

INSTRUCTIONS ON ACCEPTANCE OF OFFER (FOR JAE AND NCHN INTAKE EXERCISES)

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



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

JAE

If you are offered a full-time *Higher Nitec* course, you must accept it at ITE website between Tue 4 Feb 20 (9am) [tentative] and Fri 7 Feb 20 (4pm) for main-phase MOE JAE course offer, between Thu 20 Feb 20 (9am) [tentative] and Mon 24 Feb 20 (12pm) for combined Polytechnic-ITE JAE appeal course offer and within the dates stated in the Enrolment Letter for final JAE ITE appeal course offer. You are to follow the instructions on registration and fee payment details upon acceptance of the offer. Otherwise, your training place will be withdrawn and offered to another applicant.

If you are offered a full-time *Higher Nitec* course and wish to appeal for a change of course or College, you are advised to accept the MOE JAE course offer at ITE website before submitting your appeal under the combined Polytechnic-ITE JAE appeal or final JAE ITE appeal. Otherwise, your training place will be withdrawn and offered to another applicant.

NCHN

If you are offered a full-time *Higher Nitec* course, you must accept it online between Fri 6 Mar 20 (9am) and Tue 10 Mar 20 for main-phase NCHN course offer and within the dates stated in the Enrolment Letter for final appeal course offer. You are to follow the instructions on registration and fee payment details upon acceptance of the offer. Otherwise, your training place will be withdrawn and offered to another applicant.

If you are offered a full-time *Higher Nitec* course and wish to appeal for a change of course or College, you are advised to accept the course offer online before submitting your appeal. Otherwise, your training place will be withdrawn and offered to another applicant.

If you encounter difficulties accepting the offer over the Internet, please go to the ITE College you are posted to or call the ITE Customer Service Hotline on 1800 2222 111 for assistance.

- **Internet Explorer v11 and above** are recommended. Mobile devices are not recommended.
- The Internet address for checking application results and accepting 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. If you are posted under JAE, the login User ID and Password would have been provided to you in the enrolment letter, and via email if you have provided a valid email address during MOE JAE application. If you have forgotten your password, you can contact any of the ITE Colleges for assistance.
- 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, 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://www.ite.edu.sg/life-at-ite/student-services/general-services/apply-student-concession-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://go.gov.sg/psea-iteso>. You will need to login via SingPass to submit the PSEA SO form. If you are below 21 years old, you will need your parent/guardian to login via his/her SingPass to submit the online PSEA SO form on your behalf. An acknowledgement email will be sent to the email address provided in the PSEA SO form upon submission. You can call the PSEA enquiry line (6260 0777) to check your PSEA balance.

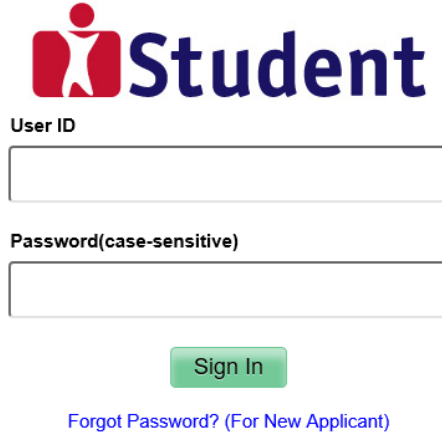
Alternatively, you may exit the browser at any time and submit the online PSEA SO form later at <https://go.gov.sg/psea-iteso> from the next day after course acceptance. The deadline for submission is by **Thu 19 Mar 20**.

Please visit any of the ITE Customer & Visitor Centre of ITE Colleges if you encounter difficulties to complete the information for acceptance of course offer during the acceptance period.

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 JAE & NCHN Intake Exercises)

Stage 1 – Check Your Application Results and Accept Course Offer

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



The login form features the 'Student' logo at the top. Below it are two input fields: 'User ID' and 'Password(case-sensitive)'. A green 'Sign In' button is positioned below the password field. A blue link for 'Forgot Password? (For New Applicant)' is located below the 'Sign In' button.

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



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

Intake Type	Course Level	Term	Course	Choice	College	Application Nbr	Application Date	Application Status
JAE	HNitec	2020 April	HNitec Accounting	1	ITE College East			Successful

PROCEED TO ACCEPT OFFER

DECLINE OFFER

Your application for the HNitec Accounting course at ITE College East is SUCCESSFUL. You are required to click on the **button** above to proceed to accept or decline the course offer.

If you do not accept the offer by 07/02/2020 (4.00pm), 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, Nitec in Beauty & Wellness, Higher Nitec in Beauty & Wellness Management, Nitec in Community Care & Social Services, Higher Nitec in Early Childhood Education, Nitec in Fitness Training, Nitec in Hospitality Operations, Nitec in Hair Fashion & Design, Nitec in Nursing, Nitec in Pastry & Baking, Higher Nitec in Paramedic & in Emergency Care 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 do the medical examination at any of the listed SATA or Healthway Medical Group clinics. Alternatively, you may do the medical examination at any other clinics of your choice.

Applicants applying for Higher Nitec in Culinary Arts and Higher Nitec in Pastry & Baking may have to pass a pre-admission medical examination as advised by ITE College West. For more information, please contact ITE College West.

Step 3: Update Student's Particulars.

View Admission Application Results

1 2 3 4

Student Particulars

Birth Country

Marital Status

Religion

House Type

Total number of family members (including yourself)

This refer 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\$)

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?	<input checked="" type="radio"/>	<input type="radio"/>
Does your computing device have access to internet at home?	<input checked="" type="radio"/>	<input type="radio"/>
Do you own a smartphone?	<input checked="" type="radio"/>	<input type="radio"/>
Does your smartphone come with data plan?	<input checked="" type="radio"/>	<input type="radio"/>

All fields are mandatory

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

*Citizenship *Relationship

Status

*ID *Emergency Contact No.

Email Address

Profile #2

*Name

*Citizenship *Relationship

Status

*ID *Emergency Contact No.

Email Address

* Mandatory fields

SAVE AS DRAFT

PREVIOUS

NEXT

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

View Admission Application Results



Student's Declaration (Health & Other Records)

Do you have any existing physical or medical health conditions?

Yes No

Students with disabilities (e.g., learning, sensory, physical) are encouraged to declare them so that appropriate support services can be provided.

If you have answered 'Yes', please indicate your health condition below:

	Yes	No
Do you smoke currently?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have a criminal record in Singapore or in any other country?	<input type="radio"/>	<input checked="" type="radio"/>
Are you currently being investigated or required by the authority to assist in the investigation of any criminal offences?	<input type="radio"/>	<input checked="" type="radio"/>

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 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.
- 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.

All fields are mandatory

SAVE AS DRAFT

PREVIOUS

SUBMIT AND CONFIRM ACCEPTANCE OF OFFER

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

View Admission Application Results



Do you want to proceed with the Acceptance of Offer for HNitec Accounting at ITE College East?

YES

NO

Step 7: For Singapore Citizen / Singapore Permanent Resident, please click on the link to view your **Enrolment Letter**. 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



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

Intake Type	Course Level	Term	Course	Choice	College	Application Nbr	Application Date	Application Status
JAE	HNitec	2020 April	HNitec Accounting	1	ITE College East	00702773		Accepted Offer

We are pleased that you have accepted admission for the HNitec Accounting course at ITE College East and look forward to welcoming you to the Institute of Technical Education. Please contact your posted college as follows should you need further assistance:

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 www.ite.edu.sg 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. Alternatively, you may approach the Customer Service Centre at your College for assistance.

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 19/03/2020, 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. A separate letter on the procedure to apply for Student Pass will be sent to you.

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

You are eligible for 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](#)

Only for applicants who are eligible for financial assistance

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.



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 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.

	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.
	All applicants are required to upload a passport size photo for the application of ITE Student Concession Card.
	For Singapore Citizens who would like to use their own PSEA account to make fee payment for ITE full-time courses. You will need your SingPass to access Form.sg to submit the PSEA Standing Order. If you are below 21 years of age, your parent/guardian will need to submit the PSEA Standing Order on your behalf via Form.sg using SingPass.

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

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.



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:

<input checked="" type="checkbox"/>	Name of Family Member	Relationship	Age	Occupation/School	Marital Status	Gross Monthly Income
<input checked="" type="checkbox"/>	AAAAA	Father	45	Security Officer	Married	1500
<input checked="" type="checkbox"/>	BBBBB	Mother	42	Admin Officer	Married	1500
<input checked="" type="checkbox"/>	CCCCC	Brother	25	Waiter	Single	1000
<input checked="" type="checkbox"/>	DDDDD	Brother	19	National Service	Single	0
<input checked="" type="checkbox"/>	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.lite.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.

Click 'Exit' to end the session.

Exit

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



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.



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.



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



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.

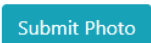
Do note that you cannot change the photo once submitted.



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.



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. Click 'Exit' to end the session.



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



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.



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/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

IIS - MOE Post-Secondary Education Account Standing Order

🕒 5 mins estimated time to complete

[LOG IN WITH SINGPASS](#) →

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 upon submission.

Instructions

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.

This online form is for PSEA holder who wishes to use PSEA for approved fees and charges conducted by the institution.

1. You are a:

- Student (aged below 21 years old as of today).
- Student (aged 21 years old and above as of today).
- Parent of child (the "student").
- Legal guardian of ward (the "student") who is below 21 years old.

Parent / Legal Guardian Details

2. Name

Student Details

3. Name of Student (As in NRIC)

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 PSEA to repay for the loans as stated in this form. 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 authorize the PSE Scheme Administrator to obtain from the relevant authorities/ persons any information or documents which may be required for such purposes. I declare that, to the best of my knowledge, all the information in this form is true and accurate.

Contact Details

6. Contact Number of Student

7. Email

[Do not reply to this email] An acknowledgement email will be sent to this email address.

SUBMIT