

- Admission to Courses
- Enrolment into Classes

1. Open ITE website at URL: [www.ite.edu.sg](http://www.ite.edu.sg), click on “**APPLY FOR ITE COURSES**” icon and then “**Application for CET Higher Nitec Courses**”.
2. “**Application for CET Higher Nitec Courses**” webpage is opened. Click the “**HERE**” link.
3. The “**Apply for a CET Course**” online application page opens.
4. **Step 1** of the application, “**Enter NRIC/FIN, Date of Birth**” is displayed.
5. Enter the NRIC/FIN and Date of Birth of the applicant.
6. The progress of the application is indicated at the top of the page.
7. Click the **START** button to begin the application process.



### APPLICATION FOR CET HIGHER NITEC COURSES

Note: If you are currently not enrolled in the CET *Higher Nitec* October 16 intake, you are to apply as a new student for this CET *Higher Nitec* April 17 Intake. If you are currently attending a *Higher Nitec* course and wish to apply for module(s) in a different *Higher Nitec* course, you are considered as a new student. You will have to apply as a new student for the new course.

Application Category	Application Method	Application Period	Useful Links
Singapore Citizens (SCs) currently attending a <i>Higher Nitec</i> course and applying for module(s) in the same <i>Higher Nitec</i> course	Apply online with your User ID and Password. Click <a href="#">HERE</a>	Wed 1 Mar 17 (8.30am) to Tue 7 Mar 17 (11.59pm)	<a href="#">Web Registration Guide</a>
Permanent Residents (PRs) currently attending a <i>Higher Nitec</i> course and applying for module(s) in the same <i>Higher Nitec</i> course	Apply online with your User ID and Password. Click <a href="#">HERE</a>	Thu 2 Mar 17 (8.30am) to Tue 7 Mar 17 (11.59pm)	<a href="#">Web Registration Guide</a>
Singapore Citizens (SCs) or Permanent Residents (PRs) applying for a new <i>Higher Nitec</i> course	Apply online. Click <a href="#">HERE</a>	Thu 2 Mar 17 (8.30am) to Tue 7 Mar 17 (11.59pm)	<a href="#">Web Registration Guide</a>

**Apply for a CET Course** 3

1. Enter NRIC/FIN, Date of Birth 4

Enter your NRIC/FIN, Date of Birth. Click Start to proceed.

\*NRIC/FIN  (example: "S7770001C" or "F7786580W") 5

\*Date of Birth  31 (example: 31/12/2000) 6

\* Required Field

**START** 7

**Important Notes:**

- Admission to Courses
- Enrolment into Classes

8. **Step 2** of the Application: **Specify Course/Plan Details** page is displayed.
9. Select and verify the course details the applicant is applying for.
10. Click the **NEXT** button to proceed to the next step of the application.
11. **Step 3** of the Application: **Enter Qualifications** page is displayed.
12. Enter the highest qualification obtained by the applicant.
13. Click **PREVIOUS** button to edit the application form if there are changes to be done.
14. Click the **NEXT** button to proceed to the next step of the application.

**iStudent**  
Apply for a CET Course

2. Specify Course/Plan Details **8**

Choose the Admit Term, Course and Plan in which you wish to enroll. I declare that I meet the entry requirements and wish to start applying for the Course and Plan indicated. Click 'NEXT' to proceed.

* Academic Career	Continuing Educ & Training
* Admit Term	2015 October
* Course	HTELE - HN Tech - Electrical Engg
* Academic Plan	HTELE - HN Tech - Electrical Engg

\* Required Field

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**10** NEXT

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Apply for a CET Course

3. Enter Qualifications **11**

Applicants for **Higher Nitec in Technology** - Electrical Engineering, Electronics Engineering, Facility Management, Mechatronics Engineering, Security System Integration; **Higher Nitec in Services** - Visual Merchandising, Interactive Design, Space Design Technology; **Nitec in Technology** - Chemical Process Technology, Electrical Technology (Power & Control), Electronics - Computer Networking & Communications, Facility Technology, Mechatronics, Security Technology; **Nitec in Services** - Digital Animation, Space Design (Interior & Exhibition), Visual Communication; and **ISC** - Electrical Wiring, and Residential Air-Conditioning must be free from colour-appreciation deficiency.

Self-testing for colour-appreciation deficiency is available at the following website:  
<http://www.toledo-bend.com/colorblind/Ishihara.asp>

If you have completed your GCEO studies before 1984, please select 'EXPRESS'.  
If you have completed your GCEN studies before 1984, please select 'NORMAL'

\*Highest Qualification

\*Stream

Relevant On-the-Job Training/COJTC Certificate  
 Minimum 2 years relevant work experience  
 None of above

\* Required Field

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**13** PREVIOUS **14** NEXT

- Admission to Courses
- Enrolment into Classes

15. **Step 4** of the Application: **Enter Personal Particulars** page is displayed.
16. Enter the personal particulars of the applicant.
17. Click **PREVIOUS** button to edit the application form if there are changes to be done.
18. Click the **NEXT** button to proceed to the next step of the application.
19. **Step 5** of the Application: **Enter Contact Details** page is displayed.
20. Add/Update applicant's addresses, phones and email addresses.
21. Click **PREVIOUS** button to edit the application form if there are changes to be done.
22. Click the **NEXT** button to proceed to the next step of the application.

**4. Enter Personal Particulars** 15

Please enter your personal particulars and click Next to proceed.

Complete Name	SXXXX119F SXXXX119F SXXXX119F		
*Name Prefix	Mr		
*Marital Status	Single		
Gender	Male		
Date of Birth	13/03/1993	Birth Country	SGP Singapore
Citizenship Status	Singapore Citizen		
Nationality	SGP Singapore		
Ethnic Group	CHINESE		

\* Required Field

PREVIOUS NEXT

**5. Enter Contact Details** 19

The following are your current contact details. Edit if necessary. You must at least enter Home/Mailing address and Home Telephone Number.

Addresses	
Address Type	Address
Home/Mailing	20 ANG MO KIO DRIVE 567720

ADD A NEW ADDRESS

Phones	
*Phone Type	*Telephone
Mobile Phone	61234567
Home	61234567

ADD A PHONE NUMBER

Email Addresses	
Email Type	Email Address
Campus	opr@student.ite.edu.sg

ADD AN EMAIL ADDRESS

Yes, I have checked my contact details and updated them as necessary.

\* Required Field

PREVIOUS NEXT

- Admission to Courses
- Enrolment into Classes

- The final step for the application is **Declaration**. Read the declaration details.
- Click **PREVIOUS** button to edit the application form if there are changes to be done.
- Click **YES – SUBMIT** button to submit the application form.

Apply for a CET Course 1 2 3 4 5 6 7

**6. Declaration** 23

The summary of details entered by you is below. Please verify and amend if necessary, before submission.

**Personal Particulars**

**Complete Name** SX00X119F SX00X119F SX00X119F

**Name Prefix** Mr

**Marital Status** Single

**Gender** Male

**Date of Birth** 13/03/1993      **Birth Country** SGP Singapore

**Citizenship Status** Singapore Citizen

**Nationality** SGP Singapore

**Ethnic Group** CHINESE

**Contact Details**

**Addresses**

Address Type	Address
Home/Mailing	20 ANG MO KIO DRIVE 567720

**Phones**

Phone Type	Telephone
Mobile Phone	61234567
Home	61234567

**Email Addresses**

Email Type	Email Address
Campus	opr@student.ite.edu.sg

**Course/Plan Details**

**Academic Career** Continuing Educ & Training

**Course** N Tech - Automotive Technology

**Academic Plan** NTATTLV - N Tech - Auto Tech (Light Veh)

**Qualifications**

**Highest Qualification** GCE (N)

**Stream** N(Tech)

Relevant On-the-Job Training/COJTC Certificate  
 Minimum 2 years relevant work experience  
 None of above

**Test Date** 07/06/2017

Test Component	Description	Score
1	CCA	2

**Student's Declaration and Acknowledgement:**

- 1 I confirm that the information provided by me is true and accurate to the best of my knowledge and I have not deliberately omitted any relevant facts.
- 2 I understand that any false declaration will render me liable to appropriate action, including withdrawal from the course offered.
- 3 I accept that classes will be conducted only when there are sufficient paid-up applicants to form a class, and ITE reserves the right to combine, transfer or dissolve classes.
- 4 I understand and acknowledge that:
  - 4.1 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;
  - 4.2 the personal data shall be used by ITE for communication purposes with regard 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;
  - 4.3 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
  - 4.4 my data may be used for prescribed and evaluative purpose that may include, but is not limited to, evaluation for admission 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.

**? Are you sure you wish to Submit?**

PREVIOUS
YES - SUBMIT

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- Admission to Courses
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- The **Acknowledgement** page is displayed acknowledging that the application has been successfully received.  
**Please note the User ID and Password for iStudent login.**
- Click the **PRINTER FRIENDLY VERSION** button to print a copy of the acknowledgement slip.
- Click the **ENROLL: ADD CLASSES** button to start enrolling in classes.

**iStudent**  
Apply for a CET Course

**7. Acknowledgement** 26

**User ID/Password**  
Thank you for submission.  
Click Enroll:Add Classes to enroll into modules NOW  
User ID SXXXX119F  
Password SXSX388F

**Personal Particulars**  
Complete Name SXXXX119F SXXXX119F SXXXX119F  
Date of Birth 13/03/1993 Birth Country SGP Singapore

**Contact Details**  
**Addresses**  
Address Type Address  
Home/Mailing 20 ANG MO KIO DRIVE 567720

**Phones**  
Phone Type Telephone  
Mobile Phone 61234567  
Home 61234567

**Course/Plan Details**  
Academic Career Continuing Educ & Training  
Course N Tech - Automotive Technology  
Academic Plan NTATTLV - N Tech - Auto Tech (Light Veh)

**Qualifications**  
Highest Qualification GCE (N)  
Stream N(Tech)  
 Relevant On-the-Job Training/COJTC Certificate  
 Minimum 2 years relevant work experience  
 None of above

Test Date 07/06/2017

Test Component	Description	Score
1 CCA	Co-Curricular Activities	2

27 **PRINTER FRIENDLY VERSION** **ENROLL: ADD CLASSES** 28

- Admission to Courses
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- The progress of enrolment into classes is indicated at the top of the page. **Step 1** of enrolment into classes: The **Select classes to add** page is displayed.
- Emergency Contact** and **Health Status** and **Student's Declaration** are displayed.
- Click **EMERGENCY CONTACT** button and the **Emergency Contacts** page is displayed.
- Click **ADD EMERGENCY CONTACT** button to add a contact, and click the **EDIT** button to edit the information for a contact.

**iStudent**  
Add Classes

1 2 3 4

1. **Select classes to add** 29

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 4

**Emergency Contact and Health Status** 30

Please provide your Emergency Contact details and declare your Health Status (compulsory requirements) before enrolling for class(es).

**EMERGENCY CONTACT** **HEALTH**

**Student's Declaration** 31

Please declare your consent to the use of your personal data, before enrolling for class(es)

- I confirm that the 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 accept that classes will be conducted only when there are sufficient paid-up applicants to form a class, and ITE reserves the right to combine, transfer or dissolve classes.

**Emergency Contacts**

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

No current emergency contact information found.

**ADD AN EMERGENCY CONTACT** 32

go to ...

- Admission to Courses
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33. The **Emergency Contact Detail** page is displayed. Enter **Contact Name**, **Relationship**, **Contact's Address**, **Contact's Phone** details.
34. Click the **SAVE** button.
35. The **Save Confirmation** page is displayed.
36. Click the **OK** button.
37. The **Emergency Contacts** page is displayed.

**iStudent**  
Emergency Contacts

**Emergency Contact Detail**

\*Contact Name   
 \*Relationship   
 Contact's Address  
 Same Address as Individual Address Type   
 Country   
 Address  
 20  
 ANG MO KIO DRIVE  
 567720

Contact's Phone  
 Same Phone as Individual  
 Phone  Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension

[Return to Emergency Contacts Summary](#)

\* Required Field

**iStudent**

Favorites | Main Menu > Self Service > Campus Personal Information > CET Student Emergency Contact

**Save Confirmation**

The Save was successful.

**iStudent**

**Emergency Contacts**

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	edit	delete
<input checked="" type="checkbox"/>	Brother	Brother	12345678		<input type="button" value="edit"/>	<input type="button" value="delete"/>

- Admission to Courses
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38. **Step 2:** The **Select classes to add** page is displayed.
39. Click the **HEALTH** button.
40. The **Health Declaration** page is displayed.
41. Click the **Yes** radio button if you have any existing physical or medical health condition.
42. Click the **No** radio button if you do not have any existing physical or medical health condition.
43. Click the **SAVE** button.

**iStudent**

**Add Classes**

1-2-3-4

1. **Select classes to add** 38

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 4

**Emergency Contact and Health Status**

Please provide your Emergency Contact details and declare your Health Status (compulsory requirements) before enrolling for class(es).

EMERGENCY CONTACT HEALTH 39

**Student's Declaration**

Please declare your consent to the use of your personal data, before enrolling for class(es)

- 1 I confirm that the information provided by me is true and accurate to the best of my knowledge and I have not deliberately omitted any relevant facts.
- 2 I understand that any false declaration will render me liable to appropriate action, including withdrawal from the course offered.
- 3 I accept that classes will be conducted only when there are sufficient paid-up applicants to form a class, and ITE reserves the right to combine, transfer or dissolve classes.

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**iStudent**

**Health Declaration** 40

Do you have any existing physical or medical health conditions? 41

If you have answered 'Yes', please indicate your health condition below:  
All fields are mandatory

Yes No 42

SAVE 43

Cancel

- Admission to Courses
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44. The **Add Classes** page is displayed.
45. Skip **Class Search Criteria**, and click the **SEARCH** button next to the **CLEAR CRITERIA** button.
46. The **Search Results** page is displayed.

- Admission to Courses
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- The module classes relevant to your course are displayed.
- Click the **Select Class** button to add classes to the shopping cart.
- The **Select classes to add – Related Class Sections** page is displayed.
- Click the **NEXT** button to successfully add the selected class to the shopping cart.

AT 2101FP - Automotive Principles and Systems

AT 3102FP - Chassis and Drivetrain Technology (Light Vehicles)

Section	Status	select class
RATA-THY(1301)	●	select class
RATA-THY(1251)	●	select class
RAPA-PRA(1302)	●	select class
RAPF-PRA(1252)	●	select class

Return to Add Classes

Enroll My Academics

My Class Schedule Add Term Information

go to ...

Enroll My Academics

my class schedule add term information

Add Classes

1. Select classes to add - Related Class Sections

2016 January | Continuing Educ & Training | Institute of Tech, Education

AT 2101FP - Automotive Principles & System

Theory selected: Section RATA  
Mo 6:45PM - 9:45PM Room: TBA

● Open ● Closed

You will automatically be enrolled in the following related class:

Section	Schedule	Room	Instructor	Status
Practical RAPA	We 6:45PM - 9:45PM	TBA	Staff	●

CANCEL PREVIOUS NEXT

Enroll My Academics

My Class Schedule Add Term Information

go to ...

- Admission to Courses
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51. The **Select classes to add – Enrollment Preferences** page is displayed.
52. Click the **NEXT** button to successfully add the selected class to the shopping cart.
53. You can add more classes by clicking the **search** button.
54. Click the **VIEW EXAM SCHEDULE** button to view the exam schedule for the selected class.

**1. Select classes to add - Enrollment Preferences** 51

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**AT 2101FP - Automotive Principles & System**

**Class Preferences**

AT 2101FP-RAPA	Practical	Open	Permission Nbr	
AT 2101FP-RATA	Theory	Open	Grading	Graded
Session	Skills Trng Jun Exam		Units	4.00
Career	Continuing Educ & Training			

CANCEL NEXT 52

Section	Component	Days & Times	Room	Instructor	Start/End Date
RAPA	Practical	We 6:45PM - 9:45PM	TBA	Staff	13/01/2016 - 10/07/2016
RATA	Theory	Mo 6:45PM - 9:45PM	TBA	SXXXX453F SXXXX453F SXXXX453F	11/01/2016 - 10/07/2016

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 4

✓ AT 2101FP has been added to your Shopping Cart.

**2016 January Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	AT 2101FP-RATA (1301)	Mo 6:45PM - 9:45PM	TBA	S. SXXXX453F	4.00	
	AT 2101FP-RAPA (1302)	We 6:45PM - 9:45PM	TBA	Staff		

VIEW EXAM SCHEDULE 54

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PROCEED TO STEP 2 OF 4

- Admission to Courses
- Enrolment into Classes

- The **Select classes to add – Exam Schedule** page is displayed. Click the **Return to Add Classes** link to return.
- Click the **PROCEED TO STEP 2 OF 4** button to proceed to the next stage of enrolment.
- The **Confirm classes** page is displayed.
- Click the **SUBMIT** button to confirm the classes to be added and proceed.

- Admission to Courses
- Enrolment into Classes

59. **Step 3:** The **View results** page is displayed and it shows the outcome of the enrolment.
60. Click the **ADD ANOTHER CLASS** button if more classes need to be added.
61. Click the **FINISH ENROLLING** button to proceed.
62. **Step 4:** The **Successful Enrollment** page is displayed.
63. Click the **VIEW ACCOUNT/MAKE PAYMENT** button to display account summary.
64. The **Account Summary** page is displayed.
65. Click the **MY CLASS SCHEDULE** button to display the **My Class Schedule** page to verify the classes enrolled.
66. The **My Class Schedule** page is displayed.

SXXXX119F SXXXX119F SXXXX119F SXXXX119F go to ...

Enroll My Academics

my class schedule add term information

**3. View results** 59

View the following status report for enrollment confirmations and errors:

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Success: enrolled Error: unable to add class

Class	Message	Status
AT 2101FP	Success: has been added to your schedule.	✓

**ADD ANOTHER CLASS** **FINISH ENROLLING** 61

SXXXX119F SXXXX119F SXXXX119F SXXXX119F go to ...

Account Inquiry

summary activity charges due payments

**Account Summary** 64

What I Owe

You have no outstanding charges.

Select Display Option  List View  Weekly Calendar View

2016 January | Continuing Educ & Training | Institute of Tech. Education

**Class Schedule Filter Options**

Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes **filter** 66

AT 2101FP - Automotive Principles & System							
Status	Units	Grading	Deadlines				
Enrolled	4.00	Graded					
Class Nbr	Section	Component	Campus	Days & Times	Room	Instructor	Start/End Date
1301	RATA	Theory	ITE College West	Mo 6:45PM - 9:45PM	TBA	SXXXX453F SXXXX453F SXXXX453F	11/01/2016 - 10/07/2016
1302	RAPA	Practical	ITE College West	We 6:45PM - 9:45PM	TBA	Staff	13/01/2016 - 10/07/2016

Printer Friendly Page

Enroll My Academics

My Class Schedule Add Term Information

go to ...

SXXXX119F SXXXX119F SXXXX119F SXXXX119F go to ...

Enroll My Academics

my class schedule add term information

**4. Successful Enrollment** 62

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Please note the following instructions:

**Important - Instruction on Viewing of Financial Status and Payment**

- With your newly assigned User ID and Password, please log onto the ITE Student Portal at <https://myportal.ite.edu.sg> on 09/06/2017 to view your fees payable and financial status under your "Account Summary" panel.
- Payment of full fees must be made within 3 days from today.** If you do not pay within 3 days, you are deemed to have withdrawn from all module(s) you have enrolled in. Your training place(s) will be cancelled.
- You may pay the full fees through the following modes:
  - Online Payment - Click on "View Account/Make Payment" below to make online payment immediately. If you wish to make online payment later, you may also log on to <https://myportal.ite.edu.sg> from the next working day using your User ID and password and click on "iStudent" link and follow instructions.
  - Cheque, Credit Card and NETS Payment at any ITE Customer & Visitor Centre
  - Post Secondary Education Account (PSEA)\*

\*You need to submit the PSEA Ad Hoc Form to ITE HQ Customer & Visitor Centre within 3 days from the date of your web enrolment. For more information about PSEA and to download the PSEA Ad Hoc Form, please visit <https://www.moe.gov.sg/education/post-secondary/post-secondary-education-account>.

- For urgent payment (e.g. to pay fees by a specific date to avoid being dropped from course/module; to pay fees for additional module(s) after having paid fees for other module(s) within the past 2 working days), please proceed to any of the Customer & Visitor Centre at ITE Colleges.
- Please log on to the ITE Student Portal to check whether ITE has received your payment. Online payment made before 10.30pm will be updated 2 working days later in your Financial Account.

**VIEW ACCOUNT / MAKE PAYMENT** 63

**Instruction on Formation of Classes**

- ITE reserves right to cancel a class if the enrolment is low. If the class that you have enrolled in is cancelled, ITE will notify you at least 1 week before course commencement and a full refund will be given.
- Please log on to ITE Student Portal to confirm your training schedule before the class(es) commencement date(s). Under "Self Service" -> "Enrollment" -> "My Class Schedule" panel, if the Enrollment Status of your class is "Dropped CCAN", your class has been cancelled. If you wish to re-register into an available class over the Web, please check your re-registration period (Enrollment Appointment) under the "Enrollment Dates" panel.

**MY CLASS SCHEDULE** 65

**Submission of Supporting Documents**

- For new applicants, upon your successful course application, please bring your original documents (identity card/valid pass, educational certificates, etc.) for verification and a set of clear photocopies for submission at any Customer & Visitor Centre during office hours before your course start date. **Please write your name and NRIC/FIN number on all the photocopies for submission.**
- Do not submit original certificates and documents. ITE will not be responsible for the damaged or loss of original certificates and documents.