

Information Technology


Business

Management

Psychology



# SIM LEARNERS APPLICATION AND ACCEPTANCE JOURNEY




## Enquiry & Consultation

Enquire on SIM programmes via call, chat, email, walk-in or attend any SIM Events to make an informed choice

## Prepare Application Documents

Digital copies of educational qualifications, identification, passport-sized photograph and others (as required)




## Submit Online Application

**DURING APPLICATION PERIOD**

Create a SIM account or log in with your SIM ID. Complete and pay the application fee. International applicants must also submit their student pass application.

For submissions at the SIM Campus, we will assist with Programme and Student's pass application. Uploading and verification of documents can be completed on the same day.

**5 WORKING DAYS**




## Document Submission and Verification

Upload all relevant documents. If documents are not in English, translated notarised version is required. Verify documents at SIM Campus or Virtually (Email at [students@sim.edu.sg](mailto:students@sim.edu.sg) / Zoom / OpenCerts where applicable)

If additional documents are required, applicant will be informed via email.

Application Fees	
Local applicants	S\$97.20 *
International applicants	S\$486.00*

Inclusive of GST, does not include all fees related to Student's Pass application

**SUBMIT**

## Application Outcome

Receive application outcome within one month or earlier before the programme commencement

\*Application may take longer to process if assessment by university partner is required


\*Applicant will be informed via email of the outcome

### Local Applicant

**2 WEEKS**

#### Issuance of Student Contract

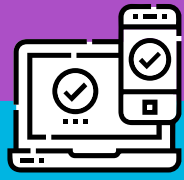
A PEI student contract is issued within 10 days of the offer being made.



**1 WEEK**

#### Acceptance of Student Contract

After accepting your student contract, the matriculation process will kickstart



**1-2 DAYS**

#### Matriculation

After matriculation, you will receive your SIM Student MyMail and access to materials in SIMConnect

### International Applicant

**1 WEEK**

#### Student's Pass (STP) Application E-Form

International applicants who have submitted the STP application, will receive email instructions to complete, sign, upload E-form and relevant documents to Immigration & Checkpoint Authority (ICA) Website within 3 months prior to course commencement

\*During peak months, may take between 1 to 2 weeks to receive email notification

**4-6 WEEKS**

#### Student's Pass (STP) Application outcome & Digital Student's Pass


SIM notifies applicant of Immigration & Checkpoint Authority's (ICA) outcome. If the STP is approved, an In-Principal Approval Letter (IPA) is issued. Applicant is to follow SIM's email instruction to complete formalities with ICA which involves online document submission, payment of issuance fee and making E-appointment to verify document at ICA Building and be issued digital STP.

🌟 Completion of Formalities and Issuance of Student's Pass

**2 WEEKS**

#### Issuance of Student Contract

A PEI student contract is issued within 10 days of the offer being made.



**1 WEEK**

#### Acceptance of Student Contract

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**1-2 DAYS**

#### Matriculation

After matriculation, you will receive your SIM Student MyMail and access to materials in SIMConnect

## Invoice & Payment

Invoice will be issued after enrolment, and the payment to be made by invoice due date



**2-4 WEEKS\***

\*prior to term start

## Enrolment

Enrol for the required modules/classes and view timetable for the semester

## Semester/ Term Commencement

Class commencement as per timetable scheduled



**2-4 WEEKS\***

\*prior to term start

## Freshmen Orientation, Induction & Events

Join us and meet up with your SIM Programme Executives and University Partner Representative

**YASS! I AM A SIM STUDENT!**



The timeframe shown for each activity is only an estimate. Some activities may take longer than listed.