

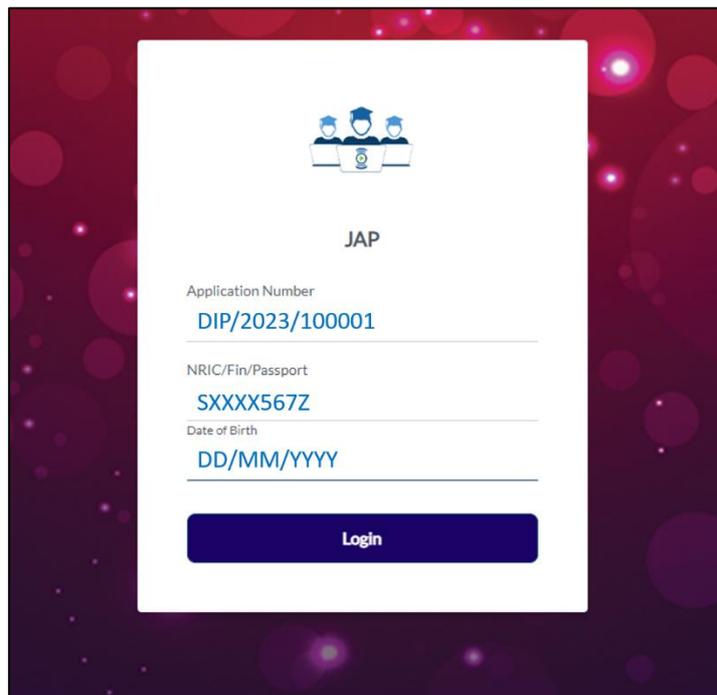
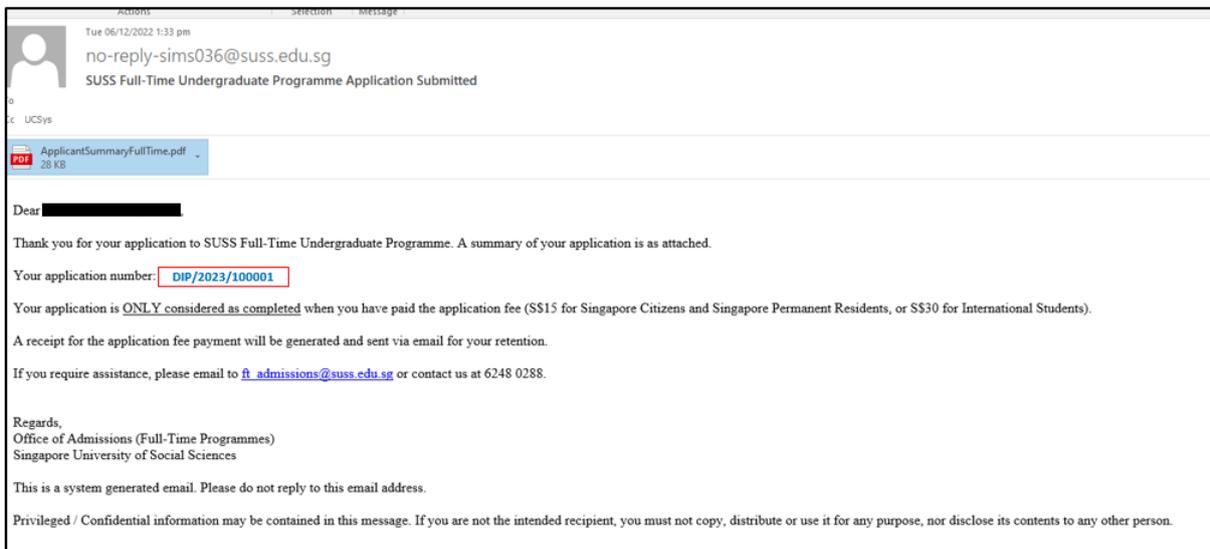
Step-by-Step Guide: Joint Acceptance Guide for SUSS Full-Time Undergraduate Programmes

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1 – Login Page

- (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)

JAP JANE DOE

Applicant Course Selection

Applicant Name : JANE DOE
NRIC/FIN/Passport : SXXXX567Z

Important Note for Permanent Residents and International Students
If you choose to accept a course with a Tuition Grant offer, you will pay subsidised fees for your studies. In return, you have to fulfil a bond obligation by working in a Singapore-based company for three years upon graduation. To receive the Tuition Grant, you have to register on TGOOnline, and sign a Tuition Grant Agreement with your sureties after your matriculation at the university.

If you choose to accept a course without a Tuition Grant offer, you will pay full fees throughout your studies. As a full fee paying student, you are not eligible for the Tuition Grant, scholarships and/or financial aid administered by the Singapore Ministry of Education (MOE) or the university that you have accepted at any time during the course of study. Full tuition fee-paying students do not need to serve the Tuition Grant obligation to work for a Singapore-based company for three years upon graduation from the university.

Please select the course you wish to accept.

SUSS - BACHELOR OF ACCOUNTANCY [with TG - pay subsidised fees]
 Reject all Offer(s) of Admission

- (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).

JAP JACK DOE

Applicant Course Selection

Applicant Name : JACK DOE
NRIC/FIN/Passport : SXXXX567Z

Important Note for Permanent Residents and International Students
If you choose to accept a course with a Tuition Grant offer, you will pay subsidised fees for your studies. In return, you have to fulfil a bond obligation by working in a Singapore-based company for three years upon graduation. To receive the Tuition Grant, you have to register on TGOOnline, and sign a Tuition Grant Agreement with your sureties after your matriculation at the university.

If you choose to accept a course without a Tuition Grant offer, you will pay full fees throughout your studies. As a full fee paying student, you are not eligible for the Tuition Grant, scholarships and/or financial aid administered by the Singapore Ministry of Education (MOE) or the university that you have accepted at any time during the course of study. Full tuition fee-paying students do not need to serve the Tuition Grant obligation to work for a Singapore-based company for three years upon graduation from the university.

Please select the course you wish to accept.

SUSS - BACHELOR OF SCIENCE IN SUPPLY CHAIN MANAGEMENT WITH MINOR [without TG - pay full fees]
 Reject all Offer(s) of Admission

- (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.

The screenshot shows the 'Applicant Course Selection' page. At the top left is the JAP logo and at the top right is the user name 'JANE DOE'. Below the title, there is a form with the following details: Applicant Name: JANE DOE, and NRIC/FIN/Passport: SXXXX567Z. In the center, a message states: 'You have selected SUSS - BACHELOR OF ACCOUNTANCY [with TG - pay subsidised fees] on 05-Dec-2022 03:00:52 PM. Click "Confirm" to complete your acceptance.' At the bottom right, there are two buttons: 'Modify' (purple) and 'Confirm' (green).

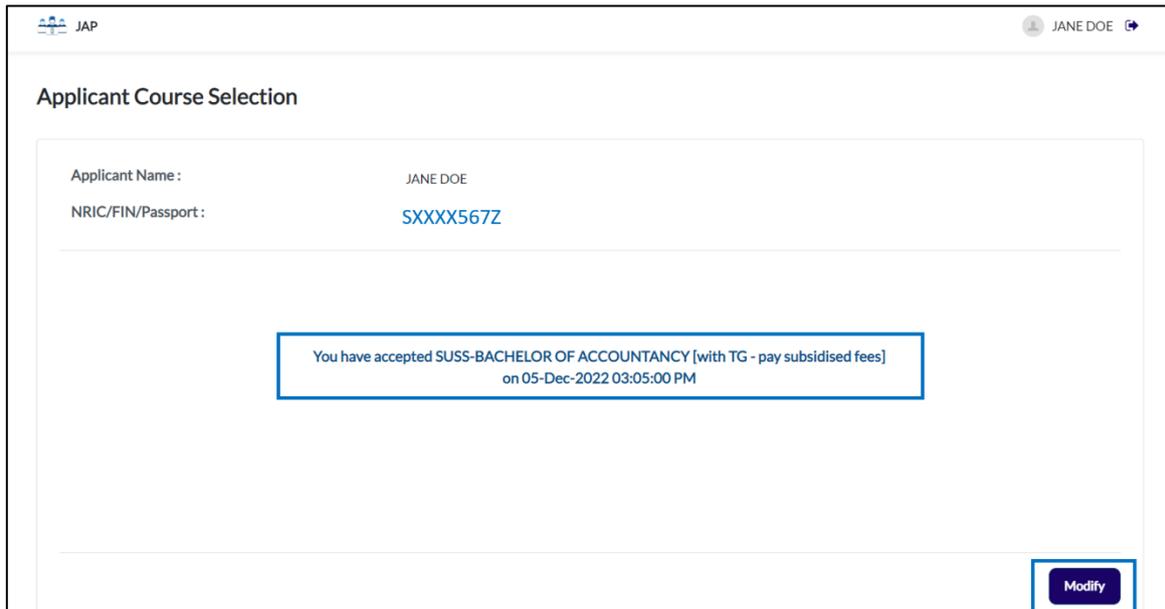
- (2.9) The page will reflect that your acceptance has been registered by JAP.

The screenshot shows the 'Applicant Course Selection' page after confirmation. The user details remain the same: Applicant Name: JANE DOE, and NRIC/FIN/Passport: SXXXX567Z. A central message box states: 'The course you accepted 'SUSS - BACHELOR OF ACCOUNTANCY [with TG - pay subsidised fees]' has been registered by Joint Acceptance Portal'. Below this, it says 'Thank you.' At the bottom right, there is a 'Logout' button (green).

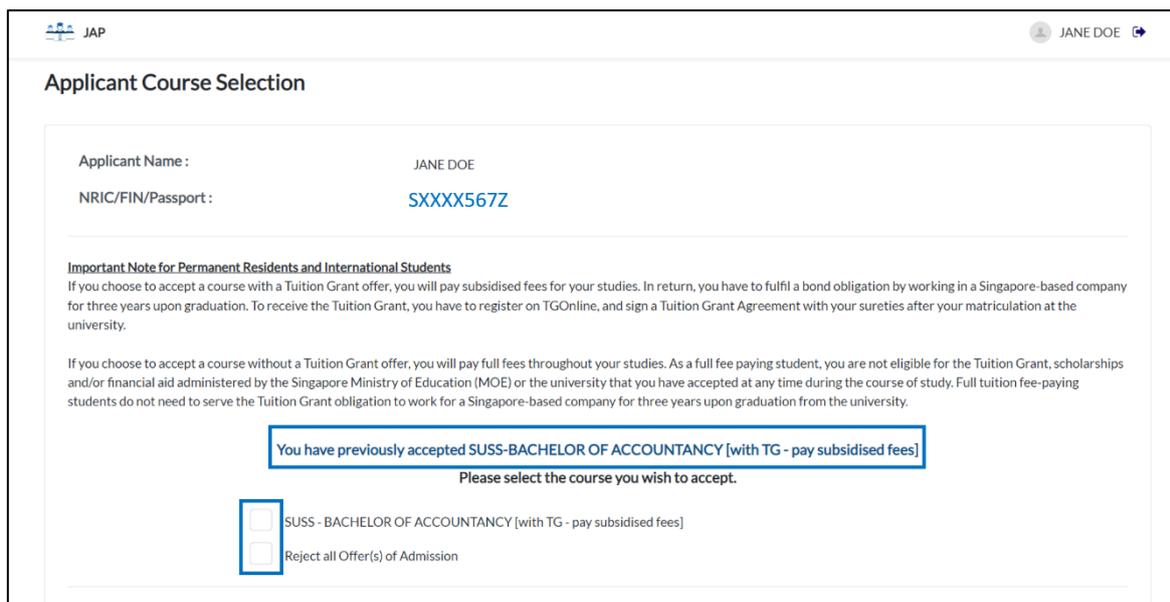
- (2.10) **Verify your acceptance confirmation by ensuring that you see the page shown above.** As no confirmation email will be sent out by JAP and SUSS, you are strongly encouraged to take a screenshot and save a copy of the page upon completing the acceptance process. If you do not see this page, 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 – Modifying your Acceptance

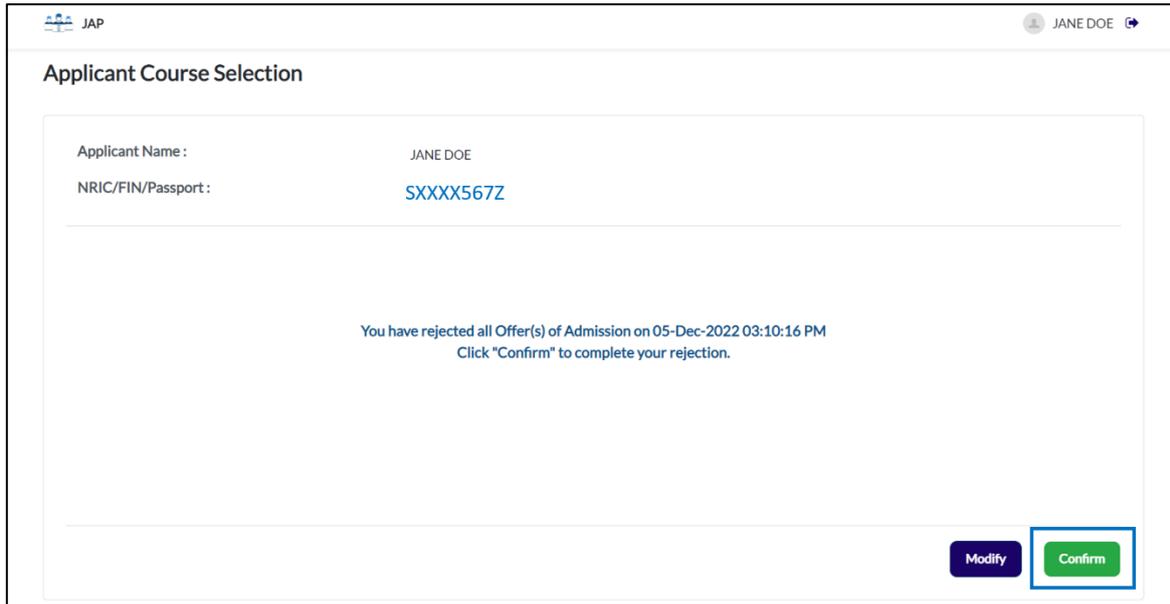
- (3.1) Applicants may login to the JAP any time during the Joint Acceptance Exercise to modify their course selection. Refer to **(1.2)** for the steps to login to the JAP.
- (3.2) Once you have logged in successfully, the landing page will indicate the course that you have previously selected.
- (3.3) To modify your course selection, click on the **'Modify'** button to return to the 'Applicant Course Selection' page.



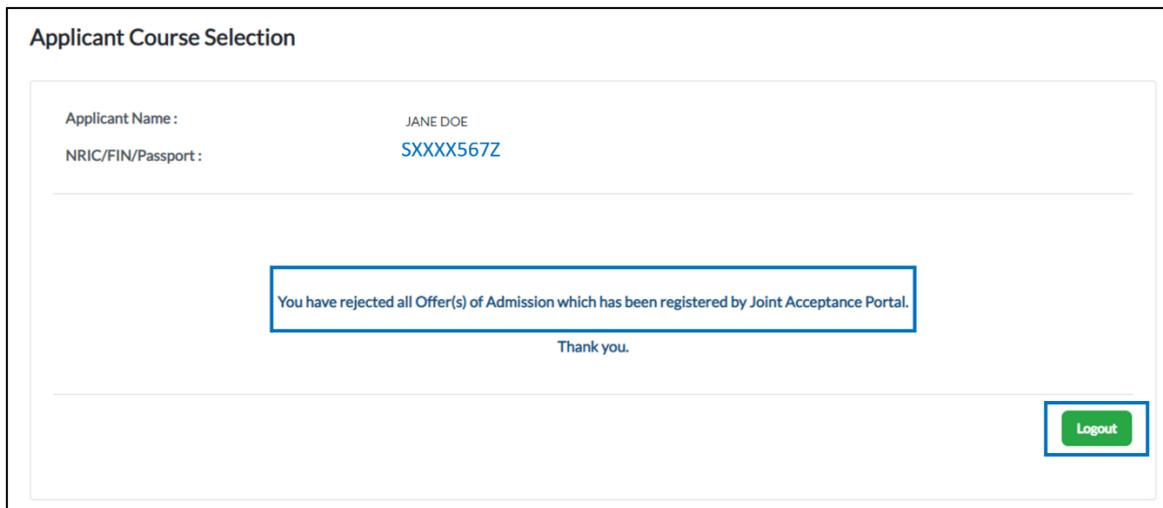
- (3.4) Your previously accepted course will be indicated on the page. To modify your course selection, select one of the other available options.



(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.

The screenshot shows the 'Admission Application' portal. At the top left is the SUSS logo. The main heading is 'Admission Application'. Below it is a section titled 'View Application Status'. There are two instructions: one for users who haven't submitted an application (click here to apply) and one for those who have (login here to check status). The login form has two fields: 'Email Address*' with a placeholder 'EMAIL ADDRESS' and 'Login ID*' with a placeholder 'LAST 4 CHARACTERS OF NRIC/FIN/PASSPORT NO + DATE OF BIRTH (DDMM)'. Below the fields is a 'Submit' button. A small note provides an example: 'Last 4 characters of NRIC/FIN/Passport No + Date of Birth (DDMM) Example: NRIC SXXXX123A and Date of Birth 01/09/1990, Login ID will be 123A0109'.

- (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**'.

The screenshot shows the 'Admission Application' portal with the 'Application Status' section. It lists two programs: 'Graduate, Law & Part-Time Undergraduate Programme' and 'Full-Time Undergraduate Programme'. For the first program, the 'Application Status' is 'You do not have an application with us. Click here to apply.' For the second program, the 'Application Status' is 'You have been offered a place in our full-time undergraduate programme. Instructions on how to accept the offer on the Joint Acceptance Portal will be sent to you via email.' Below this, the 'SUSS Acceptance Status' is shown as 'Accepted SUSS', which is highlighted with a blue box. There is a 'Download Admission Letter' link and a 'Cancel' button at the bottom.