



Our Ref: SP/AS/IS/PV/e-Enrolment

Dear Student,

**ACADEMIC YEAR 2016/2017
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 and 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 Acknowledgement Form using the White Envelope in the Form Folder.

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 Cash and Cheque) – refer to Fee Pay-In slip for details
 - Finance Counter located at Administration Block Level 2 (via Cash, Cheque or Nets)
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 Cash and Cheque at OCBC) to the Student Service Centre at T16 Level 1.

Yours sincerely,

Manager (Admissions)
for Director, Department of 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 **18 April 2016**.

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