

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

Dear Student

**2018/2019 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>). However, **DO NOT** make any payment at this stage. Select option to submit without e-payment.
2. Sign and return the attached **Acknowledgement Form** (page 2) and submit it on the day of your enrolment at Singapore Polytechnic (SP).
3. SP has made arrangements with ICA for you to complete the Student Pass Formalities and Issuance of Student Pass. You need to come to SP as below:
 - a) **3 Apr 2018 (Tue, 9am to 11am)** – Complete Student Pass Formalities with ICA at **SP**.
 - b) **11 Apr 2018 (Wed, 9am to 11am)** – Issuance of Student Pass by ICA at **SP**.

We will send you a separate email on the details when closer to the dates.

- c) Upon receipt of your ICA Student Pass, submit a photocopy of the Student Pass at the Enrolment Centre.
- d) Make payment of course fees at :
 - (i) SP Enrolment Centre – NETS or Credit Card (VISA or MASTER)
 - (ii) OCBC Frank Store at Foodcourt 5 – Cheque or Cash (**Upon completion of payment, submit the endorsed Green copy of ‘Fee Pay-In Slip Form’ at SP Enrolment Centre.**)
4.
 - a) If you **CANNOT** come to SP on **3 Apr 2018**, refer to www.sp.edu.sg/enrolment for e-Guide on how to complete the formalities with ICA and the collection of Student Pass.
 - b) If you come to SP on **3 Apr 2018** and **CANNOT** come to SP on **11 Apr 2018**, go to ICA* directly to collect your Student Pass **after 11 Apr 2018** [**Counter 8 or 9, Level 4, Visitor Services Centre, ICA Building (Mondays to Fridays from 8.30 am to 4.00 pm and Saturdays from 8.30 am to 12.00 pm)** with their **original passport and ICA collection slip**].
 - c) Upon receipt of your ICA Student Pass, make payment of course fees at one of the following:
 - AXS Station via NETS (machines located island-wide), AXS e-Station (Internet) and AXS m-Station (mobile/tablet devices) via Credit Card (MASTER)
 - Selected OCBC Bank Branches via Cheque or Cash - refer to Fee Pay-In Slip for details
 - Finance Counter located at Administration Block Level 2 via NETS, Credit Card (VISA or MASTER), Cheque or Cash
 - d) Submit a photocopy of the ICA Student Pass and a copy of the receipt (if paid via AXS) or green copy of Fee Pay-In Slip Form (if paid via Cheque or Cash at OCBC) to the Student Service Centre at Block TI6 level 1 **within one week** of issuance of Student Pass.

Yours sincerely

Manager (Admissions)
for Director, Academic Services
(This is a computer generated letter, no signature is required)

*Immigration & Checkpoints Authority is at “ICA Building, 10 Kallang Road, Singapore 208718”. Beside Lavender MRT.

*Student may visit <http://www.ica.gov.sg> or email directly to ICA_STP1@ica.gov.sg should they have further enquiry.

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 **16 April 2018**.

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