Contents

Online Enrolment System URL

https://www2.rp.edu.sg/psc/public/EMPLOYEE/SA/c/N_FLUID_MENU.A_ENR_ONLINE_FL.GBL

Log-in with Singpass

If you have a Singpass and MyInfo account, click on the "Singpass" button to log-in with Singpass. You will be redirected to the Singpass log-in page to complete your log-in.

Note: Please ensure that your personal details in your SingPass MyInfo account is updated.

Login as Singpass User:

Login with

Please click the link below if you do not have a SingPass account.

Login as Non-SingPass User

If you are signing in using SingPass authentication, your details will be retrieved from your MyInfo account and will not be editable. To update your details, please visit MyInfo website and update your account.

To register for SingPass MyInfo, please click on the button below.

Register for MyInfo

Log-in with Personal Details

If you do not have a SingPass account, you can log-in by clicking on the link 'Login as Non-SingPass User'.

Login as Singpass User:

Login with

Please click the link below if you do not have a SingPass account.

Login as Non-SingPass User

Fill in your **Student ID** (provided in your enrolment letter), **NRIC/FIN/Passport/UIN** and **Date of Birth** to login.

Note: The login information is case sensitive. Please enter your information in <u>UPPER CASE</u>. Date of birth should be in the format DD/MM/YYYY.

Login as Non-Singpass User:

Student ID	22001234
NRIC/FIN/Passport/UIN	T1234567A
Date of Birth	01/01/2002

Please click the link if you have SingPass login.

Login as SingPass User

Next

Step 1: Course Acceptance

Click the **Course Acceptance** button to proceed with Step 1 of enrolment.

This page summarises the different steps you need to complete in order to confirm your placement in your offered course.

Instructions

a) The online enrolment will take approximately 30-45 minutes to complete if you have provided all necessary documents.

b) You need to complete the following steps in sequence.

Instructions for Step 1:

You are required to accept the course by the acceptance date stated in your enrolment letter.

Step 1:

[Course Acceptance]   TO BE COMPLETED

Instructions for Step 2:

There are 7 sections to be completed in this step. Please ensure that the information provided is accurate.

Step 2:

[Confirm Personal Particulars]   TO BE COMPLETED

Select the choice of course out of the courses offered under **Programme Offered**. Select "Yes" under **Conditions for Enrolment** after reading the conditions by clicking the link provided. Once done, click the **Accept** button below the page to proceed.

Please verify the personal data and program offered. If there are any queries, you can contact us via Webform or 65103000

Personal Data

Student ID	20016093
Name	SSS0135964
Date of Birth	01/01/2003
Term	AY2020 Semester 1

Programme Offered

You are offered the following course(s) by Republic Polytechnic

Diploma	Course Code	Admission Excrcise
○ COMMON BUSINESS PROGRAMME	R57	DAE

Conditions for Enrolment

Conditions for Enrolment Acknowledgement

(No)   I agree to abide to RP's Conditions for Enrolment (Click here to view)

Acceptance

Note:

You are only allowed to accept one offer, upon clicking the Accept button, you have officially declared that you have accepted the course.

[Accept ▶]

Once done, click on **Yes** button to confirm and continue.

	Course Code	Admission Excrcise
Term	AY2020 Semester 1	
following course(s) by Republic Polytechnic		
NESS PROGRAMME		DAE

> You are about to accept course COMMON BUSINESS PROGRAMME.
> Once saved you can no longer accept the other offers. Do you want to continue?
>
> **Yes**   **No**

rolment

lment Acknowledgement

agree to abide to RP's Conditions for Enrolment (Cl

to accept one offer, upon clicking the Accept button, you have officially declared that you have accepted the course.

Accept ▶

Step 2: Confirm Personal Particulars

After Step 1, return to Main Menu. Status of Step 1 will be reflected as "COMPLETED".

Click on **Confirm Personal Particulars** under Step 2 to proceed.

This page summarises the different steps you need to complete in order to confirm your placement in your offered course.

Instructions

a) The online enrolment will take approximately 30-45 minutes to complete if you have provided all necessary documents.

b) You need to complete the following steps in sequence.

Instructions for Step 1:

You are required to accept the course by the acceptance date stated in your enrolment letter.

Step 1:

 Course Acceptance   COMPLETED

Instructions for Step 2:

There are 7 sections to be completed in this step. Please ensure that the information provided is accurate.

Step 2:

 Confirm Personal Particulars   TO BE COMPLETED

Section 1 of 8: Fill in Personal Data/Household Details

Fill in personal details under Section 1. Once done, click the **Next** button to continue to Section 2. If you had logged in via SingPass, your personal details will be pre-fill with data from your MyInfo account. If the details are incorrect, please log into SingPass to update the data before continuing with the enrolment process.

Section 2 of 8: Fill in Contact Information

Fill in Contact Information under Section 2 and then click the **Next** button to proceed.

Section 3 of 8: Fill in Personal Details and Contact Information of Next-of-Kin

Under Section 3, fill in personal details and contact information of your First Next-of-Kin.

Note: First Next-of-Kin must be above 21 years of age. Toggle the 'Yes/No' button provided to confirm.

Next, fill in personal details and contact information for Second Next-of-Kin should you have one. Once done, click on the **Next** button to continue. International Students are to fill in the details of their appointed local representative.

Second Next-of-kin

Note: The details for your Second Next-of-kin should be different from the details entered for your First Next-of-kin

Relationship	[dropdown]
Name	[text field]
NRIC/FIN/Passport/UIN	[text field]
Citizenship	[dropdown]
Marital Status	[dropdown]
Please indicate if the address is the same as your Home Addr	No
Country	[dropdown]
Postal Code	[text field]
Block / House No	[text field]
Street Name	[text field]
Unit No	[text field]
Building Name	[text field]
Contact Number	[text field]
Email Address	[text field]

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Section 4 of 8: Fill in Emergency Contact details.

Fill in the information of your Emergency Contact. International Students are to fill in the details of their appointed local representative as stated.

Note: Your Emergency Contact must be above 21 years old. Toggle the 'Yes/No' button provided to confirm.

Section 4 of 8 - Emergency Contact In Singapore

Student ID	21036567
Name	SSS0198503

Emergency Contact Information In Singapore

*Relationship	Father
*Name	JOHN TAN
*Contact Number	99869986

I hereby declare that my emergency contact is above 21 years old   Yes

Emergency Contact Address In Singapore

Country	SINGAPORE	
*Postal Code		Retrieve Home Address
*Block / House No.		
*Street Name		
Unit No.		
Building Name		

*denote mandatory fields

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Section 5 of 8: Fill in Education Details

Fill in details of educational history under Section 5. Click on the magnifying glass icon to search for and select your secondary school / last institution attended. Once done, you may click on the **Next** button to move on to the next section.

Section 6 of 8: Fill in CCA Details

Under Section 6, fill in the details of your Co-curricular Activities (CCAs) in your previous institution. After selecting the CCA grouping, use the magnifying glass icons to search for specific CCA names. You can also use the "+" button to add more rows, up to a maximum of 3 CCAs.

Once done, you may click on the **Next** button to move on to the next section.

Note: If you did not join any CCAs, please select your School and indicate "Not Applicable" under CCA Grouping.

Section 7 of 8: Fill in Other Information

In this section, you are required to declare if you suffer from any of the medical conditions listed. If you have indicated **Yes** to any of the listed medical conditions, please provide additional information in the text box on the right and submit supporting documents under Step 4 of the online enrolment process.

You may also specify any other medical conditions (not listed) which exempt you from physical activities and IPPT. You are also required to indicate your height & weight.

Next, you are required to declare if you have any existing criminal record(s); are currently under police investigation; or have ever been suspended or dismissed for any disciplinary reasons. If you answered **Yes** to any of the three questions, you must provide additional details. Applicants found to have submitted false or inaccurate information will be liable to disciplinary actions, which may include dismissal from the course.

Once done, you may click on the **Next** button to move on to the next section.

Offence Committed

1. Do you have criminal record(s) in Singapore or overseas (excluding parking offences or spent records)?
2. Have you ever been charged with any criminal offence in a court of law in Singapore or in any other country, whether or not a conviction is recorded for the criminal offence (including probation orders), or have been issued a stern or conditional warning or reprimand from law enforcement agencies (excluding parking offences)?
3. Have you ever been, or are you currently a subject of police investigations, either in Singapore or overseas?
4. Have you ever been suspended or dismissed for any disciplinary reason from any secondary school/junior college, ITE, polytechnic or university or is any such disciplinary action pending against you?

   Please provide details below if your answer is "Yes" to any of the above questions.

   ◯ No

Description/Details of the offence (Include nature of the offense and why it was committed):

Details of the consequences of the offence (e.g. Warning / Probation/ Imprisonment and information on the period of the Probation/Imprisonment)

Describe what you have learnt from this experience (You may include the impact of the offence you have in your life) and provide additional information

*denote mandatory fields

Students may be contacted by RP for more details on their declaration

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Section 8 of 8: Declaration

Lastly, read the given declarations and terms & conditions. Click the "**Yes! I agree to the terms & conditions specified above**" button to continue if you agree to the terms & conditions.

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Section 8 of 8 - Declaration

Student ID 21036567

Name SSS0198503

Declaration

Please refer to www.rp.edu.sg/enrolment for more information

1. I affirm that all the facts and/or statements (including declaration of medical/special needs conditions and offence history) in this enrolment form are true and accurate to the best of my knowledge. I have not deliberately omitted any relevant fact. Should I be admitted to Republic Polytechnic (RP) on the basis of the information given which may turn out to be false or inaccurate, I understand that I will render myself liable to appropriate actions, including civil action, dismissal from course, forfeiture of fees, fine, and other disciplinary actions.

2. I understand that my course acceptance status may be reviewed if there is material information that comes to the attention of the institution.

3. I agree to comply with all prevailing rules and regulations (www.rp.edu.sg/enrolment) which may pertain to my conduct and study for the duration of my enrolment with RP. I am fully aware that my failure to comply with such rules and regulations may result in my dismissal.

4. I agree to settle all fees payable or amount outstanding owed to RP as an enrolled student in RP, regardless of attendance. I will abide by the policy related to administrative fee charges.

5. I am aware that I will be required to undergo a compulsory module G951 Life Skills I that involves physical exercises and sports. I am deemed to be physically fit to participate in the classes unless I can provide official medical documents with certified medical reasons to be exempted from physical activities and sports for G951 Life Skills I.

6. I am currently not under police investigation in Singapore or overseas.
 If you currently are, provide appropriate details under Step 2 (Section 8 of 9 – Declaration) of the enrolment portal.

7. I agree that RP has the legitimate authority to collect and keep my personal data and academic results (obtained either directly or indirectly through other public agencies or educational institutions). The data may include, but is not limited to, personal particulars, family data, assessment records, special needs and medical information, sound, video or CCTV recordings, etc.

The data could be used, both during my enrolment with RP and after, for the following purposes:
i)   To facilitate the execution of activities by the Polytechnic in dispensing its duties in administrative matters and to monitor my academic progress.
ii)   For statistical compilations and analysis
iii)   For communications such as e-mail, SMS, letters, and surveys.
iv)   To ensure the safety and welfare of its staff/students, which will include judicious release of information to staff who are charged with monitoring and caring for students.
v)   For campus security purposes and/or to regulate student discipline or behaviour, including compliance with any applicable rules, laws and regulations, codes of practice or guidelines or to assist in law enforcement and investigations by relevant authorities/law enforcement agencies.
vi)   For publication in areas that is customary by educational institutions such as award of prizes.
vii)   To enrol me as an alumni of the polytechnic upon graduation.
viii) Any other purposes beneficial to students and graduates.

8. I have read, understood and consent to the Privacy Statement at https://www.rp.edu.sg/privacy-statement (as updated from time to time). I understand that my personal and academic data may be shared with other Government agencies, non-Goverment agencies which have been authorised to carry out specific Government services, or other educational institutions (unless such sharing is prohibited by legislation) so as to serve me in a most efficient way to facilitate the progression of my academic pursuits or for Education and Career Guidance.

[Yes! I agree to the terms & conditions specified above.]   [No! I wish to go back to Main Menu]

Finally, carefully review the summary of the information you have entered ensure that it is accurate.

Once you have verified the information is correct, click on the **Submit** button at the end of the summary page. You will not able to make changes to your information once you have submitted.

8. I have read, understood and consent to the Privacy Statement at **https://www.rp.edu.sg/privacy-statement** (as updated from time to time). I understand that my personal and academic data may be shared with other Government agencies, non-Goverment agencies which have been authorised to carry out specific Government services, or other educational institutions (unless such sharing is prohibited by legislation) so as to serve me in a most efficient way to facilitate the progression of my academic pursuits or for Education and Career Guidance.

Step 3: Submit Compulsory Documents

Click on Step 3: **Submit Compulsory Documents** button.

Parent or guardian can provide their consent by logging in with SingPass or download the Parent Consent Form from the online enrolment portal. Under the **Parent/Guardian with Singpass** option, parent or guardian will access Singpass to submit the consent form electronically.

Under **Parent/Guardian without Singpass option**, parent or guardian can download the parent consent form to print and sign, and upload a scan of the completed form using the "Attach" button.

Once the document is uploaded, click the **Submit** button.

Next, upload a front and back copy of your NRIC/FIN or a screenshot of your Digital ID from the SingPass app. Click **Submit** button after upload.

> Note: If you had logged in to the enrolment system via SingPass, you will not be required to complete this step. Please proceed to the next step.

Finally, upload your photograph. Your photograph will be used for your e-Student Card. Click the link to upload your photo.

After completing your photo upload, click **Back to Main Menu** button to return to the main menu.

Upload Photo

Photo Status: Pending

No Photo Available

*Please click the Refresh button to retrieve the latest photo and status.
*Please click Confirm button if you agree with the photo displayed above. Otherwise, please use the link below to upload the photo.

[Confirm]   [Refresh]

Click to upload your photograph

- Your photograph must fulfil passport requirements with white background.
- Upload your photograph via the **Photo System**
- Late submission of your photograph will

  ◦ Delay in processing your e-Student Card in RP Connect.

  ◦ Delay RP in sending your information to TransitLink which is required for the application of your Diploma Student Concession Card*.

*You have to apply for the Diploma Student Concession Card via **TransitLink** if you need it to use on public transport. You will be informed by RP w
application. Click **here** to find out more.

Step 4: Upload Other Enrolment Documents.

Click on Step 4: **Download/Upload your completed forms** button to upload your medical supporting documents and other forms.

Instructions for Step 4:

You are required to submit the following documents:

a. Some courses require submission of Medical report or specialized tests such as Colour Vision and/or Audiometry for selected enrolled courses only. You can refer to the listing **here**.
 ◦ Download your Medical report form / Colour vision test form
 ◦ Proceed for medical check-up/specific tests checks
 ◦ Attach and Upload the completed form

b. For submission of supporting documents on your medical/health declaration in Step 2-Section 7

c. For submission of national service documents (supporting documents) where applicable
Step 4:

Download/Upload your completed forms   TO BE COMPLETED

Download, complete, and upload documents that are mandatory to your enrolment.

- Medical report form (depending on diploma course for Singapore Citizens / PR; compulsory for all international students)
- Colour vision test form (depending on diploma course)
- Audiometry report (depending on diploma course)
- NS documents (for students who have completed / have valid deferment document)
- Other documents

Click **Submit** button after upload to proceed. After submission, click **Back to Main Menu** button.

	Upload Documents							
	Student ID	20050093						
	Name	SSS0162493						

Download / Upload the completed forms

In this section, you will be able to upload files that are mandatory for your enrolment. Please read the instructions in your enrolment booklet for the type of documents that you will need to upload.

Please submit all compulsory documents. Students who fail to submit all compulsory enrolment documents will be liable for deregistration from RP.

To upload, click the "Attach" button to select your file. (The maximum file size is 2mb and the acceptable file types are: doc, docx, gif, jpeg, jpg, pdf).

	Checklist Item ⬦	Attached File ⬦	Description ⬦	Updated On ⬦	Mandatory ⬦	View ⬦	Download	Attach	Delete
1	Color Vision Form (Pg 2)				N	View	Download	Attach	Delete
2	NS Documents (if applicable)				N	View		Attach	Delete
3	Medical supporting doc				N	View		Attach	Delete
4	Other documents				N	View		Attach	Delete

Back to Main Menu   Submit

Step 5: Financial Information.

Read through the finance information and apply for financial scheme(s) where applicable.

Instructions for Step 5:

For all students

You are required to declare your Tuition Grant information for this step.

The MOE Tuition Grant (TG) Scheme is open to students enrolled in full-time Diploma programmes in the polytechnics to help defray the cost of their tertiary education up to a maximum of 10 semesters. For more information on Tuition Grant, please visit https://www.rp.edu.sg/financial-matters/moe-tuition-grant.

Important Notes:
Students have to pay the balance after Tuition Grant subsidy, as well as Annual Supplementary Fees. If a student has fully utilised the maximum 10 semesters of Tuition Grant or has graduated from other Institutes of Higher Learning, they will no longer be eligible for Tuition Grant and are liable to pay non-subsidised fees. The non-subsidised fee amount for AY2022 intake without subsidy is S$24,408.00* per annum.

*This amount is indicative and subjected to change depending on student's admission year.

For International Students

You are required to make payment after you have collected your ICA Student Pass.

Step 5:

[Finance Matters]   TO BE COMPLETED

The summary of your fees is indicated. Click "**Next**" to proceed.

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Section 1 of 3: Finance Matters

Student ID	21036567
Name	SSS0198503
NRIC/PP No.	S0077329A
UIN/FIN	S0077329A
Qualification Type	Full-time Diploma
Course	Dip in Outdoor & Adv Learnin
Admit Term	AY2021 Semester 1
Invoice ID	

Summary of Fee

	Semester 1 ◇	Semester 2 ◇
Subsidized Tuition Fee	1450.00	1450.00
Supplementary Fee	86.50	0.00
Total Amount Payable	1536.50	1450.00

• All fees are subject to changes as determined by the Ministry of Education, Singapore.
• The fees shown are inclusive of GST.
Please refer to https://www.rp.edu.sg/financial-matters/course-fees for more information.

[Next ▶]

Declare your Tuition Grant status. Click **Next** to proceed.

Section 2 of 3: Finance Matters

Student ID	21036567
Name	SSS0198503
NRIC/PP No.	S0077329A
UIN/FIN	S0077329A
Qualification Type	Full-time Diploma
Course	Dip in Outdoor & Adv Learnin
Admit Term	AY2021 Semester 1
Invoice ID	

Mandatory Forms

☐ I have read the cover letter from MOE : Tuition Grant Scheme for Singaporeans.

I declare that (Tick one of the following boxes):

I have not received any Tuition Grant or other sponsorship/subsidy from the Singapore Government previously for a course of study at the same or a higher level as my new course at **the Republic Polytechnic**.

- I wish to receive a Tuition Grant and pay subsidised tuition fees for my new course.
- I agree to pay non-subsidised fees* if I subsequently become ineligible for the Tuition Grant during the period of my new course.
- *Please note that once you are required to pay non-subsidised fees, you are not eligible to apply for any financial schemes (e.g. Mendaki Tertiary Tuition Fee Subsidy, CPF Education Scheme, Tuition Fee Loan Scheme, etc.)

I have received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, but I did not graduate / have not graduated from the course.

- I am aware that the Tuition Grant or other Government sponsorship/subsidy that I have previously received will be taken into consideration in assessing my Tuition Grant eligibility for my new course.
- I agree to pay non-subsidised fees* for my new course if I am assessed to be ineligible for Tuition Grant.
- *Please note that once you are required to pay non-subsidised fees, you are not eligible to apply for any financial schemes (e.g. Mendaki Tertiary Tuition Fee Subsidy, CPF Education Scheme, Tuition Fee Loan Scheme, etc.)

I have received a Tuition Grant or other sponsorship/ subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, and I have graduated from the course.

- I am aware that I am ineligible for Tuition Grant for my new course.
- I agree to pay non-subsidised fees* for my new course.
- *Please note that once you are required to pay non-subsidised fees, you are not eligible to apply for any financial schemes (e.g. Mendaki Tertiary Tuition Fee Subsidy, CPF Education Scheme, Tuition Fee Loan Scheme, etc.)

I declare that the information provided by me in this declaration form is true and accurate, and I have not deliberately or wilfully omitted to provide any information that would render me ineligible to receive Tuition Grant. I understand that false declaration is a **criminal offence** that is punishable with a jail term and/or fine. Should I be found to have provided false declaration, I will **not** be eligible to receive the Tuition Grant for my course of study or any future course of study.

*Please note that once you are required to pay non-subsidised fees, you are not eligible to apply for any financial schemes (e.g. Mendaki Tertiary Tuition Fee Subsidy, CPF Education Scheme, Tuition Fee Loan Scheme, etc.)

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Read through the financial schemes that you can apply for the payment of your school fees. Read the declarations.

Click **Back to Main Menu** to proceed.

Section 3 of 3 Finance Matters

Student ID	21036567
Name	SSS0198503
NRIC/PP No.	S0077329A
UIN/FIN	S0077329A
Qualification Type	Full-time Diploma
Course	Dip in Outdoor & Adv Learnin
Admit Term	AY2021 Semester 1
Invoice ID	

Financial Schemes Application

The following are the various financial schemes that RP students can apply for payment of the school fees for their 3-year Diploma Full-Time Course. Please click on the link for more information.

1. Mendaki Tuition Fee Subsidy (online application at https://www.mendaki.org.sg/assistance_landing/tertiary-tuition-fee-subsidy-ttfs/)
2. Post Secondary Education Scheme (online application at https://form.gov.sg/62ac035f3c3b210013f6cd90)
3. CPF Education Loan Scheme (online application at https://www.cpf.gov.sg/members)
4. Tuition Fee Loan

Acknowledgement

1. I will apply for eGIRO for payment of school fees after completion of the on-boarding process.
2. I am aware of the financial schemes available as listed above.
3. I will apply online for the respective schemes accordingly.
4. For Mendaki Tertiary Tuition Fee Subsidy, Post-Secondary Education Scheme and CPF Education Loan Scheme application, please apply online by the stipulated deadline.
5. For International Students, I will make payment of the advance fee after collection of the ICA Student pass.

For details, please refer to the enrolment booklet or RP website, https://www.rp.edu.sg/financial-assistance/financial-assistance.

◀ Back to Main Menu

You have completed the online enrolment process. Click the **Exit** button to sign-out.

Instructions for Step 5:

For all students

You are required to declare your Tuition Grant information for this step

For International Students

You are required to make payment after you have collected your ICA Student Pass
Step 5:

| **Finance Matters** | COMPLETED |

Exit