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

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

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

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

Details of the 2 stages are provided below.

Stage 1 – Check Your Application Results and Accept Course Offer

The application results will be released on Thu 19 Jan 2023 at 2pm. You are required to check your application results. If you are offered a full-time course, you must accept it through the Internet between **Thu 19 Jan 2023 (from 2pm) and Wed 25 Jan 2023**. 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 Otherwise, your training place will be withdrawn and offered to other applicant.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 course offer over the Internet, please call or email to any of the Customer & Visitor Centre of ITE Colleges for assistance within the acceptance period.

- **Microsoft Edge and Google Chrome** are recommended. 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 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	- 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.

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.

(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 **Wed 25 Jan 2023**. **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 **Wed 25 Jan 2023**.

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 JIE 'O' Intake Exercise)

Stage 1 – Check Your Application Results and Accept Course Offer

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

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

Step 3: Update Student Particulars.

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

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
JIEO	2023 January	HNitec Electronics Engg 3yrs	1	ITE College West		12/01/2023	Accepted Offer

We are pleased that you have accepted admission for the HNitec Electronics Engg 3yrs 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 first term fees by 25/01/2023, 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. Details on the procedure to apply for Student Pass will be sent to you separately.

Your enrolment in the HNitec Electronics Engg 3yrs 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/regsubmission from the next day after you have accepted the course offer.

Only for applicants who are eligible for financial assistance

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

Dear ZZZZZZZZ

This is to confirm that you have accepted offer for HNitec Electronics Engg 3yrs course in ITE College West for 2023 January intake.

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

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

Step 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 8.

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. <u>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.</u> 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.

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 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.

Ministry of Education
SINGAPORE

MOE PSEA Standing Order Application

⏱ **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.
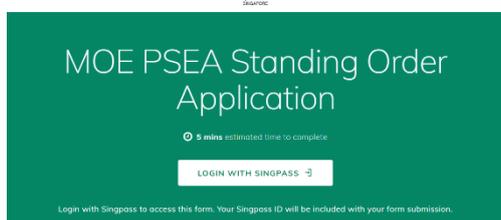
Step 17: Complete the required fields, then click on '**Submit**' to submit your PSEA SO form. An acknowledgement email will be sent to the email address provided in the PSEA SO form.

Instructions

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 |