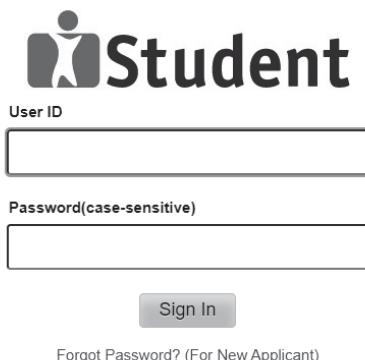Screenshots for Steps 1 to 17 of Checking Application Results, Acceptance of Course Offer and Bursary/Financial Assistance Application / Photo Upload / Submit PSEA SO Form (for JIE 'H' Intake Exercise)

Stage 1 – Check Your Application Results and Accept Course Offer

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

İStudent

User ID

Password(case-sensitive)

Sign In

Forgot Password? (For New Applicant)

Important Notes:
1. For existing students, please use the Portal login.
2. The account will be locked after multiple unsuccessful login attempts.

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

View Admission Application Results   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	2024 January	HNitec Service Management	4	ITE College West	00960276	18/12/2023	Successful

PROCEED TO ACCEPT OFFER AND CONTINUE   DECLINE OFFER

Your application for the HNitec Service Management course at ITE College West is SUCCESSFUL. You are required to click on the **button** above to proceed to accept or decline the course offer. Please note that students who accepted DPP course offers will not be provided a place in Sec 5 N(A).

If you do not accept the offer by 27/12/2023, you are deemed to have withdrawn from your training place and the training place will be offered to other eligible applicants appealing for a place in the course. Please note that you can only accept ONE course for the intake and course fees will be charged upon your acceptance of course offer.

IMPORTANT INSTRUCTIONS

If you would like to proceed to accept the course offer, you are required to provide your personal particulars, parent(s) information, health conditions and other records following the 4 steps below to complete the course acceptance process:
Step 1 – View your application results, click 'PROCEED TO ACCEPT OFFER'
Step 2 – Fill in your particulars
Step 3 – Provide your parent(s) / guardian Information
Step 4 – Declare your health conditions and other records

Note: Successful applicants for the *Nitec* in Asian Culinary Arts, *Higher Nitec* in Beauty & Wellness Management, *Higher Nitec* in Community Care & Social Services, *Higher Nitec* in Early Childhood Education, *Nitec* in Hospitality Operations, *Higher Nitec* in Nursing, *Nitec* in Pastry & Baking, *Higher Nitec* in Sport Management and *Nitec* in Western Culinary Arts courses have to pass a prescribed medical examination. If you are posted to any of these courses, you can download the medical form HERE and proceed to do the medical examination. **Successful** applicants for *Higher Nitec* in Culinary Arts and *Higher Nitec* in Pastry & Baking courses may have to pass a pre-admission medical examination as advised by ITE College West. For more information, please contact ITE College West.

IMPORTANT NOTES

Applicants for the following courses must ensure that they do not have colour appreciation deficiency:

1) Electrical Engineering
2) Electronics Engineering
3) Mechatronics Engineering

Test for colour appreciation deficiency is available HERE

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.

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

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	2024 January	HNitec Service Management	4	ITE College West	00960276	18/12/2023	Accepted Offer

We are pleased that you have accepted admission for the HNitec Service Management course 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 click HERE to obtain instructions to view your fees payable and the payment modes.

If you do not pay your preparatory course fees by 08/01/2024, 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.

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

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/reqsubmission from the next day after you have accepted the course offer.

Only for applicants who are eligible for financial assistance

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 Service Management course in ITE College West for 2024 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
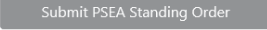
Step 8: If you are eligible for bursary/financial assistance, click on '**Apply for Financial Assistance/Bursary**' and continue from Step 9 on the next page.

Otherwise, click on '**Photo Upload**'.

ITE 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 from the next day 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 <u>one supporting income document</u> (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) <u>for each working adult</u> to complete your application for bursary/financial assistance.

ITE 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
☑	BBBBB	Mother ▼	42	Admin Officer	Married ▼	1500
☑	CCCCC	Brother ▼	25	Waiter	Single ▼	1000
☑	DDDDD	Brother ▼	19	National Service	Single ▼	0
☑	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.

ITE 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**'.

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.

[Browse...]   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 from the next day 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 and training. Click 'Exit' to end the session.

[Exit]

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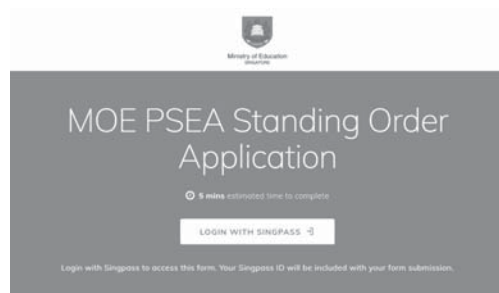
My Enrolment

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.

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.

Instructions

Note:
If you intend to also use sibling's PSEA, please go to: https://go.gov.sg/psea-so-sibling
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The Standing Order (SO) for use of Post-Secondary Education Account (PSEA) is a one-time application and the SO instructions will apply to all future withdrawals from PSEA until the SO is terminated or replaced, regardless of which approved institution you attend. To check if you are eligible for PSEA, visit: https://www.moe.gov.sg/financial-matters/psea/eligibility.

This online form is for PSEA holder who wishes to use his/her own PSEA for approved fees and charges conducted by the institution. The form is to be completed by either:

i. the account holder (the student), if he/she is 21 years old or above; OR
ii. a parent, if the account holder (the student) is below 21 years old.

1. I am:

◉ a PARENT submitting on behalf of my child who is below 21 years old.

○ a STUDENT who is 21 years old and above (as of today).

○ a LEGAL GUARDIAN of ward (the "student") who is below 21 years old

Details of Parent / Legal Guardian

Parent's / Legal Guardian's Name is auto-filled based on SingPass login information.

2. Name

YYYYYYYYYYY

Details of Student

3. Name of Student (According to NRIC)

ZZZZZZZZZZZ

4. NRIC Number of Student

5. Institution
Please select the institution where student is studying at:

Institute of Technical Education (Full-Time Courses)   ▾   ✕

Part 2

6. Authorisation
Please check the box to authorise.

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

7. Contact Number of Student or Parent

61234567

8. Email (Confirmation)
An acknowledgement email will be sent to this email address.

55@yahoo.com

SUBMIT