

Self-sponsored Applicant (NSA)

- 1) You will receive the self-sponsored application link from your company.
- 2) Sign in with Singpass



Sign in with Singpass / Student ID

Refer to the [user guide](#) to get started and explore more instructions.

- For self-sponsored applicant, you may proceed to apply after signing in with Singpass / Student ID.
- For company-sponsored applicant, please approach your company HR to put in the application via the company portal using Corppass at [STEP](#).

- 3) For first-time user, you will be prompted to complete your profile. If you have previously created a STEP profile, please skip to step 7.

A screenshot of the STEP Skills Training & Enhancement Portal interface. The page title is 'Complete your profile'. It contains several paragraphs of text explaining the profile completion process, including a note about Myinfo synchronization and a list of valid supporting documents. A 'Retrieve Myinfo' button is visible. The footer includes contact and feedback links, and copyright information for Polytechnics and ITE, dated 2024, with a last update of 12/04/2024.

Complete your profile

If you have been enrolled to one or more courses in any of the six institutions (including ITE, NYP, NP, RP, SP, TP) in the last 5 years, you would have been issued a student ID.

Please note that the courses you have taken in the last 5 years may have been populated under "My Course". This is a value-added service offered by the six institutions for you to track your completed courses within the last 5 years and you can continue your lifelong learning journey.

The basic profile information is required before proceeding with the course application. The information can be synchronised from Myinfo. The information will be automatically populated from Myinfo into your basic profile.

[Retrieve Myinfo](#)

Note:The service entity that will be retrieving your Myinfo details will be listed as "Republic Polytechnic", which is the appointed institution to manage this listed government e-Service in Corppass.

You may also [manually update](#) your basic profile by clicking here. For manual updates, you are required to upload government-issued identification documents for verifying your personal information.

Valid supporting documents include:

- NRIC/FIN (Front and back)
- Passport (Personal details page)
- Any other valid government-issued ID that can prove your supplied personal information.

Contact Feedback

Report Vulnerability | Privacy Statement | Terms of Use

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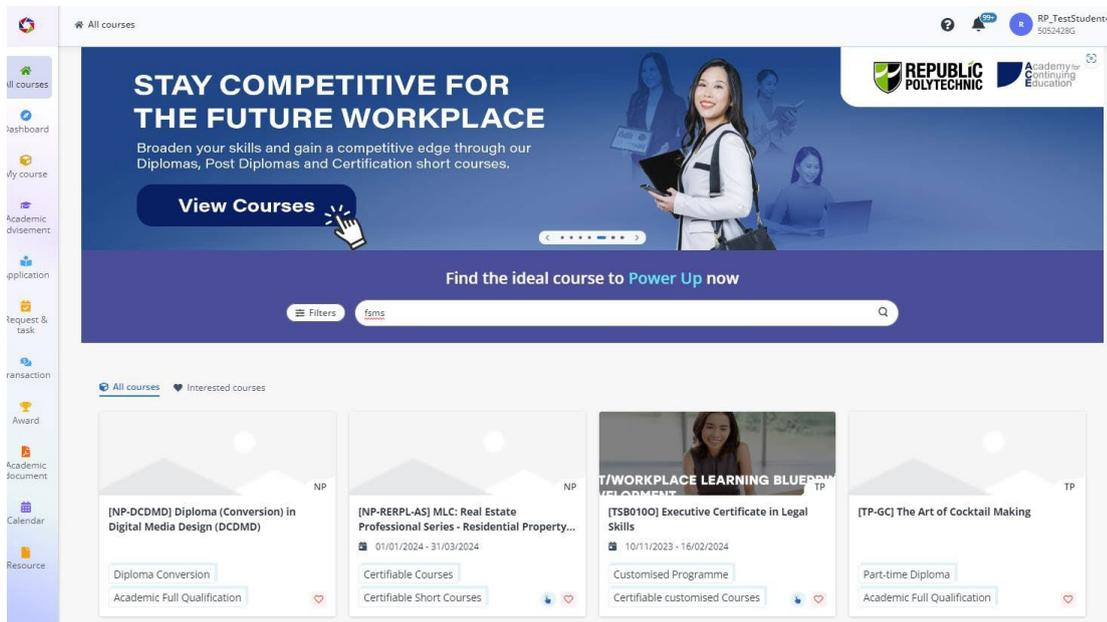
- 4) Please complete any information that is missing and once completed, proceed to click “Submit”.

The screenshot shows the 'Applicant details' form on the STEP portal. The form includes the following fields:

- Name (According to NRIC/FIN) ***: Text input field.
- Date of birth ***: Date picker field.
- Citizenship type ***: Dropdown menu with 'Singapore citizen' selected.
- NRIC/FIN ***: Text input field.
- Race**: Dropdown menu with 'None' selected.
- Sex ***: Radio buttons for 'Male' and 'Female'.
- Country/Region of birth**: Dropdown menu with 'None' selected.
- Mobile number ***: Text input field with a country code dropdown set to 'SINGA...'. A hyphen is present between the country code and the number.
- Email address ***: Text input field containing 'step.studentacct1@gmail.com'.
- Confirm email address ***: Text input field containing 'step.studentacct1@gmail.com'.
- Company email address**: Text input field.
- Residential address**: Text input field.

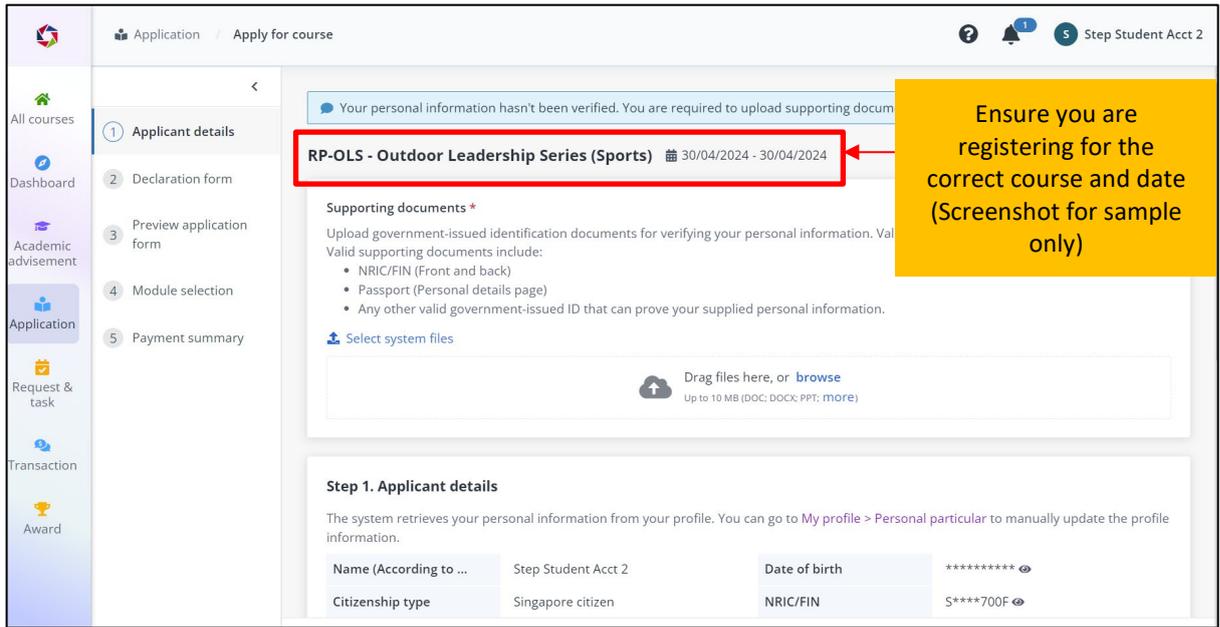
A 'Retrieve Myinfo' link is located in the top right corner of the form area.

- 5) Upon submitting, you will be navigated back to the main page of the STEP portal.

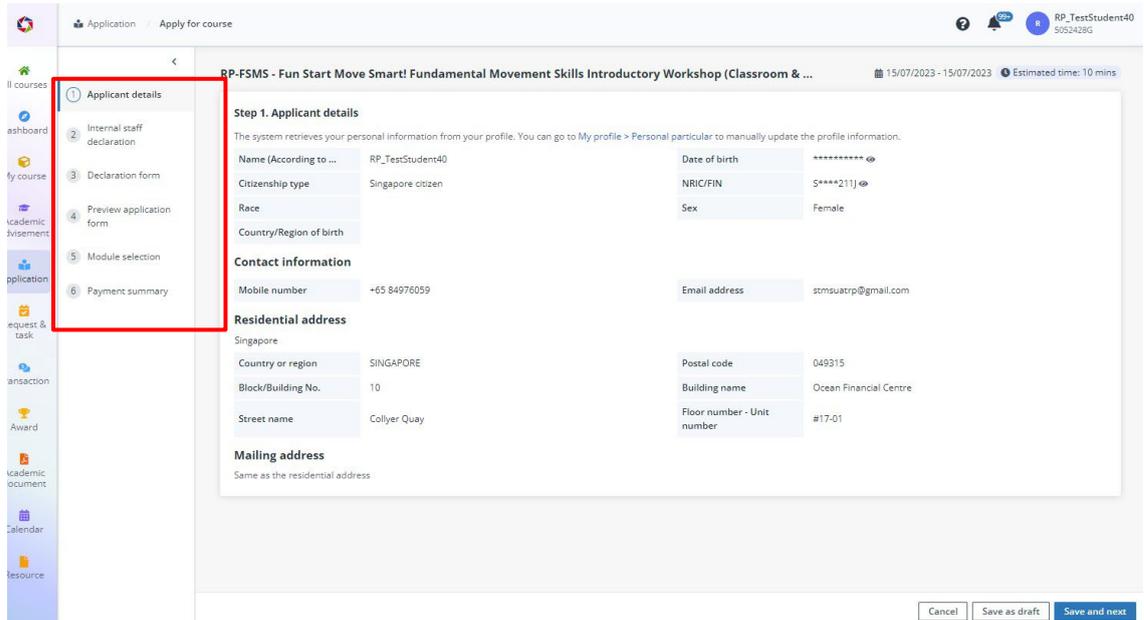


- 6) **Important:** Copy and paste the link that was provided by your company (in STEP 1) into your current browser.

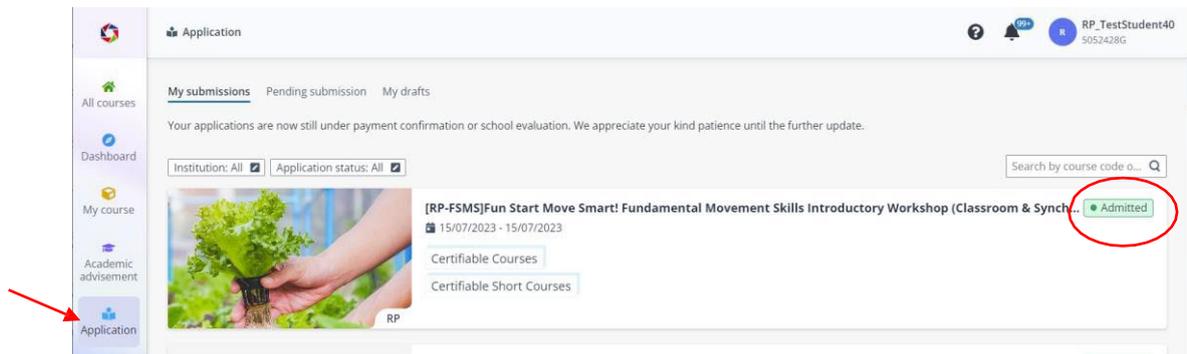
7) Check and confirm your details. Click ‘Save and next’.



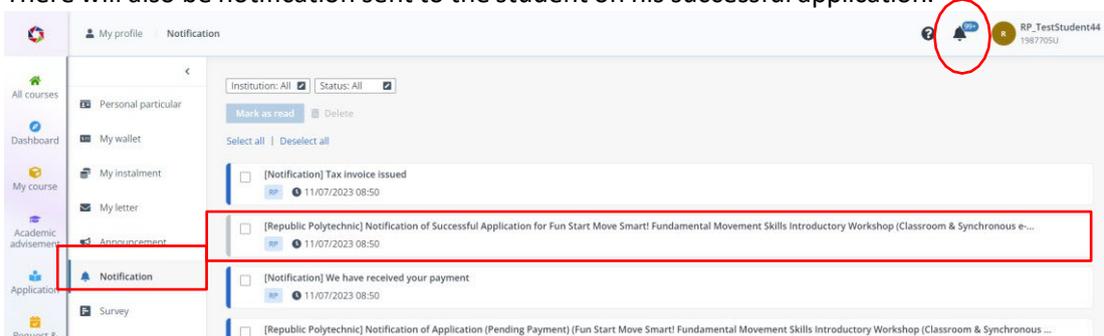
8) Complete all 6 steps to submit the application and ensure that payment is made.



- 9) Once registration has been successfully completed, applicant will see 'Admitted' status under **Application**.

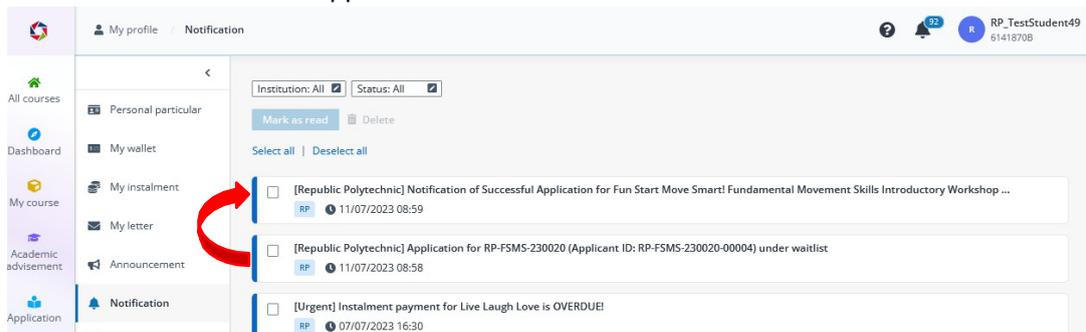


There will also be notification sent to the student on his successful application.

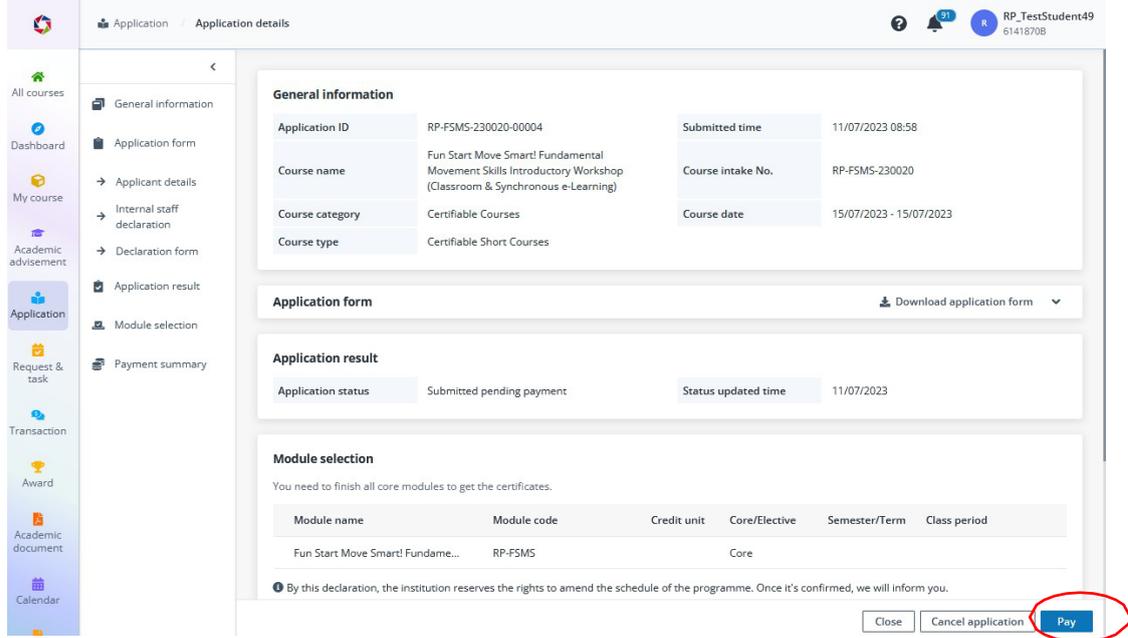


- 10) For courses that are oversubscribed, applicant will be placed on **Waitlist** and will receive the notification.

Once CET admin transfer the **Waitlist to Successful Applicant**. Applicant will receive another notification of Successful Application.



Within the successful notification, student will be directed to submit payment according.



11) Once the course reaches min pax, applicant will be **enrolled** and the course will appeared under 'My course'

