

# ENROLMENT GUIDE | 2024



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# ENROLMENT PROCESS



## STEP 2

### Complete Course Registration

Go to **My Enrolment** and accept the course offer. Complete the course registration by accepting the offer and filling in the other details before the course registration deadline.



## STEP 1

### Download mStudent

Download the mStudent app from **App Store** or **Google Play** and install it on your smartphone or tablet. Tap on Get Started in mStudent and follow the online instructions to retrieve your login details.

## STEP 3

### Upload Photo



Go to **My Enrolment** and upload your photo for your Student EZ-Link card and NP Student Card.



## STEP 4

### Pay Course Fee



Pay your fees via PayNow, credit/debit card, bank transfer or at OCBC bank by the due date stated on your e-Fee Voucher found in **My Enrolment**.



## STEP 6

### Submit Financial Forms

Submit Applications for GIRO Deduction and GIRO Direct Credit Application via **My Enrolment**. Read about the financial schemes available and apply, where appropriate.

## STEP 5

### Submit Relevant Enrolment Forms



Complete and upload the **relevant enrolment forms** via **My Enrolment**.



## STEP 7

### Undergo Colour Vision Test or Medical Examination

Download the **relevant medical form** based on the course enrolled and follow the instructions on the form.



## STEP 8

### Purchase Notebook and Install Software



Depending on the course enrolled, purchase a notebook computer. Download the course-related software and install it on your notebook computer.



## STEP 9

### Prepare for Campus Life

- Apply for a Student EZ-Link Card
- Join the Freshmen Orientation
- Access your NP connect email and NPai Student Self Service for other e-services
- Receive the NP Student Card
- View your Class timetable



### For PR and International Students

- Apply for Tuition Grant
- Apply for Student Pass

# ENROLMENT CHECKLIST



## Course Enrolment

## Deadline

### STEP 1

**Download the mStudent App** to retrieve your LOGIN details

### STEP 2

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

By Course  
Registration Deadline

### STEP 3

**Pay Course Fees**

By Due Date stated  
on your e-Fee Voucher

### STEP 4

**Submit Relevant Enrolment Forms**

Download, complete and submit the Parent/Guardian Acknowledgement Form via the [eEnrol portal](#)

Check out the other enrolment forms and submit them, where appropriate, at the [eEnrol portal](#)

### STEP 5

**Submit Financial Forms**

For DBS/POSB/OCBC account holders (with internet banking facility), complete and submit the Application for GIRO Deduction online via [My Enrolment](#)

For **NON** DBS/POSB/OCBC GIRO account holders or **DBS/POSB/OCBC accounts without internet banking facility**, please return the completed form to Ngee Ann Polytechnic (FINANCE), 535 Clementi Road, Singapore 599489

Complete GIRO Direct Credit Application via [My Enrolment](#)

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

### STEP 6

**Undergo Colour Vision Test or Medical Examination**

(for selected courses only)

Download the correct Medical Form based on your course via the [eEnrol portal](#)

Follow the instructions printed on your Medical Form for the selected clinics to visit and the Mode of Submission

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

# COURSE ENROLMENT



## 01 Download mStudent App

- Tap on 'Get Started'. Follow the online instructions to **retrieve your login details**, which are necessary to complete the next steps.
- Find your login details on your 'Acceptance of Offer' letter.



## 02 Accept Course Offer, Register & Upload Photo



### IF using Mobile Device

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



### IF using Laptop or Desktop Computer

Login to **My Enrolment** via the **eEnrol Portal** to accept or defer your course offer, complete your course registration and upload your photo.

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

Upon successful login with your **NP Email Address and Password**.

- Go to 'Course Reg. & Fees Payment' and begin your course acceptance and registration.
- You will need to complete the course registration, which consists of up to 7 sections. If you are unable to complete one of the sections, use the 'Save as draft' feature available to selected sections, so that you can return to complete later.
- Apply for Singpass to access the MySkillsFuture Portal at the **eEnrol Portal**. (applicable to Singapore Citizens and Permanent Residents only)  
Note: International students will receive the User-ID and Password via their **NP connect email** at the start of the term.
- Before signing out, submit your photograph to 'Photo Upload' in **My Enrolment**. Your photograph must meet the 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 2024 due to NS, please click 'Defer' on the 'Course Offer & Acceptance' page.


## 03 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 schemes, please pay the total fees (which is the full/higher amount shown on the fee voucher).
- iii. If you are applying for financial 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.

If you wish to be assessed for a bursary (MOE-FAS), indicate so. More information about the application process will be sent to your personal email address when applications open.

**Pay your fees before the Due Date stated on your e-Fee voucher** via PayNow, credit/debit card, bank transfer or at the designated OCBC branches. Payment will be updated after 3 working days.


PAYMENT MODE



### 1. PayNow

**PayNow QR Code**


- 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.
- The maximum limit for PayNow transfers is the same as your daily local transfer limit. Ensure the maximum limit for PayNow is sufficient to make payment.
- Go to [eEnrol Portal](#).
- Login with your NP Email Address and Password.
- Go to Course Reg. & Fees Payment > Fees Payment and follow on-screen instructions.
- Scan the PayNow QR code using your mobile banking app.



### 2. Debit or Credit Card


**Debit/Credit Card**

- Go to [eEnrol Portal](#).
- Login with your NP Email Address 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.



### 3. Fund Transfer

- Transfer to NP OCBC bank account number **518-715297-001**.
- Indicate your **Student ID** for reference.



### 4. Cash/Cheque

**Cash**

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

**Cheque**

- Make cheque payable to "**Ngee Ann Polytechnic**".
- Indicate NP's OCBC bank account number **518-715297-001**, your **Student ID**, and **contact number** on the back of the cheque
- Drop the cheque into OCBC quick cheque deposit box.

- You will be informed via your [NP connect email](#) in March to apply for financial (PSEA, Mendaki, CPF or Tuition Fee Loan).
- Please refer to the table on [page 11](#) or visit the [eEnrol portal](#) for more details on the financial schemes available.

## 04 Submit Relevant Enrolment Forms

### A. Submit Parent/Guardian Acknowledgement Form (Compulsory)

All students are required to submit the Parent/Guardian Acknowledgement Form if they are below 21 years old as of 2 January 2024.

- Please download the compulsory Parent/Guardian Acknowledgement 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.

## 05 Submit Financial Forms

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

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

- Even if you have successfully applied for financial 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 GIRO Deduction.
- **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 GIRO Deduction to complete and print the form.
- Mail the completed form to Ngee Ann Polytechnic (FINANCE), 535 Clementi Road, Singapore 599489

### 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 Schemes (Optional)

You may apply for one or more of the following financial 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

Information on application for financial schemes will be communicated via [NP connect email](#) to enrolled students in March/April. For more details, you may wish to refer to the [Guide to Fees and Financial Assistance for Full-time Diploma Students](#).



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

- For students who are enrolling in courses listed in the table 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
Aerospace Engineering	Early Childhood Development & Education (ECDE)
Biomedical Engineering	
Common Engineering Programme	
Common ICT Programme	Tamil Studies with Early Education (TSE)
Common Media Programme	
Common Science Programme	
Electronic & Computer Engineering	Nursing
Electrical Engineering	
Engineering Science	
Immersive Media	
Mechatronics & Robotics	
Media Post-Production	
Pharmaceutical Science	

- For students who are enrolled in courses that require the colour vision test (CVT), you will receive an email to take a CVT in Ngee Ann Polytechnic (free-of-charge).
- 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 \(for private clinic or family doctor\)](#)
  - [Pre-Admission Medical Examination Form \(Nursing\)](#)
  - [NIEC Medical Form \(ECDE and TSE\)](#)
- For Nursing Medical Check, you may visit Raffles Medical Clinics (Recommended) or any other Singapore clinics.
- 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 the doctor has completed and endorsed your medical form 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.



**Students who are posted to NP under EAE and EAE(I) need NOT go for Colour Vision Tests as they have already completed in July/August 2023.**



# GETTING READY FOR NP

## 01 Freshmen Orientation



- Join the orientation programmes to get to know NP and your new schoolmates before the term starts on 15 April 2024. You can choose from a suite of programmes for Freshmen. The academic school orientation programme is compulsory.
- Please refer to [Freshman Experience](#) for more information on the 'Freshmen Orientation 2024'.

## 02 Notebook Computer/Software



- Visit the [Mobile eLearning website](#) for more information on Notebook Computer needs for your course.
- If you already own a Notebook Computer, you are not required to purchase a new one; at the [Mobile eLearning website](#), 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; 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 13 or later and
  - Android devices running 9.0 Pie or later



**You must use your own personal notebook computer and other IT device(s) for learning and assessment at NP, as required by your Diploma course.**

## 03 Class Timetable and other Student E-Services



- You can check your class timetable at [NPal Student Self Service](#) from 12 April 2024.
- Log in with your NP Email Address and Password.
- You can also access your class or exam timetable, exam results and more via your mStudent App.

## 04 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 publishers/intermediaries.

## 05 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 with further instructions.

## 06 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 instructions given in the email.
- For more details, please refer to the [NP-Diploma Student Concession Card Application](#) guide.

\* For students who have successfully enrolled after mid-March, please check your eligibility status via [TransitLink](#) about 15 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).

## 07 Singapore Permanent Residents and International Students



- Students eligible for the MOE Tuition Grant are required to attend a briefing in April 2024 to find out more. Applications will commence in May 2024. You will receive more information in your [NP connect email](#) when the dates are nearer.
- 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.
- Dependant's Pass (DP) Holders are required to refer [here](#) for follow-up action.

# FINANCIAL SCHEMES



- Applications for financial schemes are open between March and April 2024.
- All schemes listed may be used to 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 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-June if any balance fees are payable after processing the various financial schemes.

**PFP students are only eligible to apply for Post-Secondary Education Account (PSEA). Other financial schemes listed are NOT applicable for PFP students.**

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

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

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

- Only online applications will be accepted. Eligible students can apply at the [My Mendaki Portal](#)

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

**This scheme is for for all full-time Singaporean diploma students aged 25 and above.**

- Singaporean students can apply online using Singpass. Submit your claims via [MySkillsFuture](#) within 60 days before the course start date (date inclusive).

## 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 from the student's own PSEA during the course of study, refer to the [guide](#) and submit the compulsory online form [here](#).
- Applicants using funds from their siblings' PSEA accounts must submit their applications using this [online form](#).

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

## CPF Education Loan Scheme

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

- Singaporeans and Permanent Residents can apply online at the [CPF website](#) using Singpass. Please ensure the CPF account member endorses the application within 14 days of submission.

## 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 digitbank access.
- 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.



# USEFUL CONTACTS

## Enrolment Helpdesk

@ Academic Affairs & Planning Office

Hotline : (65) 6463 1233  
Email : [enrol@np.edu.sg](mailto:enrol@np.edu.sg)  
Website : [www.np.edu.sg/enrol](http://www.np.edu.sg/enrol)

## Fees & Financial Schemes

@ Finance Office

Email : [fin\\_student@np.edu.sg](mailto:fin_student@np.edu.sg)  
Website : [www.np.edu.sg/coursefees](http://www.np.edu.sg/coursefees) (Course Fees)  
: [www.np.edu.sg/financialaid](http://www.np.edu.sg/financialaid) (Financial Schemes)

### GIRO Direct Credit Application

Email : [fin\\_stupayment@np.edu.sg](mailto:fin_stupayment@np.edu.sg)

## Scholarships & Bursaries

@ Student & Alumni Services Office

Email : [askSAS@np.edu.sg](mailto:askSAS@np.edu.sg)  
Website : <https://www.np.edu.sg/admissions-enrolment/guide-for-prospective-students/scholarships-awards> (Scholarships)  
: [www.np.edu.sg/financialaid](http://www.np.edu.sg/financialaid) (Bursaries)

## Freshmen Orientation

Hotline : (65) 6460 7734  
Email : [dept-sdo@np.edu.sg](mailto:dept-sdo@np.edu.sg)  
Website : <https://www.np.edu.sg/student-life/freshmen-experience/freshmen-onboarding>

## MENDAKI

Hotline : (65) 6245 5555  
Website : <https://www.mendaki.org.sg/>

## SkillsFuture Credit

Hotline : (65) 6684 9020  
Email : [studentportal@myskillsfuture.sg](mailto:studentportal@myskillsfuture.sg)  
Website : [www.myskillsfuture.gov.sg/content/portal/en/index.html](http://www.myskillsfuture.gov.sg/content/portal/en/index.html)

## Post-Secondary Education Account (PSEA)

Hotline : (65) 6260 0777  
Website : <https://www.moe.gov.sg/financial-matters/psea>

## Central Provident Fund (CPF)

Hotline : (65) 6227 1188  
Website : <https://www.cpf.gov.sg/member>

## Student EZ-Link card

@ TransitLink

Hotline : 1800 225 5663  
Email : [customerservice@ezlink.com.sg](mailto:customerservice@ezlink.com.sg)  
Website : [www.transitlink.com.sg/](http://www.transitlink.com.sg/)

## National Service

@ Central Manpower Base

Hotline : 1800 367 6767  
Email : [contact@ns.sg](mailto:contact@ns.sg)  
Website : <https://www.cmpb.gov.sg/web/portal/cmpb/home>





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