Application Procedure

1. All applications must be made via online registration.

2. Your application does not guarantee acceptance into the course. Your acceptance into the course is dependent on meeting the course requirements and course vacancy.

3. Non-Singaporeans must possess a valid *Employment Pass / Work Permit / Dependant Pass* throughout the course duration. They would need to bear the full risk of non-completion should their pass expire and subsequently lapse within the duration of the course.

4. You are required to upload the following supporting documents** together with your application. Non-English documents must be translated to English by a public notary.

   The application will be invalidated if you do not submit the required documents.

   - Identification Documents
     - NRIC (front & back) for Singapore Citizen and Permanent Resident
     - FIN (front & back) Card such as Employment Pass/Work Permit/Dependent Pass **and** Passport for non-Singaporeans
   - Certificates of Educational Qualifications
     - **Applicants applying for part-time diploma courses**: GCE 'O' Levels cert, Nitec cert, Higher Nitec cert, WSQ Diploma cert, etc.
     - **Applicants applying for Post-diploma courses (Advanced Diploma, Specialist Diploma or Diploma (Conversion))**: Diploma/Degree certificate
   - Academic Transcripts for the respective education qualification certificate that you have submitted
   - Documentary proof (e.g. Deed Poll) if your name in the NRIC/Passport is different from the educational documents.
   - Documentary proof of relevant work experience, if any (e.g. Resume/CV, company's Letter/testimonial, Certificate of Service from NS, etc.) Please note that company offer letter/contract is not acceptable.

   **You can upload up to 10 attachments. Each attachment must not be more than 3 MB in size and must be in the following formats: Word, PDF, BMP or JPEG.
   **If you do not have all the supporting documents ready during registration, please send the required documents to ptenquiry@sp.edu.sg within 3 days after you have submitted your application.

5. Please do **NOT** submit any claim to SkillsFuture Credit at this point of time. You should only submit your claim after you have been accepted into the course and received our payment email.

6. You will be notified by email on the application outcome 6 weeks after the application's closing date.

7. The data provided to Singapore Polytechnic will be kept strictly confidential and will be used for the purpose of course administration. The data may be passed on to the relevant organisations that require the information related to the course.

8. **Withdrawal**

   Withdrawal notice must be made in writing to **ptenquiry@sp.edu.sg**.

   The portion of course fee paid to be refunded is based on the date of notice as follows:

   • 2 weeks or less before semester commencement - 70% refund
   • On or after semester commencement - No refund

9. The Singapore Polytechnic reserves the right to change the fees charged, the period and duration of the courses, cancel or postpone any of the courses. Applicants will be duly notified. In the event of course cancellation or postponement, the full fees will be refunded where applicable.