

Application Procedure

1. All applications must be made via online registration.
2. Your application does not guarantee acceptance into the course. Your acceptance into the course is dependent on meeting the course requirements and course vacancy.
3. You are required to upload the following supporting documents** together with your application. Non-English documents must be translated to English by a public notary.

The application will be invalidated if you do not submit the required documents.

- Identification Documents
 - NRIC (front & back) for Singapore Citizen and Permanent Resident
- Certificates of Educational Qualifications
 - Diploma/Degree certificate
 - Academic Transcripts for the respective education qualification certificate that you have
 - submitted
- Documentary proof (e.g. Deed Poll) if your name in the NRIC/Passport is different from your educational documents.
- Documentary proof of relevant work experience, if any (e.g. Resume/CV)

**You can upload up to 10 attachments. Each attachment must not be more than 3 MB in size and must be in the following formats: Word, PDF, BMP or JPEG.

**If you do not have all the supporting documents ready during registration, please refer to the acknowledgement email that we have sent to you and upload the required documents using the link provided in the email within 3 days after you have submitted your application.

4. Please do **NOT** submit any claim to SkillsFuture Credit at this point of time. You should only submit your claim after you have been accepted into the course and received our payment email.
5. The data provided to Singapore Polytechnic will be kept strictly confidential and will be used for the purpose of course administration. The data may be passed on to the relevant organisations that require the information related to the course.
6. The Singapore Polytechnic reserves the right to change the fees charged, the period and duration of the courses, cancel or postpone any of the courses. Applicants will be duly notified. In the event of course cancellation or postponement, the fees paid will be refunded where applicable.