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

Registration Information Kit

Dear Applicant,

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

2. We thank you for your interest in the Programme. Please read through this **Information Kit** and the **SIT Applicant Guide** carefully prior to accessing the **SIT Application Portal** for registration. For avoidance of doubt, the URL for the **SIT Application Portal** is: https://learner.singaporetech.edu.sg/

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

   a) Annex A – Key Conditions of the Programme

   b) Annex B – Further supplementary FAQs on account creation, Application ID, submission of supporting documentations, etc to the **SIT Applicant Guide**.

4. Do note the following:

   a) **Please ensure that payment for the registration fee is made as part of the application process.** You may refer to the following e-payment link to make payment. The payment link is also found in the **SIT Application Portal**.

   b) The registration fee for Year 2024 will be $16.35 (inclusive of GST).

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

   d) If you encountered any payment issues (e.g., double payment), please email Adm@SingaporeTech.edu.sg citing your full name as in your application and the Application ID. Attach any supporting screenshots that may help us in our review.

5. **Please ensure you have all the following supporting documents, as indicated in Table 1, ready in softcopy before registering for the Programme**. It is advisable that

   a) You properly label your supporting documents. If any documents in your application require further action, you will be notified via the email provided in your application submission. Please check your email regularly.

   b) Scanned soft copies should be of at least 300 dpi resolution.

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

6. **Applicants are advised to print in pdf format and keep a copy of your application summary before submitting your application**. You will not be able to view your application details upon submission of application.

7. Your application, together with all the relevant supporting documents, will be reviewed upon successful submission of your application.

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

9. Only accepted Learners will receive a Letter of Offer from SIT via the email provided in your application submission.

<No signature is required>
Singapore Institute of Technology

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Last updated: 28 Feb 2024
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Annex A

Key Conditions of the Programme

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

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

   b) Be in employment (see para 3 of Annex A).

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

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

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

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Further FAQs to the SIT Applicant Guide

Question	Answer
How do I create an account?	To start your application with SIT, navigate to the **SIT Application Portal** and select the '*Not a Member?*' option. Proceed to create an account by providing your preferred email and a password. **This will serve as your login Application ID.** For guidance on resetting your ID or password, please refer to the FAQ titled "I forgot my ID / Password. How do I reset?" **Please ensure that the email address you have used to create an account will be the same email address that should receive email notifications from SIT on your application progress.**
How do I access the Authenticator to access my application?	For security purposes, please download either Salesforce Authenticator or Microsoft Authenticator from the Apple App Store or Google Play Store. This app will be used to generate an authentication code required for accessing your application. This is a security requirement. You can refer to the **SIT Application Guide** for comprehensive instructions on downloading and utilising the Authenticator.
I forgot my ID / Password. How do I reset?	To reset your password, visit the **SIT Application Portal** and click the 'Forgot Your Password' button. A new password will be sent to your registered email. **The Application ID corresponds to the email you provided during account registration for application submission.** In case you forget your Application ID, kindly contact Adm@SingaporeTech.edu.sg, and the Admissions team will assist you in retrieving it.
Can I save my application and complete it later?	To save your application draft, click the 'Save for later' button located at the bottom of the application form. Afterwards, you will receive an email notification containing a link to your saved draft. You can access and complete it at your convenience.
Are all my required documents successfully uploaded?	Before submitting your application, please review the 'Upload Document' tab on the application page to ensure that all necessary documents have been included.

Question	Answer
How do I submit a new version of a rejected document?	During your application, you can submit relevant documents within the 'Document Upload' tab on the application page. If the Admissions team requests that you resubmit specific documents after applying, please follow these steps: 1. Access the link provided in the email sent to you. 2. Navigate to the 'Rejected Document' tab. 3. Click on the relevant item. 4. Upload the new document. 5. Click the 'Submit' button to complete the process.
Has my application been received?	Upon successful submission of your application, you will receive an email notification via the preferred email address you have indicated in your Application Form. If you did not receive the notification, please check your spam/junk folder. If you still have not received the notification, please email Adm@SingaporeTech.edu.sg with the following details: • Your full name • Registered Email Address • Your application number We will check your application and notify you accordingly.
What is the status of my application?	To check the status of your application, simply log in to the **SIT Application Portal** using the email address you used to register your account. Once logged in, you should be able to check the status of your application.
How do I submit additional documents for my application, after submission?	If you need to submit additional documents after finalizing your application, please email Adm@SingaporeTech.edu.sg with the following details: • Your full name • Registered Email Address • Your application number We will inform you of any further steps that may be necessary.
I have issues accessing the SIT Application Portal, whom should I contact for assistance?	For any issues encountered with accessing the **SIT Application Portal**, please email Adm@SingaporeTech.edu.sg and provide the following details: • Your full name • Registered Email Address • Your application number We will assess the issue and notify you accordingly.

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Last updated: 28 Feb 2024