**INSTRUCTIONS ON ACCEPTANCE OF COURSE OFFER AND FEE PAYMENT**
**(FOR JIE 'O' INTAKE EXERCISE)**

There are **2 stages** under acceptance of course offer:

**Stage 1: Check Your Application Results and Accept Course Offer** – this is for applicants to check and accept or reject a course offer

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**Stage 2: Bursary/Financial Assistance Application / Photo Upload / Submit Post-Secondary Education Account (PSEA) Standing Order (SO) form** – upon course acceptance, applicants who are eligible for financial assistance may submit their application online. All applicants are required to upload passport size colour photo for the application of ITE Student Concession Card. Singapore Citizens who using PSEA for fee payment may submit online PSEA SO form.

Details of the 2 stages are provided below.

**Stage 1 – Check Your Application Results and Accept Course Offer**

The application results will be released on **Thu 22 Jan 2026 at 9pm**. You are required to check your application results. If you are offered a full-time course, you must accept it through the Internet between **Thu 22 Jan 2026 (from 9am) and Mon 26 Jan 2026**. You are to follow the instructions on registration and payment details upon the acceptance of offer. Otherwise, your training place will be withdrawn and offered to other applicant.

Note: **Applicants who are not successful in getting a place in any of their registered choices of course, may be manually posted to another suitable course with vacancies subject to applicants meeting the course's minimum entry requirements. If you have a medical or learning needs condition that you view the counter-offered course unsuitable, you are strongly encouraged to seek prior course advising from your posted College via https://for.edu.sg/LAO for other courses.**

If you encounter difficulties accepting the course offer over the Internet, please call or email to any of the Customer & Visitor Centre of ITE Colleges for assistance within the acceptance period.

- Microsoft Edge and Google Chrome are recommended.
- The Internet address for the checking of application results and acceptance of course offer website: https://student.ite.edu.sg

Please follow the steps below to check your application results and accept course offer:

**1)** Login with your User ID and Password. The login User ID and Password would have been provided to you in the verification slip upon completion of your application.
**2)** Click 'Self-Service' > 'Student Admission' > 'View Application Results' to view your application results.
**3)** If you are offered a course and would like to accept the course offer, you are required to verify / provide your personal particulars and health declaration before you can accept the course offer. **Please get ready the information as given in the table below before you proceed to accept the course offer.** You may save the information entered by clicking the 'Save As Draft' button at any time, exit the panel and resume later. **If you do not provide the necessary information and complete the course acceptance process within the course acceptance period, you will be deemed to have withdrawn your training place and the training place will be offered to other eligible applicants appealing for a place in the course.**

**Information Required to Complete the Acceptance Process**

| | | |
|---|---|---|
| 1 | Parent(s) / guardian particulars (if you are not staying with your parent(s), please provide your guardian's particulars) | Fields required are:<br>1) Name<br>2) NRIC / FIN<br>3) Citizenship<br>4) Contact No.<br>5) Email (optional) |
| 2 | No. of family members in your household (including yourself) | - |
| 3 | Total gross household monthly income | In Singapore dollars, round-off to nearest hundred |
| 4 | Details of personal particulars | Birth Country, Marital Status, Religion, House Type |

**4)** Once you have completed the course acceptance process, click on the button provided at the bottom of the webpage to proceed to Stage 2.

**Stage 2 – Bursary/Financial Assistance Application (for eligible students who meet income criteria) / Photo Upload / Submit PSEA SO Form**

(i) Bursary/Financial Assistance Application

Applicants who meet income criteria and are eligible for bursary/financial assistance may submit their application online. You need to provide the following information of all family members in the same household:

- Name
- Relationship to you
- Age
- Occupation/School
- Marital Status
- Gross Monthly Income

You are required to upload one supporting income document (e.g. latest income tax statement or CPF transaction history or latest payslips of not more than 3 months old or letter from employer indicating income) for each working adult subsequently. Alternatively, you may exit the browser at any time and submit the online bursary/financial assistance application later at https://student.ite.edu.sg (click Student Admissions tab then click FAS/Photo/PSEA) 2 working days after course acceptance.

(ii) Photo Upload

All applicants are required to get ready a softcopy of passport size photo before uploading. The guidelines for the photo are:

- Be in colour, taken against white background without shadow
- Taken within the last 3 months
- Show full face without headgear
- Show your hair neatly combed or tied up, and must be of natural colour
- (For female students) Only one pair of simple earrings may be worn, one on each ear lobe. No earrings allowed for male students.

The photo image requirements are:

- Format: JPEG/JPG
- Named as: NRIC.jpg (e.g. T1234567A.jpg)
- Dimension: 240 X 320 pixels
- File size: about 150 kbytes

You may make use of the image editing tools to resize your photo at this link: https://for.edu.sg/ite-student-card.

Once you are done, click 'Exit' to close the browser.

Alternatively, applicants may exit the browser at any time and upload their photo later at https://student.ite.edu.sg (click Student Admissions tab then click FAS/Photo/PSEA) 2 working days after course acceptance.

(iii) Submit PSEA SO Form

Singapore Citizens who are using PSEA to make fee payment for ITE full-time courses can submit the online PSEA Standing Order (SO) form at https://for.edu.sg/psea-iteso by **Mon 26 Jan 2026**. **If you are below 21 years of age, your parent/legal guardian will need to submit the online PSEA SO form on your behalf using his/her Singpass**. If you are at least 21 years of age, you can use your Singpass to submit the online PSEA SO form. Singpass account can be registered at https://www.singpass.gov.sg. An acknowledgement email (from: donotreply@mail.form.gov.sg) will be sent to the email address provided in the PSEA SO form upon successful submission of PSEA SO. Applicants can call the 24-hour automated PSEA hotline number (6260 0777) to check to check if they have an active account and their PSEA balance.

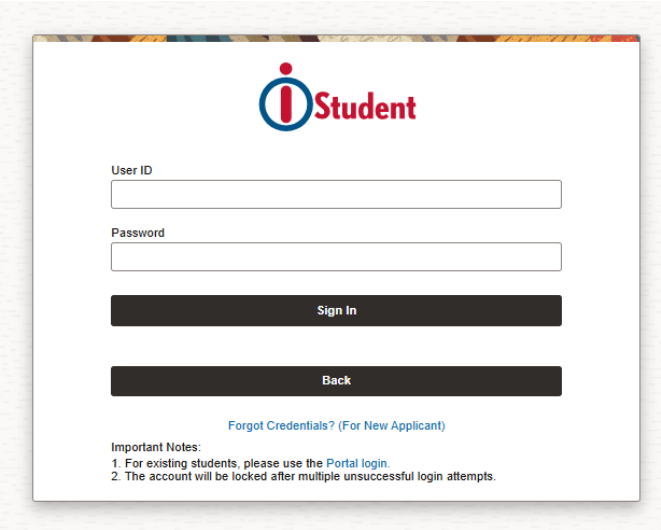
Alternatively, you may exit the browser at any time and submit the online PSEA SO form later at https://for.edu.sg/psea-iteso. Please submit the online PSEA SO form by **Mon 26 Jan 2026**.

**Please call or email to any of the Customer & Visitor Centre of ITE Colleges for assistance within the course acceptance period, if you encounter difficulties to complete the information for acceptance of course offer.**

**Screenshots for Steps 1 to 20 of Checking Application Results, Acceptance of Course Offer and Bursary/Financial Assistance Application / Photo Upload / Submit PSEA SO Form (for JIE 'O' Intake Exercise)**

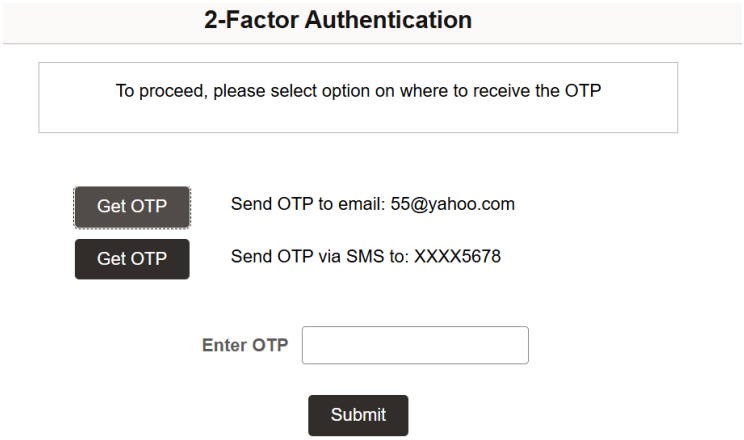
## Stage 1 – Check Your Application Results and Accept Course Offer

**Step 1**: Enter your User ID and Password. Click 'Sign In'. If you have forgotten your login credentials, you can click "Forgot Credentials? (For New Applicant)".

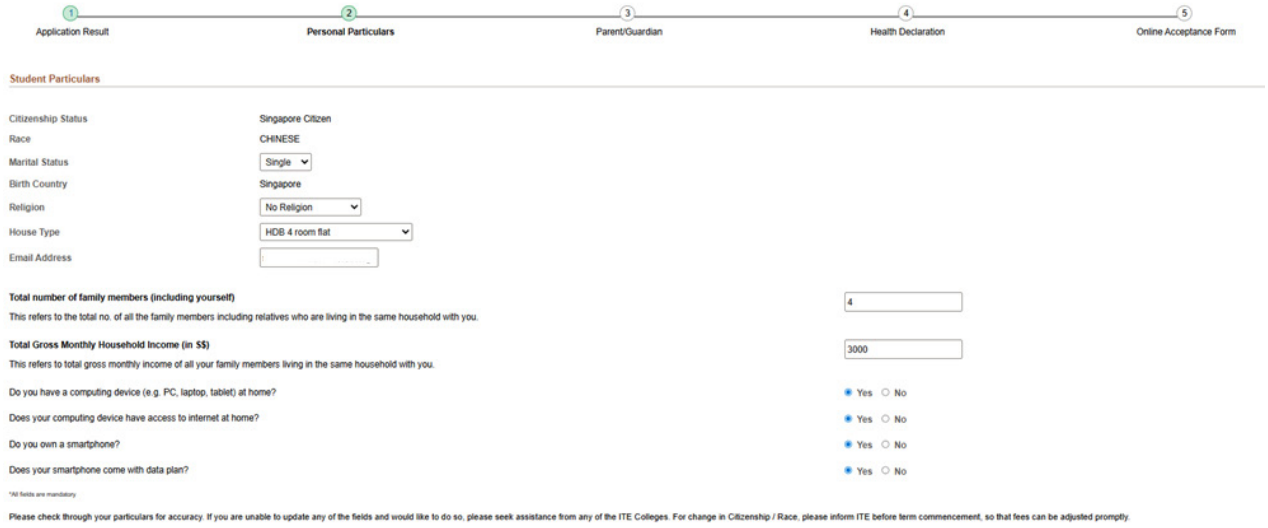



**Step 2**: Click on **'Self-Service',** followed by **'Student Admission',** then **'View Application Results'** and **'Proceed to Accept Offer and Continue'**.

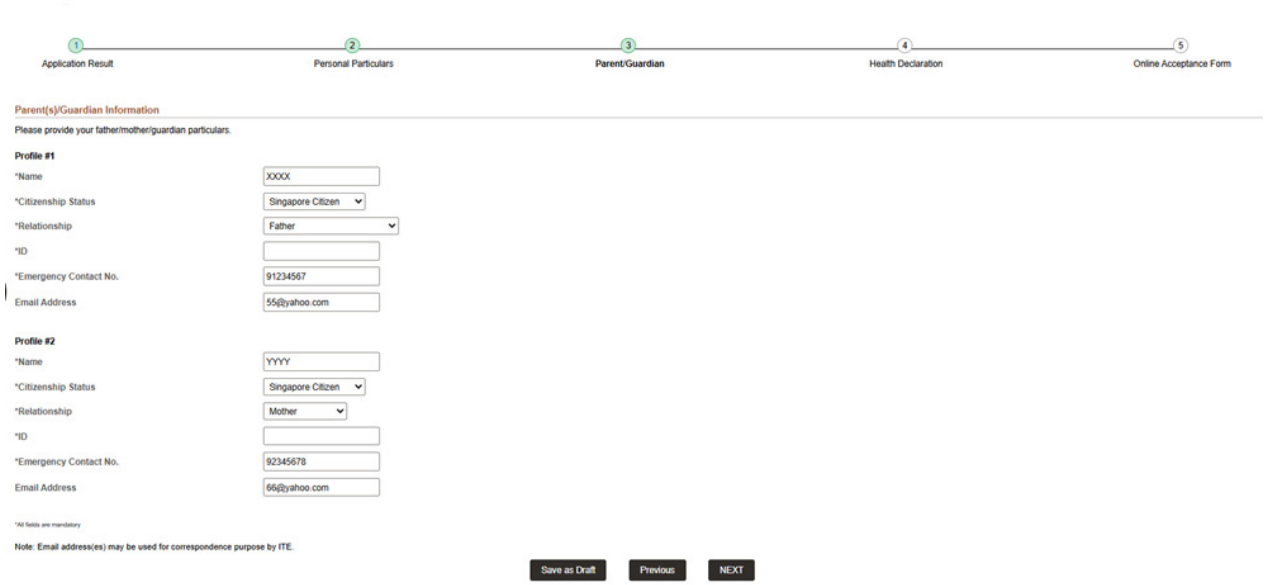
**Step 3:** Enter the OTP and click '**Submit**'. (You can request the OTP to your mobile phone or personal email)



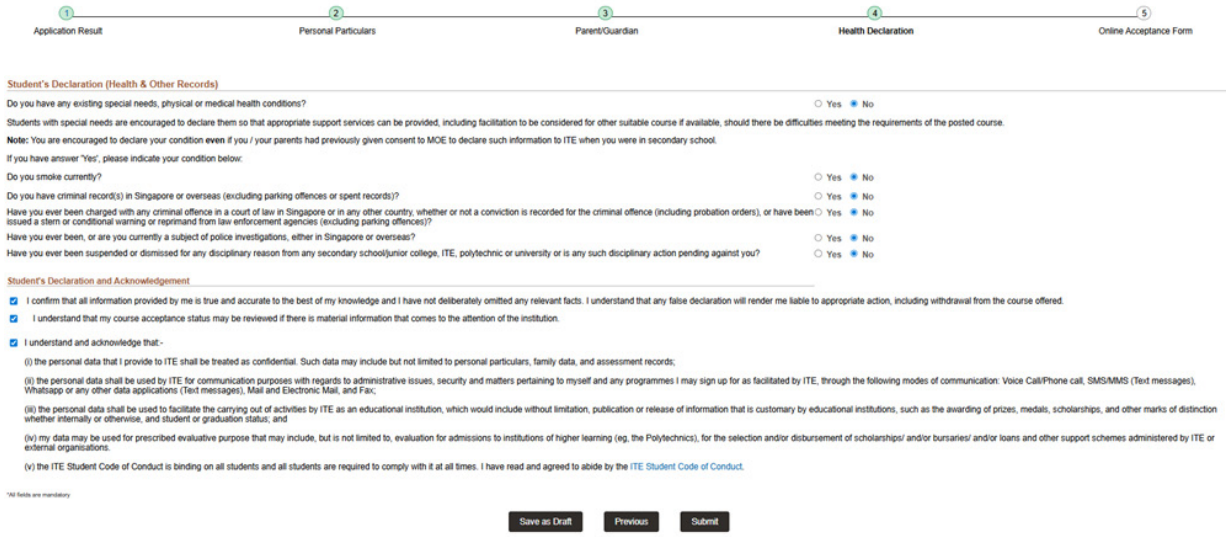

**Step 4**: Update your particulars and click 'NEXT'.



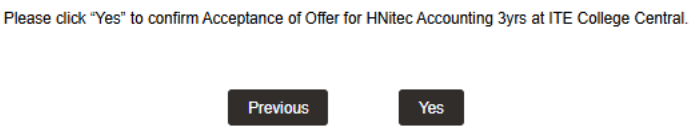

**Step 5**: Update your parent(s)/guardian information and click 'NEXT'.



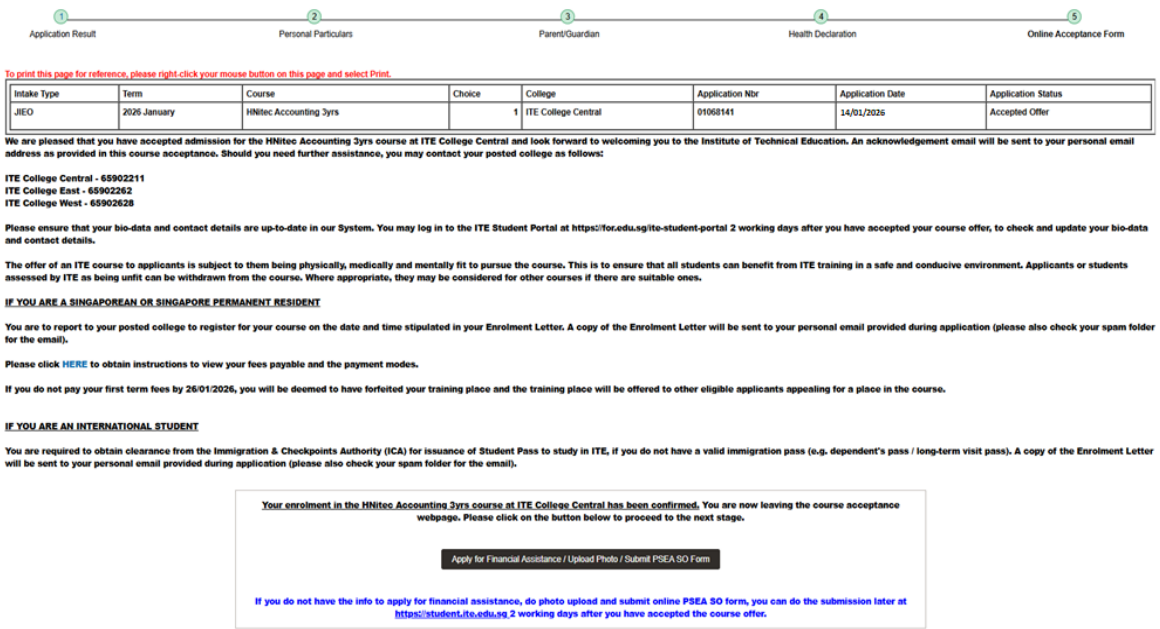
**Step 6**: Update your declarations (Health & Other Records). Upon completion, click 'Submit' to accept the course offer.




**Step 7**: Click **'Yes'** to confirm your choice.




**Step 8**: Softcopy of the **Enrolment Letter** will be sent to your personal email address (which you have provided during application). View and print this Online Acceptance Form. Thereafter, click on the button provided at the bottom of this webpage to proceed to the next stage.



Upon completing course acceptance, you will also receive an **acknowledgement email** at your personal email provided in the course acceptance:

Dear

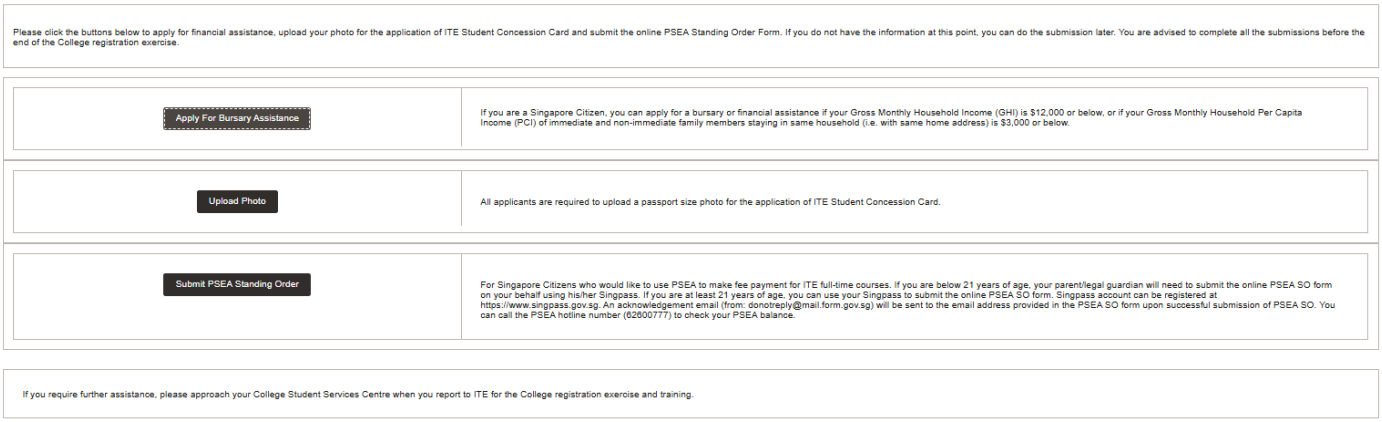
This is to confirm that you have accepted offer for HNitec Accounting 3yrs course in ITE College Central for 2026 January intake.

This is a system generated email. Please do not reply to this email. If you need further assistance, please approach any of the ITE Customer & Visitor Centre.

## Stage 2 – Bursary/Financial Assistance Application (only for those who are eligible for bursary/financial assistance) / Photo Upload / Submit PSEA SO Form

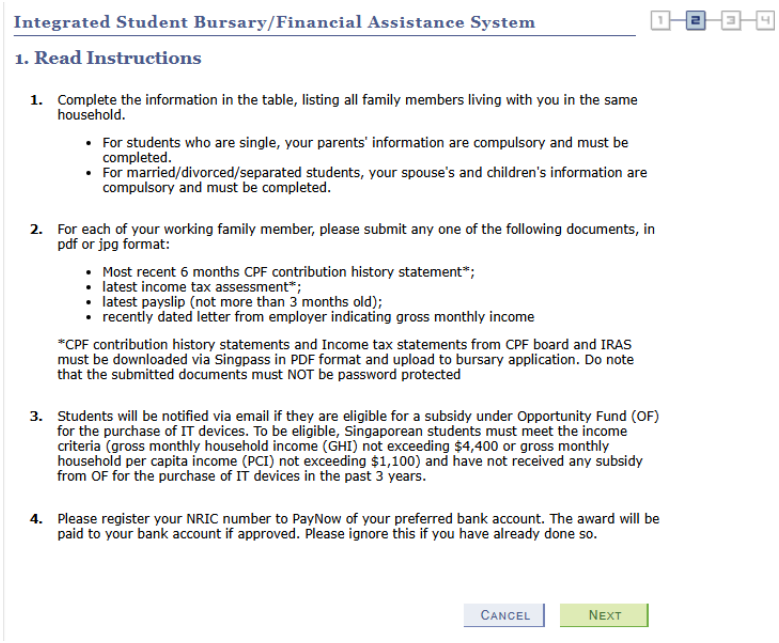
**Step 9**: If you are eligible for bursary/financial assistance, click on '**Apply for Financial Assistance/Bursary**' and continue from Step 10 on the next page.

Otherwise, click on '**Photo Upload**' and continue from Step 14.

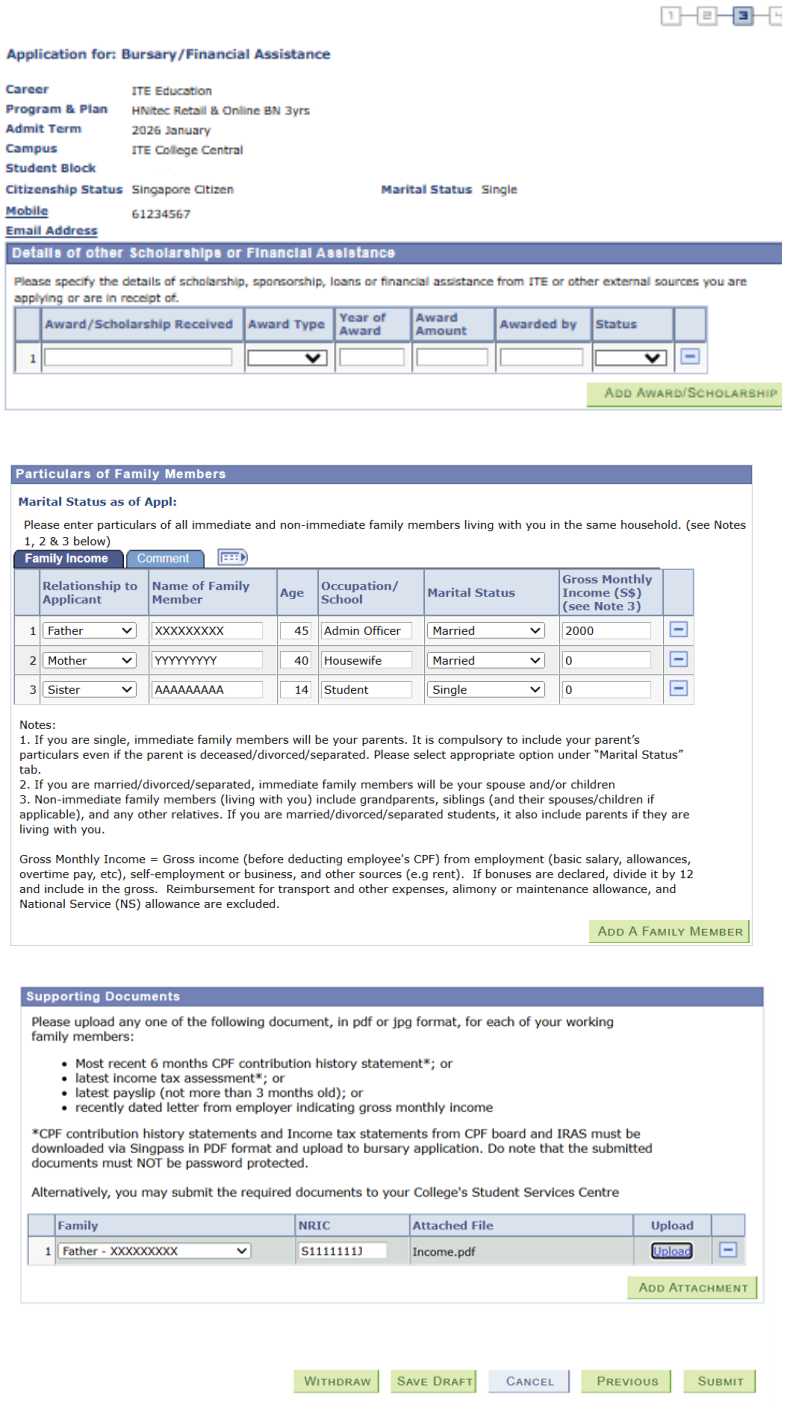


**Step 10:** Click **'NEXT'**.

**Step 11**: Read the instructions and click **'NEXT'**.



**Step 12:** Fill in the relevant information online and click '**SUBMIT**'. You are required to upload one supporting income document (e.g. latest income tax statement or CPF transaction history or latest payslips of not more than 3 months old or letter from employer indicating income) for each working adult



**Application for: Bursary/Financial Assistance**

| | |
|---|---|
| **Career** | ITE Education |
| **Program & Plan** | HNitec Retail & Online BN 3yrs |
| **Admit Term** | 2026 January |
| **Campus** | ITE College Central |
| **Student Block** | |
| **Citizenship Status** | Singapore Citizen |
| **Marital Status** | Single |
| **Mobile** | 61234567 |
| **Email Address** | |

**Details of other Scholarships or Financial Assistance**

Please specify the details of scholarship, sponsorship, loans or financial assistance from ITE or other external sources you are applying or are in receipt of.

| | Award/Scholarship Received | Award Type | Year of Award | Award Amount | Awarded by | Status |
|---|---|---|---|---|---|---|
| 1 | | | | | | |

ADD AWARD/SCHOLARSHIP

**Particulars of Family Members**

**Marital Status as of Appl:**

Please enter particulars of all immediate and non-immediate family members living with you in the same household. (see Notes 1, 2 & 3 below)

Family Income | Comment

| | Relationship to Applicant | Name of Family Member | Age | Occupation/ School | Marital Status | Gross Monthly Income (S$) (see Note 3) |
|---|---|---|---|---|---|---|
| 1 | Father | XXXXXXXXX | 45 | Admin Officer | Married | 2000 |
| 2 | Mother | YYYYYYYY | 40 | Housewife | Married | 0 |
| 3 | Sister | AAAAAAAAA | 14 | Student | Single | 0 |

Notes:
1. If you are single, immediate family members will be your parents. It is compulsory to include your parent's particulars even if the parent is deceased/divorced/separated. Please select appropriate option under "Marital Status" tab.
2. If you are married/divorced/separated, immediate family members will be your spouse and/or children
3. Non-immediate family members (living with you) include grandparents, siblings (and their spouses/children if applicable), and any other relatives. If you are married/divorced/separated students, it also include parents if they are living with you.

Gross Monthly Income = Gross income (before deducting employee's CPF) from employment (basic salary, allowances, overtime pay, etc), self-employment or business, and other sources (e.g rent). If bonuses are declared, divide it by 12 and include in the gross. Reimbursement for transport and other expenses, alimony or maintenance allowance, and National Service (NS) allowance are excluded.

ADD A FAMILY MEMBER

**Supporting Documents**

Please upload any one of the following document, in pdf or jpg format, for each of your working family members:

- Most recent 6 months CPF contribution history statement*; or
- latest income tax assessment*; or
- latest payslip (not more than 3 months old); or
- recently dated letter from employer indicating gross monthly income

*CPF contribution history statements and Income tax statements from CPF board and IRAS must be downloaded via Singpass in PDF format and upload to bursary application. Do note that the submitted documents must NOT be password protected.

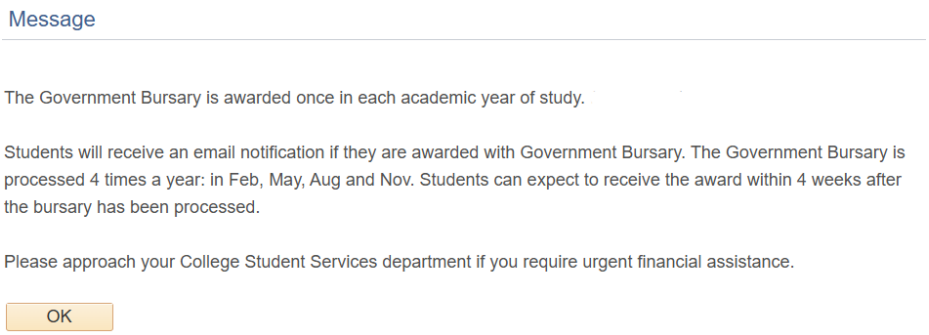
Alternatively, you may submit the required documents to your College's Student Services Centre

| | Family | NRIC | Attached File | Upload |
|---|---|---|---|---|
| 1 | Father - XXXXXXXXX | S1111111J | Income.pdf | Upload |

ADD ATTACHMENT

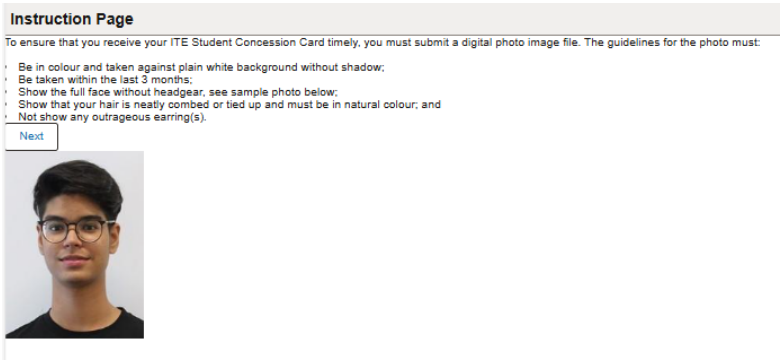
WITHDRAW | SAVE DRAFT | CANCEL | PREVIOUS | SUBMIT

**Step 13:** Click '**OK**' to close the acknowledgement screen.

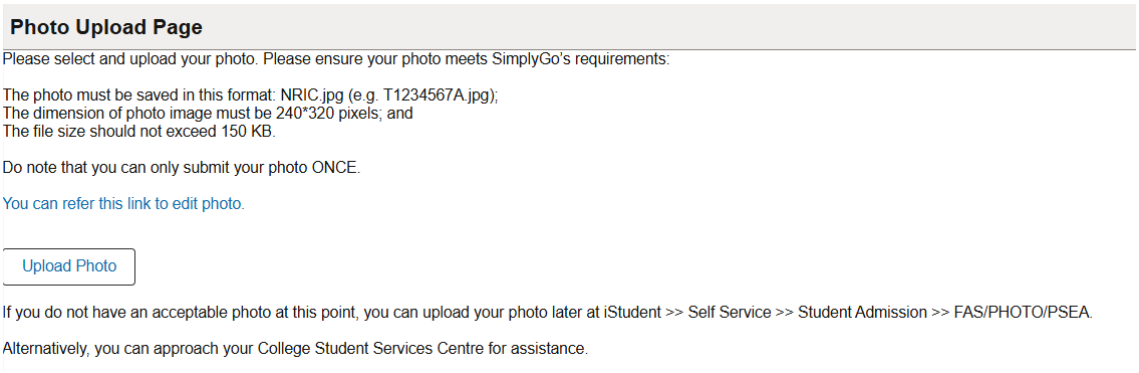



**Step 14**: After returning to the screen at Step 9, click on '**Upload Photo**' to proceed to upload photo for the application of your ITE Student Concession Card.

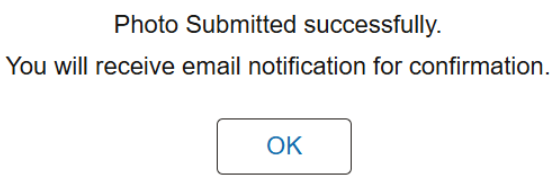
**Step 15**: Click '**Next**' after reading the guidelines to submit a digital photograph image file for the making of your ITE Student Concession Card.




**Step 16**: Upload your passport size colour photo for the making of your ITE Student Concession Card. The photo must be named as your NRIC.jpg (e.g. T1234567A.jpg). Click **'Submit Photo'** once done.

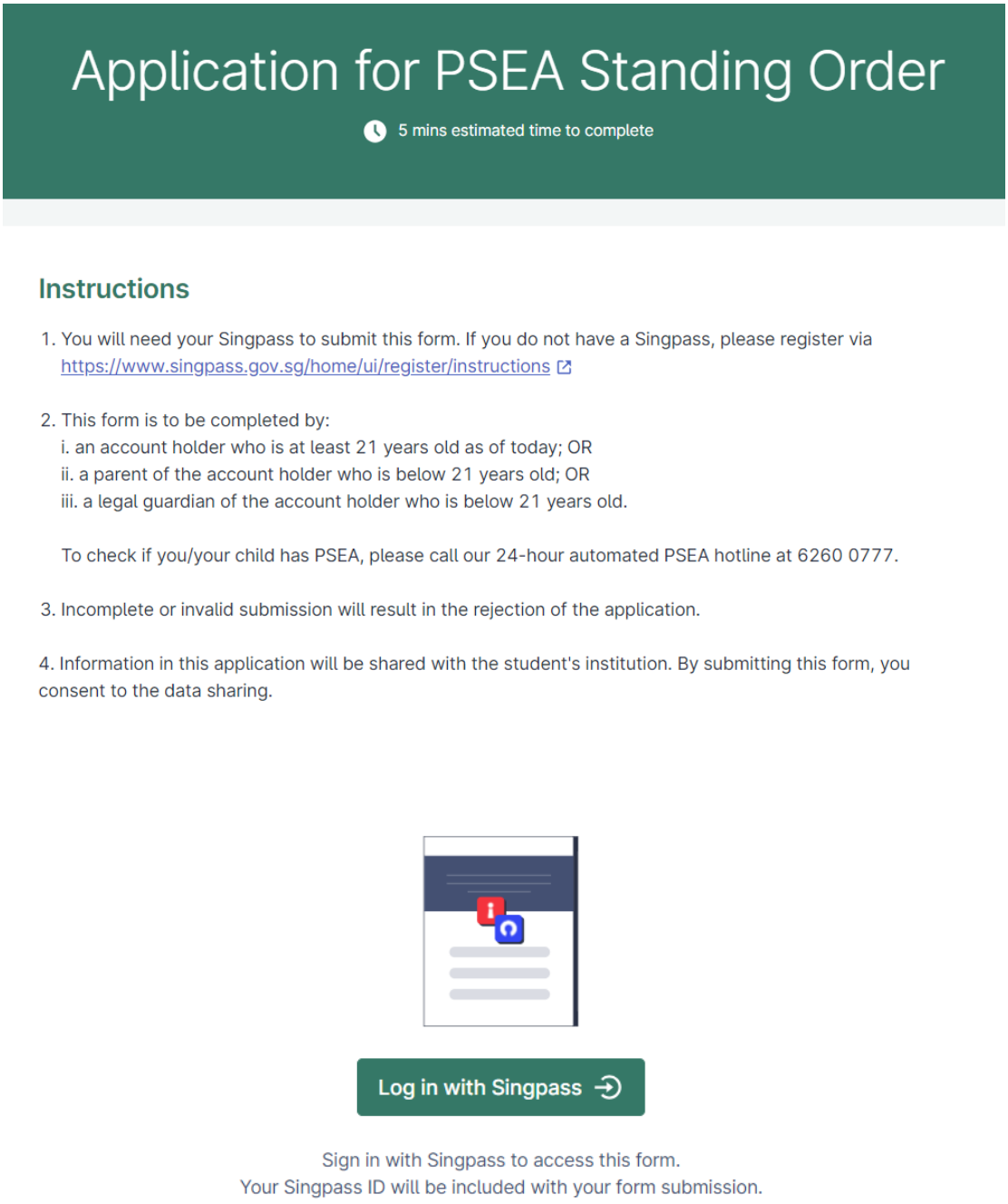



**Step 17**: Click on '**OK**' to close the acknowledgement screen.

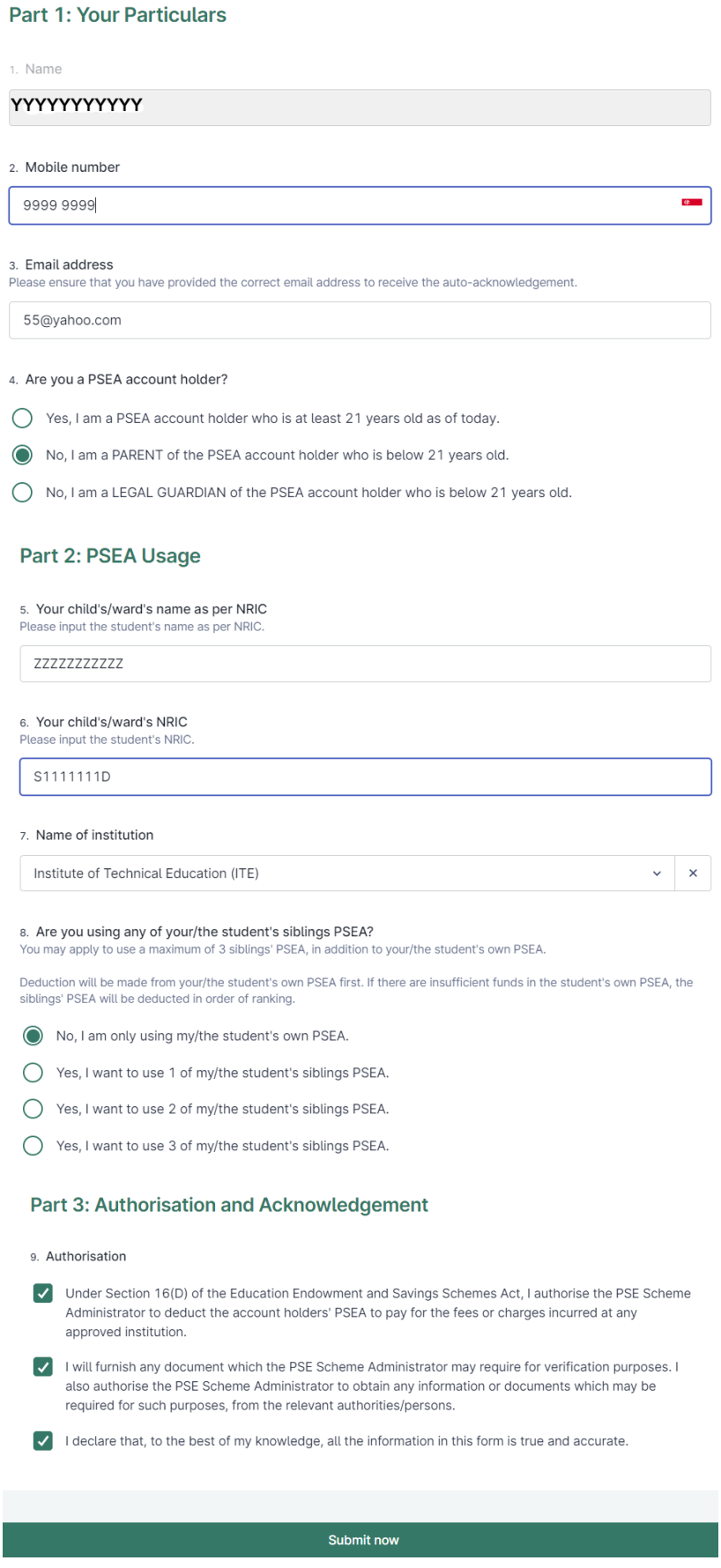



**Step 18**: After returning to the screen at Step 9, click on '**Submit PSEA Standing Order**' if you are a Singapore Citizen, and using PSEA to make fee payment for the course. **If you are below 21 years old, you will need your parent/legal guardian to login via his/her Singpass to submit the online PSEA SO form on your behalf**. If you are 21 years old or above, login with your Singpass.

**Step 19**: Click on '**Log in with Singpass**' to fill in and submit your PSEA SO form.



**Step 20**: Complete the required fields, then click on '**Submit**' to submit your PSEA SO form. An acknowledgement email (from: donotreply@mail.form.gov.sg) will be sent to the email address provided in the PSEA SO form.



## Part 1: Your Particulars

1. Name

YYYYYYYYYY

2. Mobile number

9999 9999

3. Email address

Please ensure that you have provided the correct email address to receive the auto-acknowledgement.

55@yahoo.com

4. Are you a PSEA account holder?

- ○ Yes, I am a PSEA account holder who is at least 21 years old as of today.
- ◉ No, I am a PARENT of the PSEA account holder who is below 21 years old.
- ○ No, I am a LEGAL GUARDIAN of the PSEA account holder who is below 21 years old.

## Part 2: PSEA Usage

5. Your child's/ward's name as per NRIC

Please input the student's name as per NRIC.

ZZZZZZZZZZ

6. Your child's/ward's NRIC

Please input the student's NRIC.

S1111111D

7. Name of institution

Institute of Technical Education (ITE)

8. Are you using any of your/the student's siblings PSEA?

You may apply to use a maximum of 3 siblings' PSEA, in addition to your/the student's own PSEA.

Deduction will be made from your/the student's own PSEA first. If there are insufficient funds in the student's own PSEA, the siblings' PSEA will be deducted in order of ranking.

- ◉ No, I am only using my/the student's own PSEA.
- ○ Yes, I want to use 1 of my/the student's siblings PSEA.
- ○ Yes, I want to use 2 of my/the student's siblings PSEA.
- ○ Yes, I want to use 3 of my/the student's siblings PSEA.

## Part 3: Authorisation and Acknowledgement

9. Authorisation

- ☑ Under Section 16(D) of the Education Endowment and Savings Schemes Act, I authorise the PSE Scheme Administrator to deduct the account holders' PSEA to pay for the fees or charges incurred at any approved institution.
- ☑ I will furnish any document which the PSE Scheme Administrator may require for verification purposes. I also authorise the PSE Scheme Administrator to obtain any information or documents which may be required for such purposes, from the relevant authorities/persons.
- ☑ I declare that, to the best of my knowledge, all the information in this form is true and accurate.

Submit now

**Instructions to Successful Applicants Who Have Accepted Course Offer**

**For Singapore Citizens/Singapore Permanent Residents**

You are required to report to your posted College **on Mon 26 Jan 2026** to register for your course and commence training. The Enrolment Letter, which contains registration details, will be sent to the email address that you have provided during application. You can also view your Enrolment Letter by following these steps: Login at https://student.ite.edu.sg with your User ID and Password > Click 'Student Admission' > 'View Enrolment Letter'. Full registration details are at https://for.edu.sg/college-reporting-jieo.

**If you do not pay your fees by Mon 26 Jan 2026, you will be deemed to have withdrawn your training place and the place will be offered to other eligible applicants appealing for a place in the course.**

For successful *Higher Nitec* in Culinary Arts (3 years)*, Higher Nitec* in Community Care & Social Services (3 years*), Higher Nitec* in Hospitality Operations (3 years), *Higher Nitec* in Nursing (3 years*), Higher Nitec* in Pastry & Baking (3 years) and *Higher Nitec* in Sport Management (3 years) applicants who have passed the medical examination, you are required to submit your medical report when you report at your College.

You are to report to your posted College on **Mon 26 Jan 2026 at the time as indicated in your enrolment letter**, in white top and black bottom to commence training. Please bring your NRIC on that day.

**For International Students**

You are required to apply for a Student Pass via SOLAR+ by **Mon 26 Jan 2026**. **Your admission to the course is subject to clearance by the Immigration & Checkpoints Authority (ICA) for the issuance of a Student Pass to study in ITE.** If you have a **valid** immigration pass (e.g. Dependent Pass / Long-Term Visit Pass), you need not apply for a Student Pass to study in ITE. The Enrolment Letter, which contains registration details, will be sent to the email address that you have provided during application. You can also view your Enrolment Letter by following these steps: Login at https://student.ite.edu.sg with your User ID and Password > Click 'Student Admission' > 'View Enrolment Letter'.

If you have received your Student Pass from ICA or hold a valid immigration pass (e.g. Dependant Pass or Long-Term Visit Pass), please present it for verification at the Customer & Visitor Centre of your posted College and pay the course fee. Full registration details are at https://for.edu.sg/college-reporting-jieo. After fee payment, you'll receive an Enrolment Letter to begin training. International students must ensure their pass remains valid throughout the course.

If you do not report to the College to commence training by **Tue 10 Feb 2026**, your training place will be withdrawn and offered to other eligible applicant appealing for a place in the course.