Polytechnic Foundation Programme (PFP) – Applicant User Guide

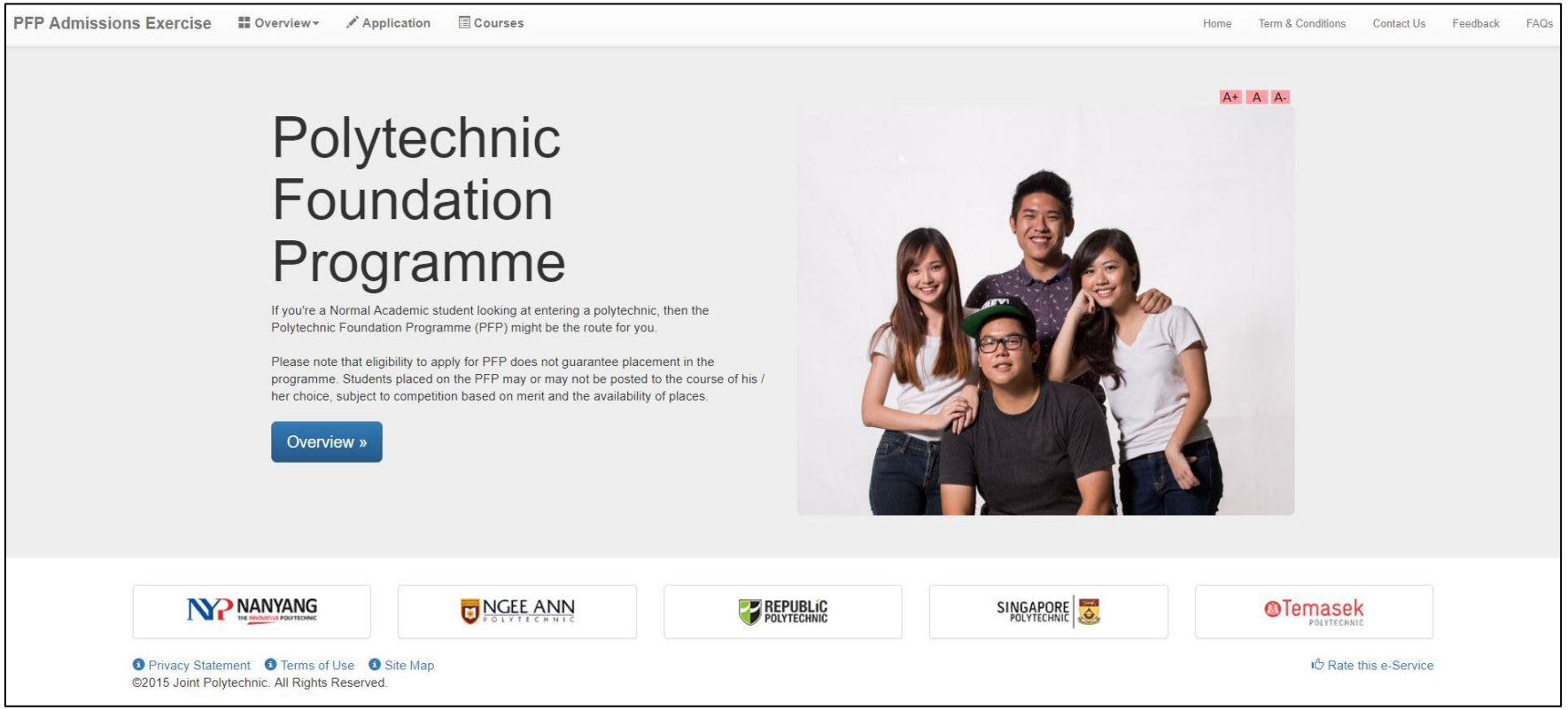
Last updated in December 2023

IMPORTANT

- On the day GCE O-level results is released, eligible N(A) students will receive "Form P" through their schools, which is an invitation to these students to apply polytechnic courses under the PFP.
- Form P will include the PFP Pin and the list of course codes that you are eligible to apply. Do not throw away the Form P after submitting the application as you will need the PFP Pin to log in and check the outcome.
- Before you start the application, please take note of the various deadlines pertaining to PFP, which can be accessible at https://pfp.polytechnic.edu.sg/PFP/pfp_application.html.
- If you encounter problems with the PFP system, send an email to help@support.pfp.polytechnic.edu.sg with your full name, NRIC No., a screenshot and description of the issue you faced.

LAUNCH PFP WEBSITE

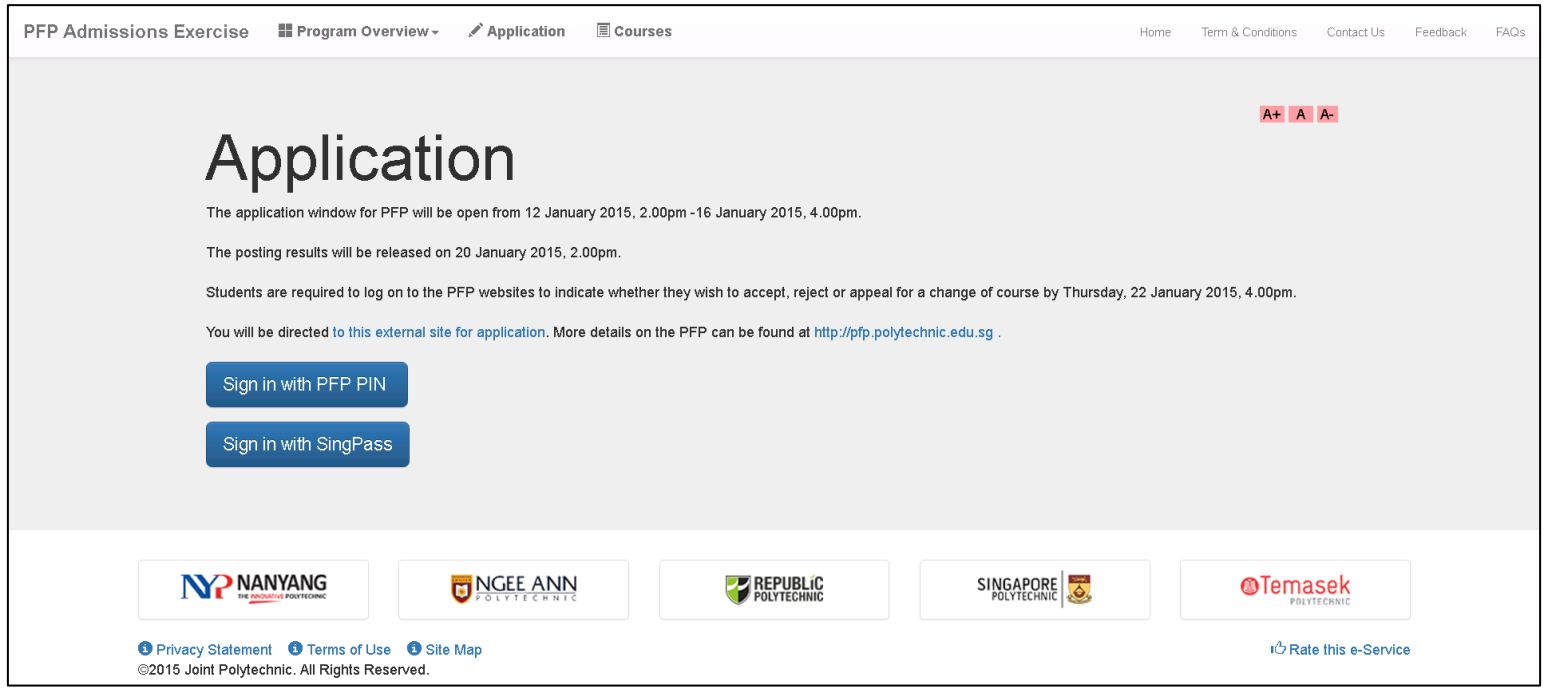
- PFP is accessible via https://pfp.polytechnic.edu.sg. Only those who received Form P is eligible to log in.



LAUNCH PFP WEBSITE

- Click on

from the top navigation bar.
- Sign in using the PFP Pin found on Form P or sign in with your Singpass.

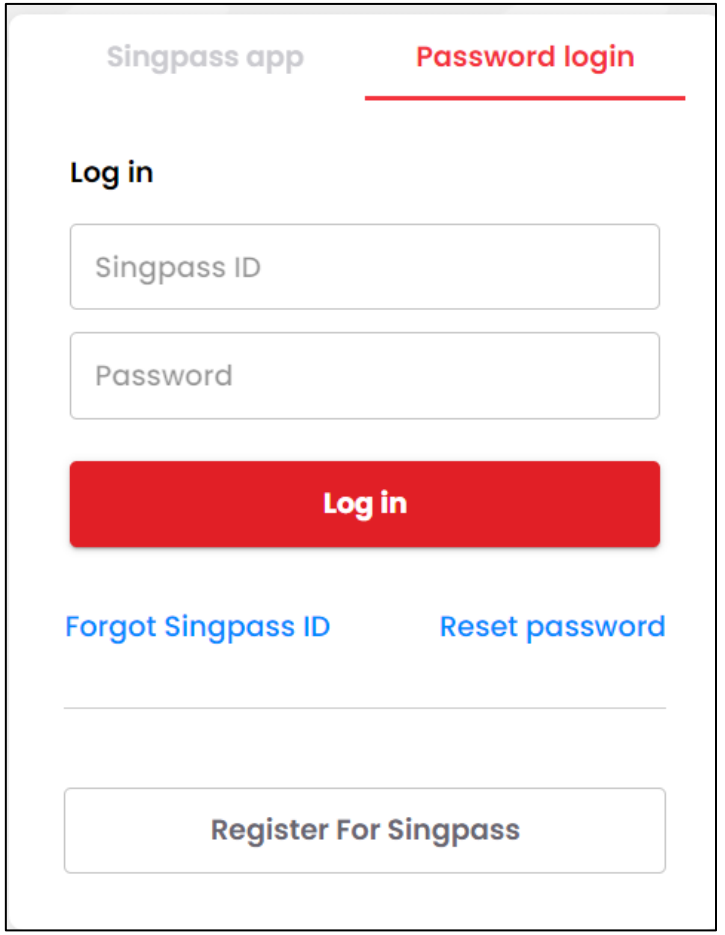


SIGN IN WITH PFP PIN

- Enter your NRIC number and PFP Pin.
- Enter CAPTCHA (as shown on your screen).
- Click on Login.

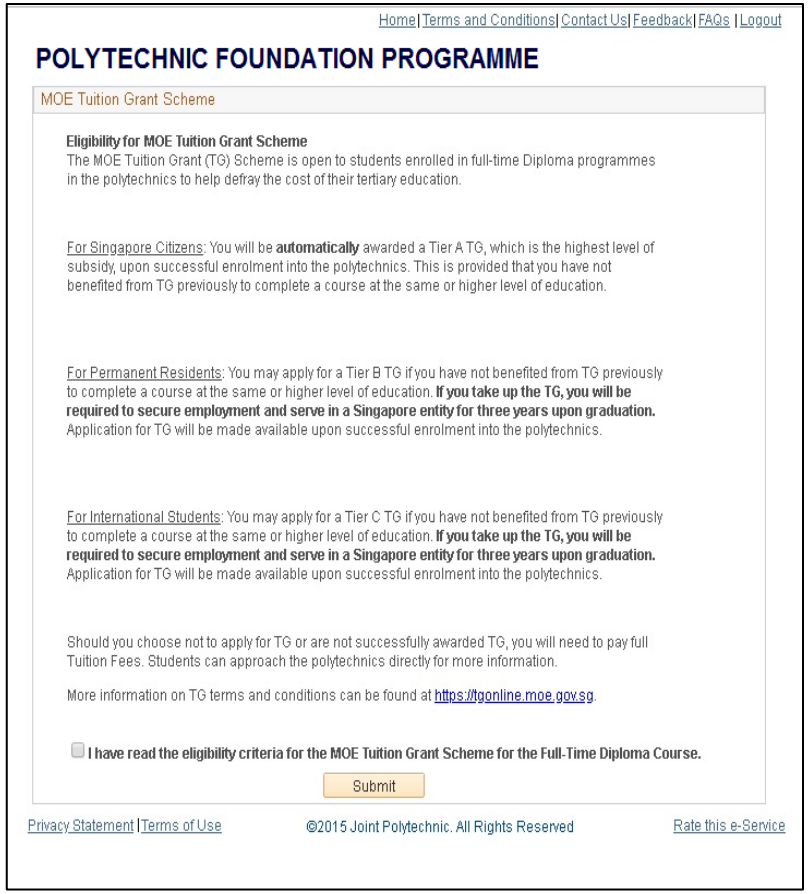
SIGN IN WITH SINGPASS

- Alternatively, you may also sign in to PFP using your Singpass.
- This service is only for those who have been invited to apply PFP.
- For more information on Singpass, you may visit https://www.singpass.gov.sg/.



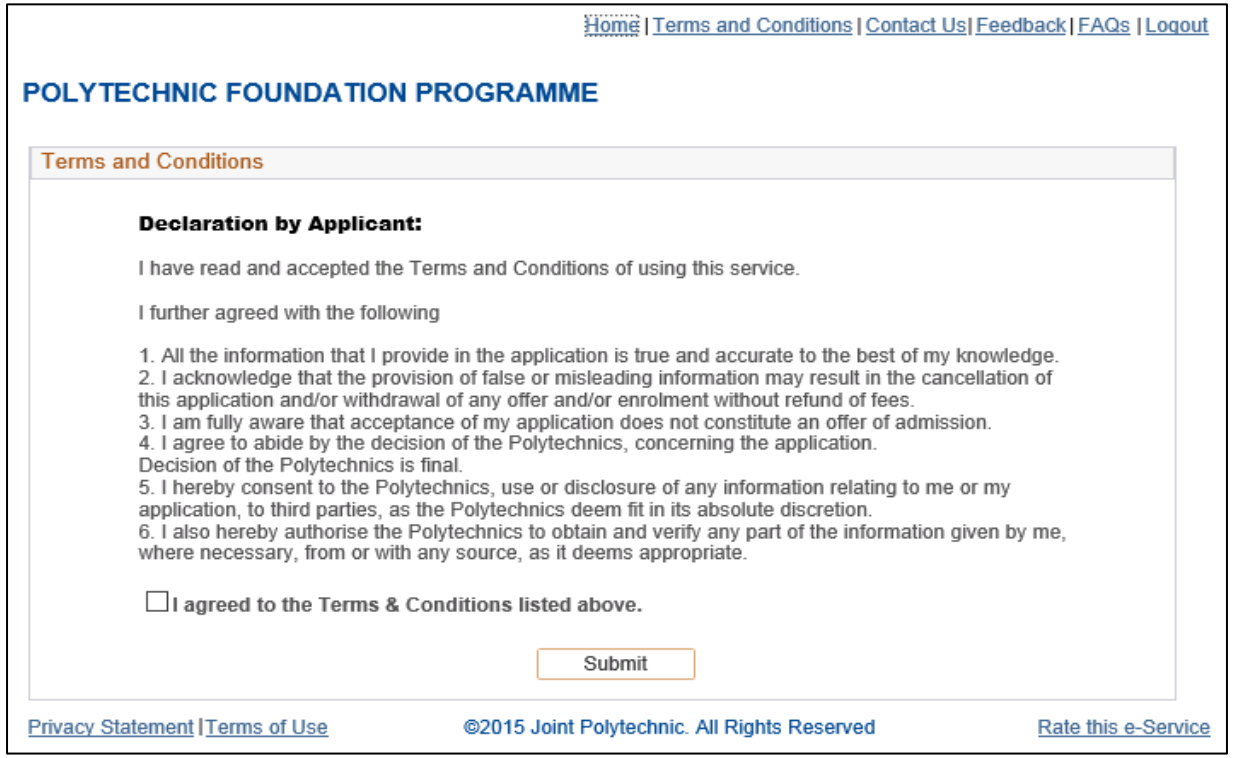
PRE-APPLICATION

- After successful login, you will be directed to the MOE Tuition Grant (TG) Scheme page.
- You are required to read and understand the eligibility criteria for the MOE TG Scheme.
- All students enrolled to the full-time Diploma programmes may apply for MOE TG Scheme, to help defray the cost of their tertiary education. PFP students will be entitled to apply TG (subject to terms and conditions) when they complete the PFP and move on to the 3-year Diploma course.
- For more information on MOE TG Scheme, you may visit https://tgonline.moe.gov.sg.



PRE-APPLICATION

- Please read through the terms and conditions of using this service and click Submit to continue.



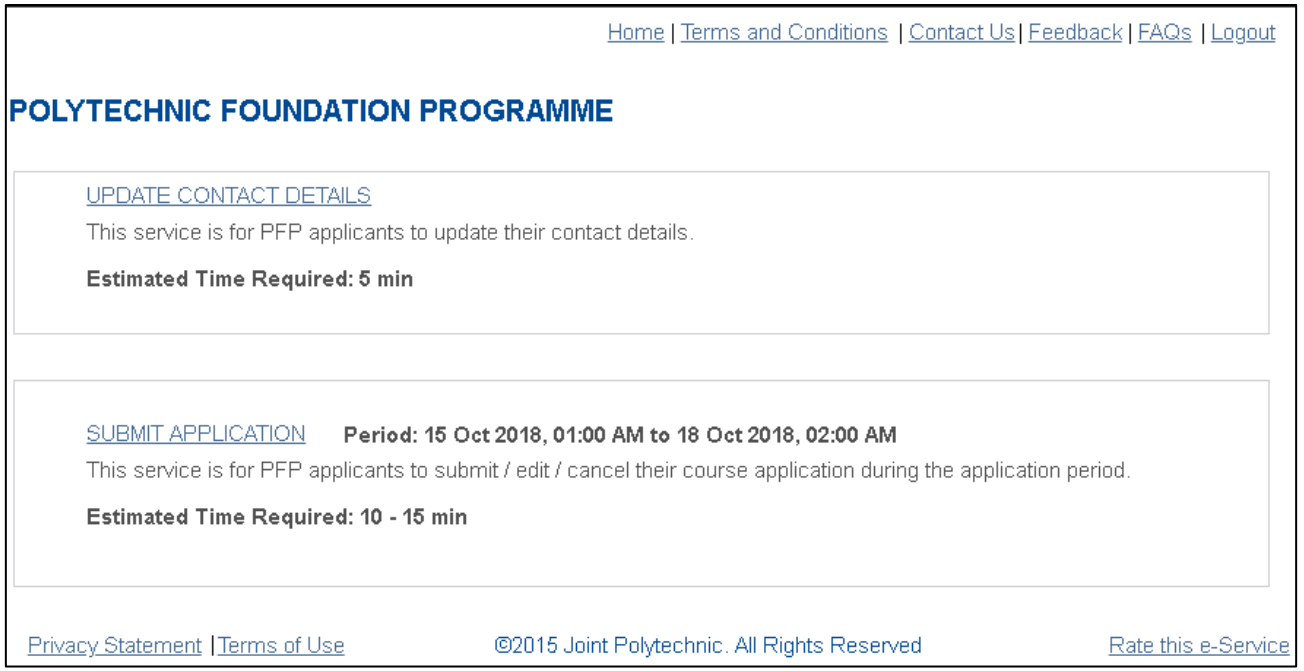
Official (Open), Non-Sensitive

SUBMIT APPLICATION

3 EASY STEPS TO SUBMIT YOUR APPLICATION

SUBMIT APPLICATION

- Click on Submit Application to begin.

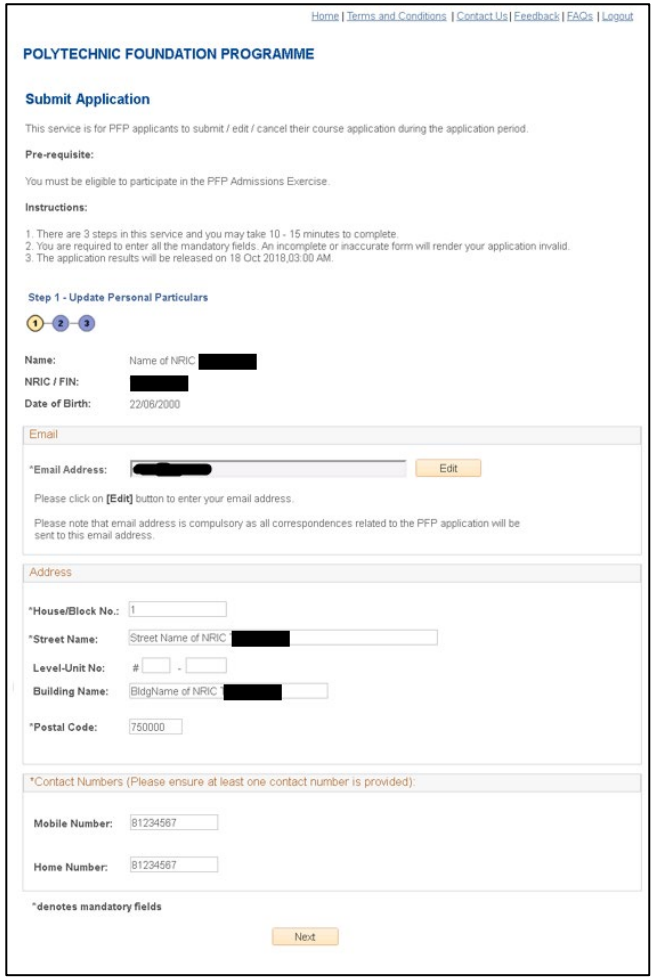


STEP 1: UPDATE PERSONAL PARTICULARS

LOGIN USING PFP PIN

1. Enter your email address by clicking on the Edit button.
2. Verify/amend your mailing address and contact numbers.
3. Click on Next button to continue.

Ensure that you have provided a **valid email address** as all correspondences related to PFP will be sent to this address.



Official (Open), Non-Sensitive

STEP 1: UPDATE PERSONAL PARTICULARS

LOGIN USING SINGPASS

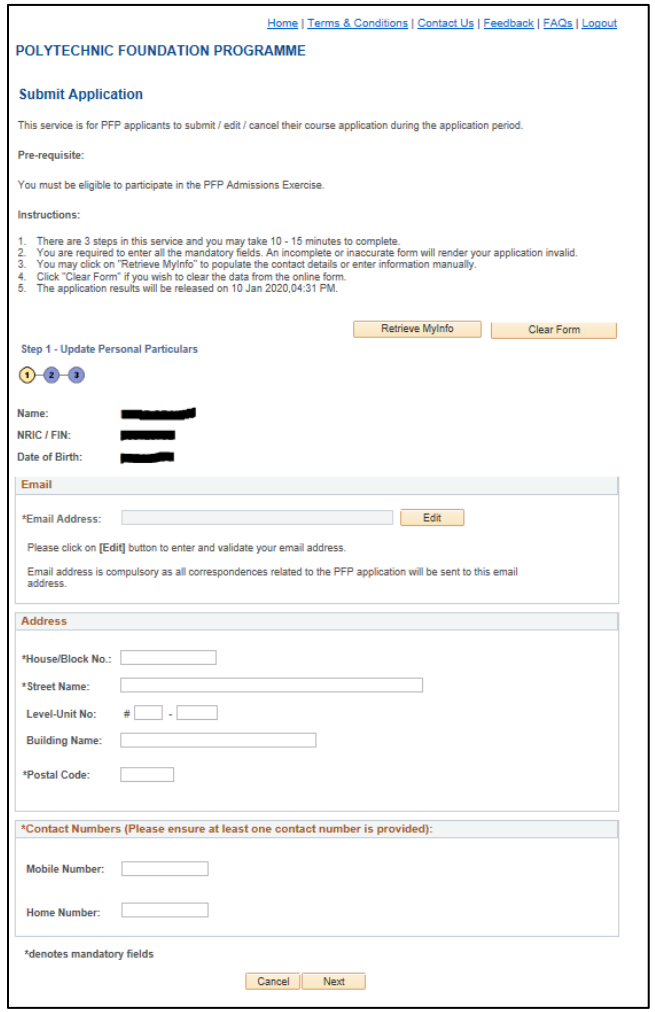
1. You may choose to autofill your particulars from Singpass by clicking on the Retrieve Myinfo button.

   - Ensure that you validate your email address by clicking on the Edit button.
   - If you are unable to retrieve your particulars from Myinfo, please log out and log in using your PFP PIN.

2. Alternatively, you may fill in your particulars yourself.

3. Click on the Next button to continue.

Ensure that you have provided a **valid email address** as all correspondences related to PFP will be sent to this address.

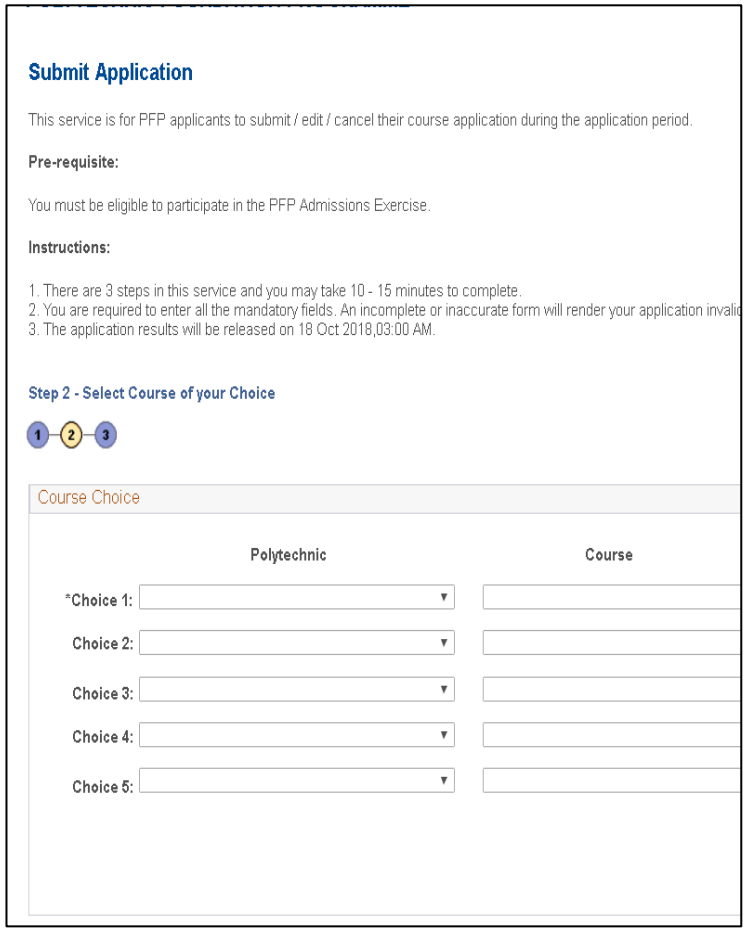


STEP 2: SELECT COURSE OF YOUR CHOICE

1. You can choose to apply up to 5 choices in your application.
2. Rank the choice (s) according to your preference.
3. Click on Submit to submit your application.

All applications will be processed based on merit and subject to available vacancy. You are advised to choose your choices carefully.

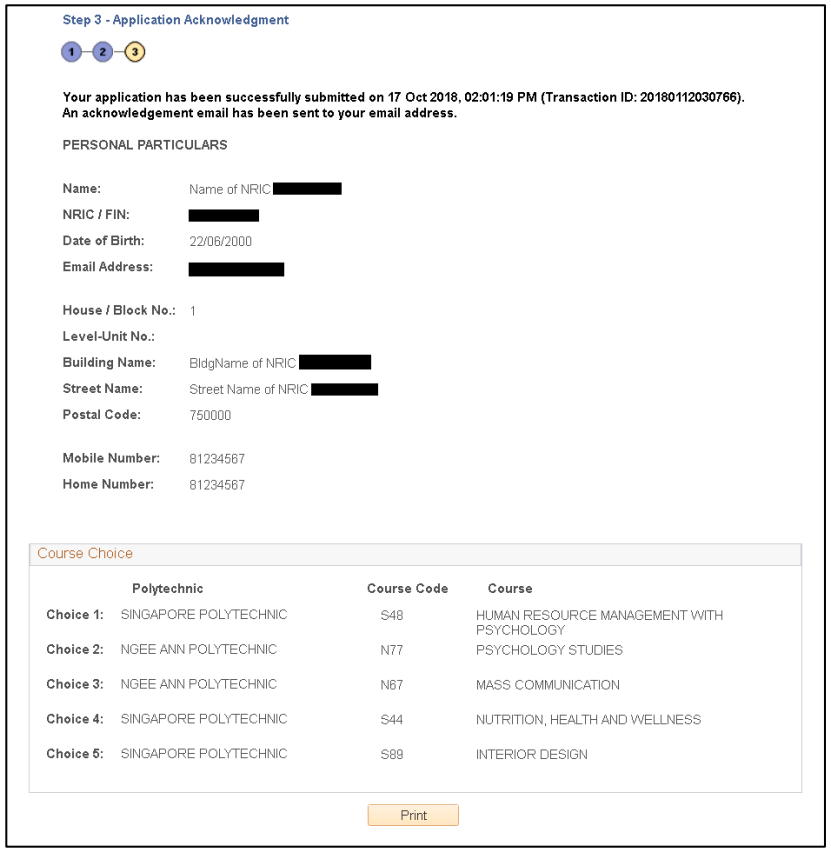
Contact the respective polytechnics if you need to find out more about the courses.



STEP 3: APPLICATION ACKNOWLEDGEMENT

1. Once you reached this page, it means that you have successfully submitted the application.
2. You may wish to print or save a copy of this page for your own reference.
3. An acknowledgement email has also been sent to your registered email address.

If you did not receive the acknowledgement email, please send an email to help@support.pfp.polytechnic.edu.sg with your particulars.



Step 3 - Application Acknowledgment

1 2 3

Your application has been successfully submitted on 17 Oct 2018, 02:01:19 PM (Transaction ID: 20180112030766).
An acknowledgement email has been sent to your email address.

PERSONAL PARTICULARS

Name:	Name of NRIC [redacted]
NRIC / FIN:	[redacted]
Date of Birth:	22/06/2000
Email Address:	[redacted]
House / Block No.:	1
Level-Unit No.:	
Building Name:	BldgName of NRIC [redacted]
Street Name:	Street Name of NRIC [redacted]
Postal Code:	750000
Mobile Number:	81234567
Home Number:	81234567

Course Choice

	Polytechnic	Course Code	Course
Choice 1:	SINGAPORE POLYTECHNIC	S48	HUMAN RESOURCE MANAGEMENT WITH PSYCHOLOGY
Choice 2:	NGEE ANN POLYTECHNIC	N77	PSYCHOLOGY STUDIES
Choice 3:	NGEE ANN POLYTECHNIC	N67	MASS COMMUNICATION
Choice 4:	SINGAPORE POLYTECHNIC	S44	NUTRITION, HEALTH AND WELLNESS
Choice 5:	SINGAPORE POLYTECHNIC	S89	INTERIOR DESIGN

Print

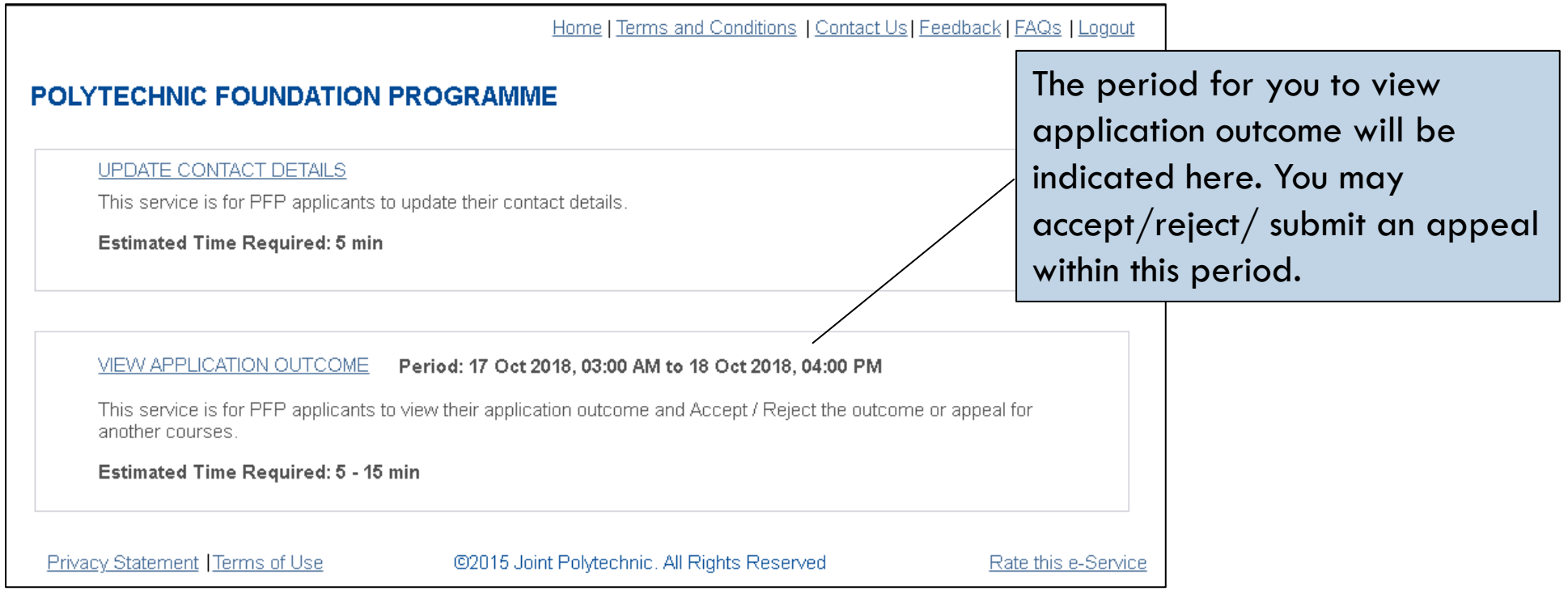
HELPFUL TIPS…

- During the application period, you may log in to edit your personal particulars, course choices or cancel your application.
- **Once the application period is closed, no further editing will be allowed.**
- Please note that only the last application received by the system before the application closed will be considered.
- To avoid technical hiccups, you are encouraged to submit your application early.
- The system will log you out after 20 minutes. Please ensure that you submit your application within 20 minutes.

VIEW APPLICATION OUTCOME, ACCEPT/ REJECT OUTCOME, OR SUBMIT APPEAL

VIEW APPLICATION OUTCOME

- When the application outcome is released, login using your PFP Pin or SingPass.
- Click on View Application Outcome.



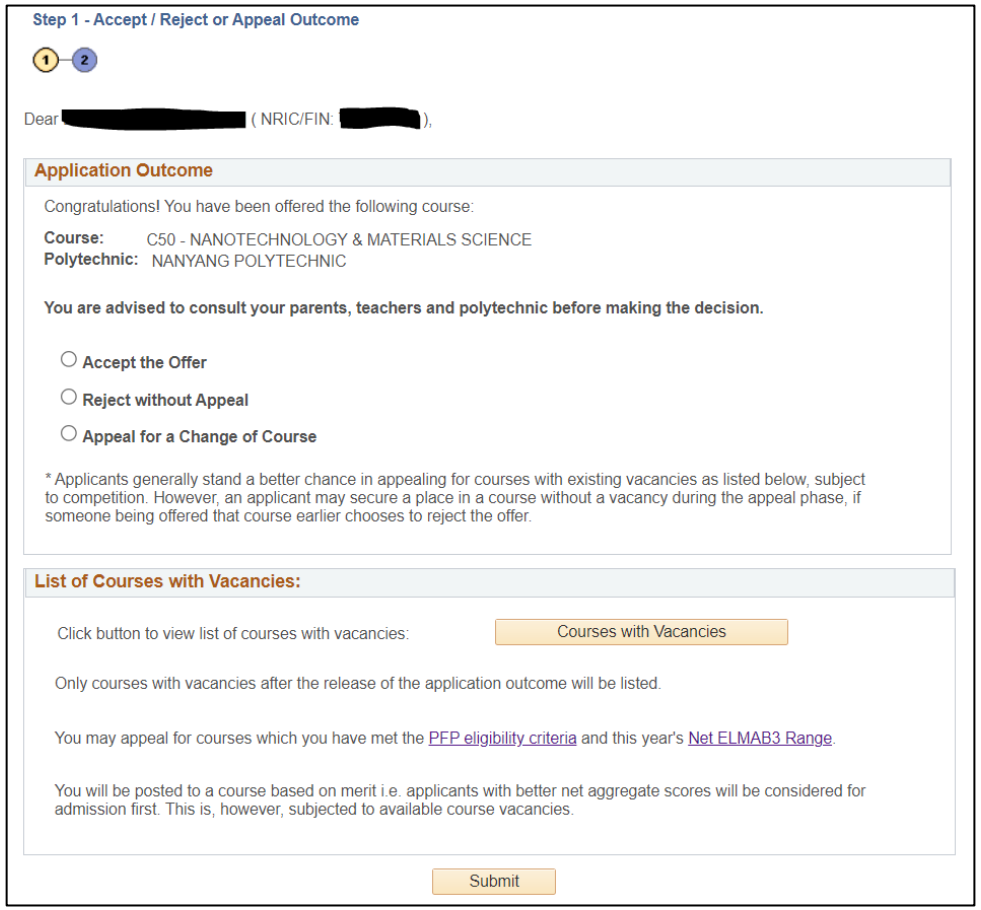
APPLICATION OUTCOME: SUCCESSFUL

- If you have been offered a course, you have the option to:
  - *Accept the offer*
  - *Reject without appeal*
  - *Appeal for a change of course*

Do consult your parents and teachers before making a decision.

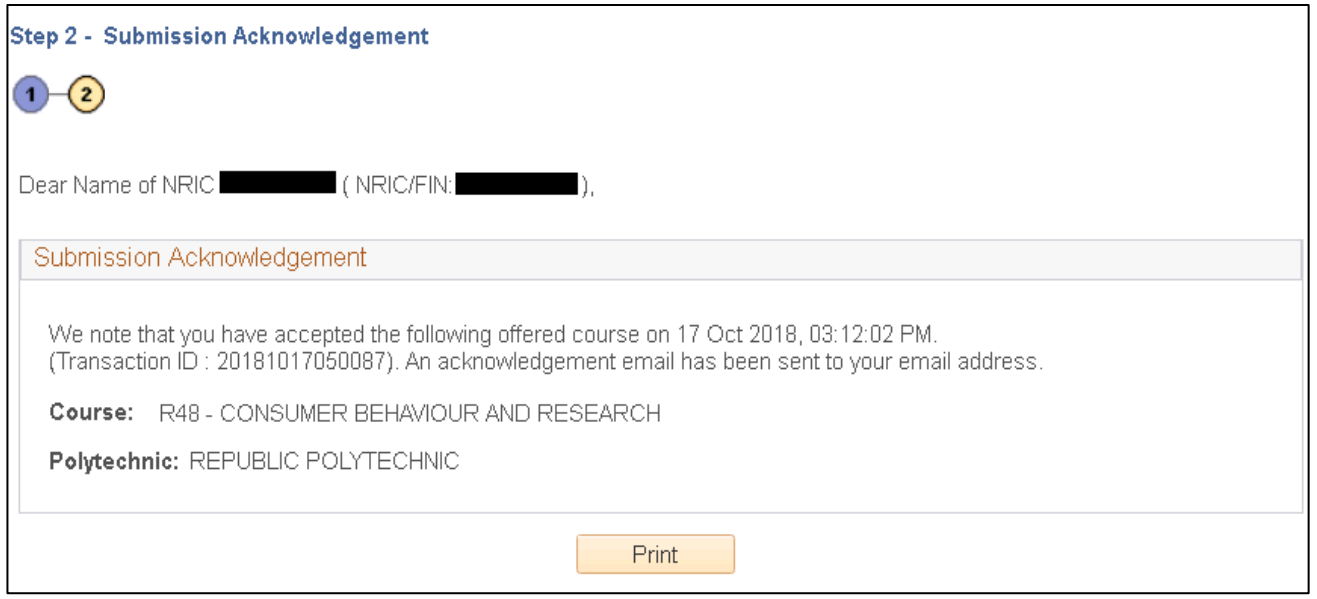
If you decide to submit an appeal for a change of course, you have to meet the course's PFP eligibility criteria and this year's Net ELMAB3 Range as displayed on the PFP website.

You may also check out the list of courses with vacancies. You will stand a better chance of appealing for these courses, subject to competition. Note that this list of courses with vacancies will only show if there are vacancies left after the release of the application outcome.



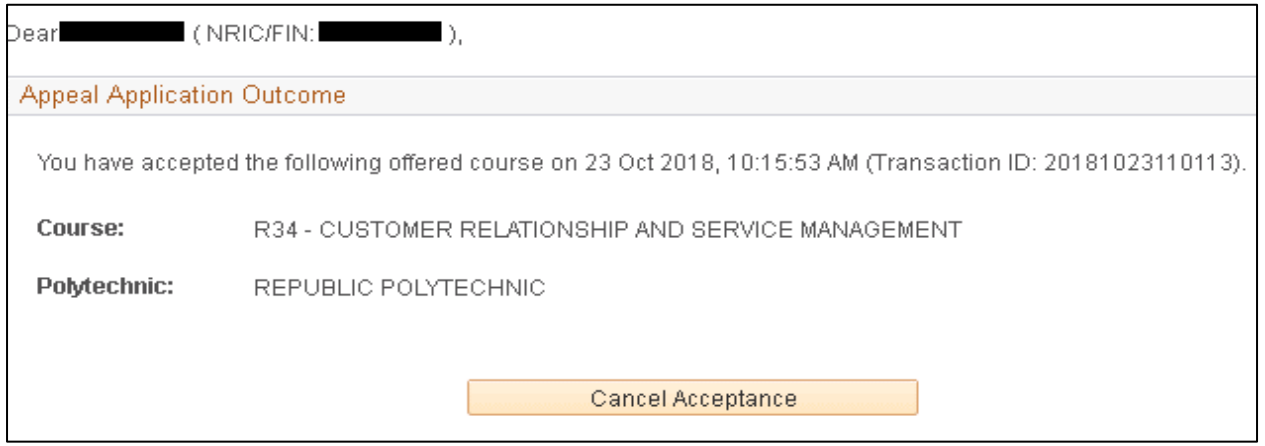
ACCEPT OFFER

- Choose Accept the Offer if you are satisfied with the offered course, and click on Submit.
- You will be directed to the Submission Acknowledgement page.
- You have successfully accepted the offer if you see this page. Check your email inbox for the acknowledgement email.



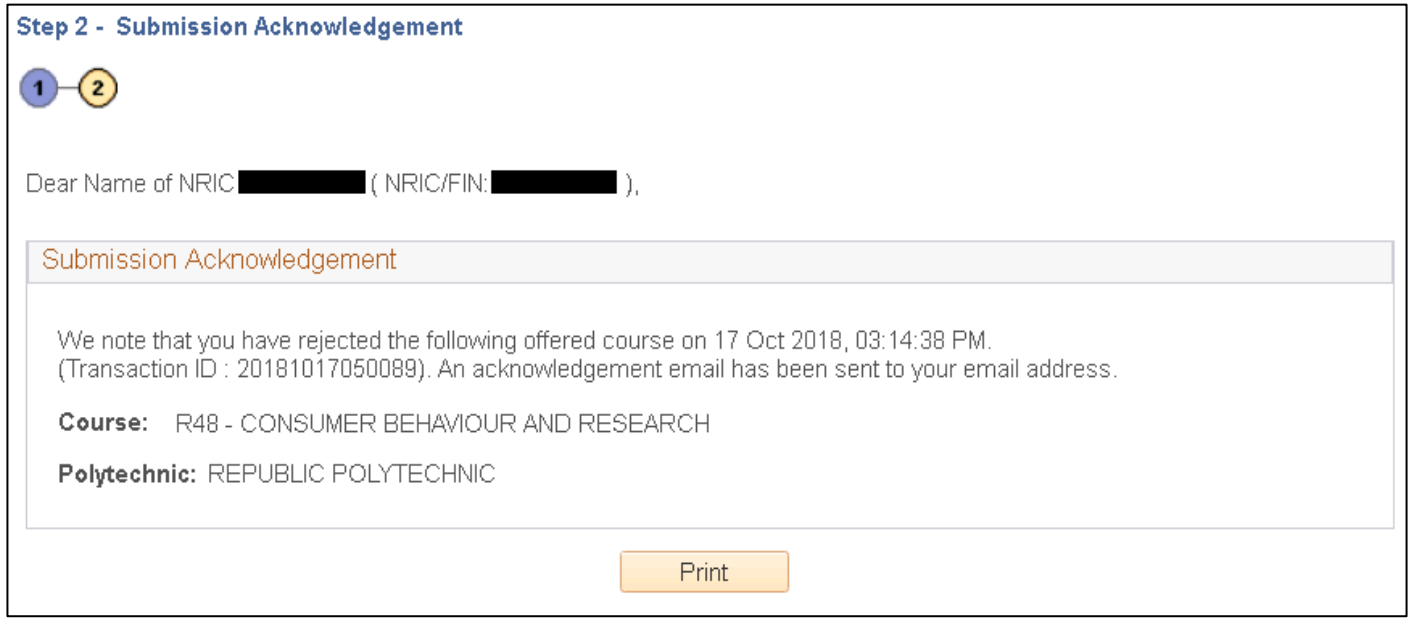
CANCEL ACCEPTANCE

- You are allowed to cancel acceptance as long as it is **within the acceptance period**.
- The option to accept/reject the offer, or submit an appeal for a change of course will be available to you again.
- Only the last transaction received by the system before the deadline will be considered.



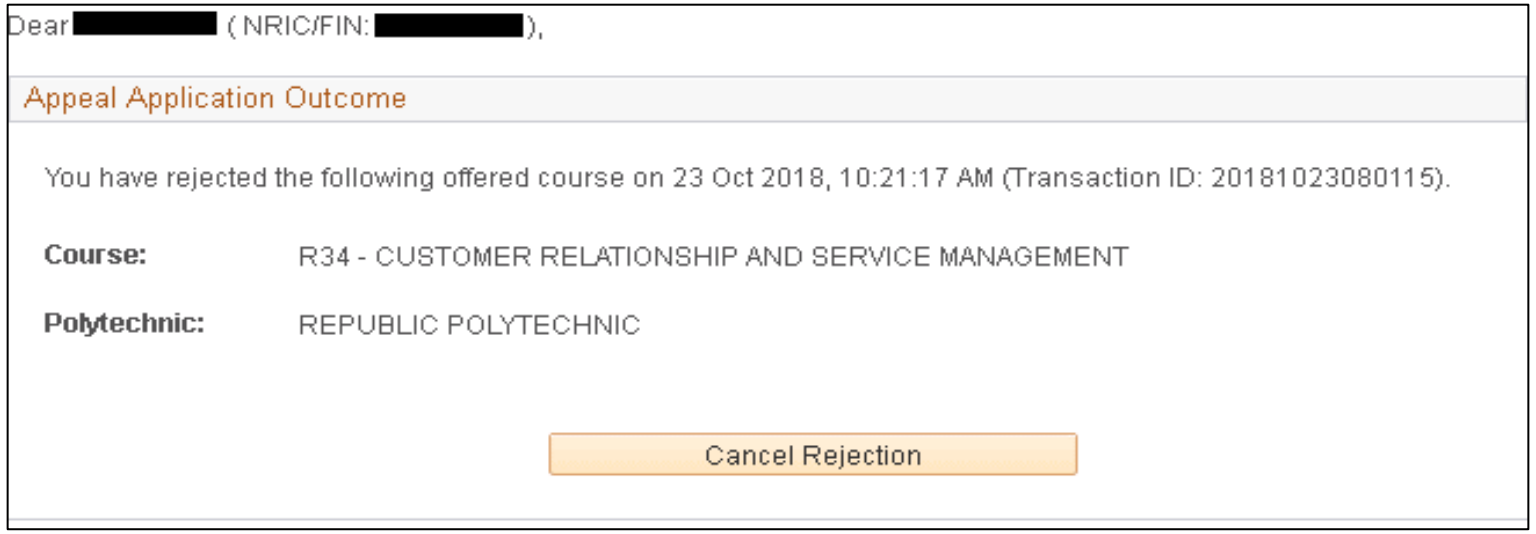
REJECT OFFER

- Choose Reject without Appeal if you wish to reject the course offered, and click on Submit.
- You will be directed to the Submission Acknowledgement page.
- You have successfully rejected the offer if you see this page. Check your email inbox for the acknowledgement email.



CANCEL REJECTION

- You are allowed to cancel rejection as long as it is **within the acceptance period**.
- The option to accept/reject the offer, or submit an appeal for a change of course will be made available.
- Only the last transaction received by the system before the deadline will be considered.



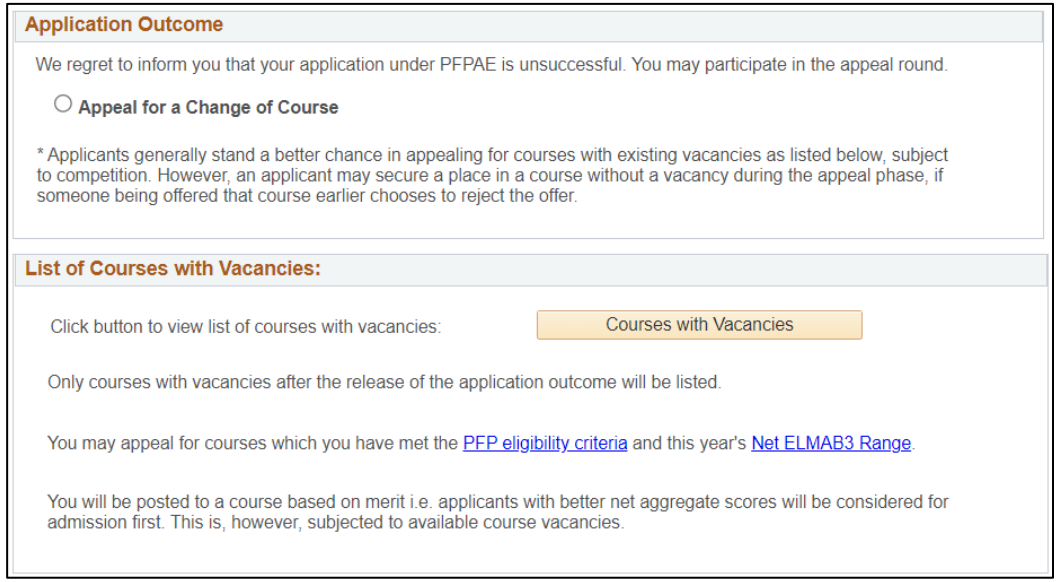
SUBMIT APPEAL

If you are not successful in your application, or not satisfied with the offered course, you have the option to submit an appeal.

Do consult your parents and teachers before making a decision.

You may appeal for a course as long as you meet the course eligibility criteria and this year's Net ELMAB3 Range displayed on the website, subject to competition for the limited vacancies.

You may also check out the list of courses with available vacancies after the application posting. You may stand a better chance in appealing for these courses, subject to competition.

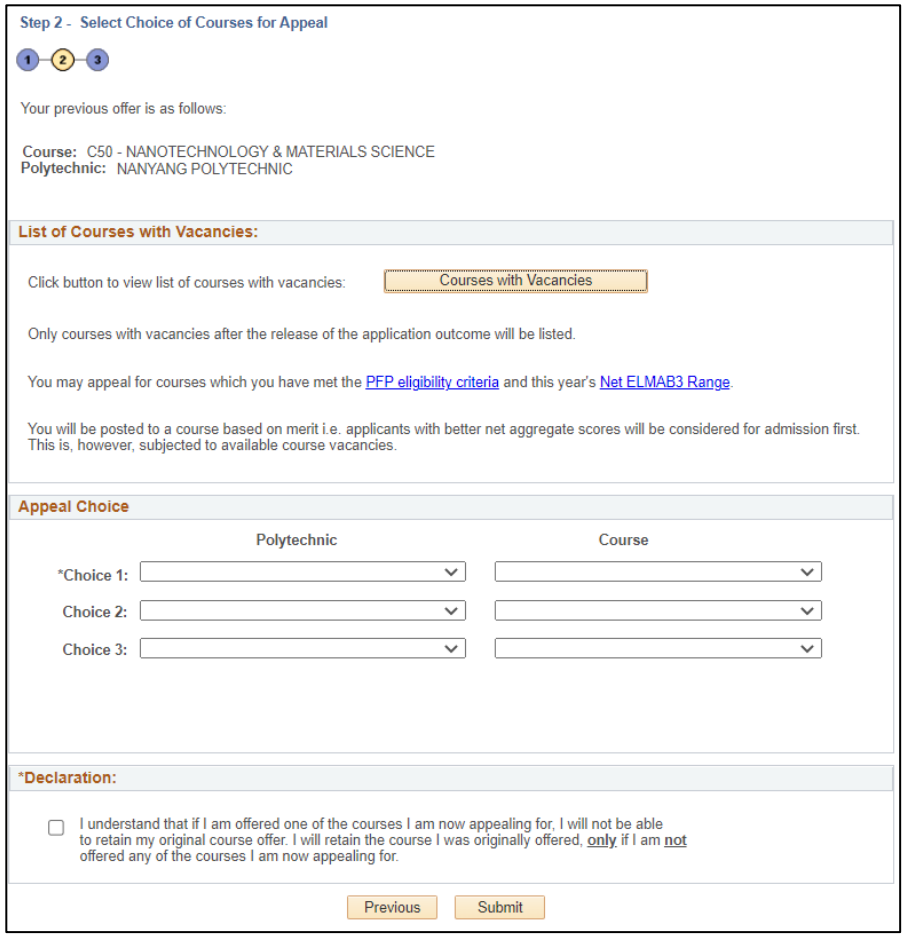


SUBMIT APPEAL

- You have up to 3 choices.
- Select the Polytechnic and Course.
- Check the Declaration box before clicking on Submit.

If you are successful in your appeal, your original offered course (if any) will be voided.

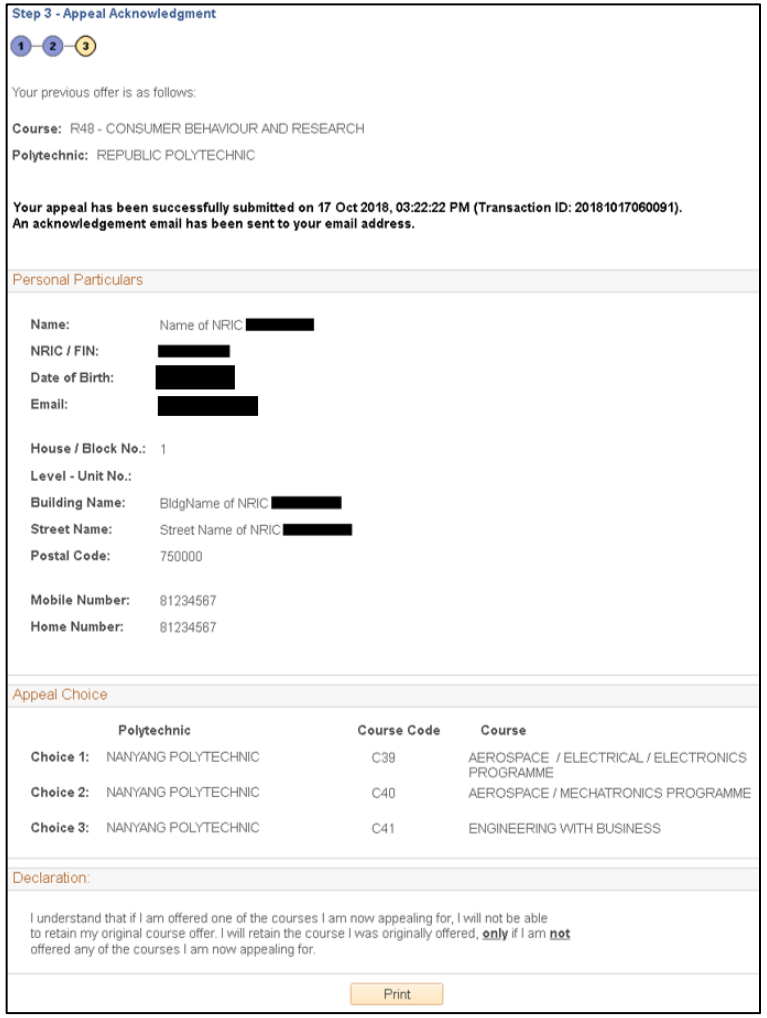
You will get to retain the original offered course only if you are not successful in your appeal.



APPEAL ACKNOWLEDGEMENT

- You will be directed to this page if your appeal is submitted successfully.
- Please print or save a copy of this page for your own reference.
- Check your email inbox for the acknowledgement email.

You may make changes to your appeal choice(s) **within the acceptance period**. Only the last appeal received by the system before the deadline will be considered.



Step 3 - Appeal Acknowledgment

1 2 3

Your previous offer is as follows:

Course: R48 - CONSUMER BEHAVIOUR AND RESEARCH

Polytechnic: REPUBLIC POLYTECHNIC

Your appeal has been successfully submitted on 17 Oct 2018, 03:22:22 PM (Transaction ID: 20181017060091).
An acknowledgement email has been sent to your email address.

Personal Particulars

Name:	Name of NRIC [redacted]
NRIC / FIN:	[redacted]
Date of Birth:	[redacted]
Email:	[redacted]
House / Block No.:	1
Level - Unit No.:	
Building Name:	BldgName of NRIC [redacted]
Street Name:	Street Name of NRIC [redacted]
Postal Code:	750000
Mobile Number:	81234567
Home Number:	81234567

Appeal Choice

	Polytechnic	Course Code	Course
Choice 1:	NANYANG POLYTECHNIC	C39	AEROSPACE / ELECTRICAL / ELECTRONICS PROGRAMME
Choice 2:	NANYANG POLYTECHNIC	C40	AEROSPACE / MECHATRONICS PROGRAMME
Choice 3:	NANYANG POLYTECHNIC	C41	ENGINEERING WITH BUSINESS

Declaration:

I understand that if I am offered one of the courses I am now appealing for, I will not be able to retain my original course offer. I will retain the course I was originally offered, **only** if I am **not** offered any of the courses I am now appealing for.

Print

CANCEL APPEAL

- You are allowed to cancel appeal as long as it is **within the acceptance period**.
- The option to accept/reject the offer, or submit an appeal for a change of course will be made available.
- Only the last transaction received by the system before the deadline will be considered.

IMPORTANT

- Your offer will **lapse** if you do not accept/reject/submit an appeal within the acceptance deadline.
- For applicants who are not successful in the application (not offered a course), you have the option to submit an appeal. Once the deadline is over, no further appeal will be considered.
- All appeals must be submitted through the PFP system. Offline appeals will not be considered.
- Applicants are reminded to keep track of the various PFP timelines published at https://pfp.polytechnic.edu.sg/PFP/pfp_application.html.

VIEW, ACCEPT OR REJECT APPEAL OUTCOME

VIEW APPEAL OUTCOME

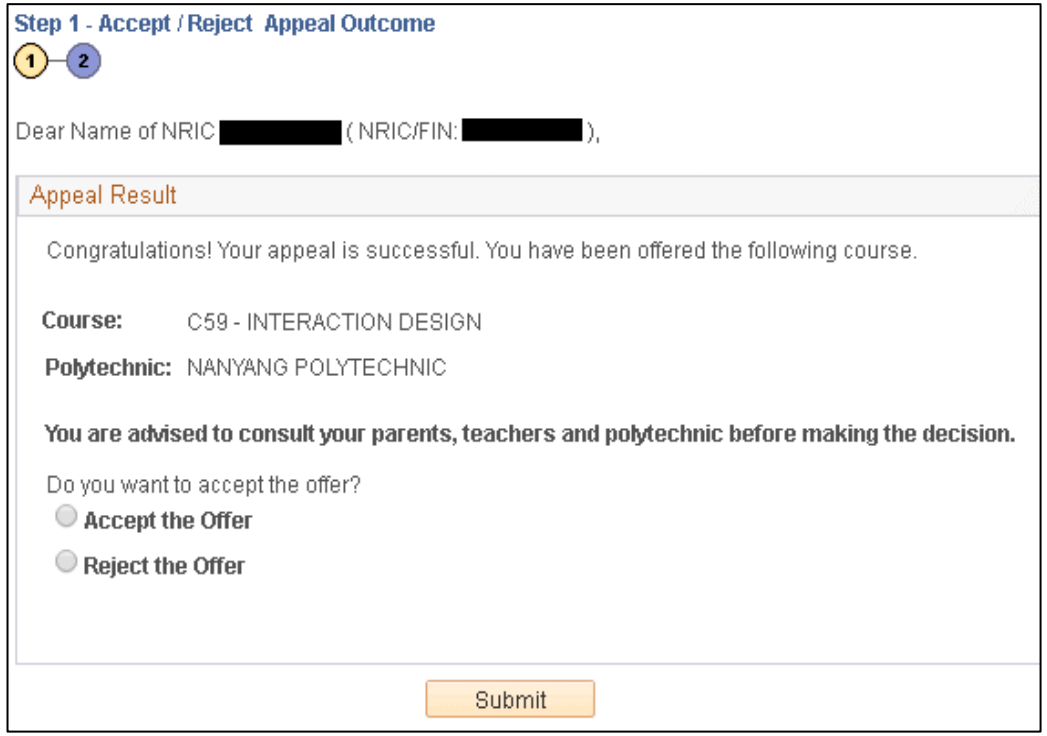
- When the appeal outcome is released, login using your PFP Pin or Singpass.
- Click on View Application Outcome.

APPEAL SUCCESSFUL

1. If your appeal is successful, you can choose to:
   - *Accept the Offer*
   - *Reject the Offer*
2. Click on Submit.

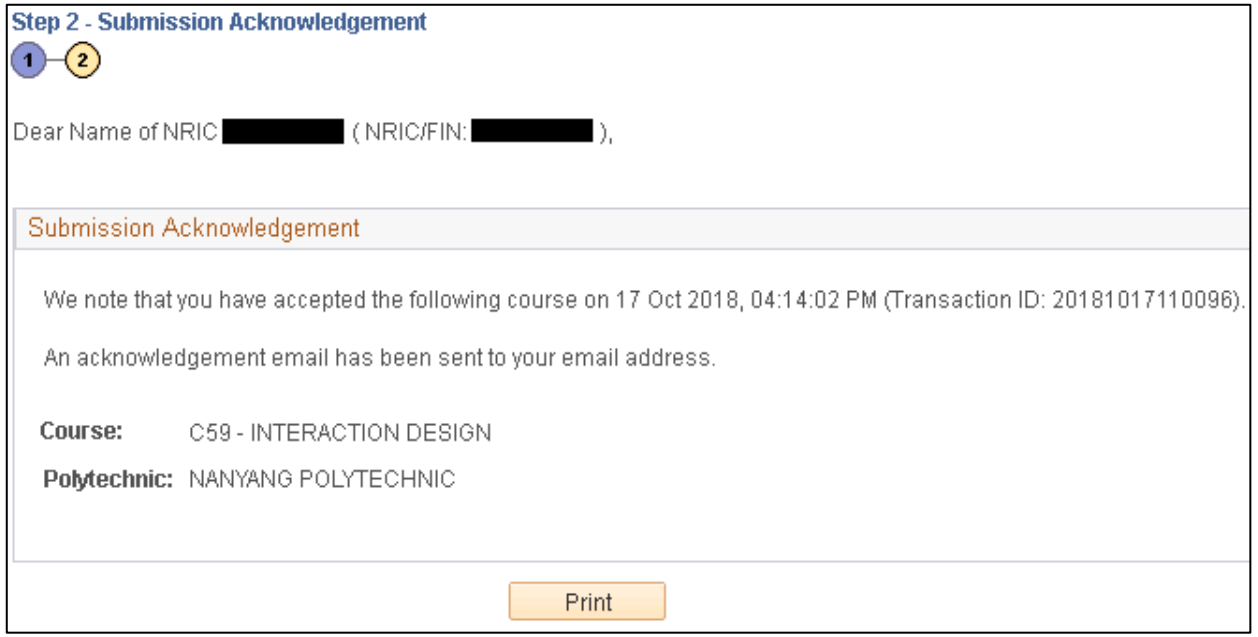
If you are successful in your appeal, your original offered course (if any) will be voided.

You will get to retain the original offered course only if you are not successful in your appeal.



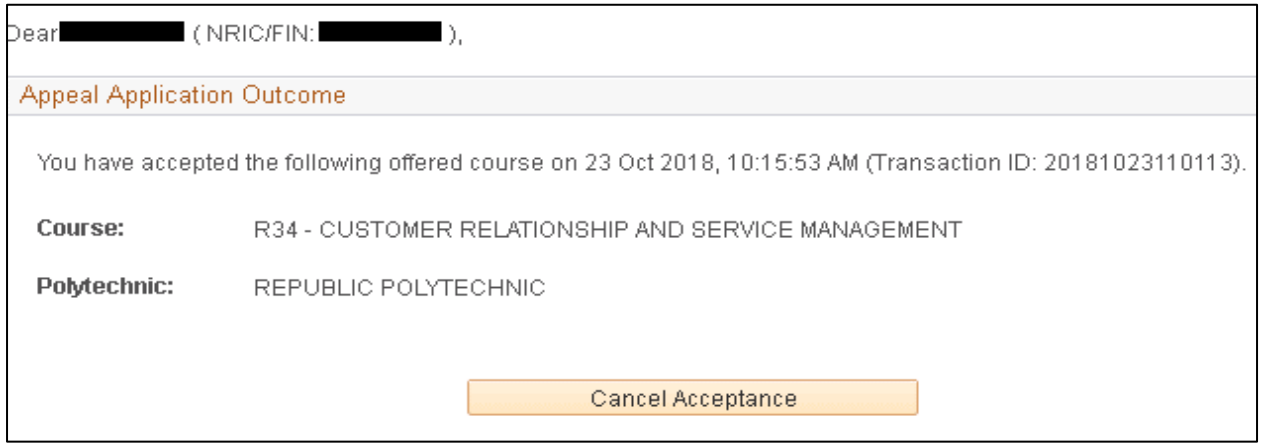
APPEAL SUCCESSFUL – ACCEPT OFFER

- You will be directed to the Submission Acknowledgement page.
- You have successfully accepted the offer if you see this page. Check your email inbox for the acknowledgement email.



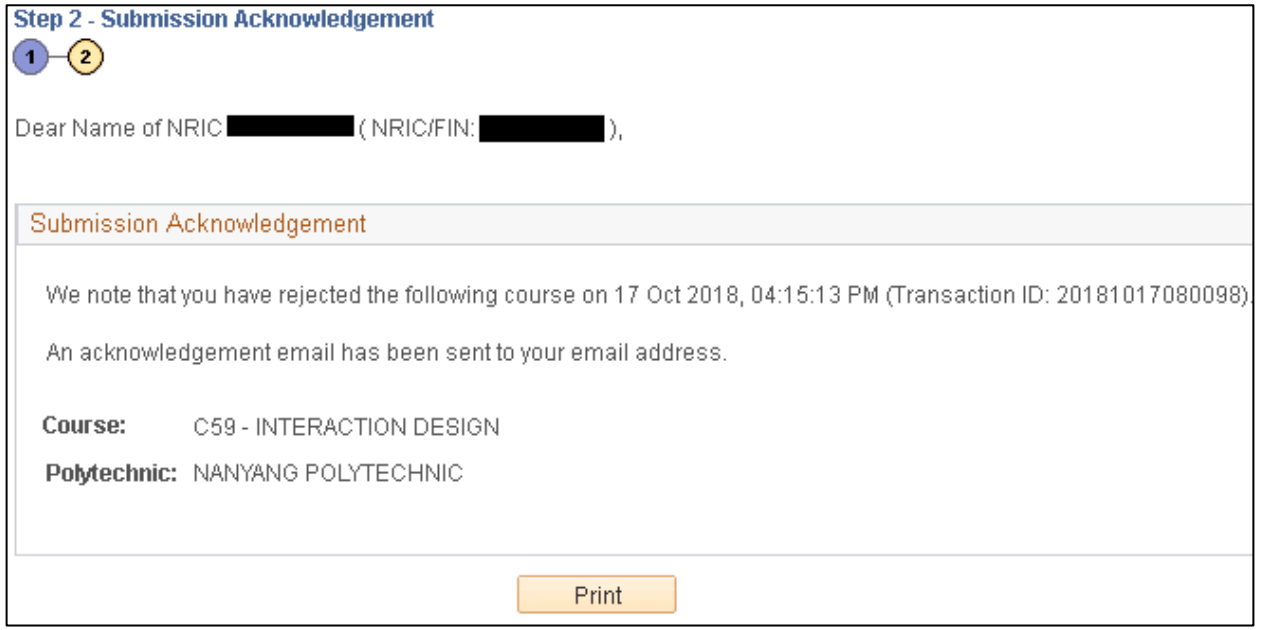
CANCEL ACCEPTANCE

- You are allowed to cancel acceptance as long as it is **within the acceptance period**.
- The option to accept or reject the offer will be available to you again.
- Only the last transaction received by the system before the deadline will be considered.



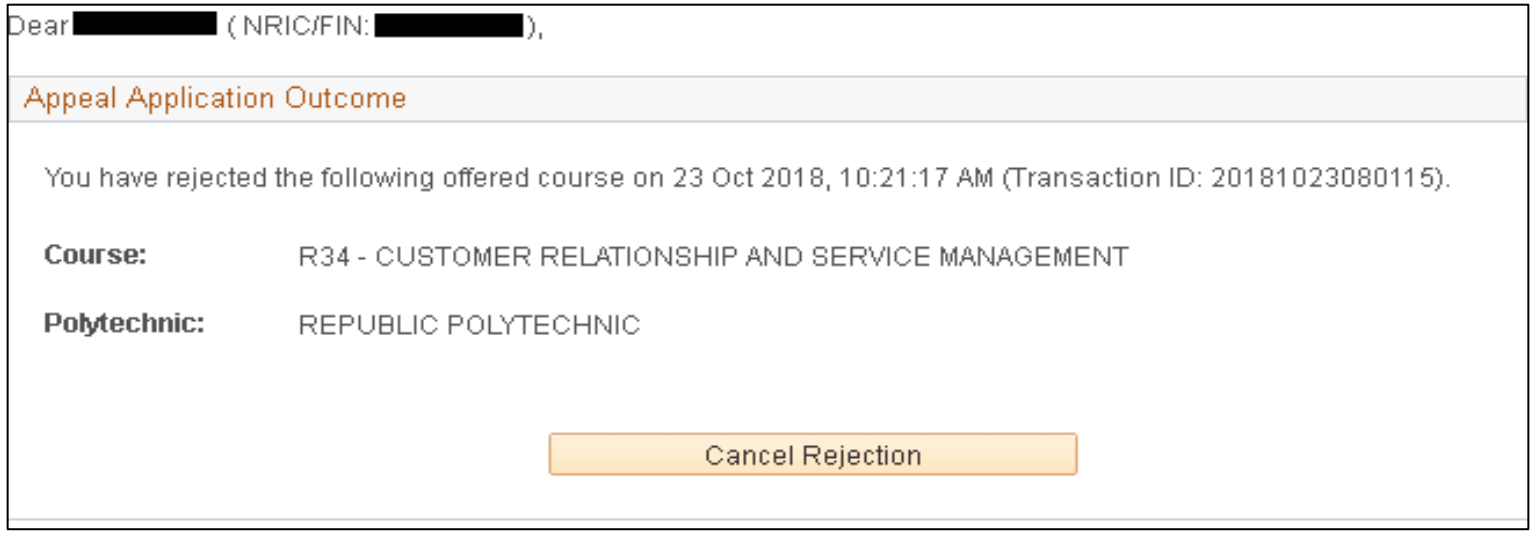
APPEAL SUCCESSFUL – REJECT OFFER

- You will be directed to the Submission Acknowledgement page.
- The offer has been rejected successfully if you see this page. Check your email inbox for the acknowledgement email.



CANCEL REJECTION

- You are allowed to cancel rejection as long as it is **within the acceptance period**.
- The option to accept or reject the offer will be made available to you again.
- Only the last transaction received by the system before the deadline will be considered.



IMPORTANT

- If you appeal is not successful, your original posted course (if any) will be retained.
  - *You have the option to accept or reject the offer.*
- Your offer will **lapse**, if you did not accept/reject the offer within the acceptance deadline.
- No appeal will be considered once the offer has lapsed.
- Applicants are reminded to keep track of the various PFP timelines published at https://pfp.polytechnic.edu.sg/PFP/pfp_application.html.

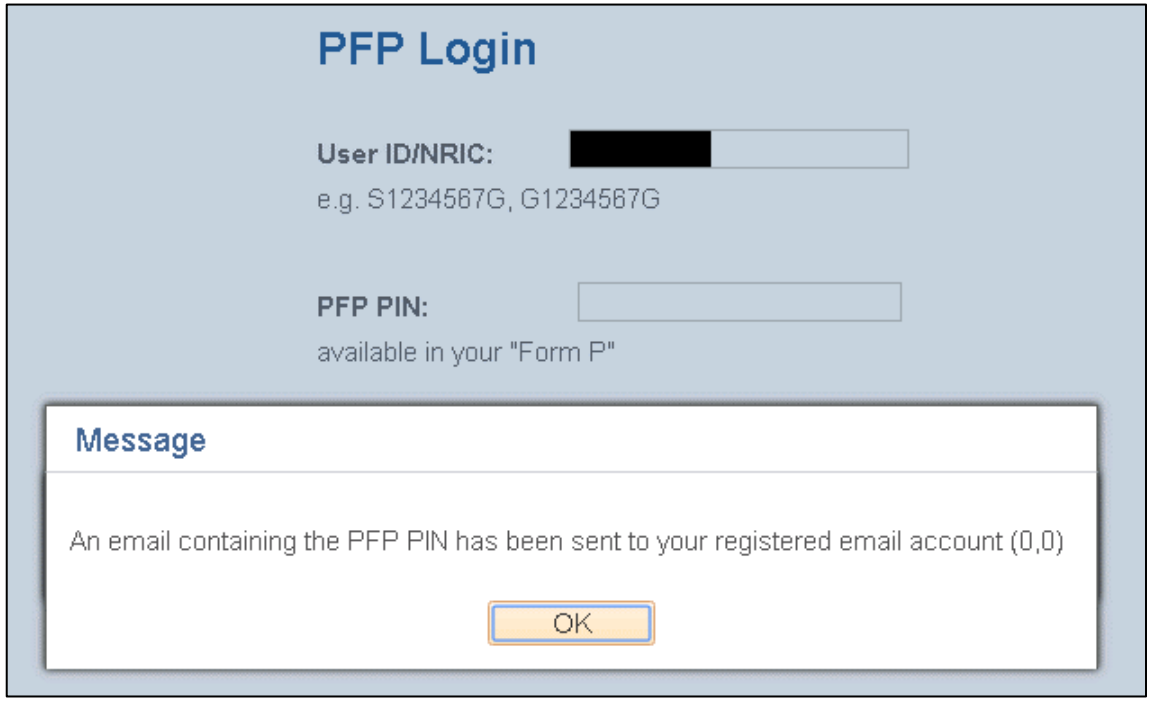
OTHER ACCOUNT MATTERS

FORGET PFP PIN

- If you have forgotten your PFP Pin, enter your NRIC number and click on Forgot PFP PIN.
- An email containing the PFP Pin will be sent to your registered email address.

Note: This is only valid if you have already entered your email address in the system.

If you have not provided your email address and/or lost your PFP Pin, please send an email to help@support.pfp.polytechnic.edu.sg with your full name, NRIC No., date of birth and email address to inform us.



ACCOUNT LOCKED

- The system will lock your PFP account if there are multiple unsuccessful login attempts.
- Email help@support.pfp.polytechnic.edu.sg to request unlocking of your account. Include your full name, NRIC No., date of birth and email address.