

REGISTRATION AT FACULTY FOR SEMESTER 1, 2022

- To be able to register for Semester 1, 2022, you have to be
1. **fully vaccinated** (already taken 2nd vaccination or booster), and
 2. **having all fees at SINU cleared** and
 3. **Wear mask and observe all covid19 measures.**

Step 1: Eligibility Check

- Presented:
- Vaccinated card – **Only fully vaccinated student will continue with enrolment**
- Student ID number – **Only students with cleared fees will continue with enrolment**

Step 2: Academic Counselling

- Fill the Manual Enrolment form
- Consult counsellors on course & units to be enrolled for
- Obtain counsellor's approval (signature) on the Manual Enrolment form

Step 3: Provisional Fee Quotation

- Receive a provisional fee quotation
- The quotation contain information on i. approved unit fee; ii. total sum of fees of all units to be enrolled for; iii. mandatory fees – registration & student association fee.

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Step 4: Bank

- BSP – Payment of fees
- SINU BSP Account 019088870419

Step 5: Documents submit to Secretary of Faculty

- Submit to Faculty Secretary the following:
- **i) Manual Enrolment form; ii) Quotation; iii) Pay-slip**
- **Note:** *a deposit will take 24hours to be access by SINU Finance.*

Step 6: Receive documents via email

- Check your email (provided in the manual enrolment form) for your documents.
- You will receive:
- **i) Enrolment Confirmation; ii) Fee Receipt; iii) Fee quotation; iv) Additional information on student ID cards, student email and student moodle.**