

Singapore Institute of Technology

MATRICULATION GUIDE

AY2023/2024 Undergraduate Programmes

By Registrar's Office Date: 17 April 2023



TABLE OF CONTENTS

Page



1.	Compulsor	steps to complete	your Matriculation	3-12
	Compusory	Varebailo complete	your maniculation	J-12

- **Step 1:** Account Activation
- **Step 2:** <u>Student Verification</u>
- **Step 3:** Matriculation Fees Payment
- Step 4: Online Declarations & Document Submission
- **Step 5:** Indemnity Form
- Step 6: Information for International Students
- **Step 7:** MOE Tuition Grant (TG) Application For Singapore Permanent Residents (PR) and International Students (IS) Only
- Step 8: Setting-up Student Bank Account

2.	Financial Aid	12
		15
	a. Loans	

- **b.** Assistance Schemes
- c. Bursaries/Grants
- d. SkillsFuture Credit

9. Summary of Useful Contacts and Timelines

3.	Transfer of Credits and Module/Course Enrolment	16
4.	<u>Undergraduate Concession Card</u>	17
5.	Collection of SIT Student card	18
6.	SIT First Year Experience and other activities	18
7.	Student Frequently Asked Questions	19
8.	My Matriculation Checklist	20

SINGAPORE INSTITUTE OF TECHNOLOGY

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1. COMPULSORY STEPS TO COMPLETE YOUR MATRICULATION

STEP 1 - ACCOUNT ACTIVATION

Please click here to login to the Acceptable Use Policy (AUP) portal

For **Alumni** and **existing students**, please use your current SIT account password to login to Acceptable User Policy (AUP) portal. If you have forgotten your SIT account password, please reset the password before you login.

For **new** students, the Student ID will be given in the Matriculation Letter and password will be sent via a separate email. You will then be prompted to change your password at this step.

Please click here to login to your account in Student Intranet

• If you have changed the password in the AUP portal, please use the new password.

On the Student Intranet page, please click on the IN4SIT icon account in IN4SIT



• If you have changed the password in the AUP portal, please use the new password.

Please click here to login to your SIT Email Account

- Username is your <u>StudentID@sit.SingaporeTech.edu.sg</u>
 (e.g. 2100000@sit.singaporetech.edu.sg).
- If you have changed the password in the AUP portal, please use the new password.

Wireless Access

• User Guide can be found <u>here</u>.

If you encounter any problem logging in, you may contact IT Helpdesk as follows:

IThelpdesk@SingaporeTech.edu.sg

Operating Hours

6592 8511 option 2

Monday to Thursday: 8.00am to 6.30pm

9 10 Dover Drive, Singapore 138683

Friday: 8.00am to 6.00pm

Closed on Weekend and Public Holiday



STEP 2 - STUDENT VERIFICATION



Deadline:

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degree
9 June 2023	30 June 2023

Student must complete the Student Verification and acknowledge your acceptance by the stipulated deadline. Failing so, SIT reserves the right to nullify the Offer Letter.

Login to Student Intranet >



> Pre-Matriculation Details > **Student Verification**

Student Verification



- a. Please indicate your acceptance/rejection of the offer.
- b. Verify your previous Academic Qualification details. If there are any changes to be made, please email to adm@SingaporeTech.edu.sg for assistance.
- c. Verify and update your National Service Information, Contact Information and Parent/Guardian Details.
- d. Upload your photograph. Please note that the photograph will be printed on the SIT Student Card.
- e. Do ensure that your photograph adheres to the requirements. You may click here for the photo specifications. Failure to meet the requirements will delay the processing of your SIT Student Card and the subsequent completion of your matriculation exercise.
 - (If the photograph is rejected, an email notification will be sent to you and you are required to re-submit a new photograph **by the stipulated deadline stated in the table above.)**
- f. Verify your Tuition Grant information.
- g. If you have studied in any of the local Autonomous Universities, click on Add Education Record to indicate the details.

For enquiries regarding the student verification, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg.



STEP 3 - MATRICULATION FEES PAYMENT



Deadline:

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degree
9 June 2023	30 June 2023

Students to make payment by the stipulated deadline. Failing so, SIT reserves the right to nullify the Letter of Offer.

Login to <u>Student Intranet</u> >



> Pre-Matriculation Details > Matriculation Fee Payment

Matric Fee Payment



- a. You are required to pay a one-time, non-refundable Matriculation Fee of **\$\$54** (inclusive of GST).
- b. The payment is to be made online using Internet Banking / Debit / Credit card.
- c. For any technical problems encountered in using the SIT online payment portal, please email to <a href="https://linear.org/linear

(Note: Please check that the pop-up blocker has been disabled to facilitate your payment)

For enquiries regarding payment matters, please contact Student Finance at 6592 8149 or Studentfinance@SingaporeTech.edu.sg



STEP 4 - ONLINE DECLARATIONS & DOCUMENT SUBMISSION



Deadline:

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degree
9 June 2023	30 June 2023

Students must submit all required declarations and submit all documents by the stipulated deadline. Failing so, SIT reserves the right to nullify the Letter of Offer.

Login to Student Intranet > M4811



> Pre-Matriculation Details > **Declaration & Doc Submission**

Declaration & Doc Submission



- a. All compulsory forms can be downloaded by logging into Student Intranet (IN4SIT > Declaration & Doc Submission).
- b. **Student Undertaking Declaration** (Applicable to all students (regardless of age).

Students 18 years old and above	Students below 18 years old
Please complete the student Undertaking Declaration online*.	A softcopy of the completed and duly signed form is to be uploaded into IN4SIT with the following attachments:

c. **Student Honour Code Declaration** (Applicable to all students (regardless of age).

Students 18 years old and above	Students below 18 years old
Please complete the Student Honour Code Declaration online.	Download the soft copy of the form, and upload the completed form into IN4SIT.

*(Student Intranet > IN4SIT > Declaration & Doc Submission > Undertaking & Honor Code)



- d. **SIT Medical Examination Form**, the matriculation medical examination is applicable to all students.
 - i. Students who have accepted the offer by Singapore Institute of Technology (SIT) are required to clear the **MANDATORY** matriculation medical examination before they can be successfully matriculated as a student into SIT.
 - ii. Apart from the standard medical screening, certain programmes require additional screening(s) or vaccination(s). This information can be found in the Mandatory Medical Clearance document your SIT Admission Exercise: https://www.singaporetech.edu.sg/sites/default/files/Mandatory_Medical_Clearance.pdf
 - iii. In addition to the mandatory screening, students enrolling into the **Pharmaceutical Engineering Programme** are strongly advised to screen for Hep B and Hep C, as any related medical condition may affect your employment in some bio-pharma industries.
 - iv. For **Health Sciences programmes**, Ministry of Health (MOH) has mandated all healthcare students to be fully vaccinated against COVID-19.
 - v. It is compulsory for you to read the instructions given in the SIT Matriculation Medical Examination Form.
 - vi. Students are strongly advised to go for the matriculation medical examination with SIT appointed healthcare provider, where students are given special preferential rates.
 - vii. Upon completing the matriculation medical examination with SIT appointed healthcare provider, SIT will receive the completed reports and supporting documents in softcopy and there is no action required from students. Students who wish to retain the original copy of your medical reports may collect the report directly from the clinic.
- f. Authorization of Medical Procedures Form
 - i. Applicable to Singapore Permanent Residents and International Students below the age of 21 ONLY.
 - ii. **A softcopy** of the completed and duly signed form is to be uploaded to the IN4SIT.

For enquiries on the submission of the compulsory forms, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg.



STEP 5 - INDEMNITY FORM



Deadline:

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degree
9 June 2023	30 June 2023

Students must complete the Indemnity Form by the stipulated deadline. Failing so, SIT reserves the right to nullify the Letter of Offer.



Indemnity Form



Applicable to all students of all age groups

Students 18 years old and above (As at date of submission)	Students below 18 years old (As at date of submission)
Read through the Indemnity Form, acknowledge and submit for confirmation	Download a copy of the Indemnity Form and read through it. Signature is required from the student and a parent/ guardian. Once completed, upload the form and click on Submit.

For enquiries, please contact Student Life at 6592 1191 or SLD@SingaporeTech.edu.sg



STEP 6 - INFORMATION FOR INTERNATIONAL STUDENTS



A. Student's Pass application

- i. Applicable to International Students ONLY.
- ii. Please proceed to submit your Student's Pass application after you receive an email notification from SIT Admission & Financial Aid Division (Adm@SingaporeTech.edu.sg) with the information required to access the SOLAR system to submit your E-Form 16.
- iii. If your application is approved, a copy of the In-Principle Approval (IPA) letter will be sent to you via email.
- iv. You are advised to read the IPA letter carefully and prepare the required documents/items before proceeding to ICA to collect the Student Pass.

B. ICA Medical Examination Form

- i. It is compulsory that International Students complete both the ICA Medical Examination Report (for the issuance of a Student's Pass) **AND** SIT Matriculation Medical Examination form (to be matriculated as a SIT Student). Please click <u>here</u> to download the ICA Medical Examination form.
- ii. If you are doing your medical screening at SIT appointed clinic, please arrange with the clinic to collect your ICA Medical Examination Report directly from them.
- iii. The ICA Medical Examination Report must be submitted to ICA upon the collection of the Student's Pass. Original copies of the laboratory report for HIV and the X-ray reports must be attached to the medical report should the medical examination and testing be carried out overseas. At the time of submission, the laboratory reports must not be dated more than three months from date of issue.
- iv. Please refer to ICA website (https://www.ica.gov.sg/reside/STP/collect) for more information.

For enquiries on Student Pass Application related matters, please contact the Admission & Financial Aid Office at 6592 1136 or adm@singaporetech.edu.sg.

For medical examination related enquiries, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg





STEP 7 - MOE TUTION GRANT (TG) APPLICATION (For Singapore Permanent Residents (PR) and International Students (IS) Only)

A. MOE Tuition Grant for Singapore Permanent Residents (PR) and International Students (IS).

MOE TG APPLICATION AND AGREEMENT SIGNING		
Applicable	PR and IS only	
TG Application Period	August 2023* (To be confirmed)	
How to Submit	Online submission via MOE TGonline website (refer to MOE TGonline Application Guide for more details)	
TG Agreement Signing	August 2023* (To be confirmed)	
Important Note	PR/IS who fail to apply for MOE TG and sign the TG agreement will pay non-subsidised tuition fees for the entire duration of their candidature with SIT.	

^{*}If there are changes to the scheduled dates, you will be informed by email

- B. MOE Tuition Grant for Singapore Citizens (SC)
 - i. Eligible SC do not need to submit an application for MOE Tuition Grant. They will be automatically awarded Tuition Grant, if they have not previously taken a Tuition Grant or received sponsorship/scholarship from the Government of Singapore to attain another qualification at an equal or higher level.

For enquiries regarding MOE TG online Application, please send in your enquiries to TG Enquiry Form.

For enquiries on MOE TG Agreement Signing, please contact Registrar's Office at 6592 2091 or Registrar@SingaporeTech.edu.sg



STEP 8 - SETTING-UP STUDENT BANK ACCOUNT

Deadline:

Culinary Institute of America (CIA)	All Other SIT, SIT Joint and Overseas University Degree
9 June 2023	30 June 2023

GIRO is the main payment mode for deduction of Tuition & Related Fees as it is convenient and secured. Please set up your bank account by the stipulated deadline shown above.

a. How to Set-Up the **DEBIT Bank Account**

Method 1: Online Interbank GIRO Application through DBS/POSB Internet Banking portal

- i. For DBS/POSB Internet Banking Account Holder, please apply through DBS/POSB Internet Banking portal.
- ii. Upon login, look for the tab "Pay", and select "Add GIRO Arrangement" from the dropdown options.
- iii. Select SIT as "Billing Organisation", enter your Student ID under "Bill Reference" and submit.
- iv. The Bank will notify SIT if the application is successful.
- v. No hard copy form to be submitted.

Method 2: Manual GIRO Form Submission through IN4SIT

- i. Please apply through Student Intranet> IN4SIT> Profile> Debit Bank Account Details, click on "Add a New Debit Bank Account" and fill in the details.
- ii. For accounts operated by thumbprint, please complete the form, print and get the thumb print impression verified at the bank prior to mailing the form.
- iii. For accounts operated by signature, please complete the form, print and obtain signature.
- iv. Please mail the completed signed hardcopy form to 10 Dover Drive Singapore 138683 & attention to "Finance Division (Accounts Receivable)".
- v. Notification of application status will be sent to your SIT email account.

b. How to Set-Up your Credit Bank Account / PayNow (for students to receive payment from SIT)

i. Please submit through Student Intranet> IN4SIT> Profile> Credit Bank Account Details. No hard copy form to be submitted.

For enquiries regarding the setting up of the student bank account, please contact Student Finance at 6592 8149 or StudentFinance@SingaporeTech.edu.sg





2. FINANCIAL AID

A. LOANS



Loans/ Information	CPF Education Loan Scheme	Tuition Fee Loan (TFL)	SIT Study Loan (SL)
For more details	Please click here to visit SIT website. For further enquiries, please refer to CPF Board website www.cpf.gov.sg.	Please click here to visit SIT Website. For further enquiries, please contact DBS at 6333 0033.	Please click here to visit SIT Website.
Eligibility	Applicable to undergraduate students who are receiving the MOE Tuition Grant.	Applicable to Singapore Citizens (SC)/Permanent Residents (PR) full-time undergraduates. Applicable to International Students (IS) who are receiving the MOE Tuition Grant.	
Application Period	16 June 2023 to 11 August 2023	Available throughout the year.	1 July 2023 to 15 August 2023
How to submit	Please submit online application at CPF website: www.cpf.gov.sg.	Login to Student Intranet >	Login to Student Intranet >



B. ASSISTANCE SCHEMES



Schemes/ Information	Post-Secondary Education Account (PSEA)	MENDAKI Tertiary Tuition Fee Subsidy (TTFS)
For more details	Please click here to visit SIT website. Please contact MOE at 6260 0777 or contact@moe.gov.sg. If you have an approved PSEA Standing Order from your Polytechnic studies and wish to discontinue the usage of PSEA funds for payment of SIT Tuition and Miscellaneous Fees, you will need to submit a PSEA Standing Order Termination Form to MOE to prevent future billing deductions.	Please click here to visit SIT website. Please contact YAYASAN MENDAKI at 6245 5555 or mendaki@mendaki.o rg.sg.
Eligibility:	Applicable to SC with available PSEA	Applicable to SC Malay undergraduates who are receiving the MOE Tuition Grant.
Application Period:	Available throughout the year.s	Application Period 1: 1 June 2023 to 30 July 2023 Application Period 2: 21 November 2023 to 15 December 2023
How to submit	Log on to FormSG or scan the QR code below to apply online with your SingPass. The form is to be completed by either: the account holder (the student), if he/she is 21 years old or above; OR a parent, if the account holder (the student) is below 21 years old. For students who are using their sibling(s)' PSEA account or guardian for student below 21 years old, please fill up the PDF form, sign, scan in .docx/.pdf/.tiff format, and email it to FAS@SingaporeTech.edu.sg.	Submit an Online Application at Mendaki website: www.mendaki.org.s g.



C. BURSARIES & GRANTS



Bursaries & Grants/ Information	Public Bursaries	Donated Bursaries and Study Grants	
Туре	Higher Education Community Bursary Higher Education Bursary For details on their respective eligibility criteria and award quantum, please click here to visit the SIT Website.	For the full list of bursaries and grants along with their details on their respective eligibility criteria, award quantum and usage conditions, please click here to visit the SIT Website.	
Eligibility	SC only		
Application Period	1 July 2023 to 31 August 2023 Please click <u>here</u> to visit SIT Website for more details.		
How to submit	Login to > Financial Aid and Scholarships > Financial Aid Application		



D. SKILLS FUTURE CREDIT

SkillsFuture Credit		
Application	Students interested are to submit the online application at Skillsfuture Credit Portal: https://www.myskillsfuture.gov.sg/	
Eligible	Applicable to Singapore Citizens aged 25 and above.	
Application Period	Application period is 60 days before the start of the semester or trimester. Application will close once the semester or trimester commences.	
For Enquiries	Please contact Student Finance at 6592 8149 or StudentFinance@SingaporeTech.edu.sg	



3. TRANSFER OF CREDITS AND MODULE/COURSE ENROLMENT

- a. Students under the below programmes are required to submit Transfer of Credits application via IN4SIT:
 - i. Selected SIT & SIT Joint-Degree Programmes
 - ii. DigiPen Arts Programmes
- b. Students enrolled under the Overseas University (OU) Programmes, are to check with the respective OUs directly.

The above-mentioned is subject to changes.

	Transfer of Credits	Module/Course Enrolment
Information	Students are to submit their application via IN4SIT within the specified period. The programme administrator will send additional information on Transfer of Credits to student's SIT email address.	Students reading some programmes will have modules/courses pre-enrolled by the university. Otherwise, an email announcement on Module/Course Enrolment will be sent to student's SIT email address to register for modules/courses via IN4SIT.
Application/Enrolment Period	10 July 2023 - 18 July 2023	Early to Mid-August 2023
How to submit	Login to Student Intranet > IN4SIT > Course Management > Credit Exemptions / Transfer	Login to <u>Student Intranet</u> > IN4SIT> Course Management > Enrolment > Enrolment Dates
Reference Guides	Login to Student Intranet > Policies and Guides > IT Support & System Guides > IN4SIT Transfer of Credits Guide	Login to Student Intranet > Policies and Guides > IT Support & System Guides > IN4SIT Module Registration Guide
Important Note	The "Course Management" tile is only visible if you have received an email notifying that you have been matriculated into the programme.	

The above-mentioned is subject to changes.

For enquiries, please contact Registrar's Office at 6592 2091 or ModuleRegistration@SingaporeTech.edu.sg.



4. UNDERGRADUATE CONCESSION CARD

Concession Card Application Dates

Card application for new students	Schedule
For collection at/distribution by SIT Apply via the following platforms: TransitLink Ticket Offices (TLTOs)/ TransitLink website/ TransitLink SimplyGo mobile app	• 10 July 2023 - 31 July 2023
For distribution by TransitLink Apply via the following platforms: TransitLink website/ TransitLink SimplyGo mobile app	1 August 2023 onwards (Card Application will not be available between 28 - 31 August 2023)

A. **Application Procedure & Eligibility** for AY2023/24 Freshmen



- i. SIT undergraduate students can enjoy travel concession privileges.
- ii. Please check your application eligibility via <u>TransitLink</u> website before proceeding to apply for your concession card from **10 July 2023** onwards.
- iii. For online or mobile applications, please follow the step-by-step instructions during the application process.
- iv. There is a <u>32-character limit</u> (including spacing) for the number of characters in the name field on the Undergraduate Concession Card.

B. **Documents required** for the application of your concession card:

- Original NRIC/Passport for Singapore Citizen; or
- Original NRIC/Re-entry Permit for Singapore Permanent Resident; or
- Original Passport and Foreign Student Pass (FIN) for foreign student.

C. **Cost** of application:

Card cost (non-refundable)	S\$5.00
Personalisation Fee** (non-refundable)	S\$3.10
TOTAL	S\$8.10

^{**} Subject to changes

D. Concession Card Collection

- i. Students will be notified through their SIT email account on the card collection details if they have submitted their application between **10 July 2023** and **31 July 2023**.
- ii. TransitLink requires a processing time of 3-4 weeks upon submission of the online application.
- iii. For guidelines, usage and loss or replacement of the Undergraduate Concession Card, please visit the <u>TransitLink</u> website.



5. COLLECTION OF SIT STUDENT CARD



Students will be informed on the collection details in due time.

For enquiries, please contact Registrar's Office at Matriculation@SingaporeTech.edu.sg

6. SIT FIRST YEAR EXPERIENCE AND OTHER ACTIVITIES



The Student Life Division at SIT is committed to providing students with as many platforms as possible to help shape students into changemakers and capable leaders who embody the SIT-DNA, competent in executing their objectives, and compassionate in their actions. We seek to develop individual student and industry competencies through club, committee, campus, and community activities.

Through key events throughout the year, Student Life aims to amalgamate the melting pot of students in SIT into individuals who process a SITizen identity by providing a vibrant and engaging campus life.

Do stay tuned for updates on the Freshmen Orientation and other exciting first year experience activities we have in plans for you, via email (personal email account registered during admission phase & SIT official account), SMS and our Student Life Instagram account ((https://www.instagram.com/sit.studentlife/). Updates will be provided by last week of June 2023.

For enquiries, you can contact Student Life at 6592 1191 or SLD@SingaporeTech.edu.sg.



7. STUDENT FREQUENTLY ASKED QUESTIONS



Students may refer to the Student FAO for further information on the AY2023 matriculation exercise.



8. MY MATRICULATION CHECKLIST

You are encouraged to use the below checklist to ensure you have completed all the relevant items under the matriculation exercise.

Item	Description C			
1.	I have activated my student account			
2.	I have completed my Student Verification			
3.	I have completed the Undertaking and Student Honour Code Declaration			
4.	My photo submission has been accepted			
3.	I have paid my matriculation fee			
4.	I have submitted the required forms: a. Student Undertaking Form (only for students < 18years) b. Student Honour Code Form (only for students < 18years) c. Authorization of Medical Procedures*^# d. Online Indemnity e. Student's Pass Application ^ f. ICA Medical Examination ^ g. MOE TG Application *^			
5.	I have downloaded the SIT Medical Examination form and clinic info kit			
6.	I have cleared the SIT Medical Examination at the appointed clinic			
7.	I have set by my GIRO bank account in IN4SIT			
8.	I have collected my SIT Student card			

^{*}Singapore Permanent Residents ^International Students #Students below 21years





9. OVERVIEW OF USEFUL CONTACTS AND TIMELINES

Please refer to the Matriculation Guide above for specific instructions.

Division	For enquiries regarding	Useful Websites/Contact Information	Due Date
IT Helpdesk	IT related problems Login issues Reset password	Email: IThelpdesk@SingaporeTech.edu. sg Tel: 6592 8511 option 2	Nil
Registrar's Office	Online Matriculation Declaration Submission of Compulsory Documents Student Undertaking Form Student Honour Code Declaration Photo Submission Authorization of Medical Procedures Form (For International Students Only) Clearance of the SIT Medical Examination ICA Medical Examination report	Email: Matriculation@SingaporeTech.ed u.sg	 CIA: 09 June 2023 HSS & All other Programmes: 30 June 2023
	MOE Tuition Grant Application	Email: Registrar@SingaporeTech.edu.sg Tel: 6592 2091	Tentatively in August 2023
	Undergraduate Concession Card	Please visit Transitlink Website for more details www.transitlink.com.sg	 Online application via Transitlink Website: 10 July 2023 - 31 July 2023 Application at TransitLink Concession Card Replacement Office:



			1 September 2023 onwards
	Transfer of Credits Module/Course Enrolment	Email: ModuleRegistration@SingaporeT ech.edu.sg Tel: 6592 2091	 10 July 2023 - 18 July 2023 Early to Mid-August 2023
	Matric Fees Payment		CIA: 9 June 2023HSS & All other Programmes: 30 June 2023
Student Finance	Setting-up Student Bank Account	Email: StudentFinance@SingaporeTech.edu.sq	CIA: 09 June 2023HSS & All other Programmes: 30 June 2023
	SkillsFuture Credit	Tel: 6592 8149	 Application period is 60 days before the start of the semester or trimester. Application will close once the semester or trimester commences.
Admissions	SOLAR No. for Student's Pass Application (For International Students Only)	Email: Adm@SingaporeTech.edu.sg Tel: 6592 1136	Act promptly when you have received the SOLAR No. from Admissions.
Admissions and Financial Aid	Financial Assistance Loans Assistance Schemes Bursaries/Grants Scholarships	Email: Fas@SingaporeTech.edu.sg Tel: 6592 1136 Please visit SIT Website for more details https://www.SingaporeTech.edu.sg	 CPFES: 16 June 2023 - 11 August 2023 TFL: Available throughout the year SL: 1 July 2023 - 15 August 2023 PSEA: Available throughout the year MENDAKI TTFS: Application Period 1:



			2023
			 Bursaries/Grant: 1 July 2023 - 31 August 2023
	Indemnity Form	Email :	CIA: 09 June 2023HSS & Other Programme: 30 June 2023
Student Life	Orientation Information and other activities	SLD@SingaporeTech.edu.sg Tel: 6592 1191	 Please refer to Section 6: SIT Student Orientation and Other Activities for more information.