

Guide for  
Application to Sit for  
Fundamentals of Engineering  
Examination

Dear Applicant

PEB has prepared this guide to assist you in your application process, which consists of two parts:

- 1) Submit online application and payment
- 2) Submit documents as listed in the checklist to PEB

Before you proceed to apply to sit for Fundamentals of Engineering Examination (FEE), check and ensure that you have obtained an approved qualification. You may refer to Professional Engineers (Approved Qualifications) Notification 2009 at <https://www1.peb.gov.sg/act-and-rules/>.

For more details on exam times and dates, format, syllabus etc., you may refer to Information for Applicants – Fundamentals of Engineering Examination at <https://www1.peb.gov.sg/apply4fee/>.

For applicants who are retaking the exam, it is important to fill up the correct data that have been provided in the previous application so as to facilitate the processing of the new application.

Applicants in the final year of study from the qualification listed in Professional Engineers (Approved Qualifications) Notification 2009 must get letter from the university to certify that you are undertaking a full time undergraduate engineering degree programme of not less than 4 years, and is in your final year of study. The letter should indicate the branch of engineering of the degree programme.

### **Online Application**

Before you proceed to apply to sit for FEE, you are required to read the requirements for registration as a professional engineer and declare that you have done so. You may click and read the requirements at Guidelines for Registration as Professional Engineer.

#### **Apply for Fundamentals of Engineering Examination**

Before you proceed to apply to sit for FEE, you are required to read and understand the requirements for registration as a professional engineer and declare that you have done so. Please click and read the requirements at [Guidelines for Registration as Professional Engineer](#).

Declaration:

I have read and understood the requirements for registration as a professional engineer. I would like to apply to sit for this year FEE.

**SUBMIT**

There are forms available at the application page but you may wish to prepare the forms before making application online.

The online application form should take about 15 to 20 minutes to complete. Please ensure that you have the necessary data before you begin as input can only be saved upon completion of the application after the payment is made. All entries are to be made in Title Case (i.e. Capitalize Each Word), not in UPPERCASE format.

**Step 1 – Personal Particulars**

- All fields indicated with \* are mandatory.
- Make the appropriate selection in fields with dropdown list.
- The same identification document must be produced during exam.

**Apply for FEE**

Personal Particulars	Contact Information	Employment Information	Summary of Education	Other Requirements	Preview Application	e-Payment
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Fundamentals of Engineering Examination: FEE 2017

**Personal Particulars**

Salutation : \*

Full Name : \*  (as shown in the NRIC/Passport)

Gender : \*

Date of Birth : \*

Age :

Place of Birth : \*

Nationality : \*

Race : \*

NRIC/Passport Type : \*

NRIC/Passport No. : \*

**NEXT**

Click on the buttons or links once only.  
Do not use the Back or Forward button on your browser as this may end your transaction.

## Step 2 – Contact Information

- All fields indicated with \* are mandatory.
- Make the appropriate selection in fields with dropdown list.
- Only one set of data input for each field is required on contact no. and email address, i.e. do not input more than 1 contact no. or email address in the same field.
- As some companies may have 'firewalls' in place, do provide a personal email address to ensure you would receive an email acknowledgement of your application.
- You are required to provide a Singapore correspondence address. In the Block/House No. field, indicate the word Blk before typing the number. In the Unit No. field, indicate # before typing the number. For example, Blk 10 ABC Street #01-01 Singapore 123456. Likewise, do the same for your employer address.
- Do not use abbreviations on name of company/organization.

Personal Particulars	Contact Information	Employment Information	Summary of Education	Other Requirements	Preview Application	e-Payment
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**Contact No and Email Address**

Only one set of data input for each field is required

Residential Phone No. : \*

Mobile Phone No. : \*

Office Phone No. : \*

Email Address : \*

**Residential Address**

Block/House No. : \*

Street Name : \*

Unit No. : \*

Country : \*

Postal/Zip Code : \*

**Employer Address**

Employer Name :

Block/House No :

Street Name :

Unit No. :

Country :

Postal/Zip Code :

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Click on the buttons or links once only.  
Do not use the Back or Forward button on your browser as this may end your transaction.

### Step 3 – Employment Information

- All fields indicated with \* are mandatory.
- Make the appropriate selection in fields with dropdown list.
- Provide your current employment status and information. Failure to provide accurate employer status and information may affect your PPE application (after passing FEE) in meeting the required practical experience in engineering work.

Personal Particulars	Contact Information	Employment Information	Summary of Education	Other Requirements	Preview Application	e-Payment
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Employment Information

Employment Status : \*

Employer Type : \*  Private Sector  Public Sector

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Click on the buttons or links once only.  
Do not use the Back or Forward button on your browser as this may end your transaction.

#### Step 4 – Summary of Education

- All fields indicated with \* are mandatory.
- Make the appropriate selection in fields with dropdown list.
- Begin with your first engineering qualification. If you have received advanced standing for your engineering degree, it is important that you first provide information on the qualifications for which you were granted advanced standing (e.g. Diploma).
- Do not input non-engineering related qualification.
- Do not use abbreviations on name of university and ensure that the university name and address are the same as you have indicated in the form on verification of academic record.
- The dates indicated must be the same as those on your qualification certificate/transcripts. If the date of award is not indicated on the certificate, you may use the date as shown on the transcript. For applicant in the final year of study, indicate the expected date of award which you will be graduating and state "final year student" in the Remark column.
- If you have additional qualifications (engineering related), click the ADD button. Otherwise, proceed to the next page by clicking the NEXT button.

Personal Particulars	Contact Information	Employment Information	Summary of Education	Other Requirements	Preview Application	e-Payment
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**Summary of Education**

Qualification 1\*

Name of University/College/Institution: \*  
*(where you were a registered student)*

Address of University/College/Institution: \*  
*(where you attended and took lessons)*

Qualification Awarded: \*  
*(Indicate types of honours if applicable)*

Branch of Engineering: \*

Attendance: From: \*  dd  mm  yyyy  To: \*  dd  mm  yyyy

Duration:  *(no. of years)*

Program Duration: \*  
*(please select appropriately)*  ---Select---

Types of Program:  ---Select---

Date of Award: \*  dd  mm  yyyy

Remark:

Click on the buttons or links once only.  
Do not use the Back or Forward button on your browser as this may end your transaction.

### Step 5 – Other Requirements

- Indicate the branch of engineering for the examination.
- You are required to download, complete and submit the following documents to PEB:
  - a. Confirmation of Modular/Academic Credit Units – include those from the polytechnic, if any, which add to the total credit units leading to the award of the Bachelor degree.
  - b. Verification of academic qualification – one form each for Bachelor, Master and PhD degree (if any) as per qualification listed in the Summary of Education.
  - c. Checklist to submit FEE application – prepare documents as indicated for submission to PEB.
- If you have not downloaded these forms at step 5, you may download the forms at the application page.

Personal Particulars	Contact Information	Employment Information	Summary of Education	Other Requirements	Preview Application	e-Payment
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**Other Requirements**

I hereby apply to sit for the Fundamentals of Engineering Examination in the branch of  engineering.

Please download the following files, fill in the required information and submit together with your application to PEB.

Download [Confirmation of Modular/Academic Credit Units](#)

Download [Verification of Academic Record](#)

Download [Checklist to submit FEE application](#)

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Click on the buttons or links once only.  
Do not use the Back or Forward button on your browser as this may end your transaction.

## Step 6 – Preview Application

This section allows you to check and edit your information before submitting the online application.

- You may change your input by clicking the EDIT DETAILS button, do not use the Backward or the Forward button at the top left of your browser.

## Step 7 – e-Payment

This section allows you to pay your application fee by e-payment.

- Click the SUBMIT button to get into the payment page.

Personal Particulars	Summary of Education	Employment Information	Other Requirements	Preview Application	e-Payment
Pending Payment Details					
Name	NRIC	Payment Description	Submitted Date	Application Fees	
Fee Ppe Gee	S1234567A	FEE Registration Fee	25-4-2017	S\$350	
				Grand Total	S\$350

**SUBMIT** **CANCEL**

**Click on the buttons or links once only.  
Do not use the Back or Forward button on your browser as this may end your transaction.**

- Input the same name as in your application. Put your first name and middle name in the First Name field; your surname in the Last Name field.
- You may input company address if you wish to make a claim from your company.
- Input the correct email address to receive the receipt via email.
- The accepted payment mode is VISA or Master credit card/ debit card.
- At the Review page, you may make a final check of your input done at the Payment page before clicking the Pay button.
- Most credit/debit card would require user to provide One-Time Password (OTP). Check that your handphone is switched on before making payment as OTP will be sent via SMS to your handphone.
- It is important that you provide correct card details and indicate the correct OTP as your input to the application will not be saved if payment is not made successfully.



**Billing**      Payment      Review      Receipt

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### Billing Information

\* Required field

First Name \*

Last Name \*

Address \*

City \*

Country \*

Zip/Postal Code \*

Email \*

[Cancel Order](#)

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### Your Order



Total amount	SGD 350.00
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**Billing**      **Payment**      Review      Receipt


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### Payment Details

\* Required field

Card Type \*  
  Visa        MasterCard

Card Number \*

CVN  
This code is a three or four digit number printed on the back or front of credit cards.  
 

Expiration Date \*

[Cancel Order](#)

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### Your Order

Total amount	SGD 350.00
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Billing Payment **Review** Receipt

### Review your Order

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#### Billing Address

Pee Gee Fee  
52 Jurong Gateway Road #07-03  
Singapore  
608550  
Singapore

Payment Details	Your Order
Card Type: Visa	Total amount: SGD 350.00
Card Number: xxxxxxxxxxxx1874	
Expiration Date: 09-2024	

[Back](#) [Pay](#)

[Cancel Order](#)

As an enhanced security measure, you are required to key in a One-Time Password (OTP) in order to proceed with your internet purchase. An SMS with the OTP has been sent to your mobile phone number (last 4-digits 1234).

Merchant: PEB  
Amount: SGD 350.00  
Date : 04:04:2017  
Card Number : XXXX XXXX XXXX1111  
Enter OTP here: \*\*\*\*\*

[Submit](#)

If you do not receive your OTP in the next 20 seconds, you may request for a new OTP by clicking on the "Regenerate OTP" link below.

[? Need help?](#) [Regenerate OTP](#)

This screen will be redirected back to merchant's site after you click "Submit".

Billing	Payment	Review	Receipt
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## Receipt

Date: 2017-03-30  
Order Number: 201703310133109

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### Billing Information

Pee Gee Fee  
52 Jurong Gateway Road #07-03  
Singapore  
608550  
Singapore

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### Payment Details

Card Type	Card Number	Expiration Date	Visa xxxxxxxxxxxx1874 03-2019	<b>Total amount</b>	<b>SGD 350.00</b>
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Please keep a copy of this receipt for your records

[Print](#) [Return to Website](#)

This section is the final part of the online application process. You may print a copy of the receipt or save as pdf format for printing later. You will receive an email acknowledgement with a link to print your application form.

### **Submission to PEB**

Refer to the application page to download and prepare the following forms listed below before coming to PEB:

- Confirmation of Modular/ Academic Credit Units
- Verification of Academic Records
- Checklist to submit FEE application

### **First Timers**

You are required to submit the documents as listed in the checklist to PEB within a week after making application online. To do so, you are required to submit the required documents specified in the checklist in person and strictly by appointment only. Please email to PEB at [registrar@peb.gov.sg](mailto:registrar@peb.gov.sg) within 1 week from your application to schedule an appointment with PEB. For those with confirmed appointment, you would be required to bring your identification document to be presented at the security counter on Level 1. Upon verification, you will be issued a visitor pass for scanning to gain entry at the gantry.

### **Retakers**

You are required to submit the required documents via post or courier service or drop the documents to Jem Office Tower, Drop-off box, Level 1 (next to security counter) within 1 week from your application. However, PEB will not be held responsible or liable in relation to any loss, damage, delay, non-delivery documents, etc. Please use this email to inform PEB after you have submitted the required documents.

You will be informed of the status of your application by post once your application has been processed. Further information on venue and other examination details will be sent to you at least two weeks before the examination. You may contact PEB at [registrar@peb.gov.sg](mailto:registrar@peb.gov.sg) if you do not receive these documents by then.