

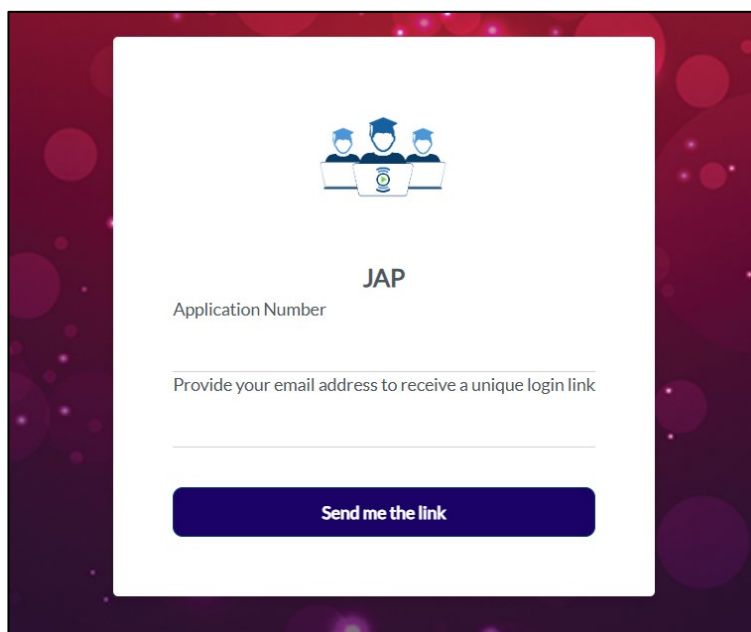
Joint Acceptance Guide for SUSS Full-Time Undergraduate Programmes

Step-by-Step Guide Content

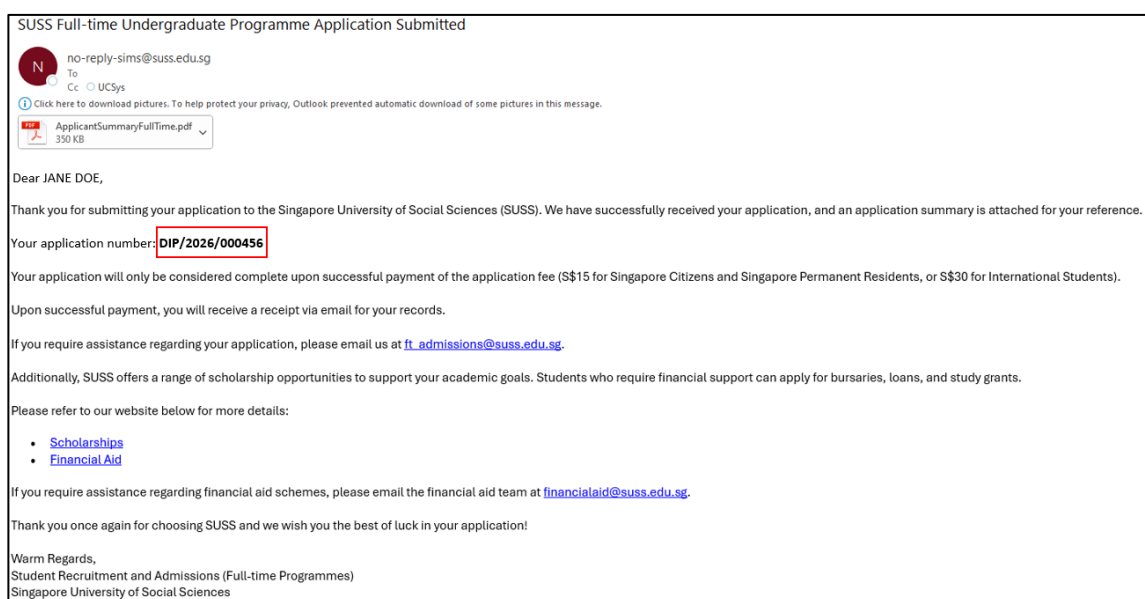
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1 – Login Page

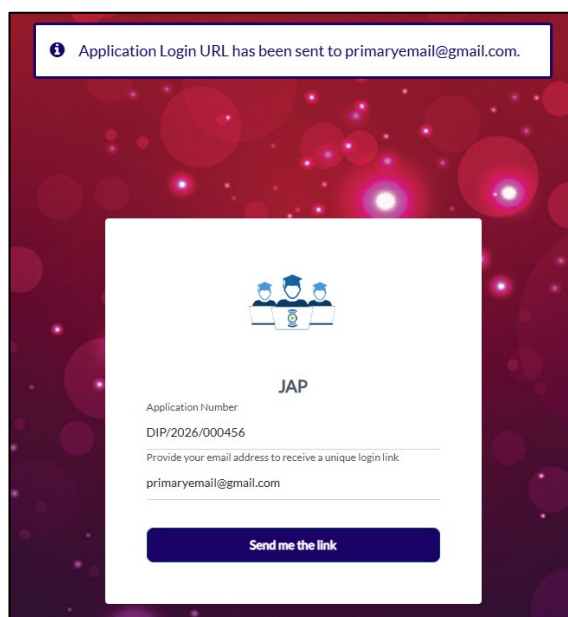
- (1.1) Upon receiving the offer email from SUSS, log in to the Joint Acceptance Portal (JAP) via the following link: <https://www.jointacceptance.edu.sg/> to accept the offer.
- (1.2) You are required to log in to the portal using your **Application Number** and **Primary Email Address** that you provided in your application.



- (1.3) Your Application Number can be found in the system generated email with the subject title “SUSS Full-Time Undergraduate Programme Application Submitted”, which you would receive upon successfully submitting your e-application.

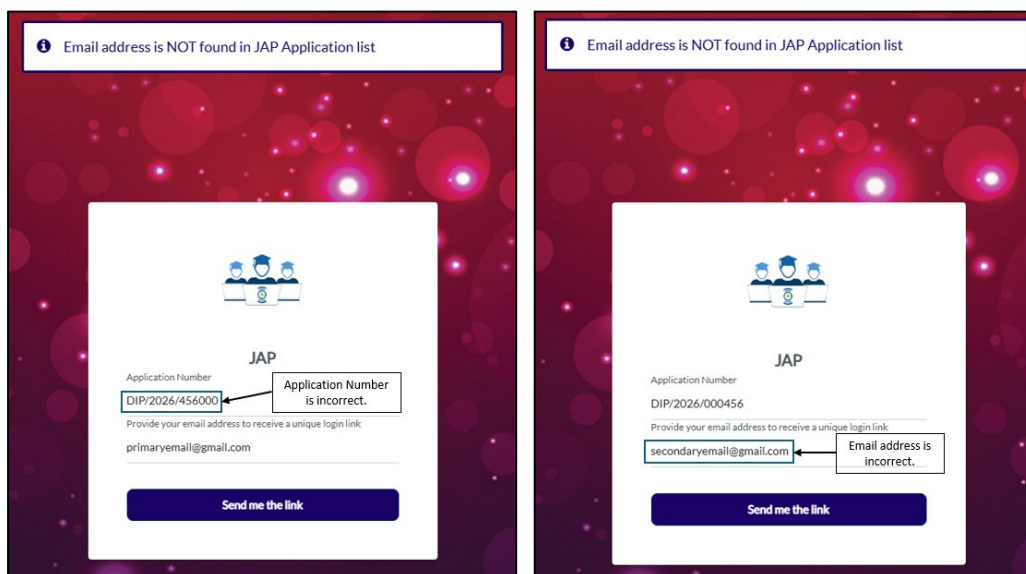


- (1.4) Key in your details and click '**Send me the link**'. You will be notified that your unique application login URL has been sent to your email address.



The screenshot shows a web interface with a dark red background featuring bokeh light effects. At the top, a white notification box with an information icon contains the text: "Application Login URL has been sent to primaryemail@gmail.com." Below this, a white card displays the JAP logo (three stylized figures) and the text "JAP". Underneath, it shows "Application Number: DIP/2026/000456" and a label "Provide your email address to receive a unique login link:" followed by the email "primaryemail@gmail.com". At the bottom of the card is a dark blue button labeled "Send me the link".

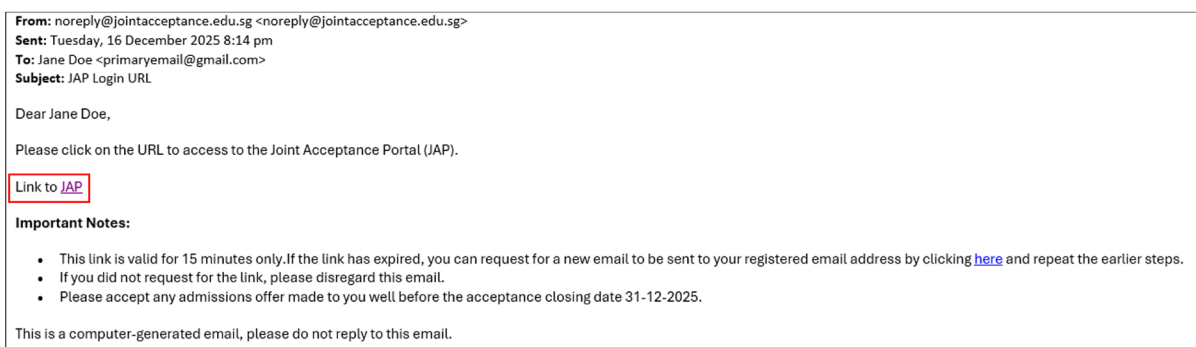
- (1.5) If you are not able to log in, please check that your details are entered correctly.



The image shows two side-by-side screenshots of the JAP application login screen, both with the same dark red bokeh background. Both screens have a white notification box at the top stating: "Email address is NOT found in JAP Application list".
The left screenshot shows the application number field containing "DIP/2026/456000" with a red border and a callout box pointing to it that says "Application Number is incorrect." The email field contains "primaryemail@gmail.com".
The right screenshot shows the application number field containing "DIP/2026/000456". The email field contains "secondaryemail@gmail.com" with a red border and a callout box pointing to it that says "Email address is incorrect." Both screens feature the JAP logo, the application number, the email field, and the "Send me the link" button.

If you are still not able to log in after confirming that your details are correct, please send an email to ft_admissions@suss.edu.sg.

- (1.6) Your unique application login URL will be sent in a system generated email with the subject title “JAP Login URL”. Click on the link to complete logging in to the portal.



2 – Applicant Course Selection

- (2.1) Once you have successfully logged in 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)

- (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 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.

JAP JANE DOE

Applicant Course Selection

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

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.

Modify Confirm

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

The screenshot shows a web interface for the Joint Acceptance Portal (JAP). At the top left is the JAP logo, and at the top right is the user name 'JANE DOE' with a profile icon. The main heading is 'Applicant Course Selection'. Below this, a form displays the applicant's details: '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 message is a 'Thank you.' text. In the bottom right corner, there is a green 'Logout' button.

- (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 log in 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.

The screenshot shows the 'Applicant Course Selection' page in the JAP system. At the top, the user is logged in as 'JANE DOE'. The page displays the applicant's name and NRIC/FIN/Passport number. A central message states: 'You have accepted SUSS-BACHELOR OF ACCOUNTANCY [with TG - pay subsidised fees] on 05-Dec-2022 03:05:00 PM'. A blue 'Modify' button is located at the bottom right of the 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.

The screenshot shows the 'Applicant Course Selection' page in the JAP system. At the top, the user is logged in as 'JANE DOE'. The page displays the applicant's name and NRIC/FIN/Passport number. Below this, there is an 'Important Note for Permanent Residents and International Students' regarding the Tuition Grant. A central message states: 'You have previously accepted SUSS-BACHELOR OF ACCOUNTANCY [with TG - pay subsidised fees]'. Below this message, there is a prompt: 'Please select the course you wish to accept.' Two radio buttons are provided: one for 'SUSS - BACHELOR OF ACCOUNTANCY [with TG - pay subsidised fees]' and another for 'Reject all Offer(s) of Admission'. The first radio button is selected.

- (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.

The screenshot shows the 'Applicant Course Selection' page in the JAP system. At the top left is the JAP logo, and at the top right is the user profile 'JANE DOE'. The page displays the applicant's name as 'JANE DOE' and their NRIC/FIN/Passport as 'SXXXX567Z'. A central message states: 'You have rejected all Offer(s) of Admission on 05-Dec-2022 03:10:16 PM. Click "Confirm" to complete your rejection.' At the bottom right, there are two buttons: a purple 'Modify' button and a green 'Confirm' button, which is highlighted with a blue border.

- (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.

This screenshot shows the same 'Applicant Course Selection' page after the 'Confirm' action. The applicant details remain the same. The central message now reads: 'You have rejected all Offer(s) of Admission which has been registered by Joint Acceptance Portal. Thank you.' This message is enclosed in a blue-bordered box. At the bottom right, there is a single green 'Logout' button, also highlighted with a blue border.

4 – Lapsed Offers

- (4.1) Applicants who are issued an 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 log in 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. The applicant will not be able to modify and confirm acceptance for offers received from the first window of acceptance thereafter. For 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 confirm acceptance for Course B or do nothing to confirm acceptance to **Course A** in the JAP.*

*Once you have clicked on **'Modify'** and confirmed 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 the 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 for SUSS. It includes a 'View Application Status' link, instructions for new and returning applicants, and login fields for 'Email Address' and 'Login ID'. The 'Login ID' field has a hint: 'LAST 4 CHARACTERS OF NRIC/FIN/PASSPORT NO + DATE OF BIRTH (DDMM)'. An example is provided: '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'. A 'Submit' button is at the bottom.

- (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 displays the 'Graduate, Law & Part-Time Undergraduate Programme' and the 'Full-Time Undergraduate Programme'. For the Full-Time Undergraduate Programme, 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.' The 'SUSS Acceptance Status' is 'Accepted SUSS', highlighted with a blue box. There is a 'Download Admission Letter' link and a 'Cancel' button at the bottom.