

Application Guide For NUS BIT and BTech Programmes Applicants



SCALE Online Application Portal

*Created by:
NUS SCALE Admission*

Last updated 4 December 2023

Contents

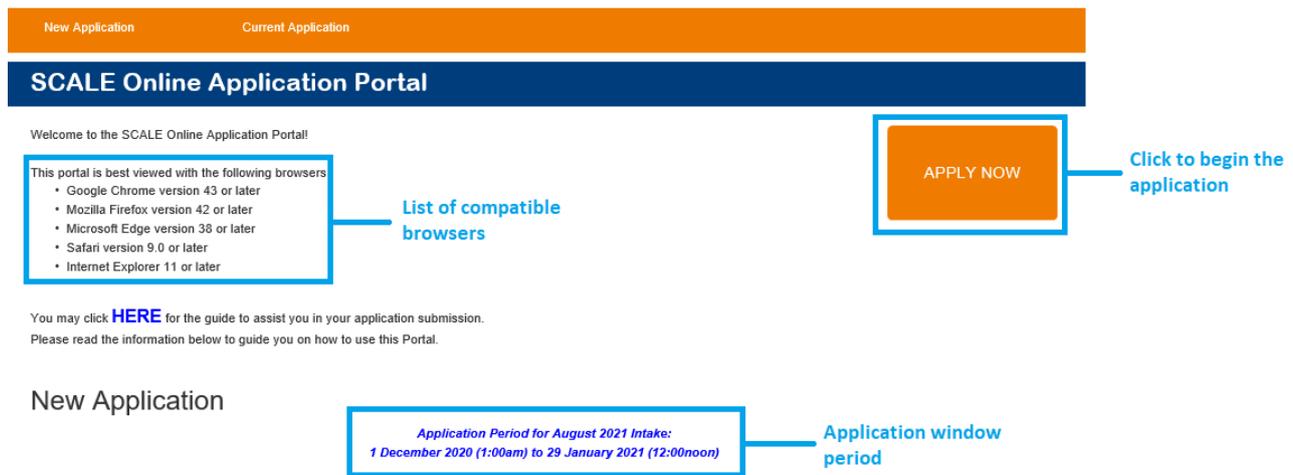
Things to note before applying:	3
Step 1: Begin your application	4
Step 2: Create your login password	5
Step 3: Select the programmes	5
Step 4: Personal Particulars	6
Step 5: Contact Information	8
Step 6: Complete the remaining details required for submission	9
Step 7: National Service (NS)	10
Step 8: Education	11
Step 9: Employment	15
Step 10: Personal Statement	16
Step 11: Next-of-Kin information	17
Step 12: MOE Tuition Fee Subsidy Pre-Declaration of Eligibility	17
Step 13: Declaration	18
Step 14: Check and submit your application	18
Step 15: View, print and make payment for your application	18
Step 16: Payment of Application Fee	19

Things to note before applying:

1. Read through the information on SCALE website at <https://nus.edu/37efSqg>.
2. Have the necessary supporting documents ready. It should be in **PDF format**, not exceeding **1.5MB**. You may reference the list of documents at <https://nus.edu/2KzPayL> as a guide. It is preferred that coloured copies are submitted. Any documents that are not in English must be accompanied by a certified English translation.
3. All information that are declared in your application **must** be supported with documents for verification.
4. Application fee is payable only via online payment.
5. Depending on the number of programmes selected, you will need to pay a **non-refundable** and **non-transferable** application fee before your application is considered submitted.
6. Take note of the application deadline. It is advisable to submit your application as early as possible within the application period to prevent any delay in the processing. **Any request for late submission of application after the application period will not be entertained.**

Step 1: Begin your application

1. Ensure you are using one of the compatible browsers as listed.
2. Read through the instructions before you proceed.
3. Check that you are applying to the correct intake and take note of the application period stated.
Any request for late submission of application after the application period will not be entertained.
4. Click  to begin your application.



The screenshot shows the SCALE Online Application Portal interface. At the top, there are two tabs: "New Application" and "Current Application". Below the tabs is a dark blue header with the text "SCALE Online Application Portal". The main content area includes a welcome message, a list of compatible browsers, a link to a guide, and a section for the application period. Annotations with blue boxes and lines point to specific elements: "List of compatible browsers" points to the browser list; "Click to begin the application" points to the "APPLY NOW" button; and "Application window period" points to the application period text.

New Application Current Application

SCALE Online Application Portal

Welcome to the SCALE Online Application Portal!

This portal is best viewed with the following browsers

- Google Chrome version 43 or later
- Mozilla Firefox version 42 or later
- Microsoft Edge version 38 or later
- Safari version 9.0 or later
- Internet Explorer 11 or later

APPLY NOW

You may click [HERE](#) for the guide to assist you in your application submission.
Please read the information below to guide you on how to use this Portal.

**Application Period for August 2021 Intake:
1 December 2020 (1:00am) to 29 January 2021 (12:00noon)**

Step 2: Create your login password

1. Create a password that fulfill the rules as stated. This password will be used to access the application portal.

A. Password

You are required to create a password which will be used to access this portal.

Your password must fulfill the following rules:
 Minimum length of 12 characters
 Must contain at least one uppercase letter
 Must contain at least one lowercase letter
 Must contain at least one number
 Must contain at least one symbol

Create Password: *

Confirm Password: *

Step 3: Select the programmes

1. Select the Programme(s) from the dropdown list in **ascending order**.
2. You are allowed to select up to a **maximum of 5** programmes, and the application fee will be based on the number of programmes that you have selected in your application.

	B. Selection of Programmes																			
	You may apply for up to 5 programmes.																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc;">No. of Programmes</td> <td style="border-bottom: 1px solid #ccc; text-align: right;">5</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Total Application Fee</td> <td style="border-bottom: 1px solid #ccc; text-align: right;">\$270.00</td> </tr> </table>	No. of Programmes	5	Total Application Fee	\$270.00	<p><i>If you wish to apply to more than one programme, please select according to your preference in ascending order. *</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 80%;">Bachelor of Information Technology</td> <td style="width: 15%; text-align: right;">→ First Choice</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Bachelor of Technology (Business Analytics)</td> <td style="text-align: right;">→ Second Choice</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Bachelor of Technology (Electronics Engineering)</td> <td style="text-align: right;">... etc</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Bachelor of Technology (Software Engineering)</td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td>Bachelor of Technology (Industrial And Management Enginee</td> <td style="text-align: right;">→ Fifth Choice</td> </tr> </table>	1	Bachelor of Information Technology	→ First Choice	2	Bachelor of Technology (Business Analytics)	→ Second Choice	3	Bachelor of Technology (Electronics Engineering)	... etc	4	Bachelor of Technology (Software Engineering)		5	Bachelor of Technology (Industrial And Management Enginee	→ Fifth Choice
No. of Programmes	5																			
Total Application Fee	\$270.00																			
1	Bachelor of Information Technology	→ First Choice																		
2	Bachelor of Technology (Business Analytics)	→ Second Choice																		
3	Bachelor of Technology (Electronics Engineering)	... etc																		
4	Bachelor of Technology (Software Engineering)																			
5	Bachelor of Technology (Industrial And Management Enginee	→ Fifth Choice																		

3. You will still be able to make changes to your programme selection as long as you have not submitted and paid for your application. To make changes, navigate to [\[Selection of Programmes\]](#) on the left pane after login:

New Application
Current Application

SCALE Online Application Portal

<ul style="list-style-type: none"> Status <li style="background-color: #004a87; color: white; padding: 2px 5px; text-align: center;">Selection of Programmes Personal Particulars Contact Information Upload NRIC/Passport Document National Service (NS) Information Education Employment Personal Statement 	<div style="background-color: #e1f5fe; padding: 5px;">Selection of Programmes</div> <p>You may apply for up to 5 programmes.</p> <p><i>If you wish to apply to more than one programme, please select according to your preference in ascending order. *</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%; text-align: center;">1</td><td style="width: 80%;">Bachelor of Information Technology</td><td style="width: 15%; text-align: right;">▼</td></tr> <tr><td style="text-align: center;">2</td><td>Bachelor of Technology (Electronics Engineering)</td><td style="text-align: right;">▼</td></tr> <tr><td style="text-align: center;">3</td><td>-- Please Select --</td><td style="text-align: right;">▼</td></tr> <tr><td style="text-align: center;">4</td><td>-- Please Select --</td><td style="text-align: right;">▼</td></tr> <tr><td style="text-align: center;">5</td><td>-- Please Select --</td><td style="text-align: right;">▼</td></tr> </table> <div style="text-align: right; margin-top: 10px;"> Save </div>	1	Bachelor of Information Technology	▼	2	Bachelor of Technology (Electronics Engineering)	▼	3	-- Please Select --	▼	4	-- Please Select --	▼	5	-- Please Select --	▼
1	Bachelor of Information Technology	▼														
2	Bachelor of Technology (Electronics Engineering)	▼														
3	-- Please Select --	▼														
4	-- Please Select --	▼														
5	-- Please Select --	▼														

Step 4: Provide your personal particulars

1. The “Official Name” must be as per NRIC/passport, i.e., if there is any special character in your name (e.g., comma), it should be included. *Hanyu Pinyin* is not required.
2. The “Last Name” refers to your Surname or Family Name.
3. For Singapore Permanent Residents (SPR), please select **[S’pore Blue]** under “Type of NRIC”. Your “Citizenship” should follow the Nationality indicated at the back of your blue NRIC.
4. For International applicant, select **[No NRIC]** under “Type of NRIC”, and indicate the correct type of pass you are holding under “Employment Pass Type/Valid Pass Type”.

Example for SPR

C. Personal Particulars	
First Name *	Last Name *
KAITING JENNY	TAN <small>(if you do not have any last name, please enter in a minus(-) sign)</small>
Official Name (as in NRIC or passport) *	
TAN KAITING JENNY	
Date of Birth (dd/mm/yyyy) *	Place of Birth *
09/06/1982	MALAYSIA
Citizenship *	Passport Number *
MALAYSIAN	ZXXXXXXXXT
Type of NRIC *	NRIC Number *
S'PORE BLUE	SXXXXXXXXA
Gender *	Marital Status *
FEMALE	MARRIED
Race/Ethnic Group *	Religion *
CHINESE	NO RELIGION

Example for International

C. Personal Particulars	
First Name * <input type="text" value="SEAN MINGHAN"/>	Last Name * <input type="text" value="SUN"/> <small>(if you do not have any last name, please enter in a minus(-) sign)</small>
Official Name (as in NRIC or passport) * <input type="text" value="SEAN SUN MINGHAN"/>	
Date of Birth (dd/mm/yyyy) * <input type="text" value="14/08/1986"/> 	Place of Birth * <input type="text" value="TAIWAN"/>
Citizenship * <input type="text" value="CHINESE/TAIWANESE"/>	Passport Number * <input type="text" value="ZXXXXXXXXT"/>
Type of NRIC * <input type="text" value="NO NRIC"/>	
Employment Pass Type/Valid Pass Type * <input type="text" value="EMPLOYMENT PASS (Q1)"/>	Foreign Identification Number (FIN) * <input type="text" value="GXXXXXXXXZ"/>
Gender * <input type="text" value="MALE"/>	Marital Status * <input type="text" value="SINGLE"/>
Race/Ethnic Group * <input type="text" value="CHINESE"/>	Religion * <input type="text" value="NO RELIGION"/>

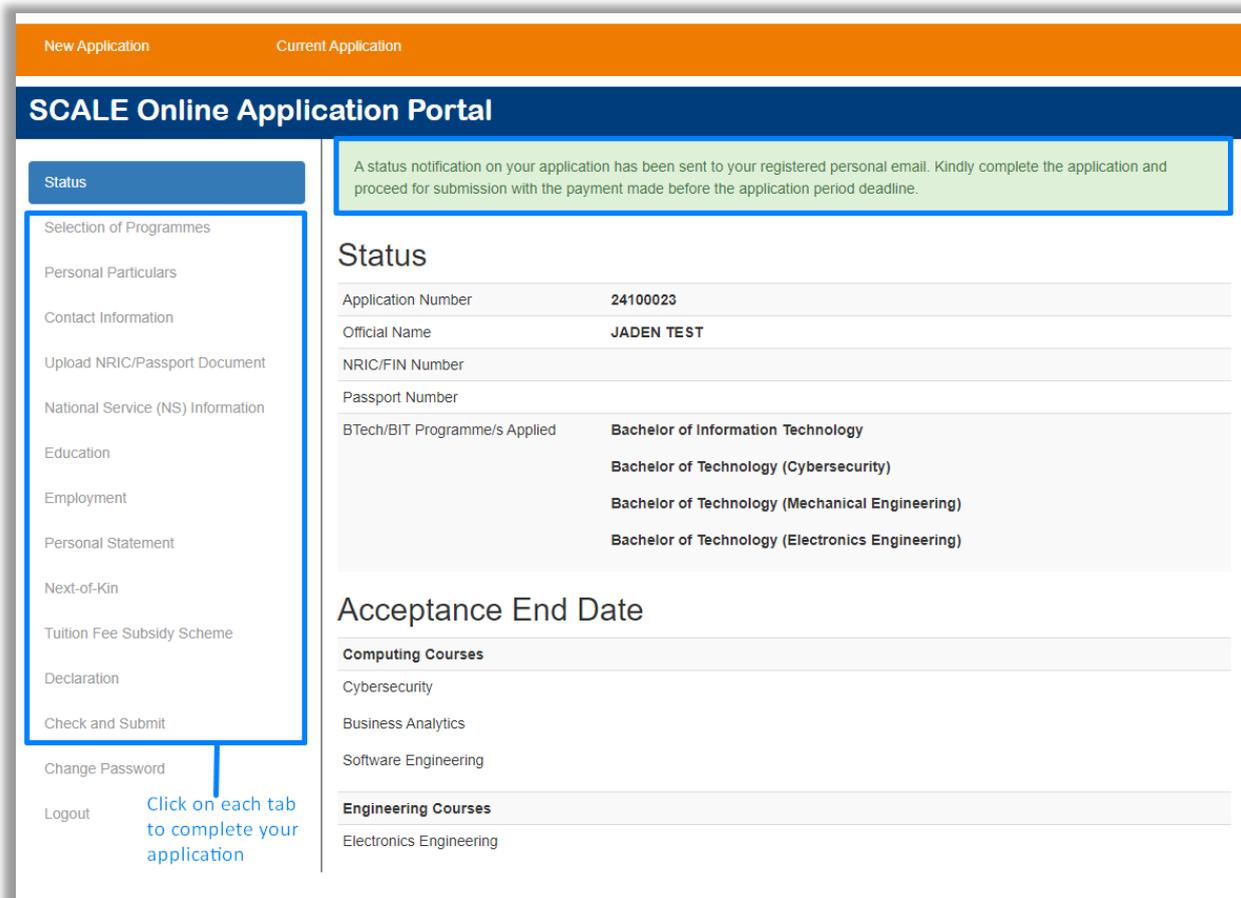
Step 5: Provide your contact information

1. A **valid residential address** of your current residing home is required. It should be as per indicated at the back of your NRIC for Singapore Citizens and SPRs. If you have a change of address and have yet to update your NRIC, you are to submit a recent billing statement/letter that shows your full name and latest current address as supporting document.
2. Provide a **valid email address** that is frequently used as we will be contacting you mainly via email.
3. A **valid contact number** must be provided for urgent matters. The country and area codes are **not** required if you are providing a Singapore number.
4. Once you have completed Step 1 to 5, click [**Proceed**] to continue.

Step 6: Complete the remaining details required for submission

1. Your application is now created, and a status notification will be sent to your registered personal email that you have provided.
2. Take note of your application number which is required for the portal login, and it must be provided when you correspond with us via email or phone call.
3. Click on each tab on the left panel to complete your application before submission. You will need to click **[Save]** after completing each section for the portal to capture your records.
4. You are required to upload the following standard documents to complete your application:
 - **Identification** (e.g.: NRIC / 11B / Passport / Work Pass etc.)
 - **Certificate of Service** (For male applicants who have completed National Service (NS))
 - **Educational Documents** (Certificates and Transcripts)
 - **Proof of Employment** (Letter of Certification of Employment from HR, 2 years of CPF statements, or Employment Contract with latest CPF statement to prove that you are still working in the company)

⚠ NOTE: Your application is NOT considered as submitted until you have completed the application and made payment for the application fee.



The screenshot shows the SCALE Online Application Portal interface. At the top, there are two tabs: "New Application" and "Current Application". Below the tabs is a blue header with the text "SCALE Online Application Portal".

On the left side, there is a vertical navigation menu with the following items: Status, Selection of Programmes, Personal Particulars, Contact Information, Upload NRIC/Passport Document, National Service (NS) Information, Education, Employment, Personal Statement, Next-of-Kin, Tuition Fee Subsidy Scheme, Declaration, Check and Submit, Change Password, and Logout. A blue box highlights the "Check and Submit" tab, and a blue arrow points from it to a text box that says "Click on each tab to complete your application".

The main content area is titled "Status" and contains a green notification box at the top: "A status notification on your application has been sent to your registered personal email. Kindly complete the application and proceed for submission with the payment made before the application period deadline." Below this, the application details are displayed in a table format:

Application Number	24100023
Official Name	JADEN TEST
NRIC/FIN Number	
Passport Number	
BTech/BIT Programme/s Applied	Bachelor of Information Technology Bachelor of Technology (Cybersecurity) Bachelor of Technology (Mechanical Engineering) Bachelor of Technology (Electronics Engineering)

Below the application details, there is a section titled "Acceptance End Date" with a table of courses:

Computing Courses
Cybersecurity
Business Analytics
Software Engineering
Engineering Courses
Electronics Engineering

Step 7: Provide National Service (NS) information

1. Applicants who have completed the 2 years NS liability are to indicate the ORD date as stated on your Certificate of Service (COS).
2. For applicants who are still serving your NS, select **[Currently Serving]** from the dropdown list. You are to ensure your ORD date is before the commencement date of the intake, and an official letter from MINDEF stating the enlistment date and expected ORD date is to be submitted.
3. For applicants who are regular officers (i.e., you are on a contract with MINDEF), select **[Pensionable/Contract SAF/Civil Defence Officer]** from the dropdown list and indicate **[Yes]** under “Contract Service”. You must have served passed the 2-years liability, and an official letter from MINDEF with the enlistment date and expected Service Completion Date is to be submitted.
4. Applicants who have indicated **[Exempted]** in the application will need to submit the exemption letter.

Example for applicants who are currently serving NS

National Service

National Service Status *

Enlistment Date (dd/mm/yyyy) * ORD (dd/mm/yyyy) *

Contract Service? *
 No Yes

Example for applicants who are on a contract service

National Service

National Service Status *

Enlistment Date (dd/mm/yyyy) * ORD (dd/mm/yyyy) *

Contract Service? *
 No Yes

Step 8: Provide education background

(A) Singapore-Cambridge GCE O Level/SPM or equivalent

1. If you have taken the Singapore-Cambridge “O” Level Examination, select **[Singapore-Cambridge GCE O Level]** from the “Examination” dropdown list.
2. You are required to indicate your grade(s) for the **English and Mathematics subjects**. If you have taken the subject more than once, provide the higher grade and all result slips must be submitted.
3. For SPM holders, you may refer to the table below to guide you on keying in your grades.

SPM Grade	A+	A	A-	B+	B	C+	C	D	E	G
O Level Grade Equivalent	A1	A1	A2	B3	B4	C5	C6	D7	E8	F9

Singapore-Cambridge GCE O Level/SPM or equivalent

Country *

Name of School *

Start Date (mm/yyyy) *

End Date (mm/yyyy) *

Examination *

Year Taken *

Please indicate ONLY Mathematics grade(s) obtained.

Subject

If others, please specify

Grade

[Add New Subject](#)

Subjects	Others	Grade	Remove
MATHEMATICS		A1	Remove
ADDITIONAL MATHEMATICS		A1	Remove

(B) Polytechnic Diploma

1. You may declare up to a maximum of two diploma qualifications, if any.
2. The exact course name as stated on your Diploma Certificate must be selected from the dropdown list under “*Diploma Course*”. E.g., if your course is Diploma in Engineering (Mechanical), please do NOT select Diploma in Mechanical Engineering.
3. Holders of the local 2.5 years Part-time Diploma are to select **[2.5 Part Time]** under “*Diploma Taken*”.
4. Only holders from the **5 local Polytechnics and BCA Academy** are required to indicate your GPA in the application.
5. Provide the grades of your **best 3 Mathematics modules** taken, if any.

Polytechnic Diploma

Completed? *

No Yes

Country *

SINGAPORE

Name of Institution *

Ngee Ann Polytechnic

Date of Admission (dd/mm/yyyy) *

20/05/2005

Date of Graduation (dd/mm/yyyy) *

20/05/2008

Diploma Course *

(full course name as per stated on Certificate)

Dip In Mechanical Engineering

Course name **MUST** be exactly as stated on the Certificate

Diploma Taken *

FULL TIME

Number of Year Taken for Diploma Course *

Year 3 Month 0

GPA

3.6 out of 4

Total Number of Each Grade Obtained during Diploma Course

Dist	A	B	C	D	E	F	P
2	7	13	0	0	0	0	0

Please list down the Mathematics modules and grades indicated on your transcript (maximum 3 best modules)

Module Name	Grade	If others, please specify
Engineering Mathematics II	A	

Add New Subject

Module Name	Grade	Others	Remove
Engineering Mathematics I	A		Remove

Provide the best 3 Mathematics modules, if any

(C) Advanced Diploma and Specialist Diploma

1. This section is required only if you have taken an Advanced Diploma and/or Specialist Diploma.
2. If you are currently still in the course, an official letter from the school stating your student status and expected completion date is required.

(D) Nitec / Higher Nitec Qualification

1. This section is required only if you have not taken GCE 'O' Level examinations.

(E) University Education

1. If you have withdrawn or have been dismissed from a university, you are required to submit the official withdrawal/dismissal letter and the transcript/result slips for courses that were taken previously.
2. If you have withdrawn from a local university, an official document from the university with the following information is required:
 - a) Name
 - b) NRIC
 - c) Programme enrolled
 - d) Date of admission
 - e) Date of withdrawal / dismissal
 - f) No. of modular units/credits required to graduate (inclusive of exemption upon admission)
 - g) No. of modular units/credits granted as exemption upon admission
 - h) No. of modular units/credits eligible to enjoy TFS at start of programme (for programme & buffer for failed and repeat courses)
 - i) No. of modular units/credits consumed so far (for programme & buffer for failed and repeat courses)

 **Note:** For Singapore Citizens and Singapore Permanent Residents who were previously enrolled in and withdrew from a government subsidised Part-Time degree programme and had received partial fee subsidy, the number of subsidised academic units consumed will be deducted from the academic units eligible for subsidy under the BIT/BTech programme.

 **Note:** International students are not eligible for the MOE Tuition Fee Subsidy and must pay the non-subsidised fees throughout the course of study.

(F) Other Local Qualification

1. Should you have obtained other local qualifications (e.g., ACCA, NUS SCALE Certificate Programmes, CET500); you may declare under this section and upload the supporting documents.

(G) GCE A Level / IB Diploma / STPM / Year 12 or equivalent (For BIT Only) ^{New}

1. Select **[GCE A Level]** from the “Qualification Type” dropdown list if you have taken the **Singapore-Cambridge** or **Cambridge-International “A” Level Examination** or **NUS High School Diploma** or equivalent:



SCALE Online Application Portal

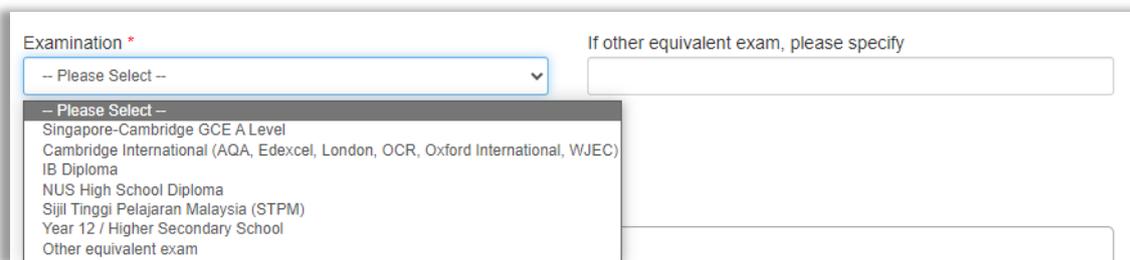
Status: GCE A Level / IB Diploma / STPM / Year 12 or equivalent

Selection of Programmes: Qualification Type*
 -- Please Select --
 -- Please Select --
 GCE A Level
 IB Diploma
 Sijil Tinggi Pelajaran Malaysia (STPM)
 Year 12 / Higher Secondary School

Personal Particulars: Highest Qualification? *
 No Yes

Contact Information

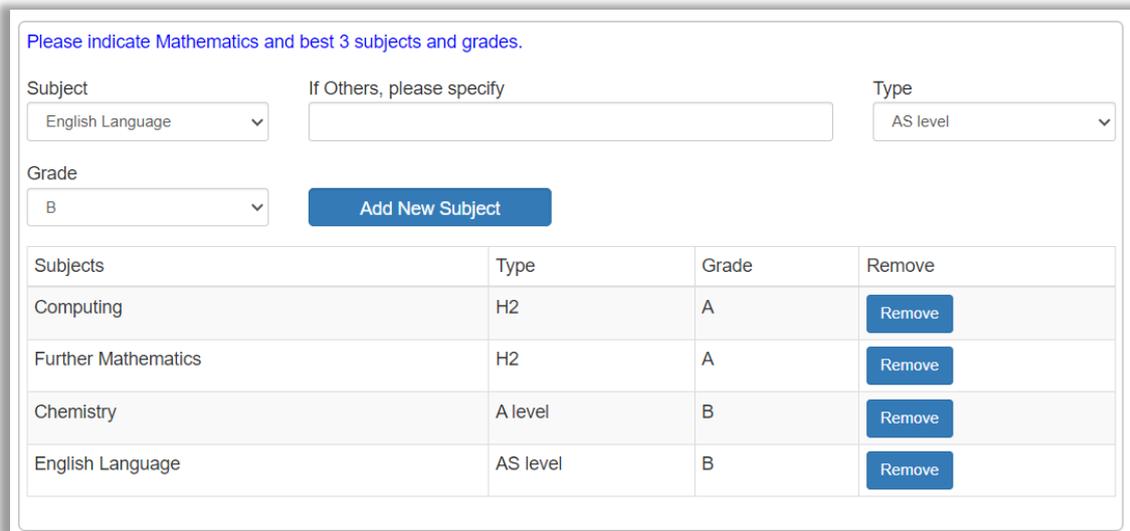
2. You may further indicate the type of Examinations you have taken:



Examination *
 -- Please Select --
 -- Please Select --
 Singapore-Cambridge GCE A Level
 Cambridge International (AQA, Edexcel, London, OCR, Oxford International, WJEC)
 IB Diploma
 NUS High School Diploma
 Sijil Tinggi Pelajaran Malaysia (STPM)
 Year 12 / Higher Secondary School
 Other equivalent exam

If other equivalent exam, please specify

3. You are required to indicate your grade(s) for the **best 4 subjects, including Mathematics**. If you have taken the subject more than once, provide the higher grade and all result slips must be submitted. See example below:



Please indicate Mathematics and best 3 subjects and grades.

Subject: English Language
 If Others, please specify:
 Type: AS level

Grade: B

Add New Subject

Subjects	Type	Grade	Remove
Computing	H2	A	Remove
Further Mathematics	H2	A	Remove
Chemistry	A level	B	Remove
English Language	AS level	B	Remove

Previous Employment					
Previous Employment					Add
Date Joined	Date Left	Company Name	Title/Position	Update	Remove
21 Nov 2010	26 Jun 2014	XYZ Pte Ltd	ASSISTANT ENGINEER	Update	Remove
20 Jan 2015	21 Apr 2018	AAA Pte Ltd	ENGINEER	Update	Remove

7. **Recommendation Letter(s) or Portfolio are optional.** You do not need to upload any documents if you do not have it. The submission of recommendation letters or portfolio will tell us more about you and your work and will strengthen your application. Here are some tips for choosing a referee, and on what they should be including in your recommendation letter. Please note that you are not limited to these perimeters, as they are meant as a guide to help you in your application.

- Choose people who are familiar with your professional experience and capabilities and not just colleagues who will say nice things about you.
- Inform your referee that you are applying for an academic programme and that they should write about matter such as your intellectual capabilities, your curiosities, your drive, your passion, and your problem-solving skills, or even how your deal with deadlines and stress.
- Let them know to provide some examples and not just write generic statements such as "...is very capable and easy-going".
- What we want to know is if you can thrive and perform well in an intensive academic setting like at NUS, so ideally, your referee should address that in the recommendation letter.

Step 10: Personal Statement

As part of our admission process, we would like to get to know you better through your personal statement. This is a self-evaluation of your interests and suitability for the programme, so please **answer simply** and **honestly in Standard English**, and **in your own words**. Do not use any external aid, such as Artificial Intelligence or Ghostwriting; doing so may have a negative impact on your application.

This section has a character reply limit, so avoid verbose answers and write straight to the point.

What is your motivation for coming to NUS? Why is this programme of interest to you? How do you think it will help your career or affect your trajectory?*

(500 - 1000 characters) 0 / 1000

[Save](#)

Step 11: Provide Next-of-Kin information

1. Provide a valid contact of your next-of-kin for emergency purposes. The country and area codes are **not** required if you are providing a Singapore number.

Next-of-Kin Information

Name of Next-of-Kin / Guardian *			Relationship with Applicant *		
SALLY YEO			MOTHER		
Telephone *			Handphone *		
country	area	number	country	area	number
country	area	61234567	country	area	81234567

If you have provided a Singapore number, leave the Country and Area Code blank

Country and area codes are not required for Singapore number

Step 12: MOE Tuition Fee Subsidy Pre-Declaration of Eligibility

1. You are required to make your declarations honestly. For **Singapore Citizens or Singapore Permanent Residents**, select **ONE** of the options that apply to you:

MOE Tuition Fee Subsidy Declaration Form – Step 2

I declare that the information provided by me in this declaration form is true and accurate, and I have not deliberately or wilfully omitted to provide any information that would render me ineligible to receive Tuition Fee Subsidy. I understand that false declaration is a criminal offence that may be punishable with a jail term and/or fine. Should I be found to have provided a false declaration, I will not be eligible to receive the Tuition Fee Subsidy for my course of study or any future course of study.

Please select the option that applies to you: *

<input type="radio"/>	I have not received any Tuition Fee Subsidy or other sponsorship/subsidy from the Singapore Government previously for an undergraduate degree/course of study at a higher level. a. I wish to receive a Tuition Fee Subsidy and pay subsidised tuition fees for my new course. b. I agree to pay non-subsidised fees if I subsequently become ineligible for the Tuition Fee Subsidy during the period of my new course.
<input type="radio"/>	I have received a Tuition Fee Subsidy or other sponsorship/subsidy from the Singapore Government previously for an undergraduate degree/course of study at a higher level, but I did not graduate / have not graduated from the course. a. I am aware that the Tuition Fee Subsidy or other Government sponsorship/subsidy that I have previously received will be taken into consideration in assessing my Tuition Fee Subsidy eligibility for my new course. b. I agree to pay non-subsidised fees for my new course if I am assessed to be ineligible for Tuition Fee Subsidy.
<input type="radio"/>	I have received a Tuition Fee Subsidy or other sponsorship/subsidy from the Singapore Government previously for an undergraduate degree/course of study at a higher level, and I have graduated from the course. a. I am aware that I am ineligible for Tuition Fee Subsidy for my new course. b. I agree to pay non-subsidised fees for my new course.

Select this option if you have **NOT enrolled** in an undergraduate programme in a local university in Singapore.

Select this option if you **HAVE enrolled** in an undergraduate programme in a local university in Singapore but **did not complete** your studies.

Select this option if you **HAVE GRADUATED** from a local university in Singapore.

For **International/Foreign students**, select ONE of the options that apply to you:

MOE Tuition Fee Subsidy Declaration Form – Step 2

I declare that the information provided by me in this declaration form is true and accurate, and I have not deliberately or wilfully omitted to provide any information that would render me ineligible to receive Tuition Fee Subsidy. I understand that false declaration is a criminal offence that may be punishable with a jail term and/or fine. Should I be found to have provided a false declaration, I will not be eligible to receive the Tuition Fee Subsidy for my course of study or any future course of study.

Please select the option that applies to you: *

<input type="radio"/>	I acknowledge that I am ineligible for the Tuition Fee Subsidy for my BTech/BIT course, and I agree to pay non-subsidised fees throughout my course of study. If I do apply and obtain my Citizenship / Permanent Residency in Singapore during my course of study, I must submit the MOE Tuition Fee Subsidy Declaration of Eligibility Form along with the NRIC/NRIC collection slip to SCALE Finance by the end of the first week of the new semester start date.
<input type="radio"/>	I am in the midst of applying for a Citizenship / Permanent Residency in Singapore. I acknowledge that I must submit the MOE Tuition Fee Subsidy Declaration of Eligibility Form along with the NRIC/NRIC collection slip to SCALE Finance by the end of the first week of the semester start date in order to be eligible for the Tuition Fee Subsidy for my BTech/BIT course. Otherwise, I will be liable to pay non - subsidised fees in the upcoming semester.

Select this option if you have **NOT applied** for Citizenship/Permanent Residency in Singapore. Note that Tuition Fee Subsidy is not applicable to you.

Select this option if you **HAVE applied** for Citizenship/Permanent Residency in Singapore.

Step 13: Declaration

1. Should you have any health declaration or past offences, current criminal or disciplinary proceedings to be made, please specify in detail. If you do have a medical condition, official medical records are to be submitted for verification.

Step 14: Check and submit your application

1. Section marked with a cross implies the particular section in your application is incomplete. You are to re-visit the section and complete it.
2. If you have completed all required sections in the application (i.e., tick in all sections), you may click [\[Submit\]](#) to proceed.

✓ National Service (NS) Information

✓ Education

✗ Employment

Please upload Previous Employment Document.

✓ Next-of-Kin

Step 15: View, print and make payment for your application

1. Check and ensure all details provided in the application are correct. You may make changes to your application by clicking [\[Edit\]](#) at the top right corner.
2. To print a copy of your application for reference, click [\[Print\]](#).
3. If there are no changes to be made, click [\[Payment\]](#) to proceed and complete your submission.

Status	Application Number : 20200019	Edit	Payment	Print
View and Print	Selection of Programmes			
Change Password	I wish to apply for	Bachelor of Technology (Mechanical Engineering)		
Logout		Bachelor of Technology (Electronics Engineering)		

Step 16: Payment of Application Fee

1. A summary of the programmes applied, and the total application fee payable will be stated.
2. Select your payment method and click [\[Proceed to Payment\]](#).
3. Follow the instruction on the screen to complete your application fee payment.
4. Once payment has been made successfully, you will receive an email with the e-receipt attached.

⚠ NOTE: Your application will only be processed after the application fee is received. The application fee is non-refundable and non-transferable.

Payment of Application Fee

Application Number	20200017
Official Name	YEO WEILING
Address	
Programme(s) Applied	
Bachelor of Technology (Mechanical Engineering)	\$53.50
Bachelor of Technology (Electronics Engineering)	\$53.50
Total fee payable:	\$107.00

Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while proceeding payment.

Proceed to Payment