

OurRef:SP/AS/IS/PV/Enrolment

Dear Student

**2019/2020 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 – Payment of Fees**” (<http://enrolment.sp.edu.sg>), **DO NOT** make any payment at this stage. Select the option to submit without e-payment.
2. Sign and return the attached **Acknowledgement Form** (page 2) using the brown envelope in the enrolment package Form Folder.

Upon receipt of your ICA Student Pass:

1. Make payment of course fees at AXS Station via NETS (machines located island-wide), AXS e-Station (Internet) or AXS m-Station (Mobile/Tablet devices) via Credit Card (MASTER)
2. Submit a photocopy of the ICA Student Pass to Student Service Centre at T16 Level 1.

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 Student Service 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. For Cash, please proceed to Finance Counter located at Administration Building Level 2.

SINGAPORE POLYTECHNIC

PROVISIONAL ADMISSION

(This undertaking is to be completed by the student)

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

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 **15 April 2019**.

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