Guide for Online Enrolment System

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Guide for Online Enrolment System

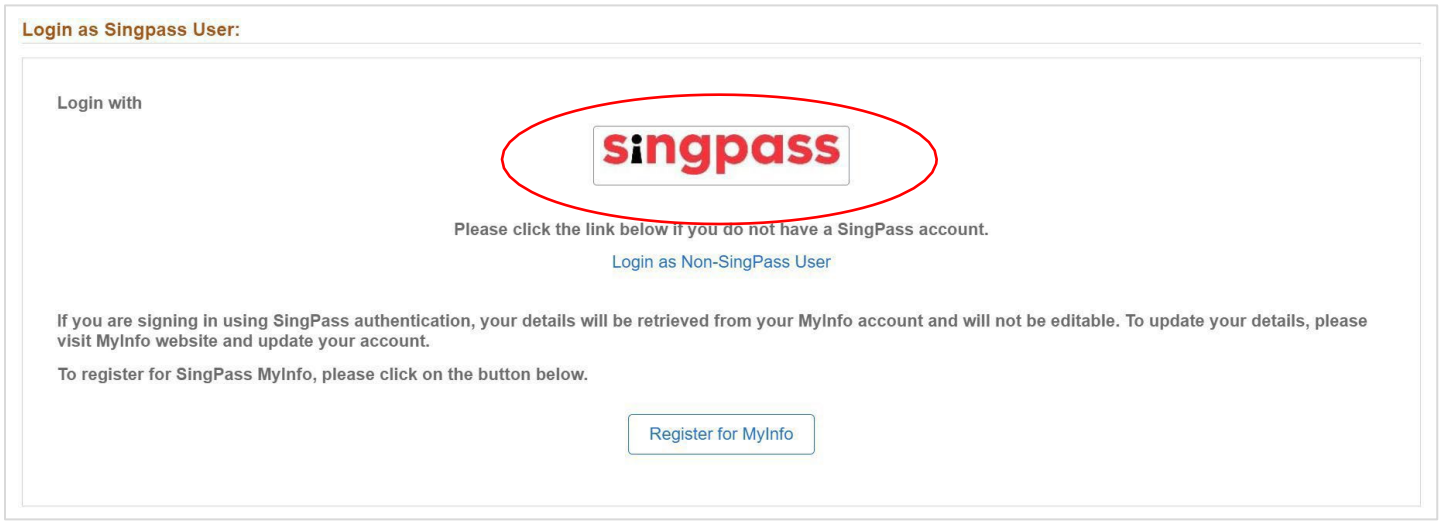
Online Enrolment System URL

https://www2.rp.edu.sg/psc/public/EMPLOYEE/SA/c/N_FLUID_MENU.A_ENR_ONLINE_FL.GBL

Log-in with Singpass

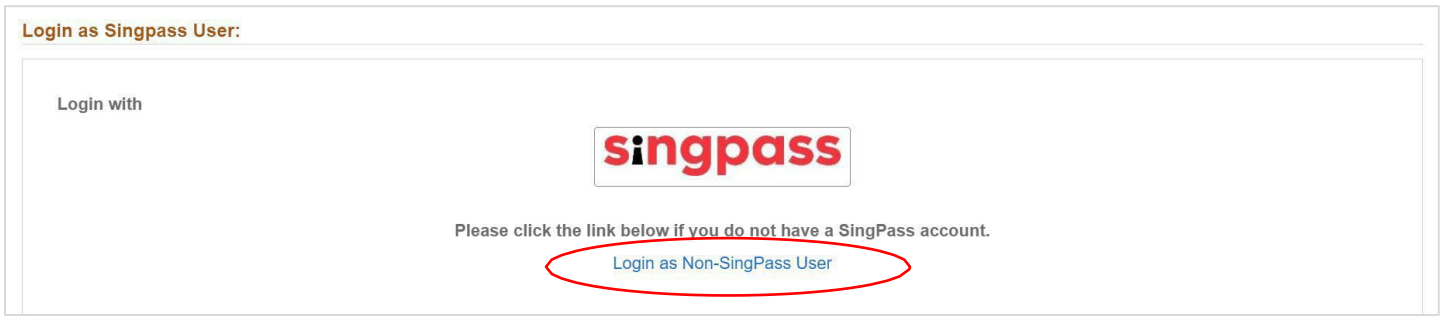
If you have a Singpass and MyInfo account, click on the “Singpass” button to log-in with Singpass. You will be redirected to the Singpass log-in page to complete your log-in.

Note: Please ensure that your personal details in your SingPass MyInfo account is updated.



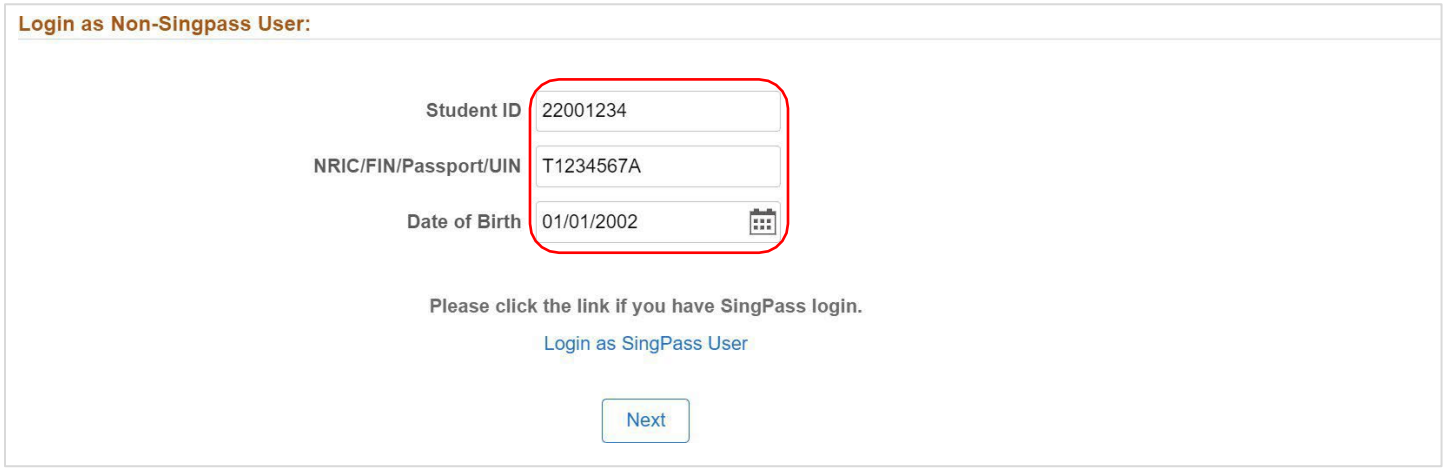
Log-in with Personal Details

If you do not have a SingPass account, you can log-in by clicking on the link 'Login as Non-SingPass User'.



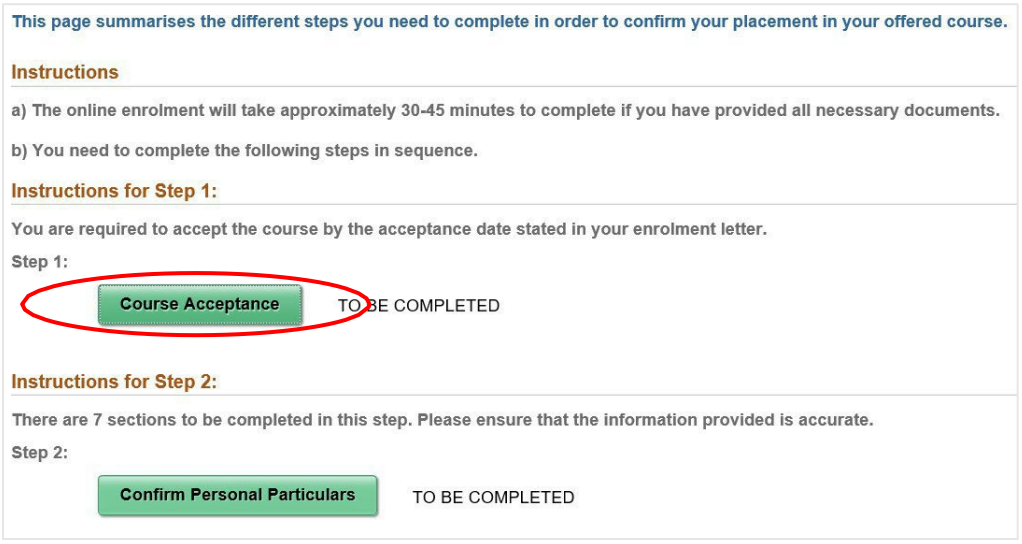
Fill in your **Student ID** (provided in your enrolment letter), **NRIC/FIN/Passport/UIN** and **Date of Birth** to login.

Note: The login information is case sensitive. Please enter your information in UPPER CASE. Date of birth should be in the format DD/MM/YYYY.

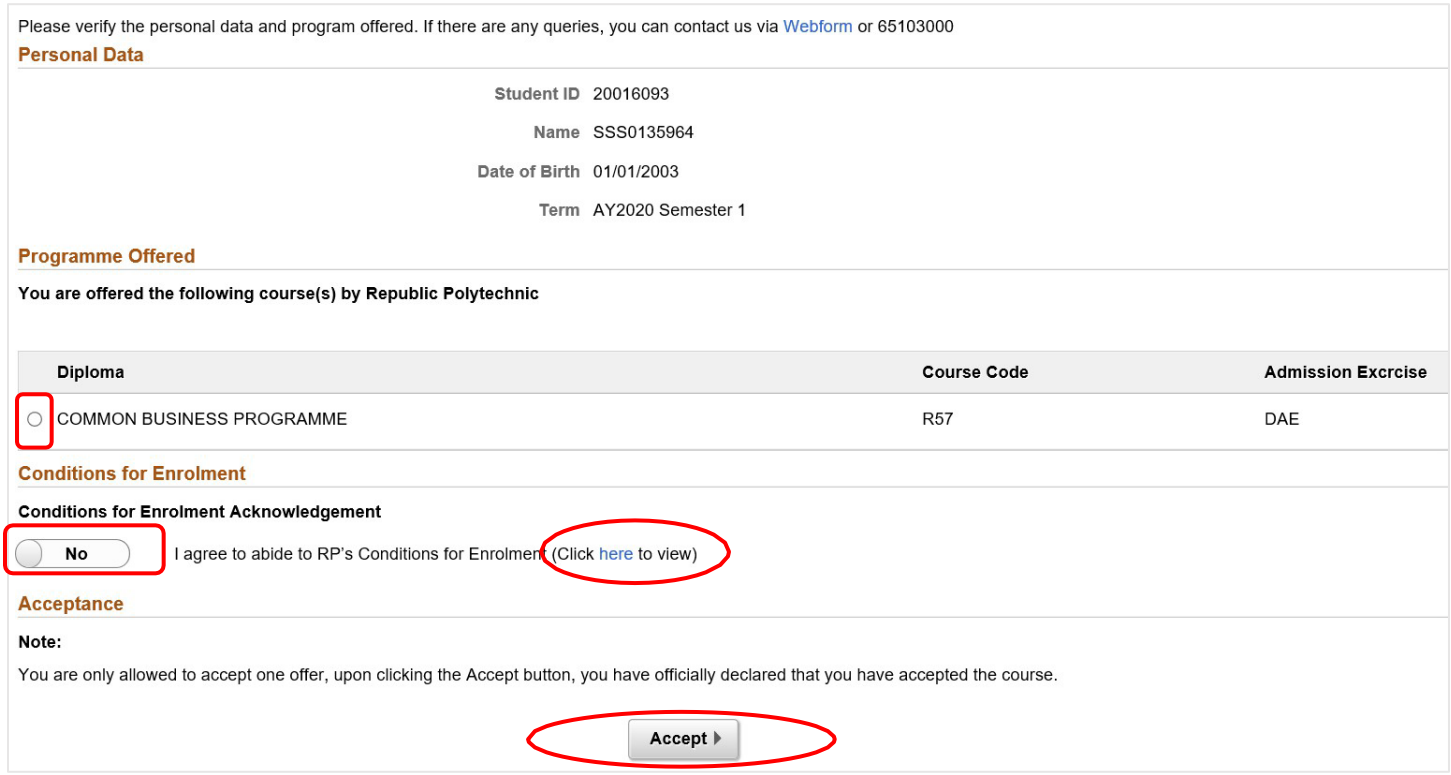


Step 1: Course Acceptance

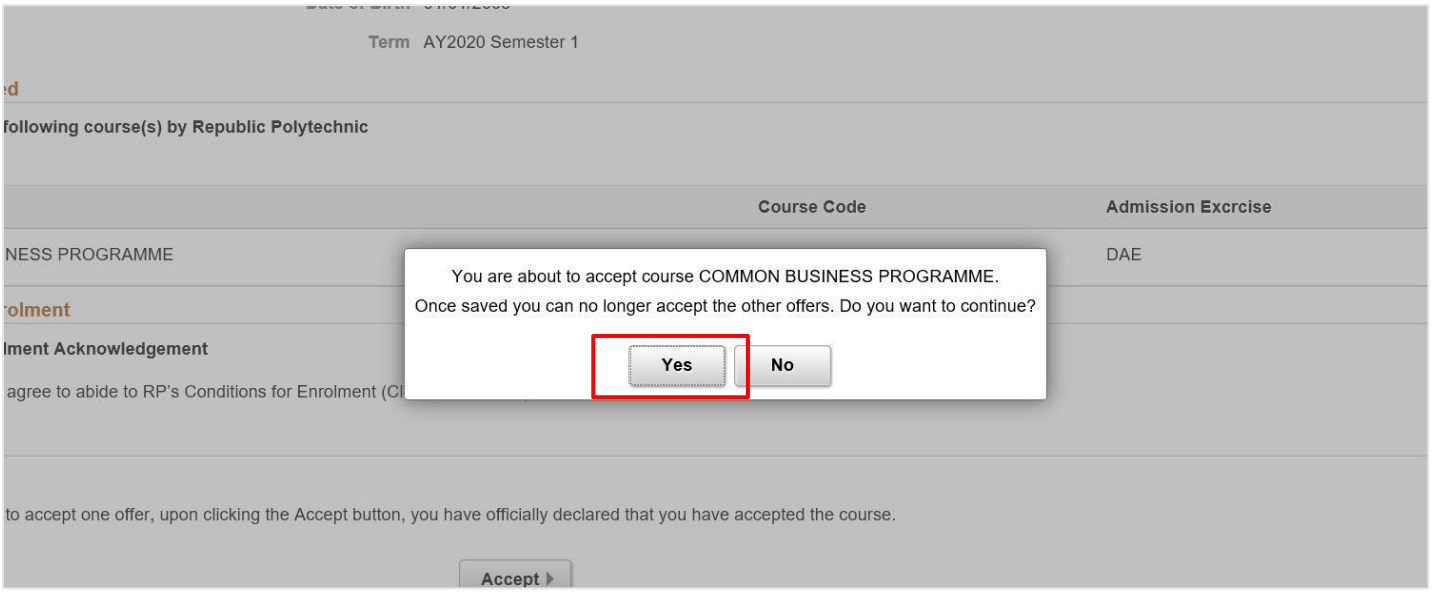
Click the **Course Acceptance** button to proceed with Step 1 of enrolment.



Select the choice of course out of the courses offered under **Programme Offered**. Select "Yes" under **Conditions for Enrolment** after reading the conditions by clicking the link provided. Once done, click the **Accept** button below the page to proceed.



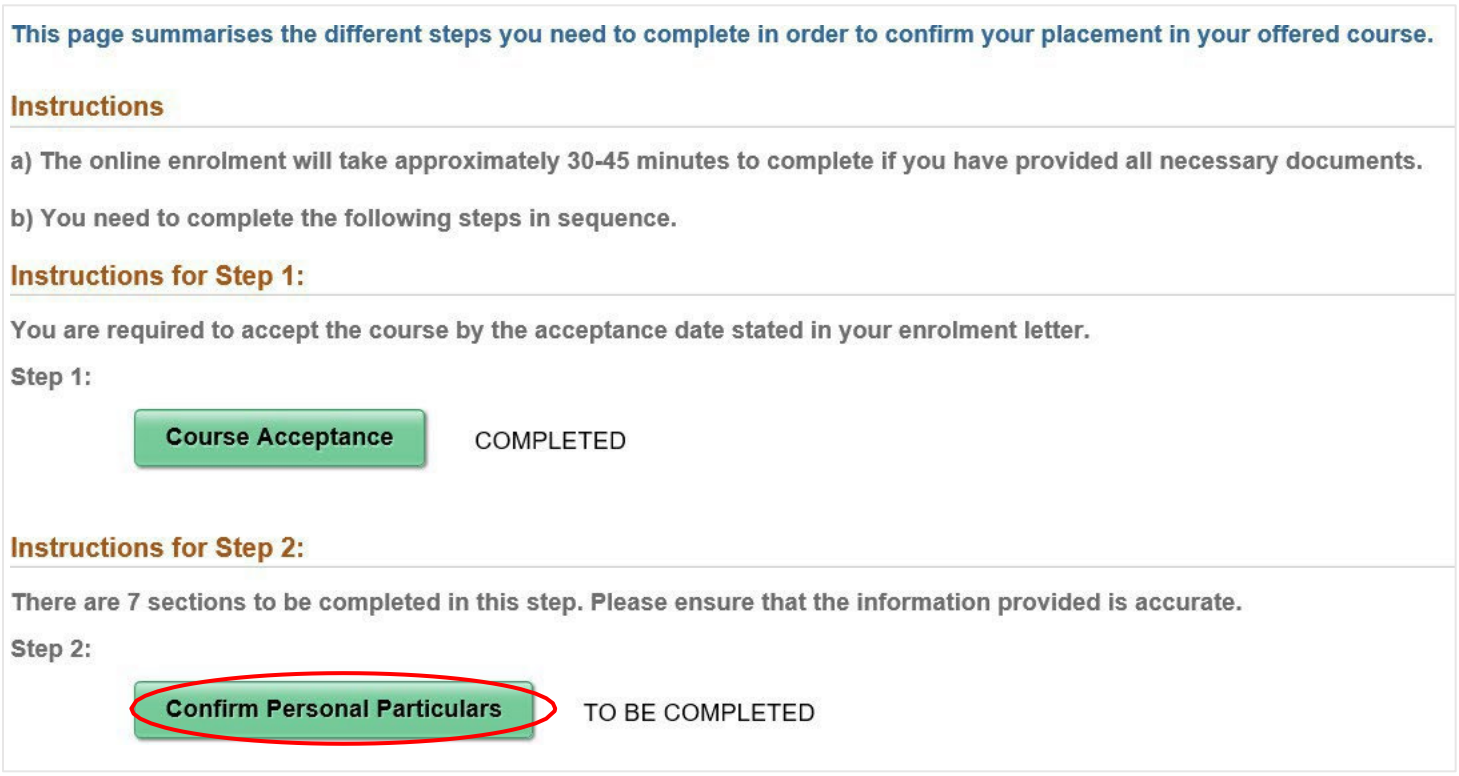
Once done, click on **Yes** button to confirm and continue.



Step 2: Confirm Personal Particulars

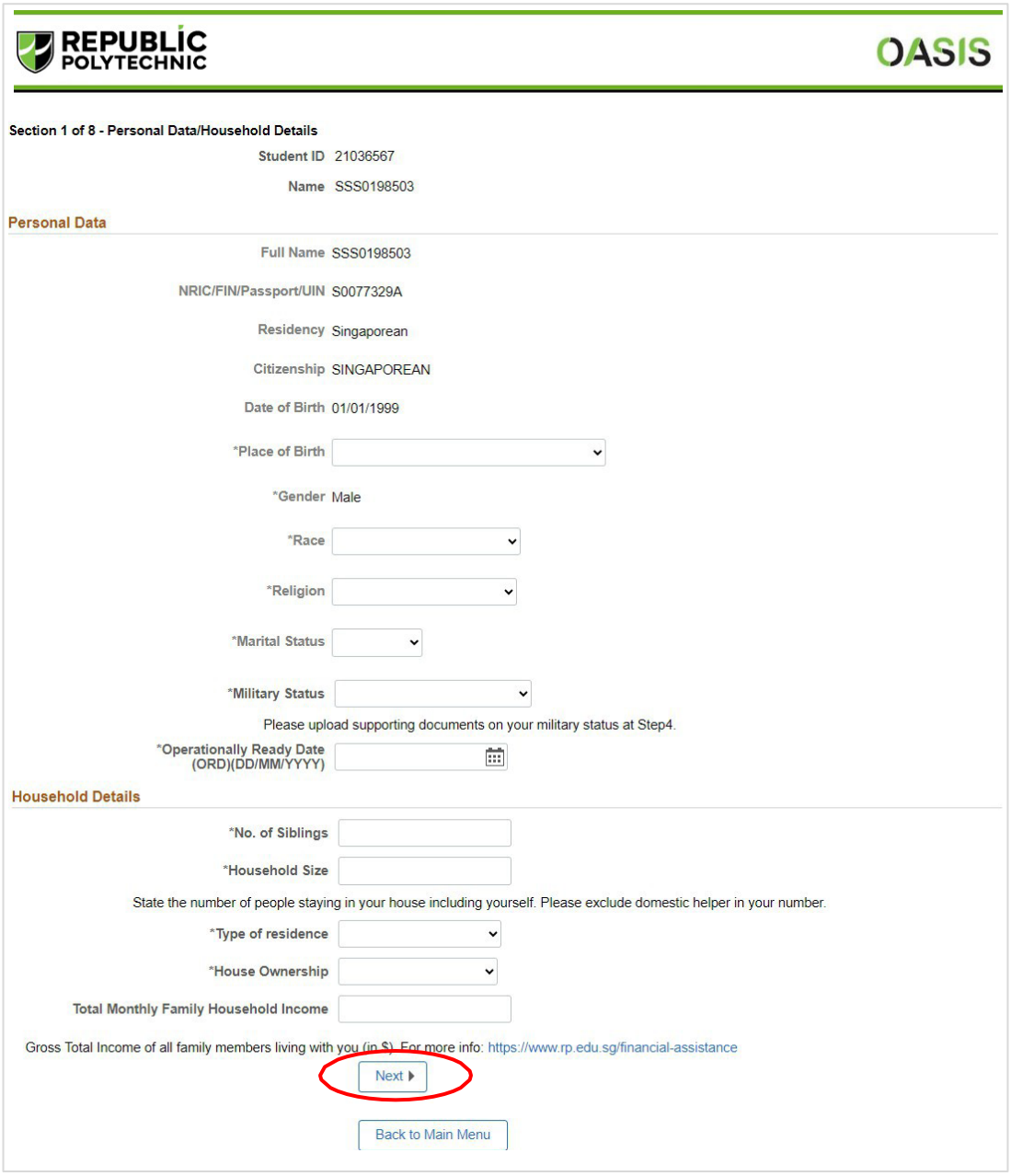
After Step 1, return to Main Menu. Status of Step 1 will be reflected as “COMPLETED”.

Click on **Confirm Personal Particulars** under Step 2 to proceed.



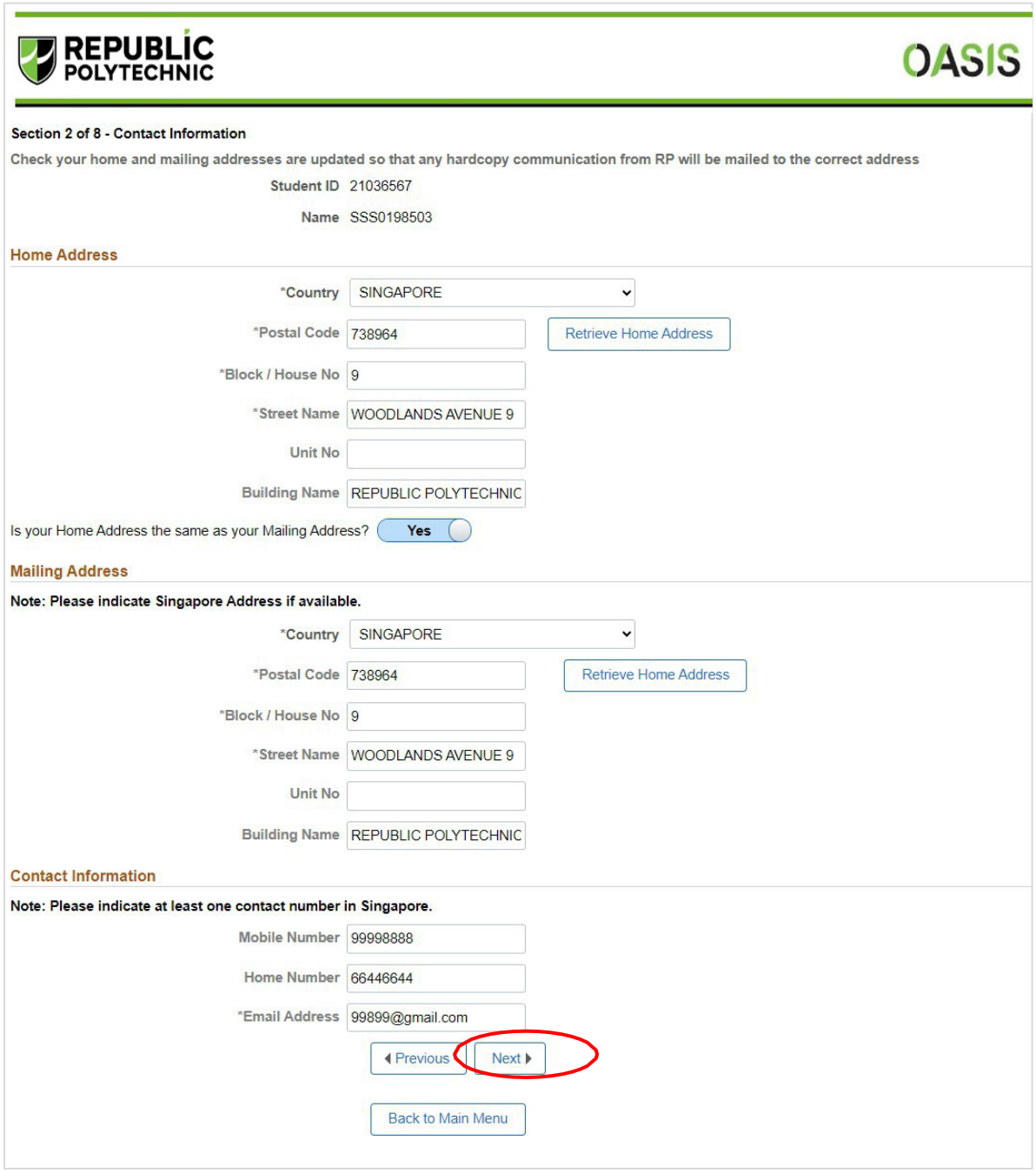
Section 1 of 8: Fill in Personal Data/Household Details

Fill in personal details under Section 1. Once done, click the **Next** button to continue to Section 2. If you had logged in via SingPass, your personal details will be pre-fill with data from your MyInfo account. If the details are incorrect, please log into SingPass to update the data before continuing with the enrolment process.



Section 2 of 8: Fill in Contact Information

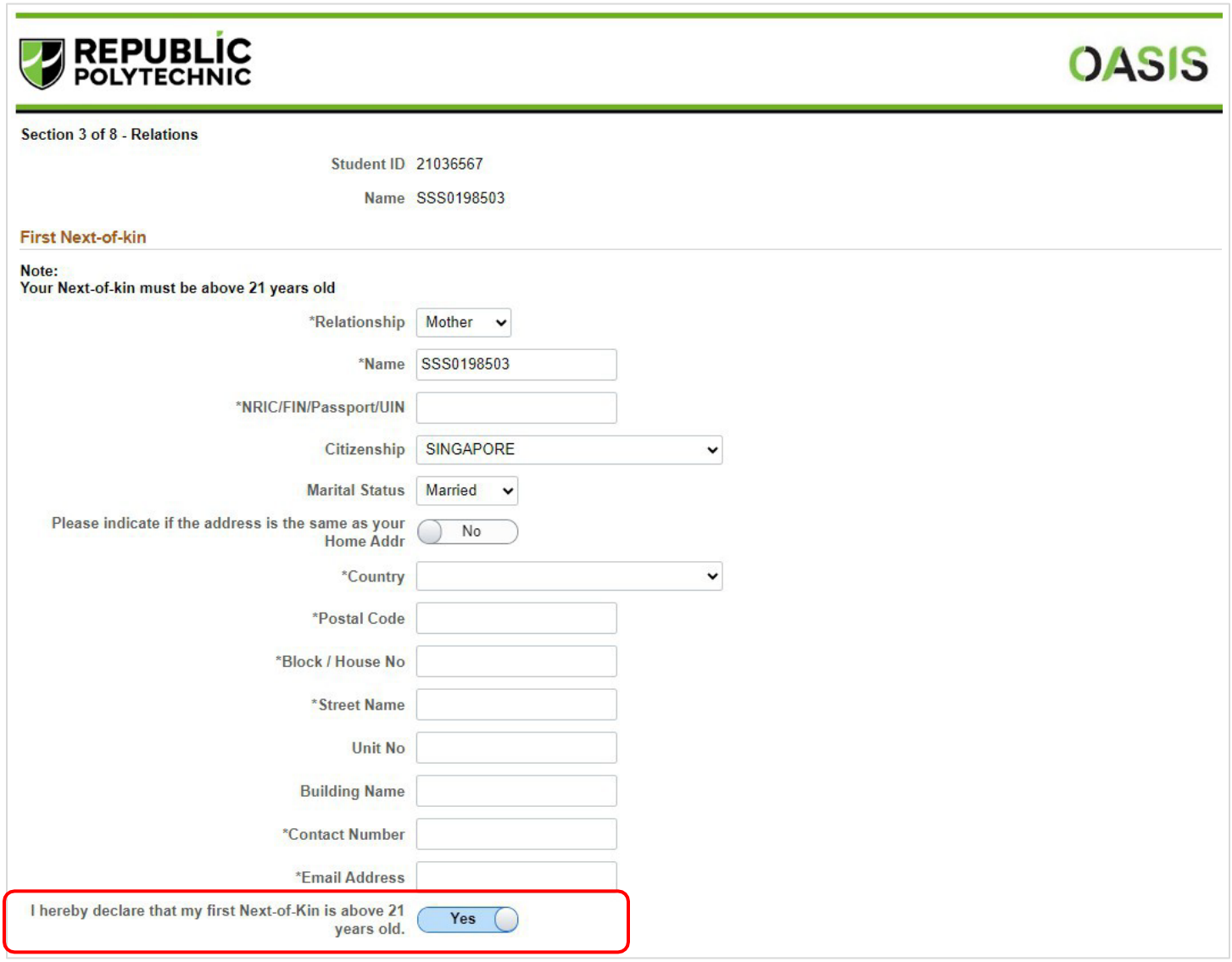
Fill in Contact Information under Section 2 and then click the **Next** button to proceed.



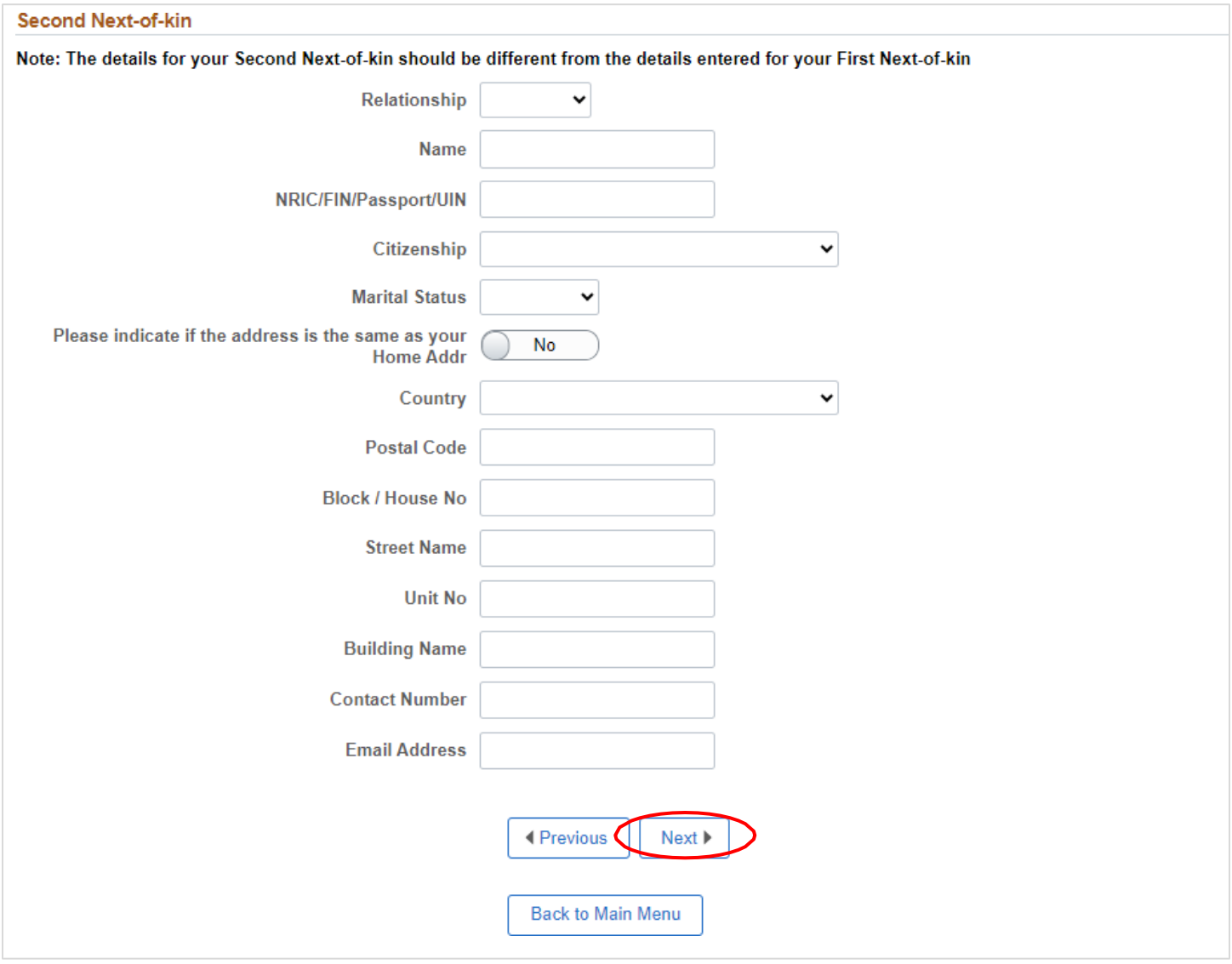
Section 3 of 8: Fill in Personal Details and Contact Information of Next-of-Kin

Under Section 3, fill in personal details and contact information of your First Next-of-Kin.

Note: First Next-of-Kin must be above 21 years of age. Toggle the 'Yes/No' button provided to confirm.



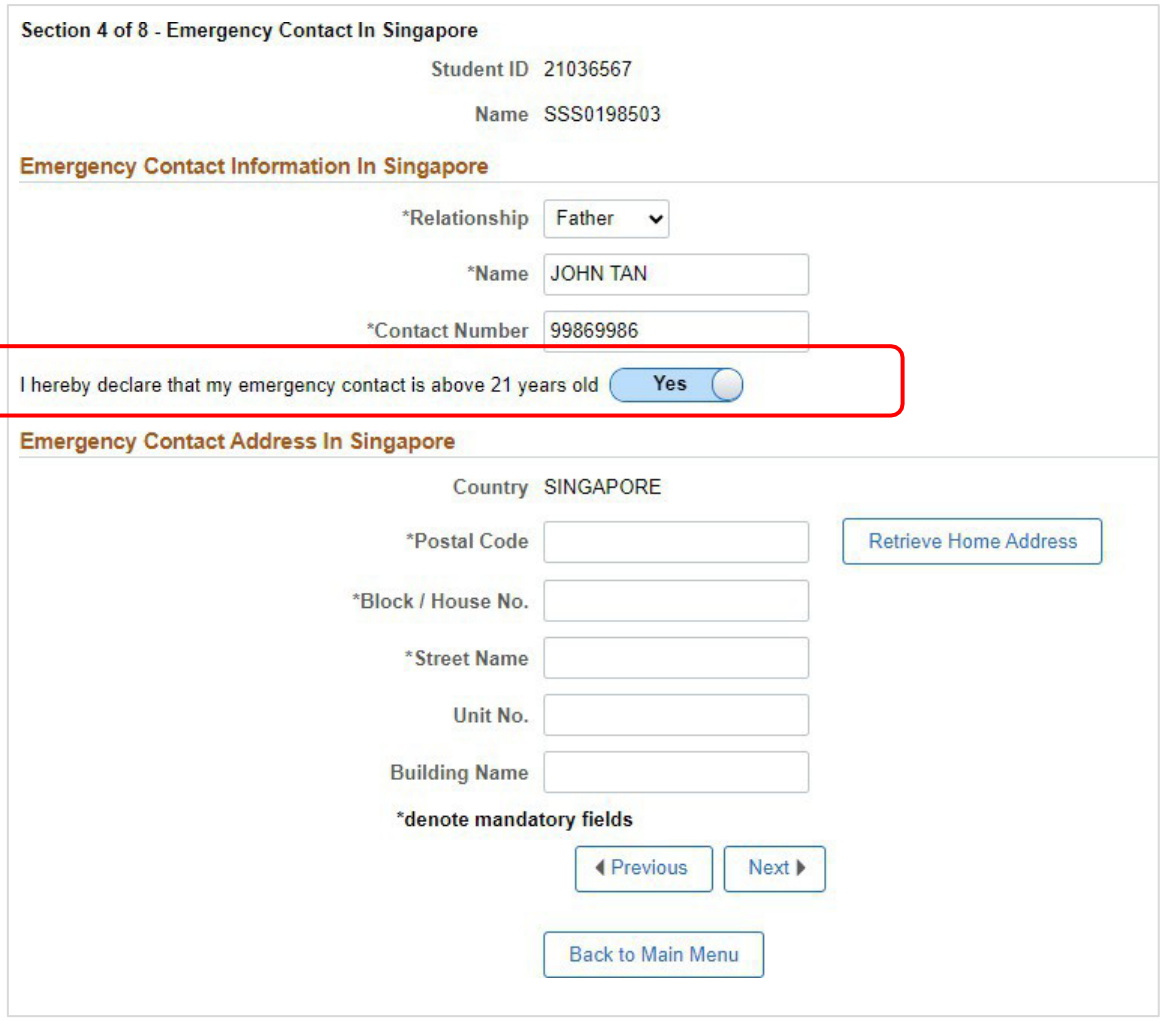
Next, fill in personal details and contact information for Second Next-of-Kin should you have one. Once done, click on the **Next** button to continue. International Students are to fill in the details of their appointed local representative.



Section 4 of 8: Fill in Emergency Contact details.

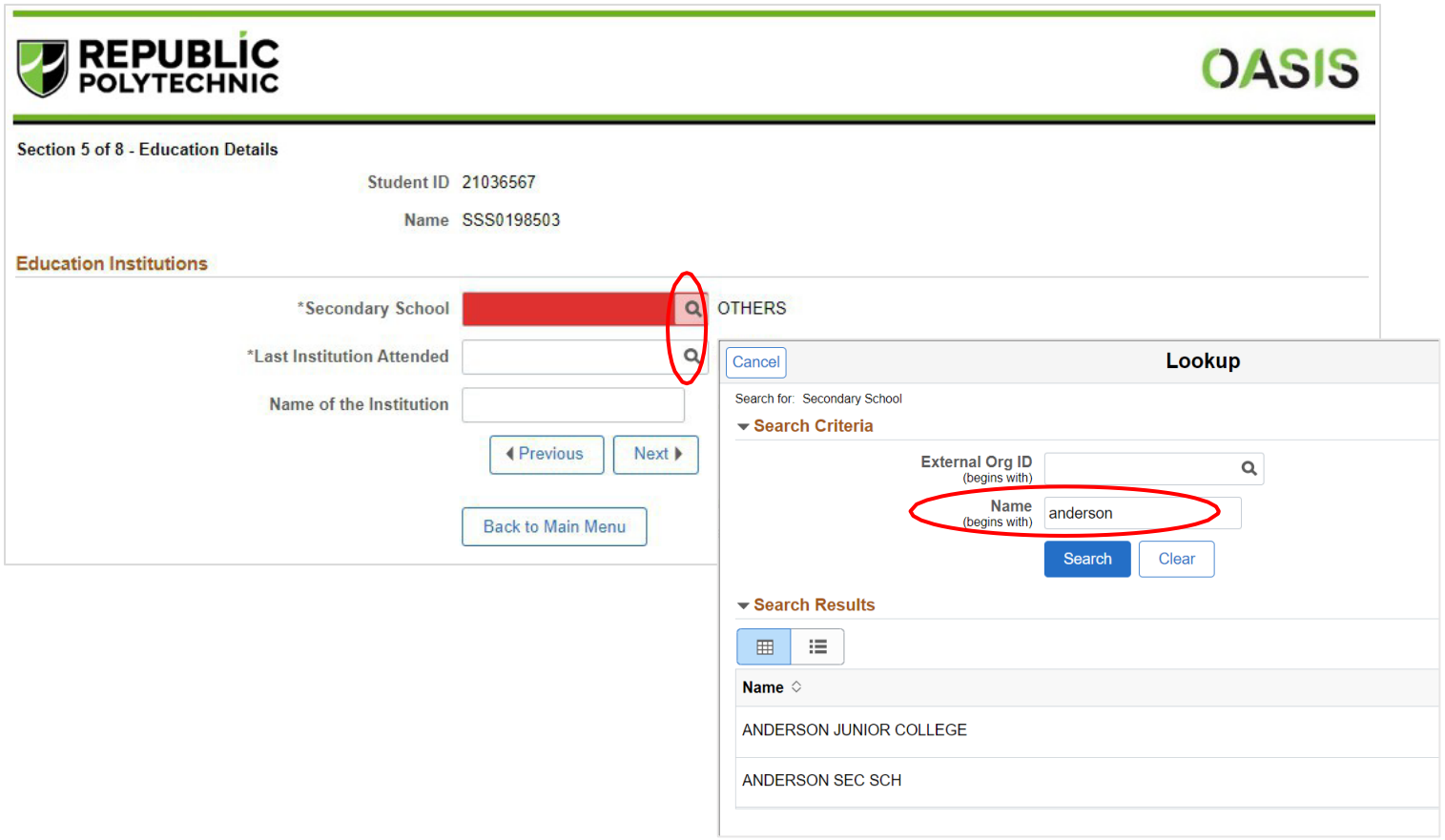
Fill in the information of your Emergency Contact. International Students are to fill in the details of their appointed local representative as stated.

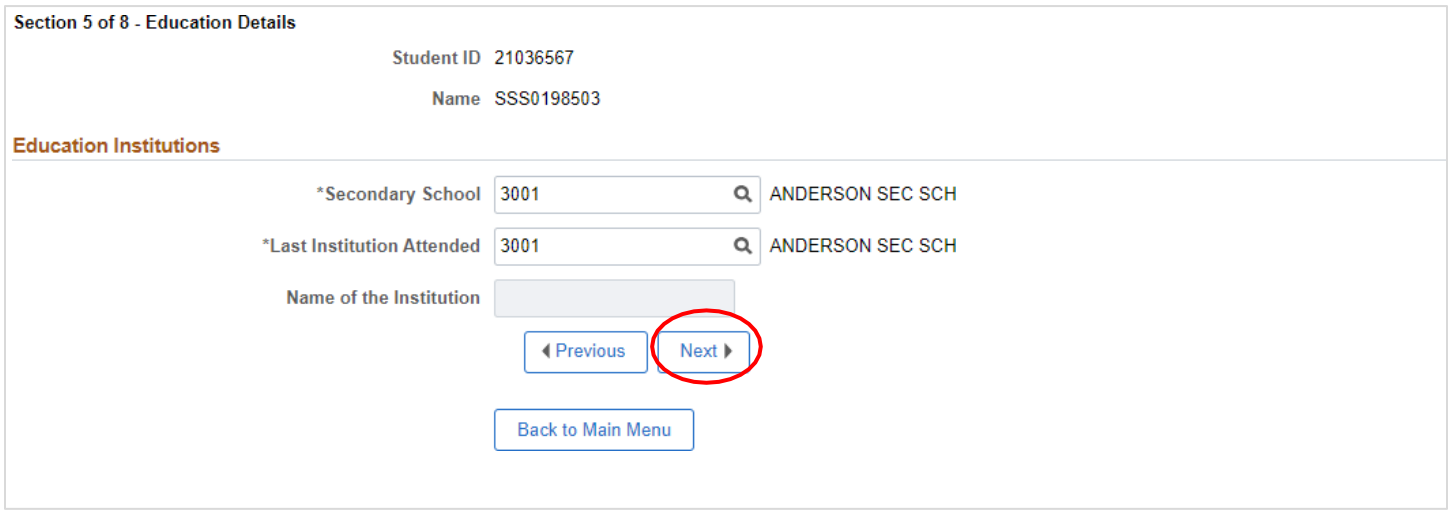
Note: Your Emergency Contact must be above 21 years old. Toggle the 'Yes/No' button provided to confirm.



Section 5 of 8: Fill in Education Details

Fill in details of educational history under Section 5. Click on the magnifying glass icon to search for and select your secondary school / last institution attended. Once done, you may click on the **Next** button to move on to the next section.

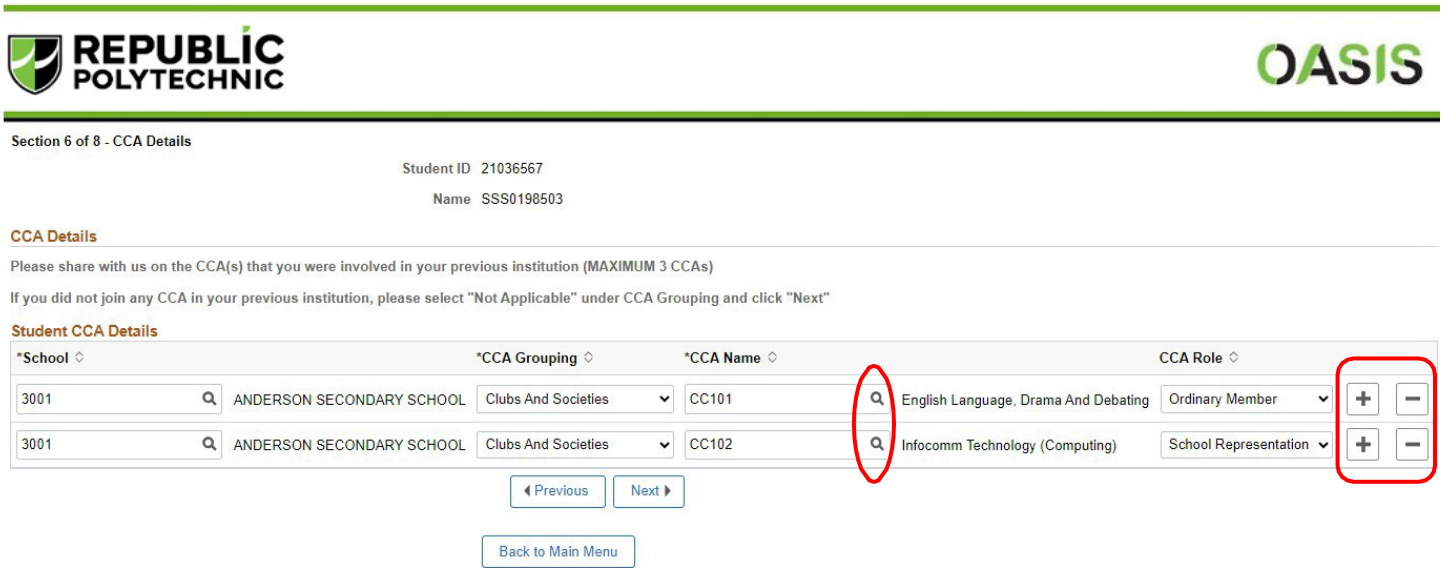




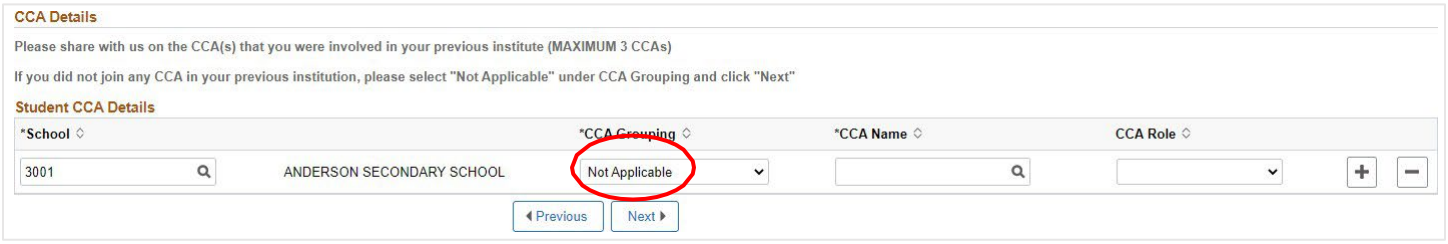
Section 6 of 8: Fill in CCA Details

Under Section 6, fill in the details of your Co-curricular Activities (CCAs) in your previous institution. After selecting the CCA grouping, use the magnifying glass icons to search for specific CCA names. You can also use the "+" button to add more rows, up to a maximum of 3 CCAs.

Once done, you may click on the **Next** button to move on to the next section.

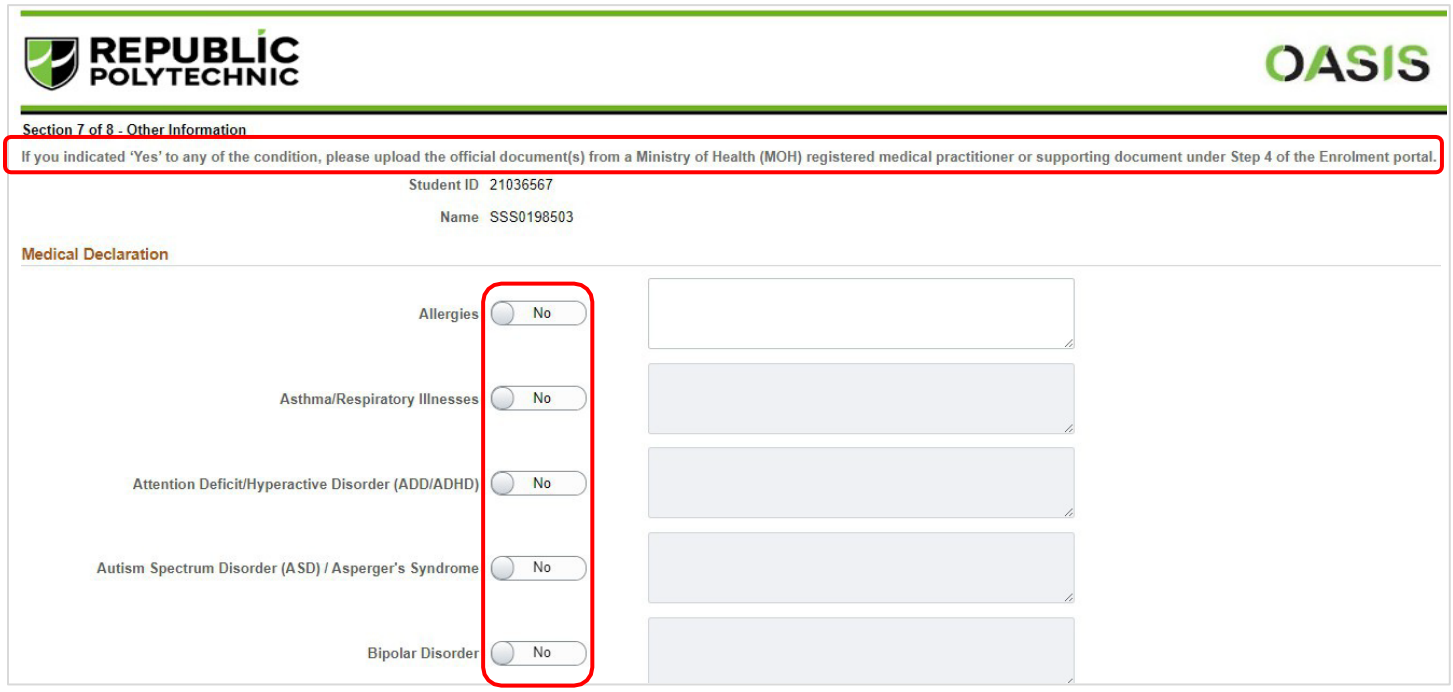


Note: If you did not join any CCAs, please select your School and indicate "Not Applicable" under CCA Grouping.

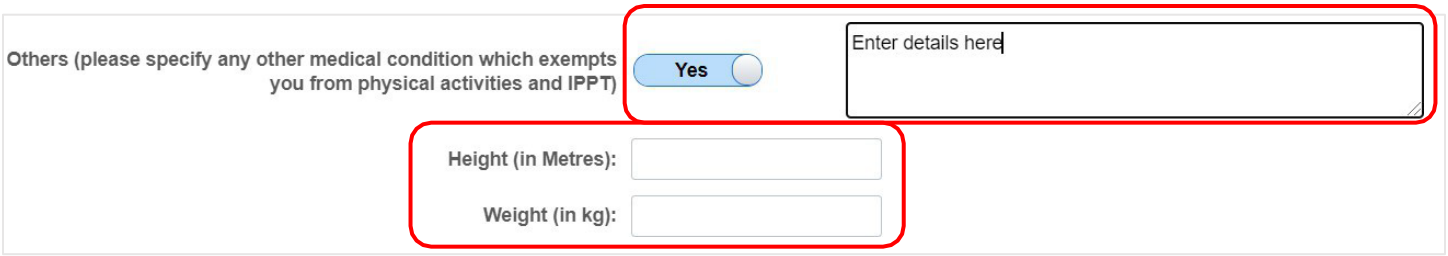


Section 7 of 8: Fill in Other Information

In this section, you are required to declare if you suffer from any of the medical conditions listed. If you have indicated **Yes** to any of the listed medical conditions, please provide additional information in the text box on the right and submit supporting documents under Step 4 of the online enrolment process.

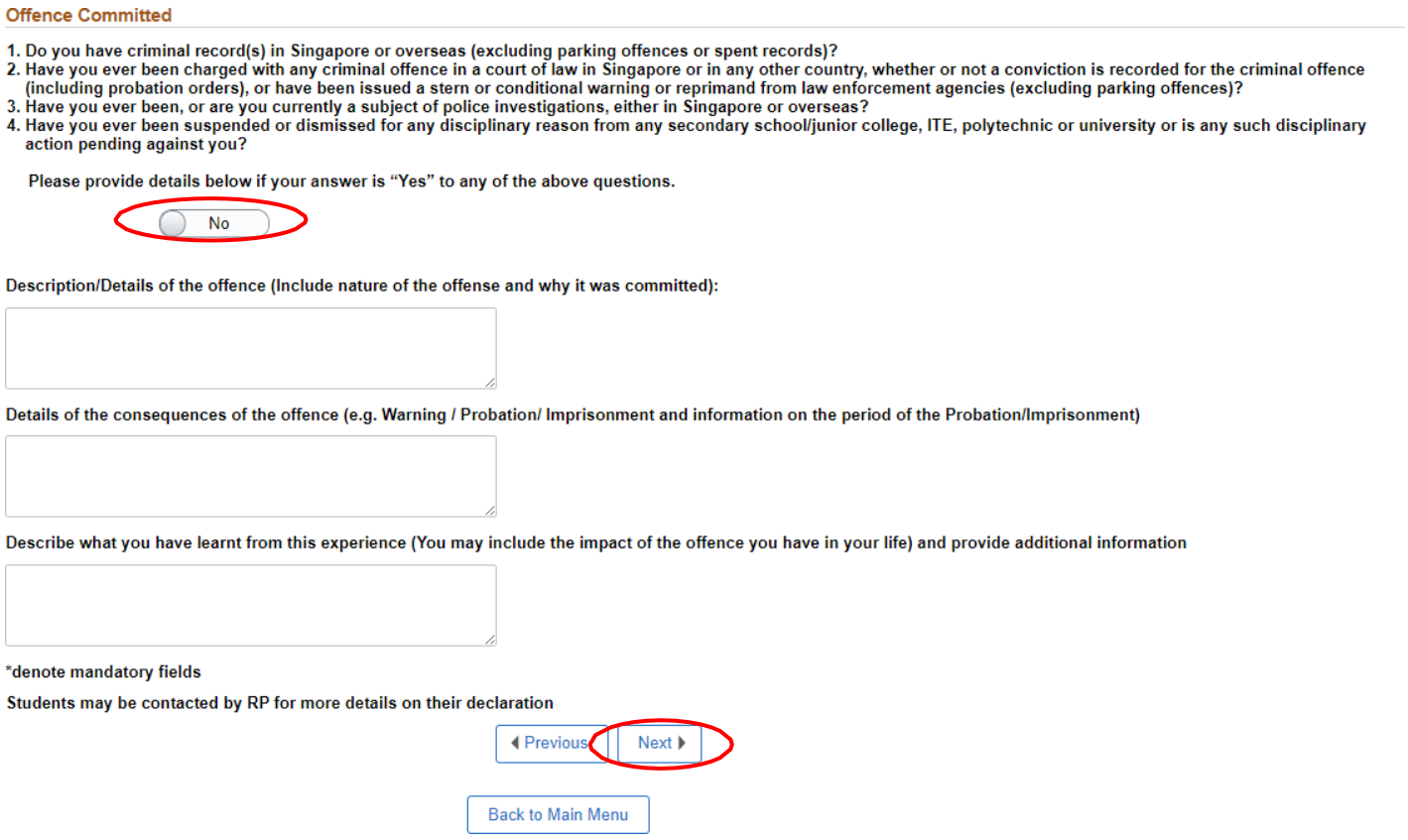


You may also specify any other medical conditions (not listed) which exempt you from physical activities and IPPT. You are also required to indicate your height & weight.



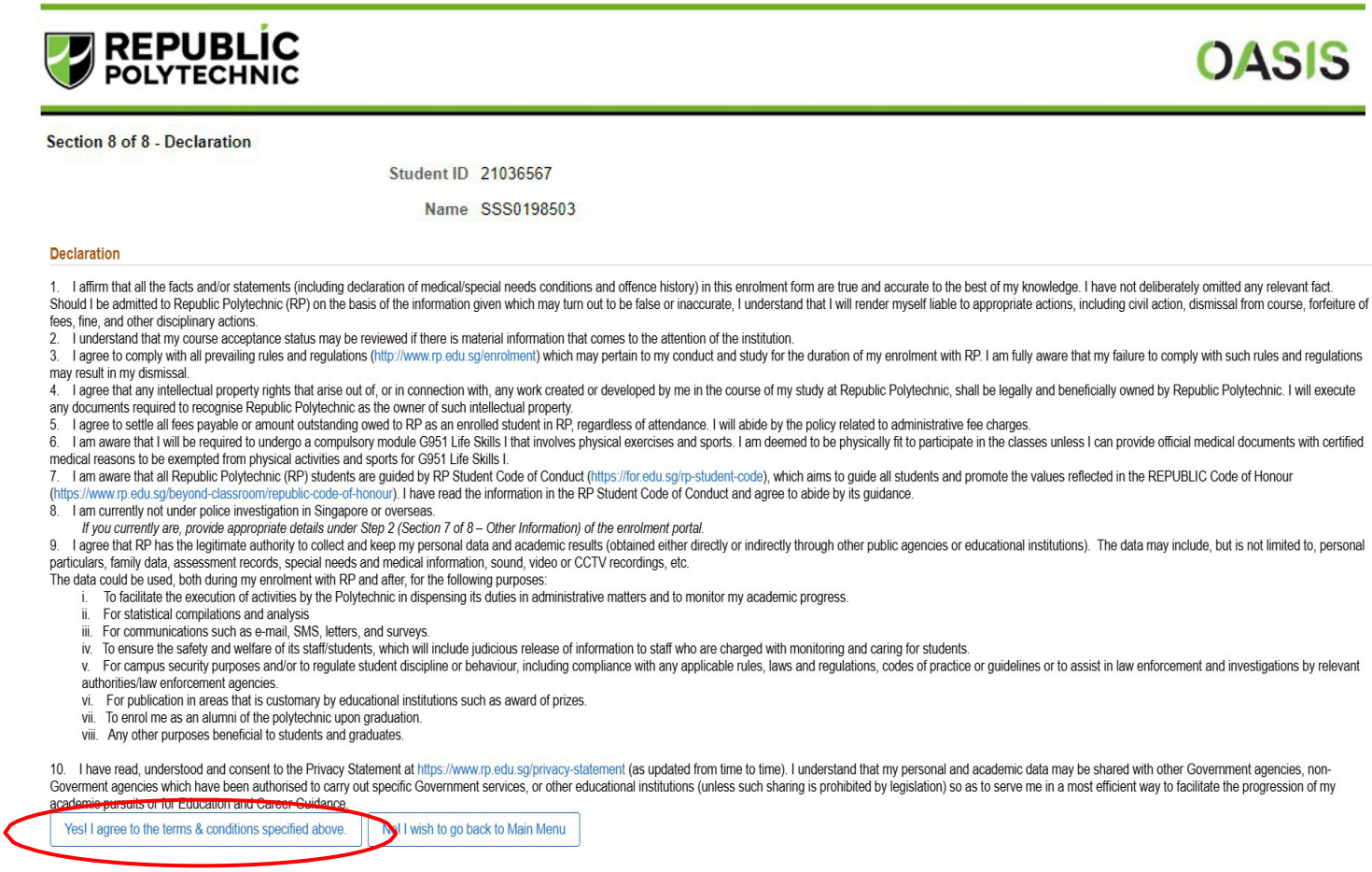
Next, you are required to declare if you have any existing criminal record(s); are currently under police investigation; or have ever been suspended or dismissed for any disciplinary reasons. If you answered **Yes** to any of the three questions, you must provide additional details. Applicants found to have submitted false or inaccurate information will be liable to disciplinary actions, which may include dismissal from the course.

Once done, you may click on the **Next** button to move on to the next section.



Section 8 of 8: Declaration

Lastly, read the given declarations and terms & conditions. Click the "**Yes! I agree to the terms & conditions specified above**" button to continue if you agree to the terms & conditions.



REPUBLIC POLYTECHNIC

OASIS

Section 8 of 8 - Declaration

Student ID 21036567

Name SSS0198503

Declaration

1. I affirm that all the facts and/or statements (including declaration of medical/special needs conditions and offence history) in this enrolment form are true and accurate to the best of my knowledge. I have not deliberately omitted any relevant fact. Should I be admitted to Republic Polytechnic (RP) on the basis of the information given which may turn out to be false or inaccurate, I understand that I will render myself liable to appropriate actions, including civil action, dismissal from course, forfeiture of fees, fine, and other disciplinary actions.
2. I understand that my course acceptance status may be reviewed if there is material information that comes to the attention of the institution.
3. I agree to comply with all prevailing rules and regulations (http://www.rp.edu.sg/enrolment) which may pertain to my conduct and study for the duration of my enrolment with RP. I am fully aware that my failure to comply with such rules and regulations may result in my dismissal.
4. I agree that any intellectual property rights that arise out of, or in connection with, any work created or developed by me in the course of my study at Republic Polytechnic, shall be legally and beneficially owned by Republic Polytechnic. I will execute any documents required to recognise Republic Polytechnic as the owner of such intellectual property.
5. I agree to settle all fees payable or amount outstanding owed to RP as an enrolled student in RP, regardless of attendance. I will abide by the policy related to administrative fee charges.
6. I am aware that I will be required to undergo a compulsory module G951 Life Skills I that involves physical exercises and sports. I am deemed to be physically fit to participate in the classes unless I can provide official medical documents with certified medical reasons to be exempted from physical activities and sports for G951 Life Skills I.
7. I am aware that all Republic Polytechnic (RP) students are guided by RP Student Code of Conduct (https://for.edu.sg/rp-student-code), which aims to guide all students and promote the values reflected in the REPUBLIC Code of Honour (https://www.rp.edu.sg/beyond-classroom/republic-code-of-honour). I have read the information in the RP Student Code of Conduct and agree to abide by its guidance.
8. I am currently not under police investigation in Singapore or overseas.
   If you currently are, provide appropriate details under Step 2 (Section 7 of 8 – Other Information) of the enrolment portal.
9. I agree that RP has the legitimate authority to collect and keep my personal data and academic results (obtained either directly or indirectly through other public agencies or educational institutions). The data may include, but is not limited to, personal particulars, family data, assessment records, special needs and medical information, sound, video or CCTV recordings, etc.
The data could be used, both during my enrolment with RP and after, for the following purposes:
   i. To facilitate the execution of activities by the Polytechnic in dispensing its duties in administrative matters and to monitor my academic progress.
   ii. For statistical compilations and analysis
   iii. For communications such as e-mail, SMS, letters, and surveys.
   iv. To ensure the safety and welfare of its staff/students, which will include judicious release of information to staff who are charged with monitoring and caring for students.
   v. For campus security purposes and/or to regulate student discipline or behaviour, including compliance with any applicable rules, laws and regulations, codes of practice or guidelines or to assist in law enforcement and investigations by relevant authorities/law enforcement agencies.
   vi. For publication in areas that is customary by educational institutions such as award of prizes.
   vii. To enrol me as an alumni of the polytechnic upon graduation.
   viii. Any other purposes beneficial to students and graduates.

10. I have read, understood and consent to the Privacy Statement at https://www.rp.edu.sg/privacy-statement (as updated from time to time). I understand that my personal and academic data may be shared with other Government agencies, non-Goverment agencies which have been authorised to carry out specific Government services, or other educational institutions (unless such sharing is prohibited by legislation) so as to serve me in a most efficient way to facilitate the progression of my academic pursuits or for Education and Career Guidance.

Yes! I agree to the terms & conditions specified above. | No! I wish to go back to Main Menu

Finally, carefully review the summary of the information you have entered ensure that it is accurate.



REPUBLIC POLYTECHNIC

OASIS

Personal Particulars Summary

Student ID 21036567

Name SSS0198503

Personal Data

Place of Birth [redacted]

Marital Status [redacted]

Gender [redacted]

Military Status [redacted]

Race [redacted]

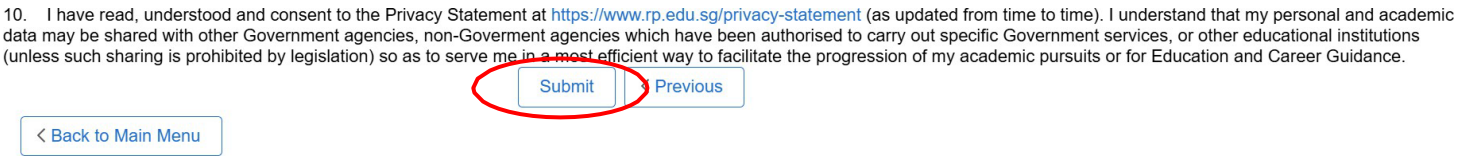
Religion [redacted]

Operationally Ready Date (ORD)(DD/MM/YYYY) [redacted]

Household Details

No. of Siblings 2

Once you have verified the information is correct, click on the **Submit** button at the end of the summary page. You will not able to make changes to your information once you have submitted.



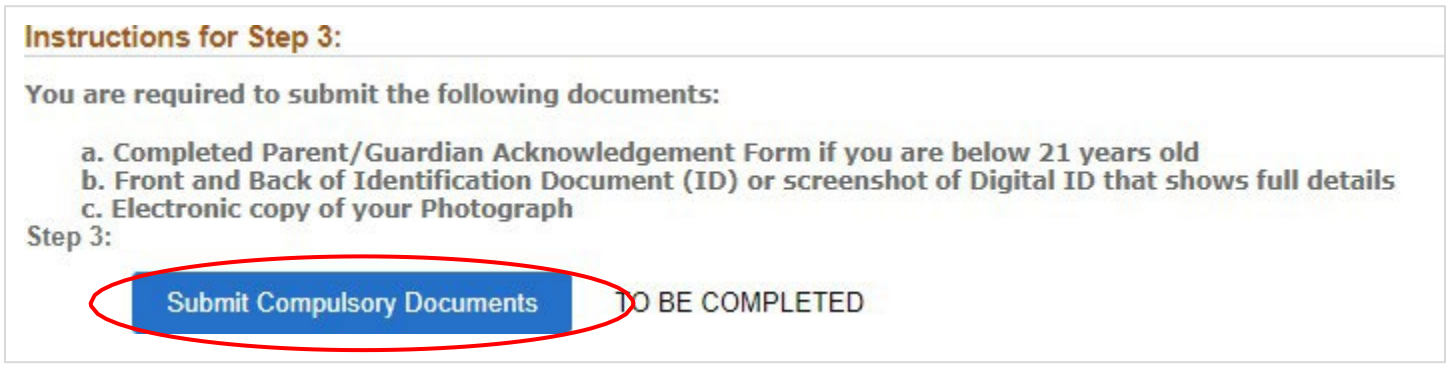
10. I have read, understood and consent to the Privacy Statement at https://www.rp.edu.sg/privacy-statement (as updated from time to time). I understand that my personal and academic data may be shared with other Government agencies, non-Goverment agencies which have been authorised to carry out specific Government services, or other educational institutions (unless such sharing is prohibited by legislation) so as to serve me in a most efficient way to facilitate the progression of my academic pursuits or for Education and Career Guidance.

Submit Previous

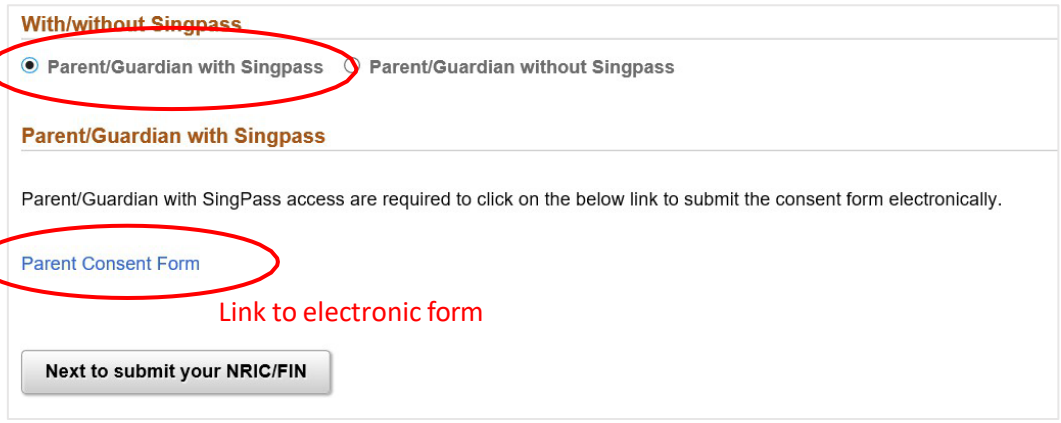
Back to Main Menu

Step 3: Submit Compulsory Documents

Click on Step 3: **Submit Compulsory Documents** button.

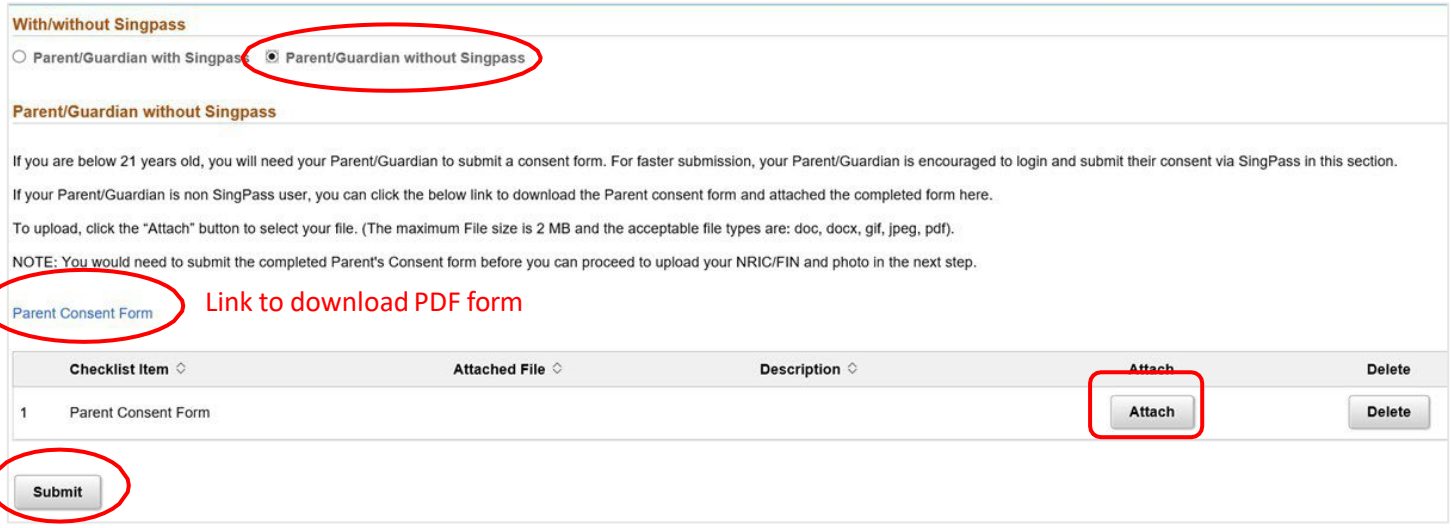


Parent or guardian can provide their consent by logging in with SingPass or download the Parent Consent Form from the online enrolment portal. Under the **Parent/Guardian with Singpass** option, parent or guardian will access Singpass to submit the consent form electronically.



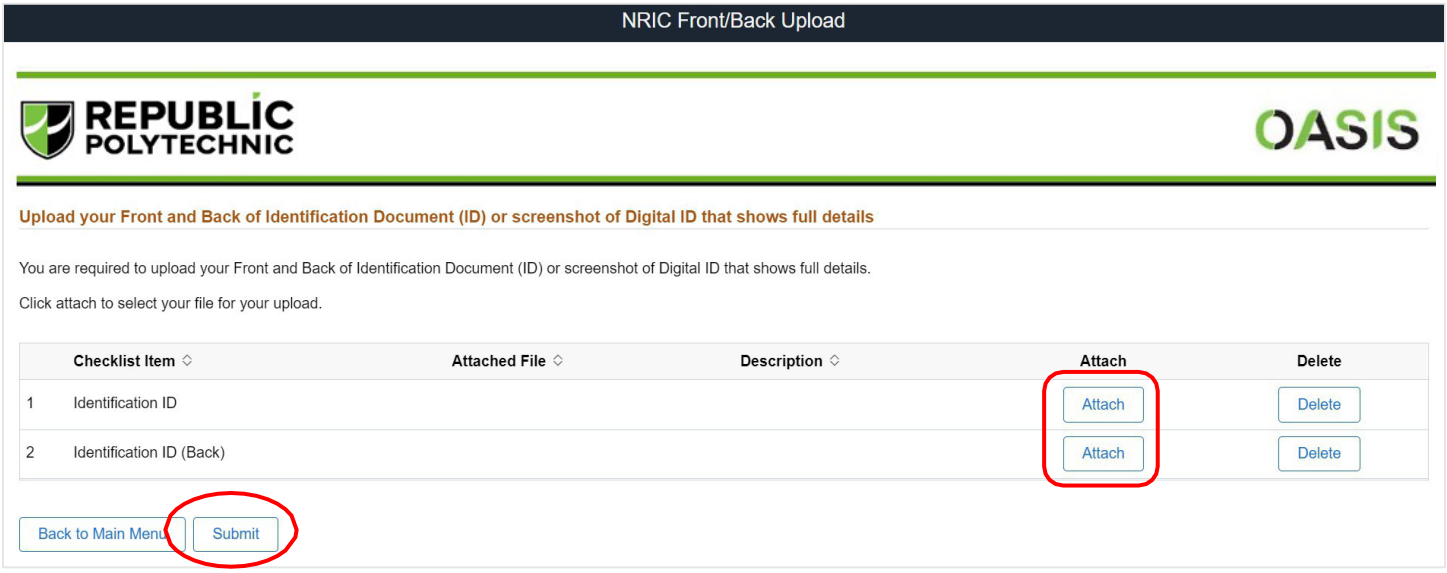
Under **Parent/Guardian without Singpass option**, parent or guardian can download the parent consent form to print and sign, and upload a scan of the completed form using the "Attach" button.

Once the document is uploaded, click the **Submit** button.



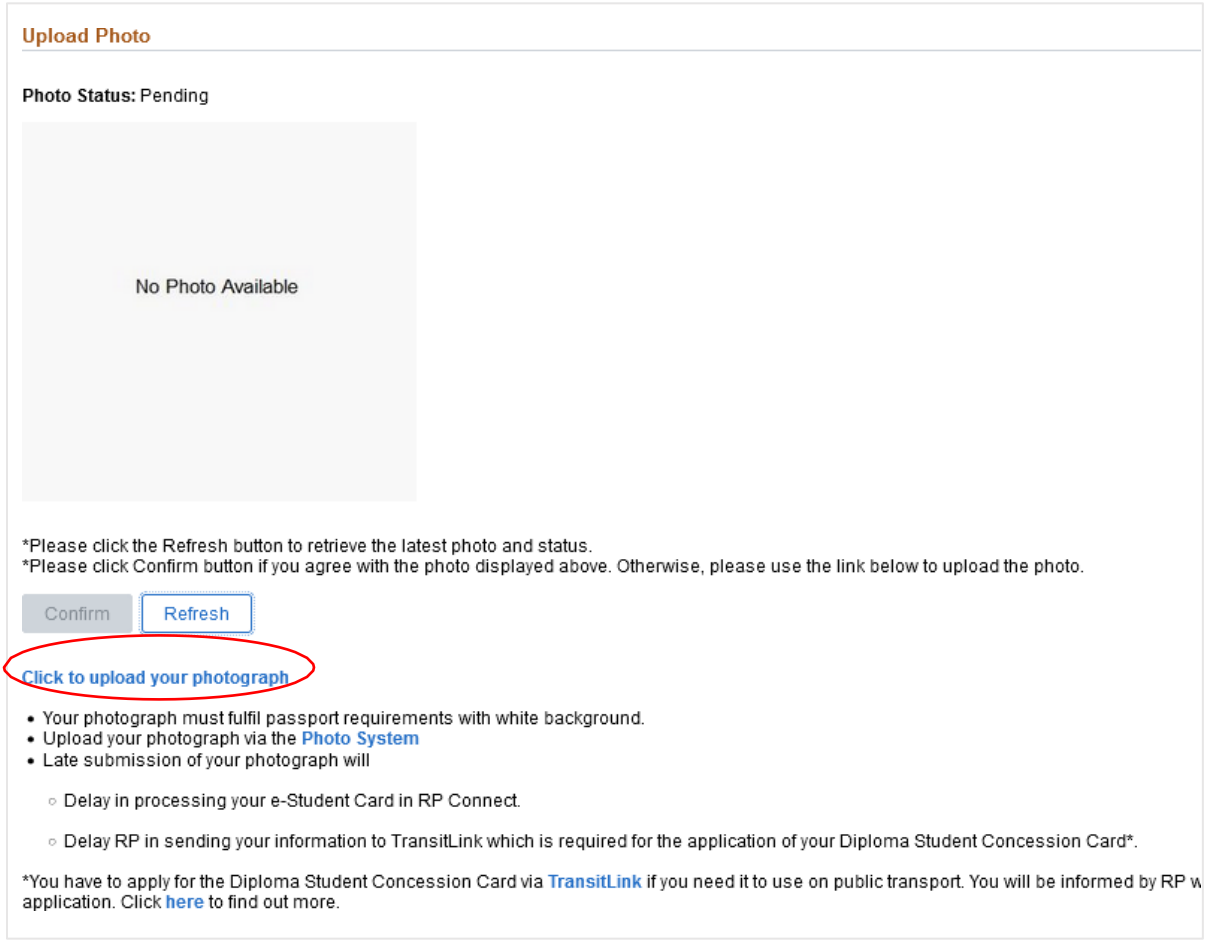
Next, upload a front and back copy of your NRIC/FIN or a screenshot of your Digital ID from the SingPass app. Click **Submit** button after upload.

Note: If you had logged in to the enrolment system via SingPass, you will not be required to complete this step. Please proceed to the next step.



Finally, upload your photograph. Your photograph will be used for your e-Student Card. Click the link to upload your photo.

After completing your photo upload, click **Back to Main Menu** button to return to the main menu.

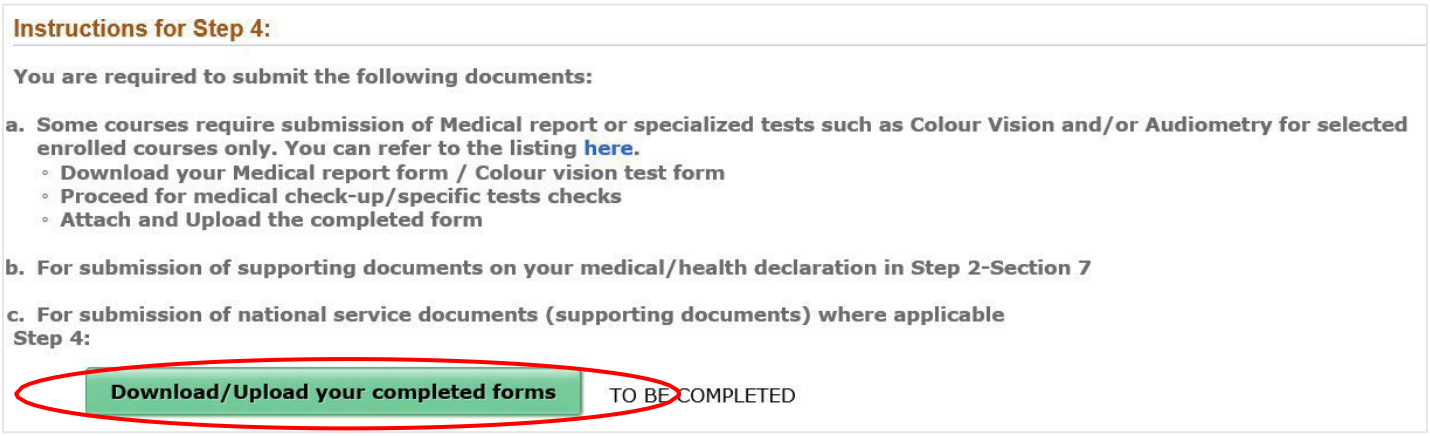


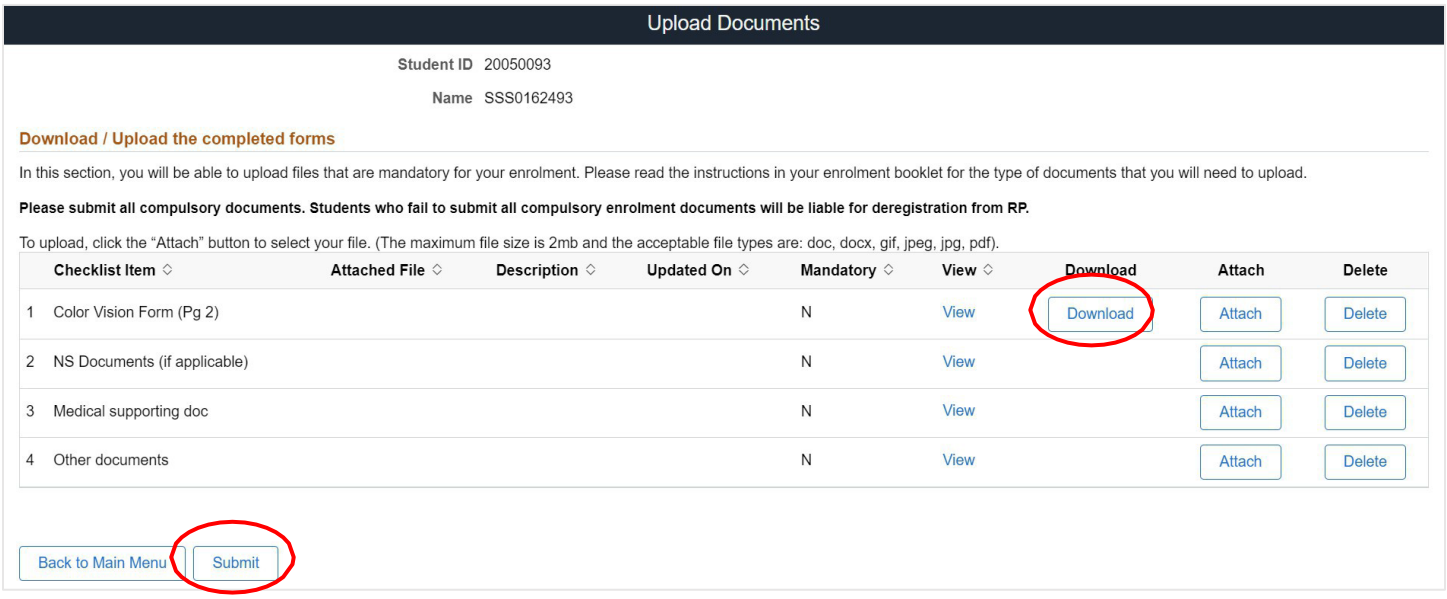
Step 4: Upload Other Enrolment Documents

Note: Step 4 is only applicable to students who fall under any of the following conditions (a - d). Otherwise you can skip this step.

a) Medical report form (For students enrolling in the Diploma in Outdoor Education)
b) Colour vision test form (For students enrolling in the Diploma in Aerospace Engineering)
c) Students serving National Service (NS). Documents such as NS enlistment letter, NS disruption letter or letter from CMPB/NS portal stating ORD date). Please refer to https://www.rp.edu.sg/admissions/enrolment/ns-men-enrolment-matters/ for more details.
d) Medical supporting documents based on your declared medical conditions in Step 2.

Click on **Download/Upload your completed forms** button to download and upload documents that are applicable to your enrolment.

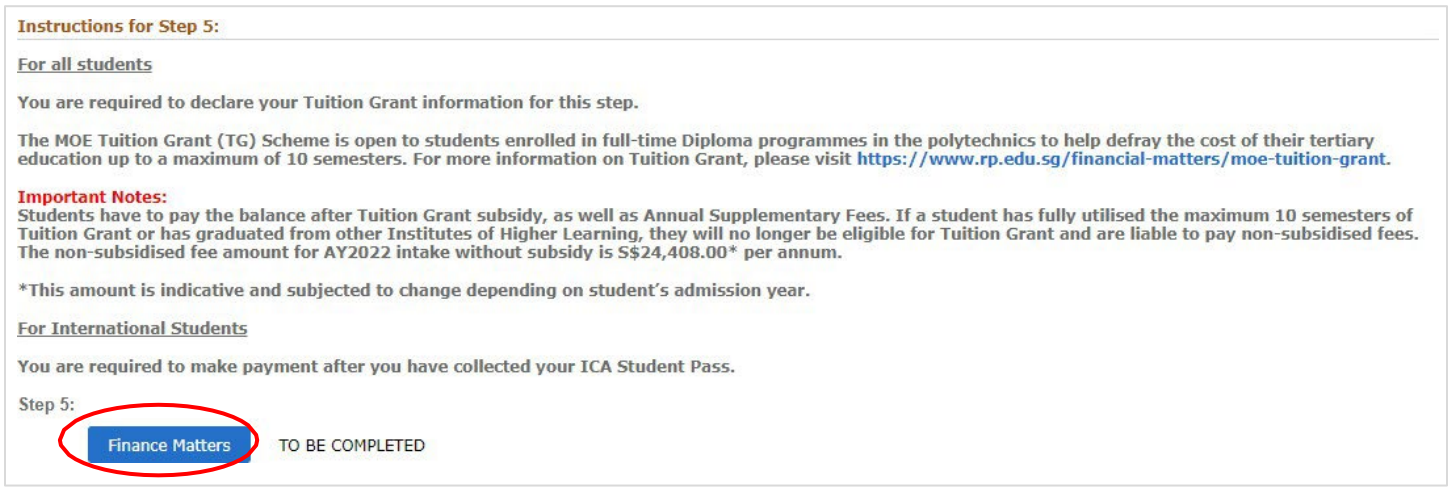




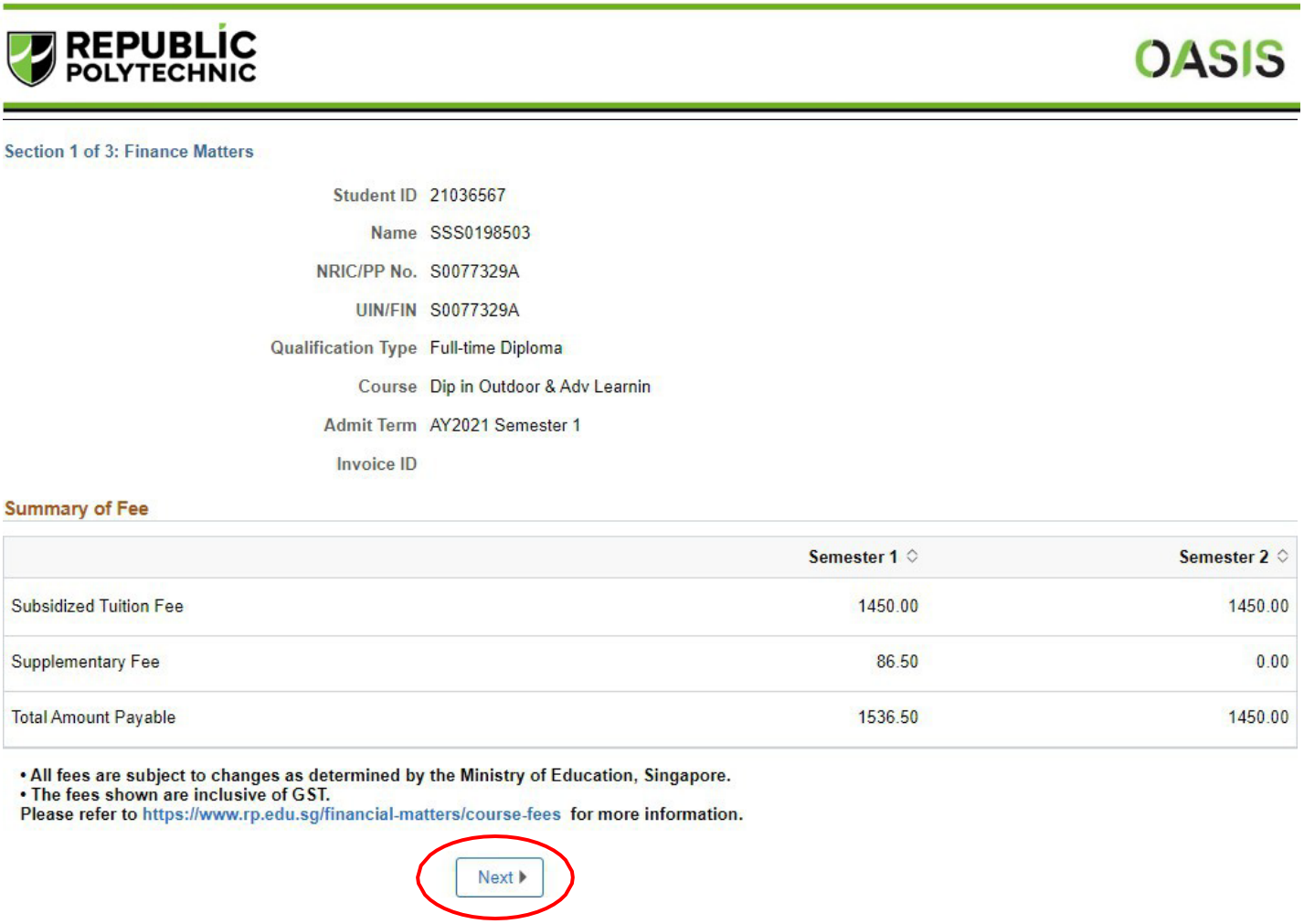
Click **Submit** button after upload to proceed. After submission, click **Back to Main Menu** button.

Step 5: Financial Information.

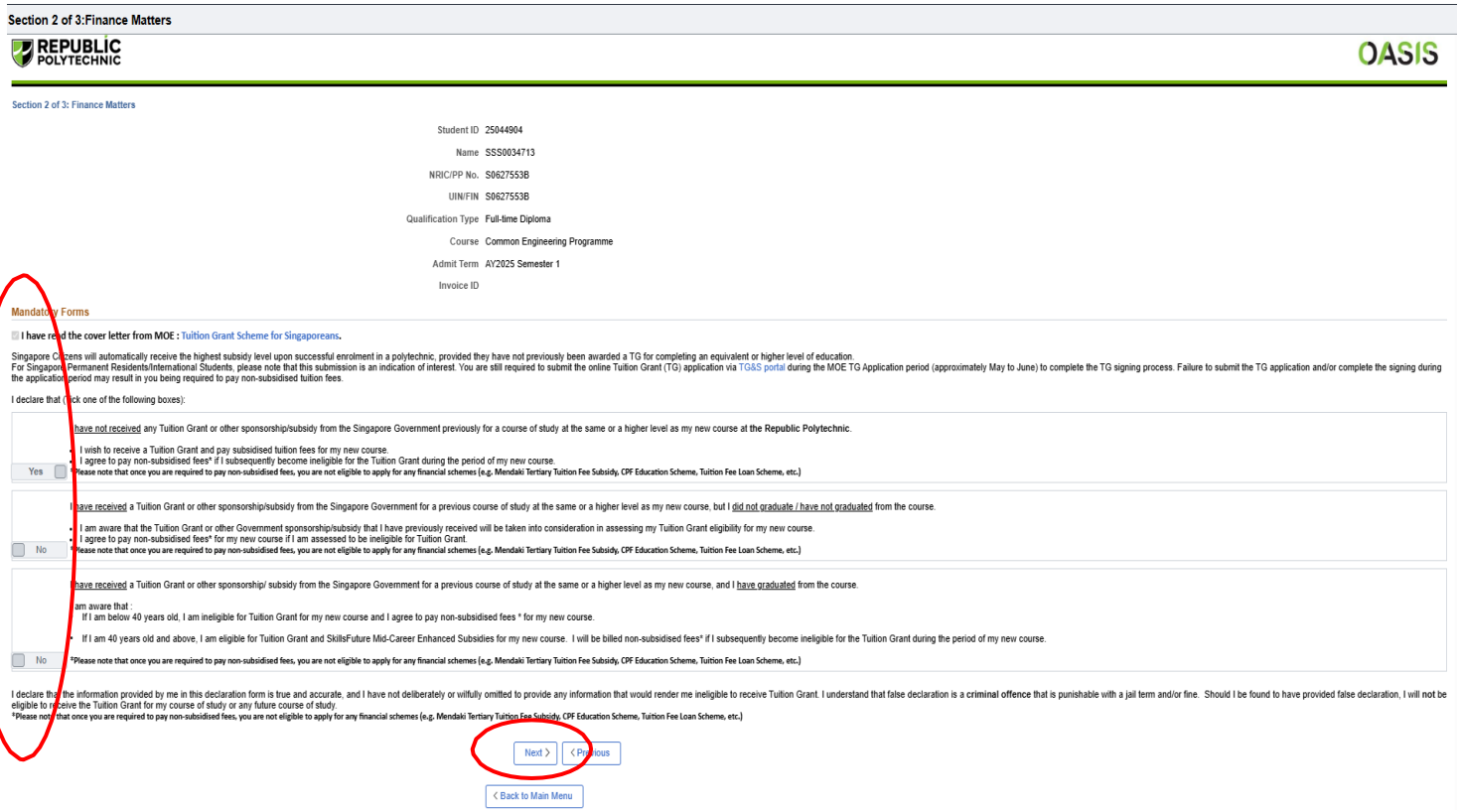
Read through the finance information and apply for financial scheme(s) where applicable.



The summary of your fees is indicated. Click "**Next**" to proceed.

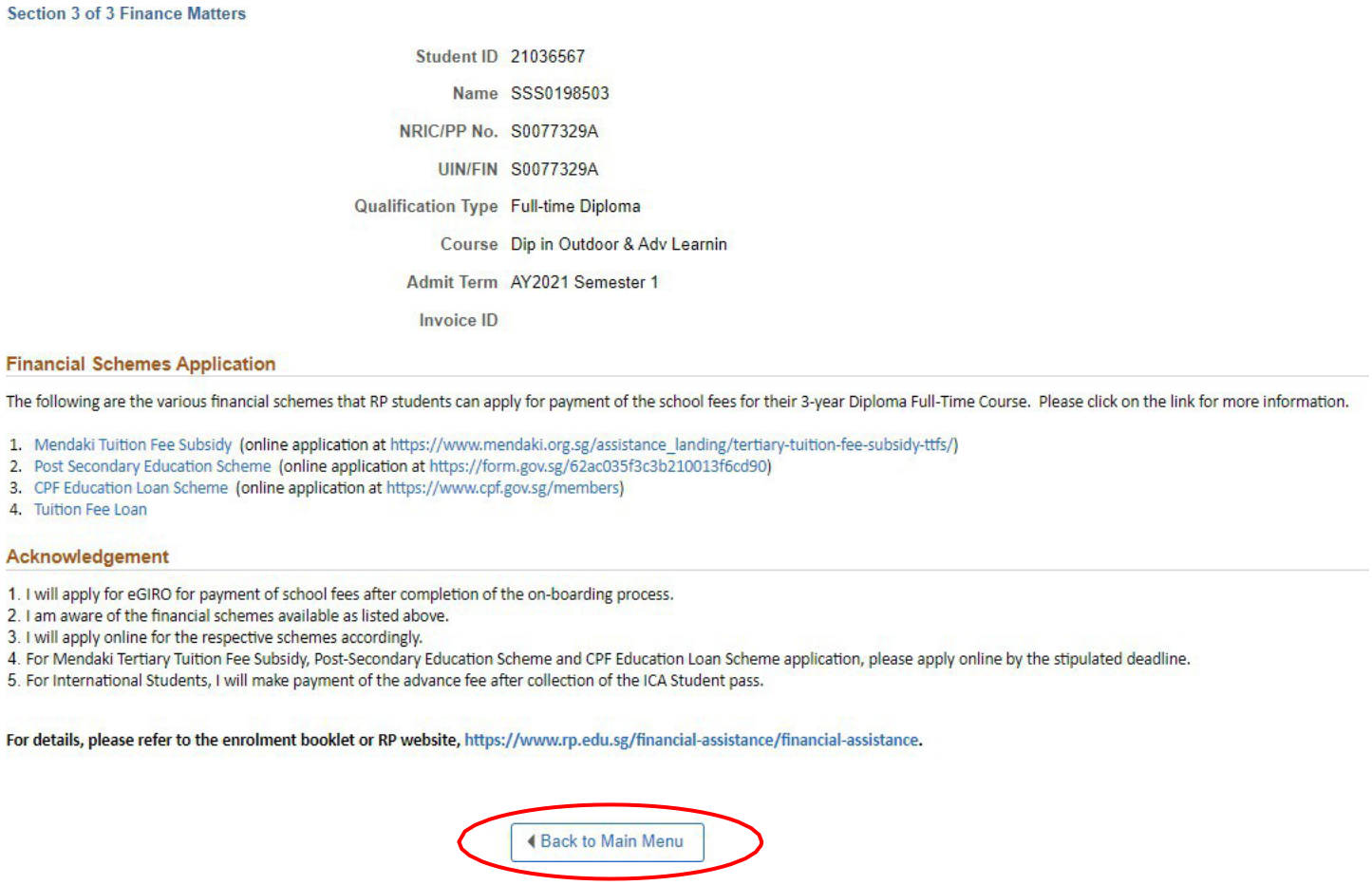


Declare your Tuition Grant status. Click **Next** to proceed.



Read through the financial schemes that you can apply for the payment of your school fees. Read the declarations.

Click **Back to Main Menu** to proceed.



Section 3 of 3 Finance Matters

Student ID	21036567
Name	SSS0198503
NRIC/PP No.	S0077329A
UIN/FIN	S0077329A
Qualification Type	Full-time Diploma
Course	Dip in Outdoor & Adv Learnin
Admit Term	AY2021 Semester 1
Invoice ID	

Financial Schemes Application

The following are the various financial schemes that RP students can apply for payment of the school fees for their 3-year Diploma Full-Time Course. Please click on the link for more information.

1. Mendaki Tuition Fee Subsidy (online application at https://www.mendaki.org.sg/assistance_landing/tertiary-tuition-fee-subsidy-ttfs/)
2. Post Secondary Education Scheme (online application at https://form.gov.sg/62ac035f3c3b210013f6cd90)
3. CPF Education Loan Scheme (online application at https://www.cpf.gov.sg/members)
4. Tuition Fee Loan

Acknowledgement

1. I will apply for eGIRO for payment of school fees after completion of the on-boarding process.
2. I am aware of the financial schemes available as listed above.
3. I will apply online for the respective schemes accordingly.
4. For Mendaki Tertiary Tuition Fee Subsidy, Post-Secondary Education Scheme and CPF Education Loan Scheme application, please apply online by the stipulated deadline.
5. For International Students, I will make payment of the advance fee after collection of the ICA Student pass.

For details, please refer to the enrolment booklet or RP website, https://www.rp.edu.sg/financial-assistance/financial-assistance.

◂ Back to Main Menu

You have completed the online enrolment process. Click the **Exit** button to sign-out.

