

OurRef:SP/AS/IS/PV/e-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>), **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 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
2. Submit a photocopy of the ICA Student Pass and a copy of the receipt (if paid via AXS or Finance Counter) or green copy of Fee Pay-In Slip Form (if paid via Cheque or Cash at OCBC) to the 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)

**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