



# ENROLMENT GUIDE 2021

#ngeeannpoly

# CONTENTS

03

04

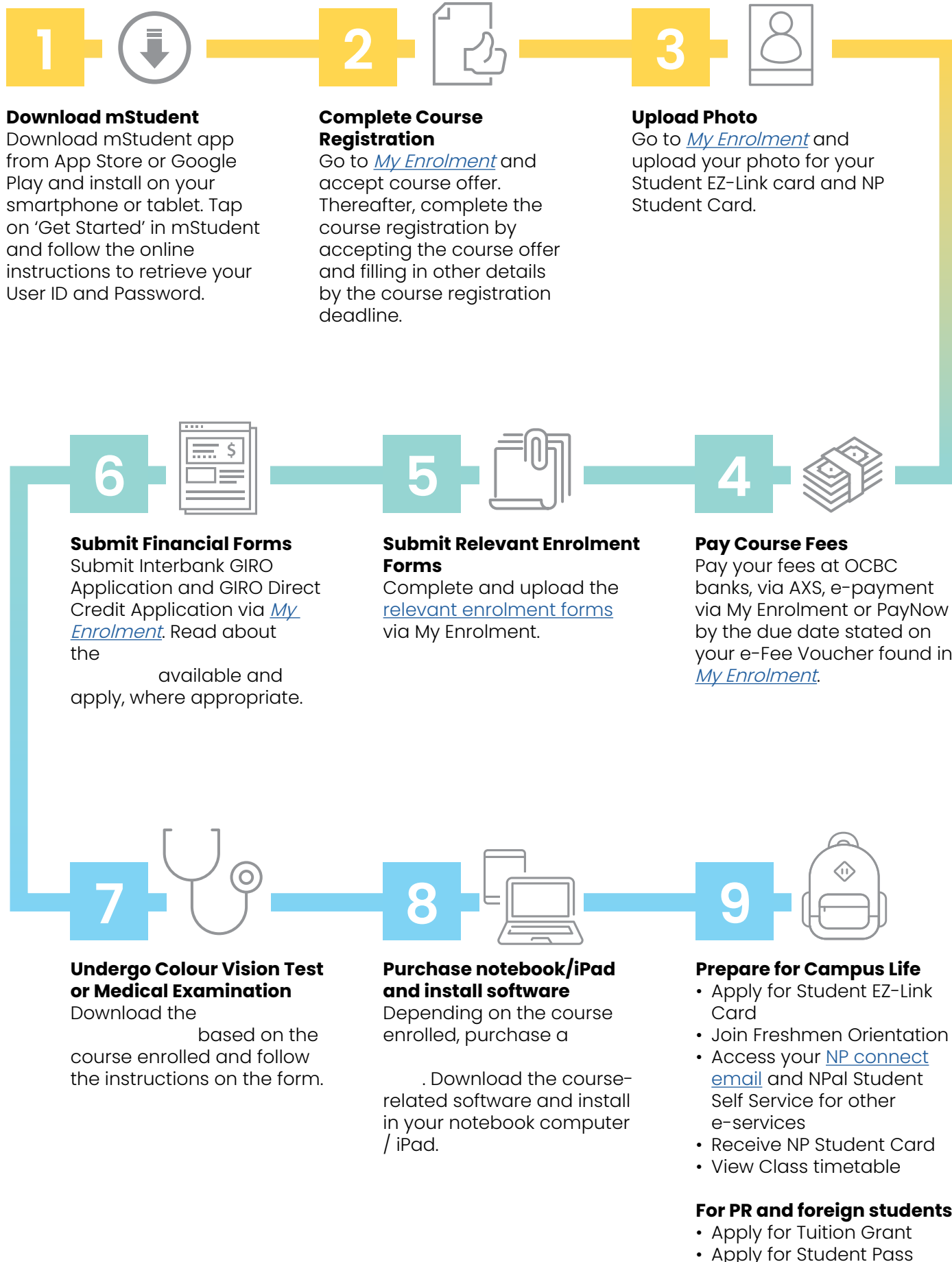
05

09

11

12

# ENROLMENT PROCESS



# ENROLMENT CHECKLIST

## Course Enrolment

### STEP 1

**Download mStudent App**  
to Retrieve your LOGIN details

### STEP 2

**Accept Course Offer, Register and Upload Photo**

### STEP 3

**Pay Course Fees**

### STEP 4

**Submit Relevant Enrolment Forms**

- Download, complete and submit Parent/ Guardian's Acknowledgement Form via [eEnrol portal](#).
- Check out the other enrolment forms and submit, where appropriate @ [eEnrol portal](#).

### STEP 5

**Submit Financial Forms**

- For DBS/POSB/OCBC account holders (with internet banking facility), complete and submit the Interbank GIRO form online via [My Enrolment](#).
- **NON** DBS/POSB/OCBC GIRO account holders or **DBS/POSB/OCBC accounts without internet banking facility**, please return completed form to NP in Brown Reply Envelope.
- Complete GIRO Direct Credit Application via [My Enrolment](#).

### STEP 6

**Undergo Colour Vision Test or Medical Examination** (for selected courses only)

- Download the correct Medical Form based on your course via [eEnrol portal](#).
- Follow the instructions printed on your Medical Form for which clinic to visit and Mode of Submission.

#### Deadline

By Course Registration Deadline

By Due Date stated on your e-Fee Voucher

Within 3 days from the Course Registration deadline stated in your 'Acceptance of Offer' letter

Refer to 'Acceptance of Offer' letter in mStudent App for your assigned course registration deadline

Within 2 weeks from the Course Registration deadline stated in your 'Acceptance of Offer' letter

# COURSE ENROLMENT

1

## Download mStudent App

- Tap on 'Get Started'. Follow the online instructions to **retrieve your User ID and Password** which are necessary to complete the next steps.
- You will find your User ID and Password on your 'Acceptance of Offer' letter.



2

## Accept Course Offer, Register & Upload Photo



### IF using Mobile Device: mStudent App

Sign in via mStudent App to accept or defer your course offer, complete your course registration and upload your photo.



### IF using Laptop or Desktop Computer: eEnrol Portal @ [www.np.edu.sg/enrol](http://www.np.edu.sg/enrol)

Login to '[My Enrolment](#)' via [eEnrol Portal](#) to accept or defer your course offer, complete your course registration and upload your photo.

Complete this step by the Course Registration deadline stated in your 'Acceptance of Offer' letter.

Upon successful login with your **User ID** and **Password**,

- Go to 'Course Reg. & Fees Payment' and begin your course acceptance and registration.
- You will need to complete the course registration which comprises of up to 7 sections. If you are unable to complete one of the sections, use the 'Save as draft' feature that is available to selected sections, so that you can return to complete later.
- Apply for SingPass to access MySkillsFuture Portal @ [eEnrol Portal](#). (applicable to Singapore Citizens and Permanent Residents only)  
Note: International students will receive User-ID and Password via your [NP connect email](#) at the start of the term.
- Before you sign out, go to 'Photo Upload' in [My Enrolment](#) and submit your photograph. Your photograph must meet certain guidelines before uploading. Click [here](#) for more details.

Check and verify all information before clicking '[Confirm Registration](#)' to complete your course registration. A confirmation message will be shown.

[Reservation of place due to National Service (NS): If you are unable to commence studies in 2021 due to NS, please click 'Defer' in the 'Course Offer & Acceptance' page.]

# 3

## Pay Course Fees

i. Retrieve your e-Fee Voucher via [My Enrolment > Course Reg. & Fees Payment > Fees Payment](#) for the fees payable. Click 'View Fee Voucher' and save a copy before paying.

ii. If you are **NOT** applying for financial assistance schemes, please pay the total fees (which is the full/higher amount shown on the fee voucher).

iii. If you are applying for financial assistance schemes, please pay the other fees first (which is the lower amount shown on the fee voucher). The tuition fee will be claimed from MENDAKI, PSEA, CPF or Tuition Fee Loan when the semester commences.

**Pay your fees before the Due Date stated on your e-Fee voucher** at the designated OCBC branches, via AXS, e-Payment via [My Enrolment](#) or Paynow.

### Payment Mode 1: At Designated OCBC branches (Payment will be updated after 3 working days)

#### Cash/ Cheque

- Go to a designated OCBC bank branch. You do not need to have an OCBC bank account.
- Cash OR Cheque made payable to Ngee Ann Polytechnic (Write your name, Student ID, contact number and NP's Bank account "518-715297-001" on the back of the cheque)
- Drop the cheque into the quick cheque deposit box.
- If paying by cash, please retain the deposit slip as proof of payment.

### Payment Mode 2: AXS (Payment will be updated after 3 working days)

#### AXS physical station

- Select Education > Ngee Ann Polytechnic > Outstanding > Enter Student ID to pay (e.g. 1020XXXXA).

#### AXS mobile app

- Download <AXS m-Station> app from Google "Play Store" or iOS "App Store".
- Open <AXS m-Station> app
- Select eServices > Education > Ngee Ann Polytechnic > Outstanding > Enter Student ID to pay (e.g. 1020XXXXA)

#### AXS internet

- Go to <http://axs.com.sg>
- Select AXS e-Station > Pay My Bills Now > eServices > Education/Ngee Ann Polytechnic > Outstanding > Enter Student ID to pay (e.g. 1020XXXXA)

### Payment Mode 3: eNets Debit or Credit card (Payment will be updated after 3 working days)

#### Debit/ Credit card

- Go to [eEnrol Portal](#)
- Click 'Login to My Enrolment' and log in with your User ID and Password.
- Go to Course Reg. & Fees Payment > Fees Payment and follow on-screen instructions. Take note of the payment reference as proof of payment.

### Payment Mode 4: PayNow via UEN (Payment will be updated after 3 working days)

#### Debit/ Credit card

- Log in to your preferred iBanking app
- Enter NP's UEN "T08GB0039AFEE"
- Enter your student ID in the reference field, (e.g. 1020XXXXA)
- Follow the instructions in the app to proceed with payment

- Please refer to the table on page 11 or visit the [eEnrol portal](#) for more details on the financial assistance schemes available.

## 4

### Submit Relevant Enrolment Forms

#### A) Submit **online Parent / Guardian Acknowledgement Form (COMPULSORY)**

All students are required to submit the Parent / Guardian Acknowledgement Form if you are below 21 years old as at 2 January 2021.

- Please download the compulsory Parent / Guardian's Acknowledgment Form and print a copy.
- Thereafter, upload the signed form back to NP via 'My Enrolment' within 3 days from the Course Registration deadline stated in your 'Acceptance of Offer' letter.

#### B) Complete other relevant Enrolment Forms

Check out other optional forms. You may download your forms [here](#). Alternatively, go to [My Enrolment](#) > Optional Forms.

## 5

### Submit Financial Forms

#### A) Submit Interbank GIRO Application Form (COMPULSORY)

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

- Even if you have successfully applied for financial assistance schemes, you should join GIRO as the schemes may not be able to cover your fees in full for your entire course of study at NP.
- DBS/POSB/OCBC account holders (with internet banking facility) may submit an online Interbank GIRO application. Go to [My Enrolment](#) > *Compulsory Forms* > *Application for Interbank GIRO*.
- **NON** DBS/POSB/OCBC GIRO account holders or **DBS/POSB/OCBC accounts without internet banking facility** must submit a hardcopy application. Go to [My Enrolment](#) > *Compulsory Forms* > *Application for Interbank GIRO* to complete and print the form.
- Mail the completed form to Ngee Ann Polytechnic (FINANCE) using the Brown Reply Envelope in your Enrolment Package.

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

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

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

#### C) Financial Assistance Schemes (Optional)

You may apply for one or more of the following financial assistance schemes. To do so, please refer to page 11 or visit the [eEnrol Portal](#).

- 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
- Tuition Fee loan

For more details, you may wish to refer to [www.np.edu.sg/admissions/Pages/aid.aspx](http://www.np.edu.sg/admissions/Pages/aid.aspx).

## 6

## Undergo Colour Vision Test/ Medical Examination (Selected courses only)

- For students who are enrolling in courses listed in the tables below, you are required to undergo the following test/examination. If not, you may be required to transfer to another course.

Colour Vision Test	Medical Examination
<ul style="list-style-type: none"> <li>Aerospace Engineering</li> <li>Automation &amp; Mechatronic Systems</li> <li>Biomedical Engineering</li> <li>Common Engineering Programme</li> <li>Common ICT Programme</li> <li>Electronic &amp; Computer Engineering</li> <li>Electrical Engineering</li> <li>Engineering Science</li> <li>Immersive Media</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>

- Download one of the following medical forms and follow the instructions on the form.

**Select the correct Medical Form** based on the course you are offered.

- [Pre-Admission Colour Vision Test Form](#)
  - [Pre-Admission Medical Examination Form \(Nursing\)](#)
  - [NIEC Medical Form \(ECDE and TSE\)](#)
- Follow the instructions on your Medical Form on **which clinic to visit** for your Medical Check as well as **mode of submission** of completed Medical Form.
  - For NIEC Medical checks, you may visit a private clinic or your family doctor or any SATA clinic listed [here](#).
  - Medical Checks must be completed within 2 weeks from the Course Registration deadline stated in your 'Acceptance of Offer' letter.
    - Check that your medical form has been completed and endorsed by the doctor before you leave the clinic.
    - Collect the medical report (Blood investigation report) and X-ray report from the clinic within 3-5 working days.
    - FOR INTERNATIONAL STUDENTS ONLY**, in addition to the medical form from our [eEnrol Portal](#), do bring along the **ICA Medical Form**.

For Colour Vision Tests, you will receive an email with instructions IF the course you are offered requires you to pass a Colour Vision Test.

**(Please note that the Colour Vision Tests conducted by Ngee Ann Polytechnic are FREE).**

### Note:

Students who are posted to NP under EAE and EAE(1) need **NOT** go for Colour Vision Tests as they have already done so.





# GETTING READY FOR NP

# 1

## Freshmen Orientation



- The school term will commence on 18 October 2021.
- A compulsory Welcome Briefing will be conducted on the week before the start of school term.

# 2

## Notebook Computer/iPad and Software

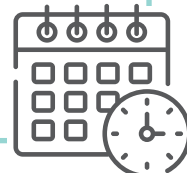


- Visit the [Mobile eLearning website](#) for more information on Notebook Computer or iPad needs for your course.
- If you already own a Notebook Computer or iPad, you are not required to purchase a new one; at the [Mobile eLearning website](#), select **“MINIMUM SPECIFICATIONS”** to check if your existing Notebook Computer or iPad meets the minimum specifications for your course.
- If you require financial assistance to purchase a Notebook Computer or iPad; at the [Mobile eLearning website](#), select **“FINANCIAL ASSISTANCE”** for details.
- Download your course-related software from home at the [Mobile eLearning website](#); select **“SOFTWARE”** for details.
- Nursing freshmen will also require mobile devices for mobile learning.
  - The school has prepared a suite of mobile applications for your learning needs.
  - These mobile applications are compatible with both:
    - › Apple devices running iOS 10 or later and
    - › Android devices running Marshmallow 6.0 or later.

# 3

## Class Timetable and other Student E- Services

- You can check your class timetable at <https://npalstudent.np.edu.sg> from 15 Oct 2021.
- Log in with your User ID and Password.
- Alternatively, you can also access your class or exam timetable, exam results and more via your mStudent App.



4

### Textbooks



- Your lecturers will inform you of the textbooks to purchase and how to purchase them during class at the start of the term.
- You may purchase textbooks directly from physical/online retailers or from publishers/intermediaries.

5

### Student Card

- You will receive your NP student card by mail if you have indicated a local mailing address.
- Those without a local mailing address will receive an email on further instructions.



6

### Student EZ- Link Card

- Go to [My Enrolment](#) > Photo Upload and upload a recent passport-standard photo (colour with white background) for your Student EZ- Link card.
- Upon successful course registration, you will receive an email notification from the Student & Alumni Services Office (SAS) on your EZ-Link card application status via [NP connect email](#). Please follow the instruction given in the email.
- For more details, please refer to [https://www.np.edu.sg/enrol/Documents/NP\\_EzLink\\_Application.pdf](https://www.np.edu.sg/enrol/Documents/NP_EzLink_Application.pdf)

\* For students who have successfully enrolled **after** mid-March, please check your eligibility status about 10 working days after completing the course registration.

\*\* For enquiries on concession card, please contact us at 6466 6555. Alternatively, you may email us at [askNP@np.edu.sg](mailto:askNP@np.edu.sg).



7

### Singapore Permanent Residents and International Students

- Student & Alumni Services Office (SAS) will be emailing you the instructions for the MOE Tuition Grant Exercise.
- Please check your [NP connect email](#) regularly for updates.
- **All International Students are required to apply for the Student's Pass (STP) upon completion of course enrolment. Please refer to the STP application guide for more information:** [www.np.edu.sg/enrol/Pages/student\\_pass.aspx](http://www.np.edu.sg/enrol/Pages/student_pass.aspx)



# FINANCIAL ASSISTANCE SCHEMES

- Applications for financial assistance schemes are open in September and October 2021.
- All schemes listed may be used to pay for 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 the course of study at NP unless revoked by the applicant in writing, or if there is insufficient fund balance.
- NP will notify all students in mid-December, if there are any balance fees payable after processing the various financial assistance schemes.

**Note:** Permanent Residents and International students **must** execute the Tuition Grant deed with MOE before they are eligible to apply for Financial Assistance Schemes.

## 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. Eligible students can apply @ <http://tfas.mendaki.org.sg>.

## SkillsFuture Credit (for students age 25 and above)

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

▶ Singaporean students can apply online @ [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit) using SingPass. Application period starts 30 days before course commencement 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.**

▶ For deduction during the course of study and using student's own PSEA, refer to the [guide](#) and submit compulsory [online form here](#).

▶ For deduction during the course of study and using sibling(s)'s PSEA, download the Standing Order form [here](#). Mail the completed form to Ngee Ann Polytechnic (FINANCE) using the Brown Reply Envelope in your Enrolment Package.

▶ For one-time deduction, download ad-hoc withdrawal form [here](#). Mail the completed form to Ngee Ann Polytechnic (FINANCE) using the Brown Reply Envelope in your Enrolment Package.

## CPF Education Loan Scheme

**This scheme is for all full-time students. They can apply to use their own or their parents' CPF Ordinary Account savings (capped at 40% of OA savings).**

▶ Singaporean and Permanent Residents can apply online @ [CPF website](#) using SingPass. Please ensure the CPF account member endorses the application within 14 days of submission.

▶ International students can download the application form @ [eEnrol Portal](#). Mail the completed form to Ngee Ann Polytechnic (FINANCE) using the Brown Reply Envelope in your Enrolment Package.

## Tuition Fee Loan

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

▶ Download application form at @ [eEnrol Portal](#) and bring the completed form to any DBS branch, together with a guarantor to sign the agreement in front of the bank officer.

▶ The guarantor must be a Singapore Citizen (SC) for SC students; SC or Singapore Permanent Resident (PR) for PR and International students, and is at least 21 years old but not more than 60 years old. The guarantor must not be an undischarged bankrupt.

**\*PFP students, please take note that the PSEA is the only financial assistance scheme available for the PFP.**

# USEFUL CONTACTS

<b>Enrolment Helpdesk</b> @ Academic Affairs Office	Hotline : (65) 6463 1233 Email : <a href="mailto:enrol@np.edu.sg">enrol@np.edu.sg</a> Website : <a href="http://www.np.edu.sg/enrol">www.np.edu.sg/enrol</a>
<b>Fees &amp; Financial Assistance Schemes</b> @ Finance Office	Email : <a href="mailto:fin_student@np.edu.sg">fin_student@np.edu.sg</a> Website : <a href="http://www.np.edu.sg/admissions/Pages/coursefees.aspx">www.np.edu.sg/admissions/Pages/coursefees.aspx</a> (Course Fees) <a href="http://www.np.edu.sg/admissions/Pages/aid.aspx">www.np.edu.sg/admissions/Pages/aid.aspx</a> (Financial Assistance 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 : <a href="mailto:askSAS@np.edu.sg">askSAS@np.edu.sg</a> Website : <a href="http://www.np.edu.sg/admissions/Pages/scholarships.aspx">www.np.edu.sg/admissions/Pages/scholarships.aspx</a> (Scholarships) <a href="http://www.np.edu.sg/admissions/Pages/aid.aspx">www.np.edu.sg/admissions/Pages/aid.aspx</a> (Bursaries)
<b>MENDAKI</b>	Hotline : (65) 6245 5555 or 6551 2830 Email : <a href="mailto:mts@mendaki.org.sg">mts@mendaki.org.sg</a> Website : <a href="http://www.mendaki.org.sg">www.mendaki.org.sg</a>
<b>SkillsFuture Credit</b>	Hotline : (65) 6883 5885 Email : <a href="https://portal.ssg-wsg.gov.sg/">https://portal.ssg-wsg.gov.sg/</a> Website : <a href="http://www.skillsfuture.sg/credit">www.skillsfuture.sg/credit</a>
<b>Post-Secondary Education Account (PSEA)</b>	Hotline : (65) 6260 0777 Email : <a href="mailto:contact@moe.gov.sg">contact@moe.gov.sg</a> Website : <a href="http://www.moe.gov.sg/initiatives/post-secondary-education-account/">www.moe.gov.sg/initiatives/post-secondary-education-account/</a>
<b>Central Provident Fund (CPF)</b>	Hotline : (65) 6227 1188 Email : <a href="mailto:cpfboard@cpf.gov.sg">cpfboard@cpf.gov.sg</a> Website : <a href="http://www.cpf.gov.sg">www.cpf.gov.sg</a>
<b>Student EZ- Link card</b> @ TransitLink	Hotline : 1800 225 5663 Email : <a href="mailto:customerservice@ezlink.com.sg">customerservice@ezlink.com.sg</a> Website : <a href="http://www.transitlink.com.sg/">www.transitlink.com.sg/</a>
<b>National Service</b> @ Ministry of Defence	Hotline : 1800 367 6767 Email : <a href="mailto:contact@ns.sg">contact@ns.sg</a> Website : <a href="https://www.mindef.gov.sg/web/portal/mindef/contact-us">https://www.mindef.gov.sg/web/portal/mindef/contact-us</a>

