

ngee ann  
polytechnic

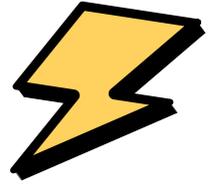


# ENROLMENT

# GUIDE

2025

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## STEP-BY-STEP GUIDE TO

# Enrolling in NP



Follow these steps to complete your enrolment and kickstart your NP journey!

### ACTIVITY

### DEADLINE

1

#### Download NP Go! App

Retrieve your login details from the NP Go! App.

2

#### Accept Your Offer and Register

Login to [My Enrolment](#) to accept your course offer and complete all sections of the course registration.

3

#### Upload Your Photo

The photo will be used for your NP Student Card and Diploma Student Concession Card.

4

#### Pay Your Course Fees

Access your e-Fee Voucher via [My Enrolment](#) and make payment via one of 4 payment modes.

5

#### Submit Enrolment Forms

- Upload the Parent/Guardian Acknowledgement Form
- Submit other relevant forms

6

#### Submit Financial Forms

- Submit the online Application for GIRO Deduction (to pay fees for subsequent semesters)
- Submit the online GIRO Direct Credit Application (to credit funds to your bank account)

7

#### Complete Medical Checks (for selected courses only)

Download the relevant medical form(s) and follow the instructions for submission.

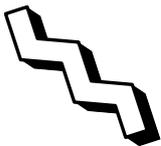
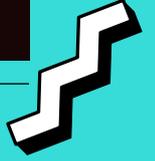
Want a quick way to understand each step without going through the entire guide? Simply refer to the one-page [visual guide](#) — packed with concise information and direct links to guide you step-by-step through each stage of enrolment.

By Course Registration Deadline stated in your 'Acceptance of Offer' letter in NP Go! App

By Due Date stated on your e-Fee Voucher

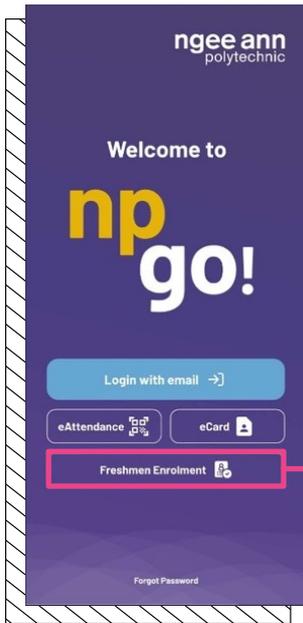
Within 3 days from the Course Registration Deadline

Refer to medical form for details



# Enrolment Process

## 1 Download NP Go! App to retrieve your login details



Tap on **Freshmen Enrolment**, follow the instructions and retrieve your login details on your 'Acceptance of Offer' letter.



## 2 Accept Course Offer & Complete Course Registration

- Login to [My Enrolment](#) with your **NP Email Address** and **Password**.
- Go to [Course Reg. & Fees Payment](#).
- Verify your course offer by clicking '**Accept**' at the [Course Reg. & Fees Payment](#).
- Complete all sections (there are up to 9) of the course registration!  
**Can't finish?** Click Save as draft and come back later.
- Check all information is correct before clicking '**Confirm Registration**'.  
You'll receive a confirmation message when it is done.
- Remember to complete your course registration by the deadline stated in your Acceptance of Offer letter!





## Unable to commence studies in 2025 due to NS?

- o Go to the [Course Offer & Acceptance](#) page. Click 'Defer'.
- o Upload the completed [Request Form for Deferment of Commencement of Studies](#). You will need to include documentary proof from MINDEF.
- o If this is your first time enrolling at a polytechnic, your place will be reserved, and you'll get a confirmation email by August 2025.

This must be done by **end May 2025** to reserve your place in NP.



3

## Upload Photo for Student Card and Diploma Student Concession Card

- Login to [My Enrolment](#).
- Go to [Photo Upload](#) and upload a recent passport-standard photo.
- The photo should be coloured with a white background. Check that it meets these [guidelines](#).
- Use these [tips on how to resize the photo](#) if needed.

### Student Card

- o If you have uploaded a photo that meets the [guidelines](#), your NP student card will be sent to your local mailing address in April 2025.
- o **No local mailing address?** Look out for an email from us with further instructions.

### Diploma Student Concession Card (optional)

- o The Student & Alumni Services Office (SAS) will send the application instructions to your [NP connect email](#) if your uploaded photo meets the [guidelines](#). Follow the instructions in the email.
- o For more details, please refer to the [NP-Diploma Student Concession Card Application](#) guide.
- o If you enrolled after mid-March, check your eligibility for a concession card via [SimplyGo](#). Your eligibility will be updated about 15 working days after you complete the course registration.
- o **Questions?** Call 6466 6555 or email [askSAS@np.edu.sg](mailto:askSAS@np.edu.sg)

# 4 Pay Course Fees



- Login to [My Enrolment](#).
- Go to [Course Reg. & Fees Payment](#) and select '**Fees Payment**' to access and retrieve your e-fee voucher.
- Click '**View Fee Voucher**' and save a copy before paying.
- Choose the amount to pay (See the sample fee voucher below).

ngee ann polytechnic

FEE VOUCHER

Finance Office  
535 Clementi Road, Singapore 599489 Tel: 6460 6215  
GST Reg No: MB-8200001-6

Date Issued:  
Serial No.:  
Voucher No:  
Due Date:

Program:  
Semester:  
Student ID:

Your education is highly subsidised by the Government of Singapore. Tuition Grants awarded for Singapore Permanent Resident/Foreign students are subject to signing of Tuition Grant Deeds.

All fees are inclusive of GST 9.00% except items with *		S\$
Tuition Fee (Singaporeans)	1,635.00	
Tuition Grant <sup>A</sup>	10,682.00	
	12,317.00	
Less: Tuition Grant Awarded <sup>A</sup>	(10,682.00)	
Less: GST Subsidy - Tuition Fee	(135.00)	
<b>Subsidised Tuition Fee Payable - Sub Total</b>	<b>1,500.00</b>	
Other Fees:		
Sports Fee	25.00	
Miscellaneous Fee <sup>@</sup>	15.00	
Insurance Fee	4.50	
Students' Union Fee*	20.00	
<b>Other Fees Payable - Sub-Total</b>	<b>64.50</b>	
<b>Total Fees Payable: Subsidised Tuition Fee + Other Fees</b>	<b>1,564.50</b>	

<sup>A</sup> Subject to changes; please refer to Ngee Ann Poly website for latest fees update.  
<sup>@</sup> Includes Statutory Licence Fee

Payment Options for enrolment (please choose one):

Not applying for financial assistance schemes, please pay:	S\$	Tick
Applying for financial assistance schemes, please pay:	1,564.50	<input type="checkbox"/>
	64.50	<input type="checkbox"/>

\*\*Please apply for the scheme(s) of your choice within the application period indicated in the guide.

Note: Other fees (charged in the first semester of the Academic Year) are not covered by Mendaki, CPF Education Scheme and Tuition Fee Loan

For Bank's Use only  
 OCBC 5 1 8 - 7 1 5 2 9 7 - 0 0 1

If paying by cheque, please indicate:  

DRAWEE BANK	CHEQUE NO.	AMOUNT S\$

**Not applying for financial schemes?**  
Pay the full/higher amount shown.

**Applying for financial schemes?**  
Pay the lower amount shown. The tuition fee will be claimed from MENDAKI, PSEA, CPF or MOE Tuition Fee Loan when the semester commences.

## When and How to apply for Financial Schemes?

Check your [NP connect email](#) between March to April 2025 for information on how to apply for financial schemes (PSEA, Mendaki, CPF or MOE Tuition Fee Loan).

Details on financial schemes can be found [here](#) and at the table on [page 11](#).



### Remember! Pay your fees before the Due Date stated on your e-Fee voucher.

You can use PayNow, credit/debit card, bank transfer or at the designated OCBC branches. Payment status will be updated after 3 working days.

Want to be considered for a bursary (MOE-Financial Assistance Scheme)? Indicate this at the '**Fees Payment**' page. Details about the process will be sent to your [NP connect email](#) when the application opens.



## Payment Mode 1:

### PayNow QR Code

- o Set up your PayNow account by linking your mobile number and/or Singapore NRIC/FIN to the bank account (if you have not done so).
- o Ensure the maximum limit for PayNow transfers is sufficient to make payment. The amount is similar to your daily local transfer limit.
- o Login to **My Enrolment**.
- o Go to **Course Reg. & Fees Payment** and select '**Fees Payment**'. Follow on-screen instructions.
- o Scan the PayNow QR code using your mobile banking app.

## Payment Mode 2:

### Debit or Credit Card

- o Login to **My Enrolment**.
- o Go to **Course Reg. & Fees Payment** and select '**Fees Payment**'. Follow on-screen instructions. Record the payment reference as proof of payment.

## Payment Mode 3:

### Fund Transfer

- o Transfer to NP OCBC bank account number **518-715297-001**.
- o Include your **Student ID** for reference (e.g. 1027XXXXA).

## Payment Mode 4:

### Cash

- o Deposit the cash at any OCBC bank branch, into Ngee Ann Polytechnic's **OCBC** account **518-715297-001**.
- o Include your **Student ID** (e.g. 1027XXXXA) for reference on the deposit slip, and retain the deposit slip as proof of payment.

### Cheque

- o Make cheque payable to **Ngee Ann Polytechnic**.
- o Include NP's **OCBC** bank account number **518-715297-001**, your **Student ID** (e.g. 1027XXXXA), and contact number on the back of the cheque.
- o Drop the cheque into any OCBC quick cheque deposit box.

5



## Submit Enrolment Forms

### Submit Parent / Guardian Acknowledgement Form (COMPULSORY)

You need to do this if you are below 21 years old as of 2 January 2025.

- [Download](#), print and complete the form.
- Upload the signed form via [My Enrolment](#) within 3 days from the Course Registration deadline stated in your 'Acceptance of Offer' letter.

### Complete other relevant Enrolment Forms

- Check out other optional forms [here](#). Alternatively, login to [My Enrolment](#) and go to [Optional Forms](#).

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## Submit Financial Forms

### A. Submit Application for GIRO Deduction (COMPULSORY)

All students are required to pay their school fees through GIRO.

- **Covered by financial schemes?**  
Applying for GIRO is a must! It's the best way to ensure your fees are fully covered for your entire course at NP.
- **DBS/POSB/OCBC account holders (with internet banking)?**  
Login to [My Enrolment](#), go to [Compulsory Forms](#) and select **Application for GIRO Deduction** to submit an online Application for GIRO Deduction.
- **NON DBS/POSB/OCBC GIRO account holders or DBS/POSB/OCBC accounts without internet banking?**  
Login to [My Enrolment](#), go to [Compulsory Forms](#) and select **Application for GIRO Deduction** to complete and submit the form to Finance Office, Ngee Ann Polytechnic, 535, Clementi Road, Singapore 599489.

### B. Complete the GIRO Direct Credit Application (COMPULSORY)

The GIRO Direct Credit Application allows the Polytechnic to reimburse or pay you via GIRO whenever necessary.

- Login to [My Enrolment](#), go to [Compulsory Forms](#) and select **GIRO Direct Credit Application** to submit the online application, together with a copy of your bank statement or passbook.

### C. Financial Schemes (Optional)

You may apply for one or more of the following financial schemes. Please see [here](#) or refer to [page 11](#) for more details.

- MENDAKI Tertiary Tuition Fee Subsidy for Malay Students
- SkillsFuture Credit – only for students aged 25 and above
- Post-Secondary Education Account (PSEA) Scheme
- CPF Education Loan Scheme
- MOE Tuition Fee Loan

**Are you a PFP student? – You are only eligible to apply for Post-Secondary Education Account (PSEA). Financial schemes listed do not apply to you.**

Information on application for financial schemes will be sent to your [NP connect email](#) between March to April 2025.

## 7

## Complete Medical Checks (for selected courses only)

Tests/examinations are required if you enrol in a course listed below. If you do not pass, you may be required to transfer to another course.

	Colour Vision Test (CVT)	Medical Examination
<b>Courses</b>	<ul style="list-style-type: none"> <li>• Aerospace Engineering</li> <li>• Biomedical Engineering</li> <li>• Common Engineering Programme</li> <li>• Common ICT Programme</li> <li>• Common Media Programme</li> <li>• Common Science Programme</li> <li>• Electronic &amp; Computer Engineering</li> <li>• Electrical Engineering</li> <li>• Engineering Science</li> <li>• Immersive Media</li> <li>• Mechatronics &amp; Robotics</li> <li>• Media Post-Production</li> <li>• Pharmaceutical Science</li> </ul>	<ul style="list-style-type: none"> <li>• Early Childhood Development &amp; Education (ECDE)</li> <li>• Tamil Studies with Early Education (TSE)</li> <li>• Nursing</li> </ul>
<b>What to expect</b>	<ul style="list-style-type: none"> <li>• <b>Take the CVT at NP?</b> <ul style="list-style-type: none"> <li>- We will email you details on how to take the CVT at Ngee Ann Polytechnic (<a href="#">free-of-charge</a>).</li> </ul> </li> <li>• <b>Take the CVT at a private clinic?</b> <ul style="list-style-type: none"> <li>- Download the <a href="#">Pre-Admission Colour Vision Test Form</a> if you wish to take the CVT at a private clinic, your family doctor or any SATA clinic listed <a href="#">here</a>.</li> </ul> </li> </ul>	<p><b>For ECDE / TSE Students</b></p> <ul style="list-style-type: none"> <li>• <b>Step 1:</b> Download <a href="#">NIEC Medical Form</a> (ECDE and TSE) and follow the instructions.</li> <li>• <b>Step 2:</b> Visit a private clinic, your family doctor or any SATA clinic listed <a href="#">here</a>.</li> </ul> <p><b>For Nursing Students</b></p> <ul style="list-style-type: none"> <li>• Download <a href="#">Pre-Admission Medical Examination Form</a> (Nursing) and follow the instructions.</li> </ul> <p><b>For International Students</b></p> <ul style="list-style-type: none"> <li>• You'll need two FORMS: <ul style="list-style-type: none"> <li>○ The relevant medical form, depending on your course</li> <li>○ The <a href="#">ICA Medical Form</a>.</li> </ul> </li> </ul>

### Posted to NP under EAE or EAE(I) and taken a CVT in Sep 2024?

Great news - you're all set! No need to retake it.





# Getting Ready for NP

## 01 Freshmen Orientation

- Get to know your new schoolmates even before term starts by joining orientation programmes!
- Explore over 120 CCA clubs and interest groups. Get familiar with our campus through a series of Freshmen Orientation activities.
- Visit the [Freshmen Experience](#) for more information on the 'Freshmen Orientation 2025'.

## 02 Notebook Computer/Software

- Visit the [Notebook Ownership for Mobile eLearning](#) website for more information on Notebook Computer needs for your course.
  - If you already own a Notebook Computer, you do not need to purchase a new one.
  - Visit the [Software Download](#) website, and select **Minimum Specifications** to check if your existing Notebook Computer meets the minimum specifications for your course.
  - If you require financial assistance to purchase a Notebook Computer; go to the [NP Financial Aid](#) website, look for **Financial Aid for IT Devices** and click on the "+" icon for details.
- Download your course-related software from the [Software Download](#) website.

**You must use your own personal notebook computer and other IT device(s) for learning and assessment at NP.**

## 03 Class Timetable and other Student E- Services

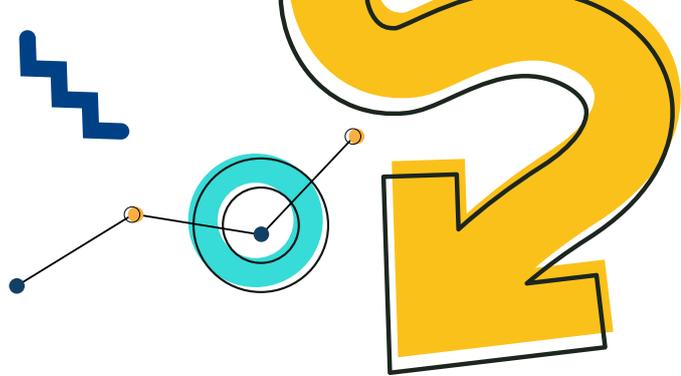
Check your class timetable at NPal Student Self Service @ <https://npalstudent.np.edu.sg> from 18 April 2025.

- Login with your **NP email address** and **password**.
- You can also access your class or exam timetable, exam results and more via the NP Go! App.

## 04 Student's Pass (for International Students only)

- All International Students must apply for the Student's Pass (STP) upon completion of course enrolment. Please refer to the [STP application guide](#) for more information.
- Dependant's Pass (DP) Holders should check [here](#) for follow-up action.

# Financial Schemes



- Sign up between **March to April 2025**.
- All schemes listed can be used to pay for full-time diploma tuition fees. However they do not cover other fees payable in the first semester of each academic year (except the PSEA scheme). The approved scheme(s) will be effective throughout your course of study at NP unless you revoke them in writing, or there is insufficient fund balance.
- We will notify you in mid-June if there are any balance fees payable after processing the various financial schemes.
- **Are you a PFP student?\***  
You're only eligible to apply for Post-Secondary Education Account (PSEA). Financial schemes listed do not apply to you.
- **Permanent Residents and International students**  
You must submit the Tuition Grant deed with MOE before applying for financial schemes. Students eligible for the MOE Tuition Grant are required to attend a briefing in April 2025 to find out more. Applications will open in May 2025. More information will be sent to your [NP connect email](#) nearer the date.

## Tertiary Tuition Fee Subsidy for Malay Students (Administered by Yayasan MENDAKI)\*

This scheme is for all eligible Malay students with Per Capita Income (PCI) of \$2,000 or less.

- Only online applications will be accepted. Apply at the [My Mendaki Portal](#).

## SkillsFuture Credit (for students aged 25 and above)\*

This scheme is for all Singaporean students aged 25 and above.

- Apply online using Singpass. Submit your claims via [MySkillsFuture](#) within 60 days before the course start date.

## Post-Secondary Education Account (PSEA)

This scheme is for all Singaporean students or students with Singaporean siblings who have balances in their PSEA accounts.

- **Submit your application online** to use funds in your own or your siblings' PSEA account. If you are above 21 years of age, please login with your own Singpass. If you are below 21 years old, your parent or legal guardian must complete the form on your behalf.

## CPF Education Loan Scheme\*

This scheme is for all full-time Singaporean and Permanent Resident students. You can apply to use your own or your parents' CPF Ordinary Account savings (capped at 40% of OA savings).

- Apply online at the [CPF website](#) using Singpass. Please ensure the CPF account member endorses the application within 14 days of submission.
- Please note that this loan scheme does not apply to PFP students.

## MOE Tuition Fee Loan\*

This scheme is for all full-time diploma students. The loan covers up to 75% of tuition fees.

- Apply online at the [DBS website](#). Please refer to the [DBS website](#) for the list of required supporting documents and guide to obtaining digibank access.
- Your guarantor must be a Singapore Citizen (SC) for SC students; SC or Singapore Permanent Resident (PR) for PR and International students, and between the ages of 21 and 60 years old. In addition, they must not be an undischarged bankrupt.



# Need Help?

<b>Enrolment Helpdesk</b> @ Academic Affairs & Planning Office	Hotline Email Website	(65) 6463 1233 <a href="mailto:enrol@np.edu.sg">enrol@np.edu.sg</a> <a href="http://www.np.edu.sg/enrol">www.np.edu.sg/enrol</a>
<b>Fees &amp; Financial Schemes</b> @ Finance Office	Email Website	<a href="mailto:fin_student@np.edu.sg">fin_student@np.edu.sg</a> <a href="http://www.np.edu.sg/coursefees">www.np.edu.sg/coursefees</a> (Course Fees) <a href="http://www.np.edu.sg/financialaid">www.np.edu.sg/financialaid</a> (Financial Schemes)
<b>GIRO Direct Credit Application</b>	Email	<a href="mailto:fin_stupayment@np.edu.sg">fin_stupayment@np.edu.sg</a>
<b>Scholarships &amp; Bursaries</b> @ Student & Alumni Services Office	Email Website	<a href="mailto:askSAS@np.edu.sg">askSAS@np.edu.sg</a> <a href="http://www.np.edu.sg/scholarships">www.np.edu.sg/scholarships</a> (Scholarships) <a href="http://www.np.edu.sg/financialaid">www.np.edu.sg/financialaid</a> (Bursaries)
<b>Freshmen Orientation</b>	Hotline Email Website	(65) 6460 7734 <a href="mailto:dept-sdo@np.edu.sg">dept-sdo@np.edu.sg</a> <a href="https://www.np.edu.sg/student-life/freshmen-experience">https://www.np.edu.sg/student-life/freshmen-experience</a>
<b>MENDAKI</b>	Website	<a href="https://my.mendaki.org.sg/Home/ContactUs">https://my.mendaki.org.sg/Home/ContactUs</a>
<b>SkillsFuture Credit</b>	Website	<a href="https://www.skillsfuture.gov.sg/">https://www.skillsfuture.gov.sg/</a>
<b>Post-Secondary Education Account (PSEA)</b>	Hotline Website	(65) 6260 0777 <a href="https://www.moe.gov.sg/financial-matters/psea">https://www.moe.gov.sg/financial-matters/psea</a>
<b>Central Provident Fund (CPF)</b>	Website	<a href="https://www.cpf.gov.sg/member">https://www.cpf.gov.sg/member</a>
<b>Diploma Student Concession Card</b> @ SimplyGo	Hotline Website	1800 225 5663 <a href="https://www.simplygo.com.sg/">https://www.simplygo.com.sg/</a>
<b>National Service</b> @ Central Manpower Base	Hotline Email Website	1800 367 6767 <a href="mailto:contact@ns.sg">contact@ns.sg</a> <a href="https://www.cmpb.gov.sg/home">https://www.cmpb.gov.sg/home</a>



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