



# Preparing for Undergraduate Admissions

**Submitting My Application**

# Contents Page

## 1 Application Submission



[Account Creation](#)



[Programme Enrolment](#)



[Saving Application Progress](#)

## 2 Post-Application Submission



[Checking Application Status](#)

## 3 Password Reset



[Password Reset](#)



[Resolving a Failed Login Attempt](#)

# Account Creation

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

## Step 1 Navigating to the SIT Learner Portal

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

- b Click **“Apply Now”** to be redirected to the SIT Learner Portal login page.

Scroll down to continue

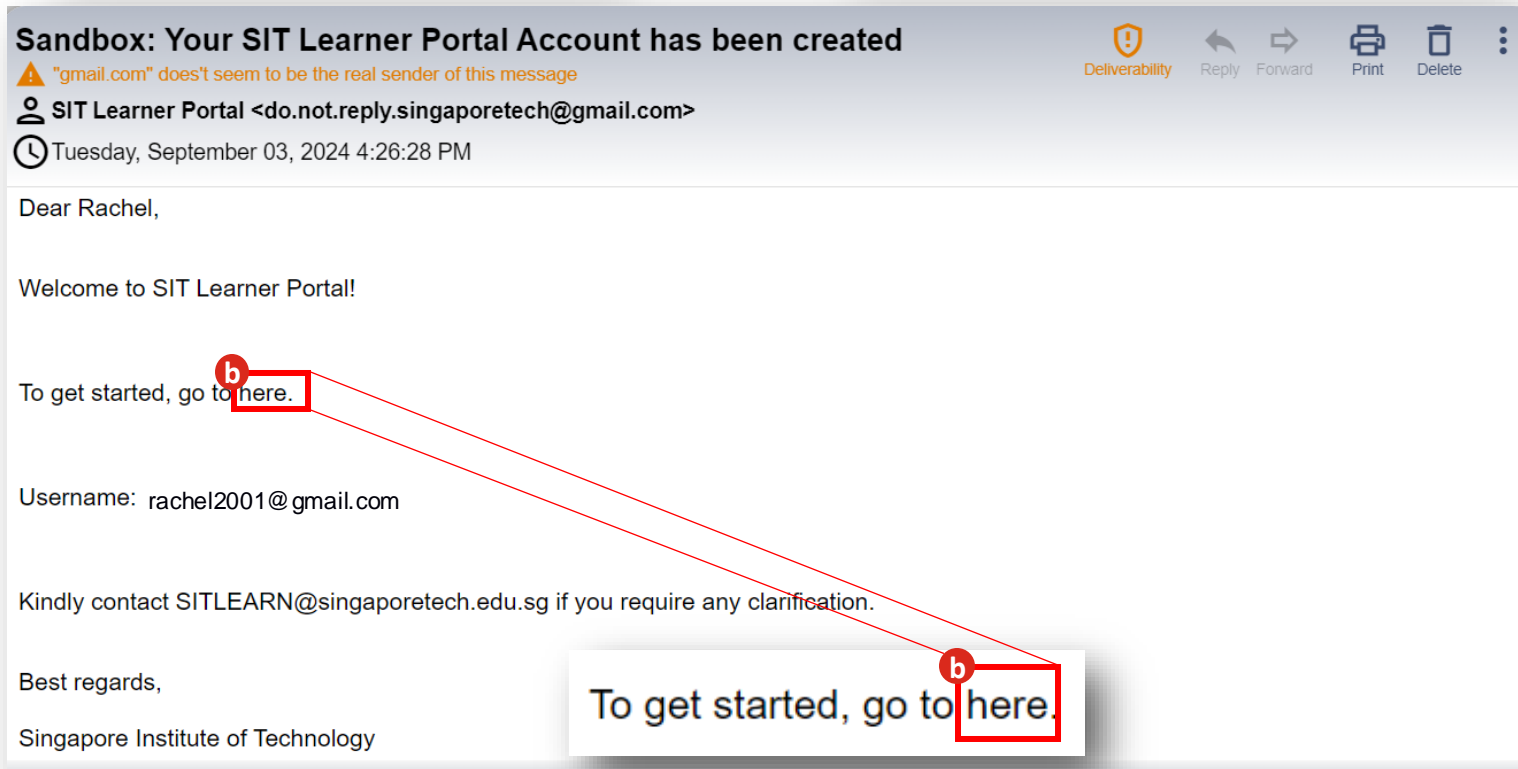


# Account Creation

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

## Step 1 Signing Up for an Account

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



### To Note

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

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



# Account Creation

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

## Step 2 Setting Up Password

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

**SIT SINGAPORE INSTITUTE OF TECHNOLOGY**

### Change Your Password

Enter a new password for rachel2001@gmail.com  
Make sure to include at least:

- ✓ 12 characters
- ✓ 1 letter
- ✓ 1 number
- ✓ 1 special character ⓘ

**a** New Password  
..... Good

\* Confirm New Password  
.....

Change Password

**b** \* Confirm New Password  
..... **c** Match

**c** Change Password

**c** Match

### To Note

Your case-sensitive password must include at least:

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

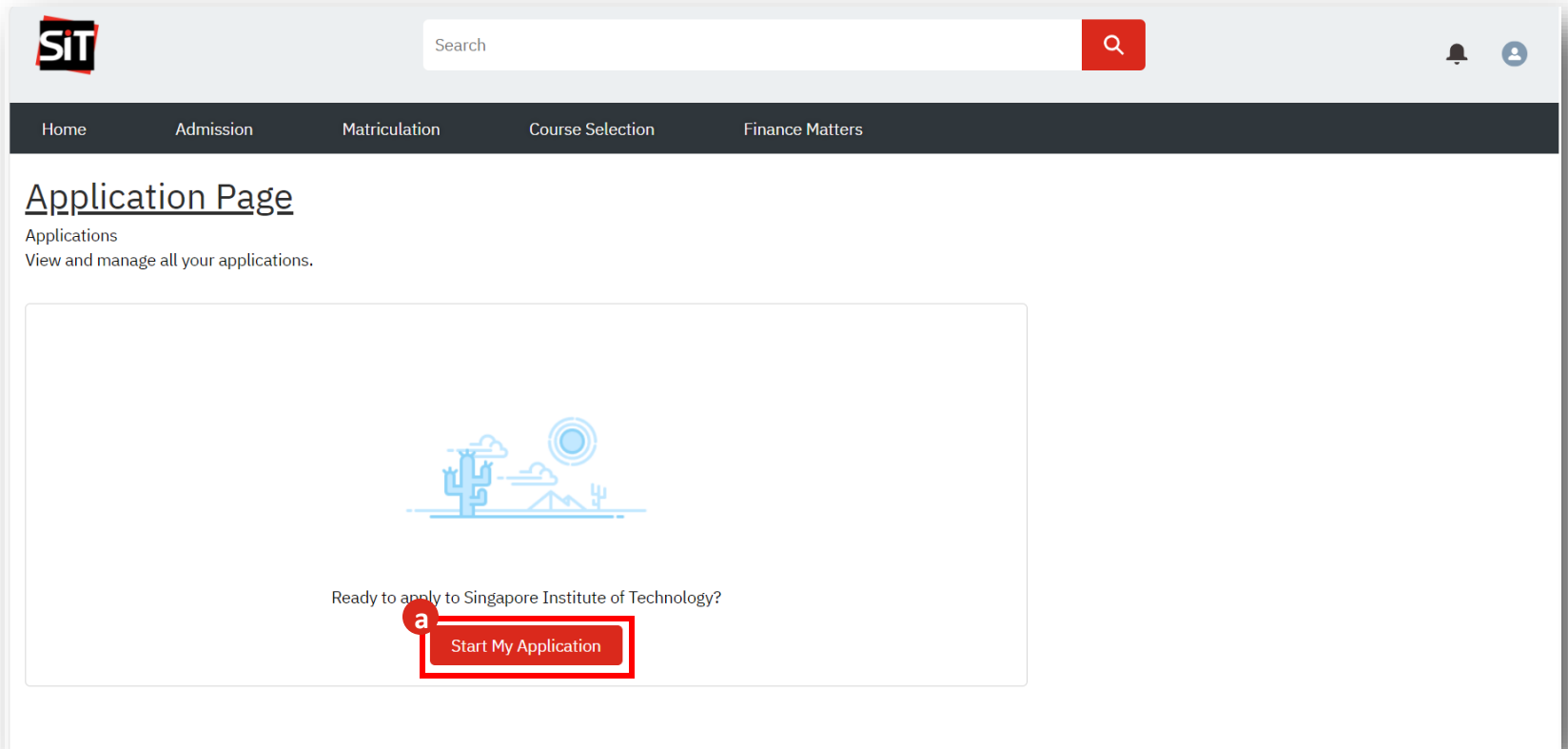
On the far right of the “New Password” field, the system will display guiding prompts such as “Too Weak” or “Good” to indicate password strength.

# Programme Enrolment

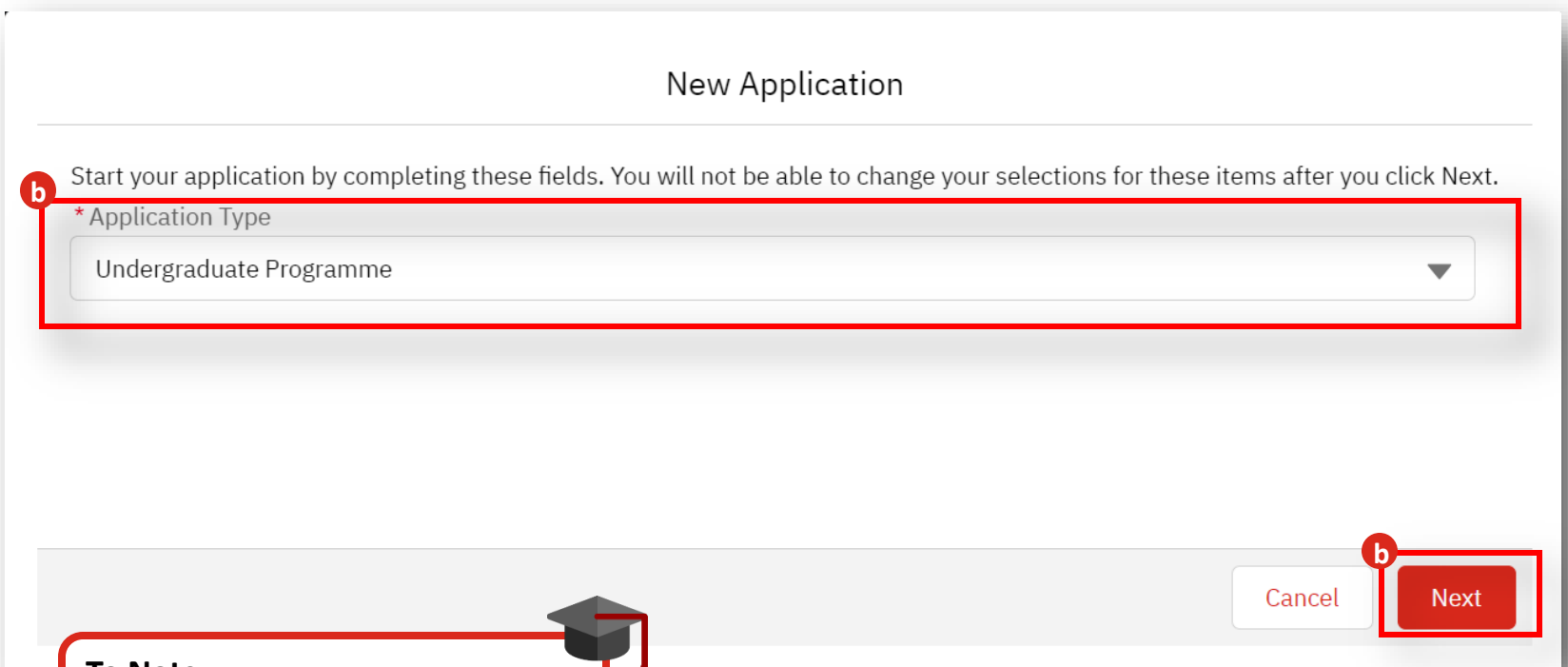
The following is a step-by-step guide to enrolling into your programme.

## Step 1 Start Your Application

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



- b Under application type, select "Undergraduate Programme" and click on "Next".



### To Note

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



# Programme Enrolment

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

## Step 1 Start Your Application (cont.)

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

Start your application by completing these fields. You will not be able to change your selections for these items after you click Next.

\* Application Term  
AY2025/26 Trimester 1

Cancel **Next**

**To Note**

Application term refers to the period of the programme you are applying for. E.g. AY2024/25 Trimester 1

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

Home Admission Matriculation Course Selection Finance Matters

Steps

- Welcome**
- Profile
- Account Holder's Declaration
- Education
- Supplementary Qualifications
- Recommender Information

**Welcome**

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.

**d** Next

**Application Details**

Application Type  
Undergraduate Programme

Application Id  
PAR-0000000607

Academic Term  
AY2025/26 Trimester 1

Application Close Date  
30 Sep 2024

Status  
In Progress



# Programme Enrolment

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

## Step 2 Complete Your Profile

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

**Steps**

- Welcome
- a Profile**
- Account Holder's Declaration
- Education
- Supplementary Qualifications
- Recommender Information
- Co-Curricular Activities
- Employment
- Personal Statement
- Application Other Information
- Programme Choices
- Document Upload
- Declaration
- Application Summary
- Fee Payment

### Profile

Personal Particulars

\* Official Full Name ?  
Rachel Green

\* First Name ?  
Rachel

Middle Name  
Middle Name as per Identification Card

\* Last Name ?  
Green

\* Citizenship Type

\* Nationality

\* Citizenship Country

\* Birth Country

\* Gender

\* Date of Birth ?

\* Marital Status

\* Religion

\* Race

Double Barrel Ethnic Group

\* National Service Status

### Did You Know?

Name and Email fields will be auto-populated with the information you provided when you were creating your account. These fields can still be edited if needed.

### To Note

For Singapore Citizens or Permanent Resident, identification will be in the form of NRIC.

For International Students, identification will be in the form of Foreign Identification Number (FIN) or Passport Number.

### To Note

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

### \* National Service Status

-- Clear --

Completed

Currently Enlisted NSF

Waiting for Enlistment

Exempted

Regular Servicemen

Not Applicable

Scroll down to continue





# Programme Enrolment

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

## Step 2 Complete Your Profile (cont.)

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

### Contact

**a**  Residential Address

* Block Number	* Street Name
<input type="text"/>	<input type="text"/>
Floor Number	Unit Number
<input type="text"/>	<input type="text"/>
* Postal Code	* Country
<input type="text"/>	<input type="text"/>
* Email Address	
<input type="text" value="rachelgreen@yopmail.com"/>	
* Mobile Number	
<input type="text"/>	
Residential Number	
<input type="text"/>	
Overseas Contact Number (If Applicable)	
<input type="text"/>	

**a**  Is your Correspondence Address different from your Residential Address?

**a**  Correspondence Address

* Block Number	* Street Name
<input type="text"/>	<input type="text"/>
Floor Number	Unit Number
<input type="text"/>	<input type="text"/>
* Postal Code	* Country
<input type="text"/>	<input type="text"/>

### Emergency Contact

* Relationship	* Salutation
<input type="text"/>	<input type="text"/>
* Name	
<input type="text"/>	
Company	
<input type="text"/>	
Email	
<input type="text"/>	
* Phone Number	
<input type="text"/>	

**a**

### To Note

You may save your progress on your application at any time by clicking on “Save for Later” at the bottom left of the form. Click [here](#) to learn more.

### To Note

If you want your documents sent to a different address, tick the checkbox at the bottom of the “Residential Address” section and provide another address.



# Programme Enrolment

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

## Step 3 Complete Account Holder's Declaration

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

The screenshot shows the 'Account Holder's Declaration' step. On the left, a 'Steps' sidebar lists: Welcome (checked), Profile (checked), Account Holder's Declaration (current step, highlighted with a red circle), Education, Supplementary Qualifications, and Recommender Information. The main content area is titled 'Account Holder's Declaration' and contains the following text:

I hereby declare that I, Rachel Green, am the rightful holder of the NRIC/FIN/Passport, SXXXX241G, which is used to create this account.

I understand that any person who gains unauthorised access to this system or who otherwise misuses any account on the system will be referred to the relevant authorities for action to be taken to the full extent allowed by the law.

Below the text is a checkbox labeled 'a' with the text '\*I agree to the conditions stated above.' The checkbox is currently unchecked. To the right of the checkbox is a 'Save for later' link. At the bottom right, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box and a red circle labeled 'a'.

## Step 4 Complete Education

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

The screenshot shows the 'Education' step. On the left, a 'Steps' sidebar lists: Welcome (checked), Profile (checked), Account Holder's Declaration (checked), Education (current step, highlighted with a red circle), Supplementary Qualifications, Recommender Information, Co-Curricular Activities, Employment, Personal Statement, Application Other Information, and Programme Choices. The main content area is titled 'Education' and contains the following sections:

**Year 10 Qualifications**

GCE O level, ITE (Higher NITEC, NITEC), Others (PFP, Other Year 10 Qualifications)

\*Qualification: [Text input field with search icon]

\*Institution: [Dropdown menu]

My Institution is not listed

**Year 12 Qualifications**

\*Entry Qualification: [Dropdown menu]

At the bottom, there is a 'Save for later' link and 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box and a red circle labeled 'a'. A red callout box with a graduation cap icon contains the text: 'To Note: Click the checkbox if your Institution is not listed on the dropdown and enter it manually.' A red line connects this callout box to the 'My Institution is not listed' checkbox.



# Programme Enrolment

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

## Step 4 Complete Education (cont.)

Year 10 Qualifications

*For Singapore-Cambridge GCE O Level Qualifications, please select your qualification (English, Mathematics/Additional Mathematics and Physics/Chemistry/Chemistry/Science(Physics, Biology)). Not applicable for ITE qualifications.*

\*Qualification  
Singapore-Cambridge GCE O Level

\*Institution  
Anderson Secondary School

My Institution is not listed

\*Graduation Date  
31-12-2017

\*What was your academic stream in Secondary School?  
Express

\*Have you attended Polytechnic Foundation Programme (PFP)?  
 Yes  No

List of subjects completed

Exam Year	Exam Month
<input type="text"/>	<input type="text"/>
Subject	Grade
<input type="text"/>	<input type="text"/>

Exam Year	Exam Month
<input type="text"/>	<input type="text"/>
Subject	Grade
<input type="text"/>	<input type="text"/>

Year 12 Qualifications

*For Singapore-Cambridge GCE A Level Qualifications, please select your qualification (General Paper/Knowledge Inquiry and 3 H2 subject).*

\*Institution  
Anderson Junior College

My Institution is not listed

\*Stream  
Science

\*UAS  
90

List of subjects completed Add

*Exam Year	*Exam Month
2019	November
*Subject	*Grade
ARABIC	A1

I am Exempted from taking Mother Tongue Language?

*Exam Year	*Exam Month	
<input type="text"/>	<input type="text"/>	
*Qualification	*Subject	*Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>



# Programme Enrolment

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

## Step 5 Supplementary Qualifications

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

Steps

- Welcome
- Profile
- Account Holder's Declaration
- Education
- Supplementary Qualifications**
- Recommender Information
- Co-Curricular Activities

### Supplementary Qualifications

This section is optional.

Please provide details of your Degree, Advanced Diploma, SAT, IELTS, TOEFL, OET or other certificate/test results if available.

If you are current student of a local or overseas university, please furnish your university academic transcripts to-date.

**a**  Add Supplementary Qualification

Save for later

Previous **a** Next

Add Supplementary Qualification

Supplementary Qualification Add

\*Qualification

Advanced Diploma

Advance Placement

Associate Degree

IELTS

Occupational English Test

SAT I

SAT II

Add Supplementary Qualification

### Supplementary Qualifications

\*Qualification  
Advanced Diploma

\*Country of Sitting

\*Institution

\*Name of Degree/Advanced Diploma/Certificate

Area of Specialisation

\*Admission Date Calendar \*Graduation Date Calendar

\*Current Status  
\*Academic Load  
 Full-time  Part-time

\*Cumulative GPA \*Maximum Total GPA

Save for later Previous Next

### To Note

Click **Add** to add more than one Supplementary Qualification.



# Programme Enrolment

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

## Step 6 Complete Recommender Information

### Recommender Information

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

Please [click here](#) for more information on programme-specific requirements.

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

Add Recommender

Save for later

Previous

Next

Add Recommender

▼ Recommender

Add

\* Salutation

\* Relationship

\* Name

\* Email Address

Country Code

Phone Number

Designation

Institution/Organisation

#### To Note

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

Scroll down to continue



# Programme Enrolment

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

## Step 7 Complete Co-Curricular Activities

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

### Steps

- ✓ Welcome
- ✓ Profile
- ✓ Account Holder's Declaration
- ✓ Education
- ✓ Supplementary Qualifications
- ✓ Recommender Information
- a** ○ Co-Curricular Activities

### Co-Curricular Activities

This section is optional.

Add Co-Curricular Activity

Save for later

Previous **a** Next

### Co-Curricular Activities

This section is optional.

Add Co-Curricular Activity

▼ Co-Curricular Activity Add

\* Activity Type

\* Activity

\* From Date

\* To Date

\* Position Held

\* Represented

\* School or Club Name

Description

Achievement

Save for later Previous Next

**To Note**  
Click **Add** to add more than one co-curricular activities.

Scroll down to continue



# Programme Enrolment

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

## Step 8 Complete Employment

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

### Steps

- ✓ Welcome
- ✓ Profile
- ✓ Account Holder's Declaration
- ✓ Education
- ✓ Supplementary Qualifications
- ✓ Recommender Information
- ✓ Co-Curricular Activities
- a**  **Employment**

### Employment

This section is optional.

Please provide details of your employment history if applicable. SIT will holistically assess your application with reference to both your academic and non-academic merit/achievements.

Local polytechnic graduates who are participating/have participated in the SkillsFuture Earn & Learn programme (ELP) should provide details of the ELP experience in this section. Please select "SkillsFuture Earn & Learn" in the "Job Type" field. You could highlight specific work-based projects and industry-recognised certifications in the "Job Description" field. You are advised to list employment positions held in **chronological order**, starting with the most recent period of employment.

\* I possess at least four years (or equivalent) of full-time working experience (including National Service).  
 Yes  No

Add Employment

Save for later

Previous **a**

Add Employment

∨ Employment Add

* Job Type	* Company
<input type="text"/>	<input type="text"/>
Job Title	Primary Industry
<input type="text"/>	<input type="text"/>
* From Date	* To Date
<input type="text"/>	<input type="text"/>
Job Description	
<input type="text"/>	

Save for later Previous



# Programme Enrolment

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

## Step 9 Complete Personal Statement

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

The screenshot shows a multi-step enrolment process. On the left, a 'Steps' sidebar lists: Welcome, Profile, Account Holder's Declaration, Education, Supplementary Qualifications, Recommender Information, Co-Curricular Activities, Employment, and Personal Statement. The 'Personal Statement' step is currently active, indicated by a red circle. The main content area is titled 'Personal Statement' and contains the following text: 'This is a mandatory section.', 'You may wish to consider the following in the preparation of your personal statement. (max. 2500 characters)', and 'Describe an exceptional achievement and/or lesson learned in your academic or work experience. How would your experience support your choice of programme(s)? What are your plan(s) upon graduation?'. Below this text is a large text input field with a red border and a red 'a' in the top-left corner. At the bottom of the main area, there are three buttons: 'Save for later', 'Previous', and 'Next'. The 'Next' button is highlighted with a red border and a red 'a' in the top-left corner.



# Programme Enrolment

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

## Step 10 Complete Applicant Other Information

**a** Read through the declarations, select the applicable option, and click on “Next”.

**Disability and Special Education Needs**

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

Yes  No

▼ Impairment Add

Type of Impairment

Additional Information

### Application Other Information

\* Are you first in your family to attend university?

Yes  No

### Disability and Special Education Needs

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

Yes  No

### Criminal Offence

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

### Tuition Grant Declaration

#### ▼ More Information

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

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

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

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

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

For further details on fees for all nationalities, please [click here](#).

Please select one option from the following:

- I am a Singapore Citizen. (please proceed to fill in the Tuition Grant Declaration Form)
- I am a Singapore Permanent Resident (SPR) or International Student (IS) and I wish to apply for a Tuition Grant, and I have noted that I am required to work for a Singapore entity for 3 years upon graduation.
- I am a Singapore Permanent Resident (SPR) or International Student (IS) and I do not wish to apply for a Tuition Grant, and I agree to pay full, unsubsidised tuition fees for my programme.

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

Please select the option that applies to you:

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

Save for later

Previous

Next

### To Note

Only Singaporeans and Permanent Residents are eligible for Tuition Grants. If you select either option that states you have previously received a Tuition Grant, you will have to fill in the details below.

**Tuition Grant/Subsidy Usage**

\* Name of Previous University

\* Name of Degree Programme (taken in previous university)

\* Degree Obtained

\* Study Status in Previous University

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

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

Scroll down to continue



# Programme Enrolment

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

## Step 11 Complete Programme Choices

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

**Steps**

- ✓ Welcome
- ✓ Profile
- ✓ Account Holder's Declaration
- ✓ Education
- ✓ Supplementary Qualifications
- ✓ Recommender Information
- ✓ Co-Curricular Activities
- ✓ Employment
- ✓ Personal Statement
- ✓ Application Other Information
- Programme Choices
- Document Upload

### Programme Choices

Please indicate your programme choice(s) in order of preference. You may select up to 5 choices.

Please consider your programme choice(s) carefully. You will not be able to amend your programme choice(s) after submitting your application. Any request for change will be reviewed by SIT Admissions on a case-by-case basis.

Your programme choices are final upon the submission of your application. Any request for change will be at SIT Admissions' discretion.

**a** \* Programme Choice 1

Programme Choice 2

Programme Choice 3

Programme Choice 4

Programme Choice 5

Save for later

Previous **a** Next



# Programme Enrolment

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

## Step 12 Complete Document Upload

**a** Upload all required documents and click on “Next”.

### Document Upload

**Instructions:**  
You are required to upload the specified supporting documents.

**NRIC/Passport**  
Singapore Citizen and Singapore Permanent Resident (front and back). NS men may upload their 11B in place of NRIC. If the 11B does not show citizenship, a copy of the passport showing citizenship should be uploaded together with the 11B (in the same document).  
International applicants are required to upload a copy of their passport (or National Identity Document if passport is not available).

**Year 10 and Year 12 Transcripts**  
Please ensure that there is no truncation of any part of the original document. Transcripts/certificates should show the candidate's name, the logo and name of the awarding institution, and all subjects and grades clearly.  
Please submit scanned copies of the official transcripts/certificates. Internet results are not accepted in place of the official transcripts/certificates.

Please upload only one file for each document category. If there are multiple pages/documents to submit for a particular category, e.g. multiple pages of transcript, please scan the documents into a single PDF file. Alternatively, you may paste the clear image of each page/document into a Word document, then save as a PDF file for upload.

Please upload your file in the following formats: PDF, DOC, DOCX, JPG, PNG, JPEG, OPENCERT (ensure that each file does not exceed 5MB).

**a** **Required Documents**

<p>* Scanned copy of NRIC/FIN/Passport/LTVP+ card</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <span style="color: red; font-size: 20px; margin-right: 5px;">↑</span> Upload Files           <span style="margin-left: 20px;">Or drop files</span> </div>	<p>* Year 10 Transcript</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <span style="color: red; font-size: 20px; margin-right: 5px;">↑</span> Upload Files           <span style="margin-left: 20px;">Or drop files</span> </div>
<p>* Year 12 Transcript</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <span style="color: red; font-size: 20px; margin-right: 5px;">↑</span> Upload Files           <span style="margin-left: 20px;">Or drop files</span> </div>	

**Optional Documents** Add

Document Type

Attachment  

↑ Upload Files
 Or drop files

Save for later
Previous
Next

#### To Note

- Do upload your additional documents under the “Optional Documents” section if applicable.
- Please note that SIT will only review the first file submitted for each required document.

#### Did You Know?

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



# Programme Enrolment

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

## Step 13 Complete Declaration

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

**a**

### Declaration

1. I declare that the information provided by me in connection with this application form is accurate.
2. I understand that any inaccurate or false information or omission of material information shall render this application invalid, and that, if admitted on the basis of such information, I may be expelled from SIT.
3. I understand that the provision of any inaccurate or false information may render me liable to prosecution in a court of law in Singapore.
4. I understand and agree that any personal data I provided to SIT through this form may be used for the purposes listed below:
  - a. Processing my application for admission;
  - b. If my application for admission is successful, for my matriculation with SIT, including application for financial aid;
  - c. Data reporting and data analysis within SIT.
5. I understand that SIT may also collect from sources other than me, personal data about me, such as but not limited to GPA scores from Polytechnics for the purposes of processing my application for admission.

**a**  \*I hereby acknowledge the above declaration.

**a**  I consent to my data being used for marketing purposes.

Save for later

Previous **a** **Next**



# Programme Enrolment

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

## Step 14 Review Application Summary

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

**Steps**

- ✓ Welcome
- ✓ Profile
- ✓ Account Holder's Declaration
- ✓ Education
- ✓ Supplementary Qualifications
- ✓ Recommender Information
- ✓ Co-Curricular Activities
- ✓ Employment
- ✓ Personal Statement
- ✓ Application Other Information
- ✓ Programme Choices
- ✓ Document Upload
- ✓ Declaration
- a** ○ Application Summary

**Application Summary**

**Profile**

**Personal Particulars**

Name (Official Full Name)  
Rachel Green

First Name/Given Name  
Rachel

Last Name/Surname/Family Name  
Green

Citizenship Type  
Singapore Citizen

Identification  
NRIC

Identification Number  
S0926241G

Nationality  
Singapore

Citizenship Country  
Singapore

Birth Country

**Declaration**

1. I declare that the information provided by me in connection with this application form is accurate.
2. I understand that any inaccurate or false information or omission of material information shall render this application invalid, and that, if admitted on the basis of such information, I may be expelled from SIT.
3. I understand that the provision of any inaccurate or false information may render me liable to prosecution in a court of law in Singapore.
4. I understand and agree that any personal data I provided to SIT through this form may be used for the purposes listed below:
  - (a) Processing my application for admission;
  - (b) If my application for admission is successful, for my matriculation with SIT, including application for financial aid;
  - (c) Data reporting and data analysis within SIT.
5. I understand that SIT may also collect from sources other than me, personal data about me, such as but not limited to GPA scores from Polytechnics for the purposes of processing my application for admission.

\*I hereby acknowledge the above declaration.

I consent to my data being used for marketing purposes.

Save for later

Previous **a** Next

Scroll down to continue



# Programme Enrolment

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

## Step 15 Fee Payment

- a** At the fee payment stage, you will be given the option to pay now or pay later.
- b** To proceed with payment, click **“here”** to be directed to an online payment portal.

### To Note

Do note that you are ineligible to receive an offer from SIT until you have paid your application fee.

### Fee Payment

**Payment Summary**

All amounts are in Singapore Dollars.

Application Fee	\$15.00
Subtotal:	\$15.00
GST:	9.00%
GST Amount:	\$1.35
<b>Total:</b>	<b>\$16.35</b>

Please disable browser's pop-up blocker and click **here** to make payment.  
Refer to [Guide to disable pop-up blocker](#).

**a**

I have successfully made payment

I will make payment after form submission

Save for later
Previous
Next

- c** Select your preferred payment method and then click **“Proceed To Pay”**.

**SINGAPORE INSTITUTE OF TECHNOLOGY**

## Online Payment

IMPORTANT: Before making payment, please ensure that your popup blocker is disabled. For more information on how to disable your popup blocker please click [here](#).

Transaction Reference Number: PY-202409040000000585

Name: Rachel Sim

Transaction Amount: SGD 16.35

Payment Method:

SGQR / PayNow **PAYNOW**

Internet Banking

VISA / Mastercard

I agree to the terms and conditions below:

By using online payment including PayNow QR Code to make payment to SIT, I consent to SIT's collection, use and/or disclosure of my personal data on the online payment page for the following purposes:

(a) For SIT to conduct verification of my payment, maintain my payment records and do payment reconciliations and checks, including disclosing my personal data to the relevant banks and payment and processing entities (for example: DBS, NETS and eNETS) ("Processing Entities") in connection with the use of the electronic banking services or payment services of such Processing Entities, and that such Processing Entities may in turn collect, use and/or disclose my personal data to another party (including a party outside of Singapore) to the extent necessary to give effect to SIT's and/or my electronic instructions, to comply with applicable laws and regulations or any order, directive or request that such Processing Entities are required to comply with or in good faith believes they should comply with, and to comply with their respective privacy policies and/or notices; and

(b) For SIT to comply with any applicable law, regulation, legal process and/or government request, including but not limited to anti-money laundering and anti-terrorism financing related purposes. I further acknowledge and agree that (1) SIT is not responsible for the Processing Entities' compliance with the Personal Data Protection Act 2012 or other data protection legislation and that I shall be solely responsible for reviewing and agreeing to their respective privacy policies and/or notices; and (2) it is my responsibility to ensure that I have made payment of the correct amount to SIT. In the event of any discrepancy between the amount paid by me and the amount received by SIT, I will abide by SIT's absolute decision and pay any shortfall amount as directed by SIT.

In the event that I wish to withdraw my consent or correct the personal data provided, I understand that I shall send my request to [StudentFinance@singaporetech.edu.sg](mailto:StudentFinance@singaporetech.edu.sg) or contact SIT at 65928149.

PROCEED TO PAY

Privacy Statement

Scroll down to continue



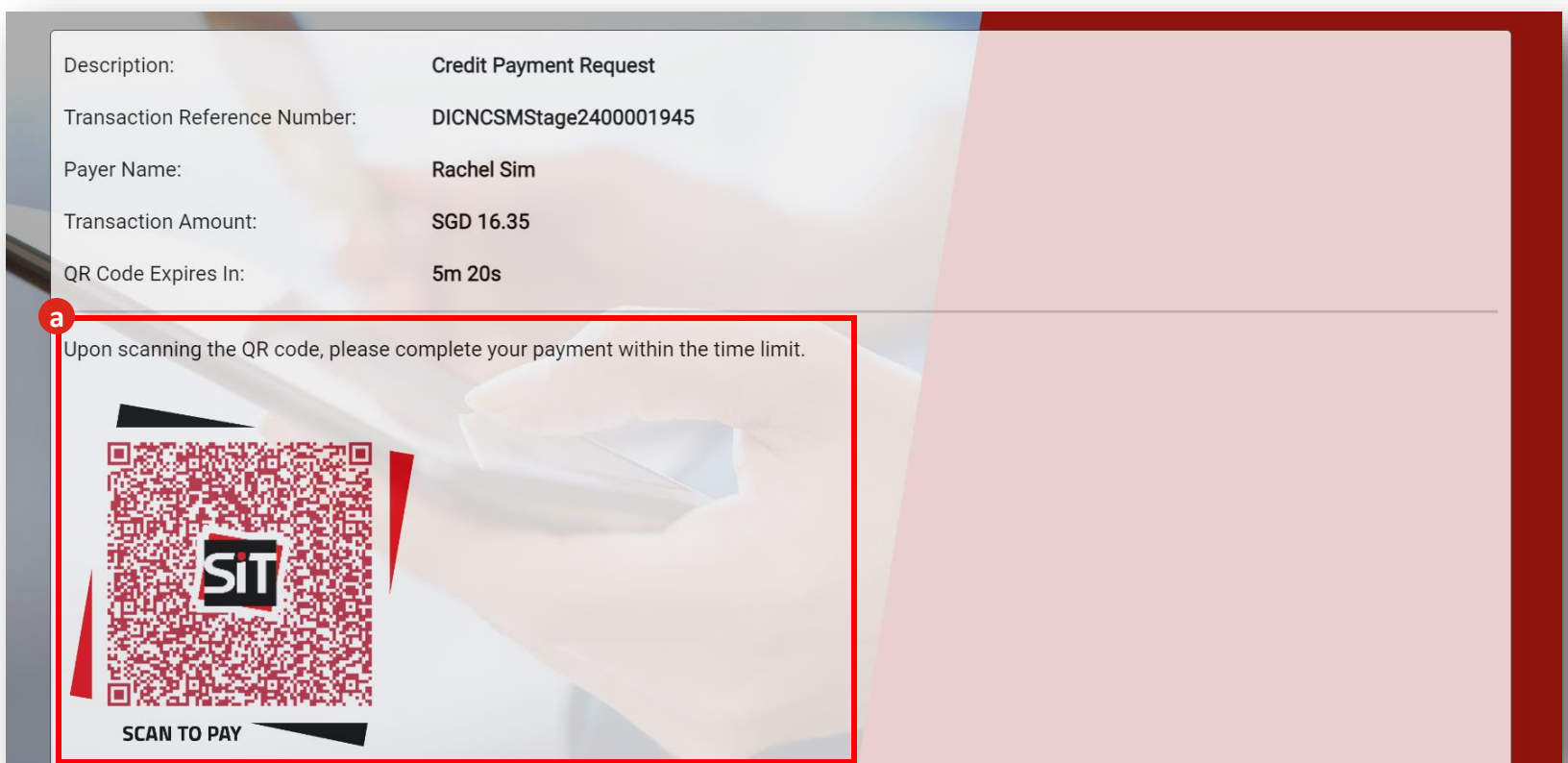
# Programme Enrolment

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

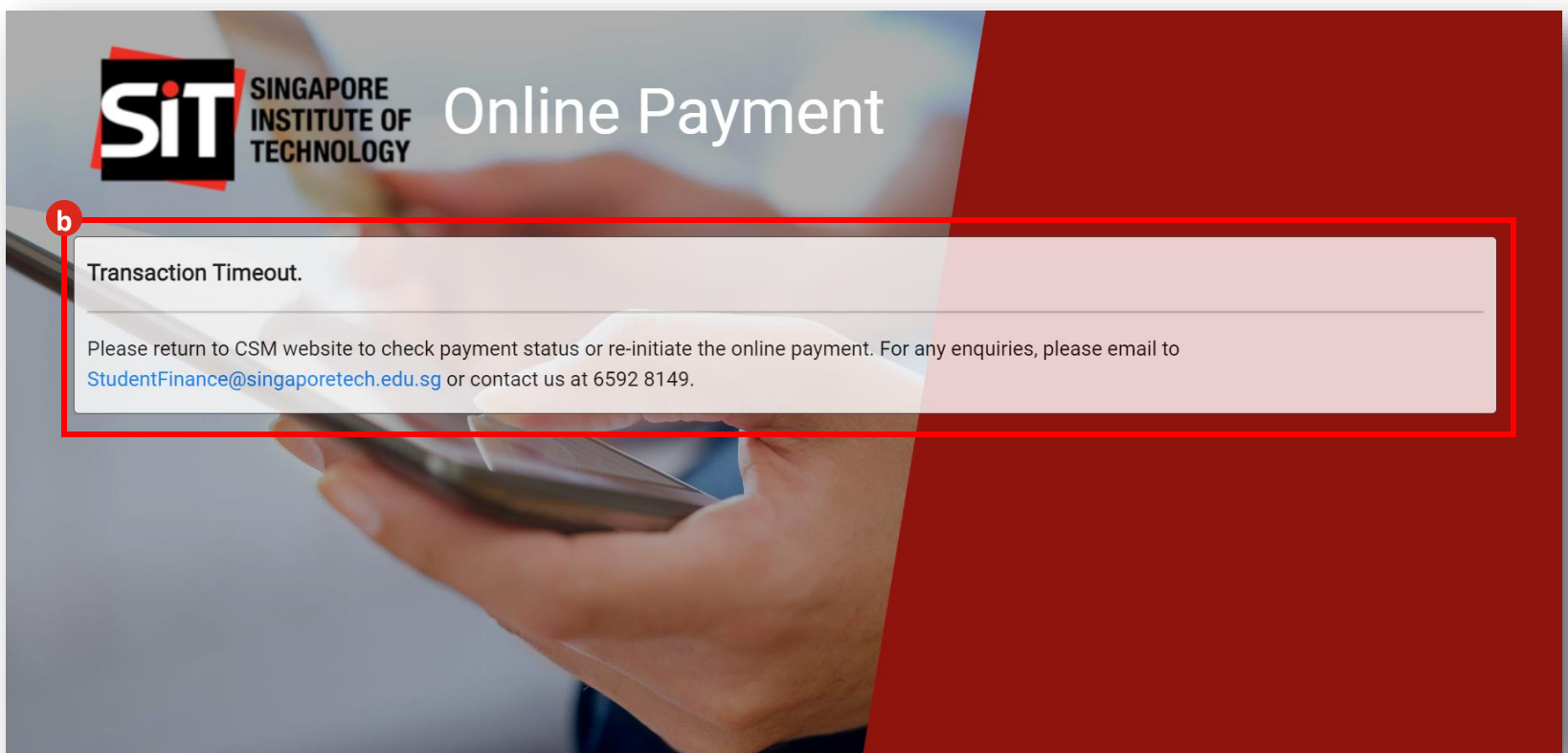
## SGQR/PayNow

### Step 15a Fee Payment Stage

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



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



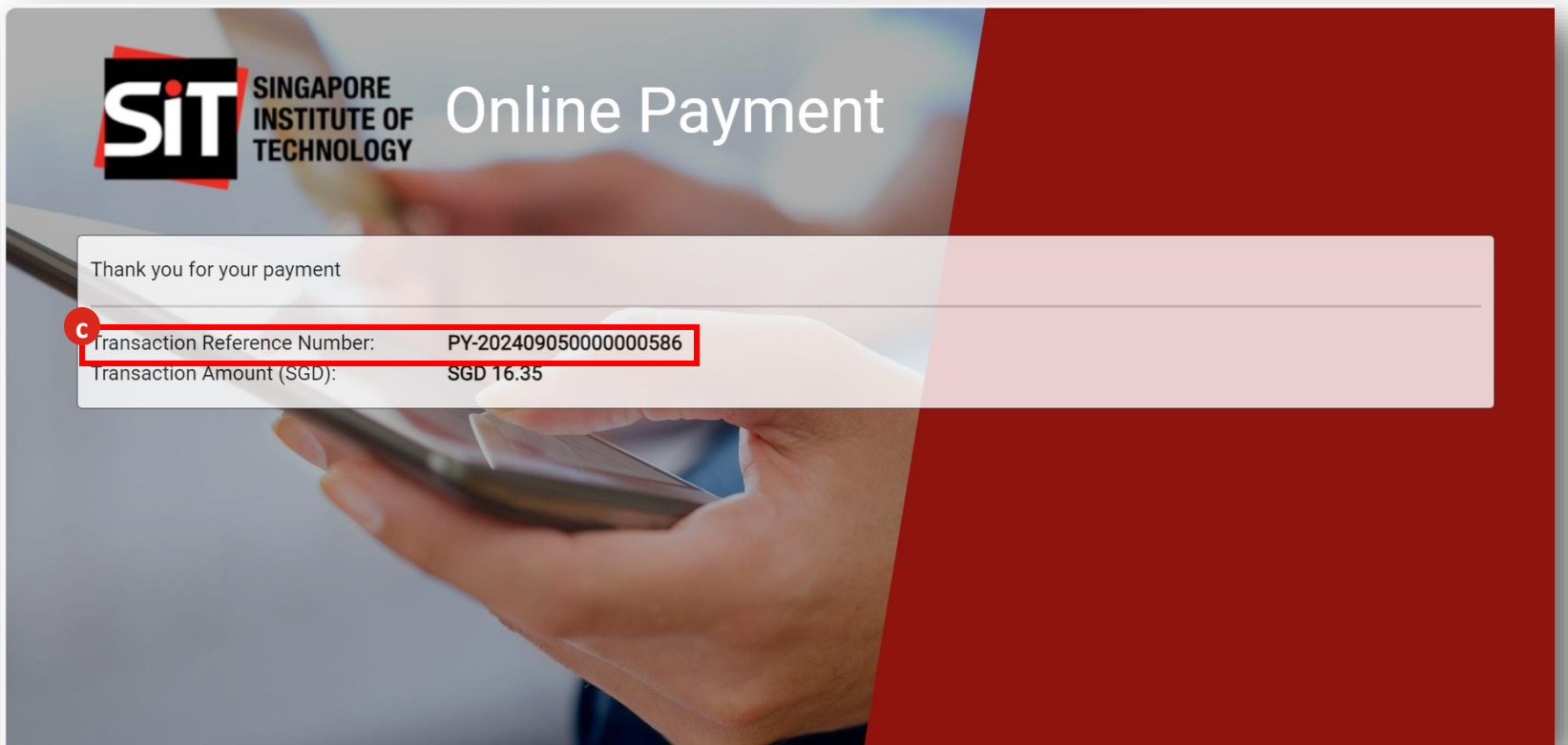
# Programme Enrolment

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

## SGQR/PayNow

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

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





# Programme Enrolment

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

## Internet Banking

### Step 15b Fee Payment Stage

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

**debit from bank account**

If you are using a POP-UP BLOCKER, please disable it. Otherwise, the relevant transaction pages and transaction request cannot be processed.

- www.enets.sg
- dbsd2pay.dbs.com (for DBS/POSB Account holders)
- uniservices1.uobgroup.com (for UOB Account holders)
- www.ocbc.com (For OCBC account holders)

**TRANSACTION INFORMATION**

Merchant Name	TES
Merchant Reference Code	CS
NETS Reference Code	202
Merchant Hostname	http
Amount	SG

**Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.**

**SINGAPORE BANK SELECTION**

Bank

**SUBMIT** **CANCEL**

**Bank Selection List:**

- DBS Debit (bankhost)
- DBS Master Debit (APIv)
- DBS/POSB Debit
- EPSCO TEST Master Debit (APIv)
- OCBC
- OCBC Bank
- SCB (Bank Test)
- SCB (Dev Test)
- Sandbox Banksim (1095)
- Sandbox Banksim (793)
- Standard Chartered Bank
- Standard Chartered bank III (OAT only)
- UAT BankSim (E3 UAT)
- UAT BankSim (RHEL WebTxn1 Tomcat )
- UAT EPSCO TEST BANK1
- UAT EPSCO TEST BANK2
- UOB
- UOB (Bank Test)
- UOB Debit II
- eNets Bank



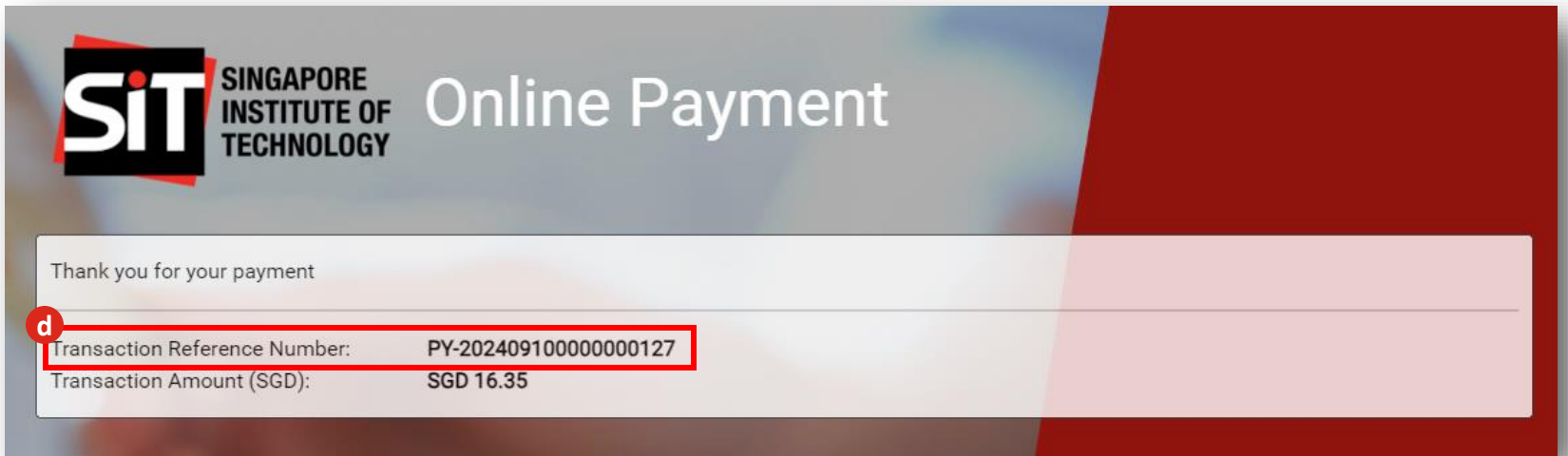
# Programme Enrolment

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

## Internet Banking

### Step 15b Fee Payment Stage (cont.)

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



# Programme Enrolment

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

## VISA/Mastercard

### Step 15c Fee Payment Stage

**a** Selecting VISA/Mastercard will redirect you to the eNETS portal.

**eNETS** Wednesday, 04 September 2024

**Consumer eNETS**

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

**TRANSACTION INFORMATION**

Merchant Name: TEST:Singapore Institute of Technology  
 Merchant Reference Code: CSMStage2400001927\_3  
 NETS Reference Code: 20240904170900142  
 Amount: SGD 16.35

**Important Notice:** Please note down the transaction information in this section just in case you need to raise any query on this transaction.

**CREDIT/DEBIT CARD INFORMATION**

Name on Card: Rachel Sim  
 Card Number: 5306889942833340  
 CVV / CVC2: 123 [What is CVV/CVV2/CID]  
 Expiry Date: February 2024 - 2028 (eg: 2024)

I have read, understood and accepted the following:

- The return & refund policy for the purchase of relevant products / services.
- The collection, use, disclosure and sharing of this information, which to the best of my knowledge and belief is true and accurate and is for purposes reasonably required to process my application which are set out in [NETS Data Protection Policy](#).

**Important:** Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service.

© eNETS is a product of Network for Electronic Transfers (Singapore) Pte Ltd.

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

**SIT SINGAPORE INSTITUTE OF TECHNOLOGY** Online Payment

Thank you for your payment

**Transaction Reference Number:** PY-202409050000000586  
**Transaction Amount (SGD):** SGD 16.35

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

Scroll down to continue

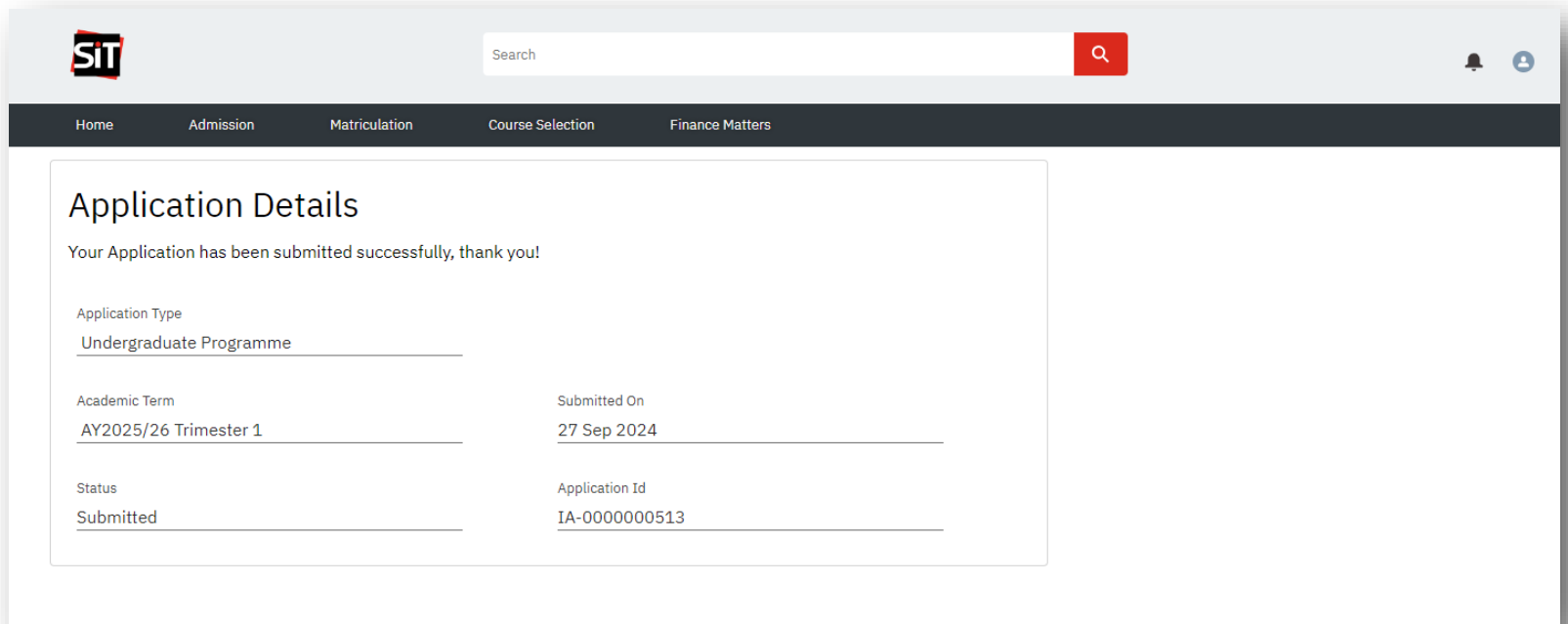


# Programme Enrolment

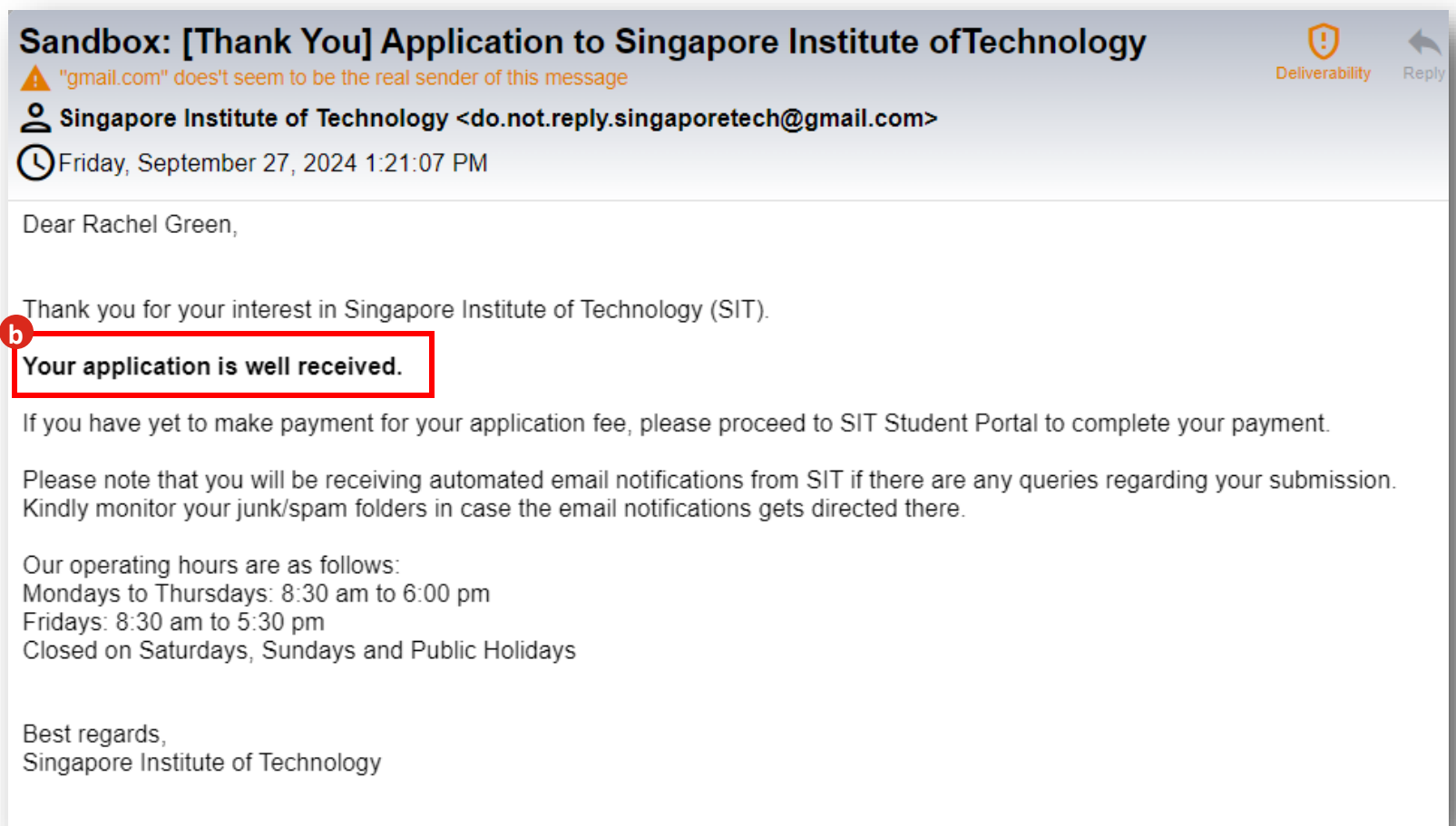
The following is a step-by-step guide to enrolling into your programme.

## Step 16 Successful Submission

- a** Once you click on “Next” on the Fee Payment section, you will be directed to the successful submission page.



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



# Saving Application Progress

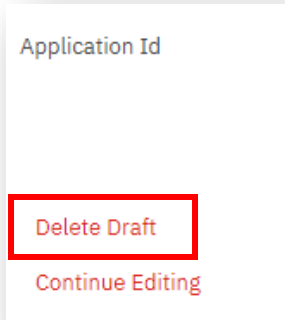
The following is a step-by-step guide to saving your application as a draft and returning to work on it.

## Step 1 Save Draft

- At the bottom of your application form, click "Save for later".
- Confirm your decision by clicking on "OK".

### To Note

Manage your draft applications by clicking on "Delete Draft".



**a** Save for later

Previous

Next

## Confirm


Are you sure you want to save it for later?


Cancel

**b** OK

- To continue working on your saved draft, log into your account in the SIT Learner Portal.



 Username

 Password

**c** Log In

Forgot your password? Not a member?



# Saving Application Progress

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

## Step 2 Return to SIT Learner Portal

- a In the SIT Learner Portal, locate your application with the status “In Progress”.
- b To resume editing your saved draft, click on the hyperlinked “Continue Editing” within the Application you want to complete.

Welcome, Rachel!  
Your brand-new applicant journey starts here.

**My Applications** Rejected Document

Sort By  
----- ▼

New Application

Application Id	Application Type	Academic Year	Date Due	Status
	Undergraduate Programme	AY2025/26	30 Sep 2024	In Progress

Delete Draft

Continue Editing

The screenshot shows a user interface for managing applications. At the top, there's a welcome message for Rachel. Below that, there are two tabs: 'My Applications' (active) and 'Rejected Document'. A 'Sort By' dropdown menu is visible. On the right, there's a 'New Application' button. The main content is a table with columns for Application Id, Application Type, Academic Year, Date Due, and Status. The first row shows an application with the status 'In Progress', which is highlighted with a red box and a circled 'a'. Below the table, there are two buttons: 'Delete Draft' and 'Continue Editing', with the latter highlighted by a red box and a circled 'b'.

# Checking Application Status

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

## Step 1 Log In to the SIT Learner Portal

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

**To Note**  
If you are already logged into your SIT Learner Portal, this login step will be skipped.

**SIT** SINGAPORE INSTITUTE OF TECHNOLOGY

**Log In**

[Forgot your password?](#) [Not a member?](#)

For existing student, please login below:



# Checking Application Status

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

## Step 2 View Application status

Application Id	Application Type	Academic Year	Date Due	Status
	Undergraduate Programme	AY2025/26	30 Sep 2024	In Progress
<a href="#">Delete Draft</a> <a href="#">Continue Editing</a>				

### Application Status if...

You save an incomplete application as a draft or exits an ongoing application to complete later.

Application Id	Application Type	Academic Year	Submitted Date	Status
IA-0000000513	Undergraduate Programme	AY2025/26	27 Sep 2024	Submitted
<a href="#">View Application Details</a> <a href="#">Withdraw Application</a> Application Fee Status <b>Paid</b> <a href="#">View Application Tax Invoice</a>				

### Application Status if...

Full payment has been made and you submitted your application.

Application Id	Application Type	Academic Year	Submitted Date	Status
IA-0000000233	Undergraduate Programme (R)	AY 2025/26 (R)	28 Oct 2024	Submitted
<a href="#">Upload Final Semester Results</a> <a href="#">View Application Details</a> <a href="#">Withdraw Application</a> Application Fee Status <b>Pending</b> Click <a href="#">here</a> to make payment				

**Upload Final Semester Results** link shows if you selected 'Local Diploma' as your Year 12 Qualification, and if '5 Semester' is selected as the basis for Cumulative GPA.

### Application Status if...

No payment has been made and you submitted your application.

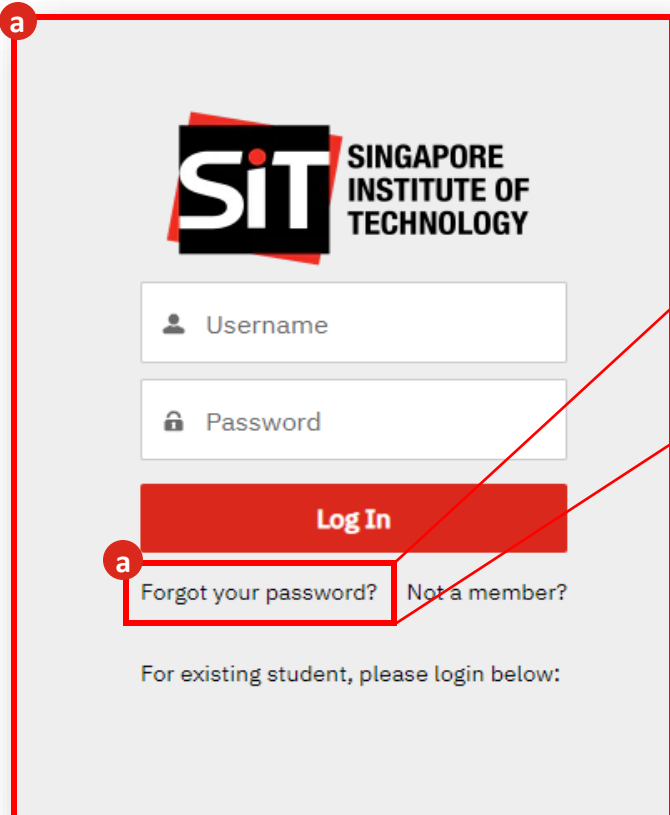


# Password Reset

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

## Step 1 Trigger Password Reset

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



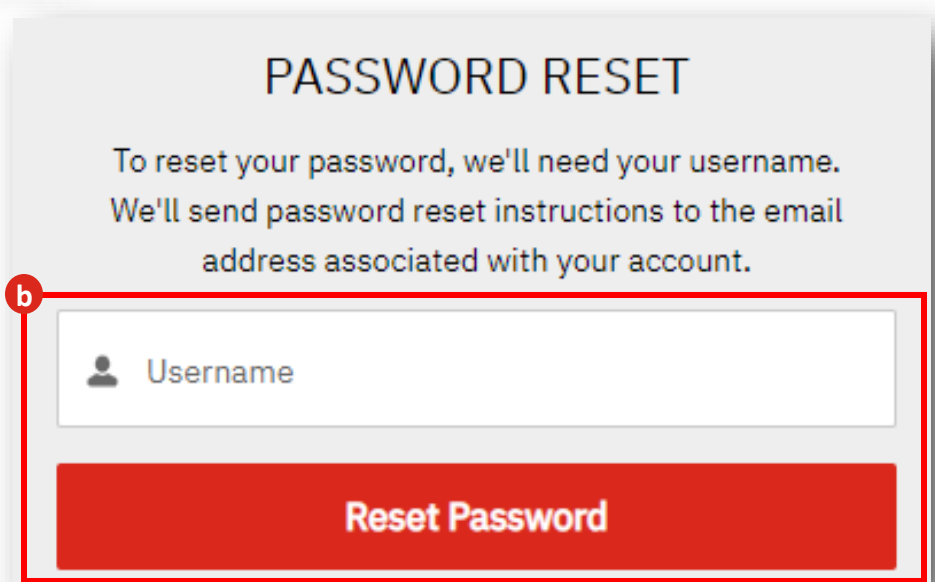
The screenshot shows the Singapore Institute of Technology (SIT) login page. At the top left is the SIT logo. Below it are two input fields: 'Username' and 'Password'. A red 'Log In' button is positioned below the password field. At the bottom of the login area, there are two links: 'Forgot your password?' and 'Not a member?'. A red box highlights the 'Forgot your password?' link, with a red line connecting it to a callout box on the right.

Forgot your password?

- b** You will be redirected to the password reset page. Enter your email, then click "Reset Password".

### Did You Know?

Your username is the email address you have used to create the account.



The screenshot shows the 'PASSWORD RESET' page. It contains a message: 'To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account.' Below the message is a 'Username' input field. At the bottom of the page is a red 'Reset Password' button. A red box highlights the 'Reset Password' button, with a red line connecting it to a callout box on the left.

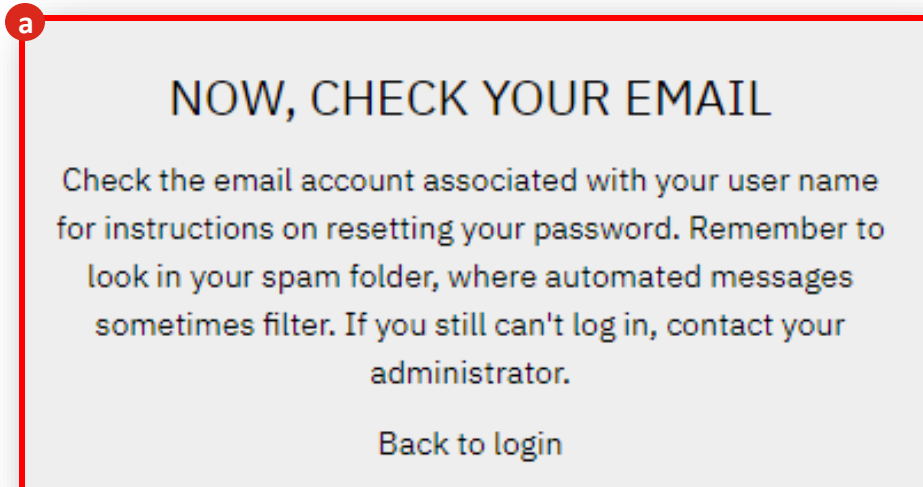


# Password Reset

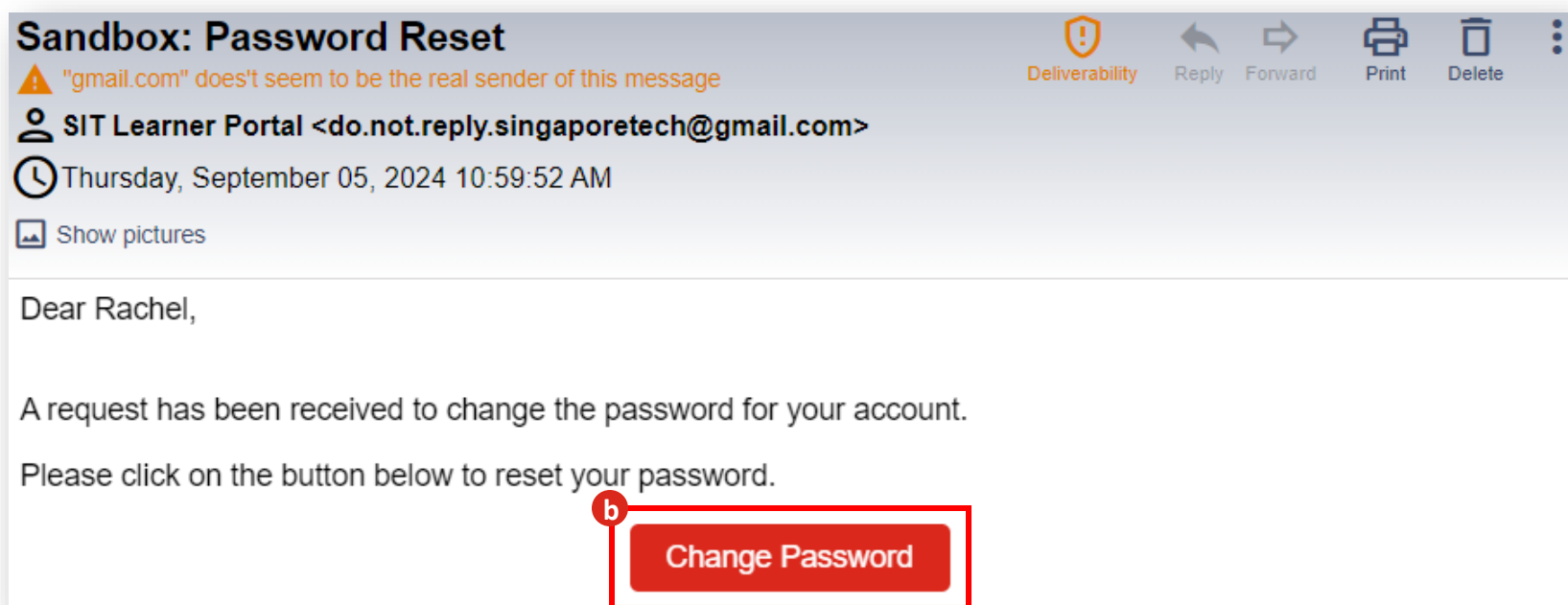
The following is a step-by-step guide to reset your password.

## Step 2 View Password Reset Email

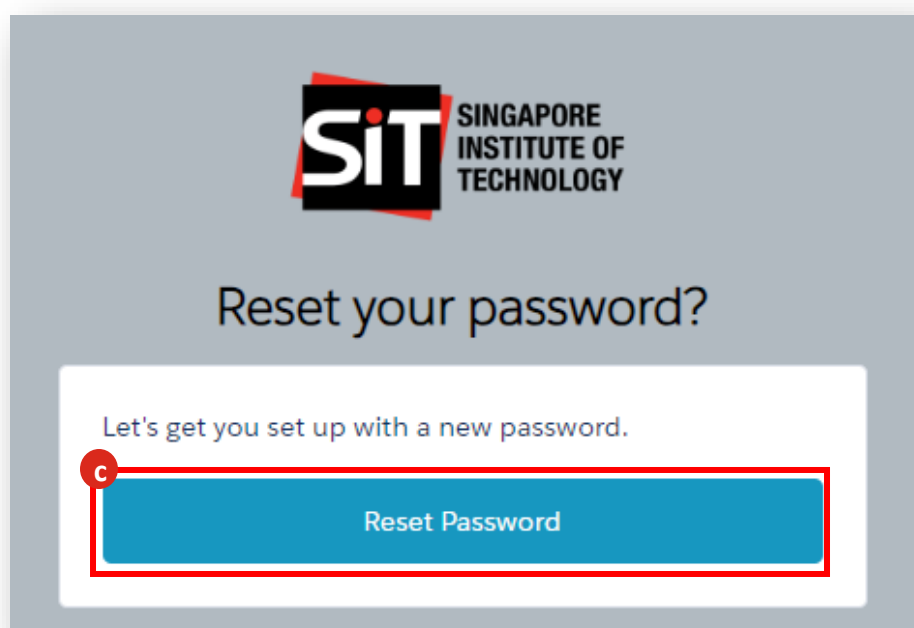
- a** You will be directed to a page that requests you to check your email. Locate the email in your inbox to reset your password.



- b** Open the email and click “Change Password” to reset password.



- c** On the password reset page, click “Reset Password”.



# Password Reset

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

## Step 3 Changing & Confirming New Password

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

The image shows two sequential screenshots of the 'Change Your Password' form. The left screenshot shows the 'New Password' field with a 'Good' strength indicator. The right screenshot shows the 'Confirm New Password' field with a 'Match' label and the 'Change Password' button highlighted in blue. Red boxes and letters 'a', 'b', and 'c' highlight the respective fields and button.

### To Note

Your case-sensitive password must include at least:

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

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

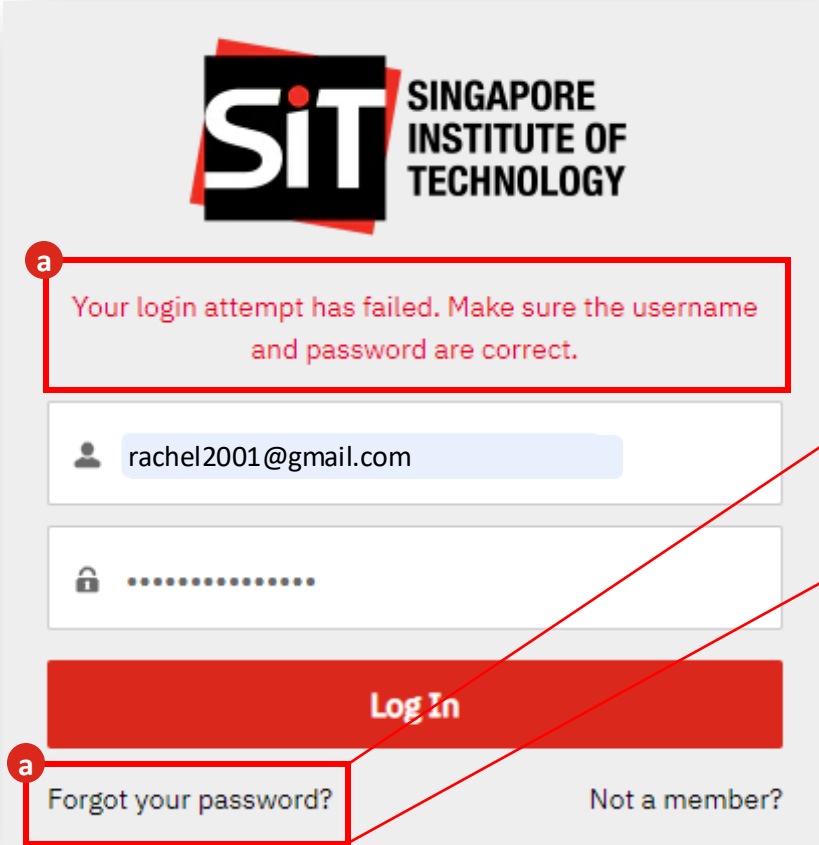
Match

# Resolving a Failed Login Attempt

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

## Step 1 Reset Password after a Failed Login Attempt

- a Click on “Forgot your password?” if you encounter a failed login attempt.

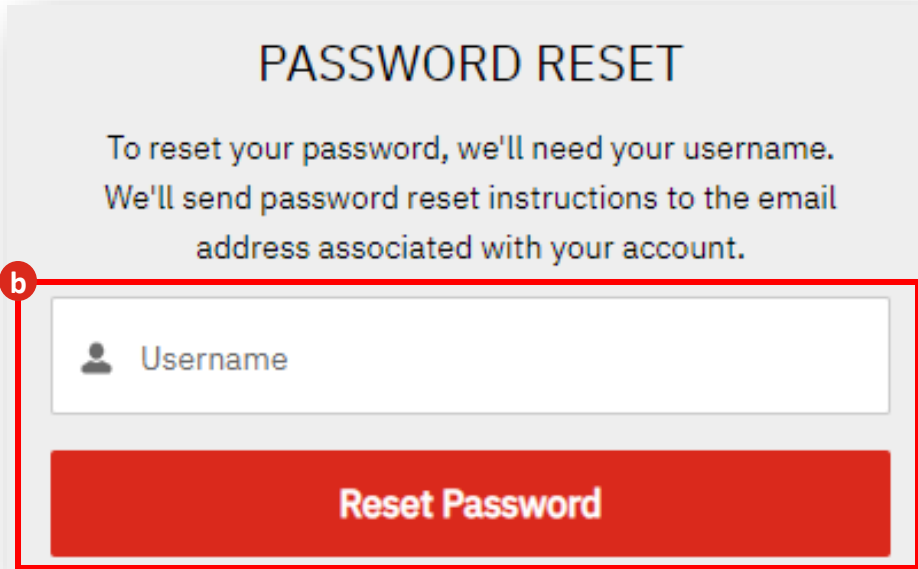


The screenshot shows the Singapore Institute of Technology (SIT) login page. At the top left is the SIT logo and the text 'SINGAPORE INSTITUTE OF TECHNOLOGY'. Below the logo is a message box with a red border and a red 'a' in the top left corner, containing the text: 'Your login attempt has failed. Make sure the username and password are correct.' Below this message are two input fields: the first contains the email address 'rachel2001@gmail.com' and the second is a password field with dots. Below the input fields is a red 'Log In' button. At the bottom left of the login form is a link that says 'Forgot your password?' with a red 'a' in a circle next to it. At the bottom right is a link that says 'Not a member?'. A red box on the right side of the page contains the text 'Forgot your password?' with a red 'a' in a circle next to it. Red lines connect the 'Forgot your password?' link in the screenshot to the red box on the right.

- b You will be redirected to the password reset page. Enter your email, and click “Reset Password”.

### Did You Know?

Your username is the email address you have used to create the account.



The screenshot shows the 'PASSWORD RESET' page. At the top is the title 'PASSWORD RESET'. Below the title is the text: 'To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account.' Below this text is a white input field with a red border and a red 'b' in a circle next to it. The input field contains the text 'Username' and a user icon. Below the input field is a red 'Reset Password' button.

## Step 2 Reset Password

For subsequent steps on resetting your password in response to a failed login attempt, please refer to **Step 2 onwards** under [Password Reset](#).



# Congratulations!

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