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PFP Guide for Online Enrolment

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.

Login as Singpass User:

Login with



Please click the link below if you do not have a SingPass account.

[Login as Non-SingPass User](#)

If you are signing in using SingPass authentication, your details will be retrieved from your MyInfo account and will not be editable. To update your details, please visit MyInfo website and update your account.

To register for SingPass MyInfo, please click on the button below.

[Register for MyInfo](#)

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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'.

Login as Singpass User:

Login with



Please click the link below if you do not have a SingPass account.

[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.

Login as Non-Singpass User:

Student ID

NRIC/FIN/Passport/UIN

Date of Birth 

Please click the link if you have SingPass login.

[Login as SingPass User](#)

[Next](#)

PFP Guide for Online Enrolment

Step 1: Course Acceptance

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

This page summarises the different steps you need to complete in order to confirm your placement in your offered course.

Instructions

a) The online enrolment will take approximately 30-45 minutes to complete if you have provided all necessary documents.
b) You need to complete the following steps in sequence.

Instructions for Step 1:

You are required to accept the course by the acceptance date stated in your enrolment letter.

Step 1:

Course Acceptance TO BE COMPLETED

Instructions for Step 2:

There are 7 sections to be completed in this step. Please ensure that the information provided is accurate.

Step 2:

Confirm Personal Particulars TO BE COMPLETED

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.

Please verify the personal data and program offered. If there are any queries, you can contact us via [Webform](#) or 65103000

Personal Data

Student ID 20016093
Name SSS0135964
Date of Birth 01/01/2003
Term AY2020 Semester 1

Programme Offered

You are offered the following course(s) by Republic Polytechnic

Diploma	Course Code	Admission Exercise
☐ COMMON BUSINESS PROGRAMME	R57	DAE

Conditions for Enrolment

Conditions for Enrolment Acknowledgement

☐ No I agree to abide to RP's Conditions for Enrolment (Click [here](#) to view)

Acceptance

Note:

You are only allowed to accept one offer, upon clicking the Accept button, you have officially declared that you have accepted the course.

Accept

PFP Guide for Online Enrolment

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

Term AY2020 Semester 1

Following course(s) by Republic Polytechnic

Course Code	Admission Exercise
COMMON BUSINESS PROGRAMME	DAE

Enrolment Acknowledgement

I agree to abide to RP's Conditions for Enrolment (C)

You are about to accept course COMMON BUSINESS PROGRAMME.
Once saved you can no longer accept the other offers. Do you want to continue?

Yes **No**

to accept one offer, upon clicking the Accept button, you have officially declared that you have accepted the course.

Accept

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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.

This page summarises the different steps you need to complete in order to confirm your placement in your offered course.

Instructions

- a) The online enrolment will take approximately 30-45 minutes to complete if you have provided all necessary documents.
- b) You need to complete the following steps in sequence.

Instructions for Step 1:

You are required to accept the course by the acceptance date stated in your enrolment letter.

Step 1:

Course Acceptance

COMPLETED

Instructions for Step 2:

There are 7 sections to be completed in this step. Please ensure that the information provided is accurate.

Step 2:

Confirm Personal Particulars

TO BE COMPLETED

PFP Guide for Online Enrolment

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 1 of 8 - Personal Data/Household Details

Student ID 21036567

Name SSS0198503

Personal Data

Full Name SSS0198503

NRIC/FIN/Passport/UIN S0077329A

Residency Singaporean

Citizenship SINGAPOREAN

Date of Birth 01/01/1999

*Place of Birth

*Gender Male

*Race

*Religion

*Marital Status

*Military Status

Please upload supporting documents on your military status at Step4.

*Operationally Ready Date (ORD)(DD/MM/YYYY)

Household Details

*No. of Siblings

*Household Size

State the number of people staying in your house including yourself. Please exclude domestic helper in your number.

*Type of residence

*House Ownership

Total Monthly Family Household Income

Gross Total Income of all family members living with you (in \$). For more info: <https://www.rp.edu.sg/financial-assistance>

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Section 2 of 8: Fill in Contact Information

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



Section 2 of 8 - Contact Information
Check your home and mailing addresses are updated so that any hardcopy communication from RP will be mailed to the correct address

Student ID 21038567
Name SSS0198503

Home Address
*Country SINGAPORE
*Postal Code 738964 Retrieve Home Address
*Block / House No 9
*Street Name WOODLANDS AVENUE 9
Unit No
Building Name REPUBLIC POLYTECHNIC
Is your Home Address the same as your Mailing Address? Yes

Mailing Address
Note: Please indicate Singapore Address if available.
*Country SINGAPORE
*Postal Code 738964 Retrieve Home Address
*Block / House No 9
*Street Name WOODLANDS AVENUE 9
Unit No
Building Name REPUBLIC POLYTECHNIC

Contact Information
Note: Please indicate at least one contact number in Singapore.
Mobile Number 99998888
Home Number 66446644
*Email Address 99899@gmail.com
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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.



Section 3 of 8 - Relations

Student ID 21036567

Name SSS0198503

First Next-of-kin

Note:
Your Next-of-kin must be above 21 years old

*Relationship

Mother

*Name

SSS0198503

*NRIC/FIN/Passport/UIN

Citizenship

SINGAPORE

Marital Status

Married

Please indicate if the address is the same as your Home Addr

No

*Country

*Postal Code

*Block / House No

*Street Name

Unit No

Building Name

*Contact Number

*Email Address

I hereby declare that my first Next-of-Kin is above 21 years old.

Yes

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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.

Second Next-of-kin

Note: The details for your Second Next-of-kin should be different from the details entered for your First Next-of-kin

Relationship

Name

NRIC/FIN/Passport/UIN

Citizenship

Marital Status

Please indicate if the address is the same as your Home Addr ☐ No

Country

Postal Code

Block / House No

Street Name

Unit No

Building Name

Contact Number

Email Address

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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 4 of 8 - Emergency Contact In Singapore
Student ID 21036567
Name SSS0198503
Emergency Contact Information In Singapore
*Relationship Father
*Name JOHN TAN
*Contact Number 99869986
I hereby declare that my emergency contact is above 21 years old Yes
Emergency Contact Address In Singapore
Country SINGAPORE
*Postal Code
*Block / House No.
*Street Name
Unit No.
Building Name
*denote mandatory fields
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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 5 of 8 - Education Details

Student ID 21036567

Name SSS0198503

Education Institutions

*Secondary School

*Last Institution Attended

Name of the Institution

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OTHERS

Cancel

Lookup

Search for: Secondary School

▼ Search Criteria

External Org ID
(begins with)

Name
(begins with)

anderson

Search

Clear

▼ Search Results

Name

◇

ANDERSON JUNIOR COLLEGE

ANDERSON SEC SCH

Section 5 of 8 - Education Details

Student ID 21036567

Name SSS0198503

Education Institutions

*Secondary School

3001

ANDERSON SEC SCH

*Last Institution Attended

3001

ANDERSON SEC SCH

Name of the Institution

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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.



Section 6 of 8 - CCA Details

Student ID 21036567

Name SSS0198503

CCA Details

Please share with us on the CCA(s) that you were involved in your previous institution (MAXIMUM 3 CCAs)

If you did not join any CCA in your previous institution, please select “Not Applicable” under CCA Grouping and click “Next”

Student CCA Details

*School	*CCA Grouping	*CCA Name	CCA Role				
3001	ANDERSON SECONDARY SCHOOL	Clubs And Societies	CC101	English Language, Drama And Debating	Ordinary Member	+	-
3001	ANDERSON SECONDARY SCHOOL	Clubs And Societies	CC102	Infocomm Technology (Computing)	School Representation	+	-

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

*School	*CCA Grouping	*CCA Name	CCA Role				
3001	ANDERSON SECONDARY SCHOOL	Not Applicable				+	-

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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.



Section 7 of 8 - Other Information
If you indicated 'Yes' to any of the condition, please upload the official document(s) from a Ministry of Health (MOH) registered medical practitioner or supporting document under Step 4 of the Enrolment portal.

Student ID 21036567
Name SSS0198503

Medical Declaration

Allergies	☐ No	
Asthma/Respiratory Illnesses	☐ No	
Attention Deficit/Hyperactive Disorder (ADD/ADHD)	☐ No	
Autism Spectrum Disorder (ASD) / Asperger's Syndrome	☐ No	
Bipolar Disorder	☐ No	

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.

Others (please specify any other medical condition which exempts you from physical activities and IPPT)

☒ Yes

Enter details here

Height (in Metres):

Weight (in kg):

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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.

Offence Committed

1. Do you have criminal record(s) in Singapore or overseas (excluding parking offences or spent records)?
2. 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)?
3. Have you ever been, or are you currently a subject of police investigations, either in Singapore or overseas?
4. 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?

Please provide details below if your answer is "Yes" to any of the above questions.

☒ No

Description/Details of the offence (Include nature of the offence and why it was committed):

Details of the consequences of the offence (e.g. Warning / Probation/ Imprisonment and information on the period of the Probation/Imprisonment)

Describe what you have learnt from this experience (You may include the impact of the offence you have in your life) and provide additional information

*denote mandatory fields

Students may be contacted by RP for more details on their declaration

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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.



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-Government 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.

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



Personal Particulars Summary

Student ID 21036567

Name SSS0198503

Personal Data

Place of Birth [REDACTED]

Marital Status Single

Gender Male

Military Status [REDACTED]

Race [REDACTED]

Religion Islam

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 be 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-Government 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

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Step 3: Submit Compulsory Documents

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

Instructions for Step 3:

You are required to submit the following documents:

- a. Completed Parent/Guardian Acknowledgement Form if you are below 21 years old
- b. Front and Back of Identification Document (ID) or screenshot of Digital ID that shows full details
- c. Electronic copy of your Photograph

Step 3:

Submit Compulsory Documents TO BE COMPLETED

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.

With/without Singpass

☒ Parent/Guardian with Singpass ☐ Parent/Guardian without Singpass

Parent/Guardian with Singpass

Parent/Guardian with SingPass access are required to click on the below link to submit the consent form electronically.

[Parent Consent Form](#)

Link to electronic form

Next to submit your NRIC/FIN

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.

With/without Singpass

☐ Parent/Guardian with Singpass ☒ Parent/Guardian without Singpass

Parent/Guardian without Singpass

If you are below 21 years old, you will need your Parent/Guardian to submit a consent form. For faster submission, your Parent/Guardian is encouraged to login and submit their consent via SingPass in this section.

If your Parent/Guardian is non SingPass user, you can click the below link to download the Parent consent form and attached the completed form here.

To upload, click the “Attach” button to select your file. (The maximum File size is 2 MB and the acceptable file types are: doc, docx, gif, jpeg, pdf).

NOTE: You would need to submit the completed Parent's Consent form before you can proceed to upload your NRIC/FIN and photo in the next step.

[Parent Consent Form](#) Link to download PDF form

Checklist Item	Attached File	Description	Attach	Delete
1	Parent Consent Form		Attach	Delete

Submit

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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.

NRIC Front/Back Upload



Upload your Front and Back of Identification Document (ID) or screenshot of Digital ID that shows full details

You are required to upload your Front and Back of Identification Document (ID) or screenshot of Digital ID that shows full details.
Click attach to select your file for your upload.

Checklist Item	Attached File	Description	Attach	Delete
1	Identification ID		Attach	Delete
2	Identification ID (Back)		Attach	Delete

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Submit

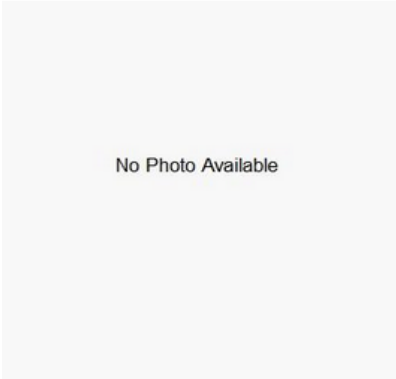
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Finally, upload your photograph. Your photograph will be used for your e-Student Card. Click the link to upload your photo.

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

Upload Photo

Photo Status: Pending



No Photo Available

*Please click the Refresh button to retrieve the latest photo and status.
*Please click Confirm button if you agree with the photo displayed above. Otherwise, please use the link below to upload the photo.

Confirm

Refresh

[Click to upload your photograph](#)

- Your photograph must fulfil passport requirements with white background.
- Upload your photograph via the [Photo System](#)
- Late submission of your photograph will
 - Delay in processing your e-Student Card in RP Connect.
 - Delay RP in sending your information to TransitLink which is required for the application of your Diploma Student Concession Card*.

*You have to apply for the Diploma Student Concession Card via [TransitLink](#) if you need it to use on public transport. You will be informed by RP w application. Click [here](#) to find out more.

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Step 4: Upload Other Enrolment Documents

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

- a) Medical supporting documents based on your declared medical conditions in Step 2.
- b) 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.

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

Instructions for Step 4:

You are required to submit the following documents:

- a. Some courses require submission of Medical report or specialized tests such as Colour Vision and/or Audiometry for selected enrolled courses only. You can refer to the listing [here](#).
 - Download your Medical report form / Colour vision test form
 - Proceed for medical check-up/specific tests checks
 - Attach and Upload the completed form
 - b. For submission of supporting documents on your medical/health declaration in Step 2-Section 7
 - c. For submission of national service documents (supporting documents) where applicable
- Step 4:

Download/Upload your completed forms TO BE COMPLETED

Upload Documents

Student ID 20050093

Name SSS0162493

Download / Upload the completed forms

In this section, you will be able to upload files that are mandatory for your enrolment. Please read the instructions in your enrolment booklet for the type of documents that you will need to upload.

Please submit all compulsory documents. Students who fail to submit all compulsory enrolment documents will be liable for deregistration from RP.

To upload, click the "Attach" button to select your file. (The maximum file size is 2mb and the acceptable file types are: doc, docx, gif, jpeg, jpg, pdf).

Checklist Item	Attached File	Description	Updated On	Mandatory	View	Download	Attach	Delete
1 Color Vision Form (Pg 2)				N	View	Download	Attach	Delete
2 NS Documents (if applicable)				N	View		Attach	Delete
3 Medical supporting doc				N	View		Attach	Delete
4 Other documents				N	View		Attach	Delete

[Back to Main Menu](#)

[Submit](#)

Click **Submit** button after upload to proceed. After submission, click **Back to Main Menu** button. You have completed the online enrolment process. Click the **Exit** button to sign-out.