

NGEE ANN POLYTECHNIC - DIPLOMA STUDENT CONCESSION CARD APPLICATION

Pre-requisites

- Log on to the **My Enrolment** to check your status that you have completed the enrolment process successfully.
- Ensure that you have submitted your recent passport-standard photo to us.

Before Ez-Link Card Application

- You will receive a SMS notification or email via your NP Connect mail for application instructions. ^[1]
- Check your eligibility **online** via www.transitlink.com.sg/check-application-status under Tertiary Student Concession Card. ^[2]
- Please check that your personal information is correct. ^[3]
- You can proceed to apply after your data is captured in TransitLink's system. Otherwise, please wait for your data to be sent to TransitLink.

Application of Ez-Link Card

- You can apply at any TransitLink Ticket Office / Concession Card Replacement Office ^[4] or apply **online** via www.transitlink.com.sg/new-card-application under Tertiary Student Concession Card (Diploma Student). ^[5]

Collection of Ez-Link Card

- In view of the Covid-19 situation and the call for social distancing and minimizing movement, NP will notify the student on the collection or distribution of the card (around 14 working days after you have made payment).

NOTES:

[1] As a general guide, for students who have successfully enrolled before mid-March, please check your eligibility from 1 April onwards. For students who have successfully enrolled after mid-March, please check your eligibility status about 15 working days after completing the course registration.

[2] For enquiries, eg, non-eligible cases, you may contact us 64666555. Alternatively, you may email us at askNP@np.edu.sg

[3] If your personal information is incorrect, please email to Academic Affairs & Planning Office (Email: enrol@np.edu.sg).

[4] To apply at the TransitLink Ticket Office, you will need to bring along the following:

- Original NRIC for Singapore Citizens; or
- Original NRIC/Re-entry Permit for Singapore Permanent Residents; or
- Original Passport and Foreign Student Pass (FIN) for International Students.

[5] A fee of \$8.10 (consisting of \$5 non-refundable card cost and \$3.10 non-refundable personalisation fee) is payable at the point of application. A receipt will be issued to you at the Ticket Office. You will have to top-up a minimum of \$10 travel value to activate your Diploma Student Concession Card.

Important Notes:

- Application for the Diploma Student Concession Card is optional.
- Please check TransitLink website for the latest information on the concession scheme.

Database Format submission for Photo image :

Jpg image parameter ranges that will be accepted within the database record are:

The recommended printed photo will be at least 300 dpi. The available patron image shall be passport photo size (i.e. 35 mm wide x 45 mm high without border). Actual printed image size shall be adjustable by the card template used at the time of printing.

The aspect ratio of supplied images shall be 3 units wide X 4 units high. A range of 300 to 600 pixels wide and 400 to 800 pixels high will be accepted, while maintaining the aspect ratio of 0.75.

Image data must be provided in 24 bit colour, jpg format with file size below 150kb (embedded in database if coming from tertiary institutions).

The photo of student should:

1. Be taken full face without headgear, unless it is habitually worn in accordance with religious or racial custom. The headgear or hair should not hide the student's facial features;
2. Be taken against a plain background;
3. Presents the full head from top of hair to bottom of chin and center the head within the frame.

Samples of acceptable photos:



Female student



Male Student

Database Format submission for Photo image :

Samples of unacceptable photos:



Not a plain background



Improper resolution and colour



Wearing a headgear



Not full face – from chin to crown



Improper facial image size



Improper contrast and brightness