

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

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 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** using the Brown Envelope in the Form Folder.
3. SP has made arrangements with ICA for you to complete the Student Pass Formalities and Issuance of Student Pass. You need to come to SP as below:
 - a) **27 Mar 2017 (12pm to 4:30pm)** – Complete Student Pass Formalities with ICA at **SP**.
 - b) **5 Apr 2017 (9am to 12pm)** – Issuance of Student Pass by ICA at **SP**.

We will send you a separate email on the details when closer to the dates.

- c) Upon receipt of your Student Pass, submit a photocopy of the Student Pass at the Enrolment Centre.
- d) Make payment of course fees at :
 - (i) SP Enrolment Centre – NETS or Credit Card (VISA or MASTERCARD)
 - (ii) OCBC Frank Store @ Foodcourt 5 – Cheque or Cash (**Upon completion of payment, submit the endorsed Green copy of 'Fee Pay-In Slip Form' at SP Enrolment Centre.**)
4.
 - a) If you **CANNOT** come to SP on **27 Mar 2017**, refer to www.sp.edu.sg/enrolment for e-Guide on how to complete the formalities with ICA and the collection of Student Pass.
 - b) If you come to SP on 27 Mar 2017 and **CANNOT** come to SP on **5 Apr 2017**, go to ICA* level 4 counter 12 directly to collect your Student Pass after **5 Apr 2017**.
 - c) Upon receipt of your Student Pass, 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, Credit Card (VISA or MASTERCARD), Cheque or Cash
 - d) Submit a photocopy of the Student Pass and a copy of the receipt (if paid via AXS) or green copy of Fee Pay-In Slip Form (if paid via Cheque or Cash at OCBC) to the Student Service Centre at Block TI6 level 1 **within 1 week** of issuance of Student Pass.

Yours sincerely,

Manager (Admissions)
for Director, Academic Services
(This is a computer generated letter, no signature is required)

*Immigration & Checkpoints Authority is at "ICA Building, 10 Kallang Road, Singapore 208718". Beside Lavender MRT.

*Student may visit <http://www.ica.gov.sg> or email directly to ICA_STP1@ica.gov.sg should they have further enquiry.

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