# Step-By-Step Guide to Complete Your Enrolment



Checklist



## **ACCEPT COURSE OFFER**

• Complete the sections in the e-enrolment system. Subsequently, you will receive email/SMS confirming that you are officially enrolled.



	<ul> <li>Log in to NYP e-Enrolment System</li> <li>Check your enrolment email for Admission Number, initial password &amp; enrolment deadline.</li> <li>After logging in to NYP online enrolment system, select Proceed to enrol option: <u>https://studeserv.nyp.edu.sg/enrolm/index.html</u></li> </ul>			
	<ul> <li>Personal Details, Verification &amp; Family Details section</li> <li>Verify / Update your personal &amp; family details.</li> <li>Ensure that your primary contact &amp; emergency contact have different contact details from your own.</li> </ul>			
<ul> <li>Upload Photo section *</li> <li>Refer to Step 03 in this guide.</li> <li>* You may also upload your photo within one week after accepting cours</li> </ul>				
\$	<ul> <li>Financial Details section</li> <li>To see estimated subsidised or non-subsidised semestral course fees, indicate if you wish to accept MOE Tuition Grant (TG) (for Singapore Citizen) or apply for TG (for Singapore Permanent Resident or International Students). <ul> <li>Refer to Step 04 in this guide to submit the correct TG form</li> </ul> </li> <li>Find out more about the various financing schemes available.</li> <li>Fill in bank account details to generate application form for General Interbank Recurring Order (GIRO). This bank account will be used for fee deductions or any other disbursements, where applicable. <ul> <li>Download &amp; complete the generated form &amp; post to:</li> <li>NANYANG POLYTECHNIC</li> <li>180 Ang Mo Kio Avenue 8</li> <li>Singapore 569830</li> <li>Finance Department</li> </ul> </li> </ul>			
	<ul> <li>Declaration section</li> <li>Read declarations &amp; select primary contact e-acknowledge option.</li> <li>A separate email link will be sent to your primary contact to complete the e-acknowledgement.</li> <li>Click Accept Offer to accept course offer, and wait for email/SMS to confirm you are officially enrolled.</li> </ul>			
	<ul> <li>Course Acceptance Confirmation Page</li> <li>Complete the relevant items listed here while you wait for the email/SMS to confirm you are officially enrolled.</li> <li>Go through the rest of this enrolment guide for more information.</li> </ul>			



- 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 <u>contactNYP@nyp.edu.sg</u> to enquire about your enrolment status if you do not receive the notification after 3 working days.

#### After your MFA is set up, access <u>myNYP Portal</u> and <u>NYP email account</u> once every few days so that you won't miss out:



Important Announcement



Happenings within NYP



Course Related info

Log on to <u>Office365</u> Student Email Web.

3 ways to access your NYP email account

<admin\_number>@mymail.nyp.edu.sg (e.g. 241234A@mymail.nyp.edu.sg)



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

Log on to<u>myNYP Portal</u> & click on your name for the drop-down options.

**Overview** 



## SUBMIT PHOTO

 Required for your NYP student card & before you can apply for your Diploma Student Concession Card

### Upload your passport-sized photo within one week of course acceptance:

https://studeserv.nyp.edu.sg/osp/index.html

Things to note	Information		
Photo quality Refer to <u>ICA photo guidelines - Dos and</u> <u>Don'ts</u> for sample photos.	• Your photo must be of passport standard, i.e., taken full face, front facing, in colour, <b>against a plain white background without shadow</b> and taken within the last 3 months.		
	<ul> <li>Facial features, including eyes, should be fully visible and not covered by hair or shadow.</li> </ul>		
	<ul> <li>Photo must be clear, in sharp focus and not pixelated or distorted.</li> </ul>		
	<ul> <li>You are advised not to submit photos with nose rings, lip rings, or eyebrow rings.</li> </ul>		
Passport photo-taking mobile apps Passport Photo- ID Photo Create, save, print or email Open Passport Size Photo Maker App Jatin Maniya Open Open	<ul> <li>Search in Google Play Store or Apple App Store for mobile apps like "Passport Photo - ID photo", "Passport Size Photo Maker App".</li> <li>Adjust photo dimension to Singapore Passport size.</li> </ul>		
Photo dimension, file extension & file size	<ul> <li>Dimension: at least 253 (width) by 331 (height) in pixels</li> <li>File type: .jpg only</li> </ul>		
General Security Details Previous Ve Property Value	• File size: Less than 2 MB		
Image Image ID Dimensions Width 253 pixels	<ul> <li>Use apps like "Paint" to resize the image to the correct dimension and size, and save as .jpg.</li> </ul>		
Height     331 pixels       Horizontal resolution     Vertical resolution       Vertical resolution     Bit depth       Compression     Resolution unit       Color representation     Compressed bits/pixel	Paint App       Resize and Skew         Percentage       Pixels Horizontal         Vertical       Save         Skew         Horizontal       Vertical         Skew         Horizontal       Vertical         Skew         Horizontal       Vertical         Skew         Horizontal       Vertical         Prizet       Prizet         Prizet       Prizet		
Name Type Size	0° 0° E Send BMP picture		
photo_cropped.jpg JPG Hie 111 KB	File name : xxxxxxx.jpg Save as type: JPEG (*.jpg;*.jpe;*.jfif)		



You will not be able to apply for your Diploma Student Concession Card if you do not submit your photo.

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<u>Overview</u>

### DOCUMENTS

MOE Tuition Grant (TG)

• Declaration acknowledgment (if e-acknowledgement not done) • [International Students] Valid pass / IEO



#### Submit TG form within one week of course acceptance:

ltem	Information
<b>S</b> MOE Tuition Grant (TG)	<ul> <li>Note that MOE TG is not applicable during the PFP year.</li> <li>All Singapore Citizens must submit the <u>TG Eligibility Declaration Form</u>.</li> <li>Singapore PR and International Students who wish to take up TG must submit the <u>TG Option Form</u>.</li> <li>Find out more details on TG and check out the steps on how to apply for it under <u>MOE Tuition Grant Scheme</u>.</li> <li>Please ensure timely completion of MOE TG Agreement Signing to avoid paying unsubsidised fees.</li> </ul>

#### Upload below documents within one week of course acceptance after MFA setup: https://form.gov.sg/5dea00349a66900012c8f179

ltem	Information
Enrolment declaration acknowledgement	<ul> <li>Only required if you are <b>below 21 years old</b> as of 1st Jan of course start year.</li> <li>No need to upload if your primary contact had e-acknowledged in STEP 01.</li> <li>If your primary contact is unable to e-acknowledge, upload a signed copy of the <u>PDF version</u>.</li> </ul>
Valid Long-Term Visit Pass (LTVP), Dependant's Pass (DP), Immigration Exemption Order (IEO), or new Student's Pass (STP)	<ul> <li>Applicable to International Students (IS) only.</li> <li>Note that if your existing pass expires or is cancelled during the course of your study, you will need to apply for a Student's Pass (STP) to continue your studies.</li> <li>LTVP / DP holders are strongly encouraged to <u>apply for STP</u> at the point of enrolment to do the compulsory internship in your course. <ul> <li>Without an STP, you need to apply for a separate Letter of Consent (LOC) from Ministry of Manpower (MOM) before starting your internship, which may take up to 4 weeks of processing time. If you change internship companies, you will need to obtain a new LOC before starting your internship with the new company.</li> <li>If your STP application is successful, your LVTP / DP will be cancelled automatically.</li> </ul> </li> <li>Upload a copy of your new STP as soon as you receive it.</li> <li>Failure to submit valid pass or IEO will also result in a delay in processing the application for TG and Diploma Student Concession Card.</li> <li>Refer to Step 08 in this guide on the STP application process.</li> </ul>
Failure or de-	e to submit documents may lead to withholding of semestral results registration from the course
Overview	Useful Links Checklis

• For selected courses only



Book your appointment within one week of course acceptance. Upload your completed report and other medical documents, if any, as soon as they are available (which may exceed your enrolment deadline):

https://form.gov.sg/5dea00349a66900012c8f179

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

Report Download Link	Colour Vision Test Report	Medical Exam Report
Applicable courses	<ul> <li>Aeronautical &amp; Aerospace Technology</li> <li>Aerospace Engineering</li> <li>Aerospace Systems &amp; Management</li> <li>Animation, Games &amp; Visual Effects</li> <li>Biomedical Engineering</li> <li>Common Design &amp; Media Programme</li> <li>Common Engineering Programme</li> <li>Communication &amp; Motion Design</li> <li>Electronic &amp; Computer Engineering</li> <li>Experiential Product &amp; Interior Design</li> <li>Infocomm &amp; Media Engineering</li> <li>Mass Media Management</li> <li>Nanotechnology &amp; Materials Science</li> <li>Robotics &amp; Mechatronics</li> </ul>	<ul> <li>Nursing*</li> <li>Oral Health Therapy^</li> <li>* Students should book an appointment with NYP's appointed clinic or visit another clinic within 1 week after accepting course offer. However, students enrolled in the 2.5-year course should complete their medical examination in September, before the course begins.</li> <li>^ Students offered Diploma in Oral Health Therapy must also pass a separate manual dexterity test (MDT). You will be contacted separately to undertake the MDT, if not already done so.</li> </ul>
Where to do the colour vision test or medical exam?	You may visit a registered optometrist at any Singapore optical shop for colour vision test.	You are strongly encouraged to go to NYP's appointed clinic for your medical examination, which will submit the medical report on your behalf. Otherwise, you need to upload on your own.

Failure to submit documents may lead to withholding of semestral results or de-registration from the course. 06

- Diploma Student Concession card
- NYP Student card





You need to apply for your Diploma Student Concession Card if you want to enjoy student fares when you travel on public transport.

Check your eligibility with SimplyGo	<ul> <li>Visit SimplyGo enquiry website from end March to check that your record has been submitted to SimplyGo successfully.</li> <li>If you have enrolled after mid-March, check your eligibility 2 to 3 weeks after you have successfully submitted your photo.</li> <li>International Students need to upload a copy of valid pass or IEO for verification before they are eligible to apply for concession card.</li> </ul>
Apply & pay	<ul> <li>Apply &amp; pay for your concession card online at the <u>application website</u> or via the SimplyGo mobile app.</li> <li>Keep a copy of payment receipt in case you do not receive your card, as it may be required for further investigation.</li> </ul>
Collect	<ul> <li>You will receive SMS from NYP when your Diploma Student Concession Card is ready for collection.</li> <li>Processing time can take more than 3 weeks after payment.</li> <li>The first collection period will start from Freshmen Orientation (FMO).</li> </ul>

Find out more about the Diploma Student Concession Card here.



- Notebook ownership scheme
- Financial assistance / financing schemes





Financial Assistance / Financing Schemes

- Find out more on various scholarships & study awards, financing schemes, financial assistance, fees payment and GIRO application in the various sections under <u>Scholarship & Financial Matters.</u>
  - $\,\circ\,$  Do note the various application deadlines for submission.
- Check out details on how to apply for bursaries.



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

If you are officially enrolled	Apply for STP
Jan to Mid Feb	After mid Feb (2 months before course starts)
After mid Feb	3 days after enrolment deadline

**Once you receive your new STP**, <u>follow Step 04 in this guide</u> to upload a copy for verification. At each step, read all the information in Immigration & Checkpoints Authority (ICA) website.

Student's Pass Online Application and Registration (SOLAR) System					
<u>Visit ICA</u> <u>website</u>	lı Hig	Click nstitutes of Jher Learning		Click Apply Online	Click Click Foreign Student to log in to SOLAR
Format: NP-(year of enrolment)-your student admission number followed by 8 zeros.		Student's Pass Application Numb	er Full Name (As appears in travel document)		
		Sex Select Here	¢	Nationality/Citizenship Select Here	Date of Birth ≎
Example : NP-20xx-241234A00000	000	Back			Login

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

#### **Completion of Formalities and 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 STP, LTVP, DP or IEO 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 <u>myNYP Portal</u> and <u>ICA website</u> (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).

**Useful Links** 

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

#### Yet to receive NS Registration notice? <u>Go ahead & complete steps 1 to 7</u>.

#### Request for NS Deferment (to study in NYP first)

Check that you meet <u>CMPB's NS</u> <u>deferment</u> <u>criteria</u>. Accept our course offer & download NYP's Letter of Certification (LOC) for your <u>NS</u> deferment application.

Upload CMPB's approval letter of your deferment after you have set up MFA 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.

Email your CMPB enlistment letter to <u>contactNYP@nyp.edu.sg</u> stating your name, offered course and contact number

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

#### <u>Useful Links</u>

CMPB

## Useful Links

Academic & Enrolment	
Academic calendar	https://www.nyp.edu.sg/student/study/academic-calendar
Enrolment information	https://www.nyp.edu.sg/enrolment
myNYP Portal	https://mynypportal.nyp.edu.sg
Notebook Ownership Scheme	<u>https://mynypportal.nyp.edu.sg/en/resources/it-related-</u> matters/notebook-ownership-scheme.html
<ul> <li>Request forms to</li> <li>update primary contact information / your personal details which require supporting documents</li> <li>defer or transfer from course</li> <li>withdraw from module or course</li> </ul>	<u>https://mynypportal.nyp.edu.sg/en/resources/forms-</u> <u>download.html</u>
	https://www.nyp.edu.sg/fmo
Freshmen Orientation (FMO)	Note that FMO is typically held one week before class starts in Semester 1 and FMO website is only available from end Mar onwards.
Finance	
<ul> <li>Course fees, including information on</li> <li>MOE Tuition Grant (TG)</li> <li>Company-sponsored students</li> <li>Change of citizenship status</li> <li>Fees payable upon withdrawal</li> </ul>	<u>https://www.nyp.edu.sg/student/study/scholarships-</u> financial-matters/fees/annual-course-fees
GIRO application / Modes of payment	<u>https://www.nyp.edu.sg/student/study/scholarships-</u> financial-matters/fees/payment-modes
<ul> <li>Financing schemes, including</li> <li>Tertiary Tuition Fee Subsidy (TTFS)</li> <li>PSEA scheme</li> <li>CPF Education loan scheme</li> <li>MOE Tuition Fee Loan (TFL)</li> <li>Financial e-Forms</li> </ul>	<u>https://www.nyp.edu.sg/student/study/scholarships-</u> <u>financial-matters/schemes</u>
Financial Assistance, e.g., bursaries, study loan, financial assistance for notebook purchase	https://www.nyp.edu.sg/student/study/scholarships- financial-matters/financial-assistance
Scholarships & Study Awards	<u>https://www.nyp.edu.sg/student/study/scholarships-</u> financial-matters/scholarships-study-awards

Questions about enrolment? Chat with our helpful chatbot on our website. If our chatbot can't provide a satisfactory answer, please reach out to us at <u>contactNYP@nyp.edu.sg</u>.

# **ENROLMENT CHECKLIST**

You may wish to use this checklist to help keep track of the items you need to complete, where applicable, as you go through all the steps in this enrolment guide.

Click on the hyperlink of each item to go to the respective section in the enrolment guide for quick access.

To Do	<b>By when</b> Eprolment deadline	
Accept <u>course offer</u>	(stated in the email)	
Set up <u>Multi-Factor Authenticator (MFA)</u>	Once officially enrolled (wait for SMS/email)	
[Highly preferred] <u>Declaration e-Acknowledgement</u> OR [Alternative] <u>Upload PDF version</u>	Within 1 week after accepting course offer	
<u>Submit photo with plain white background (253 (W) x 331 (H) pixel)</u>	Within 1 week after accepting course offer	
Check eligibility + apply & pay for <u>Diploma Student Concession</u> <u>Card</u>	After mid March	
[Selected courses] Go for <u>Colour Vision Test / Medical Exam</u> Allocate time to book medical appointment & receive test/exam results.	Within 1 week after accepting course offer 2.5yr Nursing: September	
[Selected courses] Upload <u>Colour Vision Test Report or Medical Report</u> NYP's appointed clinic will submit on behalf if you go there for medical exam.	Once available	
Submit <u>MOE Tuition Grant Form</u> [Not applicable to PFP]	Within 1 week after accepting course offer	
Post completed <u>GIRO form</u> to: Post completed <u>GIRO form</u> to: <u>Singapore 569830</u> Finance Department	Within 1 week after accepting course offer	
<u>Purchase notebook</u>	Before course starts	
Read & apply for <u>financing schemes</u> [Note: PFP Singapore Citizens are eligible for PSEA only]	Before application deadline	
[Singapore Citizens & PR only] Read & apply for <u>bursaries</u>	Before application deadline	
[International Students only] Apply for <u>Student's Pass</u>	Mid Feb (for enrolment between Jan to mid Feb) or 3 days after enrolment deadline otherwise	
[International Students only] Upload new <u>Student's Pass</u>	Once available	
[International Students only] Upload <u>existing LTVP / DP / IEO</u>	Within 1 week after accepting course offer	
✓ Done → Delay  Stuck  Not Applicable		
Overview Useful Links		