

ENROLMENT GUIDE

Click [here](#) to access the full and detailed enrolment guide!



1 Accept course offer

Log in to NYP e-Enrolment System

Complete all required sections:

1. Personal, Verification & Family Details
2. Upload Photo
3. Financial Details
4. Declaration

Click “Accept Offer” and wait for the confirmation email/SMS to confirm that you’re officially enrolled.

Name :	██████████	Identification No. :	██████████
Admission No. :	192107D	Photo Status :	Not Submitted
Course :	C94 - DIPLOMA IN BUSINESS MANAGEMENT (BMDFO1)		
Enrolment Status :	Not Enrolled		
Enrolment Deadline :	31/12/2026 15:30		

Letter of Certification

**You may refer to the e-enrolment system to view your enrolment deadline, enrolment and photo status.*

2 Set up Multi-Factor Authenticator (MFA)

Once you’re officially enrolled, set up your **Multi-Factor Authenticator (MFA)** to access your **myNYP Portal** and **NYP email** – your gateway to all important updates and campus info!

Example of NYP Email
<admin_number>@mymail.nyp.edu.sg
(e.g. 123456A@mymail.nyp.edu.sg)

[Click here for a step-by-step video guide on MFA!](#)



3 Submit photo

Upload a **passport-standard photo** (white background, clear, recent, JPG format under 2 MB, 253 (width) by 331 (height)) within one week of course acceptance at this [link](#) to get your NYP student and concession cards.

4 Submit documents

Within one week of accepting your course offer, you’ll need to submit your **MOE Tuition Grant (TG) Eligibility Declaration Form** (compulsory for Singapore Citizens) and **MOE TG Option Form** (compulsory for all Singapore Permanent Residents and International Students). For those taking Tuition Grant, you’ll need to get your Student Pass and SingPass ready to ensure a smooth TG application.

- You’ll also need to submit your **declaration acknowledgement** (If you’re under 21 and your primary contact has not submitted the e-acknowledgement in Step 1), and for international students, a **valid pass (Dependant’s Pass or Long-Term Visit Pass) or IEO (Immigration Exemption Order)** is necessary.

***Failure to submit the required documents may result in withheld semestral results or de-registration from your course.**

Questions about enrolment? Try out our [chatbot](#) on our website.
Alternatively, please reach out to us at contactNYP@nyp.edu.sg.

ENROLMENT PROGRAMME

For male Singapore Citizens/PR receiving NS Registration Notice:

If applying for NS deferment to study at NYP first:

1. Check if you meet CMPB's NS deferment criteria.
2. Accept NYP's course offer and download the Letter of Certification (LOC) for deferment.
3. Upload CMPB's approval letter after setting up MFA so NYP can process your enrolment.

If CMPB rejects your NS deferment:

1. Apply for Course Reservation instead:
Email contactNYP@nyp.edu.sg with:
 - Subject: Request for Course Reservation
 - Your name, admission number, and course offered
 - CMPB letter stating you must complete NS first
2. Select "Request for Course Reservation" before the enrolment deadline.
3. Email CMPB enlistment letter with your name, course, and contact number.
4. If you don't get confirmation by end of Jun/Dec (for Apr/Oct intake), email contactNYP@nyp.edu.sg

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Take Colour vision test / Medical exam

If your course requires it, book your colour vision test or medical exam **within one week of accepting your offer** and **upload the report online** to avoid delays in enrolment or release of results.

[Colour vision
test report](#)

[Medical exam
report](#)

Please refer to the **colour vision test report/medical report** for the list of courses that require this assessment. Kindly submit the relevant documents through the **Enrolment Document Submission portal**.

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Attain Student & Concession cards

[Click here for a step-by-step video guide on concession cards!](#)

Submit your photo early to get your **NYP Student Card** (for campus access) and apply for your **Student Concession Card** via **SimplyGo** to enjoy student fares on public transport.

The NYP Student Card and Student Concession Card are *not the same*.

NYP STUDENT CARD



This is required to access NYP facilities.

STUDENT CONCESSION CARD



In order to enjoy student fares when travelling on public transport, apply for your Student Concession Card with SimplyGo.

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ENROLMENT PROGRAMME

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Find out about Financial & Notebook matters



Get your **notebook** before the semester starts and explore **financial aid** and **bursaries**, for laptop purchases and study expenses on the NYP website.

S/No	Authorised Windows Notebook Suppliers	Models	Price (w/o GST)	Order Online	Contact Information
1	ACER - Acer Computer (Singapore) Pte Ltd	NITRO V Swift 14 AI Swift Go 14 Predator Helios Neo 16	\$S 1,240.00 \$S 1,300.00 \$S 1,270.00 \$S 1,820.00	Online Order	Service Hotline: 1800 895 6299 Hotline Hours: 8.30am to 5.30pm (Mon to Fri) Closed on Sat, Sun & Public Holidays
2	HP - AsiaPac Technology Pte Ltd	VICTUS 15 HP Omnibook Ultra Flip HP Pavilion Plus 14 Pavilion Aero 13	\$S 1,169.00 \$S 2,199.00 \$S 1,649.00 \$S 1,439.00	Online order	Service Hotline: 6274 2722 Hotline Hours: 8.30am - 5.30pm (Mon to Thurs) 8.30am - 5.00pm (Fri) Closed on Sat, Sun & Public Holidays
3	Lenovo - NUS Multi-purpose Co-operative Society Ltd	IdeaPad Pro 5 IdeaPad S 2-in-1 IdeaPad Slim 5 Yoga Slim 7	\$S 1,199.00 \$S 1,279.00 \$S 1,179.00 \$S 1,399.00	Online order	Service Hotline: 6274 2722 Hotline Hours: 8.30am - 5.30pm (Mon to Thurs) 8.30am - 5.00pm (Fri) Closed on Sat, Sun & Public Holidays

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For Financing Schemes

[Click here for a detailed guide on financing schemes!](#)

There are various financing schemes available for paying your semestral fees. The following schemes or a combination of them are options for your consideration and application.

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For International Students

[International students, click here for a step-by-step video guide!](#)

International students must apply for a **Student's Pass (STP)** online via **ICA's SOLAR system**. Once issued, upload a copy of your STP [here](#), and keep your pass and local address **updated** throughout the course of your studies.

STUDENT PASS



Format:
NP-(year of enrolment)-your student admission number followed by 8 zeros.

Example :
NP-20xx-241234A000000000

Student's Pass Application Number		Full Name (As appears in travel document)	
e.g. NP-YYYY-0000000000/2345			
Sex	Nationality/Citizenship	Date of Birth	
Select Here	Select Here		
Back		Login	

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