

# How to Register Online

*NIPA Classter Guide*



**Please follow our NIPA Classter guide step by step if you are a new prospective student.**

**Students who already have a Classter account or a NIPA email address should not register; instead, please contact [info@nipa.sx](mailto:info@nipa.sx) or [+1721 543 0497/543 0498](tel:+17215430497) and we will assist you.**

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Welcome to the NIPA Application Portal! You may proceed with your application by completing the following online form. This online application portal is made up of different screens. You must complete the first before continuing to the second. In order to complete this application you will need the following documents ahead of time:

1. Passport or ID card
2. Diploma or Certificate (or last report card)
3. Transcript (or latest progress report)
4. Detailed Census Registration Form (proof of appointment)
5. Proof of Registration Fee Payment

Kindly follow the instructions you will find on the upcoming screens of this portal, intended to assist you with this online application. If for any reason you find difficulties with applying online, please do not hesitate to contact us by phone +1 (721)543-0498 or email [admissions@nipa.sx](mailto:admissions@nipa.sx). You may also complete this online application in the NIPA library under the supervision of our Librarian.

If for some reason you will find difficulties with applying online, please do not hesitate to either phone +17215430498 or email [Info@nipa.sx](mailto:Info@nipa.sx)

## STEP 1

- Visit our NIPA website at [www.nipa.sx](http://www.nipa.sx).
- Click the “Admission” tab.
- Click “NIPA Programs Admission Form”.

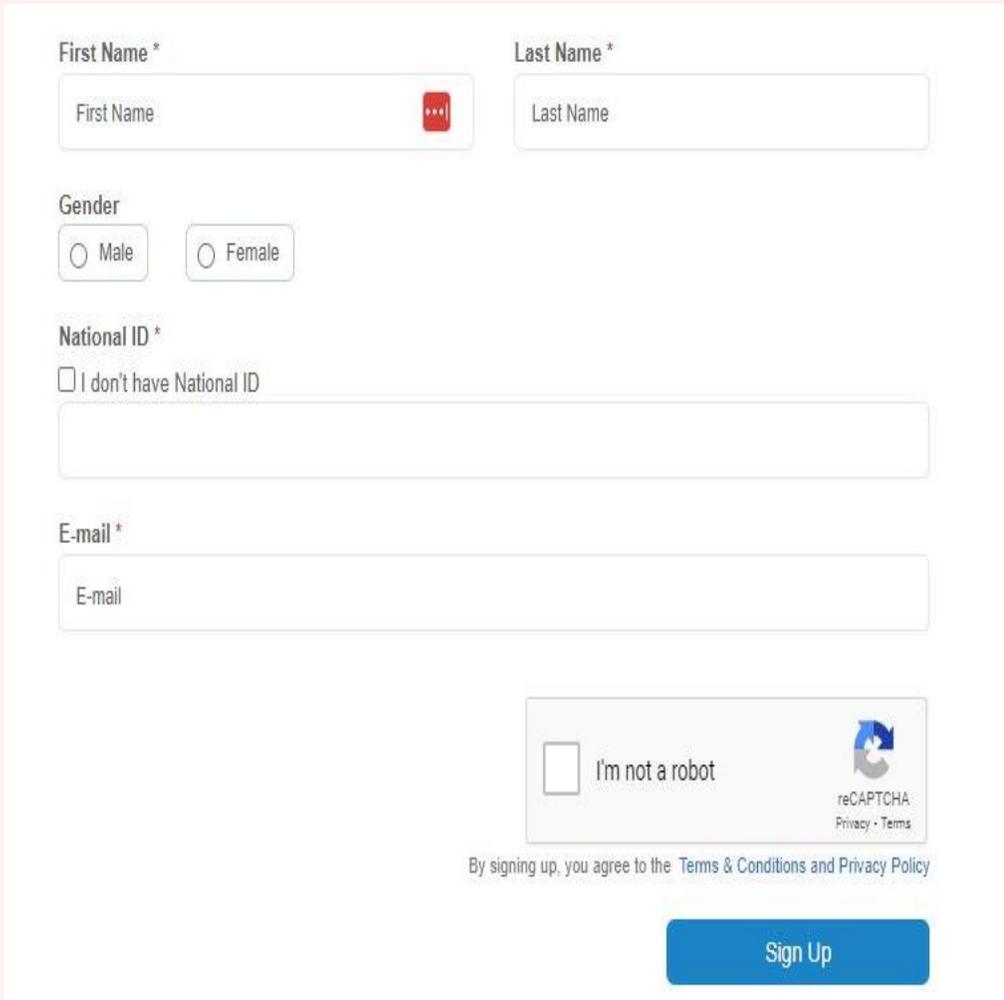
*To register at the NIPA, you  
MUST have the following  
documents at hand.*

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### STEP 2

- Enter your **First Name** and **Last Name** as stated on your ID or Passport.
- Select your **gender**.
- Enter your **ID card number**, if you do not have an SXM ID, click **"I don't have National ID"** and enter your **Passport Number**.
- Enter an **E-mail** that you have access to and check on a regular.
- CLICK THE **"I'M NOT A ROBOT"** check box to be able to continue to the next step.



The image shows a registration form with the following fields and options:

- First Name \***: Text input field with a red eye icon for password visibility.
- Last Name \***: Text input field.
- Gender**: Radio buttons for **Male** and **Female**.
- National ID \***: A checkbox labeled **I don't have National ID** and a corresponding text input field.
- E-mail \***: Text input field.
- reCAPTCHA**: A checkbox labeled **I'm not a robot** with a reCAPTCHA logo and links for **Privacy** and **Terms**.
- Sign Up**: A blue button at the bottom.

By signing up, you agree to the [Terms & Conditions](#) and [Privacy Policy](#)

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## STEP 3

- Once you have successfully completed STEP 2, an E-mail will be sent to the E-mail address that was used in STEP 2. Please check your **INBOX, SPAM, and JUNK folders** for a **“Welcome to Classter”** E-mail.
- Verify your account by clicking on **“VERIFY ACCOUNT”**.

Please take note  
of your  
**USERNAME** and  
**PASSWORD!!**



Your account has been successfully created

Hi [REDACTED]

Welcome to Classter, please confirm your account here:

Verify Account

If you cannot see the image above, please use this link: [Click here](#)

### Login Credentials

Username new.student@nipa.sx  
Password N123IPA1

Click [here](#) in order to move to the login page of your institute.

Sincerely,  
The Classter team

This is an automatically generated email. Please do not reply to this email.  
Copyright ©. All rights reserved.



Classter

Verify your Account

You are one step away! Once your account is verified you will be redirected to your login page.

Continue to my page

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nipa

Enter your credentials below

 Email or Username

 Password

[Forgot password?](#)

Login

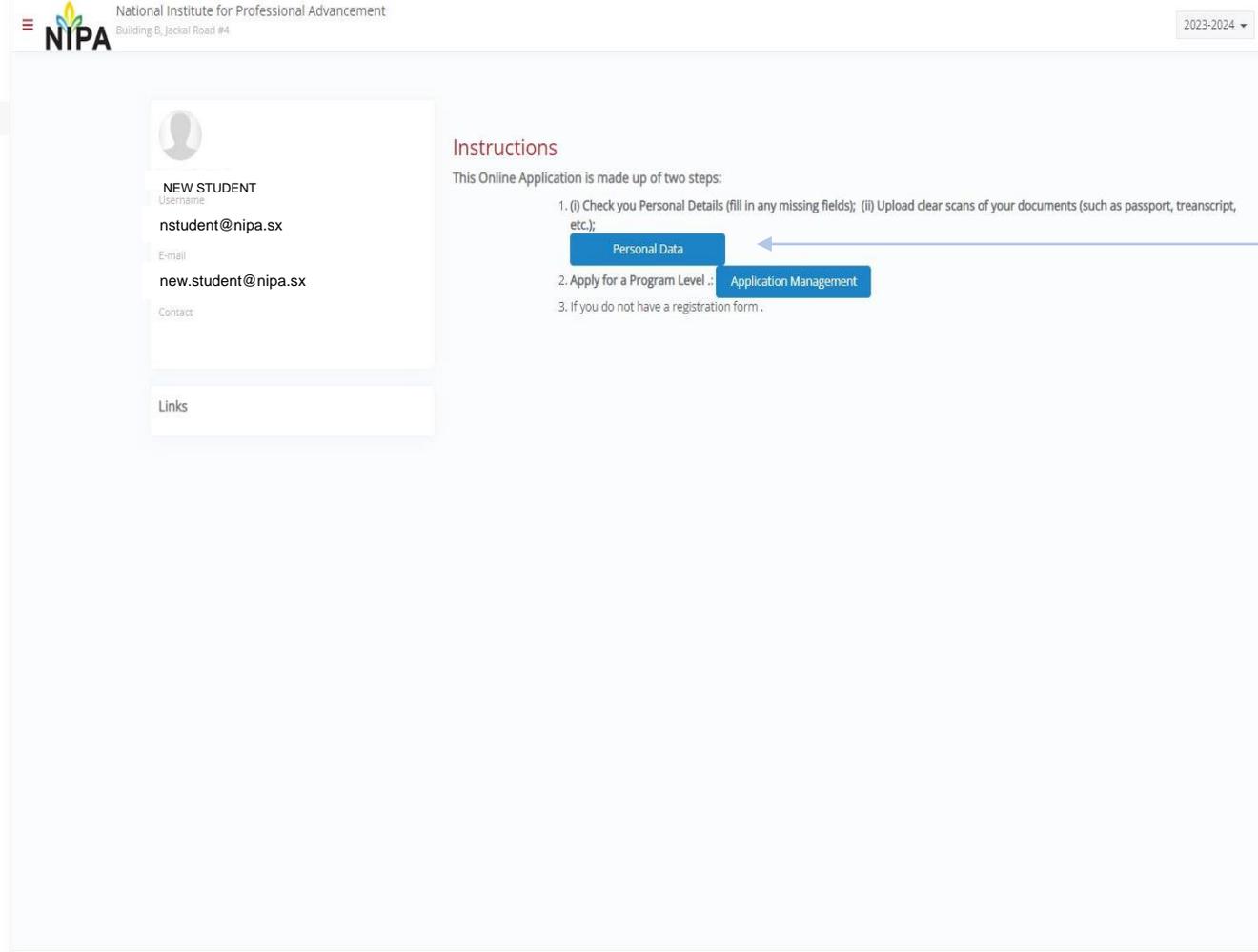
Ελληνικά | English (UK) | English (US) | Deutsch | Français | Español  
| Lietuvių | العربية - مصر | Български

## **STEP 4**

- Enter the *E-mail address* and *Password* that was sent to your email (see step 3).

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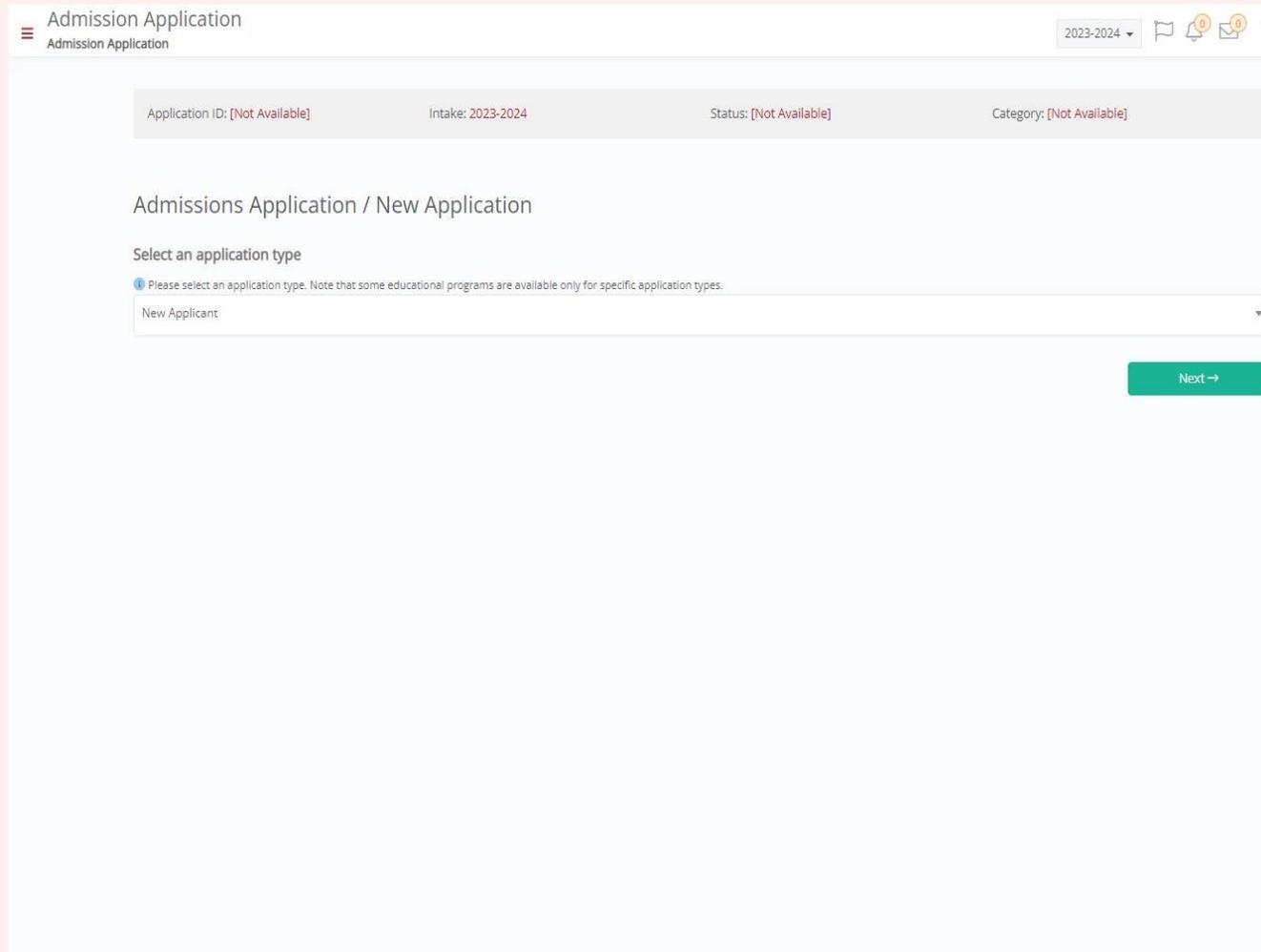
The screenshot shows the NIPA online application interface. At the top left, there is a navigation menu icon and the NIPA logo. The header text reads "National Institute for Professional Advancement" and "Building B, Jackal Road #4". A dropdown menu shows the year "2023-2024". On the left side, there is a user profile card for a "NEW STUDENT" with the following details: Username: nstudent@nipa.sx, E-mail: new.student@nipa.sx, and Contact. Below the profile card is a "Links" section. The main content area is titled "Instructions" and states "This Online Application is made up of two steps:". The first step is "1. (i) Check you Personal Details (fill in any missing fields); (ii) Upload clear scans of your documents (such as passport, transcript, etc);" and the second step is "2. Apply for a Program Level : Application Management". A blue arrow points from the "Personal Data" button in the first step to the right-hand text.

## STEP 5

- Your Classter profile.
- Click on **“Personal Data”** to check your personal details (fill in any missing fields).
- Upload clear scans of your documents (such as passport, transcript, etc.)

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Admission Application  
Admission Application

2023-2024

Application ID: [Not Available]	Intake: 2023-2024	Status: [Not Available]	Category: [Not Available]
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Admissions Application / New Application

Select an application type

Please select an application type. Note that some educational programs are available only for specific application types.

New Applicant

Next ->

## **STEP 6**

➤ Please click on “next” to move on to the next step.

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Admission Application

2023-2024

SABA STATIA

Application ID: [Not Available]    Intake: 2023-2024    Status: Draft    Category: [Not Available]

Select a Program Level

Level  
--Please Select--

Program Level - Code \*  
--Please Select--

Year/Quarter \*  
--Please Select--

Next →

## STEP 7

- Select the *level of the program* you are registering for.
- Select the *program* that you are interested in.
- The *year/quarter will be automatically* selected.
- Click *"NEXT"*.

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### STEP 8

Application ID: [Not Available]	Intake: 2023-2024	Status: Draft	Category: Normal
 Change		<input type="button" value="✓ Save as a Draft"/>	<input type="button" value="✓ Save and Submit"/>
Program Cook	Program Level - Code COOK L1 D	Program Level - Title Culinary Arts Level 1 Day	Year/Quarter Year 1 - Quarter 1

- Click on **“SAVE AS DRAFT”** if your application is not complete or you would like to return later to edit your application.
- Click on **“SAVE AND SUBMIT”** if your application is complete.

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## ***YOU HAVE SUCCESSFULLY COMPLETED THE REGISTRATION AT THE NIPA.***

- Should you have any questions regarding your registration please feel free to contact the school at [info@nipa.sx](mailto:info@nipa.sx) or +1721 543 0497/ 543 0498 (also our WhatsApp number).
- Payment for the *registration fee* can be made at the *office (only cash accepted)* or at the *WIB Bank/Online Banking: 81164410 NAFL/81164105 US\$*. The *applicant's NAME and PROGRAM* they are applying for must be stated. *Proof of payment MUST* be sent to [info@nipa.sx](mailto:info@nipa.sx) and [finance@nipa.sx](mailto:finance@nipa.sx).

***We will contact you for further information and an  
interview/admission assessment.***