

## Update Personal Particulars

It is important that you update your personal data. If you have not done so or your personal data have since changed, please follow the instructions in the table below.

|  |   |
|--|---|
| <p>1. Contact numbers<br/>2. Address<br/>3. Email address<br/>4. Parents' Information, Formal Correspondence &amp; Emergency Contact</p>                                     | <p>Access TP Oei via SharePoint Online (<a href="https://tpoei.tp.edu.sg">https://tpoei.tp.edu.sg</a>) or SharePoint mobile app. Go to Resources - &gt; Support Services - &gt; Student Services - &gt; Student Info Update System</p> <p>Access to TP Oei is available 1 – 2 weeks after your online enrolment.</p> <p>Or</p> <p>Go to the TP website - &gt; Admissions &amp; Finance - &gt; Student Services - &gt; Students - &gt; Student Related Services - &gt; Student Info Update System [Address/Contact numbers]</p> <p>Login with your Student email address and password. Student email address: &lt;Admission No.&gt;@student.tp.edu.sg (e.g. <a href="mailto:1112345A@student.tp.edu.sg">1112345A@student.tp.edu.sg</a>)</p> <p>If you have not logged on to your TP student's e-mail, the <b>default password</b> is <b>TP</b>&lt;Barcode No.&gt;<b>@#&amp;</b> (e.g. TPG123456@#&amp;).</p> <p>(Note: The Admission Number and Barcode Number are indicated on your Enrolment Notice, please include the prefix "<b>TP</b>" and suffix "<b>@#&amp;</b>" when you enter your password.</p> |
| <p>5. Name<br/>6. Citizenship<br/>7. NRIC/Passport Number<br/>8. Foreign Identification Number (FIN)<br/>9. Date of Birth (DOB)<br/>10. Marital Status<br/>11. NS Status</p> | <p>Access TP Oei via SharePoint Online (<a href="https://tpoei.tp.edu.sg">https://tpoei.tp.edu.sg</a>) or SharePoint mobile app. Go to Resources - &gt; Support Services - &gt; Student Services - &gt; Personal Particulars Update</p> <p>Access to TP Oei is available 1 – 2 weeks after your online enrolment.</p> <p>Or</p> <p>Go to the TP website - &gt; Admissions &amp; Finance - &gt; Student Services - &gt; Students - &gt; Student Related Services - &gt; Personal Particulars Update Form</p> <p>Submit the form together with your supporting documents*</p> <p>* <u>Documents include</u> :</p> <ul style="list-style-type: none"> <li>- NRIC, Deed Poll or Passport (Change of Name)</li> <li>- NRIC, Passport, Citizenship Certificate or Temp NRIC Slip (Change of Citizenship)</li> <li>- NRIC or Passport (Change of NRIC/Passport Number)</li> <li>- Student Pass (Change of FIN)</li> <li>- NRIC, Passport or Birth Certificate (Change of DOB)</li> </ul>   |

|  |  |
|--|--|
|  | <p>Do note that fees are chargeable based on students' citizenship status <u>as at 1<sup>st</sup> day of semester</u>. Hence, request for change of citizenship must be submitted <b>before the start of semester and up to the first day</b> of the semester for TP to effect or adjust the fees accordingly.</p> |
|--|--|