

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

Dear Student

**2021/2022 ACADEMIC SESSION
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 – Pay Course Fees and Submit eGIRO**” (<http://enrolment.sp.edu.sg>), **DO NOT** make any payment at this stage. Select the option to submit without e-payment.
2. Sign and upload the attached **Acknowledgement Form** (page 2) through <http://enrolment.sp.edu.sg>
-> Upload Finance Documents for Full Time Diploma Enrolment

Upon receipt of your ICA Student Pass:

1. Make payment of course fees at
 - a) AXS Station via NETS (machines located island-wide), AXS eStation (Internet) or AXS m-Station (Mobile/Tablet devices) via Credit Card (MASTER)
 - b) Cash Payment – please contact @ 67751133 or email contactus@sp.edu.sg - refer to e-Guide for details
2. Upload a photocopy/image of the ICA Student Pass through [Upload Admission Supporting Documents for Full Time Diploma Enrolment](#)

Yours sincerely

Manager (Admissions)
for Director, Academic Services

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

For payment in campus, please proceed to One Stop Centre located at Block T16 Level 1. The payment options are Credit Card (VISA OR MASTER), Nets, Nets Flashpay, Nets QR code or Money Order/ Cheque

Official (Closed), Non-Sensitive

Provisional Admission Acknowledgement Form - Finance

SINGAPORE POLYTECHNIC

PROVISIONAL ADMISSION

(This undertaking is to be completed by the student)

I, _____ , _____ hereby
(Name of Student) (Admission Number)

affirm my 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 19 April 2021.

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 Pass from the Singapore Immigration and Checkpoints Authority and pay the course fees in full upon receipt of my Student Pass.

Student's Signature

Date