

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

Dear Student

**2023/2024 ACADEMIC SESSION
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 – 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 [Upload Finance Documents](#)

Upon receipt of your ICA Student's 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) For payment in campus, please proceed to [One Stop Centre](#). The payment options are: Credit Card (VISA OR MASTER), Nets, Nets Flashpay, Nets QR code.
2. Upload a photocopy/image of the ICA Student's Pass through [Upload Admission Documents](#)

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
(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 17 April 2023.

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