

## Contents

Online Enrolment System URL .....	2
Log-in with Singpass.....	2
Log-in with Personal Details.....	3
Step 1: Course Acceptance .....	4
Step 2: Confirm Personal Particulars .....	6
Section 1 of 9: Fill in Personal Data/Household Details.....	7
Section 2 of 9: Fill in Contact Information .....	8
Section 3 of 9: Fill in Personal Details and Contact Information of Next-of-Kin.....	9
Section 4 of 9: Fill in Emergency Contact details. ....	11
Section 5 of 9: Fill in Education Details .....	12
Section 6 of 9: Fill in CCA Details.....	13
Section 7 of 9: Select Preferred Activities for Life Skills Module .....	14
Section 8 of 9: Fill in Other Information .....	15
Section 9 of 9: Declaration.....	17
Step 3: Submit Compulsory Documents .....	19
Step 4: Upload Other Enrolment Documents .....	22
Step 5: Financial Information ( <b>Not required</b> ) .....	23

## Guide for Online Enrolment System - PFP

### Online Enrolment System URL

[https://www2.rp.edu.sg/psc/public/EMPLOYEE/SA/c/N\\_FLUID\\_MENU.A\\_ENR\\_ONLINE\\_FL.GBL](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

The Singpass logo is displayed in a white box with a red border, and this box is circled in red. The logo itself consists of the word "singpass" in a lowercase, sans-serif font, with the "i" in "sing" and the "a" in "pass" being red, while the other letters are black.

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](#)


## Guide for Online Enrolment System - PFP

### 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 UPPER CASE. Date of birth should be in the format DD/MM/YYYY.

**Login as Non-Singpass User:**

Student ID	<input type="text" value="22001234"/>
NRIC/FIN/Passport/UIN	<input type="text" value="T1234567A"/>
Date of Birth	<input type="text" value="01/01/2002"/> 

Please click the link if you have SingPass login.

[Login as SingPass User](#)

# Guide for Online Enrolment System - PFP

## 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.

## Course Acceptance

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 23001234

Name MARY TAN

Date of Birth 01/01/2004

Term AY2022

### Programme Offered

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

Diploma	Course Code	Admission Exercise
<input checked="" type="radio"/> PFP for Health Mgmt & Promo	R43	PFP

### Conditions for Enrolment

#### Conditions for Enrolment Acknowledgement

Yes

I agree to abide to RP's Conditions for Enrolment. ([Click here to view](#))

### Acceptance

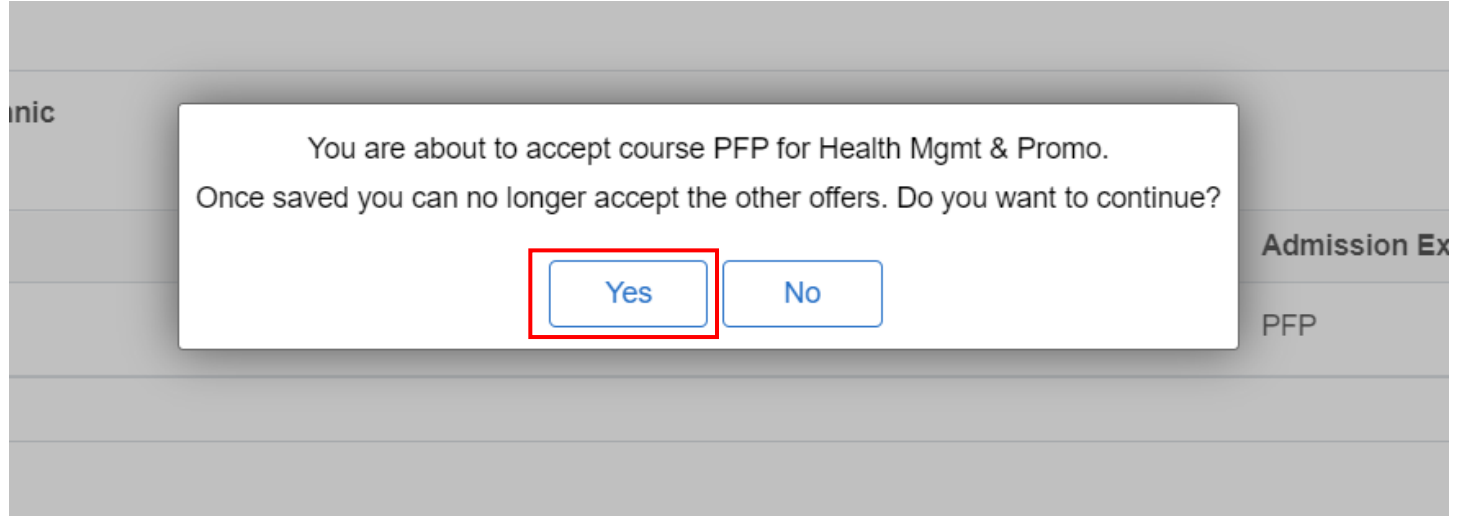
#### Note:

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

**Accept** ▶

## Guide for Online Enrolment System - PFP

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



The screenshot shows a confirmation dialog box with the following text:

You are about to accept course PFP for Health Mgmt & Promo.  
Once saved you can no longer accept the other offers. Do you want to continue?

Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular border.

Background text visible on the right side of the dialog box includes "Admission Ex" and "PFP".

## Guide for Online Enrolment System - PFP

### 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

# Guide for Online Enrolment System - PFP

## Section 1 of 9: 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.

Personal/Household



Section 1 of 9 - Personal Data/Household Details

Student ID 22001234  
Name JOHN TAN

**Personal Data**

Full Name JOHN TAN

NRIC/FIN/Passport/UIN T1234567A

Residency Singapore Permanent Resident

Citizenship MYANMAR

Date of Birth 01/01/2002

\*Place of Birth

\*Gender Male

\*Race

\*Religion

\*Marital Status

\*Military Status

Please upload supporting documents on your military status at Step4.

\*Operationally Ready Date (ORD)(DD/MM/YYYY)

**Household Details**

\*No. of Siblings

\*Household Size

State the number of people staying in your house including yourself. Please exclude domestic helper in your number

\*Type of residence

\*House Ownership

Total Monthly Family Household Income



Gross Total Income of all family members living with you (in \$). For more info: <https://www.rp.edu.sg/financial-assistance/imda-neu-pc-plus-programme>

# Guide for Online Enrolment System - PFP

## Section 2 of 9: Fill in Contact Information

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

**Contact Information**



**Section 2 of 9 - Contact Information**  
Check your Home and mailing address are updated so that any hardcopy communication from RP will be mailed to the correct address

Student ID 22001234  
Name JOHN TAN

**Home Address**

\*Country

\*Postal Code

\*Block / House No

\*Street Name

Unit No

Building Name

Is your Home Address the same as your Mailing Address?  Yes

**Mailing Address**

**Note: Please indicate Singapore Address if available.**

\*Country

\*Postal Code

\*Block / House No

\*Street Name

Unit No

Building Name

**Contact Information**

**Note: Please indicate at least one contact number in Singapore.**

Mobile Number

Home Number

\*Email Address



# Guide for Online Enrolment System - PFP



## Section 3 of 9: 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.

**Relation Details**

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Section 3 of 9 - Relations

Student ID 22001234  
Name JOHN TAN

**First Next of Kin**

Note:  
Your Next of kin must be above 21 years old

\*Relationship

\*Name

\*NRIC/FIN/Passport/UIN

Citizenship

Marital Status

Please indicate if the address is the same as your Home Addr  No

\*Country

\*Postal Code

\*Block / House No

\*Street Name

Unit No

Building Name

\*Contact Number

\*Email Address

I hereby declare that my first Next-of-Kin is above 21 years old.  Yes  No

## Guide for Online Enrolment System - PFP

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

Name

NRIC/FIN/Passport/UIN

Citizenship

Marital Status

Please indicate if the address is the same as your Home Addr  No

Country

Postal Code

Block / House No

Street Name

Unit No

Building Name

Contact Number

Email Address

## Guide for Online Enrolment System - PFP

### Section 4 of 9: 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 9 - Emergency Contact In Singapore

Student ID 22001234

Name JOHN TAN

#### Emergency Contact Information In Singapore

\*Relationship

\*Name

\*Contact Number

I hereby declare that my emergency contact is above 21 years  Yes  No

#### Emergency Contact Address In Singapore

Country SINGAPORE

\*Postal Code

[Retrieve Home Address](#)

\*Block / House No.

\*Street Name

Unit No.



Building Name

# Guide for Online Enrolment System - PFP

## Section 5 of 9: 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.


**Educational Details**




**Section 5 of 9 - Education Details**

Student ID 22001234  
Name JOHN TAN

**Education Institutions**

\*Secondary School  

\*Last Institution Attended  

Name of the Institution

[◀ Previous](#) [Next ▶](#)

[Back to Main Menu](#)

**Lookup**

Cancel

Search for: Secondary School

**Search Criteria**

External Org ID (begins with)

**Name (begins with)**

[Search](#) [Clear](#)

**Search Results**


**Name** ▾


- ANDERSON JUNIOR COLLEGE
- ANDERSON SEC SCH

**Section 5 of 9 - Education Details**

Student ID 20050043  
Name SSS0134532

**Education Institutions**

\*Secondary School   ANDERSON SEC SCH

\*Last Institution Attended   ANDERSON SEC SCH

Name of the Institution

[◀ Previous](#) [Next ▶](#)

[Back to Main Menu](#)

# Guide for Online Enrolment System - PFP



## Section 6 of 9: 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.

CCA Details

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Section 6 of 9 - CCA Details

Student ID 22001234  
Name JOHN TAN

**CCA Details**

Please share with us on the CCA(s) that you were involved in your previous institute (MAXIMUM 3 CCAs)

If you did not join any CCA in your previous institution, please select "Not Applicable" under CCA Grouping and click "Next"

**Student CCA Details**

*External Org ID	*CCA Grouping	*CCA Name	CCA Role
3001	ANDERSON SECONDARY SCHOOL Clubs And Societies	CC101 English Language, Drama and Debating	Ordinary Member
3001	ANDERSON SECONDARY SCHOOL Clubs And Societies	CC102 Infocomm Technology (Computing)	School Representation
3001	ANDERSON SECONDARY SCHOOL Physical Sports	PS002 Track and Field	Student Leader

[◀ Previous](#) [Next ▶](#)

[Back to Main Menu](#)

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

**CCA Details**

Please share with us on the CCA(s) that you were involved in your previous institute (MAXIMUM 3 CCAs)

If you did not join any CCA in your previous institution, please select "Not Applicable" under CCA Grouping and click "Next"

**Student CCA Details**

*School	*CCA Grouping	*CCA Name	CCA Role
3001 ANDERSON SECONDARY SCHOOL	Not Applicable		

[◀ Previous](#) [Next ▶](#)

# Guide for Online Enrolment System - PFP

## Section 7 of 9: Select Preferred Activities for Life Skills Module



In this section, choose 3 activities which you are interested in for the compulsory Life Skills Module. Do note that you may not be allocated to your selections due to class size limitations.

Note: It is compulsory for you to indicate 3 activities. Students who are medically unfit to participate in activities will be allocated an alternate learning arrangement.

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

G951 Activity Details

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Section 7 of 9 - Life Skills Module (G951 - Life Skills I)

Student ID 20001234  
Name JOHN TAN

**G951 Life Skills I Activities Selection**

G951 Life Skills I is a Compulsory module for all Year One Students and passing the module is part of the graduation requirement. This module aims to encourage students to pursue an active and healthy lifestyle through engaging in physical activities. The concept of holistic physical wellness will be covered through lessons and quizzes

\*Activities Selection\*: (Select 3 preferred activities) ⌵

Basketball ▾
Floorball ▾
Kickboxing ▾

\*Students may not be allocated their selection due to class size limitation.  
\*For Students who are medically unfit to participate in the above activities, do continue with the selection. You will be required to complete a medical declaration in the next section and the module team will assess your medical memo before advising on the alternate learning arrangement.

[◀ Previous](#)   [Next ▶](#)

[Back to Main Menu](#)

## Guide for Online Enrolment System - PFP

### Section 8 of 9: 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.

**Section 8 of 9 - Other Information**

If you indicated 'Yes' to any of the condition, please upload the official document(s) from a Ministry of Health (MOH) registered medical practitioner or supporting document under Step 4 of the Enrolment portal.

Student ID 20050043  
Name SSS0134532

**Medical Declaration**

Colour Appreciation Deficiency	<input type="radio"/> No	
Deaf or Hearing Impaired	<input type="radio"/> No	
Asthma	<input type="radio"/> No	
Blood Disorder	<input type="radio"/> No	
Chronic Skin Disease	<input type="radio"/> No	

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.

Others (please specify any other medical condition which exempts you from physical activities and IPPT)

Yes

Enter details here

Height (in Metres):

Weight (in kg):

## Guide for Online Enrolment System - PFP

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 an existing criminal record(s) in Singapore or overseas (excluding parking offences or spent records)?
2. Are you currently a subject of police investigations, either in Singapore or overseas?
3. 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.

Yes

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

Details of the consequences of the offense (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 offense you have in your life) and provide additional information

\*denote mandatory fields

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

◀ Previous | Next ▶



# Guide for Online Enrolment System - PFP

## Section 9 of 9: 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.

### Declaration

Please refer to [www.rp.edu.sg/enrolment](http://www.rp.edu.sg/enrolment) for more information

1. I affirm that all the facts and/or statements (including declaration of medical/special need 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 agree to comply with all prevailing rules and regulations ([www.rp.edu.sg/enrolment](http://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.
3. 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.
4. 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.
5. I am currently not under police investigation in Singapore or overseas.  
*If you currently are, provide appropriate details under Step 2 (Section 6 of 7 – Declaration) of the enrolment portal.*
6. 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.
7. 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-Government 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

# Guide for Online Enrolment System - PFP

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

**Summary**

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**Personal Particulars Summary**

Student ID 22001234  
Name JOHN TAN

**Personal Data**

Place of Birth	
Marital Status	
Gender	
Military Status	
Race	
Religion	
Operationally Ready Date (ORD)(DD/MM/YYYY)	

**Household Details**

No. of Siblings

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

**Declaration**

Please refer to [www.rp.edu.sg/enrolment](http://www.rp.edu.sg/enrolment) for more information

- I affirm that all the facts and/or statements (including declaration of medical/special need 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.
- I agree to comply with all prevailing rules and regulations ([www.rp.edu.sg/enrolment](http://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.
- 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.
- 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.
- I am currently not under police investigation in Singapore or overseas.  
*If you currently are, provide appropriate details under Step 2 (Section 6 of 7 – Declaration) of the enrolment portal.*
- 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:
  - To facilitate the execution of activities by the Polytechnic in dispensing its duties in administrative matters and to monitor my academic progress.
  - For statistical compilations and analysis
  - For communications such as e-mail, SMS, letters, and surveys.
  - 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.
  - 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.
  - For publication in areas that is customary by educational institutions such as award of prizes.
  - To enrol me as an alumni of the polytechnic upon graduation.
  - Any other purposes beneficial to students and graduates.
- 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-Government 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.

Submit ← Previous

← Back to Main Menu

# Guide for Online Enrolment System - PFP

## Step 3: Submit Compulsory Documents

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

**Instructions for Step 3:**

**You are required to submit the following documents:**

- a. Completed Parent/Guardian Consent Form if you are below 21 years old
- b. Front and back of NRIC/FIN
- c. Electronic copy of your Photograph

Step 3:

**Submit Compulsory Documents** TO BE COMPLETED

Parent or guardian can provide their consent by logging in with SingPass, or download 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.

**With/without Singpass**

Parent/Guardian with Singpass  Parent/Guardian without Singpass

**Parent/Guardian with Singpass**

Parent/Guardian with SingPass access are required to click on the below link to submit the consent form electronically.

[Parent Consent Form](#)

Link to electronic form

Next to submit your NRIC/FIN

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.

**With/without Singpass**

Parent/Guardian with Singpass  Parent/Guardian without Singpass

**Parent/Guardian without Singpass**

If you are below 21 years old, you will need your Parent/Guardian to submit a consent form. For faster submission, your Parent/Guardian is encouraged to login and submit their consent via SingPass in this section.

If your Parent/Guardian is non SingPass user, you can click the below link to download the Parent consent form and attached the completed form here.

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

NOTE: You would need to submit the completed Parent's Consent form before you can proceed to upload your NRIC/FIN and photo in the next step.

[Parent Consent Form](#) Link to download PDF form

Checklist Item	Attached File	Description	Attach	Delete
1	Parent Consent Form		<b>Attach</b>	Delete

**Submit**

# Guide for Online Enrolment System - PFP

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.**

## NRIC Front/Back Upload



Upload your Front and Back of Identification Document (ID) or screenshot of Digital ID that shows full details

You are required to upload your Front and Back of Identification Document (ID) or screenshot of Digital ID that shows full details.

Click attach to select your file for your upload.

Checklist Item	Attached File	Description	Attach	Delete
1	Identification ID		<input type="button" value="Attach"/>	<input type="button" value="Delete"/>
2	Identification ID (Back)		<input type="button" value="Attach"/>	<input type="button" value="Delete"/>

## Guide for Online Enrolment System - PFP

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

- 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 when TransitLink has your particulars ready for the application. Click [here](#) to find out more.

[Click to upload your photograph](#)

Back to Main Menu

## Guide for Online Enrolment System - PFP

### 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	<a href="#">View</a>	<a href="#">Download</a>	<a href="#">Attach</a>	<a href="#">Delete</a>
2		NS Documents (if applicable)		N	<a href="#">View</a>		<a href="#">Attach</a>	<a href="#">Delete</a>
3		Medical supporting doc		N	<a href="#">View</a>		<a href="#">Attach</a>	<a href="#">Delete</a>
4		Other documents		N	<a href="#">View</a>		<a href="#">Attach</a>	<a href="#">Delete</a>

[Back to Main Menu](#) [Submit](#)

### Step 5: Financial Information (Not required)

PFP Students are **not required** to complete Step 5 of the online enrolment and the 'Finance Matters' button will be inactivated.

Please refer to the fee advice attached in your enrolment email for more details and instructions on how to make payment for the PFP Course Fee (outside of the online enrolment system), which is payable before the semester starts.

Once you have completed the fee payment, you have completed the online enrolment process. Click the **Exit** button to exit.

#### Instructions for Step 5:

##### Step 5:

Finance Matters

TO BE COMPLETED

Exit