

GUIDELINES FOR STUDENT PHOTO AND SUPPORTING DOCUMENTS

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GUIDELINES FOR PASSPORT – SIZED PHOTO

You may download and use mobile apps to create passport-sized photos. Apps such as "Passport Size Photo Maker" and "IC Photo Singapore" are available on the Android Play Store or Apple App Store.

Before taking your photo, please follow these guidelines:

Required format for student photo: jpg



SP Singapore Polytechnic

Guidelines for Passport-sized photo

- Use a recent passport-sized colour photo (taken within the last 6 months) with Plain White Background.
- Full frontal view of your **head and shoulders**
- Eyes must look at the camera
- Head size take about **70-80 %** of the photo
- Photo must not be distorted / not in proper ratio
- Headgear worn in accordance with religious
- Hair not across and / or covering the eyes / eyebrows
- Photo must be clear / do not upload poor resolution photo
- Do not extract photo from NRIC directly
- Do not take a selfie as the result is not good

GUIDELINES FOR SUPPORTING DOCUMENTS

- Refer to the following guidelines before you scan or take photo of your documents.
- NRIC - front, NRIC - back, Passport and Birth Certificate should be in **jpg, jpeg or png format**.
- All documents must be saved with high resolution and clarity.
- Ensure that each document is properly oriented and positioned.



Dos and Don'ts

1 Document must be clear and in good resolution



Document must be clear and in good resolution

2



3

Document should not have messy background



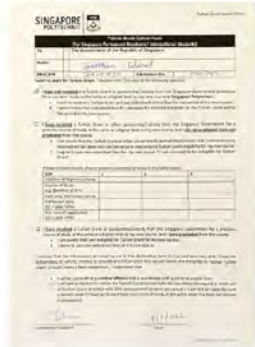
Document should be in proper position

4



5

Document should not have hand holding or shadow on it



TIPS

- Download the [Adobe Acrobat Reader](#) which is free to use for viewing, printing, and signing.
- Required format for documents: pdf
- Max file size: 4 MB for the Enrolment Booklet file
- The rest of the file types: 1MB per file
- Refer to the [Adobe Tutorial](#) on how to compress the “Enrolment Booklet”

Student Administration System

Official (Closed), Sensitive (High)

This service is for applicants who have been offered a course in SP and now need to upload their supporting documents for enrolment.

Student ID:

Notes to all applicants:
 Required format for documents: pdf
 Required format for student photo: jpg
 Max file size: 4MB for the Enrolment Booklet file. 1MB per file for the rest of the file types.
 File name should not exceed 20 characters and special characters are not allowed.

Here is the [Step-by-step guide \(PDF\)](#) on how to upload Admission Supporting Documents for Enrolment.
 Please refer to this [guidelines](#) before you upload your photo and supporting documents.
 Here is a link to the [enrolment forms](#).

Note:
 Please kindly turn off the browser pop up blocker before uploading documents.

- Internet Explorer: Go to Tools, Pop-up Blocker and turn off Pop-up Blocker.
- Safari: Go to Edit and un-check Block Pop-Up Windows option.
- Firefox: Go to Tools, Options, Content and un-check Block Pop-up Windows option. Click OK to close the options window.
- Google Chrome: Select Settings from the Chrome menu on the browser toolbar. Click Show Advanced Settings follow by Content Set Pop-ups section and click Done.

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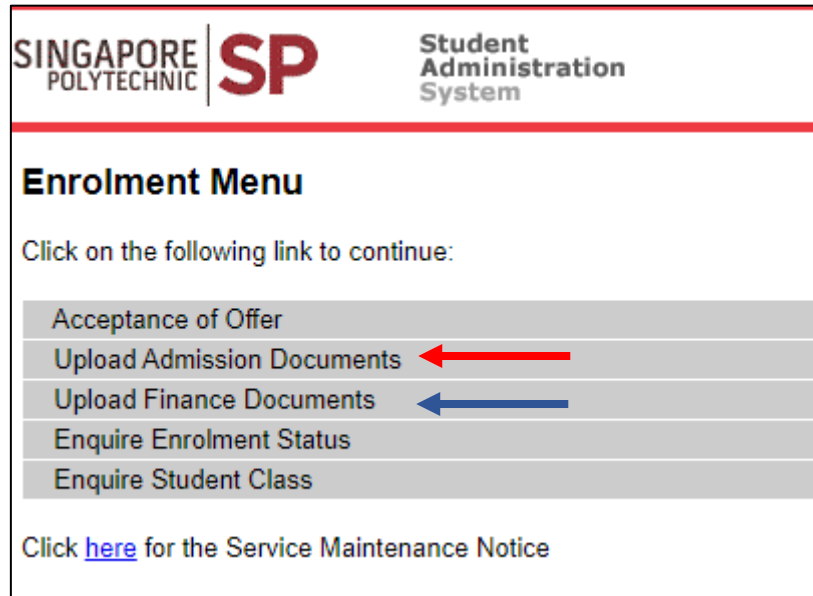
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- Google Chrome: Select Settings from the Chrome menu on the browser toolbar. Click Show Advanced Settings follow by Content Settings in the Privacy section. Select "Allow all sites to show popups" in the Pop-ups section and click Done.

Upload Item	Upload File	Updated On	Upload
Student Photo	<input type="text"/>		<input type="button" value="Upload"/>
Other Supporting Documents	<input type="text"/>		<input type="button" value="Upload"/>
PDF Booklet	<input type="text"/>		<input type="button" value="Upload"/>
RESUME/CURRICULUM VITAE	<input type="text"/>		<input type="button" value="Upload"/>
OTHER SUPPORTING DOCUMENT 2	<input type="text"/>		<input type="button" value="Upload"/>

UPLOAD ENROLMENT DOCUMENTS

- Please go to “Enrolment Menu” at <http://enrolment.sp.edu.sg>
- Select “Upload Admission Documents” or “Upload Finance Documents” by the deadline stated in the offer email.



The screenshot shows the 'Enrolment Menu' of the Student Administration System. At the top, there is a header with the Singapore Polytechnic logo (SINGAPORE POLYTECHNIC | SP) and the text 'Student Administration System'. Below the header, the title 'Enrolment Menu' is displayed. A message says 'Click on the following link to continue:'. There is a list of five menu items: 'Acceptance of Offer', 'Upload Admission Documents', 'Upload Finance Documents', 'Enquire Enrolment Status', and 'Enquire Student Class'. A red arrow points to 'Upload Admission Documents' and a blue arrow points to 'Upload Finance Documents'. At the bottom, there is a link: 'Click [here](#) for the Service Maintenance Notice'.