Navigation Guide

1. Open ITE website at URL: www.ite.edu.sg, click on "**APPLY FOR ITE COURSES**" icon and then "**Application for CET *Nitec/ISC* Courses**".
2. "**Application for CET *Nitec/ISC* 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 or click on the "SingPass" icon to apply using SingPass ID and Password.
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 *NITEC*/ISC COURSES

Note: If you are currently not enrolled in the CET *Nitec/ISC* January 17 intake, you are to apply as a new student for this CET *Nitec/ISC* July 17 Intake. If you are currently attending a *Nitec/ISC* course and wish to apply for module(s) in a different *Nitec/ISC* 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 *Nitec/ISC* course and applying for module(s) in the same *Nitec/ISC* course	Apply online with your User ID and Password. Click HERE	Wed 17 May 17 (8.30am) to Tue 23 May 17 (11.59pm)	Web Registration Guide
Permanent Residents (PRs) currently attending a *Nitec/ISC* course and applying for module(s) in the same *Nitec/ISC* course	Apply online with your User ID and Password. Click HERE	Thu 18 May 17 (8.30am) to Tue 23 May 17 (11.59pm)	Web Registration Guide
Singapore Citizens (SCs) or Permanent Residents (PRs) applying for a new *Nitec/ISC* course	Apply online. Click HERE	Thu 18 May 17 (8.30am) to Tue 23 May 17 (11.59pm)	Web Registration Guide

iStudent

Apply for a CET Course

1. Enter NRIC/FIN, Date of Birth

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

| *NRIC/FIN | SXXXX119F | (example: "S7770001C" or "F7786580W") |
| *Date of Birth | 13/03/1993 | (example: 31/12/2000) |

* Required Field

Or

To apply using SingPass, click on SingPass

Important Notes:

START

Navigation Guide

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.

Student

Apply for a CET Course

1 - **2** - 3 - 4 - 5 - 6 - 7

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	2016 January
*Course	N Tech - Automotive Technology
*Academic Plan	NTATTLV - N Tech - Auto Tech (Light Veh)

9

* Required Field

NEXT   **10**

Student

Apply for a CET Course

1 - **2** - 3 - 4 - 5 - 6 - 7

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** | GCE (N) |
| ***Stream** | N(Tech) |

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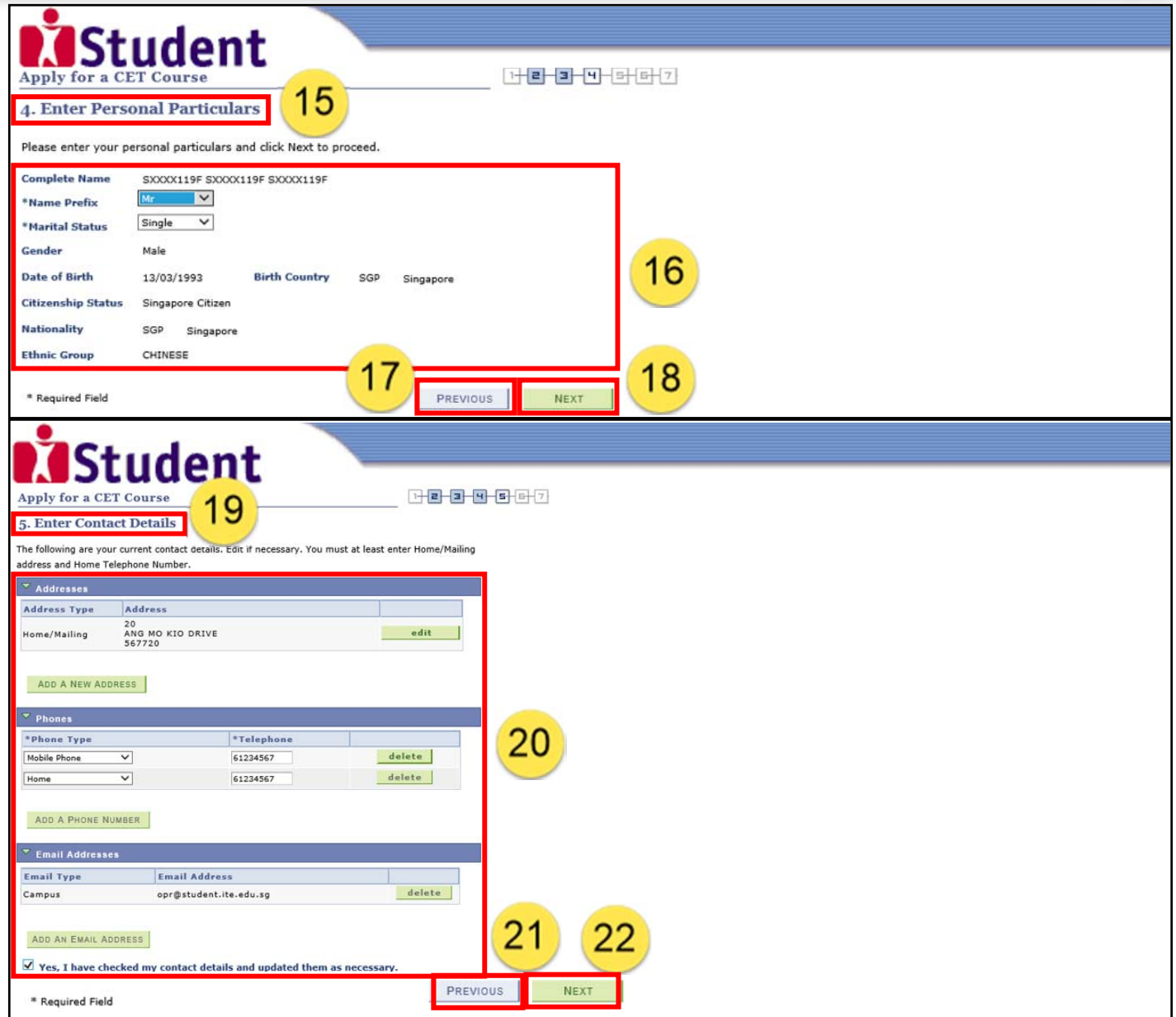○ Minimum 2 years relevant work experience
● None of above

12

* Required Field

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

Navigation Guide

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.

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iStudent

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

15

4. Enter Personal Particulars

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

16

17   **18**

* Required Field   PREVIOUS   NEXT

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iStudent

Apply for a CET Course   **19**   1 2 3 4 5 6 7

5. Enter Contact Details

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	edit

ADD A NEW ADDRESS

Phones

*Phone Type	*Telephone	
Mobile Phone	61234567	delete
Home	61234567	delete

ADD A PHONE NUMBER

20

Email Addresses

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

ADD AN EMAIL ADDRESS

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

21   **22**

* Required Field   PREVIOUS   NEXT

Navigation Guide

23. The final step for the application is **Declaration**. Read the declaration details

24. Click **PREVIOUS** button to edit the application form if there are changes to be done.

25. Click **YES – SUBMIT** button to submit the application form.

Student

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	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

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
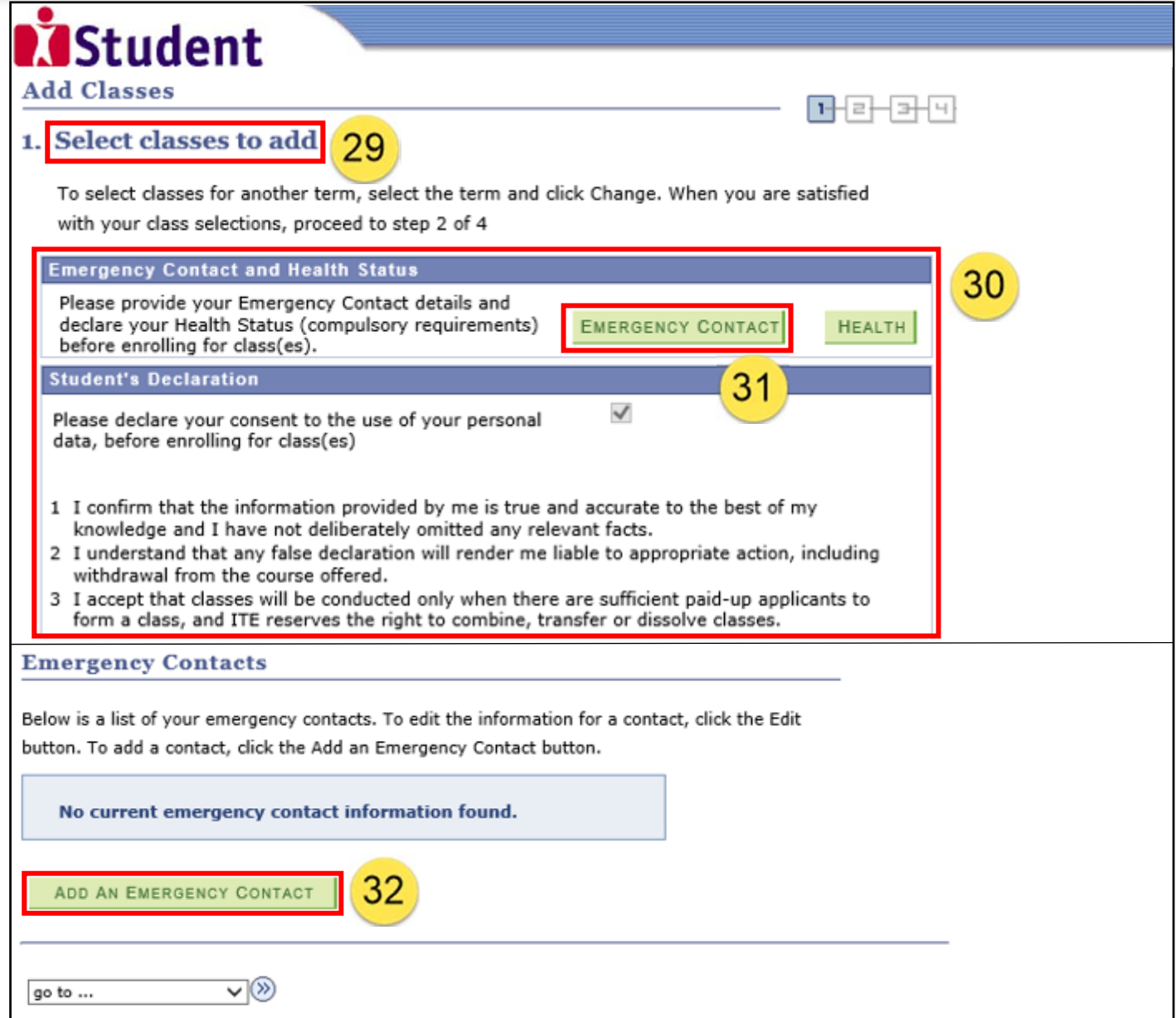○ Minimum 2 years relevant work experience
⦿ None of above

Test Date 07/06/2017

	Test Component	Description	Score
1	CCA	Co-Curricular Activities	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]
24   25

Navigation Guide

26. The **Acknowledgement** page is displayed acknowledging that the application has been successfully received. **Please note the User ID and Password for iStudent login.**

27. Click the **PRINTER FRIENDLY VERSION** button to print a copy of the acknowledgement slip.

28. Click the **ENROLL: ADD CLASSES** button to start enrolling in classes.

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i Student

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

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

Navigation Guide

29. 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.

30. **Emergency Contact** and **Health Status** and **Student's Declaration** are displayed.

31. Click **EMERGENCY CONTACT** button and the **Emergency Contacts** page is displayed.

32. Click **ADD EMERGENCY CONTACT** button to add a contact, and click the **EDIT** button to edit the information for a contact.

Student

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)

☑

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.

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 ... ⌄ »

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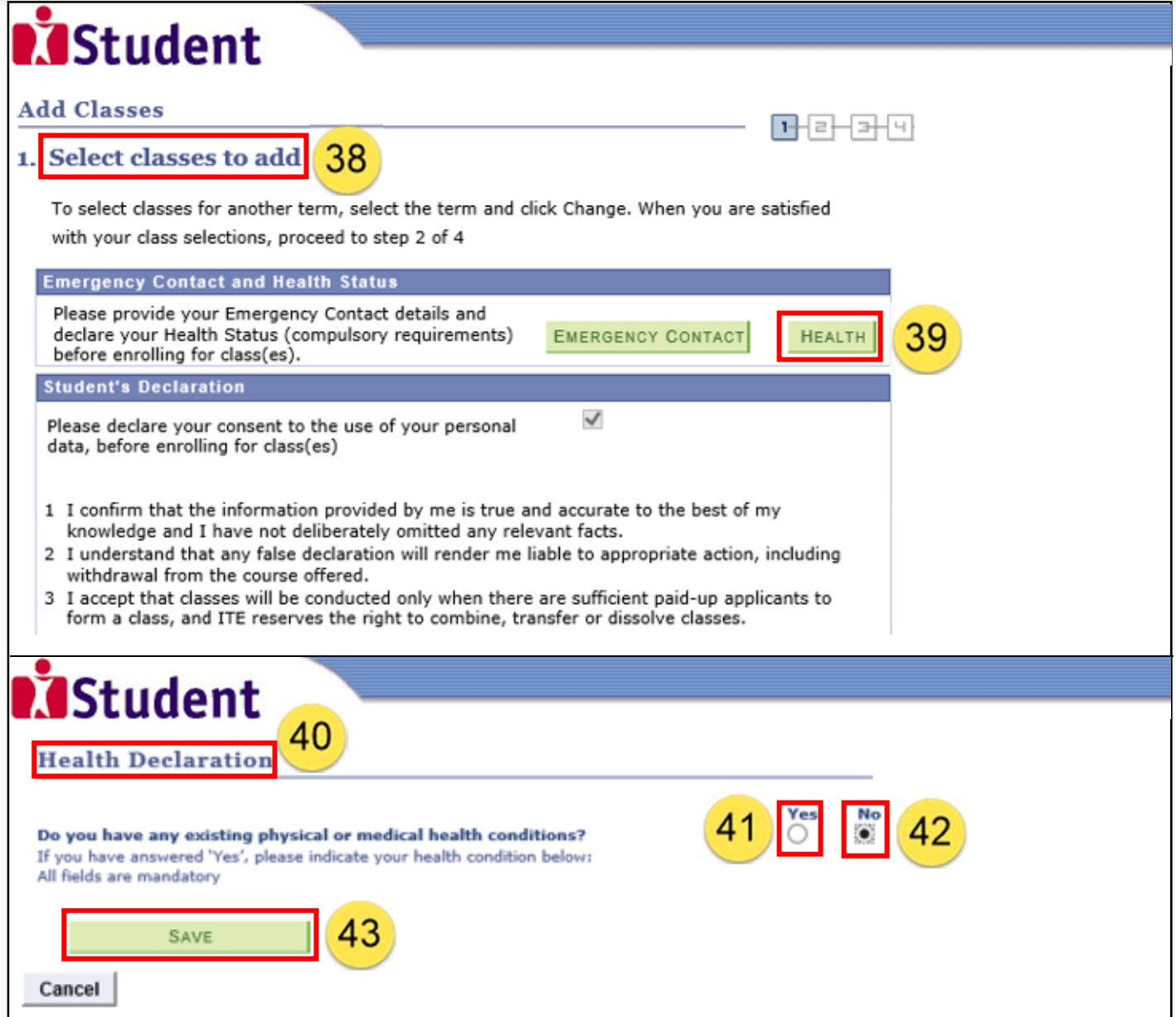
33. The **Emergency Contact Detail** page is displayed. Enter **Contact Name**, **Relationship**, **Contact's Address**, **Contact's Phone** details.
34. Click the **SAVE** button.
35. The **Save Confirmation** page is displayed.
36. Click the **OK** button.
37. The **Emergency Contacts** page is displayed.

Navigation Guide

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.

Student

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.

Student

Health Declaration (40)

Do you have any existing physical or medical health conditions?
If you have answered 'Yes', please indicate your health condition below:
All fields are mandatory

(41) Yes ○   No ◉ (42)
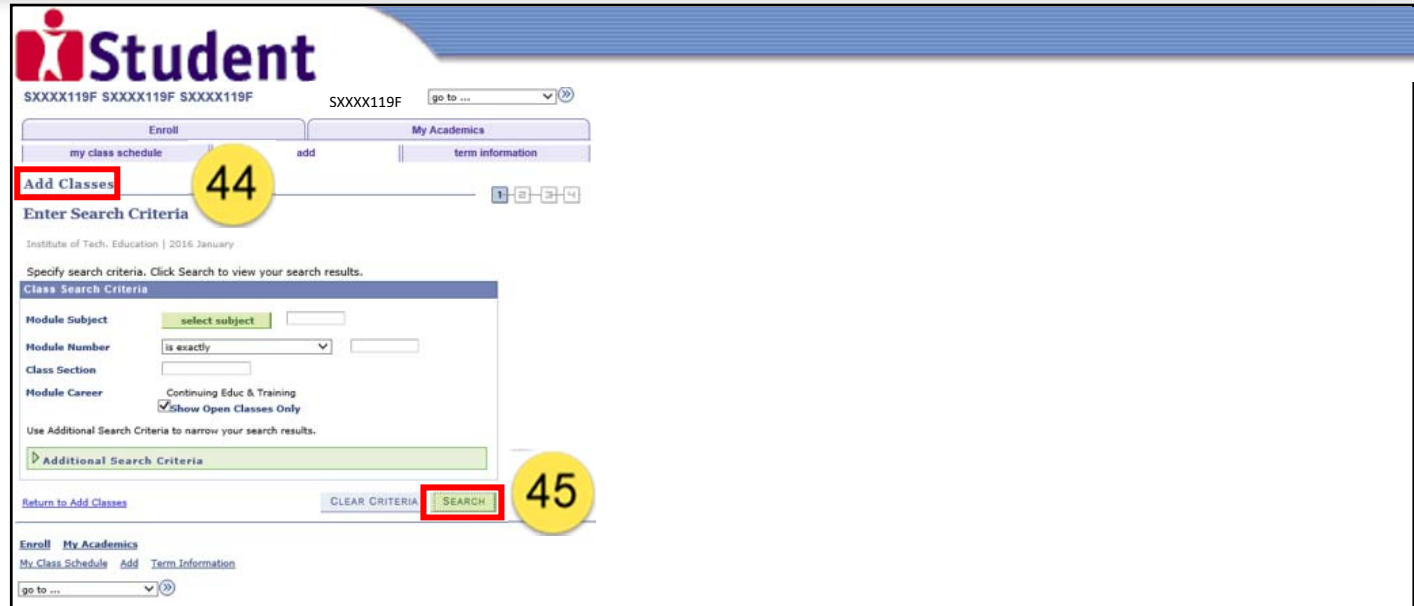
[SAVE] (43)

Cancel

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.

Student

SXXXX119F SXXXX119F SXXXX119F   SXXXX119F   go to ...

| Enroll | My Academics |
| my class schedule | add | term information |

Add Classes **44**   1-2-3-4

Enter Search Criteria

Institute of Tech. Education | 2016 January

Specify search criteria. Click Search to view your search results.

Class Search Criteria

Module Subject   select subject
Module Number   is exactly
Class Section
Module Career   Continuing Educ & Training
                       ☑ Show Open Classes Only

Use Additional Search Criteria to narrow your search results.
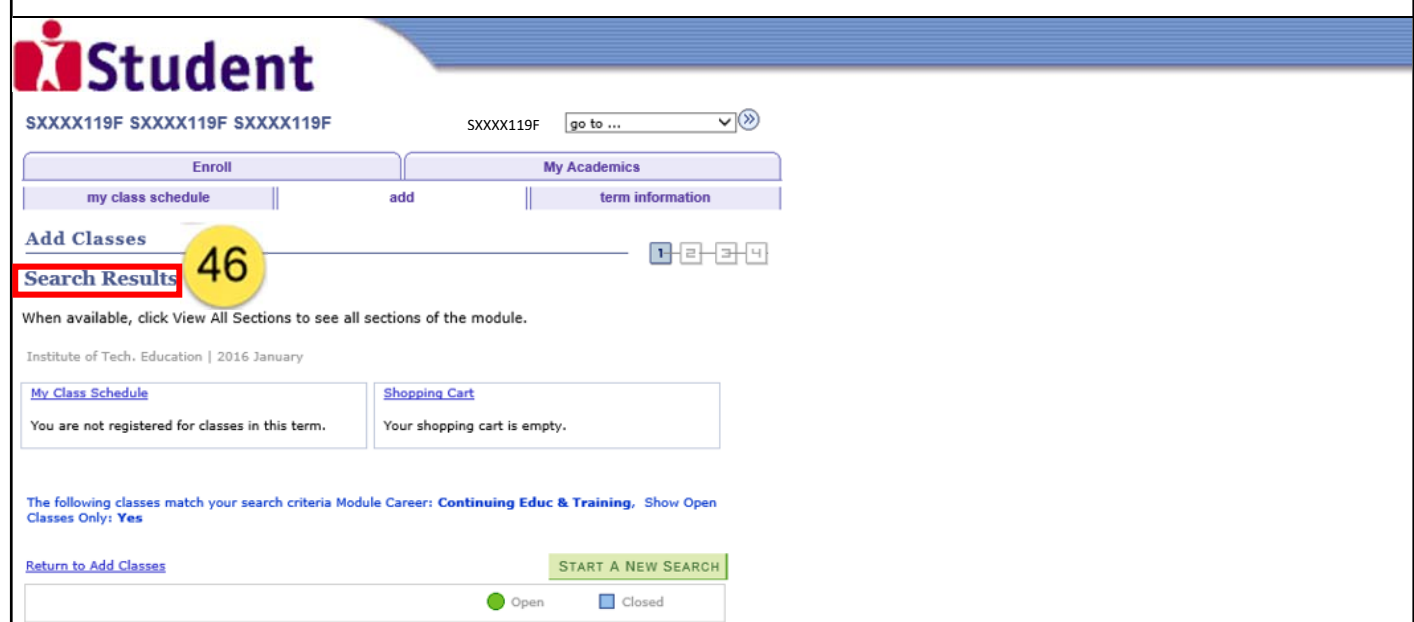
▷ Additional Search Criteria

Return to Add Classes   CLEAR CRITERIA   SEARCH   **45**

Enroll **My Academics**
My Class Schedule   Add   Term Information

go to ...

Student

SXXXX119F SXXXX119F SXXXX119F   SXXXX119F   go to ...

| Enroll | My Academics |
| my class schedule | add | term information |

Add Classes **46**   1-2-3-4

Search Results

When available, click View All Sections to see all sections of the module.

Institute of Tech. Education | 2016 January

| My Class Schedule | Shopping Cart |
| You are not registered for classes in this term. | Your shopping cart is empty. |

The following classes match your search criteria Module Career: **Continuing Educ & Training**, Show Open Classes Only: **Yes**

Return to Add Classes   START A NEW SEARCH

                              ● Open   ☐ Closed

Navigation Guide

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

Navigation Guide

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.

Navigation Guide

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

PART-TIME STUDENT   SXXXX119F | go to ...

Add Classes   1—2—3—4

Select classes to add - Exam Schedule   55

2017 July | Institute of Tech. Education   change term

Class	Description	Exam Type	Exam Date	Schedule	Room
CB 2102FPR-RBTB (1476)	Mechanical Services (Theory)	Final	01/12/2017	11:30AM - 1:00PM	TBA

ⓘ An exam schedule is not available for this term.

Return to Add Classes
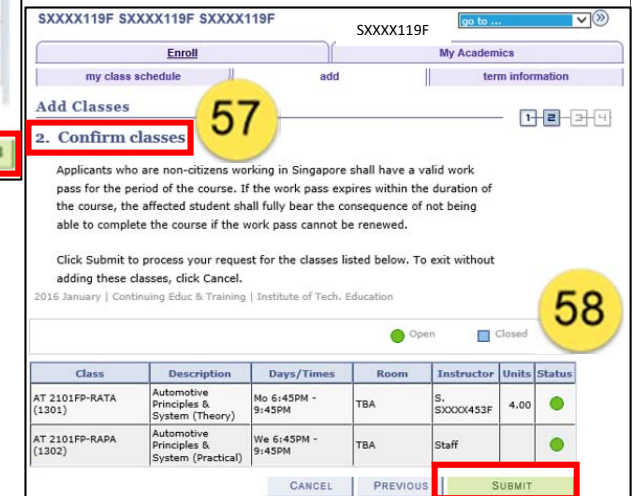
Add to Cart: **2016 January Shopping Cart**

Find Classes

● by My Program/Plan

search

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   PROCEED TO STEP 2 OF 4   56

SXXXX119F SXXXX119F SXXXX119F   SXXXX119F   go to ...

Enroll   My Academics

my class schedule   add   term information

Add Classes   57

2. Confirm classes   1—2—3—4

Applicants who are non-citizens working in Singapore shall have a valid work pass for the period of the course. If the work pass expires within the duration of the course, the affected student shall fully bear the consequence of not being able to complete the course if the work pass cannot be renewed.

Click Submit to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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

58

● Open   🟦 Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
AT 2101FP-RATA (1301)	Automotive Principles & System (Theory)	Mo 6:45PM - 9:45PM	TBA	S. SXXXX453F	4.00	●
AT 2101FP-RAPA (1302)	Automotive Principles & System (Practical)	We 6:45PM - 9:45PM	TBA	Staff		●

CANCEL   PREVIOUS   SUBMIT

Navigation Guide

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.