

Enrolment Flowchart 2019

Please scan QR code or go to www.sp.edu.sg/enrolment for Enrolment details and read the eGuide before you proceed to complete the following steps.



1



Acceptance of Offer

Complete all 3 steps on the online enrolment

(<http://enrolment.sp.edu.sg>)

- Step 1 Verify / Provide Your Particulars
- Step 2 Create Computer Accounts
- Step 3 Pay Course Fees



Go for Colour Vision Test or Medical Examination

This is not required for every student.
Please refer to your Offer Letter.

2

3

Submit Documents

Finance Documents



Admissions Documents



What's Next - 1

All Students

- Check Enrolment status
- Buy notebook and install software
- Apply for Diploma Student Concession (EZ-Link) Card

Optional

- Make new friends! Sign up for the **Freshmen Camp 2019** (<http://freshmencamp.sp.edu.sg>) by **1 March 2019**
- Apply for Financial Assistance Schemes www.sp.edu.sg/financialassistance

International Students Only (compulsory)

- Apply for [ICA Student's Pass](#)

4

5



What's Next – 2 All Students

- Go to <http://fop.sp.edu.sg> for details to attend Freshmen Orientation Programme (**compulsory**)
- Refer below for Information on Tuition Grant <https://tgonline.moe.gov.sg/tgis/normal/studentViewTuitionGrantSubsidyInfo.action>
- Check class timetable



Congratulations!

You have been offered a place to study in Singapore Polytechnic

How to use this Enrolment Package?

This enrolment package contains information that you need to enrol yourself into the Singapore Polytechnic (SP).

In the enrolment package, you will find the following items:

1. **Offer Letter** indicates the course that you have been offered and the dates to complete the various enrolment tasks.
2. **Enrolment Flowchart 2019** (turn over)
3. **Forms Folders** contain all the forms that you may need to use:

Admissions Forms Folder

- Code of Conduct
- Student's Declaration / Photo Form / Parent's Declaration Form
- MOE - Tuition Grant Letter
- Tuition Grant Application Form (for Singapore Citizen)
- Tuition Grant Option Form (for Singapore Permanent Resident and International Student)
- SP Colour Vision Test Form (for Singapore Citizen and Singapore Permanent Resident **offered** selected diploma courses)
- MPA Shipping Division Record of Medical Examinations of Seafarer and Seafarer Medical Certificate forms (for all students **offered** the Diploma in Nautical Studies)
- SP Medical Examination Form (for all International Students)
- ICA Medical Examination Report Form (for all International Students)
- White Business Reply Envelope (applicable for Enrolment Type: "**E-Enrolment**" student & **NOT** for Enrolment Type: "Onsite Enrolment" student)

Finance Forms Folder

- Example of PSEA Standing Order Form & PSEA Standing Order Form (for Singapore Citizen)
- Interbank GIRO Form
- DBS Tuition Fee Loan Application Form
- Provisional Admission Acknowledgement Letter and Form - Finance (for International Student)
- Brown Business Reply Envelope (applicable for Enrolment Type: "**E-Enrolment**" student & **NOT** for Enrolment Type: "Onsite Enrolment" student)

Should any of these forms be missing, you may download the forms from SP website at <https://www.sp.edu.sg/sp/admissions/enrolment/enrolment-package> or contact the SP Hotline at **6775-1133**.

Please refer to your Offer Letter for your enrolment type: "**E-Enrolment**" or "**Onsite Enrolment**" and based on your Citizenship, choose the respective Enrolment Guide (<http://www.sp.edu.sg/enrolment>) for instructions to complete your enrolment.