

MANUAL ENROLMENT

8 STEPS TO FOLLOW



1

Collection of Offer Letter (New Students Only)

- **New Students:** Visit the SAS Office or email sas@sinu.edu.sb to obtain your offer letter if you have been accepted into a program at SINU.
- **For Admission Updates:** Others can check the status of their application at the SAS Office.
- **Continuing Students:** Proceed directly to Step 2.

2

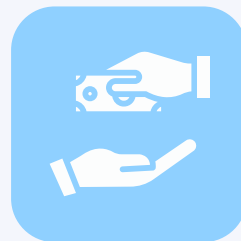
Academic Counselling (Faculties)

- Visit the relevant faculties for academic counselling and manual fee costing.



3

Payment of Fee's



- Direct/Cash Deposit: Deposit at any BSP branch to Account No. 9088870419 (SINU).
- EFTPOS: Available at the finance cashier for BSP and other VISA cards.
- Mobile/Internet Banking: Provide proof of transfer to Finance or SMS evidence to 7240059.
- M-Selen: Pay fees via the M-Selen digital platform using App or USSD.

4

Receipting of fees at SINU Finance

- Please bring your deposit slip or a copy of your third-party transfer message to the Finance Office for invoicing and receipting.

5

Enrolment Confirmation



- Bring your - Manual Enrolment Form, Student Invoice & Student Receipt to Enrolment Officers at the nearest enrolment booth
- SAS officers will register your units into the System to confirm that you are now officially enrolled at SINU.
- An Enrolment Confirmation will be issued to you.

6



Student ID Card (SAS)

- New ID cards require enrolment confirmation for Semester 1, 2026.
- Continuing students with existing ID cards only need to revalidate their cards after enrolment confirmation.



7

Access to Student Moodle, Student Email & Wi-Fi (ICT) (For new students)

- Bring your Enrolment Confirmation and Validated Student ID Card to Helpdesk officers at the ICT Department for access to Moodle, Emails and Wi-Fi.

8

Meals and Boarding Registration (BICS)



- For students who will be accessing meals and accommodation on campus.