

STEP-BY-STEP GUIDE TO COMPLETE YOUR ENROLMENT

01

ACCEPT COURSE OFFER

- <https://studeserv.nyp.edu.sg/enrolm/index.html>



02

UPLOAD DOCUMENTS

- Documents: <https://form.gov.sg/5dea00349a66900012c8f179>
- Photo: <https://studeserv.nyp.edu.sg/osp/index.html>



03

COLOUR VISION TEST / MEDICAL EXAM

- Selected courses only



04

MULTI-FACTOR AUTHENTICATOR (MFA)

- Set up MFA once officially enrolled
- Required to access myNYP Portal & NYP email account



05

STUDENT'S PASS (STP)

- For International students (IS) only



06

OTHER MATTERS

- Apply for concession card
- Collect NYP student card
- Purchase notebook / Apply for financial assistance and/or financing schemes
- Apply for MOE Tuition Grant [PR & IS only]

Other
Matters

Are you a male Singapore Citizen / PR?

Have you received CMPB's NS Registration Notice form, and would like to (1) defer NS to study in NYP first OR (2) make a course reservation to serve NS first? [Find out more here!](#)

CMPB

Yet to receive notice to enlist? Go ahead to accept the course offer!



**Check your enrolment email for
Admission Number, initial password
& enrolment deadline**



**NYP Online
Enrolment System**



Select "Proceed to enrol"



Verify / Update your
personal & family details



Upload your passport-sized colour photo
with plain white background



Apply your financing schemes &
GIRO account for fees payment

Separate email
link will be sent
to your primary
contact.



Read declarations & select
primary contact e-acknowledge option



Accept offer & complete items in **Course
Acceptance Confirmation Page**

- Documents: <https://form.gov.sg/5dea00349a66900012c8f179>
- Photo: <https://studeserv.nyp.edu.sg/osp/index.html>



Upload documents within 1 week of course acceptance



*** MOE Tuition
Grant (TG) form**

For details and relevant MOE
TG form, refer to

**Financial Matters > MOE
Tuition Grant Scheme.**

*** Not applicable to learners enrolled in PFP**



**PDF Enrolment
Declaration
Acknowledgement
Form**

**Only required if
you are below 21
years old as of
1 Jan of course
start year.**

Skip this, if your
primary contact had
e-acknowledged in
STEP 1.



**Failure to submit documents may lead to withholding
of semestral results or de-registration from the course.**

Upload passport-sized colour photo



You can skip this, if you had already uploaded in Step 1.



If you are offered any of the course listed below, you need to meet the **additional medical requirements** & submit the Colour Vision Test Report or Medical Report.

Colour Vision Test Report

- Aeronautical & Aerospace Technology
- Aerospace Systems & Management
- Animation, Games & Visual Effects
- Biomedical Engineering
- Common Design & Media Programme
- Common Engineering Programme
- Communication & Motion Design
- Electronic & Computer Engineering
- Experiential Product & Interior Design
- Infocomm & Media Engineering
- Nanotechnology & Materials Science
- Robotics & Mechatronics

Download
Colour Vision Test Report



You may visit a registered optometrist at any Singapore optical shop for colour vision test.

Medical Report

- Nursing*
- Oral Health Therapy^

* Students enrolled in 2.5 years Diploma in Nursing are to complete the medical examination in September before course start.

^ Students offered Diploma in Oral Health Therapy must also undergo and pass a separate manual dexterity test (MDT). You will be contacted separately to undertake the MDT, if not already done so.

Download
Medical Report



You are strongly encouraged to go to NYP's appointed clinic for your medical examination.

Please upload your completed report and other medical documents, if any, as soon as they are available (which may exceed your enrolment deadline).



Failure to submit documents may lead to withholding of semestral results or de-registration from the course.

- Set up MFA once officially enrolled
- Required to access myNYP Portal & NYP email account



Follow this guide to set up your MFA

once you have received the email/SMS confirming your official enrolment.

- Your NYP email account will be automatically created.
- The password for myNYP Portal or NYP email account is the same password that you have used to accept your course offer online.

You may email contactNYP@nyp.edu.sg to enquire about your enrolment status if you do not receive the notification after 3 working days.

After your MFA is set up, access [myNYP Portal](#) and [NYP email account](#) once every few days so that you won't miss out:



Important
Announcement



Happenings
within NYP



Course
Related info

3 ways to access your NYP email account

<admin_number>@mymail.nyp.edu.sg
(e.g. 241234A@mymail.nyp.edu.sg)



Log on to [Office365
Student Email Web](#).



Download Outlook Mobile
App on your phone & follow
the set-up instructions.



Log on to [myNYP Portal](#) &
click on your name for the
drop-down options.

05

STUDENT'S PASS (STP)

• For International students (IS) only



International Students are required to apply for Student's Pass online, unless you already have valid Long-Term Visit Pass, Dependant's Pass, or Immigration Exemption Order. If your existing pass expires or is cancelled during your study, you will need to apply for a Student's Pass to continue with your studies.

At each step, read all the information in Immigration & Checkpoints Authority (ICA) website.

Online Application

Visit ICA website

Click
Institutes of Higher Learning

Click
Apply Online

Click

to log in to SOLAR

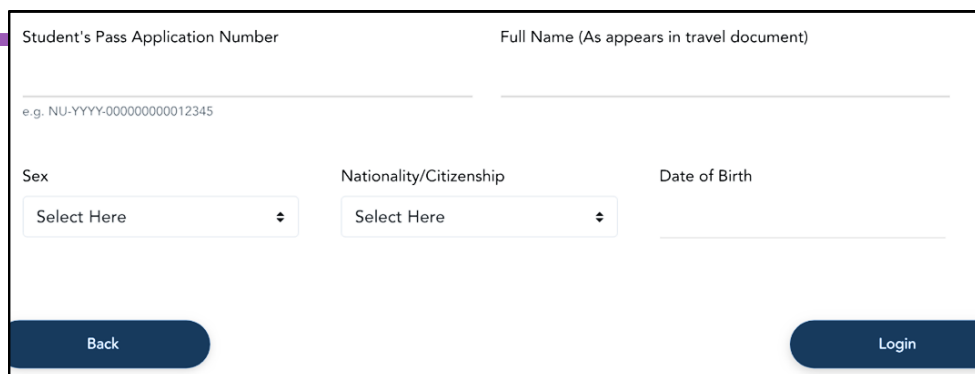
Student's Pass Online Application and Registration (SOLAR) System

Format:

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

Example :

NP-20xx-241234A00000000



If you are not able to log in, please contact i@Central : contactNYP@nyp.edu.sg

Completion of Formalities & Issuance of Student's Pass

Visit the ICA website to check the process & book an appointment
after you have received your In-Principle Approval (IPA) letter.



ICA takes a serious view of IS without a valid Student's Pass, Long-Term Visit Pass, Dependant's Pass, or Immigration Exemption Order throughout the duration of study. Action will be taken against those found to have breached the immigration rules.

After enrolment, remember to update any changes in your local address at both [myNYP Portal](#) and [ICA website](#) (using Singpass login).

Note: As you prepare for your move to Singapore, ensure you have a passport with at least 6 months of validity and a valid pass (or IPA for Student's Pass).

- Apply for concession card
- Collect NYP student card
- Purchase notebook / Apply for financial assistance and/or financing schemes
- Apply for MOE Tuition Grant [PR & IS only]

Apply for TransitLink Diploma Student Concession Card

Want to enjoy student fares when you travel on public transport?
Here is how you can apply for the concession card:

Submit Record & Photo

NYP will submit your record & photo to TransitLink if you had [uploaded your photo to NYP](#) & is officially enrolled.



Check record status

[Visit Web Enquiry for Tertiary Student Concession Card](#) from end March to check that your record has been submitted to TransitLink successfully.



Apply for Student Card

Apply & make payment for your concession card online at the [TransitLink website](#) or via the EZ-link mobile app.



Collect Card

Collect your TransitLink concession card when you receive the SMS regarding card collection details.



Find out more about [TransitLink concession card here](#).

Collect NYP Student Card

NYP student card will be issued during Freshmen Orientation (FMO) if you are starting course in April. Otherwise, your school / Personal Mentor will make arrangements for you to collect your student card at the start of the semester.



- Apply for concession card
- Collect NYP student card
- Purchase notebook / Apply for financial assistance and/or financing schemes
- Apply for MOE Tuition Grant [PR & IS only]

**Purchase notebook /
Apply for financial assistance and/or financing schemes
(Before course starts)**



You will need a laptop before semester starts. Check out the [Notebook Ownership](#) (after 1 March) and [Financial Assistance](#) for Notebook Purchases.

Email finaid@nyp.edu.sg if you have further queries on financial assistance for notebook purchases.



Find out more on various financing schemes, financial assistance, fees payment and GIRO application in [Financial Matters](#).

Check out details on how to [apply for bursaries](#).

**[Singapore PR & International Students]
* Apply for MOE Tuition Grant**



For details on TG Briefing (attendance is compulsory), Application Process and MOE TG Agreement Signing, refer to [Financial Matters > MOE Tuition Grant Scheme](#).



Please ensure timely completion of MOE TG Agreement Signing to avoid paying unsubsidised fees.

*** MOE Tuition Grant is not applicable to learners enrolled in PFP.**

For male Singapore Citizens/PR who has received NS Registration Notice

CMPB

Yet to receive the notice? [Go ahead & complete steps 1 to 6.](#)

Request for NS Deferment (to study in NYP first)

Check that you meet [CMPB's NS deferment criteria.](#)

[Accept our course offer](#) & download NYP's Letter of Certification (LOC) for your [NS deferment application.](#)

[Upload CMPB's approval letter of your deferment](#) for us to process your enrolment.

If CMPB rejected your NS deferment application, you will need to apply for course reservation instead.

Email contactNYP@nyp.edu.sg with:

1. Subject title: Request for Course Reservation
2. State your Admission Number, name and offered course; and
3. Attach CMPB's letter which indicates that you are required to complete NS first before pursuing your studies.

Request for Course Reservation (to serve NS first)

[Select "Request for Course Reservation"](#) before enrolment deadline.

[Upload your CMPB enlistment letter.](#)

If you do not receive the course reservation confirmation letter from NYP Admissions by end Jun/Dec of the same year for course starting in Apr/Oct, email us at contactNYP@nyp.edu.sg.