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

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

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



#### Important Notes:

For existing students, please use the Portal login.
 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 Admis	sion Applic		- <b>H</b>				
To print this p	age for referen	ce, please right-click	c your m	ouse 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	st 00960276 18/12/2023 Su		Successful
PROCEE	ED TO ACCEPT OF	FFER AND CONTINUE			DECLINE O	FFER	

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If you do not accept the offer by 27/12/2023, you are deemed to have withdrawn from your training place and the training place will be offered to other eligible applicants appealing for a place in the course.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, <u>you can download the medical form HERE and proceed to do the medical examination</u>. Successful applicants for *Higher Nitec* in Culinary Arts and *Higher Nitec* in Pastry & Baking courses may have to pass a preadmission 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** 

	8			
*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 fa	mily members (including yourself)	4		
This refers to the tot	al no. of all the family members including rel	atives who are living in	the same	e household with you.
*Total Gross Month	ly Household Income (in S\$)	4000		
This refers to total o				
This release to cotal g	oss montnly income of all your family memb	ers living in the same i	household	l with you.
inis i cicis to total g	oss montniy income of all your family memb	ers living in the same i	Yes	No
*Do you have a con	nputing device (e.g. PC, laptop, tablet) a	t home?	Yes ()	No
*Do you have a con *Does your comput	nors monthly income of all your family member oputing device (e.g. PC, laptop, tablet) a ing device have access to internet at hor	t home? ne?	Yes ()	No O
*Do you have a con *Does your comput *Do you own a sma	ross monthly income of all your family memb nputing device (e.g. PC, laptop, tablet) a ing device have access to internet at hor rtphone?	t home? ne?	Yes () () () () () () () () () ()	No O
*Do you have a con *Does your comput *Do you own a sma *Does your smartpl	ross monthly income of all your family memb aputing device (e.g. PC, laptop, tablet) a ing device have access to internet at hor rtphone? none come with data plan?	t home? ne?	Yes () () () () () () () () () ()	No O O
*Do you have a con *Does your comput *Do you own a sma *Does your smartpl * Mandatory fields	ross monthly income of all your family memb aputing device (e.g. PC, laptop, tablet) a ing device have access to internet at hor rtphone? none come with data plan?	t home? ne?	Yes () () () () () () () () () ()	No O O O
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*Do you have a con *Does your comput *Do you own a sma *Does your smartpl * Mandatory fields Please check through so, please seek assist	ross monthly income of all your family memb aputing device (e.g. PC, laptop, tablet) at ing device have access to internet at hor rtphone? none come with data plan? your particulars for accuracy. If you are una ance from any of the ITE Colleges. For chang	t home? ne? ble to update any of th je in Citizenship / Race	Yes • • • • • • • • • • • • •	No No O O O Nd would like to do
*Do you have a con *Does your comput *Do you own a sma *Does your smartpl * Mandatory fields Please check through so, please seek assist term commencement	ross monthly income of all your family memb aputing device (e.g. PC, laptop, tablet) at ing device have access to internet at hor rtphone? none come with data plan? your particulars for accuracy. If you are unal ance from any of the ITE Colleges. For chang , so that fees can be adjusted promptly.	t home? ne? ble to update any of th ge in Citizenship / Race	Yes • • • • • • • • • • • • •	No No O O O No No No No No No No No No No No No No

1-2-3-4

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

View Admissio	n Application Results				1-2-3
Parent(s)/Guardian I	Information				
Please provide your fath Profile #1	er/mother/guardian particulars.				
*Name	XXXXXXXX				
*Citizenship Status	Singapore Citizen 🗸	*Rela	ationship	Father	~
*ID	S111111D	*Emergency Cor	ntact No.	95555555	
Email Address	66@yahoo.com				
Profile #2					
*Name	ΥΥΥΥΥΥΥΥ				Clear
*Citizenship Status	Singapore Citizen 🗸	*Rela	ationship	Mother	~
*ID	S222222E	*Emergency Cor	ntact No.	96666666	
Email Address	77@yahoo.com				
* Mandatory fields					
Note: Email address(es	) may be used for correspondence p	urpose by ITE			
		SAVE AS DRAFT	Previou	us	NEXT

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

Do you have any existing special needs, physical or modical health	Yes	No
So you have any existing spectra needs, physical of medical nearth 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.	0	۲
Note: You are encouraged to declare your condition even if you / your parents had previous given consent to MOE to declare such information to ITE when you were in secondary school.	Y	
If you have answer 'Yes', please indicate your condition below:		
	Yes	No
Do you smoke currently?	0	۲
	Yes	No
offences or spent record(s) in Singapore or overseas (excluding parking offences or spent records)?	0	۲
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)?	0	۲
Have you ever been, or are you currently a subject of police investigations, either in Singapore or overseas?	0	۲
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?	0	۲
a commit that an information provided by me is the and accurate to the best of my k		
<ul> <li>deliberately omitted any relevant facts. I understand that any false declaration will re appropriate action, including withdrawal from the course offered.</li> <li>I understand that my course acceptance status may be reviewed if there is material in the attention of the institution.</li> </ul>	ider me lia	ble to that comes
<ul> <li>deliberately omitted any relevant facts. I understand that any false declaration will re appropriate action, including withdrawal from the course offered.</li> <li>I understand that my course acceptance status may be reviewed if there is material is to the attention of the institution.</li> <li>I have viewed and noted the contents of the Enrolment Letter. The Enrolment Letter copy of the Enrolment Letter was sent to your Email Address provided during applicat</li> </ul>	ider me lia formation an be view on.	that comes red <u>HERE</u> . A
<ul> <li>deliberately omitted any relevant facts. I understand that any false declaration will re appropriate action, including withdrawal from the course offered.</li> <li>I understand that my course acceptance status may be reviewed if there is material in to the attention of the institution.</li> <li>I have viewed and noted the contents of the Enrolment Letter. The Enrolment Letter copy of the Enrolment Letter was sent to your Email Address provided during applicat</li> <li>I understand and acknowledge that:-</li> </ul>	der me lia formation an be view on.	ble to that comes red <u>HERE</u> . A
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<ul> <li>deliberately omitted any relevant facts. I understand that any false declaration will re appropriate action, including withdrawal from the course offered.</li> <li>I understand that my course acceptance status may be reviewed if there is material in to the attention of the institution.</li> <li>I have viewed and noted the contents of the Enrolment Letter. The Enrolment Letter copy of the Enrolment Letter was sent to your Email Address provided during applicat</li> <li>I understand and acknowledge that:-         <ul> <li>(i) the personal data that 1 provide to ITE shall be treated as confidential. Such data relimited to personal particulars, family data, and assessment records;</li> <li>(ii) the personal data shall be used by ITE for communication purposes with regards to security and matters pertaining to myself and any programmes I may sign up for as for through the following modes of communication: Voice Call/Phone call, SMS/MMS (Tex or any other data applications (Text messages), Mail and Electronic Mail, and Fax;</li> </ul> </li> </ul>	ider me lia formation an be view on. hay include o administr icilitated b messages	that comes red <u>HERE</u> . A a but not rative issues, y ITE, s), Whatsapp
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Please click "Yes" to confirm Acceptance of Offer for HNitec Service Management at ITE College West. **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 Acce	ptance Form	1	2 3 4				
To print this pa	ge for reference	e, please right-cl	lick your mo	ouse button on thi	s page and select	Print.	
Intake Type	Term	Course	Choice	College	Application Nbr	Application Date	Application Status
ЛЕН	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.



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'.

### 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) for each working adult to complete your application for bursary/financial assistance.

	Name a	f Family Member		Relationshp					
						Age	Occupation/School	Marital Status	Monthly
	•			Father	۳	45	Security Officer	Married <b>*</b>	1500
									Gross
	Name a	f Family Member		Relationshp		Age	Occupation/School	Marital Status	Monthly
	BBBBB			Mother	٣	42	Admin Officer	Married <b>•</b>	1500
	✓ Name of	f Family Member		Relationshp		Age	Occupation/School	Marital Status	Gross Monthly
	CCCCC			Brother	•	25	Waiter	Single •	Income
									1000
	✓ Name of a state	f Family Member		Relationshp		Age	Occupation/School	Marital Status	Gross Monthly
	DDDDD			Brother	۳	19	National Service	Single •	0
	₹ Name o	f Family Member		Relationshp		Age	Occupation/School	Marital Status	Gross Monthly
	EEEEE			Sister	•	16	Student	Single •	Income
	Add Family M	ember's Details Remove Fam Jeclare that all the information nder me liable to disciplinar have the info at this point, y have accepted the course o	ily Member's Det on provided by y action includi you can apply f ffer. You can al	ails - Applies to ch r me is true and ing withdrawal of or Bursary/Final Iso approach th	accu of the ncial e Stu	i box only rate to the bes bursary/finar Assistance late dent Service C	t of my knowledge. I unc cial assistance. r at https://myportal.ite.e entre for at your College	derstand that any fr edu.sg/regsubmissi for help when you	alse declarat on from the report to IT
Clic	k 'Evit' to and	the session	5						
E	kit	ule session.							
<b>p 10</b> : Click	c on <b>'Ex</b>	it' to close the a	acknowle	edgemen	t sc	reen.			
1		My Enrolment		0					

Click 'Exit' to end the session.

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.



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

TTE My Enrolment
Please select and upload your photo. Do ensure your photo meets these TransitLink's requirements:
<ul> <li>✓ The photo must be saved in this format: NRIC.jpg (eg. T1234567A.jpg);</li> <li>✓ The dimension of the photo image must be 240 X 320 pixels; and</li> <li>✓ The file size should be about 150 Kbytes.</li> </ul>
Do note that you cannot change the photo once submitted.
Vour 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 aft 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.

## 77 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 'E	xit' 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

1150 00005						
Note: If you intend to also use sibling's PSEA, please go to: https://go.gov.sg/psea-so-sibling						
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						
ΥΥΥΥΥΥΥΥΥΥΥΥ						
Details of Student						
3. Name of Student (According to NRIC)						
2222222222						
4. NRIC Number of Student						
<ol> <li>Institution</li> <li>Please select the institution where student is studying at:</li> </ol>						
Institute of Technical Education (Full-Time Courses) • X						
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						

schemes Act, Thereby durinoise 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