

OurRef:SP/AS/IS/PV/Onsite

Dear Student,

**ACADEMIC YEAR 2017/2018  
OFFER OF PROVISIONAL ADMISSION**

Please be informed that your offer of admission is provisional, subject to you receiving your approved Student's Pass from the Singapore Immigration & Checkpoints Authority (ICA).

You **must** do the following immediately:

1. Complete Online Enrolment Step 3 (<http://enrolment.sp.edu.sg>). However, please do **NOT** make any payment at this stage. Select option to submit without e-payment.
2. Sign and return the attached page 2 of the Acknowledgement Form and submit it on the day of your Enrolment at Singapore Polytechnic.

Upon receipt of your Student's Pass:

1. Make payment of course fees at one of the following:
  - AXS machines located island-wide (via NETS)
  - Selected OCBC Bank Branches (via Cheque or Cash) -refer to Fee Pay-In slip for details
  - Finance Counter located at Administration Block Level 2 (via NETS, Cheque or Cash)
2. Submit a photocopy of the Student's Pass and a copy of the receipt (if paid via AXS or Finance Counter) or green copy of Fee Pay-In Slip Form (if paid via Cheque or Cash at OCBC) to the Student Service Centre at T16 Level 1.

Yours sincerely,

Manager (Admissions)  
for Director, Academic Services

(This is a computer generated letter, no signature is required)

**SINGAPORE POLYTECHNIC**

**PROVISIONAL ADMISSION**

(This undertaking is to be completed by the student)

I, \_\_\_\_\_, \_\_\_\_\_ hereby affirm my  
(Name of Student) (Admission No)

agreement to abide by the conditions under which I have requested for admission to the

Diploma course in \_\_\_\_\_  
(Name of Course)

at the Singapore Polytechnic commencing 17 April 2017.

I also understand and agree that if I am admitted to the course as stated above, I will be admitted on a provisional basis as I must obtain an approved Student's Pass from the Singapore Immigration and Checkpoints Authority and pay the course fees in full upon receipt of my Student's Pass.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date