SiT SINGAPORE
INSTITUTE OF
TECHNOLOGY

Preparing for Undergraduate Admissions

Submitting My Application

Contents Page

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.

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

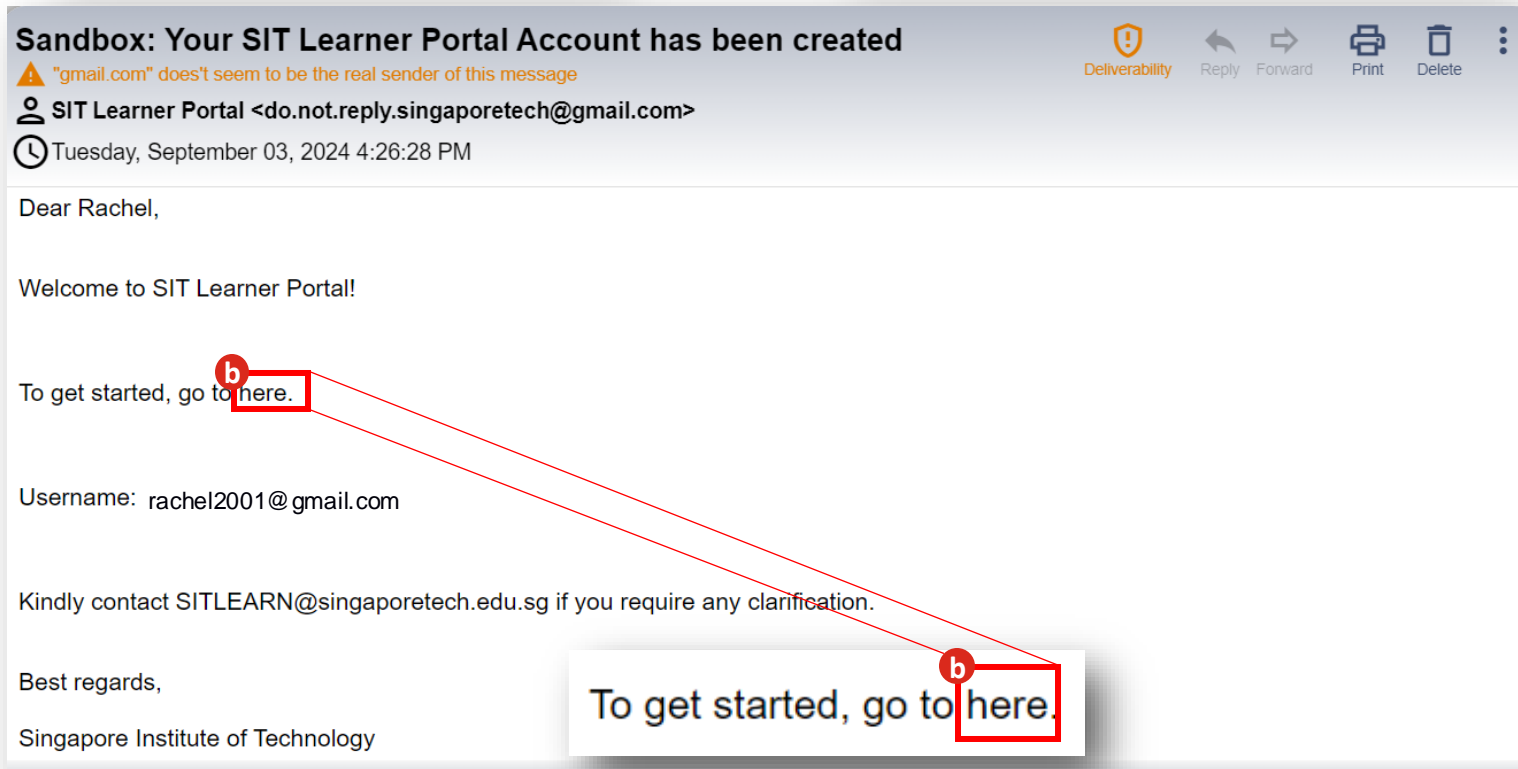**b**   Click *"Apply Now"* to be redirected to the SIT Learner Portal login page.

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**

a Click on "Not a member?" to create your account. Enter the following details and click on "sign up".

b 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.

Scroll down to continue

Account Creation

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

Step 2 **Setting Up Password**

a At the password setup page, input a strong password that meets the requirements in the "New Password" field.

b Input the same password in the "Confirm New Password" field.

c Once the "Match" label appears, click on "Change Password".

To Note

Your case-sensitive password must include at least:
- o   12 characters
- o   1 letter
- o   1 number
- o   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.

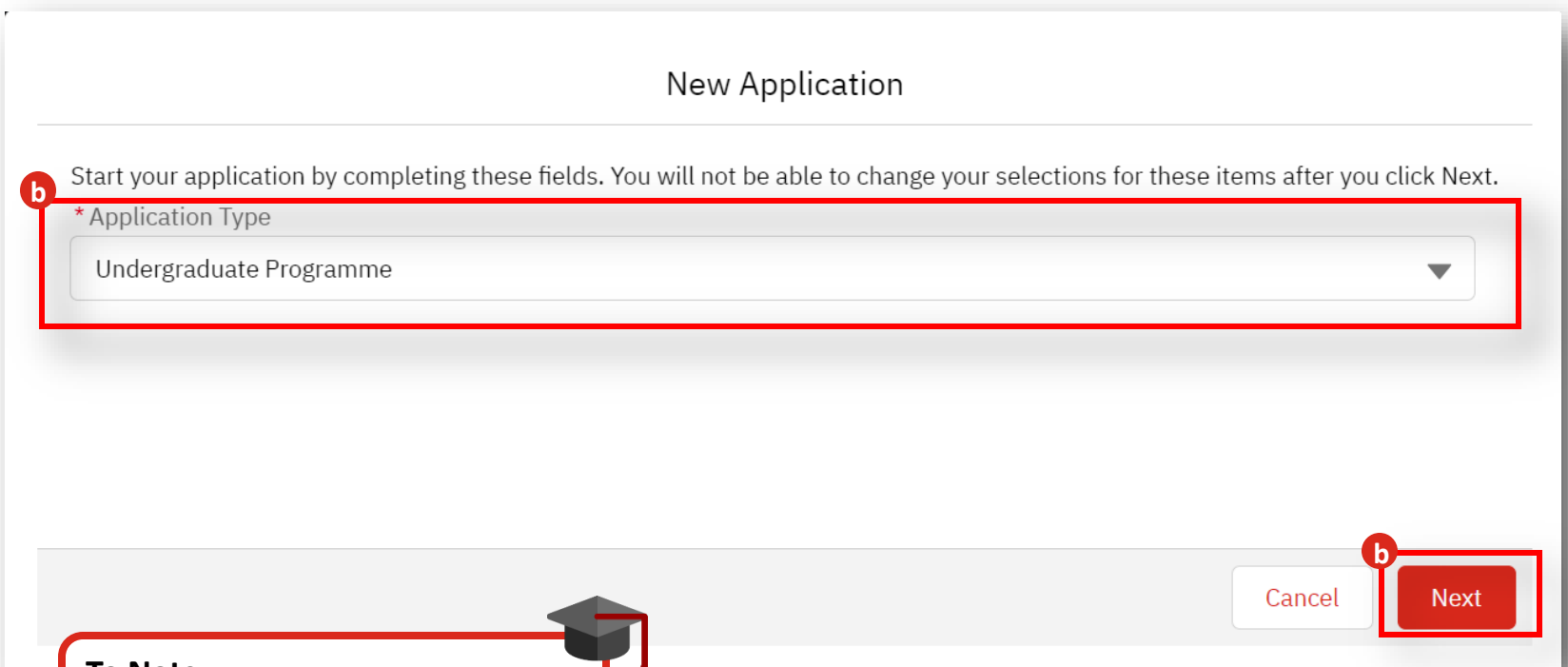**YOU DID IT**

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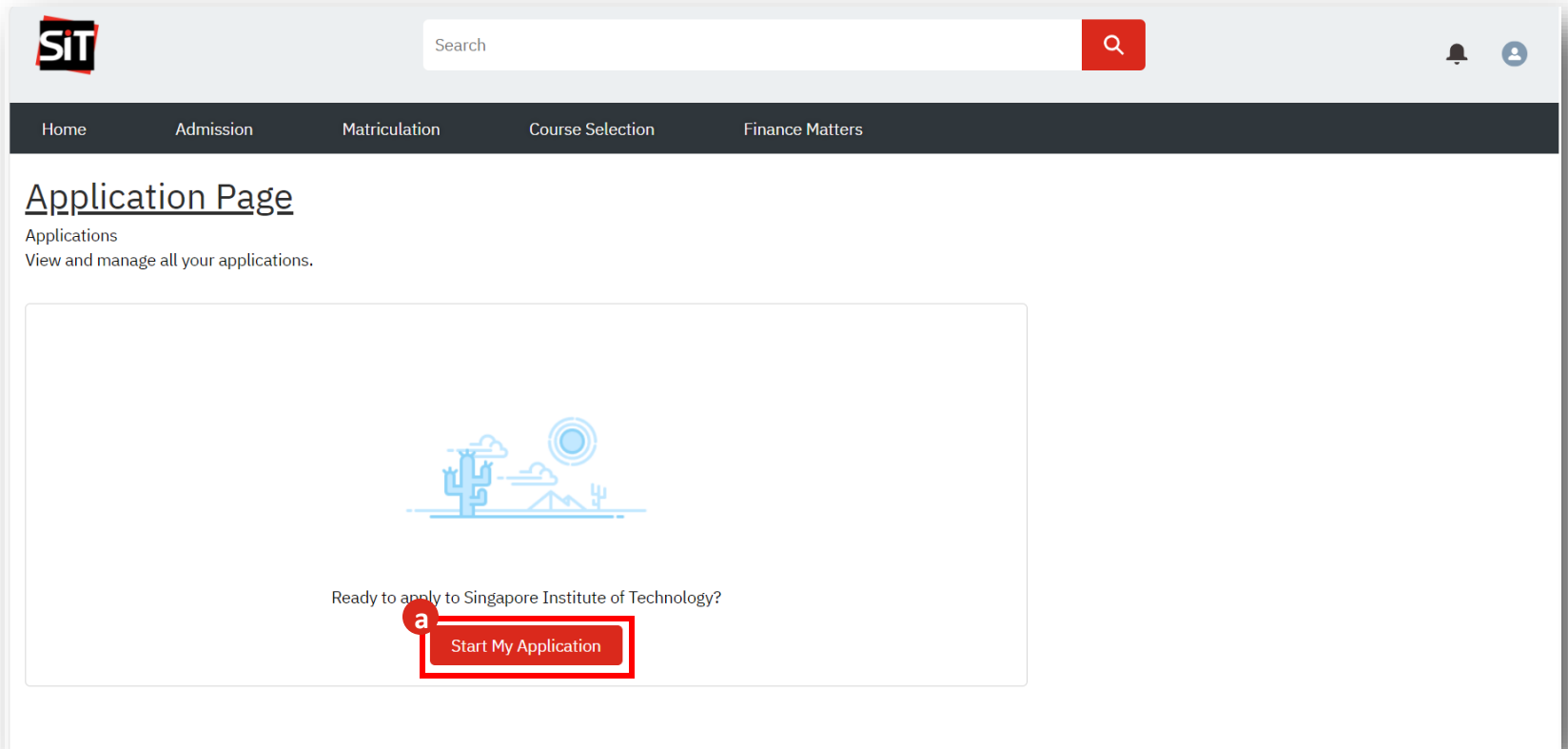
b Under application type, select "Undergraduate Programme" and click on "Next".

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

Scroll down to continue

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".

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

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

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.

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

Scroll down to continue ⬇

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

Floor Number

Unit Number

* Postal Code

* Country

* Email Address

rachelgreen@yopmail.com

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.

* Mobile Number

Residential Number

Overseas Contact Number (If Applicable)

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

a ∨ Correspondence Address

* Block Number

* Street Name

Floor Number

Unit Number

* Postal Code

* Country

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.

∨ Emergency Contact

* Relationship

* Salutation

* Name

Company

Email

* Phone Number

Previous   **a** Next

Scroll down to continue ⬇

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".

Step 4   Complete Education

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

To Note
Click the checkbox if your Institution is not listed on the dropdown and enter it manually.

Scroll down to continue

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 [...]
(English, Mathematics/Additional Mathematics and Physics/Che[...]
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

Subject   Grade

Exam Year   Exam Month

Subject   Grade

Year 12 Qualifications

For Singapore-Cambridge GCE A Level Qualifications, please [...]
(General Paper/Knowledge Inquiry and 3 H2 subject).

* Institution
Anderson Junior College

☐ My Institution is not listed

* Stream   * UAS
Science   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

* Qualification   * Subject   * Grade

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".

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
- ○ **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

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

∨ 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**

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** Next

✔ Add Employment

∨ Employment   Add

* Job Type ▼   * Company

Job Title   Primary Industry ▼

* From Date 📅   * To Date 📅

Job Description

Save for later   Previous   Next

Scroll down to continue ⬇

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".

Scroll down to continue

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
[   ]

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):
[   ]

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 form 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**

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".

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 supportin

NRIC/Passport
Singapore Citizen and Singapore Permanent Resid
(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

ᐯ Required Documents

* Scanned copy of NRIC/FIN/Passport/LTVP+ card   * Year 10 Transcript

[⬆ Upload Files | Or drop files]   [⬆ Upload Files | Or drop files]

* Year 12 Transcript

[⬆ Upload Files | Or drop files]

> **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.

ᐯ Optional Documents   Add

Document Type

[   ]

Attachment

[⬆ Upload Files | Or drop files]

> **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.

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 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, perosanal 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

Scroll down to continue ⬇

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".

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
Total:	**$16.35**

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".

SiT 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:

c
☑ SGQR / PayNow   SGQR PAYNOW
☐ Internet Banking   eNETS
☐ VISA / Mastercard   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 or contact SIT at 65928149.

c
PROCEED TO PAY

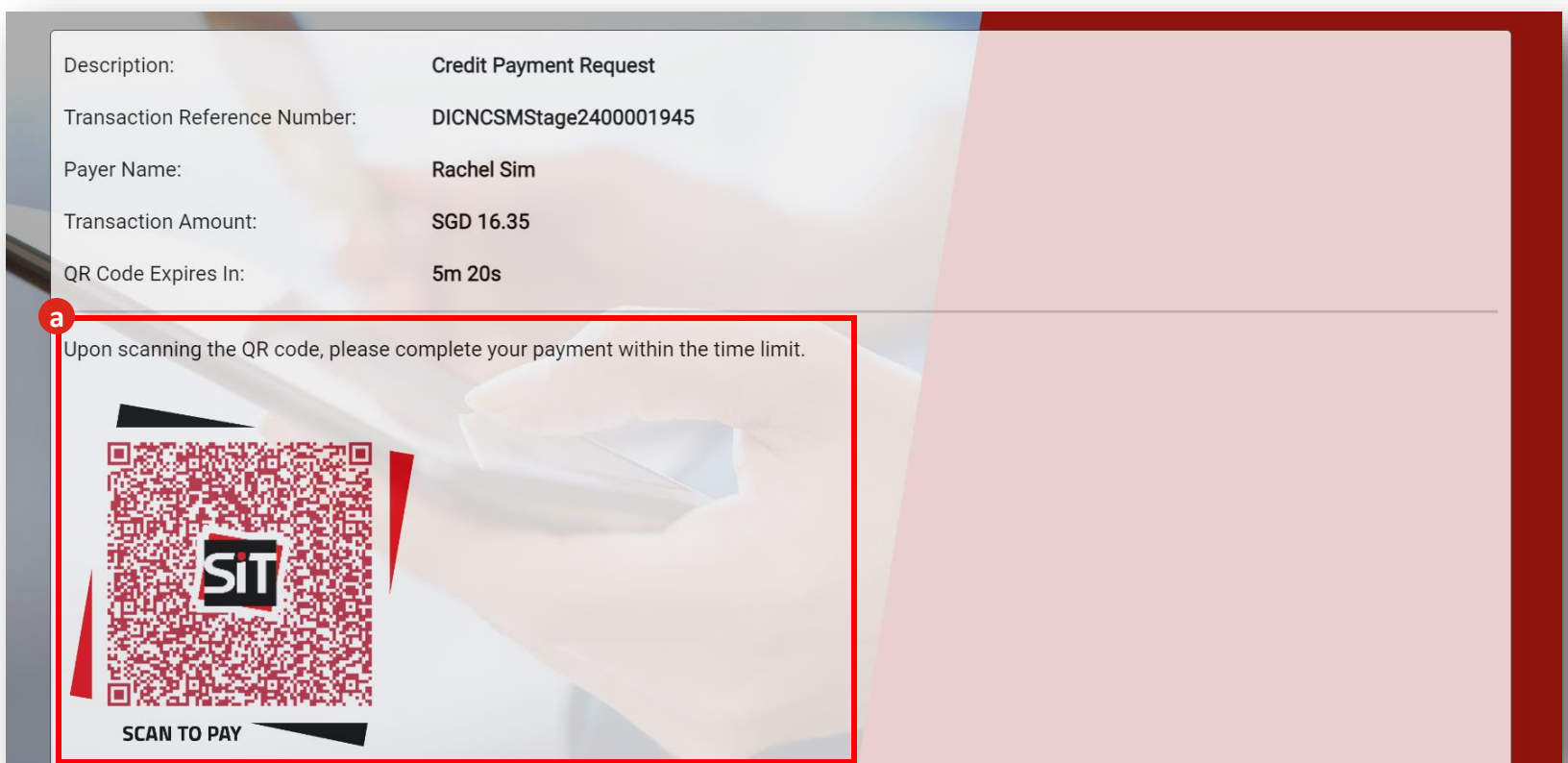Privacy Statement

Scroll down to continue ⬇

Programme Enrolment

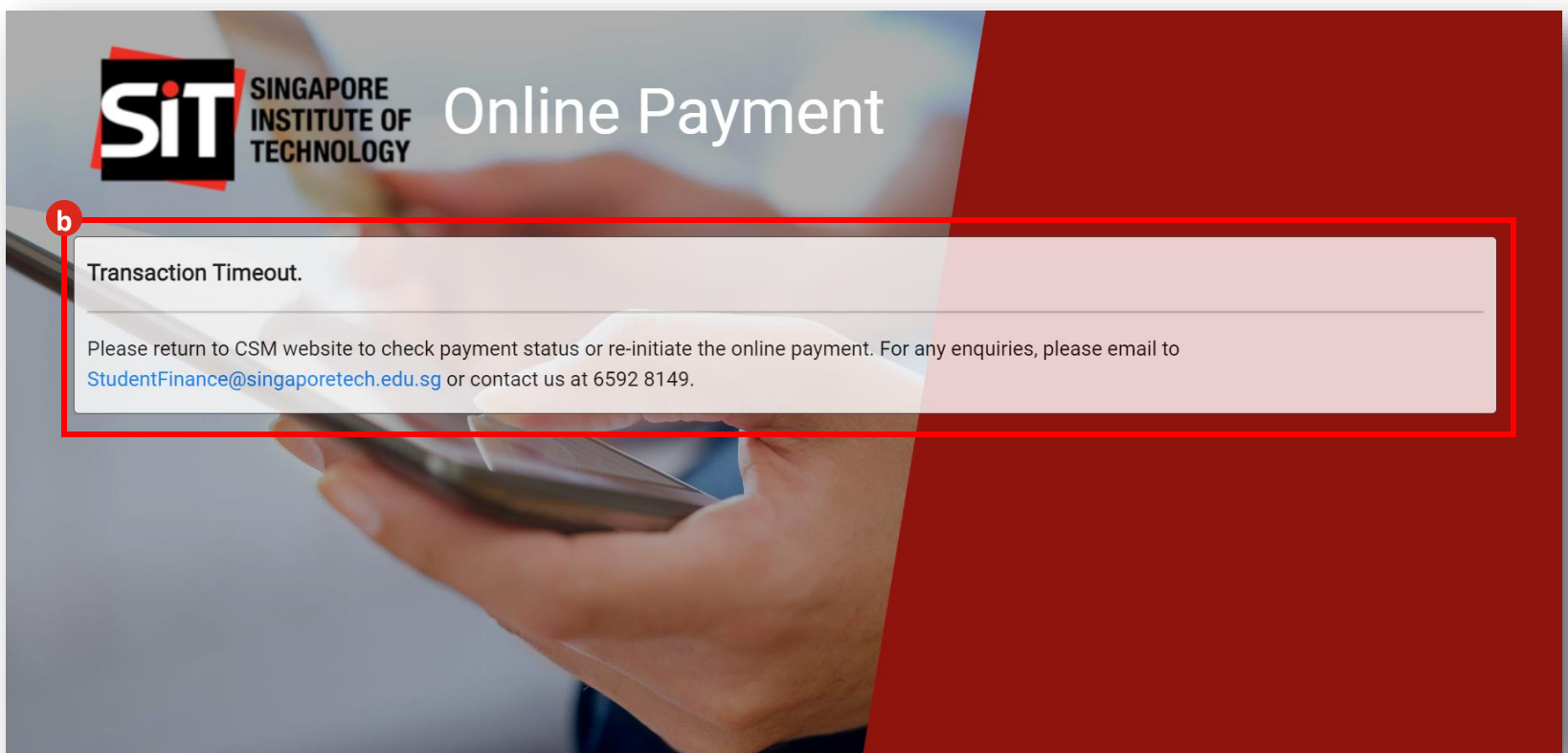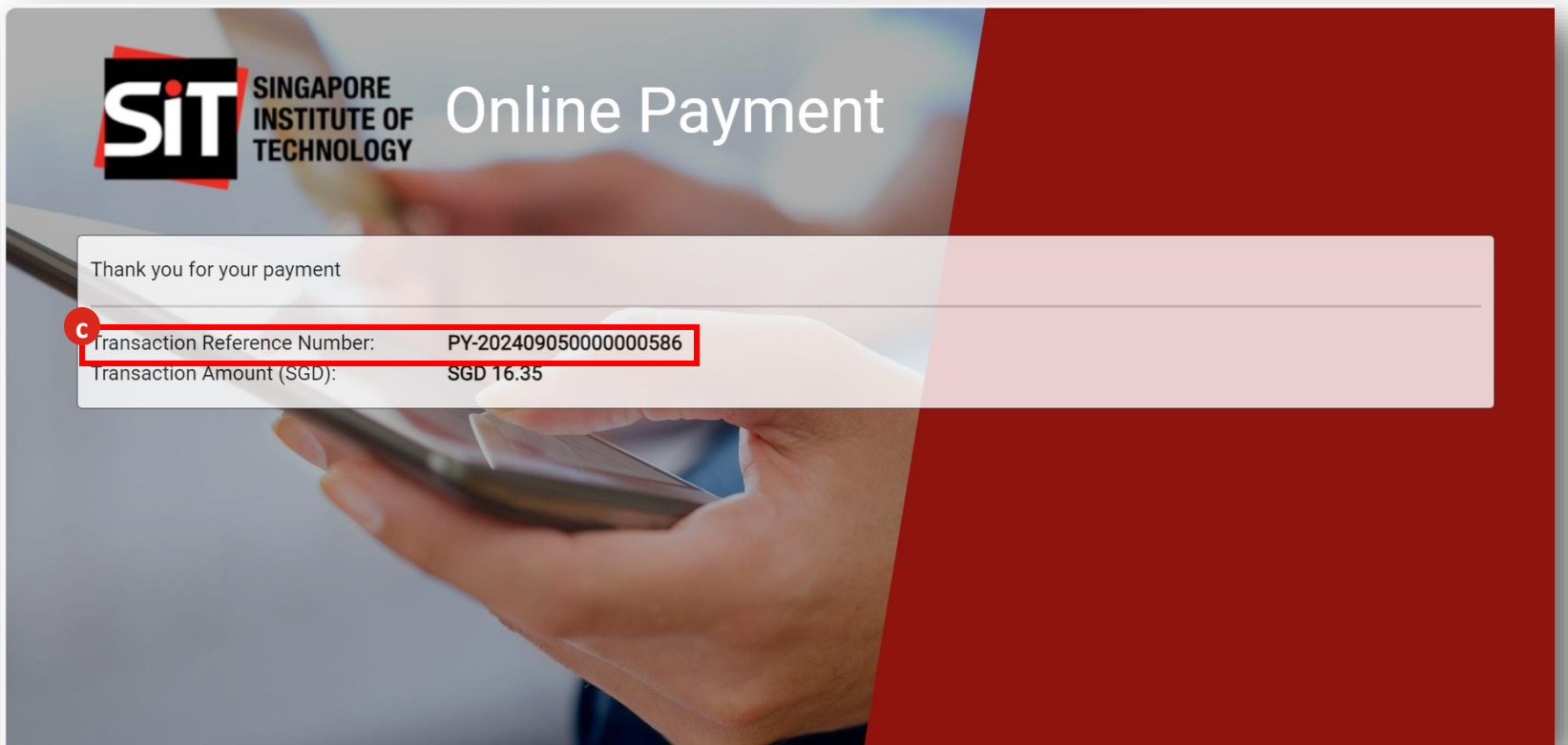The following is a step-by-step guide to enrolling into your programme.

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.

Description:	Credit Payment Request
Transaction Reference Number:	DICNCSMStage2400001945
Payer Name:	Rachel Sim
Transaction Amount:	SGD 16.35
QR Code Expires In:	5m 20s

a

Upon scanning the QR code, please complete your payment within the time limit.

SiT

SCAN TO PAY

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

SiT SINGAPORE INSTITUTE OF TECHNOLOGY   Online Payment

b

Transaction Timeout.

Please return to CSM website to check payment status or re-initiate the online payment. For any enquiries, please email to StudentFinance@singaporetech.edu.sg or contact us at 6592 8149.

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 (cont.)**

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

Online Payment

Thank you for your payment

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

Scroll down to continue

Programme Enrolment

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

Internet Banking

Step 15b   **Fee Payment Stage**

a Selecting Internet Banking will redirect you to a page to select your preferred bank for transaction.

b Click on the dropdown to select the bank you wish to use.

c Next, click on "Submit" to confirm your payment transaction.

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.
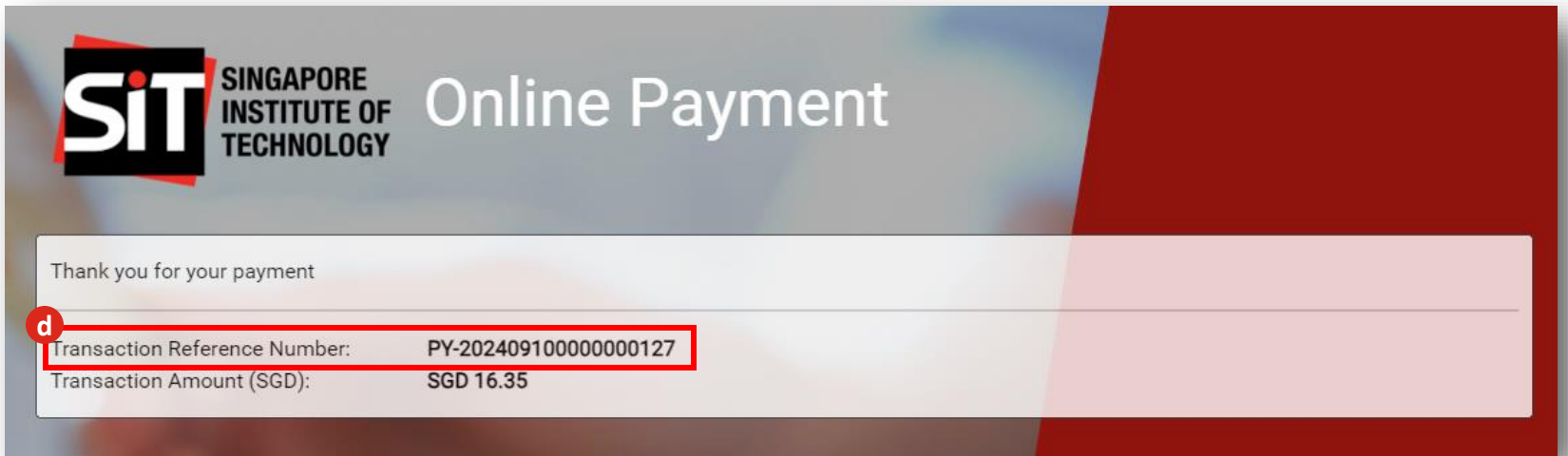
SINGAPORE INSTITUTE OF TECHNOLOGY — Online Payment

Thank you for your payment

Transaction Reference Number: PY-202409100000000127
Transaction Amount (SGD): SGD 16.35

Scroll down to continue

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.

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

Transaction Reference Number: PY-20240905000000586
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.
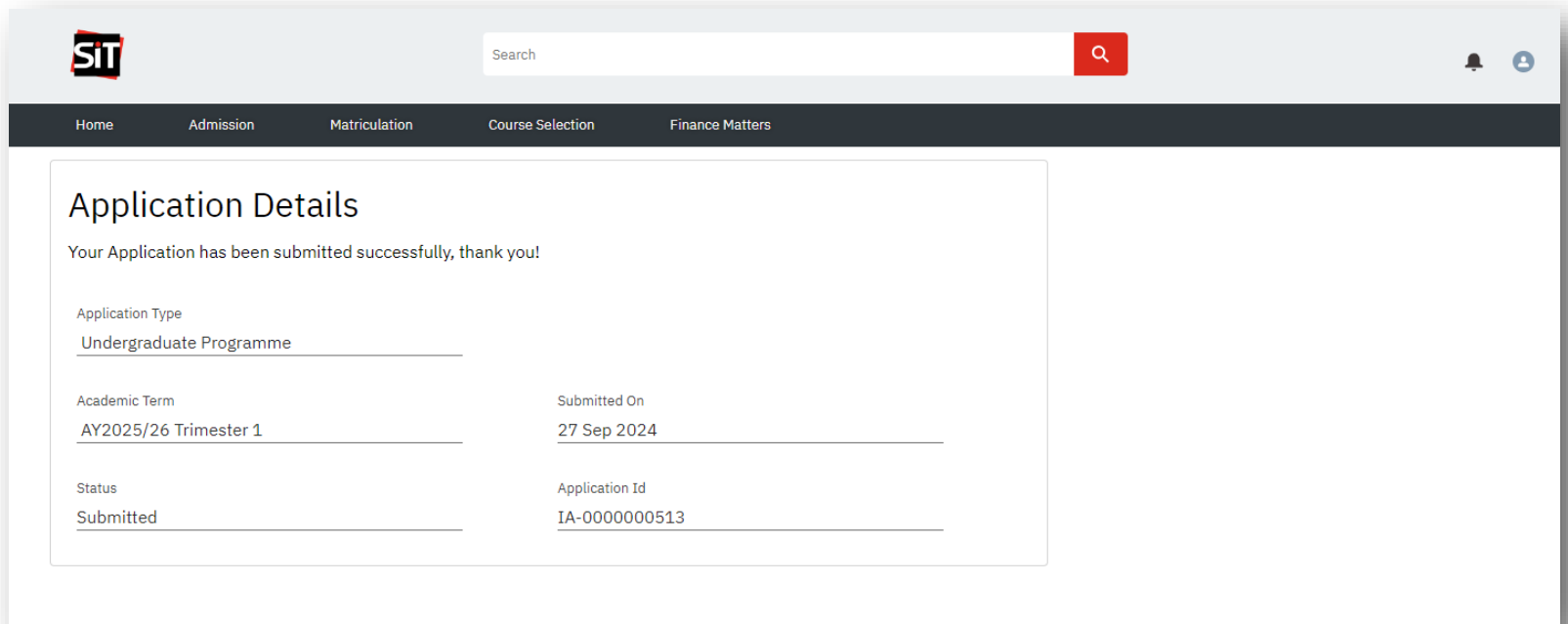
b You will receive a submission confirmation via email. Do check your junk/spam folders as emails may be directed there.
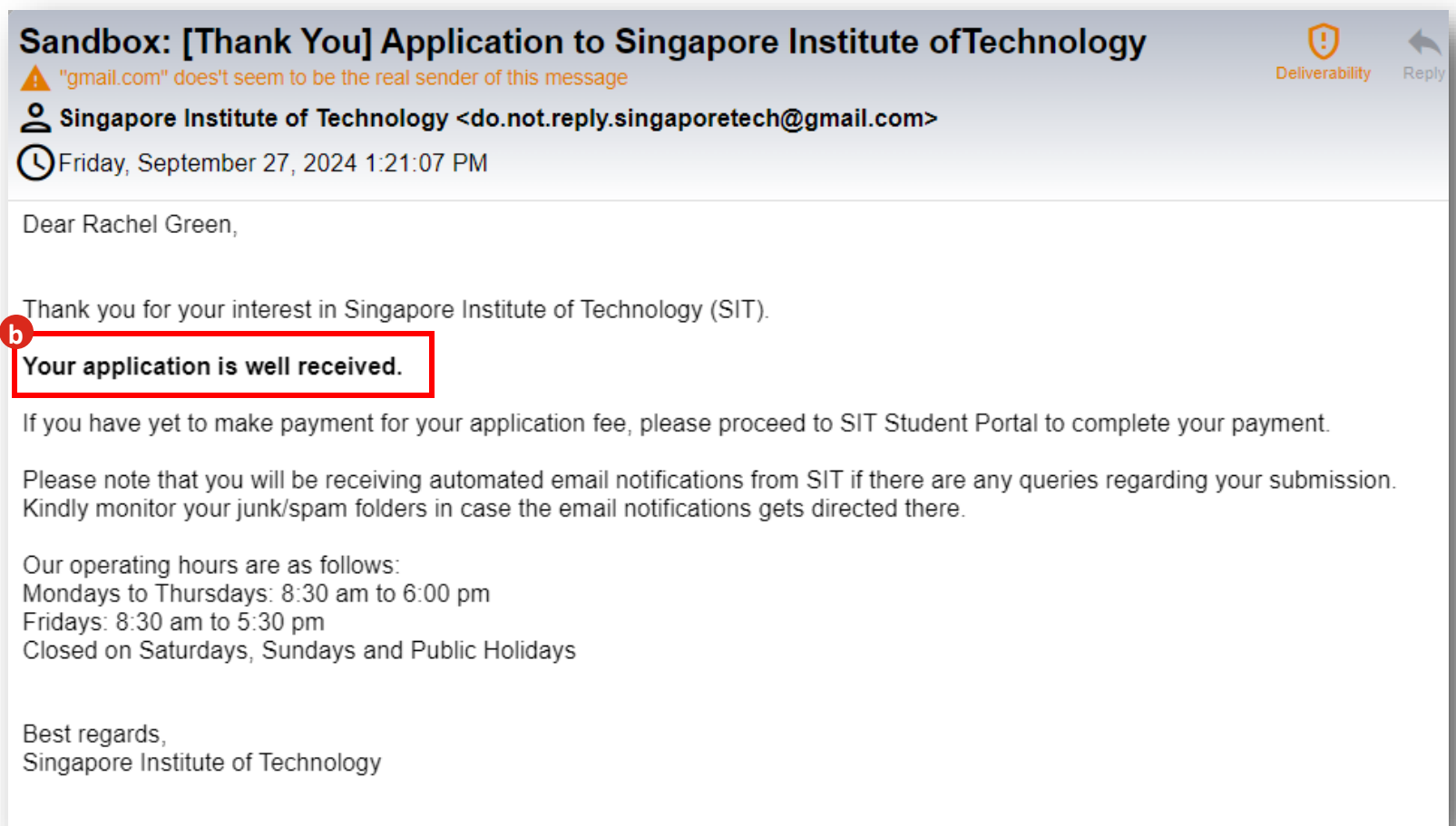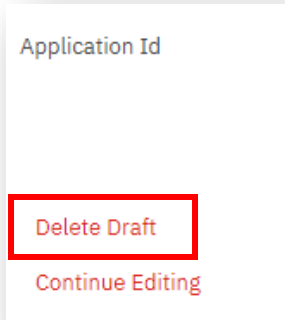

⭐ **YOU DID IT** ⭐

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**

a At the bottom of your application form, click "Save for later".

b Confirm your decision by clicking on "OK".

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

Application Id

Delete Draft
Continue Editing

a Save for later   Previous   Next

Confirm

Are you sure you want to save it for later?

Cancel   **b** OK

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

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👤 Username

🔒 Password

c Log In

Forgot your password?   Not a member?

Scroll down to continue ⬇

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.

YOU DID IT

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.

a

SIT SINGAPORE INSTITUTE OF TECHNOLOGY

👤 Username

🔒 Password

Log In

Forgot your password?   Not a member?

For existing student, please login below:

Scroll down to continue

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 Undergraduate Programme	Academic Year AY2025/26	Date Due 30 Sep 2024	Status **In Progress**

Delete Draft

Continue Editing

Application Status if…
You save an incomplete application as a draft or exits an ongoing application to complete later.

Application Id IA-0000000513	Application Type Undergraduate Programme	Academic Year AY2025/26	Submitted Date 27 Sep 2024	Status **Submitted**

View Application Details

Withdraw Application

Application Fee Status
Paid

View Application Tax Invoice

Application Status if…
Full payment has been made and you submitted your application.

Application Id IA-0000000233	Application Type Undergraduate Programme (R)	Academic Year AY 2025/26 (R)	Submitted Date 28 Oct 2024	Status **Submitted**

Upload Final Semester Results

View Application Details

Withdraw Application

Application Fee Status
Pending

Click here 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…
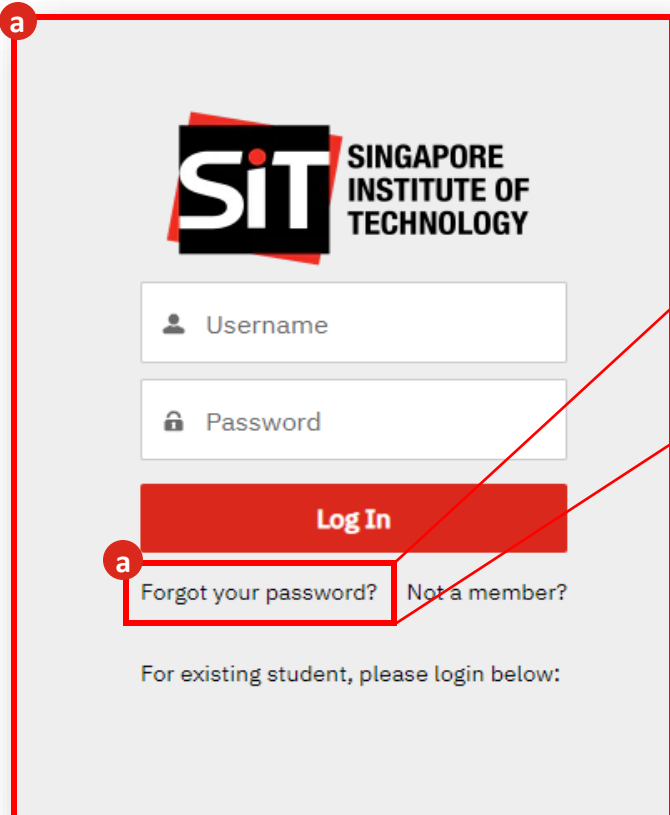No payment has been made and you submitted your application.

YOU DID IT

Password Reset

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

Step 1   **Trigger Password Reset**

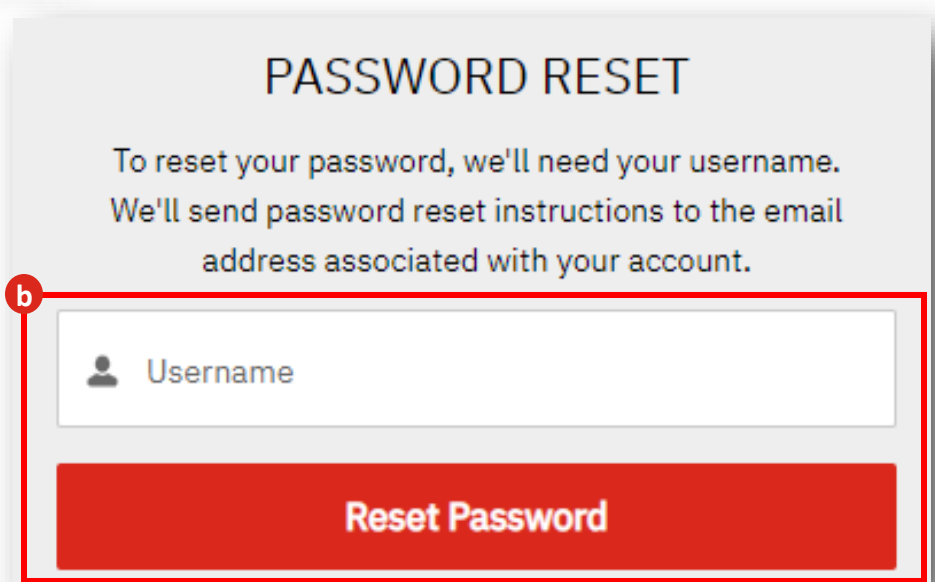**a** To trigger the password reset process, click on "Forgot your password?"

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.

PASSWORD RESET

To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account.

Username
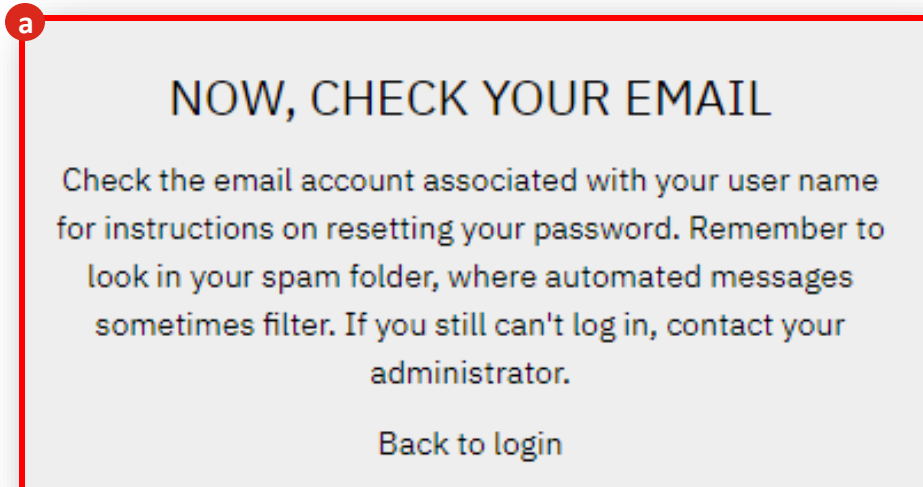
Reset Password

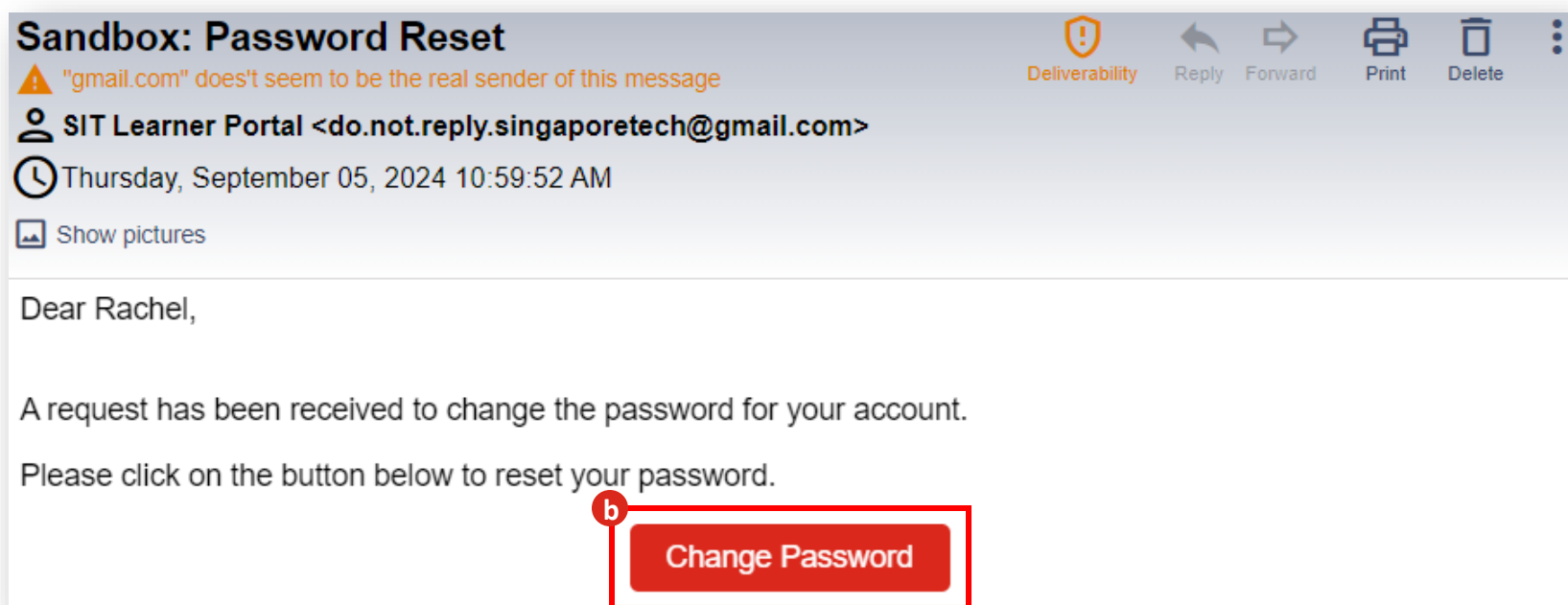**Scroll down to continue**

Password Reset

The following is a step-by-step guide to reset your password.
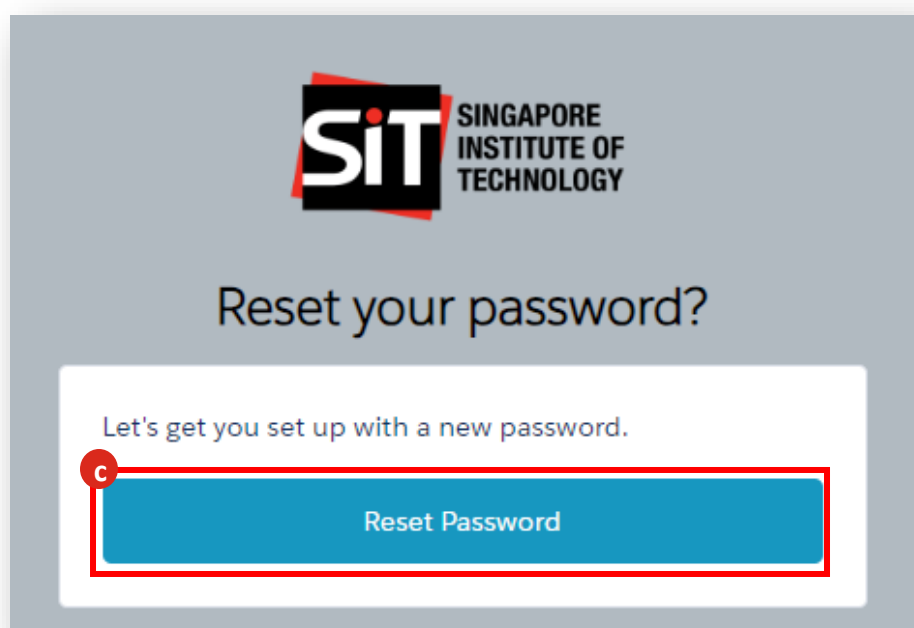
Step 2 **View Password Reset Email**

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.

a

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

Back to login

b Open the email and click "Change Password" to reset password.

Sandbox: Password Reset

Deliverability   Reply   Forward   Print   Delete

⚠ "gmail.com" doesn't seem to be the real sender of this message

👤 SIT Learner Portal <do.not.reply.singaporetech@gmail.com>

🕐 Thursday, September 05, 2024 10:59:52 AM

🖼 Show pictures

Dear Rachel,

A request has been received to change the password for your account.

Please click on the button below to reset your password.

b
[Change Password]

c On the password reset page, click "Reset Password".

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Reset your password?

Let's get you set up with a new password.

c
[Reset Password]

Scroll down to continue ⬇

Password Reset

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

Step 3 **Changing & Confirming New Password**

a At the password setup page, input a strong password that meets the requirements in the "New Password" field.

b Input the same password in the "Confirm New Password" field.

c Once the "Match" label appears, click on "Change Password".

To Note
Your case-sensitive password must include at least:
- o   12 characters
- o   1 letter
- o   1 number
- o   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.
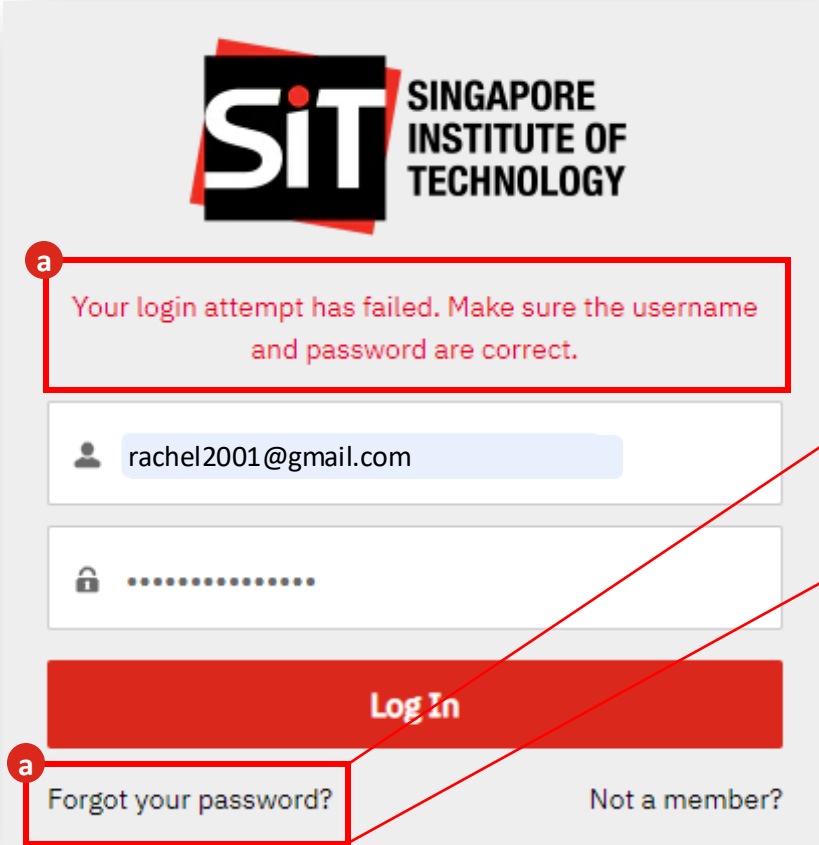
YOU DID IT

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**

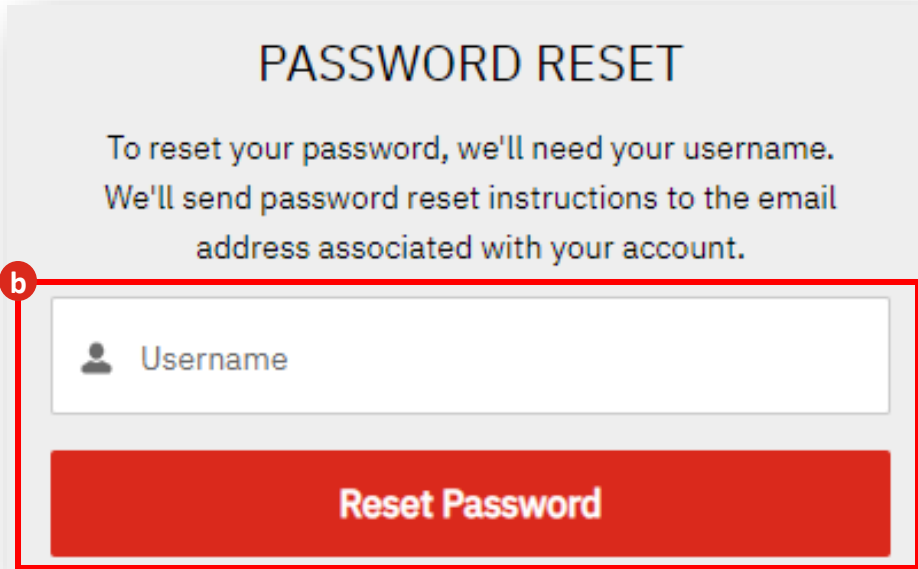**a**   Click on "Forgot your password?" if you encounter a failed login attempt.

Your login attempt has failed. Make sure the username and password are correct.

rachel2001@gmail.com

Forgot your password?

Log In

Forgot your password?   Not a member?

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.

PASSWORD RESET

To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account.

Username

Reset Password

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**.

YOU DID IT

Congratulations!

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