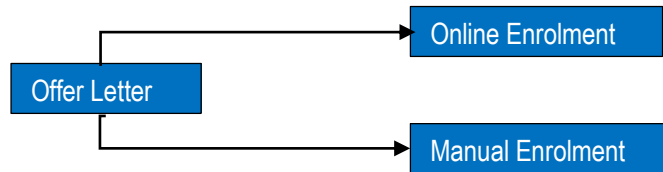




COVID19 Measures MUST be practiced throughout the Enrolment Processes!!!

There are two enrolment processes to follow; students to choose either *Online enrolment* or *Manual enrolment*. However students are encourage to do Online enrolment, else if find difficulties then they can do Manual enrolment. Please, find steps of each processes below.



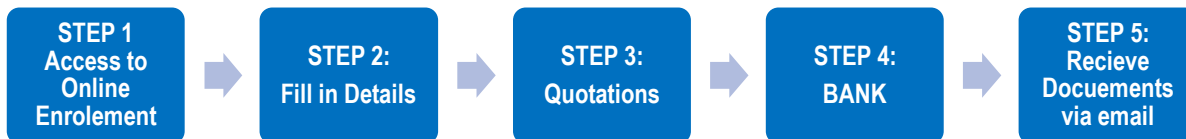
Access offer letter via email StudentAcademicServices@sinu.edu.sb

ONLINE ENROLMENT – Go to link below

REGISTRATION ONLINE 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),
2. Having all fees at SINU cleared and
3. Wear mask and observe all covid19 measures.



STEP 1: Access to Online Enrolment	<ul style="list-style-type: none"> • Directly type to URL: enrollonline.sinu.edu.sb • Go to SINU webpage • >>Quick link >> Online Enrolement • >>student >> Online Enrolment
STEP 2: Fill in Details	<ul style="list-style-type: none"> • Personal Details • Email • Student ID#: Vaccine ID# • Select Course & Units • Submit - Student can only submit once.
STEP 3: Quotations	<ul style="list-style-type: none"> • Check email for Quotation & Proceed with payment • The quotation contain information on i. approved unit fee; ii. total sum of fees of all units to be enrolled for; iii. registration & student association fee.
STEP 4: BANK	<ul style="list-style-type: none"> • Payment of fees to SINU BSP Account#: 019088870419 • Email scanned copy of the deposit slip to finance.revenue@sinu.edu.sb • Continuously check email for further instructions if required.
STEP 5: Recieve Docuements via email	<ul style="list-style-type: none"> • Check your email for your documents. • your will recieve: • i) Enrolment Confirmation; ii) Fee Receipt; iii) Fee quotation; iv) Additional information on student ID cards, student email and student moodle.

Note: Only students enrolled can re-validate their student ID, create new student ID, have access to student Moodle, student Wi-Fi & email, and allowed to proceed with classes.



COVID19 Measures MUST be practiced throughout the Enrolment Processes!!!

MANUAL ENROLMENT – Go to Faculties

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.



For manual enrolments; Students who already received their offer letter are asked to report to their respective faculties for 2022 semester 1 enrolment.

Locations are as follows;

- ❖ Faculty of Education & Humanities (DFL)
 - New Complex (Panatina Campus)
- ❖ Distance & Flexible Learning (DFL)
 - DFL Classrooms (Kukum Campus)
- ❖ Faculty of Agriculture Fisheries & Forestry (FAFF)
 - FAFF Classrooms (Kukum Campus)
- ❖ Faculty of Science & Technologies (FST)
 1. School of Science, SOS Building (Panatina Campus)
 2. School of Built Environment, 2nd floor of the three story building (Kukum Campus)
 3. School of Transportation –
 - A. Automotive Engineering, L12 Classrooms (Kukum Campus)
 - B. Maritime Academy, Marine engineering workshop (Kukum campus)
 - C. Maritime Academy, Nautical Studies Classrooms (Ranadi Campus)
- ❖ Faculty of Business & Tourism (FBT)
 1. FBT Classrooms (kukum Campus)
 2. Tourism Classrooms (Kukum Campus)
- ❖ Faculty of Nursing & Medical Health Science
 1. Nursing Classroom (Kukum Campus)

Step 1: Eligibility Check	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.
Step 4: Bank	<ul style="list-style-type: none"> BSP - Payment of fees SINU BSP Account 01908880419
Step 5: Documents Submit to Secretary of Faculty	<ul style="list-style-type: none"> Submit to faculty Secretary the following: <ul style="list-style-type: none"> i.) Manual Enrolment form; ii) Quotation; iii.) Pay-slip Note: deposit will take 24hours to be access by SINU Finance.
Step 6: Receive documents via email	<ul style="list-style-type: none"> Check your email (provide 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.