INSTRUCTIONS ON ACCEPTANCE OF OFFER AND FEE PAYMENT
(FOR JIE 'H' 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 are 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 Fri 20 Dec 2024 at 2pm. You are required to check your application results. If you are offered a 2-year *Higher Nitec* course under DPP, you must accept it through the Internet **between Fri 20 Dec 2024 (2pm) and Thu 26 Dec 2024**. 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 Otherwise, your training place will be withdrawn and offered to other applicant.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 encounter difficulties accepting the offer of course 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. Mobile devices are <u>not</u> recommended.
- The Internet address for the checking of application results and acceptance of course offer website: https://istudent.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: 1) Name 2) NRIC / FIN 3) Citizenship 4) Contact No. 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
5	Details of personal health condition	-

4) Once you have completed the course acceptance process, click on the button provided at the bottom of the webpage to proceed 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 (see from page **Error! Bookmark not defined.**) 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   - Occupation/School
- Relationship to you   - Marital Status
- Age   - Gross Monthly Income

Alternatively, you may exit the browser at any time and submit the online bursary/financial assistance application later at https://myportal.ite.edu.sg/regsubmission from the next day after course acceptance. You are required to upload one supporting income document (e.g. latest income tax statement or CPF contribution statement or latest payslips of not more than 3 months old or letter from employer indicating income) for each working adult.

(ii) Photo Upload

All applicants are required to upload a passport size photo for the application of ITE Student Concession Card. The guidelines for the photo are that it must:

- Be in colour, taken against white background without shadow
- Be taken within the last 3 months
- Show the full face without headgear
- Show that your hair is neatly combed or tied up, and must be of natural colour
- Not show any outrageous earrings

The photo image requirements are:

- JPEG format and to be named as: NRIC.jpg (e.g. T1234567A.jpg)
- Dimensions must be in 240 × 320 pixels
- File size should be about 150 kilobytes

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, you may exit the browser at any time and submit your photo online later at https://myportal.ite.edu.sg/regsubmission from the next day 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 13 Jan 2025**. **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 will be sent to the email address provided in the online PSEA SO form upon submission. You can call the PSEA enquiry line (6260 0777) to check your PSEA balance.
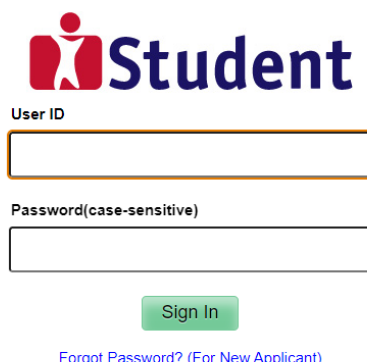
Alternatively, you may exit the browser at any time and submit the online PSEA SO form later at https://for.edu.sg/psea-iteso from the next day after course acceptance. Please submit the online PSEA SO form by **Mon 13 Jan 2025**.

Please call or email to any of the Customer & Visitor Centre of ITE Colleges listed on page Error! Bookmark not defined. **for assistance within the acceptance period, if you encounter difficulties to complete the information for acceptance of course offer.**

Screenshots for Steps 1 to 17 of Checking Application Results, Acceptance of Course Offer and Bursary/Financial Assistance Application / Photo Upload / Submit PSEA SO Form (for JIE 'H' Intake Exercise)

Stage 1 – Check Your Application Results and Accept Course Offer

Step 1: Enter your User ID and Password. Click **'Sign In'**.

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

Step 3: Update Student Particulars.

View Admission Application Results   1—2—3—4

Student Particulars

*Citizenship Status	Singapore Citizen
*Race	CHINESE
*Birth Country	Singapore
*Marital Status	Single ⌄
*Religion	Buddhism ⌄
*House Type	HDB 4 room flat ⌄
*Email Address	555@yahoo.com

*Total number of family members (including yourself)   4

This refers to the total no. of all the family members including relatives who are living in the same household with you.

*Total Gross Monthly Household Income (in S$)   4000

This refers to total gross monthly income of all your family members living in the same household with you.

	Yes	No
*Do you have a computing device (e.g. PC, laptop, tablet) at home?	◉	○
*Does your computing device have access to internet at home?	◉	○
*Do you own a smartphone?	◉	○
*Does your smartphone come with data plan?	◉	○

* Mandatory fields

Please check through your particulars for accuracy. If you are unable to update any of the fields and would like to do so, please seek assistance from any of the ITE Colleges. For change in Citizenship / Race, please inform ITE before term commencement, so that fees can be adjusted promptly.

SAVE AS DRAFT   PREVIOUS   NEXT

Step 4: Update Parent(s)/Guardian Information.

View Admission Application Results   1—2—3—4

Parent(s)/Guardian Information

Please provide your father/mother/guardian particulars.
Profile #1

*Name	XXXXXXXX		
*Citizenship Status	Singapore Citizen ⌄	*Relationship	Father ⌄
*ID	S1111111D	*Emergency Contact No.	95555555
Email Address	66@yahoo.com		

Profile #2

*Name	YYYYYYYY		Clear
*Citizenship Status	Singapore Citizen ⌄	*Relationship	Mother ⌄
*ID	S2222222E	*Emergency Contact No.	96666666
Email Address	77@yahoo.com		

* Mandatory fields
Note: Email address(es) may be used for correspondence purpose by ITE

SAVE AS DRAFT   PREVIOUS   NEXT

Step 5:   Update Student's Declaration (Health & Other Records). Upon completion, click **'Submit'** to accept the course offer.

View Admission Application Results
1 — 2 — 3 — 4

Student's Declaration (Health & Other Records)

	Yes	No
Do you have any existing special needs, physical or medical health conditions? Students with special needs are encouraged to declare them so that appropriate support services can be provided, including facilitation to be considered for other suitable course if available, should there be difficulties meeting the requirements of the posted course. **Note:** You are encouraged to declare your condition **even** if you / your parents had previously given consent to MOE to declare such information to ITE when you were in secondary school. If you have answer 'Yes', please indicate your condition below:	○	●

	Yes	No
Do you smoke currently?	○	●

	Yes	No
Do you have criminal record(s) in Singapore or overseas (excluding parking offences or spent records)?	○	●
Have you ever been charged with any criminal offence in a court of law in Singapore or in any other country, whether or not a conviction is recorded for the criminal offence (including probation orders), or have been issued a stern or conditional warning or reprimand from law enforcement agencies (excluding parking offences)?	○	●
Have you ever been, or are you currently a subject of police investigations, either in Singapore or overseas?	○	●
Have you ever been suspended or dismissed for any disciplinary reason from any secondary school/junior college, ITE, polytechnic or university or is any such disciplinary action pending against you?	○	●

Student's Declaration and Acknowledgement

☑ I confirm that all information provided by me is true and accurate to the best of my knowledge and I have not deliberately omitted any relevant facts. I understand that any false declaration will render me liable to appropriate action, including withdrawal from the course offered.

☑ I understand that my course acceptance status may be reviewed if there is material information that comes to the attention of the institution.

☑ I have viewed and noted the contents of the Enrolment Letter. **The Enrolment Letter can be viewed HERE**. A copy of the Enrolment Letter was sent to your Email Address provided during application (please check your spam folder for the email)

☑ I understand and acknowledge that:-

(i) the personal data that I provide to ITE shall be treated as confidential. Such data may include but not limited to personal particulars, family data, and assessment records;

(ii) the personal data shall be used by ITE for communication purposes with regards to administrative issues, security and matters pertaining to myself and any programmes I may sign up for as facilitated by ITE, through the following modes of communication: Voice Call/Phone call, SMS/MMS (Text messages), Whatsapp or any other data applications (Text messages), Mail and Electronic Mail, and Fax;

(iii) the personal data shall be used to facilitate the carrying out of activities by ITE as an educational institution, which would include without limitation, publication or release of information that is customary by educational institutions, such as the awarding of prizes, medals, scholarships, and other marks of distinction whether internally or otherwise, and student or graduation status; and

(iv) my data may be used for prescribed evaluative purpose that may include, but is not limited to, evaluation for admissions to institutions of higher learning (eg, the Polytechnics), for the selection and/or disbursement of scholarships/ and/or bursaries/ and/or loans and other support schemes administered by ITE or external organisations.

All fields are mandatory

SAVE AS DRAFT	PREVIOUS	SUBMIT

Step 6:   Click **'YES'** to confirm your choice.

View Admission Application Results
1 — 2 — 3 — 4

Please click "Yes" to confirm Acceptance of Offer for HNitec Customer Experience at ITE College West.

PREVIOUS	YES

Step 7: 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.

Online Acceptance Form   1—2—3—**4**

To print this page for reference, please right-click your mouse button on this page and select Print.

Intake Type	Term	Course	Choice	College	Application Nbr	Application Date	Application Status
JIEH	2025 January	HNitec Customer Experience	4	ITE College West	00960276	18/12/2024	Accepted Offer

We are pleased that you have accepted admission for the HNitec Customer Experience at ITE College West and look forward to welcoming you to the Institute of Technical Education. An acknowledgement email will be sent to your personal email address as provided in this course acceptance. Should you need further assistance, you may contact your posted college as follows:

ITE College Central - 65902211
ITE College East - 65902262
ITE College West - 65902628

Please ensure that your bio-data and contact details are up-to-date in our System. You may access the ITE Student Portal at https://for.edu.sg/ite-student-portal by logging on using your NRIC/FIN and the same password used for your course acceptance, from the next day after you have accepted your course offer, to check and update your bio-data and contact details.

The offer of an ITE course to applicants is subject to them being physically, medically and mentally fit to pursue the course. This is to ensure that all students can benefit from ITE training in a safe and conducive environment. Applicants or students assessed by ITE as being unfit can be withdrawn from the course. Where appropriate, they may be considered for other courses if there are suitable ones.

IF YOU ARE A SINGAPOREAN OR SINGAPORE PERMANENT RESIDENT

You are to report to your posted college to register for your course on the date and time stipulated in your Enrolment Letter. A copy of the Enrolment Letter will be sent to your personal email provided during application (please also check your spam folder for the email).

Please click HERE to obtain instructions to view your fees payable and the payment modes.

If you do not pay your first term fees by 13/01/2025, you will be deemed to have forfeited your training place and the training place will be offered to other eligible applicants appealing for a place in the course.

IF YOU ARE AN INTERNATIONAL STUDENT

You are required to obtain clearance from the Immigration & Checkpoints Authority (ICA) for issuance of Student Pass to study in ITE, if you do not have a valid immigration pass (e.g. dependent pass / long-term visit pass). Details on the procedure to apply for Student Pass will be sent to you separately.

> Only for applicants who are eligible for financial assistance

Your enrolment in the HNitec Customer Experience course at ITE College West has been confirmed. You are now leaving the course acceptance webpage. Please click on the button below to process to the next stage.

You are eligible to apply for financial assistance. Please click on the button below to proceed to apply for financial assistance.

APPLY FOR FINANCIAL ASSISTANCE / UPLOAD PHOTO / SUBMIT PSEA SO FORM

If you do not have the info to apply for financial assistance, do photo upload and submit online PSEA SO form, you can do the submission later at https://myportal.ite.edu.sg/regsubmission from the next day after you have accepted the course offer.

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

Dear YYYYYYYYYY

This is to confirm that you have accepted offer HNitec Customer Experience course in ITE College West for 2025 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 8: If you are eligible for bursary/financial assistance, click on '**Apply for Financial Assistance/Bursary**' and continue from Step 9 on the next page.

Otherwise, click on '**Photo Upload**' and continue from Step 12.

My Enrolment

You have accepted the offer of an ITE full-time course.

Please click the buttons below to apply for financial assistance, upload your photo and submit the online PSEA Standing Order Form. If you do not have the info at this point, you can do the submission later at https://myportal.ite.edu.sg/regsubmission 2 working days after you have accepted the course offer. You are advised to complete all submissions before the end of the College registration exercise.

Apply for Financial Assistance/Bursary	If you are a Singapore Citizen, you can apply for a bursary or financial assistance if your Gross Monthly Household Income (GHI) is $10,000 or below, or if your Gross Monthly Household Per Capita Income (PCI) is $2,500 or below. Your PCI is calculated by dividing the total gross monthly income of immediate and non-immediate family members staying in the same household (i.e. with same home address) by the total number of immediate family members, and non-immediate family members living in the same household.
Photo Upload	All applicants are required to upload a passport size photo for the application of ITE Student Concession Card.
Submit PSEA Standing Order	For Singapore Citizens who would like to use PSEA to make fee payment for ITE full-time courses. If you are below 21 years of age, your parent/legal guardian will need to submit the online PSEA SO form on your behalf at https://for.edu.sg/psea-iteso using his/her Singpass. If you are at least 21 years of age, you can use your Singpass to access https://for.edu.sg/psea-iteso to submit the online PSEA SO form. Singpass account can be registered at https://www.singpass.gov.sg. An acknowledgement email will be sent to the email address provided in the PSEA SO form upon submission. You can call the PSEA hotline number (62600777) to check your PSEA balance.

If you require further assistance, please approach your College when you report to ITE for the College registration exercise and training.

Click 'Exit' to end the session.

Exit

Step 9: Fill in the relevant information online and click '**Submit**'. After submitting the application for bursary/financial assistance, you will be notified via email on the procedure to provide one supporting income document (e.g. latest payslips of not more than 3 months old or CPF contribution statement or latest income tax statement or letter from employer indicating income) for each working adult to complete your application for bursary/financial assistance.

🔴 My Enrolment

To apply for Bursary / Financial Assistance, please provide the information of family members staying with you in the same household, in the table below. Both your parents' information is compulsory and must be completed.

I would like to apply for ITE's Bursary / Financial Assistance. Details of family members staying with me are as below:

☑

Name of Family Member	Relationshp	Age	Occupation/School	Marital Status	Gross Monthly Income
AAAAA	Father ▾	45	Security Officer	Married ▾	1500

☑

Name of Family Member	Relationshp	Age	Occupation/School	Marital Status	Gross Monthly Income
BBBBB	Mother ▾	42	Admin Officer	Married ▾	1500

☑

Name of Family Member	Relationshp	Age	Occupation/School	Marital Status	Gross Monthly Income
CCCCC	Brother ▾	25	Waiter	Single ▾	1000

☑

Name of Family Member	Relationshp	Age	Occupation/School	Marital Status	Gross Monthly Income
DDDDD	Brother ▾	19	National Service	Single ▾	0

☑

Name of Family Member	Relationshp	Age	Occupation/School	Marital Status	Gross Monthly Income
EEEEE	Sister ▾	16	Student	Single ▾	0

[Add Family Member's Details] [Remove Family Member's Details - Applies to checked box only]

☑ I declare that all the information provided by me is true and accurate to the best of my knowledge. I understand that any false declaration will render me liable to disciplinary action including withdrawal of the bursary/financial assistance.

[Submit]

If you do not have the info at this point, you can apply for Bursary/Financial Assistance later at https://myportal.ite.edu.sg/regsubmission from the next day after you have accepted the course offer. You can also approach the Student Service Centre for at your College for help when you report to ITE for the College registration exercise and training.

Click 'Exit' to end the session.

[Exit]

Step 10: Click on '**Exit**' to close the acknowledgement screen.

My Enrolment

Thank you. This is to acknowledge that we have received your bursary / financial assistance submission.

You will be receiving an email on the instructions for the income documents to be submitted.

Click 'Exit' to end the session.

Exit

Step 11: After returning to the screen at Step 8, click on '**Photo Upload**' to proceed to upload photo for the application of your ITE Student Concession Card.

Step 12: Click '**Next**' after reading the guidelines to submit a digital photograph image file for the making of your ITE Student Concession Card.

My Enrolment

To ensure that you receive your ITE Student Concession Card timely, you must now submit a digital photo image file. The guidelines for the photo are that it must:

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

Click 'Next' to continue.

Next

Step 13: Upload a passport size photo (coloured) for the making of your ITE Student Concession Card. Click '**Submit Photo**'.

ITE My Enrolment

Please select and upload your photo. Do ensure your photo meets these TransitLink's requirements:

✔ The photo must be saved in this format: NRIC.jpg (eg. T1234567A.jpg);
✔ The dimension of the photo image must be **240 X 320 pixels**; and
✔ The file size should be about 150 Kbytes.

Do note that you cannot change the photo once submitted.

[Choose File] No file chosen

> Your photo image must meet TransitLink's requirements. Otherwise, your application may be delayed or rejected.

Click 'Submit Photo' to upload your photo image.

[Submit Photo]

If you do not have an acceptable photo at this point, you can upload your photo later at http://myportal.ite.edu.sg/regsubmission 2 working days after you have accepted the course offer. You can also approach the Student Service Centre at your College for help when you report to ITE for the College Registration Exercise. Click 'Exit' to end the session.

[Exit]

Step 14: Click on '**Exit**' to close the acknowledgement screen.

ITE My Enrolment

Thank you. This is to acknowledge that we have received your photo submission for the making of your ITE Student Concession Card. We will inform you when the card is ready for collection.

Click 'Exit' to end the session.

[Exit]

Step 15: After returning to the screen at Step 8, 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 16: Click on '**Log in with Singpass**' to fill in and submit your PSEA SO form.

Application for PSEA Standing Order

🕐 5 mins estimated time to complete

Instructions

1. You will need your Singpass to submit this form. If you do not have a Singpass, please register via https://www.singpass.gov.sg/home/ui/register/instructions ↗

2. This form is to be completed by:
   i. an account holder who is at least 21 years old as of today; OR
   ii. a parent of the account holder who is below 21 years old; OR
   iii. a legal guardian of the account holder who is below 21 years old.

   To check if you/your child has PSEA, please call our 24-hour automated PSEA hotline at 6260 0777.

3. Incomplete or invalid submission will result in the rejection of the application.

4. Information in this application will be shared with the student's institution. By submitting this form, you consent to the data sharing.
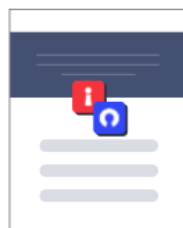
Log in with Singpass →

Sign in with Singpass to access this form.
Your Singpass ID will be included with your form submission.

Step 17: Complete the required fields, then click on '**Submit**' to submit your PSEA SO form. An acknowledgement email 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.

> ZZZZZZZZZZZZ

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 13 Jan 2025** 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 with your User ID and Password > Click 'Self-Service' > 'Student Admission' > 'View Enrolment Letter'.

If you do not pay your fees by Mon 13 Jan 2025, 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.

You are to report to your posted College on **Mon 13 Jan 2025 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 **Fri 10 Jan 2025**. **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 with your User ID and Password > Click 'Self-Service' > 'Student Admission' > 'View Enrolment Letter'.

For those without a valid immigration pass, upon obtaining your Student Pass from ICA, you are to pay your 1st term fees and register for the course at the Customer & Visitor Centre of your posted College. For holders of Dependent Pass / Long-Term Visit Pass, you are to produce the pass for verification before fee payment at the Customer & Visitor Centre of your posted College. You are also required to submit the completed Application Form for InterBank GIRO for payment of subsequent term (i.e. from Jul 2024 term) fees and medical report (if you are posted to a course that requires medical examination). You are allowed to commence your training only after you have obtained the Enrolment Letter from the Customer & Visitor Centre of your posted College, paid your 1st term fees and submitted the completed Application Form for InterBank GIRO.

If you do not report to the College to pay fees and commence training by **Wed 12 Feb 2025**, your training place will be withdrawn and offered to other eligible applicant appealing for a place in the course.

Change of Citizenship

Fees are charged based on their citizenship/residency status at the point of term commencement. Students who have officially informed ITE of a change in their citizenship/residency status, to Singapore Citizen or Singapore Permanent Resident, before term commencement will have their fees adjusted to the Singapore Citizen/Singapore Permanent Resident rates for that term. Students who inform ITE officially of a change in their citizenship/residency status after term commencement will only have their fees adjusted to the Singapore Citizen/Singapore Permanent Resident rates from the next term.