Contents

1. Account Registration

Step 1: Go to the SIT Application portal to create a new account.

Step 2: To begin, please click on the **Register a New Account** link.

Step 3: Please key in the information in **Account Registration** page to create a new account. All the required detail fields are marked with an asterisk (*).

Step 4: Once the form has been filled, click on **Continue**. You will receive an email to the registered email address with your User ID and the account activation link.

Step 5: Click on the link in the email, please click on **Activate Now** to activate your account.
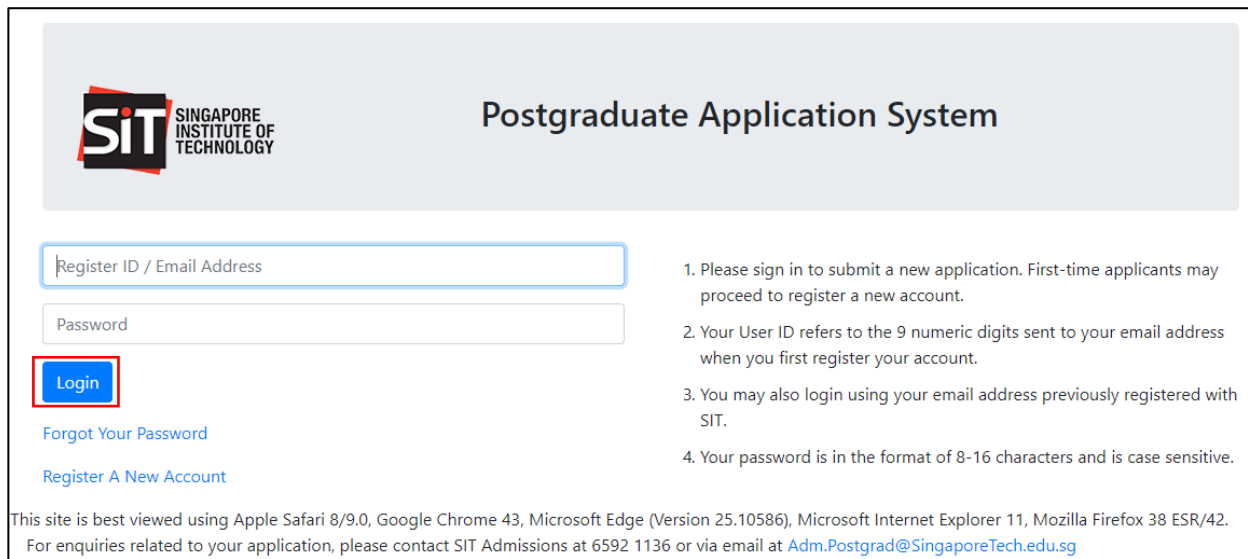
Step 6: Once your account has been activated, please click on **Login Now** and login to the portal with your email address or User ID (sent to you via email) and your specified password.

2. Login to account

Note: If you have previously applied to SIT or are a former SIT student, or you have forgotten your password, please select **Forgot Your Password**.

Step 1: To login to your account, go to the SIT Application portal.

Step 2: Enter the email address you had used to register your account or the 9-digit User ID that was sent to you via email. Please enter your specified password and click on **Sign In**.

3. Forgot Your Password

Step 1: Go to the SIT Application portal and click on **Forgot Your Password**.

Step 2: Please key in your User ID/Email address and Date of Birth which you have indicated in your previous application to SIT. Click on **Continue** to proceed.

> User ID/Email Address [   ]
>
> Date of Birth [🗓]
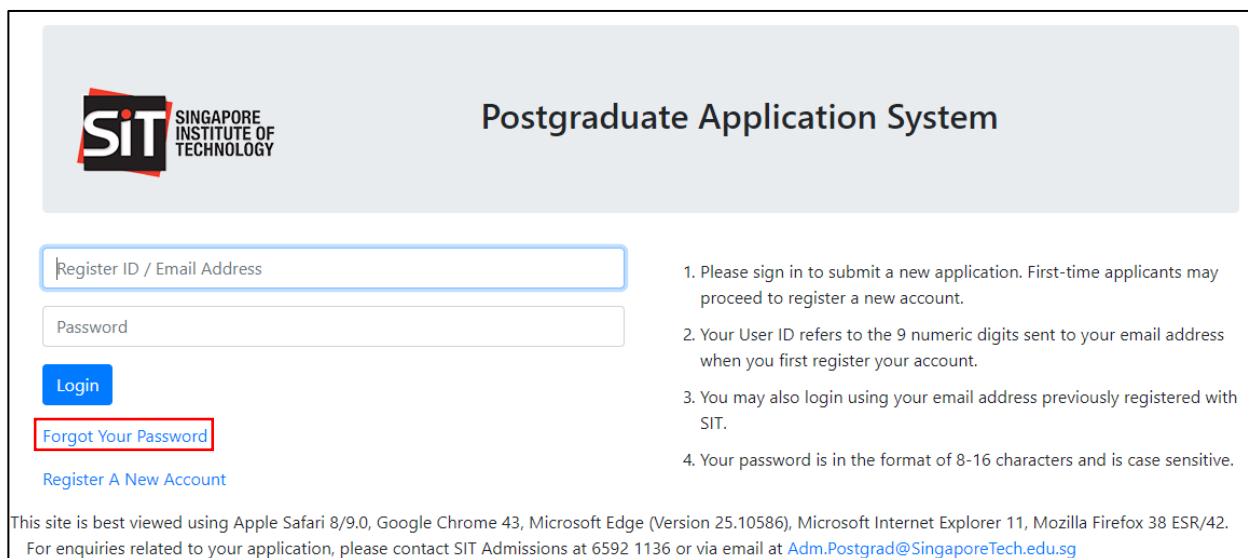>
> [**Continue**] [Cancel]

Step 3: After clicking **Continue**, an email to reset your password will be sent to your same email address. You are required to first reset your password via the reset password link sent to your email before logging in.

Thereafter, please login to your email account and click on the given link to reset your password. After you have successfully reset your password, you will receive an acknowledgement email. You are now ready to login to the portal using your same email address/User ID and new password.

> You have unintentionally entered an incorrect/unregistered User ID/Email Address.
> If you are applying to SIT for the first time and do not have an account, please create a new account by clicking on "Register A New Account" via the SIT Application portal link. Alternatively, if you have applied to SIT previously, but do not remember your password, please reset your password by clicking on "Forgot Password" via the SIT Application portal link.
>
> [OK]

Note: In case you encounter the following error message, please contact SIT Admissions for assistance via email at Adm.Postgrad@SingaporeTech.edu.sg citing your name, NRIC/FIN/Passport Number and contact number. We will review your case, and get back to you within 3 working days.

4. Start a New Application

Step 1: To begin, please click on **Apply.**

Step 2: Please read the **Account Declaration**. Select the checkbox next to **I agree to the conditions stated above** to indicate confirmation**.** Click on **Next** to proceed.

Step 3: Please enter all the required fields marked with an asterisk (*). You are required to provide at least one emergency contact, then click on **SAVE** and proceed to the next page by clicking the instruction tab on the left.
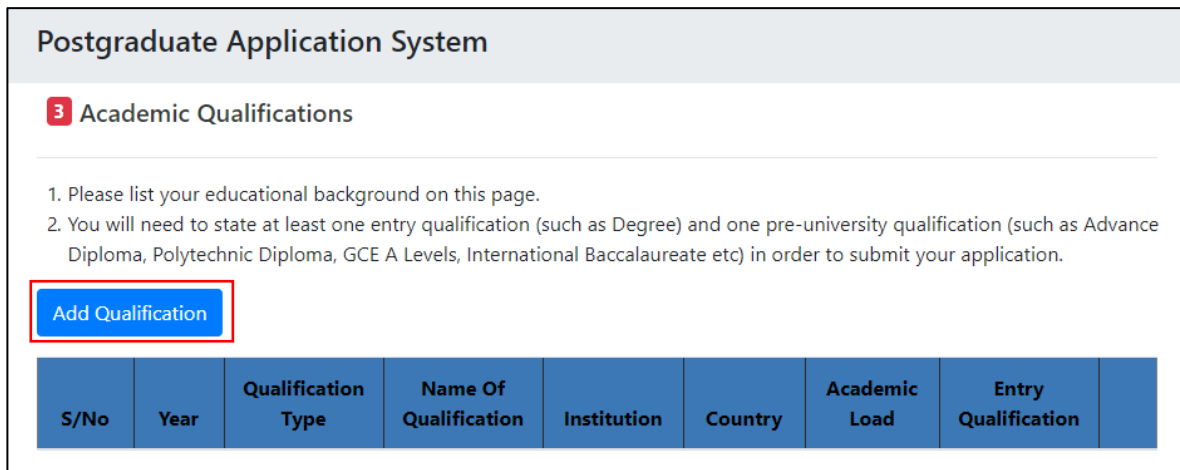
Step 4: Please enter your academic qualification information in the **Academic Qualifications** page. You will need to state at least one entry qualification (e.g.: Degree) and one pre-university qualification in order to submit your application. To enter the details of your academic qualifications, please click **Add Qualification** to proceed.

Step 5: In addition to your entry qualification, please provide details of your pre-university qualifications such as Polytechnic Diploma, GCE A Level etc. Please click on **Add Qualification** to add additional qualifications. All the required fields are marked with an asterisk (*). To save the details entered, please click **Save**.

Step 6: If you have any supplementary qualification results (e.g.: IELTS and TOEFL), you may enter the relevant details in the **Supplementary Qualifications** page.

Step 7: To add the relevant details, please click on **Add Supplementary Results**. All the required fields are marked with an asterisk (*). To save the details entered, please click **Save**.

Step 8: Please enter information about your recommenders in the **Recommender Info** page. This is an optional section. Please click on **Add Recommender** to enter the details about the recommender. You can enter details of maximum three (3) recommenders. All the required fields are marked with an asterisk (*). To save the details entered, please click **Save**.

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5 Recommender Information (Optional)

The recommender whom you have specified will receive an email from SIT, requesting him/her to fill in an online recommendation letter which will be submitted directly to SIT. Please note that by nominating a recommender in this application, you are giving consent to SIT to share your name, email and programme choice(s) with your recommender. SIT reserves the right to contact him/her regarding your application.

*Maximum 3 recommender information allowed.

[Add Recommender]

Step 9: Enter the details of your previous employment in the **Employment History** page, starting with your latest employment record. This is an optional section.

Postgraduate Application System
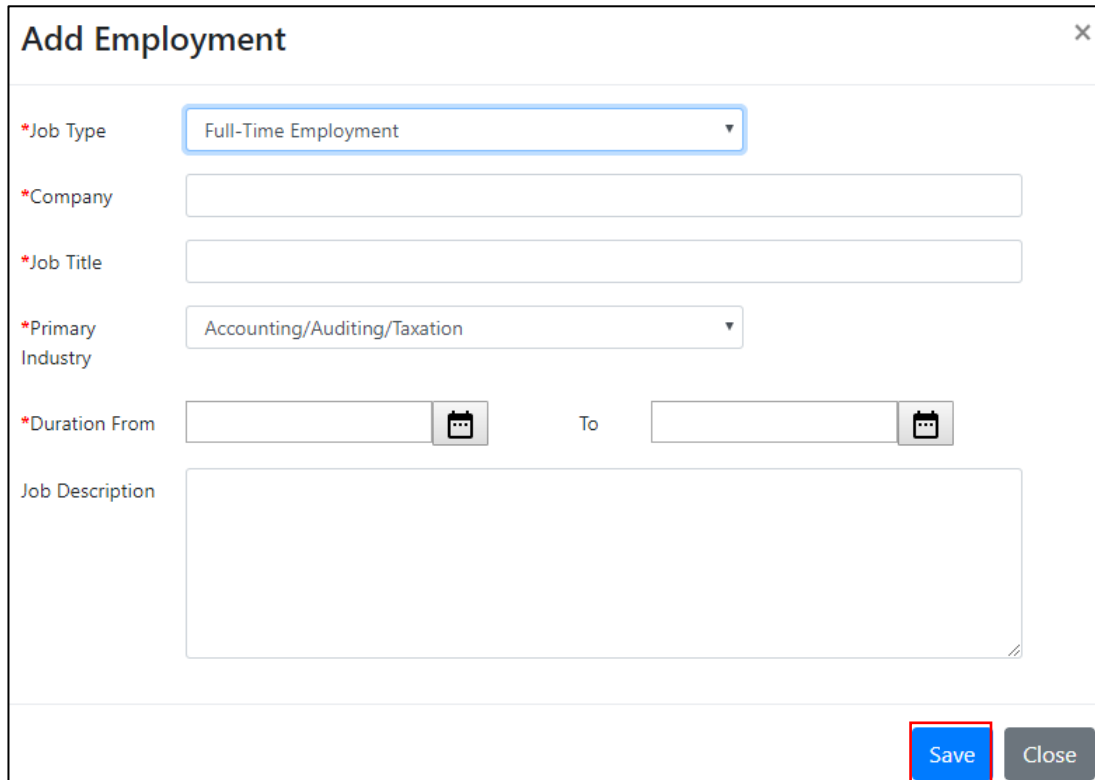
6 Employment History (Optional)

Please provide details of your employment history, including the SIT Integrated Work Study Programme (IWSP), if applicable. SIT will holistically assess your application with reference to both your academic and non-academic merit/achievements.

If you are participating/have participated in the SkillsFuture Earn & Learn programme (ELP), you should also provide details of the ELP experience in this section. Please select "SkillsFuture Earn & Learn" in the "Job Type" field. You could highlight specific work-based projects and industry-recognised certifications in the "Job Description" field. You are advised to list employment positions held in chronological order, starting with the most recent period of employment.

[Add Employment]

Step 10: To add the relevant details, please click on **Add Employment**. All the required fields are marked with an asterisk (*). To save the details entered, please click **Save**.

Add Employment
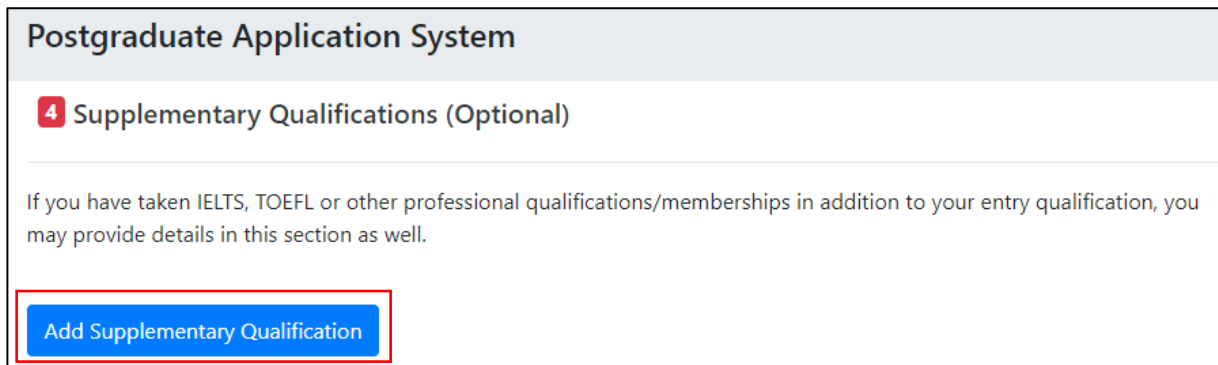
*Job Type	Full-Time Employment ▾
*Company	
*Job Title	
*Primary Industry	Accounting/Auditing/Taxation ▾
*Duration From	📅 To 📅
Job Description	
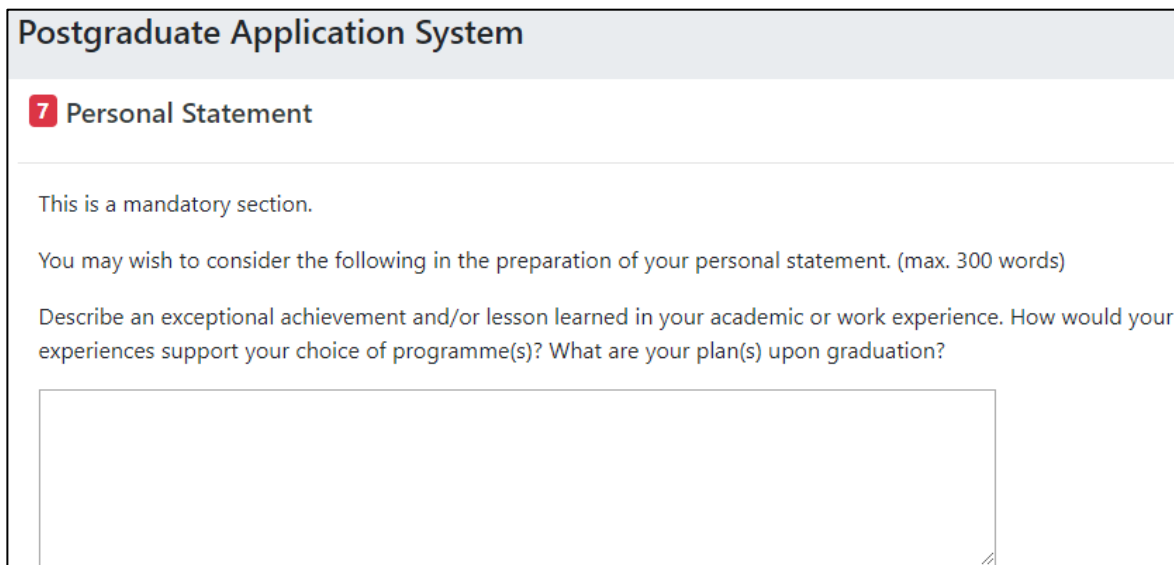
Save   Close

Step 11: Enter your personal statement in the Personal Statement page. This section is mandatory. Once completed, please click on Save and proceed to the next section.

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7 Personal Statement

This is a mandatory section.

You may wish to consider the following in the preparation of your personal statement. (max. 300 words)

Describe an exceptional achievement and/or lesson learned in your academic or work experience. How would your experiences support your choice of programme(s)? What are your plan(s) upon graduation?

Step 12: Please enter information requested in the **Application Other Info** page. You are required to provide information related to your financial background, sponsorship, disability and special needs, and criminal offences where applicable.

Step 13: All the required fields are marked with an asterisk (*).Once you have completed entering all the required fields, please click **Save** and proceed to the next section.

Step 14: In the **Programme Choices** page, you are able to select the programmes which you would like to apply for. You have to select at least one programme in this application.

Note: Please consider your programme choice(s) carefully. You will not be able to amend your programme choice(s) after submitting your application. Any request for change will be reviewed by SIT Admissions on a case-by-case basis.

Step 15: Please click on to select your programme choices in order of preference. i.e. Choice 1 refers to your first and most preferred programme choice.

9 Programme Choices

Please indicate your programme choice(s) in order of preference. You may select up to 2 choices.

Please consider your programme choice(s) carefully. You will not be able to amend your programme choice(s) after submitting your application. Any request for change will be reviewed by SIT Admissions on a case-by-case basis.

No. of Choice	Programme Description	Mode of Study	
1 st			✏ 🗑
2 nd			✏ 🗑

Step 16: After you have completed filling in your programme choices, click on instruction tab to proceed to the next page. Please upload all the requested supporting documents in the **Documents** page. The specific documents which you are required to submit in this application are marked as 'Yes' in the **Mandatory** column. Please read the instructions for the acceptable file format and file size information. You may upload only one file for each document. Click on **Choose File** and **Save** to upload your document.

Please upload your documents in the following formats only (PDF, DOCX, JPG, PNG, JPEG) and ensure that each file does not exceed 5MB.

List of documents to be uploaded	Mandatory	Add Attachment	View Attachment	Delete Attachment	File Name
1 CV/Resume	Y	Browse…			
2 DEGREE TRANSCRIPT/CERTIFICATE	Y	Browse…			
3 NRIC/PASSPORT/FIN	Y	Browse…			

Save
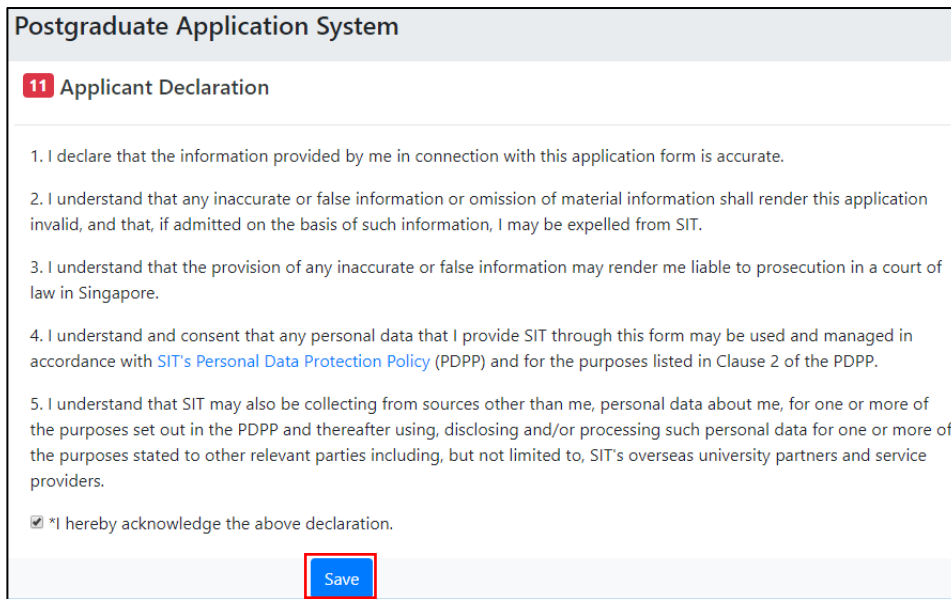
Step 17: Once your attachment is successfully uploaded, you may view the uploaded document by clicking on **View**. If you wish to re-upload the document, click on 🗑 to delete the existing document and then proceed to upload the new document.

Please upload your documents in the following formats only (PDF, DOCX, JPG, PNG, JPEG) and ensure that each file does not exceed 5MB.

List of documents to be uploaded	Mandatory	Add Attachment	View Attachment	Delete Attachment	File Name
1 CV/Resume	Y	Browse…	View	🗑	Testing.jpg
2 DEGREE TRANSCRIPT/CERTIFICATE	Y	Browse…	View	🗑	Testing.jpg
3 NRIC/PASSPORT/FIN	Y	Browse…	View	🗑	Testing.jpg

Step 18: Once you have completed the document upload, please click on the instruction tab to proceed.

Step 19: Kindly read through the information displayed on the **Application Declaration** page and indicate your confirmation by clicking the checkbox next to **"I hereby acknowledge the above declaration".** Click **Save** and proceed to the next section.

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11 Applicant Declaration

1. I declare that the information provided by me in connection with this application form is accurate.

2. I understand that any inaccurate or false information or omission of material information shall render this application invalid, and that, if admitted on the basis of such information, I may be expelled from SIT.

3. I understand that the provision of any inaccurate or false information may render me liable to prosecution in a court of law in Singapore.

4. I understand and consent that any personal data that I provide SIT through this form may be used and managed in accordance with SIT's Personal Data Protection Policy (PDPP) and for the purposes listed in Clause 2 of the PDPP.

5. I understand that SIT may also be collecting from sources other than me, personal data about me, for one or more of the purposes set out in the PDPP and thereafter using, disclosing and/or processing such personal data for one or more of the purposes stated to other relevant parties including, but not limited to, SIT's overseas university partners and service providers.

☑ *I hereby acknowledge the above declaration.

[Save]

Step 20: In the **Submit Application** page, you are able to view all the details entered in the online application. If you need to make any amendments, you can click on respective section on the left-hand menu. Pages that are not completed will be listed at the top 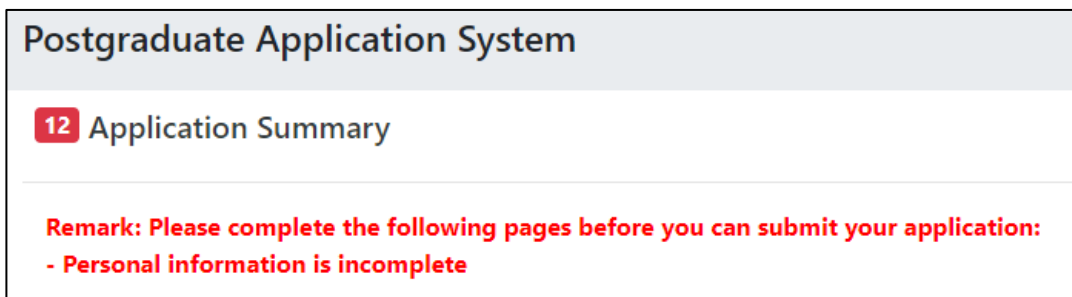of the page in red (Figure 1 below). When all the mandatory sections are completed (Figure 2 below), the Submit button will appear at the bottom of the page.
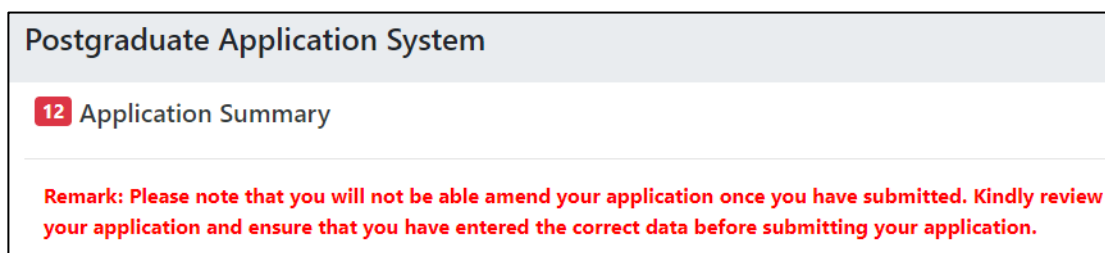
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12 Application Summary

Remark: Please complete the following pages before you can submit your application:
- Personal information is incomplete

Figure 1: There are incomplete section(s) in the application.

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12 Application Summary

Remark: Please note that you will not be able amend your application once you have submitted. Kindly review your application and ensure that you have entered the correct data before submitting your application.

Figure 2: All the mandatary sections are completed and application is ready for submission.

SINGAPORE INSTITUTE OF TECHNOLOGY
Reg. No.: 200917667D   10 DOVER DRIVE, SINGAPORE 138683 MAIN +65 6592 1189 FAX +65 6592 1190 SingaporeTech.edu.sg

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Step 21: Click on **Submit** when you are ready to submit your application. A message will be displayed requesting you to confirm that you are ready to submit the online application.

12 Application Summary

Remark: Please note that you will not be able amend your application once you have submitted. Kindly review your application and ensure that you have entered the correct data before submitting your application.

Personal Particulars
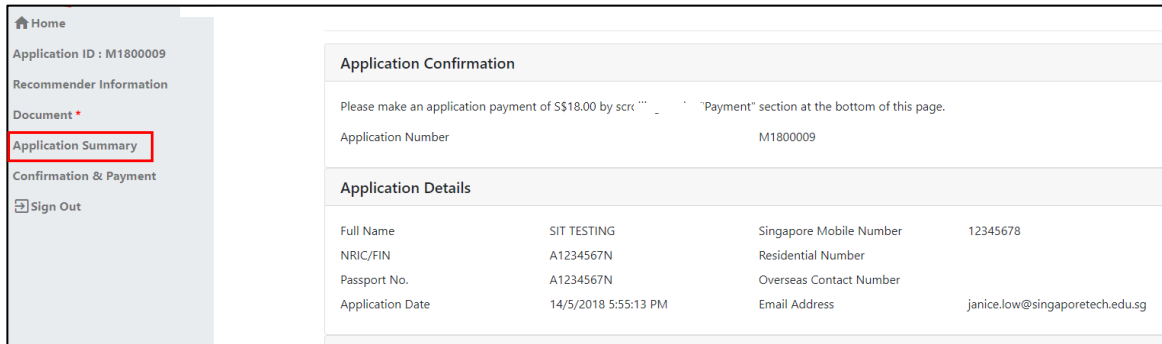
Full Name	:	SIT TEST
First Name/Given Name	:	sit test
Middle Name	:	
Last Name/Surname/Family Name	:	

Print   Submit

Step 22: To proceed with the submission of your application, please click **Yes**. Else, click **No** to return to the **Application Summary** page to review your application.

Do you want to submit the application? You will not be able to ✕
edit the application after submission.
Click 'Yes' if you want to submit the application. Click 'No' if you
want to review the application and make additional changes.

Yes   No

Step 23: You will be able to view the submitted application details via the **Application Summary** link available in the left hand menu.

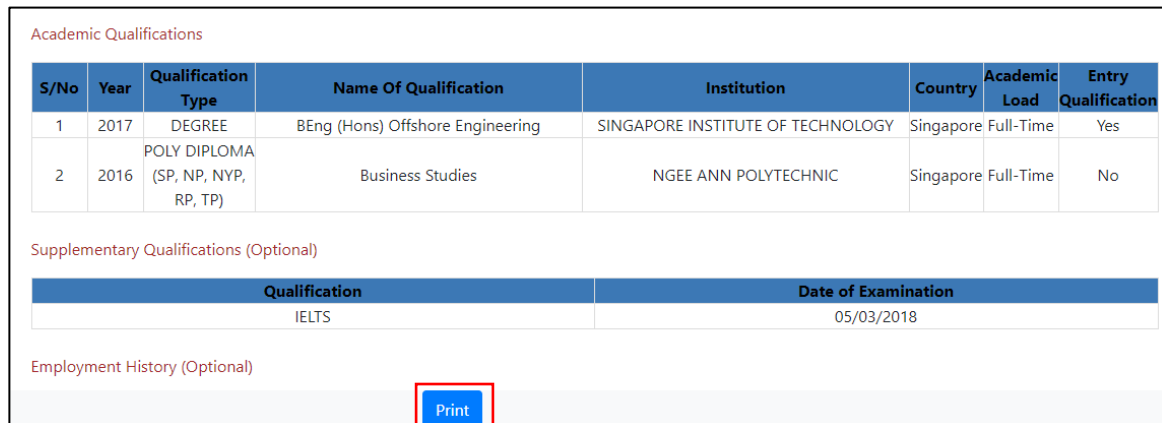|	
🏠 Home	
Application ID : M1800009	**Application Confirmation**
Recommender Information	
Document *	Please make an application payment of S$18.00 by scr⋯ ⋯ "Payment" section at the bottom of this page.
Application Summary	Application Number M1800009
Confirmation & Payment	
⤇ Sign Out	**Application Details**

Full Name	SIT TESTING	Singapore Mobile Number	12345678
NRIC/FIN	A1234567N	Residential Number	
Passport No.	A1234567N	Overseas Contact Number	
Application Date	14/5/2018 5:55:13 PM	Email Address	janice.low@singaporetech.edu.sg

Step 24: To print a copy of the submitted application, please click on **Print**. Ensure that your pop-up blocker is disabled for this URL in your browser.

Academic Qualifications

S/No	Year	Qualification Type	Name Of Qualification	Institution	Country	Academic Load	Entry Qualification
1	2017	DEGREE	BEng (Hons) Offshore Engineering	SINGAPORE INSTITUTE OF TECHNOLOGY	Singapore	Full-Time	Yes
2	2016	POLY DIPLOMA (SP, NP, NYP, RP, TP)	Business Studies	NGEE ANN POLYTECHNIC	Singapore	Full-Time	No

Supplementary Qualifications (Optional)

Qualification	Date of Examination
IELTS	05/03/2018

Employment History (Optional)

Print

Step 25: Upon successful submission of your application, you will receive an acknowledgement email to indicate that your application has been received.
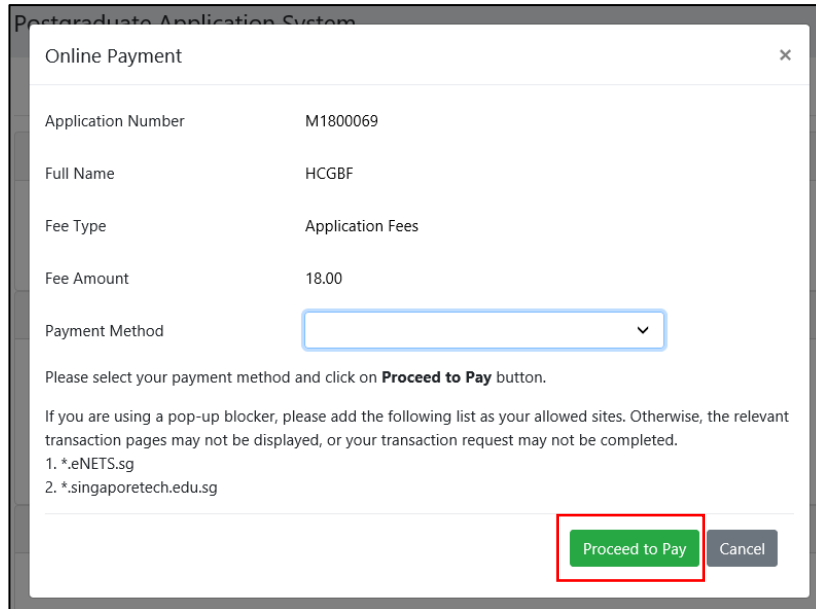
5. Application Fee Payment

Step 1: Please make the application fee payment via the **Confirmation & Payment** page. You can make the application fee payment via online payment or by NETS at the SIT Student Services Centre at SIT@Dover.

Step 2: If you wish to make an online payment, please scroll to the bottom of the **Application Confirmation** page, to the **Payment Details** section.

Step 3: Please click on the **Make a Payment** to initiate the payment.

Application Confirmation

Please make an application payment of S$18.00 by scrolling to the "Payment" section at the bottom of this page.

Application Number   M1800009

Application Details

Full Name	SIT TESTING	Singapore Mobile Number	12345678
NRIC/FIN	A1234567N	Residential Number	
Passport No.	A1234567N	Overseas Contact Number	
Application Date	14/5/2018 5:55:13 PM	Email Address	janice.low@singaporetech.edu.sg

Program Details

Application Type	Masters
Application Term	1810

Payment Details

Application Fee	18.00
Payment Status	Not Paid

Make a Payment

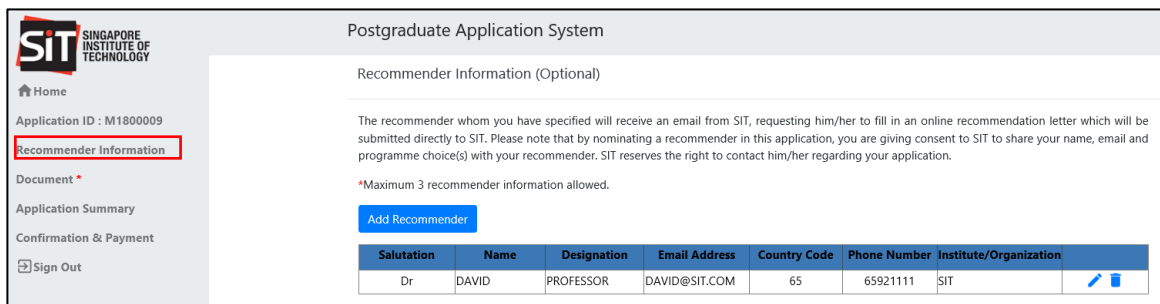**Step 4:** Please select the applicable **Payment Method** and then click on **Proceed to Pay**.

Step 5: You will be directed to the applicable online payment page to make the payment.

Step 6: Once you have successfully made the application fee payment, you will be able to view the payment status in the **Payment Details** section in the **Application Confirmation** page.

6. Update Recommender Information

You may still add a recommender after submission of application by clicking on the **Update Recommender Info** button. He/she will also receive an email notification requesting for an online recommendation of you.

Step 1: If you wish to amend the details of an existing recommender, please click on the recommender details row in the grid and make the necessary changes. Do note that you can only amend information of recommenders who have not yet submitted their recommendation.

If you wish to delete any recommender (before he/she has submitted a recommendation), click on 🗑 on the **Edit Recommender** page.

Step 2: If you wish to add new recommenders, please click on **Add Recommender**.

Step 4: Please enter the details of the additional recommender and click on **Save**.

Add Recommender   ×

*Salutation   [▾]

*Name   [   ]

Designation   [   ]

*Email Address [   ]

Country Code   [   ]

Phone Number   [   ]

Institute/Organization [   ]

                                        [Save] [Close]

Step 5: Once all the necessary amendments are done, please click on **Save** to save the details and notify any new recommenders you have added via email.

7. Upload Additional Documents

Step 1: After submitting your application successfully, you need to ensure you have provided all the necessary supporting documents for your application to be processed.

Step 2: Please click on **Choose file** to add in the additional supporting documents.

You may upload only **one file for each document category.** If there are multiple pages/documents to submit for a particular category, e.g. multiple pages of transcript, please scan the documents into a single PDF file. Alternatively, you may paste the clear image of each page/document into a Word document, then save as a PDF file for upload.

Please upload your documents in the following formats only (PDF, DOCX, JPG, PNG, JPEG) and ensure that each file does not exceed 5MB.

List of documents to be uploaded	Mandatory	Add Attachment	View Attachment	Delete Attachment	File Name
1 CV/Resume	Y	Browse…	View	🗑	Testing.jpg
2 DEGREE TRANSCRIPT/CERTIFICATE	Y	Browse…	View	🗑	Testing.jpg
3 NRIC/PASSPORT/FIN	Y	Browse…	View	🗑	Testing.jpg
4 POLY DIPLOMA TRANSCRIPT/CERTIFICATE	N	Browse…			

Step 3: If you need to re-upload any of the previous documents, click on [icon] and then upload the correct document. Once the documents are updated, please click on **Save**.

You may upload only **one file for each document category.** If there are multiple pages/documents to submit for a particular category, e.g. multiple pages of transcript, please scan the documents into a single PDF file. Alternatively, you may paste the clear image of each page/document into a Word document, then save as a PDF file for upload.

Please upload your documents in the following formats only (PDF, DOCX, JPG, PNG, JPEG) and ensure that each file does not exceed 5MB.

List of documents to be uploaded	Mandatory	Add Attachment	View Attachment	Delete Attachment	File Name
1 CV/Resume	Y	Browse...	View	🗑	Testing.jpg
2 DEGREE TRANSCRIPT/CERTIFICATE	Y	Browse...	View	🗑	Testing.jpg
3 NRIC/PASSPORT/FIN	Y	Browse...	View	🗑	Testing.jpg
4 POLY DIPLOMA TRANSCRIPT/CERTIFICATE	N	Browse...			