NGEE ANN POLYTECHNIC
DIPLOMA STUDENT CONCESSION CARD APPLICATION

All full-time enrolled students are eligible to apply for apply for a Diploma Student Concession Card to travel on buses, MRT and LRT.

BEFORE CONCESSION CARD APPLICATION

- **Login to My Enrolment to check your status that you have completed the enrolment process successfully.**

- **Ensure that you have submitted your recent colour passport-standard photo to us (taken full face with a white background).**

APPLICATION OF CONCESSION CARD

- **You will receive an email via your NP Connect mail for application instructions.**

- **During the bulk application exercise, first year students may proceed to any SimplyGo Ticket Office / Ticketing Servicing Centre to apply for their concession cards. Cards will be printed by TransitLink and delivered to the school. Students can also apply online via www.simplygo.com.sg/new-concession-card-application.**

COLLECTION OF CONCESSION CARD

- **You will receive an email via your NP Connect mail on the collection or distribution of the card (around 14 working days after you have made payment).**

NOTES

[1] As a general guide, for students who have successfully enrolled before mid-March, please check your eligibility status from 1 April onwards. For students who have successfully enrolled after mid-March, please check your eligibility status about 15 working days after completing the course registration.

[2] For enquiries on concession card, you may contact us 64666555. Alternatively, you may email us at askSAS@np.edu.sg.

[3] If your personal information is incorrect, please email to Academic Affairs & Planning Office (Email: enrol@np.edu.sg).

[4] To apply at the SimplyGo Ticket Office, you will need to bring along the following:
•Original NRIC for Singapore Citizens; or
•Original NRIC/Re-entry Permit for Singapore Permanent Residents; or
•Original Passport and Foreign Student Pass (FIN) for International Students.

[5] A fee of $8.10 (consisting of $5 card cost and $3.10 personalisation fee, both non-refundable) is payable at the point of application. You will have to top-up a minimum of $2 travel value to activate your Diploma Student Concession Card.

[6] PFP graduate, who had completed the Polytechnic Foundation Programme and will be progressing to full-time diploma courses in the coming Academic Year, will receive an email with instructions to extend the expiry date of the student concession card.

Important Notes

- Application for the Diploma Student Concession Card is optional.
- Please check SimplyGo website for the latest information on the concession scheme.

Database Format submission for Photo image :

Jpg image parameter ranges that will be accepted within the database record are:

The recommended printed photo will be at least 300 dpi. The available patron image shall be passport photo size (i.e. 35 mm wide x 45 mm high without border). Actual printed image size shall be adjustable by the card template used at the time of printing.

The aspect ratio of supplied images shall be 3 units wide X 4 units high. A range of 300 to 600 pixels wide and 400 to 800 pixels high will be accepted, while maintaining the aspect ratio of 0.75.

Image data must be provided in 24 bit colour, jpg format with file size below 150kb (embedded in database if coming from tertiary institutions).

The photo of student should:

1. Be taken full face without headgear, unless it is habitually worn in accordance with religious or racial custom. The headgear or hair should not hide the student's facial features;
2. Be taken against a plain background;
3. Presents the full head from top of hair to bottom of chin and center the head within the frame.

Samples of acceptable photos:

Female student

Male Student

Database Format submission for Photo image :

Samples of unacceptable photos:

Not a plain background

Improper resolution and colour

Wearing a headgear

Not full face – from chin to crown

Improper facial image size

Improper contrast and brightness