Step-by-Step Guide:
Joint Acceptance Guide for SUSS Full-Time Undergraduate Programmes

CONTENT

	PAGE(S)
1 – Login Page	3
2 – Applicant Course Selection	4 - 5
3 – Modifying your Acceptance	6 - 7
4 – Lapsed Offers	8
5 – Checking your Acceptance Status	9

(1.1) Upon receiving the offer email from SUSS, log in to the Joint Acceptance Portal (JAP) via the following link: https://jointacceptance.edu.sg/pls/webexe/joint_accept.login to accept the offer.

(1.2) You are required to log in to the portal using your **Application Number**, **NRIC/ FIN/ Passport Number**, and **Date of Birth** in **DD/MM/YYYY** format.

(1.3) Your Application Number can be found in the system generated email with subject title "SUSS Full-Time Undergraduate Programme Application Submitted" which you will receive upon submitting your e-application successfully.
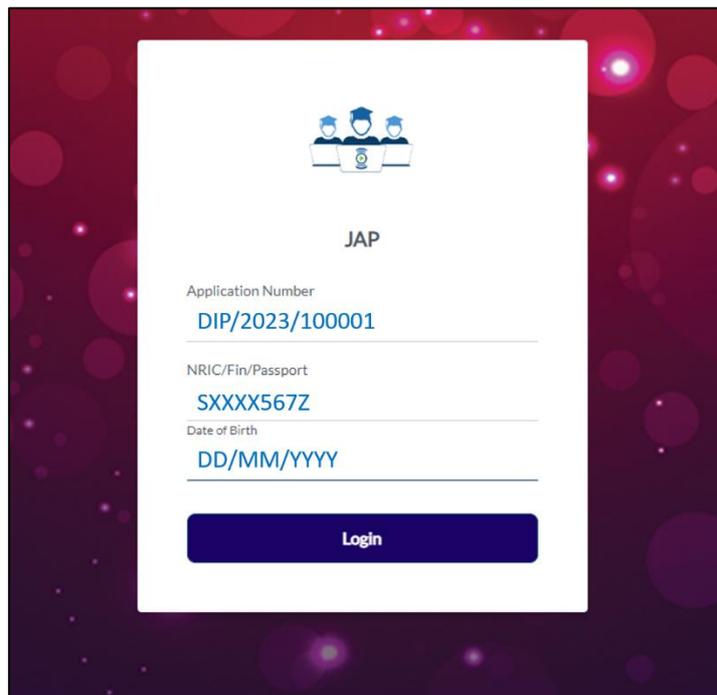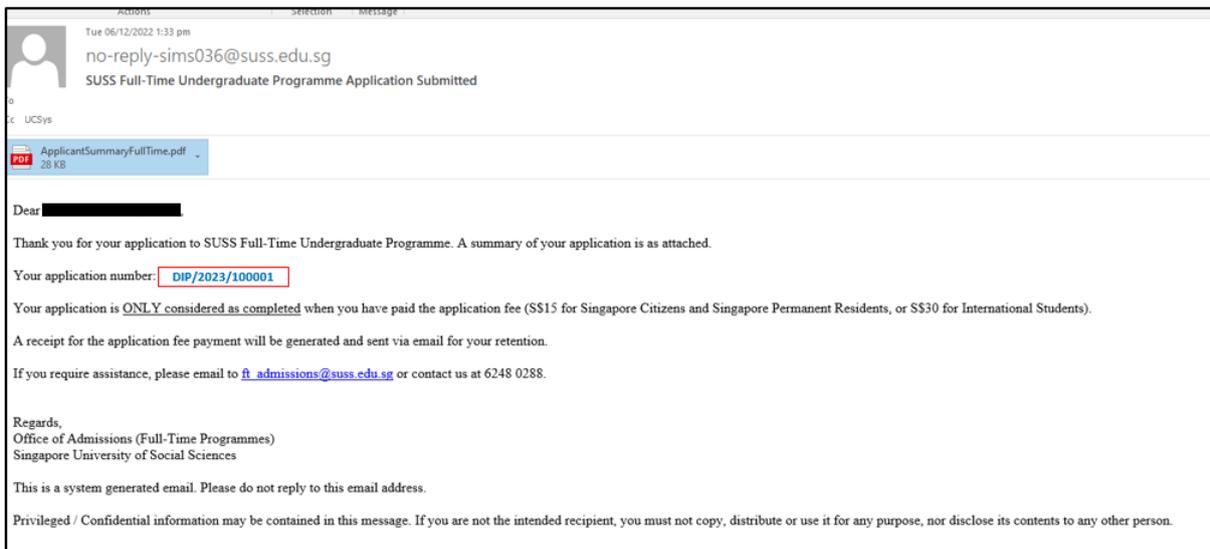
(1.4) If you are not able to log in, please send an email to ft_admissions@suss.edu.sg.

2 – Applicant Course Selection

(2.1)   Once you have successfully login to the JAP portal, the landing page will list all the course offers that you have received from the different Autonomous Universities (AU).

(2.2)   Read the 'Important Note' regarding the acceptance of course with or without Tuition Grant offer.

(2.3)   Select the course that you wish to accept by clicking the checkbox on the left.

(2.4)   If you have declared to opt in to the MOE Tuition Grant Scheme (TGS) in your e-application which subsidises the tuition fees payable, your course offer will reflect the following

SUSS – COURSE (with TG – pay subsidised fees)

(2.5)   If you have declared to opt out from the MOE TGS, your course offer will reflect the following:

SUSS-COURSE (without TG – pay full fees).

(2.6)   You may refer to your 'Applicant Summary' from the above system generated email to verify your declaration. If you have submitted the wrong declaration in your e-application, please email to ft_admissions@suss.edu.sg before proceeding further.

(2.7)   After selecting the course, you will be directed to the confirmation page upon making your selection.

(2.8)   Verify the course that you have selected and click the **'Confirm'** button to complete the acceptance process.

(2.9)   The page will reflect that your acceptance has been registered by JAP.

(2.10) **Verify your acceptance confirmation by** **ensuring that you see the page shown above**. As no confirmation email will be sent out by JAP and SUSS, you are strongly encouraged to take a screenshot and save a copy of the page upon completing the acceptance process. If you do not see this page, it means that your **acceptance confirmation is not complete.** Refer to **(2.8 and 2.9)** for steps to confirm your acceptance and **(5.4)** to verify your acceptance confirmation.

(2.11) Verify again that you have completed the acceptance process before clicking on the **'Logout'** button to exit the JAP.

(3.1)   Applicants may login to the JAP any time during the Joint Acceptance Exercise to modify their course selection. Refer to **(1.2)** for the steps to login to the JAP.

(3.2)   Once you have logged in successfully, the landing page will indicate the course that you have previously selected.

(3.3)   To modify your course selection, click on the **'Modify'** button to return to the 'Applicant Course Selection' page.
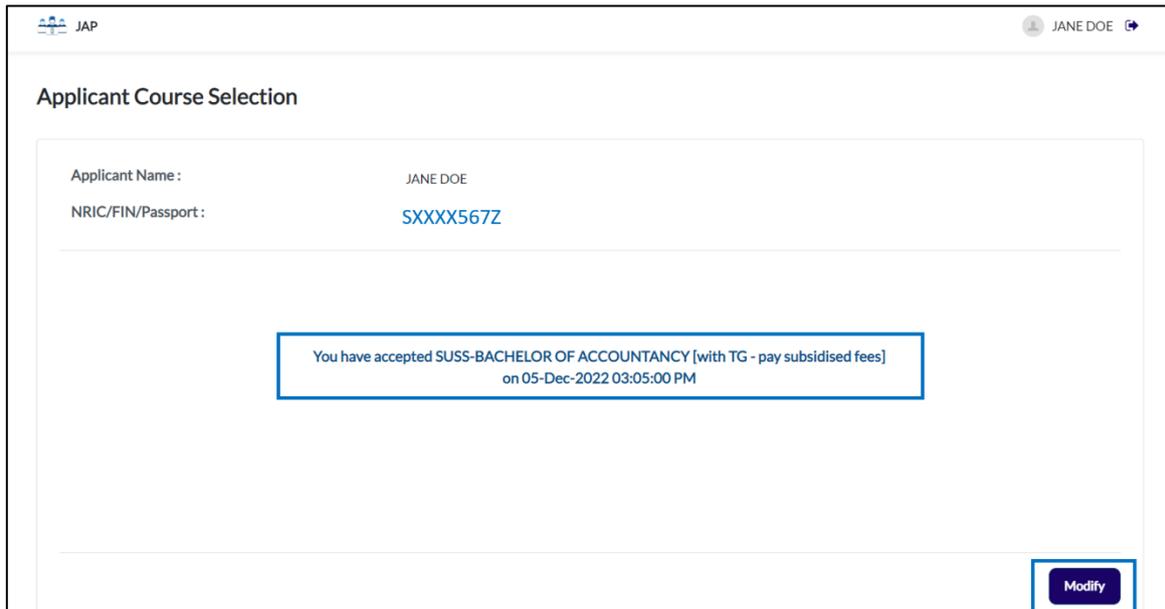
(3.4)   Your previously accepted course will be indicated on the page. To modify your course selection, select one of the other available options.
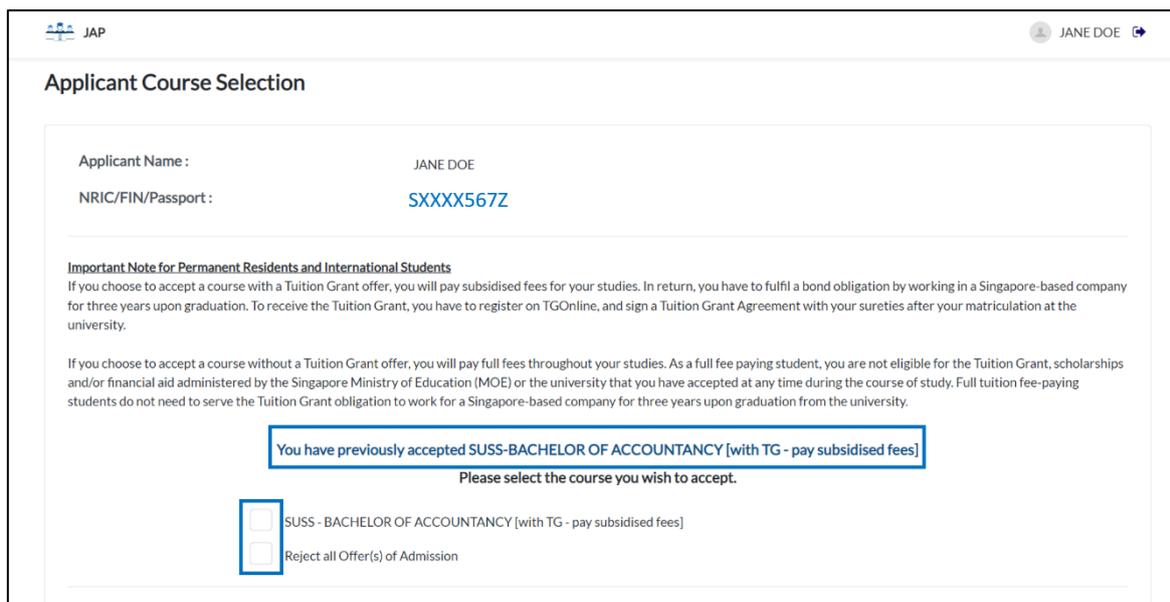
(3.5) After selecting the course that you wish to accept, you will be directed to the confirmation page. Click on the 'Confirm' button to complete the acceptance process.
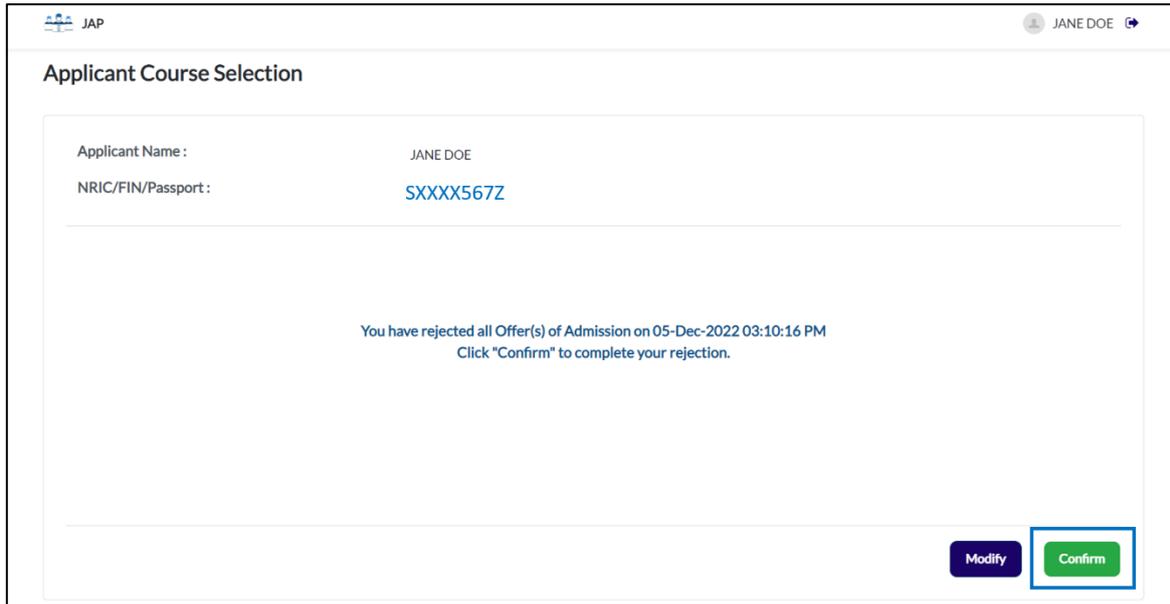
(3.6) The page will reflect the modified selection. As no confirmation email will be sent out by JAP and SUSS, you are strongly encouraged to take a screenshot and save a copy of the page upon completing the acceptance process. Click the 'Logout' button to exit the JAP.
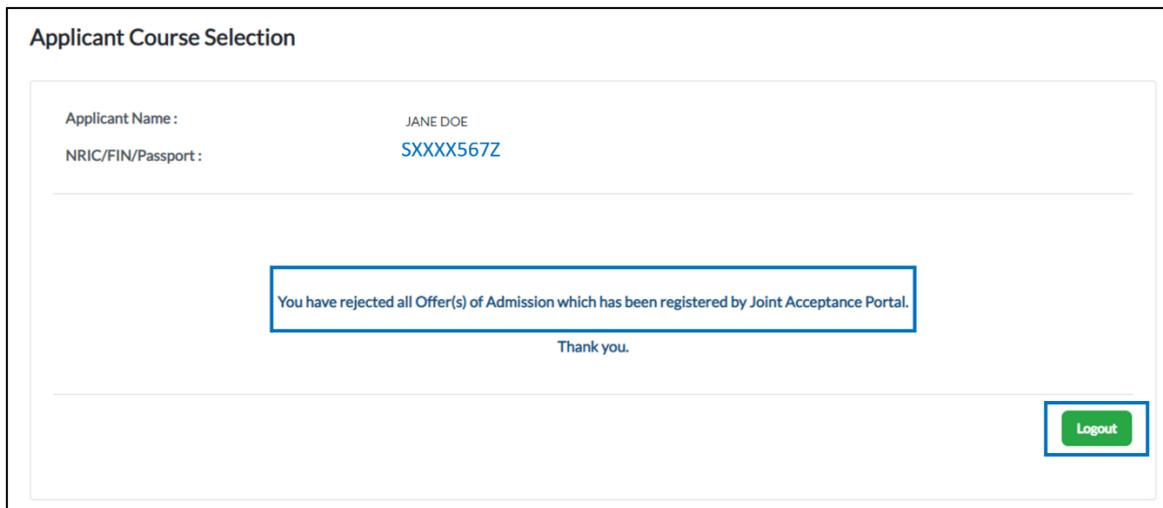
4 – Lapsed Offers

(4.1) Applicants who are issued offer to our programme in the first window of acceptance **must also confirm their acceptance in JAP within the first window of acceptance.** If you do not accept the offer by the stipulated deadline, the offer will be considered as lapsed and cannot be reinstated.

(4.2) Applicants who are waiting for offers from other AUs or appeal outcome from SUSS that may be issued during the second window of acceptance are strongly advised to accept available offers in the first window of acceptance to avoid having their offer considered as lapsed.

(4.3) Applicants who are issued new offers during the second window of acceptance, can login to the JAP to confirm their acceptance for the new offer. Do note that the confirmation of the new offer in the second window will supersede the course offer accepted in the first window of acceptance and the first offer will be considered as lapsed. Applicant will not be able to modify and confirm acceptance for offers received from the first window of acceptance thereafter. Example,

Scenario: Applicant was offered Course A in Window 1 by SUSS and has accepted the offer. Applicant was then offered Course B in Window 2 by SUSS.

In Window 2's landing page (see step 3.4), Applicant can either modify and confirmed acceptance for Course B or do nothing to confirm acceptance to Course A in the JAP.

Once you have click on 'Modify' and confirm your acceptance to Course B in Window 2, you will no longer be able to see and select Course A.

5 – Checking your Acceptance Status

(5.1)   Once you have accepted your offer via the JAP, the information will be updated on SUSS Application Status portal. It will be updated at the end of every working Monday. Should a public holiday fall on a Monday, the status will be updated after the holiday, by the next working day instead.

(5.2)   You can check your acceptance status by logging in to the Application Status portal via the following link:
https://sims1.suss.edu.sg/eService/eapps/onlineapplication/viewapplicationstatuslogin.aspx

(5.3)   Log in to the portal using your primary email address which you have provided in your application, and the Login ID. The Login ID comprises of the **last 4 characters of your NRIC/FIN/Passport No + Date of Birth (DDMM).**

Example: NRIC SXXXX123A and Date of Birth 01/09/1990, your Login ID will be 123A0109

If you are not able to log in, please send an email to ft_admissions@suss.edu.sg.

(5.4)   If you have not accepted any offer via JAP, your acceptance status will indicate **'Pending Acceptance'**.

If you have accepted SUSS, your acceptance status will be updated to '**Accepted SUSS'**.

If you have accepted offers from other AUs, your acceptance status will indicate **'Did not accept SUSS'**.