and SC applicants only need to select the relevant declaration option.
>
> **For Singapore Permanent Residents (SPR) and International Students (IS):**
> Please select if you wish or do not wish to apply for a Tuition Grant.
>
> If you wish to apply for a Tuition Grant, please note that you are required to work for a Singapore entity for 3 years upon graduation.
>
> If you do not wish to apply for a Tuition Grant, you agree to pay full, unsubsidised tuition fees for your programme and will not be required to serve any bond. You may skip the rest of this section and proceed to **"Step 11: Programme Choices"**.

Step 7: Employment History	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.
Step 8: Personal Statement	
Step 9: Application Other Information	
Step 10: TG Declaration/Application	○ 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, but I did not graduate/ have not graduated from the 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.
Step 11: Programme Choices	
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Application Declaration	
Application Summary	○ 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.
Contact Us	
Sign Out	

Back   Save   Next

Option	Select this if you...
"I **have not received** any Tuition Grant..."	...have not done any degree programmes in a local autonomous university.
"I **have received** a Tuition Grant... but I **did not graduate/have not graduated** from the course."	...are a former or current local university student who has taken TG but did not complete/has not completed the course. Note: You should have declared **"Current Student"** or **"Ex-student"** in your University Education details in "Step 9: Application Other Information".
"I **have received** a Tuition Grant... and I **have graduated** from the course."	...are a former local university student who has taken TG and has completed the course. Note: You should have declared **"Graduated/Completed"** in your University Education details in "Step 9: Application Other Information".

24 Enter the relevant details of your Tuition Grant Application.

25 *[For SPR/IS only]* Please **agree** to the terms and conditions of your TG application.

> ☑ **In applying for a Tuition Grant, I confirm that I agree to the terms and conditions set forth above.** Knowingly providing false information in this form is a criminal offence under Section 177 of the Penal Code, is punishable with imprisonment for a term up to 6 months, or a fine up to a maximum of $5,000, or with both.

26 Click **Save** and **Next** to proceed.

> ⚠️ If you encounter the following error message, please ensure that your TG declaration matches your University Education declaration in **"Step 9: Application Other Information"**.
>
> > Kindly revise your selection.
> > Your selection doesn't match with the information declared in previous University Education in Application Other Info page.
> >
> > **OK**

Step 11: Programme Choices
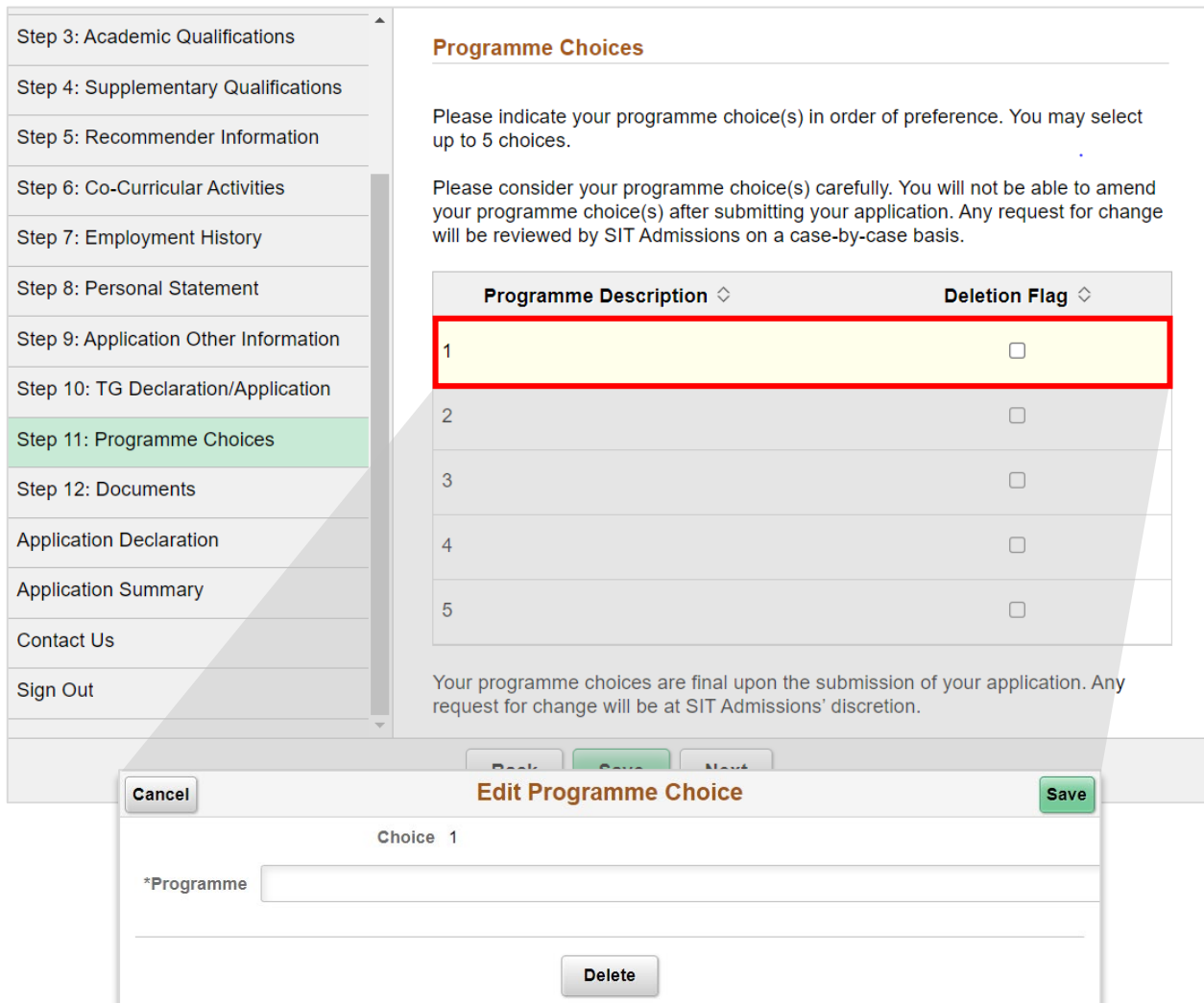
> **Note:**
>
> In the **Programme Choices** page, you are able to select the programme(s) which you would like to apply for. You have to choose at least one programme in your application, and may choose up to five programme choices listed in the order of your preference.
>
> We seek your understanding that the University will not be able to accede to any request for a change of programme choices once you have been invited for an interview to a programme of your choice, or after the application closing date, whichever is earlier.

27 Indicate your programme choice(s) in order of preference by clicking on each of the rows in the programme choice grid. Choice 1 refers to your first and most preferred programme choice.

28 Select your programme from the dropdown list and click **Save**.

> **ⓘ** **Note to SkillsFuture Work-Study Degree Programmes (WSDeg) applicants:**
> The WSDeg programme is only applicable to individuals who have been successfully matriculated as full-time SIT students under the participating WSDeg full-time degree programmes.
>
> Upon successful matriculation, applicants may apply for the SkillsFuture WSDeg programme via the SIT ReadyTalent portal during the WSDeg Application Exercise in July.
>
> For more information, please refer here.

> **⚠** If you encounter the following warning message, it means that your entry qualification which you had entered in **"Step 3: Academic Qualifications"** may not be relevant to the programme you have selected. While you are still able to proceed with your programme choice(s), we would highly encourage you to consider choosing programmes that may be more relevant to your academic qualifications or work experience to improve your relative standing.
>
> | **Warning** |
> | --- |
> | Your qualification may not be accepted for this programme |

29 After you have made your programme choices, click **Save** and **Next** to proceed.

Step 12: Documents

> **Notes:**
> Upload all supporting documents in the **Documents** page. The specific documents that you are required to submit in your application are marked 'Yes' in the **Mandatory** column.
>
> You may upload only one file for each document. Please upload your documents in the following formats only (DOC, DOCX, JPEG, JPG, PDF, PNG, OPENCERT) and ensure that each file does not exceed 5MB. We highly encourage you to submit your academic transcripts in OPENCERT format if possible.
>
> Do also note that some programmes may require you to submit additional programme-specific requirements.
>
> For more information, please refer to **"Section H – Supporting Documents Checklist"**.

30 To upload a document, click **Add Attachment** and a popup will appear.

31 Click **My Device** and select the file you wish to upload, then click **Upload**.

32 After your document is successfully uploaded, it will be reflected in the **File Name** column. You may view the uploaded file by clicking **View Attachment**. If you wish to re-submit a file, click **Delete Attachment** to first delete the existing document, followed by **Add Attachment** to upload a new document.

	List of documents to be uploaded ⬍	Mandatory ⬍	Add Attachment	View Attachment	Delete Attachment	File Name ⬍
1	NRIC/FIN/11B/Passport	Yes	Add Attachment	View Attachment	Delete Attachment	Example_Document_.pdf

33 Once you have uploaded all required documents, click **Save** and **Next** to proceed.

Application Declaration

34 Please read the application declaration carefully and select the checkbox "**I hereby acknowledge the above declaration**" to confirm.

35 Click **Save** and **Next** to proceed.

Application Summary

36 Review a summary of all the information which you have provided in your application. If you need to make any amendments, you may either click **Back** to return to the respective page or click the corresponding step from the sidebar.

37 After the changes are done, click **Save** and **Next** to return to the **Application Summary** page.

38 When you are ready to submit your application, click **Submit**. A message will appear requesting for your confirmation to submit the online application. Click **Yes** to confirm your application submission, or **No** to return to the **Application Summary** page to review your application.

> ⚠️ You will not be able to make changes once you have submitted your application. If you wish to make further changes to your application, please email adm@SingaporeTech.edu.sg citing your full name and application ID. We will review your case and get back to you within 3 working days.

39 Once you have submitted your application, you will be taken to the **Application Confirmation** page. From here, you may view details of your submitted application by clicking **Application Summary** from the sidebar. You may also click **Print** to print a copy of your application. Please ensure that your pop-up blocker is disabled.

40 Please be reminded to make application fee payment of SGD16.35 (inclusive of GST). For instructions on how to make payment, please refer to **"Section C – Application Fee Payment"**.

Home
Application Summary
Application Confirmation
Contact Us
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Application Confirmation

Please make an application payment of S$15 by scrolling to the "Payment" section at the bottom of this page.

If you wish to apply for Financial Assistance and Scholarships, please scroll to the "Financial Aid" section at the bottom of this page and click on "Start a new application". For details on how to apply, please refer to the Assistance Schemes page on the SIT website.

Application Number ▢

Application Details

Full Name	▢	Singapore Mobile Number	▢
NRIC/FIN	▢	Residential Number	
Passport No.	▢	Overseas Contact Number	
Application Date	▢	Email Address	▢

Program Details

Application Type Undergraduate
Application Term 2023/24 Term 1

Application Reviewer Comments

[Update Recommender Info]   [Upload Documents]

Payment Details

> 💡 **Tip:**
> You should also receive an acknowledgement email once you have successfully submitted your application. Please check your Inbox to confirm.

Section C – Application Fee Payment

> ⓘ **Note:**
> Applicants may make application fee payment via the following methods:
> - Online payment (Debit/Credit Card, Internet banking, SGQR, PayNow)

1 In the **Payment Details** section on the **Application Confirmation** page, click **Make a Payment** to pay the application fee of SGD16.35 (inclusive of GST) via online payment.

2 Select the applicable **Payment Method** and click **Proceed to Pay**.

Online Payment

Application Number ▮▮▮▮▮▮

Full Name ▮▮▮▮▮▮

Fee Type Application Fees

Fee Amount $16.35

Please review the above payment summary and click **Proceed to Pay** to proceed.
Payment options include SGQR/PayNow, Internet Banking or Debit/Credit Card.

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed.
   1. *.eNETS.sg
   2. *.singaporetech.edu.sg

☐ I confirm that this payment is made by ▮▮▮▮▮▮

[Proceed to Pay]   [Cancel]

> 💡 **Tip:**
> Before proceeding with online payment, please ensure that you have disabled your popup blocker or added the following list of sites as your allowed sites:
> 1. *.eNETS.sg
> 2. *.singaporetech.edu.sg

3 You will be directed to the online payment page to make the payment.

4 Once you have successfully made the application fee payment, you will be able to view the payment status in the **Payment Details** section in the **Application Confirmation** page.

> ⚠️ Application fee payment should be made as soon as possible. The deadline to make payment is 1 week after application closing. There may be delays in application processing or release of outcome if you fail to pay the application fee.
>
> If you have encountered any payment issues (e.g. double payment), please email adm@SingaporeTech.edu.sg citing your full name and application ID, and attach any supporting screenshots that may help us in our review. We will review your case and get back to you within 3 working days.

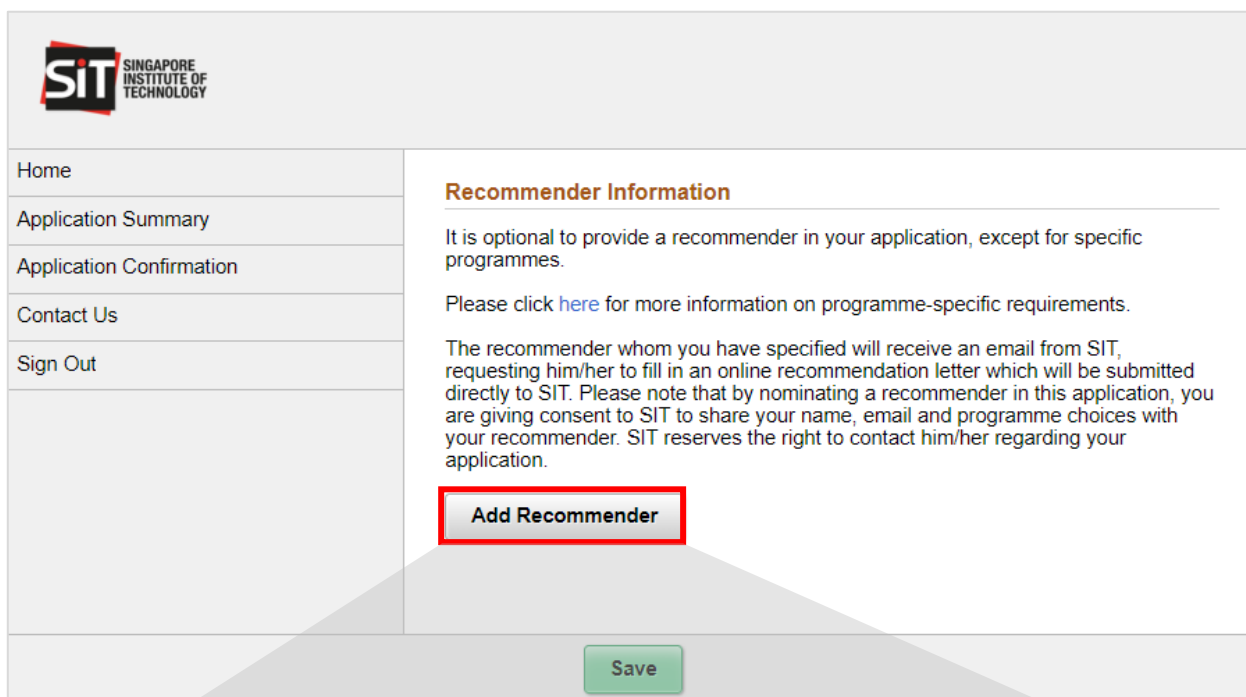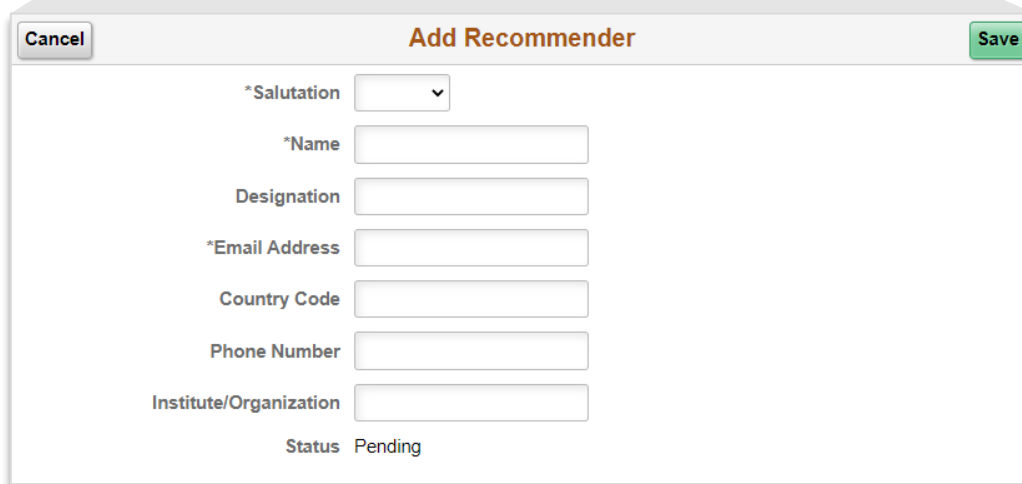# Section D – Update Recommender Information

> **(i) Note:**
> You may still add a recommender (up to a total of 3 recommenders) after you have submitted your application by clicking the **Update Recommender Info** button.

1 If you wish to amend the details of an existing recommender, please click on the recommender details row in the grid and make the necessary changes. Do note that you can only amend information of recommenders who have not yet submitted their recommendation.

2 If you wish to delete any recommender (before he/she has submitted a recommendation), select the **Deletion Flag** checkbox or click **Delete** on the **Edit Recommender** page.

3 If you wish to add new recommenders, please click **Add Recommender**.

4 Please enter the details of the additional recommender and click **Save**.

5 Once all the necessary amendments are done, please click **Save** to save the details and notify any new recommenders you have added via email.
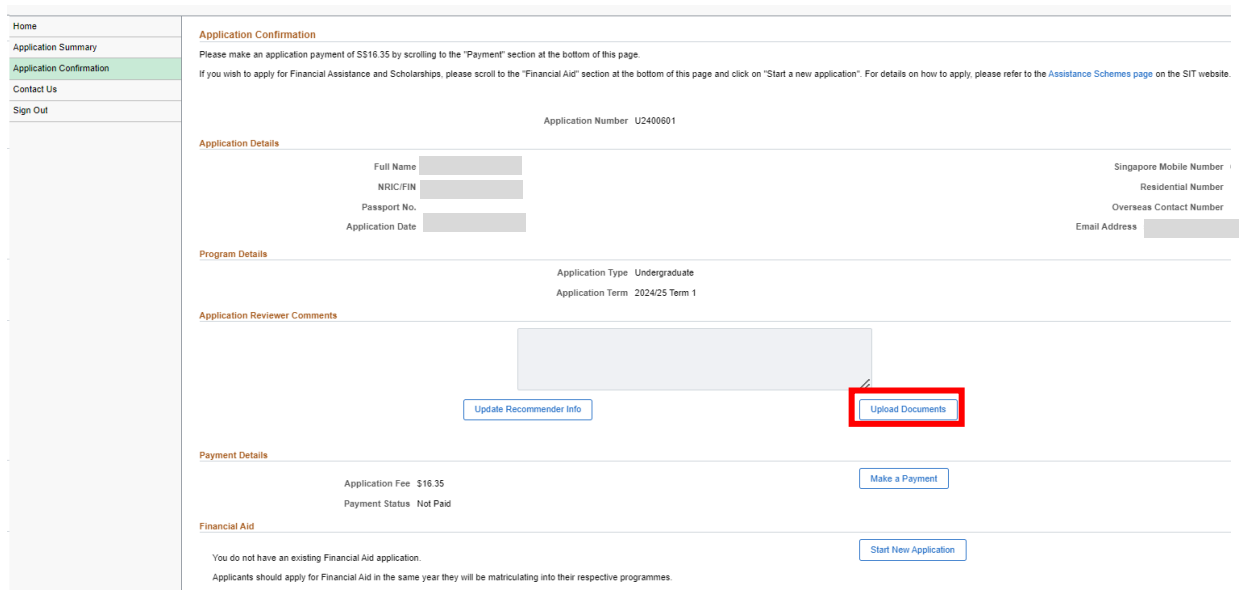
Section E – Upload Additional Documents

> **ⓘ Note:**
> Your application along with all relevant supporting documents will be reviewed upon the successful submission of your application. Please check your application regularly to find out if you are required to provide additional documents for our review as indicated in the **Application Reviewer Comments** box.
>
> For more information, please refer to **"Section H – Supporting Documents Checklist"**.

1 Please click **Upload Documents** to upload additional supporting documents.

2 To add a document, click **Add Attachment**.

3 If you need to resubmit a new document in place of an existing document, click **Delete Attachment** before uploading the correct document.

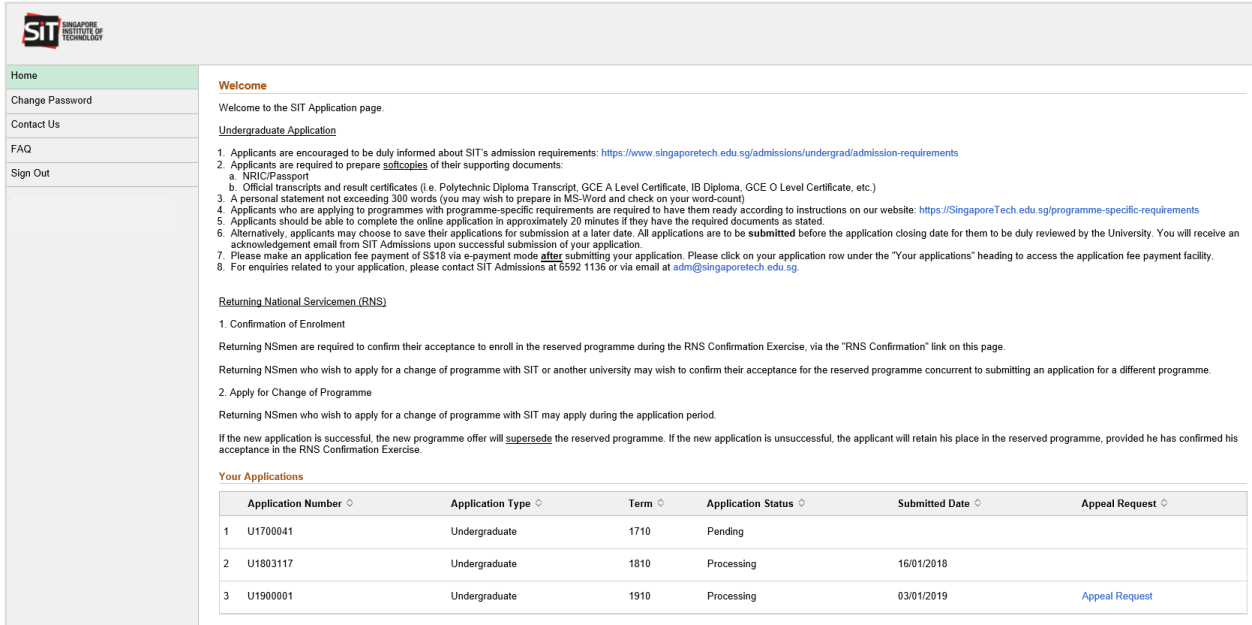| List of documents to be uploaded ◇	Mandatory ◇	Add Attachment	View Attachment	Delete Attachment
1 NRIC/FIN/11B/Passport	Yes	Add Attachment	View Attachment	Delete Attachment
2 Polytechnic Transcripts & Diploma Certificate	Yes	Add Attachment	View Attachment	Delete Attachment
3 Diploma of Merit (COM)	No	Add Attachment	View Attachment	Delete Attachment
4 GCE O Level Transcripts & Certificate	Yes	Add Attachment	View Attachment	Delete Attachment
5 Other Documents	No	Add Attachment	View Attachment	Delete Attachment

4 Once the documents are updated, please click **Save**.
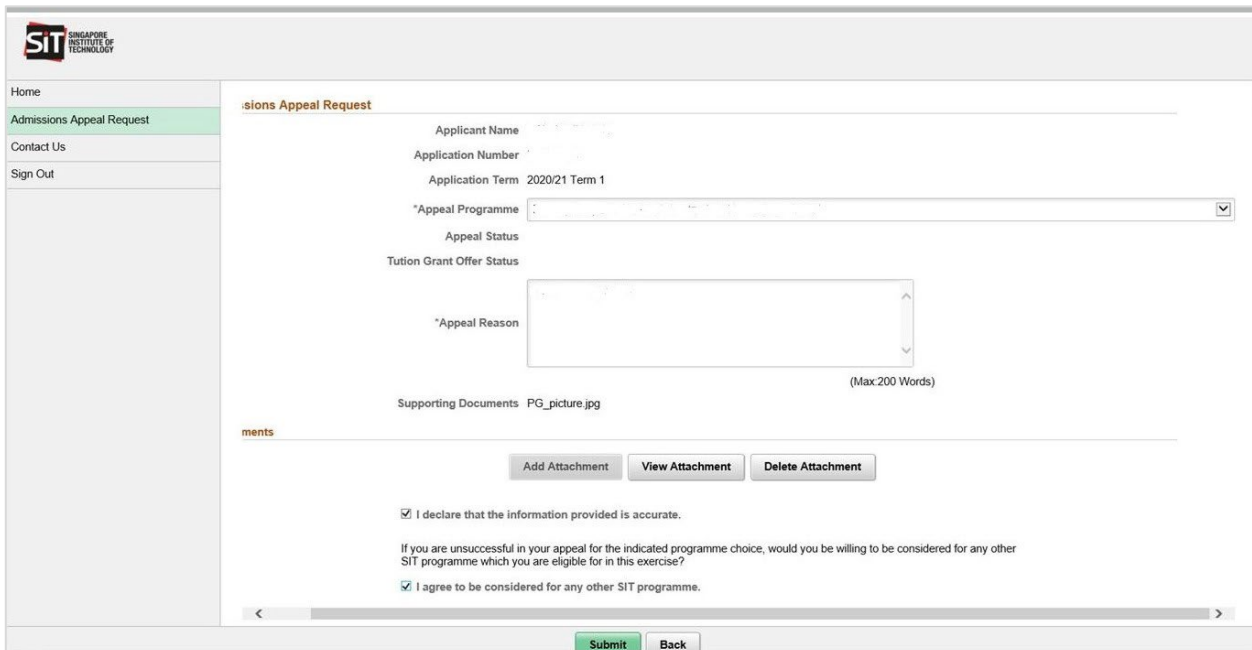
Section F – Submit an Appeal

> **ⓘ** **Note:**
> Applicants who wish to submit an appeal may do so during the appeal period from 25 May to 1 June.

1 Click on the **Appeal Request** link.

2   Select one **Appeal Programme** choice only, and provide your appeal reason within 200 words.

3   Click **Add Attachment** to upload a supporting document for your appeal, if any. Please note the acceptable file formats for upload (PDF, DOCX, JPG, PNG, JPEG, OPENCERT) and ensure that the file does not exceed 5MB.

4   To submit your online appeal, tick the checkbox "**I declare that the information provided is accurate**" and click **Submit**.

5   Check the checkbox "**I agree to be considered for any other SIT programme**" if you wish to be considered for any other SIT programme which you may be eligible for, in the event that you are unsuccessful in your appeal for the indicated appeal programme choice.

6   You may click **Appeal Request** to view the status of your submitted appeal.

> ⓘ **Note:**
> You will receive your appeal results via email. If your appeal is successful, you will be given instructions on how to accept the appeal offer.

Section G – Letter for National Service Disruption for Successful Applicants

> ℹ️ **Note:**
> If you are offered admission in the year of application and require a letter from SIT to apply for National Service disruption, you may download the letter of disruption via the SIT Application portal **after accepting your offer**. This letter will be available from **2 Feb** onwards.

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https://SingaporeTech.edu.sg/programme-specific-requirements
5. Applicants should be able to complete the online application in approximately 20 minutes if they have the required documents as stated.
6. Alternatively, applicants may choose to save their applications for submission at a later date. All applications are to be **submitted** before the application closing date for t be duly reviewed by the University. You will receive an acknowledgement email from SIT Admissions upon successful submission of your application.
7. Please make an application fee payment of S$18 via e-payment mode **after** submitting your application. Please click on your application row under the "Your applications heading to access the application fee payment facility.
8. For enquiries related to your application, please contact SIT Admissions at 6592 1136 or via email at adm@singaporetech.edu.sg.

Returning National Servicemen (RNS)

1. Confirmation of Enrolment

Returning NSmen are required to confirm their acceptance to enroll in the reserved programme during the RNS Confirmation Exercise, via the "RNS Confirmation" link on this

Returning NSmen who wish to apply for a change of programme with SIT or another university may wish to confirm their acceptance for the reserved programme concurrent t submitting an application for a different programme.

2. Apply for Change of Programme

Returning NSmen who wish to apply for a change of programme with SIT may apply during the application period.

If the new application is successful, the new programme offer will supersede the reserved programme. If the new application is unsuccessful, the applicant will retain his plac reserved programme, provided he has confirmed his acceptance in the RNS Confirmation Exercise.

Your Applications

	Application Number ⬦	Application Type ⬦	Term ⬦	Application Status ⬦	Submitted Date ⬦	JAE Acceptance portal link ⬦
1	U1700041	Undergraduate	1710	Pending		
2	U1803117	Undergraduate	1810	Accepted	16/01/2018	JAE Acceptance portal link

1 Click on your current year application (please do not click on JAE Acceptance portal link).

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	Application Confirmation
	Contact Us
	Sign Out

Application Term **2018/19 Term 1**

Application Reviewer Comments

[Update Recommender Info]   [Upload Documents]

Payment Details

Application Fee $18.00
Payment Status Not Paid

[Make a Payment]

NS Disruption Letter

For applicants who would need to apply for disruption from full-time National Service to pursue full-time studies.

[**Download NS disruption letter**]

Financial Aid

You do not have an existing Financial Aid application.

[Start New Application]

2 Click "**Download NS disruption letter**" to download letter with programme commencement and completion dates.

Section H – Supporting Documents Checklist

You may use the following checklist when preparing the relevant supporting documents required for submission:

Identification Document	**<u>Singapore Citizen</u>** ☐ Pink NRIC (front and back) or ☐ 11B (front and back) [for current NSFs only] * **<u>Singapore Permanent Resident</u>** ☐ Blue NRIC (front and back) or ☐ 11B (front and back) [for current NSFs only] * **<u>International Student</u>** ☐ Passport ** If you are submitting an 11B from SPF or SCDF, please also include your NRIC to show proof of your nationality.*
Entry Qualification (Year 12)	**<u>Polytechnic Diploma (NP, NYP, RP, SP, TP)</u>** ☐ For **current** Poly students – academic transcript for semesters 1-5 ☐ For **graduated** Poly students – official academic transcript of all semesters **<u>Singapore-Cambridge GCE A Levels</u>** ☐ Results slip, including Mother Tongue Language (MTL) and Project Work results (only compulsory for TUM programmes) **<u>International Baccalaureate (IB) Diploma</u>** ☐ Official / Certified True Copy of actual results (predicted results will not be considered) **<u>Other Local Diplomas (NUS High School, LASALLE, NAFA, BCA Academy, ITE Technical Engineer Diploma, ITE Work-Study Diploma, etc.)</u>** ☐ Official academic transcript of all semesters **<u>Other International Qualifications</u>** ☐ Official academic transcript / results slip (please provide official translated copy of results slip in English if original is not in English language)
Year 10 Qualification	**<u>Singapore-Cambridge GCE O Levels</u>** ☐ Results slip, including Mother Tongue (MTL) results **<u>Polytechnic Foundation Programme (PFP)</u>** ☐ Official academic transcript / statement of results **<u>ITE: Nitec / Higher Nitec</u>** ☐ Official academic transcript of all semesters **<u>Integrated Programme (IP)</u>** ☐ Year 4 IP exam results **<u>Other Year 10 Qualifications</u>** ☐ Official academic transcript / results slip (please provide official translated copy of results slip in English if original is not in English language)

Supplementary Qualification	**University Degree** ☐ Official academic transcript of all semesters **Advanced Diploma** ☐ Official academic transcript of all semesters **IELTS** ☐ Official transcript **TOEFL** ☐ Official transcript **Occupational English Test (OET)** ☐ Official transcript **SAT I / SAT II** ☐ Official transcript **Other Supplementary Qualifications** ☐ Official academic transcript / results slip (please provide official translated copy of results slip in English if original is not in English language)
Other Supporting Documents	**Programme-Specific Requirements** ☐ Please refer to the [programme-specific requirements](#) on our website for more information. **Mother Tongue Language (MTL) Exemption** Official MTL exemption letter from MOE **National Service (NS) Exemption** ☐ Official NS exemption letter from MINDEF