INSTRUCTIONS ON ACCEPTANCE OF COURSE OFFER
(FOR TECHNICAL DIPLOMA 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

<p align="center">⇩</p>

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 not using siblings' PSEA may submit online PSEA SO form for fee payment.

Details of the 2 stages are provided below.

Stage 1 – Check Your Application Results and Accept Course Offer

Upon release of application results, you are required to check your application results. **If you are offered a course, you must accept it online by the stipulated date stated in the Enrolment Letter.** You are to follow the instructions on registration and fee payment details upon the acceptance of offer. Otherwise, your training place will be withdrawn and offered to another applicant.

If you encounter difficulties accepting the course offer online, 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 is 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 via email if you have provided a valid email address during application. If you have forgotten your password, you can call or email to any of the Customer & Visitor Centre of ITE Colleges for assistance within the course acceptance period.
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 the 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 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

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.

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.

(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 their own 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 Fri 25 Mar 2022**. If you are below 21 years of age, your parent will need to submit the online PSEA SO form on your behalf via 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 online PSEA SO form upon submission. You can call the PSEA enquiry line (6260 0777) to check your PSEA balance.
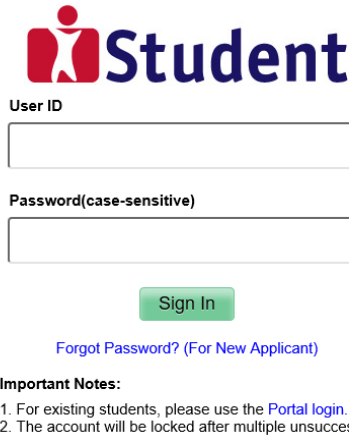
Alternatively, you may exit the browser at any time and submit the online PSEA SO form later at https://for.edu.sg/psea-iteso from the next day after course acceptance. Please submit the online PSEA SO form by **Fri 25 Mar 2022**.

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 17 of Checking Application Results, Acceptance of Course Offer and Bursary/Financial Assistance Application / Photo Upload / Submit PSEA SO Form (for Technical DIploma Intake Exercise)
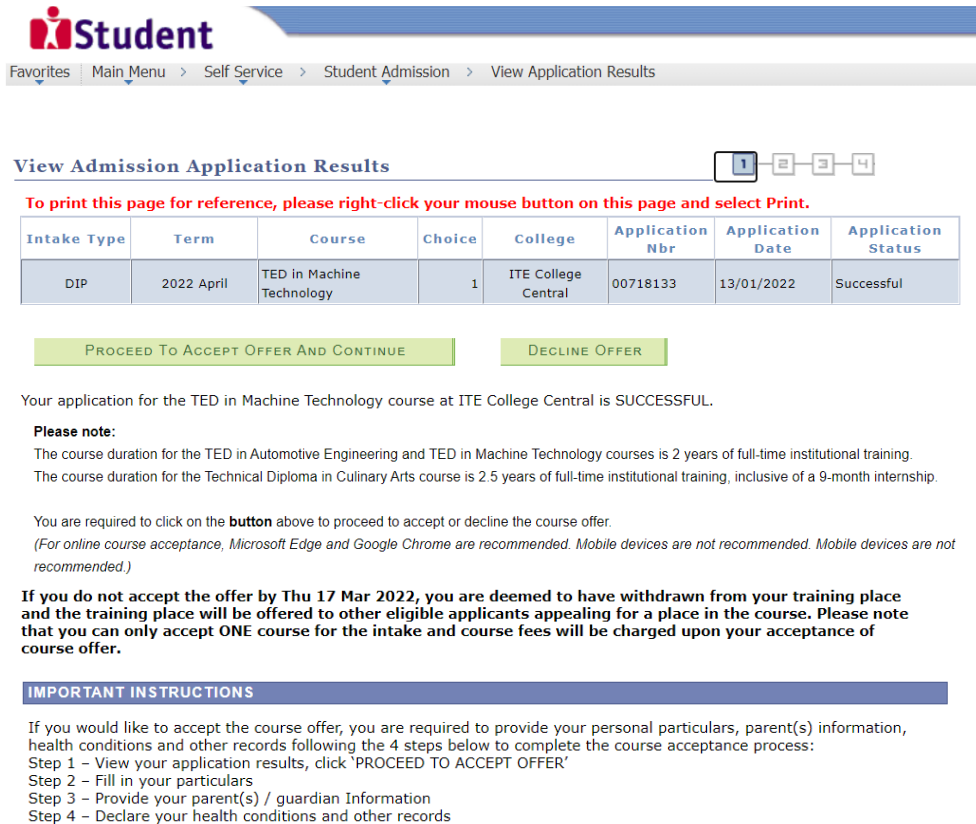
Stage 1 – Check Your Application Results and Accept Course Offer

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

Student

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'**.

Student

Favorites | Main Menu > Self Service > Student Admission > View Application Results

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
DIP	2022 April	TED in Machine Technology	1	ITE College Central	00718133	13/01/2022	Successful

PROCEED TO ACCEPT OFFER AND CONTINUE		DECLINE OFFER

Your application for the TED in Machine Technology course at ITE College Central is SUCCESSFUL.

Please note:
The course duration for the TED in Automotive Engineering and TED in Machine Technology courses is 2 years of full-time institutional training.
The course duration for the Technical Diploma in Culinary Arts course is 2.5 years of full-time institutional training, inclusive of a 9-month internship.

You are required to click on the **button** above to proceed to accept or decline the course offer.
(For online course acceptance, Microsoft Edge and Google Chrome are recommended. Mobile devices are not recommended. Mobile devices are not recommended.)

If you do not accept the offer by Thu 17 Mar 2022, 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 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

Step 3: Update Student Particulars.

View Admission Application Results

Student Particulars

*Citizenship Status Singapore Citizen

*Race MALAY

*Birth Country Singapore

*Marital Status Single

*Religion Islam

*House Type HDB 4 room flat

*Email Address 55@yahoo.com

*Total number of family members (including yourself) 6

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

Parent(s)/Guardian Information

Please provide your father/mother/guardian particulars.

Profile #1

*Name XXXXXX

*Citizenship Status Singapore Citizen   *Relationship Father

*ID S1111111D   *Emergency Contact No. 65555555

Email Address

Profile #2

*Name YYYYYYY   Clear

*Citizenship Status Singapore Citizen   *Relationship Mother

*ID S2222222E   *Emergency Contact No. 65555555

Email Address

* Mandatory fields

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

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. If you have answered "Yes", please indicate your condition below:	○	●

	Yes	No
Do you smoke currently?	○	●

	Yes	No
Do you have a criminal record in Singapore or in any other country?	○	●
Are you currently being investigated or required by the authority to assist in the investigation of any criminal offences?	○	●

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 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.

☑ 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.

Student

Favorites | Main Menu > Self Service > Student Admission > View Application Results

View Admission Application Results

Please click "Yes" to confirm Acceptance of Offer for TED in Machine Technology at ITE College Central.

PREVIOUS	YES

Step 7: Softcopy of the **Enrolment Letter** will be sent to your personal email address (if 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.

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

Step 8: If you are eligible for bursary/financial assistance, click on '**Apply for Financial Assistance/Bursary**' and continue from Step 9 at the next page.

Otherwise, click on '**Photo Upload**' and continue from Step 12 at page 10.

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 $9,000 or below, or if your Gross Monthly Household Per Capita Income (PCI) is $2,250 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 their own PSEA to make fee payment for ITE full-time courses. If you are below 21 years of age, your parent 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.

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

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
✔ Not show any outrageous earrings.

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 your own PSEA to make fee payment for the course. If you are below 21 years old, you will need your parent 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.

I1S (For ITE Courses) - MOE Post-Secondary Education Account Standing Order

🕑 **5 mins** estimated time to complete

LOGIN WITH SINGPASS ⏎

Login 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.

Instructions

The Post-Secondary Education Account (PSEA) is opened automatically FOR ALL ELIGIBLE SINGAPOREAN and can be used to help pay for post-secondary education.

The Standing Order (SO) for use of 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 institution you attend. To check if you are eligible for PSEA, visit: https://go.gov.sg/psea-usage.

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
i. a parent, if the account holder (the student) is below 21 years old.

NOTE:
Do not use the online form if you are:

i. Intending to use sibling's PSEA, or
ii. a Guardian

If you are a guardian or intend to use sibling's PSEA, please fill in the hardcopy application form and submit to your/your child's institution. Click on the link to download the form:
https://go.gov.sg/psea-so-hardcopy

1. **Declaration**

If you are a student below 21 years old, please close this window and request your parent to log in with his/her SingPass account so he/she can apply on your behalf.

(•) I acknowledged that I am a parent and using my own SingPass account and applying on my child's behalf.

( ) I acknowledged that I am a student (age 21 years old and above as of today) and applying for myself.

Parent Details

2. **Name**

ZZZZZZZZZZ

If the above "Name" is the same as the "Name of Student (According to NRIC)", the application will be rejected.

Student Details

3. **Name of Student (According to NRIC)**

YYYYYYYY

4. **NRIC Number of Student**

5. **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.

Contact Details

6. **Contact Number of Student or Parent**

12345678

7. **Email (Confirmation)**
[Do not reply to this email] An acknowledgement email will be sent to this email address.

55@yahoo.com

SUBMIT