

INSTRUCTIONS ON ACCEPTANCE OF OFFER AND FEE PAYMENT (FOR JIE 'N' & JIE 'E' INTAKE EXERCISES)

There are **2 stages** under acceptance of course offer:

Stage 1: Check Your Application Results and Accept Course Offer – this is for applicants to check and accept or reject a course offer



Stage 2: Bursary/Financial Assistance Application / Photo Upload / Submit Post-Secondary Education Account (PSEA) Standing Order (SO) form – upon course acceptance, applicants who are eligible for financial assistance may submit their application online. All applicants are required to upload passport size colour photo for the application of ITE Student Concession Card. Singapore Citizens who are using PSEA for fee payment may submit online PSEA SO form.

Details of the 2 stages are provided below.

Stage 1 – Check Your Application Results and Accept Course Offer

The application results will be released on **Fri 26 Dec 2025 at 9am**. You are required to check your application results. If you are offered a full-time course, you must accept it through the Internet **between Fri 26 Dec 2025 and Fri 2 Jan 2026**. You are to follow the instructions on registration and payment details upon the acceptance of offer. Otherwise, your training place will be withdrawn and offered to another applicant.

Note: Applicants who are not successful in getting a place in any of their registered choices of course, may be manually posted to another suitable course with vacancies subject to applicants meeting the course's minimum entry requirements. If you have a medical or learning needs condition that you view the counter-offered course unsuitable, you are strongly encouraged to seek prior course advising from your posted College via <https://for.edu.sg/LAO> for other courses.

If you encounter difficulties accepting the offer over the Internet, please call or email to any of the Customer & Visitor Centre of ITE Colleges for assistance within the acceptance period.

- **Microsoft Edge and Google Chrome** are recommended.
- The Internet address for the checking of application results and acceptance of course offer website: <https://student.ite.edu.sg>

Please follow the steps below to check your application results and accept course offer:

- 1) Log in with your User ID and Password. The login User ID and Password would have been provided to you in the verification slip upon completion of your application.
- 2) Click 'Student Admission' > 'View Application Results' to view your application results.
- 3) If you are offered a course and would like to accept the course offer, you are required to verify / provide your personal particulars and health declaration before you can accept the course offer. **Please get ready the information as given in the table below before you proceed to accept the course offer.** You may save the information entered by clicking the 'Save As Draft' button at any time, exit the panel and resume later. **If you do not provide the necessary information and complete the course acceptance process within the course acceptance period, you will be deemed to have withdrawn your training place and the training place will be offered to other eligible applicants appealing for a place in the course.**

Information Required to Complete the Acceptance Process

1	Parent(s) / guardian particulars (if you are not staying with your parent(s), please provide your guardian's particulars)	Fields required are: 1) Name 2) NRIC / FIN 3) Citizenship 4) Contact No. 5) Email (optional)
2	No. of family members in your household (including yourself)	-
3	Total gross household monthly income	In Singapore dollars, round-off to nearest hundred
4	Details of personal particulars	Birth Country, Marital Status, Religion, House Type

- 4) Once you have completed the course acceptance process, click on the button provided at the bottom of the webpage to proceed to Stage 2.

Stage 2 – Bursary/Financial Assistance Application (for eligible students who meet income criteria) / Photo Upload / Submit PSEA SO Form

(i) Bursary/Financial Assistance Application

Applicants who meet income criteria and are eligible for bursary/financial assistance may submit their application online. You need to provide the following information of all family members in the same household:

- Name
- Relationship to you
- Age
- Occupation/School
- Marital Status
- Gross Monthly Income

You are required to upload one supporting income document (e.g. latest income tax statement or CPF transaction history or latest payslips of not more than 3 months old or letter from employer indicating income) for each working adult.

Alternatively, you may exit the browser at any time and apply for bursary/financial assistance application later at <https://student.ite.edu.sg> (click Student Admissions tab then click FAS/Photo/PSEA) **2 working days after course acceptance**.

(ii) Photo Upload

All applicants are required to upload a softcopy of passport size photo for the application of ITE Student Concession Card. The guidelines for the photo are:

- Be in colour, taken against white background without shadow
- Taken within the last 3 months
- Show full face without headgear
- Show your hair neatly combed or tied up, and must be of natural colour
- (For female students) Only one pair of simple earrings may be worn, one on each ear lobe. No earrings allowed for male students.

The photo image requirements are:

- Format: JPEG/JPG
- Named as: NRIC.jpg (e.g. T1234567A.jpg)
- Dimensions: 240 × 320 pixels
- File size: about 150 kilobytes

You may resize your photo at this link: <https://for.edu.sg/ite-student-card>.

Alternatively, you may exit the browser at any time and upload your photo later at <https://student.ite.edu.sg> (click Student Admissions tab then click FAS/Photo/PSEA) **2 working days after course acceptance**.

(iii) Submit PSEA SO Form

Singapore Citizens who are using PSEA to make fee payment for ITE full-time courses can submit the online PSEA SO form at <https://for.edu.sg/psea-iteso> by **Mon 12 Jan 2026**. **If you are below 21 years of age, your parent/legal guardian will need to submit the online PSEA SO form on your behalf using his/her Singpass.** If you are at least 21 years of age, you can use your Singpass to submit the online PSEA SO form. Singpass account can be registered at <https://www.singpass.gov.sg>. An acknowledgement email (from: donotreply@mail.form.gov.sg) will be sent to the email address provided in the PSEA SO form upon successful submission of PSEA SO. You can call the PSEA enquiry line (6260 0777) to check if you have an active PSEA account and your account balance.

Alternatively, you may exit the browser at any time and submit the online PSEA SO form later at <https://for.edu.sg/psea-iteso>. Please submit the online PSEA SO form by **Mon 12 Jan 2026**.

Please call or email to any of the Customer & Visitor Centre of ITE Colleges for assistance within the acceptance period, if you encounter difficulties to complete the information for acceptance of course offer.

Screenshots for Steps 1 to 20 of Checking Application Results, Acceptance of Course Offer and Bursary/Financial Assistance Application / Photo Upload / Submit PSEA SO Form (for JIE 'N' and similar for JIE 'E')

Stage 1 – Check Your Application Results and Accept Course Offer

Step 1: Enter your User ID and Password. Click '**Sign In**'. If you have forgotten your login credentials, you can click "**Forgot Credentials? (For New Applicant)**".



User ID

Password

Sign In

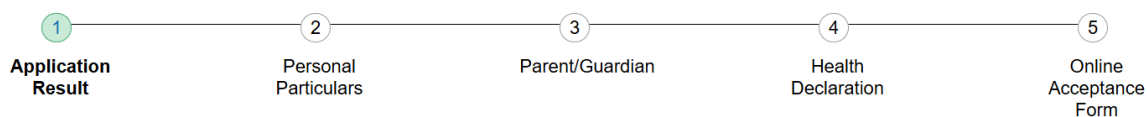
Back

[Forgot Credentials? \(For New Applicant\)](#)

Important Notes:

1. For existing students, please use the [Portal login](#).
2. The account will be locked after multiple unsuccessful login attempts.

Step 2: Click on 'Student Admissions', then 'View Application Results' and 'Proceed to Accept Offer and Continue'.



To print this page for reference, please right-click your mouse button on this page and select Print.

Intake Type	Term	Course	Choice	College	Application Nbr	Application Date	Application Status
J1EN	2026 January	HNitec Sport Mgt 3yrs	1	ITE College West	01066640	08/10/2025	Successful

Your application for the HNitec Sport Mgt 3yrs course at ITE College West is SUCCESSFUL. You are required to click on the **button** above to proceed to accept or decline the course offer.

If you do not accept the offer by 02/01/2026, you are deemed to have withdrawn from your training place and the training place will be offered to other eligible applicants appealing for a place in the course. Please note that you can only accept ONE course for the intake and course fees will be charged upon your acceptance of course offer.

Proceed to Accept Offer And Continue

Decline Offer

IMPORTANT INSTRUCTIONS

If you would like to proceed to accept the course offer, you are required to provide your personal particulars, parent(s) information, health conditions and other records following the 4 steps below to complete the course acceptance process:

Step 1 – View your application results, click 'PROCEED TO ACCEPT OFFER'

Step 2 – Fill in your particulars

Step 3 – Provide your parent(s) / guardian Information

Step 4 – Declare your health conditions and other records

Note: Successful applicants for the *Higher Nitec* in Culinary Arts, *Higher Nitec* in Beauty & Wellness Management, *Higher Nitec* in Community Care & Social Services, *Higher Nitec* in Early Childhood Education, *Higher Nitec* in Hospitality Operations, *Higher Nitec* in Nursing, *Higher Nitec* in Pastry & Baking and *Higher Nitec* in Sport Management courses have to pass a prescribed medical examination. If you are posted to any of these courses, you can download the medical form [HERE](#) and proceed to do the medical examination.

IMPORTANT NOTES

Applicants for the following courses must ensure that they do not have colour appreciation deficiency:

- | | | |
|--------------------------------|---|------------------------------------|
| 1) Advanced Manufacturing | 8) Electrical Engineering | 15) Security System Integration |
| 2) Aerospace Engineering | 9) Electronics Engineering | 16) Technical Theatre & Production |
| 3) Applied Food Science | 10) Facilities Management & Engineering | 17) Vertical Transportation |
| 4) Architectural Technology | 11) Film & Video Production | 18) Visual Merchandising |
| 5) Automotive Engineering | 12) Interior & Product Design | |
| 6) Chemical Process Technology | 13) Mechatronics Engineering | |
| 7) Communication Design | 14) Rapid Transit Engineering | |

Test for colour appreciation deficiency is available [HERE](#)

Step 3: Enter the OTP and click '**Submit**'. (You can request the OTP to your mobile phone or personal email)

2-Factor Authentication

To proceed, please select option on where to receive the OTP

Get OTP

Send OTP to email: 55@yahoo.com

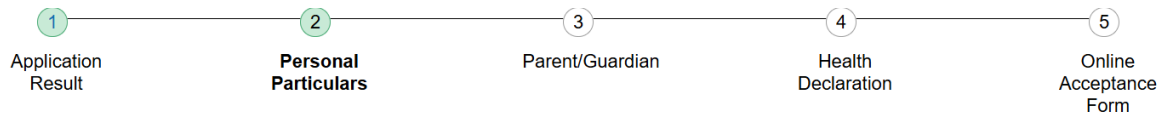
Get OTP

Send OTP via SMS to: XXXX5678

Enter OTP

Submit

Step 4: Update your particulars and click 'NEXT'.



Student Particulars

Citizenship Status	Singapore Citizen
Race	CHINESE
Marital Status	<input type="text" value="Single"/>
Birth Country	Singapore
Religion	<input type="text" value="No Religion"/>
House Type	<input type="text" value="HDB 4 room flat"/>
Email Address	<input type="text" value="55@yahoo.com"/>

Total number of family members (including yourself)

This refers to the total no. of all the family members including relatives who are living in the same household with you.

Total Gross Monthly Household Income (in S\$)

This refers to total gross monthly income of all your family members living in the same household with you.

Do you have a computing device (e.g. PC, laptop, tablet) at home?

☒ Yes ☐ No

Does your computing device have access to internet at home?

☒ Yes ☐ No

Do you own a smartphone?

☒ Yes ☐ No

Does your smartphone come with data plan?

☒ Yes ☐ No

*All fields are mandatory

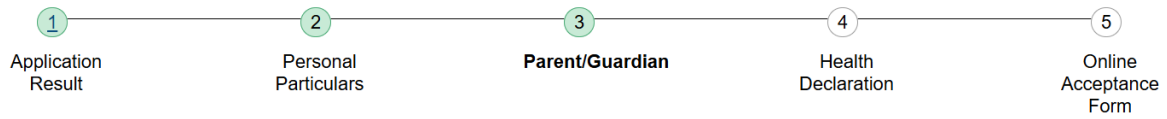
Please check through your particulars for accuracy. If you are unable to update any of the fields and would like to do so, please seek assistance from any of the ITE Colleges. For change in Citizenship / Race, please inform ITE before term commencement, so that fees can be adjusted promptly.

Save as Draft

Previous

NEXT

Step 5: Update your parent(s)/guardian information and click '**NEXT**'.



Parent(s)/Guardian Information

Please provide your father/mother/guardian particulars.

Profile #1

*Name	<input type="text" value="XXXXXXXX"/>
*Citizenship Status	<input type="text" value="Singapore Citizen"/>
*Relationship	<input type="text" value="Father"/>
*ID	<input type="text" value="S1111111J"/>
*Emergency Contact No.	<input type="text" value="12345678"/>
Email Address	<input type="text" value="66@yahoo.com"/>

Profile #2

*Name	<input type="text" value="YYYYYYYY"/>
*Citizenship Status	<input type="text" value="Singapore Citizen"/>
*Relationship	<input type="text" value="Mother"/>
*ID	<input type="text" value="S2222222E"/>
*Emergency Contact No.	<input type="text" value="12345678"/>
Email Address	<input type="text" value="77@yahoo.com"/>

Clear

*All fields are mandatory

Note: Email address(es) may be used for correspondence purpose by ITE.

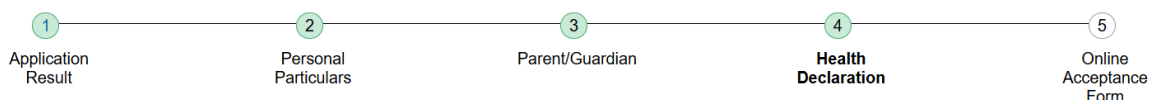
Save as Draft

Previous

NEXT

Step 6: Click '**YES**' to confirm your choice.

Step 6: Update your declarations (Health & Other Records). Upon completion, click ‘Submit’ to accept the course offer.



Student's Declaration (Health & Other Records)

Do you have any existing special needs, physical or medical health conditions? ☐ Yes ☒ No

Students with special needs are encouraged to declare them so that appropriate support services can be provided, including facilitation to be considered for other suitable course if available, should there be difficulties meeting the requirements of the posted course.

Note: You are encouraged to declare your condition **even** if you / your parents had previously given consent to MOE to declare such information to ITE when you were in secondary school.

If you have answer 'Yes', please indicate your condition below:

Do you smoke currently? ☐ Yes ☒ No

Do you have criminal record(s) in Singapore or overseas (excluding parking offences or spent records)? ☐ Yes ☒ No

Have you ever been charged with any criminal offence in a court of law in Singapore or in any other country, whether or not a conviction is recorded for the criminal offence (including probation orders), or have been issued a stern or conditional warning or reprimand from law enforcement agencies (excluding parking offences)? ☐ Yes ☒ No

Have you ever been, or are you currently a subject of police investigations, either in Singapore or overseas? ☐ Yes ☒ No

Have you ever been suspended or dismissed for any disciplinary reason from any secondary school/junior college, ITE, polytechnic or university or is any such disciplinary action pending against you? ☐ Yes ☒ No

Student's Declaration and Acknowledgement

☒ I confirm that all information provided by me is true and accurate to the best of my knowledge and I have not deliberately omitted any relevant facts. I understand that any false declaration will render me liable to appropriate action, including withdrawal from the course offered.

☒ I understand that my course acceptance status may be reviewed if there is material information that comes to the attention of the institution.

☒ I have viewed and noted the contents of the Enrolment Letter. **The Enrolment Letter can be viewed [HERE](#).** A copy of the Enrolment Letter was sent to your Email Address provided during application (please check your spam folder for the email)

☒ I understand and acknowledge that:-

(i) the personal data that I provide to ITE shall be treated as confidential. Such data may include but not limited to personal particulars, family data, and assessment records;

(ii) the personal data shall be used by ITE for communication purposes with regards to administrative issues, security and matters pertaining to myself and any programmes I may sign up for as facilitated by ITE, through the following modes of communication: Voice Call/Phone call, SMS/MMS (Text messages), Whatsapp or any other data applications (Text messages), Mail and Electronic Mail, and Fax;

(iii) the personal data shall be used to facilitate the carrying out of activities by ITE as an educational institution, which would include without limitation, publication or release of information that is customary by educational institutions, such as the awarding of prizes, medals, scholarships, and other marks of distinction whether internally or otherwise, and student or graduation status; and

(iv) my data may be used for prescribed evaluative purpose that may include, but is not limited to, evaluation for admissions to institutions of higher learning (eg, the Polytechnics), for the selection and/or disbursement of scholarships/ and/or bursaries/ and/or loans and other support schemes administered by ITE or external organisations.

(v) the ITE Student Code of Conduct is binding on all students and all students are required to comply with it at all times. I have read and agreed to abide by the [ITE Student Code of Conduct](#).

*All fields are mandatory

Save as Draft

Previous

Submit

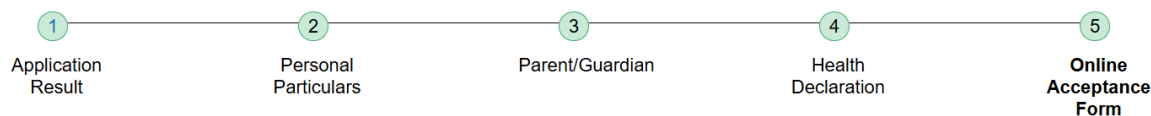
Step 7: Click ‘Yes’ to confirm your choice.

Please click “Yes” to confirm Acceptance of Offer for HNitec Sport Mgt 3yrs at ITE College West.

Previous

Yes

Step 8: Softcopy of the **Enrolment Letter** will be sent to your personal email address (which you have provided during application). View and print this Online Acceptance Form. Thereafter, click on the button provided at the bottom of this webpage to proceed to the next stage.



To print this page for reference, please right-click your mouse button on this page and select Print.

Intake Type	Term	Course	Choice	College	Application Nbr	Application Date	Application Status
J1EN	2026 January	HNitec Sport Mgt 3yrs	1	ITE College West	01066640	08/10/2025	Accepted Offer

We are pleased that you have accepted admission for the **HNitec Sport Mgt 3yrs course at ITE College West** and look forward to welcoming you to the Institute of Technical Education. An acknowledgement email will be sent to your personal email address as provided in this course acceptance. Should you need further assistance, you may contact your posted college as follows:

ITE College Central - 65902211
ITE College East - 65902262
ITE College West - 65902628

Please ensure that your bio-data and contact details are up-to-date in our System. You may log in to the ITE Student Portal at <https://for.edu.sg/ite-student-portal> 2 working days after you have accepted your course offer, to check and update your bio-data and contact details.

The offer of an ITE course to applicants is subject to them being physically, medically and mentally fit to pursue the course. This is to ensure that all students can benefit from ITE training in a safe and conducive environment. Applicants or students assessed by ITE as being unfit can be withdrawn from the course. Where appropriate, they may be considered for other courses if there are suitable ones.

IF YOU ARE A SINGAPOREAN OR SINGAPORE PERMANENT RESIDENT

You are to report to your posted college to register for your course on the date and time stipulated in your Enrolment Letter. A copy of the Enrolment Letter will be sent to your personal email provided during application (please also check your spam folder for the email).

Please click [HERE](#) to obtain instructions to view your fees payable and the payment modes.

If you do not pay your first term fees by 12/01/2026, you will be deemed to have forfeited your training place and the training place will be offered to other eligible applicants appealing for a place in the course.

IF YOU ARE AN INTERNATIONAL STUDENT

You are required to obtain clearance from the Immigration & Checkpoints Authority (ICA) for issuance of Student Pass to study in ITE, if you do not have a valid immigration pass (e.g. dependent's pass / long-term visit pass). A copy of the Enrolment Letter will be sent to your personal email provided during application (please also check your spam folder for the email).

Your enrolment in the HNitec Sport Mgt 3yrs course at ITE College West has been confirmed. You are now leaving the course acceptance webpage. Please click on the button below to proceed to the next stage.

[Apply for Financial Assistance / Upload Photo / Submit PSEA SO Form](#)

If you do not have the info to apply for financial assistance, do photo upload and submit online PSEA SO form, you can do the submission later at <https://student.ite.edu.sg> 2 working days after you have accepted the course offer.

After completing course acceptance, you will also receive an **acknowledgement email** at your personal email provided in the course acceptance:

Dear ZZZZZZZZ

This is to confirm that you have accepted offer for HNitec Sport Mgt 3yrs course in ITE College West for 2026 January intake.

This is a system generated email. Please do not reply to this email. If you need further assistance, please approach any of the ITE Customer & Visitor Centre.

Stage 2 – Bursary/Financial Assistance Application (only for those who are eligible for bursary/financial assistance) / Photo Upload / Submit PSEA SO Form

Step 9: If you are eligible for bursary/financial assistance, click on ‘**Apply for Bursary Assistance**’ and continue from Step 10 on the next page.

Otherwise, click on ‘**Upload Photo**’ and continue from Step 14.

Please click the buttons below to apply for financial assistance, upload your photo for the application of ITE Student Concession Card and submit the online PSEA Standing Order Form. If you do not have the information at this point, you can do the submission later. You are advised to complete all the submissions before the end of the College registration exercise.

Apply For Bursary Assistance

If you are a Singapore Citizen, you can apply for a bursary or financial assistance if your Gross Monthly Household Income (GHI) is \$12,000 or below, or if your Gross Monthly Household Per Capita Income (PCI) of immediate and non-immediate family members staying in same household (i.e. with same home address) is \$3,000 or below.

Upload Photo

All applicants are required to upload a passport size photo for the application of ITE Student Concession Card.

Submit PSEA Standing Order

For Singapore Citizens who would like to use PSEA to make fee payment for ITE full-time courses. If you are below 21 years of age, your parent/legal guardian will need to submit the online PSEA SO form on your behalf using his/her Singpass. If you are at least 21 years of age, you can use your Singpass to submit the online PSEA SO form. Singpass account can be registered at <https://www.singpass.gov.sg>. An acknowledgement email (from: donotreply@mail.form.gov.sg) will be sent to the email address provided in the PSEA SO form upon successful submission of PSEA SO. You can call the PSEA hotline number (62600777) to check your PSEA balance.

If you require further assistance, please approach your College Student Services Centre when you report to ITE for the College registration exercise and training.

Step 10: Click 'NEXT'.

Integrated Student Bursary/Financial Assistance System


1 2 3 4

Please choose an option to apply

☒ Bursary/Financial Assistance

CANCEL

NEXT

 [Go to top](#)

Step 11: Read the instructions and click 'NEXT'.

Integrated Student Bursary/Financial Assistance System

1 2 3 4

1. Read Instructions

1. Complete the information in the table, listing all family members living with you in the same household.
 - For students who are single, your parents' information are compulsory and must be completed.
 - For married/divorced/separated students, your spouse's and children's information are compulsory and must be completed.
2. For each of your working family member, please submit any one of the following documents, in pdf or jpg format:
 - Most recent 6 months CPF contribution history statement*;
 - latest income tax assessment*;
 - latest payslip (not more than 3 months old);
 - recently dated letter from employer indicating gross monthly income

*CPF contribution history statements and Income tax statements from CPF board and IRAS must be downloaded via Singpass in PDF format and upload to bursary application. Do note that the submitted documents must NOT be password protected
3. Students will be notified via email if they are eligible for a subsidy under Opportunity Fund (OF) for the purchase of IT devices. To be eligible, Singaporean students must meet the income criteria (gross monthly household income (GHI) not exceeding \$4,400 or gross monthly household per capita income (PCI) not exceeding \$1,100) and have not received any subsidy from OF for the purchase of IT devices in the past 3 years.
4. Please register your NRIC number to PayNow of your preferred bank account. The award will be paid to your bank account if approved. Please ignore this if you have already done so.

CANCEL

NEXT

Step 12: Fill in the relevant information online and click '**SUBMIT**'. You are required to upload one supporting income document (e.g. latest income tax statement or CPF transaction history or latest payslips of not more than 3 months old or letter from employer indicating income) for each working adult.

1 2 3 4

Application for: Bursary/Financial Assistance

Career ITE Education
Program & Plan HNitec Sport Mgt 3yrs - HNitec Sport Mgt 3yrs
Admit Term 2026 January
Campus ITE College West
Student Block
Citizenship Status Singapore Citizen **Marital Status** Single
Mobile 12345678
Email Address

Details of other Scholarships or Financial Assistance

Please specify the details of scholarship, sponsorship, loans or financial assistance from ITE or other external sources you are applying or are in receipt of.

	Award/Scholarship Received	Award Type	Year of Award	Award Amount	Awarded by	Status	
1							

ADD AWARD/SCHOLARSHIP

Particulars of Family Members

Marital Status as of Appl:

Please enter particulars of all immediate and non-immediate family members living with you in the same household. (see Notes 1, 2 & 3 below)

	Relationship to Applicant	Name of Family Member	Age	Occupation/School	Marital Status	Gross Monthly Income (S\$) (see Note 3)	
1	Father	XXXXXXXX	45	Admin Officer	Married	2000	
2	Mother	YYYYYYYY	40	Housewife	Married	0	
3	Sister	AAAAAAAA	14	Student	Single	0	

Notes:

- If you are single, immediate family members will be your parents. It is compulsory to include your parent's particulars even if the parent is deceased/divorced/separated. Please select appropriate option under "Marital Status" tab.
- If you are married/divorced/separated, immediate family members will be your spouse and/or children
- Non-immediate family members (living with you) include grandparents, siblings (and their spouses/children if applicable), and any other relatives. If you are married/divorced/separated students, it also include parents if they are living with you.

Gross Monthly Income = Gross income (before deducting employee's CPF) from employment (basic salary, allowances, overtime pay, etc), self-employment or business, and other sources (e.g rent). If bonuses are declared, divide it by 12 and include in the gross. Reimbursement for transport and other expenses, alimony or maintenance allowance, and National Service (NS) allowance are excluded.

ADD A FAMILY MEMBER

Supporting Documents

Please upload any one of the following document, in pdf or jpg format, for each of your working family members:

- Most recent 6 months CPF contribution history statement*; or
- latest income tax assessment*; or
- latest payslip (not more than 3 months old); or
- recently dated letter from employer indicating gross monthly income

*CPF contribution history statements and Income tax statements from CPF board and IRAS must be downloaded via Singpass in PDF format and upload to bursary application. Do note that the submitted documents must NOT be password protected.

Alternatively, you may submit the required documents to your College's Student Services Centre

	Family	NRIC	Attached File	Upload	
1	Father - XXXXXXXXX	S1111111J	Income.pdf	Upload	

ADD ATTACHMENT

WITHDRAW

SAVE DRAFT

CANCEL

PREVIOUS

SUBMIT

Step 13: Click '**OK**' to close the acknowledgement screen.

Message

The Government Bursary is awarded once in each academic year of study.

Students will receive an email notification if they are awarded with Government Bursary. The Government Bursary is processed 4 times a year: in Feb, May, Aug and Nov. Students can expect to receive the award within 4 weeks after the bursary has been processed.

Please approach your College Student Services department if you require urgent financial assistance.

OK

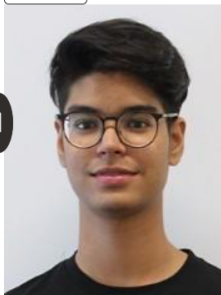
Step 14: After returning to the screen at Step 9, click on '**Upload Photo**' to proceed to upload photo for the application of your ITE Student Concession Card.

Step 15: Click '**Next**' after reading the guidelines to submit a digital photograph image file for the making of your ITE Student Concession Card.

To ensure that you receive your ITE Student Concession Card timely, you must submit a digital photo image file. The guidelines for the photo must:

- Be in colour and taken against plain white background without shadow;
- Be taken within the last 3 months;
- Show the full face without headgear, see sample photo below;
- Show that your hair is neatly combed or tied up and must be in natural colour; and
- Not show any outrageous earring(s).

Next



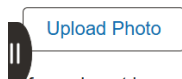
Step 16: Upload your passport size colour photo for the making of your ITE Student Concession Card. The photo must be named as your NRIC.jpg (e.g. T1234567A.jpg). Click '**Submit Photo**' once done.

Please select and upload your photo. Please ensure your photo meets TransitLink's requirements:

The photo must be saved in this format: NRIC.jpg (e.g. T1234567A.jpg);
The dimension of photo image must be 240*320 pixels; and
The file size should not exceed 150 KB.

Do note that you can only submit your photo ONCE.

[You can refer this link to edit photo.](#)

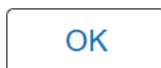


If you do not have an acceptable photo at this point, you can upload your photo later at iStudent >> Self Service >> Student Admission >> FAS/PHOTO/PSEA.

Alternatively, you can approach your College Student Services Centre for assistance.

Step 17: Click on '**OK**' to close the acknowledgement screen.


Photo Submitted successfully.
You will receive email notification for confirmation.




Step 18: After returning to the screen at Step 9, click on '**Submit PSEA Standing Order**' if you are a Singapore Citizen, and using PSEA to make fee payment for the course. **If you are below 21 years old, you will need your parent/legal guardian to log in via his/her Singpass to submit the online PSEA SO form on your behalf.** If you are 21 years old or above, log in with your Singpass.

Step 19: Click on 'Log in with Singpass' to fill in and submit the PSEA SO form.

Application for PSEA Standing Order

 5 mins estimated time to complete

Instructions

1. You will need your Singpass to submit this form. If you do not have a Singpass, please register via <https://www.singpass.gov.sg/home/ui/register/instructions> 

2. This form is to be completed by:
- i. an account holder who is at least 21 years old as of today; OR
 - ii. a parent of the account holder who is below 21 years old; OR
 - iii. a legal guardian of the account holder who is below 21 years old.

To check if you/your child has PSEA, please call our 24-hour automated PSEA hotline at 6260 0777.

3. Incomplete or invalid submission will result in the rejection of the application.

4. Information in this application will be shared with the student's institution. By submitting this form, you consent to the data sharing.



Log in with Singpass 

Sign in with Singpass to access this form.
Your Singpass ID will be included with your form submission.

Step 20: Complete the required fields, then click on '**Submit now**' to submit your PSEA SO form. An acknowledgement email (from: donotreply@mail.form.gov.sg) will be sent to the email address provided in the PSEA SO form.

Part 1: Your Particulars

1. Name

YYYYYYYYYY

2. Mobile number

9999 9999

3. Email address

Please ensure that you have provided the correct email address to receive the auto-acknowledgement.

55@yahoo.com

4. Are you a PSEA account holder?

- ☐ Yes, I am a PSEA account holder who is at least 21 years old as of today.
- ☒ No, I am a PARENT of the PSEA account holder who is below 21 years old.
- ☐ No, I am a LEGAL GUARDIAN of the PSEA account holder who is below 21 years old.

Part 2: PSEA Usage

5. Your child's/ward's name as per NRIC

Please input the student's name as per NRIC.

ZZZZZZZZZZ

6. Your child's/ward's NRIC

Please input the student's NRIC.

S1111111D

7. Name of institution

Institute of Technical Education (ITE)

8. Are you using any of your/the student's siblings PSEA?

You may apply to use a maximum of 3 siblings' PSEA, in addition to your/the student's own PSEA.

Deduction will be made from your/the student's own PSEA first. If there are insufficient funds in the student's own PSEA, the siblings' PSEA will be deducted in order of ranking.

- ☒ No, I am only using my/the student's own PSEA.
- ☐ Yes, I want to use 1 of my/the student's siblings PSEA.
- ☐ Yes, I want to use 2 of my/the student's siblings PSEA.
- ☐ Yes, I want to use 3 of my/the student's siblings PSEA.

Part 3: Authorisation and Acknowledgement

9. Authorisation

- ☒ Under Section 16(D) of the Education Endowment and Savings Schemes Act, I authorise the PSE Scheme Administrator to deduct the account holders' PSEA to pay for the fees or charges incurred at any approved institution.
- ☒ I will furnish any document which the PSE Scheme Administrator may require for verification purposes. I also authorise the PSE Scheme Administrator to obtain any information or documents which may be required for such purposes, from the relevant authorities/persons.
- ☒ I declare that, to the best of my knowledge, all the information in this form is true and accurate.

Submit now

Instructions to Successful Applicants Who Have Accepted Course Offer

1) For Singapore Citizens/Singapore Permanent Residents

You are required to report to your posted College on **Mon 12 Jan 2026** to register for your course and commence training. The Enrolment Letter, which contains registration details, will be sent to the email address that you have provided during application. You can also view your Enrolment Letter by following these steps: Login at <https://student.ite.edu.sg> with your User ID and Password > Click 'Student Admission' > 'View Enrolment Letter'. Full registration details are at: <https://for.edu.sg/college-reporting-jien>.

If you do not pay your fees by Mon 12 Jan 2026, you will be deemed to have withdrawn your training place and the place will be offered to other eligible applicants appealing for a place in the course.

2) For International Students

You are required to apply for a Student Pass via SOLAR+ by **Fri 9 Jan 2026**. **Your admission to the course is subject to clearance by the Immigration & Checkpoints Authority (ICA) for the issuance of a Student Pass to study in ITE.** If you have a valid immigration pass (e.g. Dependant's Pass / Long-Term Visit Pass), you need not apply for a Student Pass to study in ITE. The Enrolment Letter, which contains registration details, will be sent to the email address that you have provided during application. You can also view your Enrolment Letter by following these steps: Login at <https://student.ite.edu.sg> with your User ID and Password > Click 'Student Admission' > 'View Enrolment Letter'.

If you have received your Student Pass from ICA or hold a valid immigration pass (e.g. Dependant's Pass or Long-Term Visit Pass), please present it for verification at the Customer & Visitor Centre of your posted College and pay the course fee. Full registration details are at: <https://for.edu.sg8/college-reporting-jien>. After fee payment, you'll receive an Enrolment Letter to begin training. International students must ensure their pass remains valid throughout the course.

If you do not report to the College to pay fees and commence training by **Tue 10 Feb 2026**, your training place will be withdrawn and offered to another eligible applicant appealing for a place in the course.