Contents

Overview of Key Scheduled Activities and Timelines.................................................. 2

Preamble
1. Pre-Admission Medical Examination ........................................................................ 5
2. Overseas Travel Declaration (OTD) ........................................................................ 5
3. Registration (Part One) .......................................................................................... 6
4. Change / Reset NUSNET Password ........................................................................ 7
5. NUS Email and Student Portal .............................................................................. 7
6. Diagnostic English Test ........................................................................................... 8
7. Registration (Part Two) ........................................................................................... 8
8. Module Registration ............................................................................................... 9
9. Measures against COVID-19 on Campus ............................................................... 10
10. Update Personal Particulars and Contact Details .................................................. 10
11. Financial Matters and Other Important Information ............................................ 10
12. Graduate Programme Contact Details .................................................................. 10
13. Student Service Centre ......................................................................................... 10

Annex 1: Information for International Students .......................................................... 11
1. Orientation Briefing by Office of Student Affairs (OSA) for Full-Time International Students .......................................................................................................................... 11
2. Immigration & Checkpoints Authority (ICA) of Singapore – Student’s Passes .......... 11
4. Housing .................................................................................................................. 13

Annex 2: Financial Matters and Other Important Information ....................................... 14
1. Scholarship Matters .............................................................................................. 14
2. Payment of Tuition Fees ...................................................................................... 14
3. Staff Concession ................................................................................................... 15
4. Financial Assistance ............................................................................................. 15
5. Service Obligation Scheme .................................................................................. 15
6. Leave Schemes .................................................................................................... 15
7. NUS Student Insurance Scheme ........................................................................... 15

Annex 3: NUS Campus Map ....................................................................................... 16
Overview of Key Scheduled Activities and Timelines

An overview of key scheduled activities and timelines for new students are listed below. To get more information on each activity, please refer to the corresponding page indicated in the last column.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Schedule/Date/Deadline</th>
<th>Remarks</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NUS Pre-Admission Medical Examination</td>
<td>To be completed by 30 September 2020</td>
<td></td>
<td>Page 5</td>
</tr>
<tr>
<td>2. Medical Examination for Student’s Pass Application</td>
<td></td>
<td>The OTD must be completed before students can proceed with Registration (Part One).</td>
<td>Page 11</td>
</tr>
<tr>
<td>3. Overseas Travel Declaration (OTD)</td>
<td>From 30 June 2020 onwards</td>
<td></td>
<td>Page 5 - 6</td>
</tr>
<tr>
<td>4. Registration (Part One)</td>
<td>To be completed by 15 July 2020</td>
<td>Registration (Part One) will open from 30 June 2020 onwards.</td>
<td>Page 6 - 7</td>
</tr>
<tr>
<td>5. Entry Approval by MOE &amp; Stay-Home Notice (SHN)</td>
<td></td>
<td>All students who are planning to enter Singapore must be granted Entry Approval by Ministry of Education (MOE) before commencing their travel to Singapore. NUS will be submitting the Entry Approval request on your behalf to MOE. However, please note that requests can only be submitted if you have completed the Overseas Travel Declaration (OTD), and it will be based on information you have declared in the OTD (e.g. arrival date). Please note that the Entry Approval is only valid for 14 days and the approval document will be sent to your NUS email account. You are advised not to travel to Singapore until approval has been granted by MOE.</td>
<td>Page 11</td>
</tr>
<tr>
<td>Activities</td>
<td>Schedule/Date/Deadline</td>
<td>Remarks</td>
<td>Reference</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>6. Change the default NUSNET Password</td>
<td>To be completed at least one day before attempting Registration (Part Two)</td>
<td>Students who are required to sit for the DET will be advised to do so through their Admission Offer Letter.</td>
<td>Page 7</td>
</tr>
<tr>
<td>7. Diagnostic English Test (DET)</td>
<td></td>
<td>The DET schedule for Semester 1 of Academic Year 2020/2021 is available on DET webpage (<a href="nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det">nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det</a>).</td>
<td>Page 8</td>
</tr>
<tr>
<td>8. Registration (Part Two):</td>
<td></td>
<td>To complete Registration (Part Two), all students must activate their NUS Student Card immediately, after obtaining it by post.</td>
<td>Page 8 - 9</td>
</tr>
<tr>
<td>- Delivery of NUS Student Card to Student’s Residence (For Singapore Citizen &amp; Permanent Residents who meet the card delivery eligibility requirements as explained under Point 7.1)</td>
<td>From 22 to 29 July 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Collection of NUS Student Card at the respective Faculty/School (For International students and those who are not eligible for the NUS Student Card Delivery Service)</td>
<td>From 3 August onwards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Module Registration (ModReg)</td>
<td>From 23 July to 18 August 2020</td>
<td><strong>IMPORTANT:</strong>&lt;br&gt;If you have been informed by your respective Faculty/School that you are required to declare your Academic Plan to ensure that you are assigned the appropriate curricular priority for your module choices in ModReg*, please do so 24 hours before participating in the ModReg exercise.&lt;br&gt;&lt;br&gt;The Academic Plan Declaration page (<a href="nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det">Navigation Path: myEduRec &gt; Academics &gt; Acad Plan ApplnDeclaration</a>) is accessible from 15 July 2020, 9am to 18 August 2020, 12pm.&lt;br&gt;&lt;br&gt;More information can be found <a href="nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det">here</a>.&lt;br&gt;&lt;br&gt;*Note: Not all graduate programmes have this requirement.</td>
<td>Page 9</td>
</tr>
<tr>
<td>Activities</td>
<td>Schedule/Date/Deadline</td>
<td>Remarks</td>
<td>Reference</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>10. OSA Live Show 2020 for International Graduate Freshmen</td>
<td>27 July 2020</td>
<td></td>
<td>Page 11</td>
</tr>
<tr>
<td>11. Update Credit Bank Account Details &amp; Singapore Payment Address via the Education Records System (For Scholarship awardee)</td>
<td>To be completed by 25 August 2020</td>
<td>The first month pro-rated stipend will be credited into the student's bank account by 31 August 2020, if applicable. For the subsequent month, the stipend will be credited into the student's bank account on the 18th of each month. In addition to the updating of bank account, do note that the disbursement of stipend is also subjected to the completion of Registration (Part Two).</td>
<td>Page 14</td>
</tr>
<tr>
<td>12. Submission of GIRO Form for Payment of Student Fees:</td>
<td></td>
<td></td>
<td>Page 14</td>
</tr>
<tr>
<td>- Manual GIRO applications</td>
<td>To submit by 28 August 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Online GIRO applications</td>
<td>To submit by 28 September 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Preamble

All students must be registered before commencing a course of study at the National University of Singapore (NUS). There are two parts to the student registration. To be a ‘registered student’, it is compulsory to complete Registration (Part One) first before proceeding to complete the Registration (Part Two).

The purpose of this Registration Guide is to highlight the activities which are significant to the incoming graduate research students in completing the various formalities towards being officially registered as a student in NUS.

If you have any registration-related queries, please email to GDRegistration@nus.edu.sg.

1. Pre-Admission Medical Examination

As an admission condition, all incoming students are required to undergo a medical examination. The University reserves the right to refuse admission or exclude a student from any particular course of study if they decline to undergo such health examinations or any prescribed tests.

The medical examination may be done (i) by student’s own physician in Singapore; (ii) in student’s home country or (iii) at the University Health Centre, UHC (nus.edu.sg/uhc). If students choose to do (i) or (ii), they will need to submit the completed prescribed medical report form and the original laboratory, written in ENGLISH to UHC.

Students who have done a similar medical exam not more than six months before the time of registration, must still complete Part One of the prescribed medical report form and submit it to UHC together with the documentary proof of the earlier medical examination.

Students can download the prescribed medical report form at UHC’s website (nus.edu.sg/uhc/services/medical-examination/pre-admission/pre-admission-medical-exam). For enquiries, please write to uhc_health@nus.edu.sg.

In lieu of the Coronavirus Disease 2019 (COVID-19) situation, the resumption of pre-admission medical examination services has been deferred until a later time. Please check UHC’s website for updates on when the medical examination appointment bookings open and information on submission of the completed medical examination form.

For enquiries, please write to uhc_health@nus.edu.sg.

Full-time international students are also required to fulfil an additional medical screening requirements for their Student’s Pass application. For more information, please see Annex 1.

2. Overseas Travel Declaration (OTD)

In view of COVID-19 situation, all incoming students from Semester 1, AY2020/2021 are required to declare their travel plans in the Overseas Travel Declaration (OTD) (Applicants) System (myaces.nus.edu.sg/OverseasTravelDecl/applicantLogin) before they can proceed with Registration (Part One).

Do note that the completion of OTD is mandatory for all incoming students.

For existing NUS students who have previously submitted travel plan(s) and will be enrolling in a new NUS programme/course in AY2020/2021, you are also required to login to the OTD system using your NUSNET ID to declare your travels.

For new students

Please login to the OTD (Applicants) System (myaces.nus.edu.sg/OverseasTravelDecl/applicantLogin) using the following:
1) Application Number
2) Application Password/PIN
3) Select your student category

If you wish to make changes to your declaration after submission, please note that you will only be able to do so after completion of Registration (Part One), and after your NUSNET account is activated. Once that is completed, you may proceed to the OTD (Students) System (myaces.nus.edu.sg/OverseasTravelDecl) to make the changes.
For existing NUS Students
Please login to the OTD (Students) System (myaces.nus.edu.sg/OverseasTravelDecl) using your NUSNET ID. Any declaration made before 1 June 2020 will not be considered as valid.

3. Registration (Part One)

In Registration (Part One), students have to update their personal particulars, agree to abide by the policies which form their Acceptance Record; and complete the Authorisation Requirements (nus.edu.sg/registrar/administrative-policies-procedures/graduate/acceptance-record).

Registration (Part One) has to be completed online via the Registration System (myregistration.nus.edu.sg) using the application number and password given during the application for admission to the graduate programme. Students who have forgotten their application password can reset it through the Graduate Admission System (inetapps.nus.edu.sg/GDA2/Applicant.aspx/Account/ForgetPassword).

The entire registration process consist of five steps which will take about 15 minutes to complete. To begin, click on the first hyperlink under step one.

Upon successful completion, students will be directed to a confirmation page where they can retrieve their Student ID, PIN and NUSNET account information as shown in Figure 1.
Students who have forgotten to note down their Student ID, PIN, NUSNET ID and NUSNET password, may re-access the Registration System *(during the stipulated period)* and retrieve it under Step 5 (see figure 2).

Students who are **below 18 years old** are also required to send the following forms, duly signed and completed by their parent/guardian, via email to GDRegistration@nus.edu.sg. The forms are downloadable under Step 5 of Registration (Part One) Main Page (see Figure 2).

### Documents for Submission

<table>
<thead>
<tr>
<th>Remarks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Risk Acknowledgement and Consent</td>
<td></td>
</tr>
<tr>
<td>2) Authorisation of Medical Procedures</td>
<td>For International Students</td>
</tr>
<tr>
<td>3) Appointment of Local Representative</td>
<td>For International Students</td>
</tr>
<tr>
<td>4) Letter of Undertaking</td>
<td>For students who have been offered Scholarship/Fellowship/Award (see Figure 2)</td>
</tr>
<tr>
<td>5) Declaration of Subsidy Received</td>
<td></td>
</tr>
</tbody>
</table>

### 4. Change / Reset NUSNET Password

Students will be issued with the default NUSNET ID and password after they complete the Registration (Part One). These NUSNET ID and password will only be activated one to two days later.

Upon activation, students are required to change their default NUSNET password at the Password Portal (exchange.nus.edu.sg/passwordportal). This step is necessary in order for them to access any NUS online services, including Registration (Part Two) where they are required to activate their NUS Student Card.

Students who have forgotten their NUSNET password after changing it may reset it through short message service (SMS). A step-by-step guide on how to use the SMS is accessible at the NUS IT website (nusit.nus.edu.sg/services/mobile/nusnet-password-reset-via-mobile). Alternatively, you can email ITCare@nus.edu.sg to reset your password, stating your full name, Student ID and attach a scanned image of your NUS Student Card.

### 5. NUS Email and Student Portal

All students will have an NUS email account which will be their official point of contact. It is the student’s responsibility to check their NUS email regularly and be aware of the latest notices/circulars that may be posted on NUS Student Portal (myportal.nus.edu.sg).
To access the NUS email account (outlook.com/u.nus.edu), students should use their NUSNET ID and Password. Do note that the default NUSNET password must be changed, before it can be used it to access any NUS online services. Refer to Point 4 for the detailed procedure.

6. **Diagnostic English Test**

The Diagnostic English Test (DET) is an English Language test set by the Centre for English Language Communication (CELC). It must be taken by all international graduate students from non-English medium universities and whose faculties require them to take it. Students are advised to check the DET website (nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det) for the following information:

- the objectives of the test; and
- the format of the test.

New students who need to sit for the DET have to register online via the Education Records System (myedurec.nus.edu.sg) using their NUSNET ID and password obtainable after the completion of Registration (Part One). Upon login, please navigate to: My Homepage > Academics > Registration & Declarations > QET/DET Registration, and follow the instructions to register accordingly.

Note that students will need to change the default NUSNET password first before they can access the system. Refer to Point 4 for the detailed procedure. If you encounter difficulties registering for the DET online, please email to det@nus.edu.sg for assistance.

Students should sit for the DET before starting their course of study as any late attempt at the DET may result in a delay to their graduation. Students who missed this test due to extenuating circumstances, are required to sit for the next DET in the following semester. Please refer to the DET website for more details.

Results for the DET will determine whether a student should be placed on a Graduate English Course module, or whether they should be exempted from the course. Students may also refer to the CELC website (nus.edu.sg/celc/research/cituc.html) for guidelines on academic writing.

7. **Registration (Part Two)**

To complete Registration (Part Two), student will need to activate their NUS Student Card via the Education Records System (myedurec.nus.edu.sg). Students would obtain their NUS Student Card either by delivery to their residence or collection in person.

7.1. **Delivery of the NUS Student Card to Student’s Residence**

To be eligible for this service, students must meet all the following requirements:

(i) Singapore Citizen or Permanent Resident
(ii) 18 years of age and above
(iii) Have a valid Singapore mailing address
(iv) Have completed Registration (Part One) by the stipulated deadline
(v) Have no outstanding documents (e.g. educational certificate/transcript and/or other document(s) as indicated in the admission offer letter) to be sighted and verified by an NUS administrator

Upon receiving their NUS Student Card by post, students must activate it. Refer to Point 7.3.

Students who do not meet the card delivery service requirements will be notified via email to collect their NUS Student Card in person.

7.2. **Collection of NUS Student Card**

In lieu of COVID-19 situation, we will assist International Students who have completed Registration (Part One) to activate your NUS Student Card on your behalf. To facilitate this, students will be required to complete an e-Form. The link will be provided to those who have completed Registration (Part One) from 16 July 2020 onwards.

After serving the Stay-Home Notice (SHN), please collect your NUS Student Card from your Faculty/School.
Documents for Verification and/or Submission | Remarks
--- | ---
1) Admission Offer Letter | For Singapore Citizens and Permanent Residents
2) NRIC | For International Students
3) Passport | For International Students taking up part-time studies.
4) Original and photocopy of either: - Employment/Work Pass; - Dependant’s Pass; - Long-Term Social Visit Pass; or - In-Principle Approval (IPA) Letter issued by the Singapore Immigration & Checkpoints Authority (ICA) for the above long-term Immigration Passes | Part-time International students who do not have any of the indicated long-term Immigration Passes or IPA letter cannot register with NUS. **Short-term Social Visit pass is not acceptable.** Students may request for late registration if their long-term Immigration Pass or IPA letter is not ready in time for Registration.
5) Original and photocopy of your educational certificate, transcript and/or any other outstanding document(s) as indicated in your offer letter | Students who are given conditional offer of admission, please ensure that you have fulfilled the provisional conditions as indicated in the offer letter before you proceed to complete the Registration (Part Two).

Additional note for Full-Time International Students only:
Please read **Annex 1** for information on Orientation Briefing, ICA’s Offsite Exercise for the enrolment and issuance of Student’s Pass as well as other relevant instructions for International Students.

7.3. **Activation of NUS Student Card**

Upon receiving the NUS Student Card, students will need to activate it through the Education Records System (myedurec.nus.edu.sg) using their NUSNET ID and password.

Note that students will need to change the default NUSNET password first before they can access the system. Refer to **Point 4** for the detailed procedure.

Upon successful login, please navigate to: My Homepage > Academics > Registration & Declarations > Student Card Activation, and follow the instructions to activate the card accordingly.

Please note that access to NUS facilities, library and book loans will only be given one day after the activation of the NUS student card.

After completing the NUS Student Card activation, students are required to report to their respective department and to meet up with their assigned supervisor(s)/advisor(s), if any.

8. **Module Registration**

ModReg@EduRec is the new consolidated module registration platform which will allocate modules to students according to the following rules-based **priorities:**
- Curricular needs
- Seniority
- Module preference

The schedule for the Module Registration (ModReg) Exercise and useful information can be found at the ModReg website (nus.edu.sg/ModReg).

Students who are new to ModReg are strongly encouraged to refer to the User Guide (nus.edu.sg/ModReg/docs/ModReg-Student-User-Guide.pdf) to understand the module registration process and how to navigate the system.
9. **Measures against COVID-19 on Campus**

Please visit the Office of Safety, Health & Environment (OSHE)’s website (emergency.nus.edu.sg) for the latest updates on measures against COVID-19 on campus.

The campus is also divided into zones to minimize over-crowding and intermingling, as well as to contain the infection swiftly and efficiently. Refer to Annex 3 for the zonal map.

Students who stay on campus will be assigned a Study Zone (based on their Faculty/School) and a Residential Zone (based on the location of their hostels). These student residents can purchase food and dine at canteens and food outlets in their Study Zone. They may only purchase food at canteens and food outlets in their Residential Zone and specific/approved canteens near their hostels. While each hostel is within a particular zone, these student residents are allowed to travel to their Study Zone which may not be in their Residential Zone to attend face-to-face lessons/visit laboratories, where required.

10. **Update Personal Particulars and Contact Details**

Students can verify their personal particulars and update any changes to their contact details via the Education Records System (myedurec.nus.edu.sg) (Navigation Path: My Homepage > Personal Info > Select the relevant links).

Please note that it is the student's responsibility to:

(i) Keep their personal and emergency contact details up-to-date.

(ii) Notify NUS within five working days from the effective date of change in citizenship, official name and identity card/passport. For the detailed procedure, please refer to the Registrar’s Office website (nus.edu.sg/registrar/administrative-policies-procedures/graduate/responsibility-for-notices-circulars-and-updates-of-personal-particulars).

The Education Records System is a single entry point for students to manage a wide range of student transactions relating to academic, finance and personal information matters. To access this system, student will need their NUSNET account.

11. **Financial Matters and Other Important Information**

Please refer to Annex 2 for detailed information on scholarship, financial matters and other important information.

12. **Graduate Programme Contact Details**

For the latest graduate programme contacts, please refer to the Graduate Admissions website (nus.edu.sg/registrar/prospective-students/graduate/graduate-programme-contacts).

13. **Student Service Centre**

Student Service Centre (SSC) (nus.edu.sg/osa/student-services/ssa) serves as a convenient one-stop contact point for students to obtain information and services relating to academic/administrative student records, tuition fees and financial matters. Please visit the SSC, or contact them at nus.edu.sg/osa/contact-us.html.
Information for International Students

1. Office of Student Affairs (OSA) Live Show 2020 for International Graduate Freshmen

The 1-hour OSA Live Show 2020 for international freshmen on 27 July 2020 will bring you tips from seniors plus important administrative announcements. Details and registration available at OSA’s webpage (nus.edu.sg/osalevent/detail/index/live-show-international-grad).

2. Immigration & Checkpoints Authority (ICA) of Singapore – Student’s Passes

All Full-Time International Students must have a valid Student’s Pass issued by the ICA (ica.gov.sg) during their candidature in NUS. To be familiar with ICA’s requirements regarding Student’s Pass matters, please check ICA’s web-published information on Student’s Pass for University students (ica.gov.sg/pass/studentpass/apply).

To apply for a Student’s Pass, NUS will first need to initiate a registration with ICA on the student’s behalf, before the student can receive an email instruction to submit an eForm16. If the application is approved, ICA shall grant an In-Principle Approval (IPA) letter.

For students from a visa-required country (ica.gov.sg/visitor/visitor_entryvisa), the IPA letter, which serves as a single-entry visa to enter Singapore, will be available for printing via ICA SOLAR system (eservices.ica.gov.sg/solar/index.shtml) under navigation path: Student Main Menu > View Application Status > Print Outcome Letter. Students are advised to read the IPA letter carefully for the list of documents/items which they need to prepare for submission to ICA in order to complete their Student’s Pass formalities.

2.1. Entry Approval by Ministry of Education (MOE) & Stay-Home Notice (SHN)

In addition to obtaining the Student’s Pass or Student’s Pass In-principle Approval from the ICA, international students will also need to obtain approval from the Ministry of Education (MOE) before they commence their journey to Singapore. Each application will be assessed by MOE on a case-by-case basis, and approval is not guaranteed.

NUS will apply for your entry approval with MOE on your behalf, based on your Overseas Travel Declaration (OTD). Hence, it is important that you declare your travel plans at the OTD system (myaces.nus.edu.sg/OverseasTravelDecl/applicantLogin). You must update your OTD immediately if there are changes, including travel plan cancellations.

Students should not proceed with their trip to Singapore unless they have received the entry approval letter. The MOE entry approval letter, which is valid for two weeks, will be conveyed to your NUS email account separately. Students must produce this entry approval letter to airline staff upon check-in at the departure airport, and to the immigration officer at the checkpoint upon arrival in Singapore. Students who arrive without the entry approval letter from MOE will not be allowed to clear Singapore immigration, and will be required to fly out of Singapore within 48 hours, at their own cost. Their Student’s Pass may also be rescinded by ICA.

Students who are granted entry into Singapore will be issued with a 14-day Stay-Home Notice (SHN) (ica.gov.sg/covid-19/shn). Prior to arrival, students are to submit their health status and recent travel history, as well as personal particulars and contact details via the SG Arrival Card (SGAC) e-Service (icaeservices.ica.gov.sg/sgarrivalcard).

Please refer to the FAQs on Entry Approvals and Stay-Home Notice (nus.edu.sg/registrar/docs/info/academic-activities/registration/FAQ_for_Entry_Approval.pdf) for more information.

2.2. Additional Medical Examination for Student’s Pass Application

The issuance of the Student’s Pass is subject to the outcome of the medical examination required by ICA, which includes HIV test. Students who fail to fulfil the medical requirements will not be issued with a Student’s Pass.

The medical examination can be done in the student’s home country if they have never resided in Singapore on any long-term immigration passes previously. For students who are currently residing in
Singapore and holding on to any type of long-term immigration passes, they are required to undergo the medical examination in Singapore, especially if the last medical examination was submitted to ICA more than two years ago.

Both the student and a qualified practitioner must complete the prescribed ICA’s Medical Examination Report form (ica.gov.sg/cms/files/docs/Visitor%20Services/MedicalReport.pdf), and attached it with the relevant laboratory reports for HIV test and X-ray. An official translation of the laboratory reports is required if it is not in the English language. At the time of submission to ICA, the laboratory reports must not be more than three months from the date of issue.

Students may opt to have this medical examination done together with their NUS Pre-Admission Medical Examination at the University Health Centre (UHC (nus.edu.sg/uhc)). If student chooses to do at UHC, do note that the results of the various laboratory tests will only be ready for collection after **five working days**. It is the student’s responsibility to plan the timing of their medical examination so that all the necessary documents are ready in good time for their appointment with ICA to complete their Student’s Pass formalities.

### 2.3. Issuance of Student’s Pass

Students are advised to read the IPA carefully. More details on the completion of Student’s Pass formalities will be provided in due course.

Students are required to prepare and bring the documents/items listed below for verification and/or submission to ICA. Please arrange the documents/items in order of 1 to 9, with item 1 on top:

<table>
<thead>
<tr>
<th>Documents for Verification and/or Submission</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Recent colour passport-sized photo</td>
<td>Refer to ICA website (ica.gov.sg/common/photo_guidelines) for specific requirements on photo submission. Please do not fold, paste or staple the photo.</td>
</tr>
<tr>
<td>2) Disembarkation/Embarkation (D/E) Card OR copy of electronic Arrival OR any valid passes (i.e. STP,LTVP, DP, EP)</td>
<td>The D/E card (ica.gov.sg/enteranddeparting/before/de) is granted upon entry into Singapore. Student who lose the D/E Card will need to prepare a self-written statement for submission to ICA officer.</td>
</tr>
<tr>
<td>3) In-Principle Approval (IPA) Letter</td>
<td>The IPA letter is downloadable from the ICA SOLAR system under navigation path: Student Main Menu &gt; View Application Status &gt; Print Outcome Letter.</td>
</tr>
<tr>
<td>4) Original and Photocopy of Passport Particulars Page</td>
<td></td>
</tr>
<tr>
<td>5) eForm 16</td>
<td>To be printed from ICA SOLAR system (eservices.ica.gov.sg/solar/index.xhtml), duly completed and signed.</td>
</tr>
<tr>
<td>6) ICA Medical Report Form &amp; Original copy of the Laboratory Report</td>
<td>Refer to <strong>Point 2.2</strong> for more information.</td>
</tr>
<tr>
<td>7) Payment Receipt of the following: (i) $30 Processing Fee (ii) $60 Issuance Fee (iii) $30 Multiple-Entry Visa (for visa required nationals only)</td>
<td>All payments are to be made online through ICA SOLAR system, prior to the student’s appointment with ICA.</td>
</tr>
<tr>
<td>8) One copy of the Terms and Conditions of Student’s Pass (Version as at May 2020)</td>
<td>The Terms and Conditions is downloadable from ICA Website (ica.gov.sg/docs/default-source/ica/files/docs/Terms_%26_Conditions_STP.pdf). Please note that you will need to provide the application ID, e.g. IHL-2020-APP-XXXXXXXX in the space provided on Para 7 of the first page. In addition, students will need to provide the following information on the last page of the Terms and Conditions: (i) Singapore Residential Address Students who do not have a Singapore Residential Address at the point of submission to ICA, please indicate the address of the interim NUS hostel or other interim accommodation under the Residential Address field. Students can refer to ICA’s website (ica.gov.sg/pass/studentpass/changelocaladdress).</td>
</tr>
</tbody>
</table>
subsequently, if they wish to update any changes to their Singapore address.

(ii) Contact Number
Students are also required to indicate the Email address which they frequently check under the Contact Number field.

ADVISORY: As ICA will be enrolling applicants’ iris images, please do not wear coloured, patterned or cosmetic contact lenses. Students are required to remove their glasses/spectacles before capturing of iris images.

Students must make an e-appointment (eservices.ica.gov.sg/sbook/index.do) to complete the Student’s Pass formalities at ICA Office, 4th Storey, ICA Building (located next to Lavender MRT station) if they are currently holding a full-time job (students should make an e-appointment upon cessation of their full-time employment). Please refer to the IPA letter for the specific instructions on how to do so.

Students are to follow all given instructions and to familiarise themselves with ICA’s requirements regarding the Student’s Pass matters. For other relevant e-services and forms which are managed by ICA, please visit their website (ica.gov.sg). Students may also wish to explore the comprehensive summary on Student’s Pass matters (nus.edu.sg/osaservices/students-pass.html) provided by the SSC as part of their wide-range suite of services for NUS students.

2.4. For Long-Term Social Visit Pass, Employment Pass and Other Work Pass Holders

Long-Term Social Visit Pass (SVP), Employment Pass (EP) and other Work Pass holders can only study part-time as full time study requires a Student’s Pass. SVP, EP and other Work Pass holders who wish to study full-time will have to surrender their SVP, EP or Work Pass and then apply for a Student’s Pass.

International candidates who are pursuing the degree as a part-time registered student must have a valid Long-Term Immigration Pass, such as Dependant’s Pass, Long-Term SVP, EP or other work pass to stay in Singapore. Short-term SVP is not acceptable.

2.5. For Dependant’s Pass Holders

All Dependant’s Pass holders must apply for a Student’s Pass if they wish to study full-time in NUS. If the course duration is shorter than the duration of the Dependant’s Pass, students may opt to be issued with a Letter of Consent (LOC) to study in NUS. To request for LOC, students must submit the following to the Student’s Pass Unit at ICA Headquarters (HQ):

- Letter indicating his/her intention to be issued with a LOC
- A copy of the eForm 16 for the Student’s Pass application (to be printed from SOLAR system (eservices.ica.gov.sg/solar/index.xhtml), duly completed and signed)
- A copy of passport particulars page

If ICA approves, the LOC will be sent to student by post.

2.6. Enquiries

If you have any queries regarding immigration issues and Student’s Pass matters, you may wish to first check out ICA’s FAQs (va.ecitizen.gov.sg/cfp/customerpages/ICA/explorefaq.aspx). Alternatively, you may write to ica_stp1@ica.gov.sg.

3. University Sponsorship of Social Visit Pass for Spouse and Children

For the application criteria and procedure, please refer to the Registrar’s Office website (nus.edu.sg/registrar/administrative-policies-procedures/graduate-social-visit-pass-for-spouse-and-child-of-full-time-graduate-research-students).

4. Housing

Matters relating to on-campus or off-campus housing can be obtained from Office of Student Affairs, Hostel Admission Services website (nus.edu.sg/osas/student-services/hostel-admission). Subsidised hostel rates are only applicable to students in MOE-subsidised graduate programmes. Please contact your faculty/department administrator if you need to confirm if your programme is a subsidised programme.
Financial Matters and Other Important Information

1. Scholarship Matters

The payment of the monthly scholarship stipend will be directly credited into the student’s bank account. Hence, to avoid any delay in the disbursement of the first month stipend, students who are awarded scholarship with stipend by NUS (nus.edu.sg/registrar/prospective-students/graduate/scholarship), must update the following via the Education Records System (myedurec.nus.edu.sg) by the stipulated cut-off dates:

(i) Your credit bank account details
(Navigation Path: My Homepage > Financials > Manage Student Financials > Manage Bank Accounts > Add a new Credit Bank Account).

(ii) A valid Singapore mailing and payment address
(Navigation Path: My Homepage > Personal Info > Select the relevant links)

Please ensure that you bring sufficient amount of money to tide you over the period until the payment of your first stipend. For the procedure to open a bank account, please refer to Office of Student Affairs website (askstudentservice.nus.edu.sg/app/answers/detail/a_id/2042/kw/banking).

Please note that the monthly stipend will begin from the commencement date of the semester, or the date of enrolment, whichever is later. Where applicable, the stipend for the first and last month will be pro-rated as follows:

First/Last Month Stipend = \[
\frac{\text{No. of Pro-rated Working Days}}{\text{Total No. of Working Days in the Month}} \times \text{Monthly Stipend (\$)}
\]

Note: Working days exclude Saturdays and Sundays but include public/university holidays

Please also note that the Miscellaneous Student Fees (MSF) (nus.edu.sg/registrar/info/gd/GD-MSF.pdf) which are payable at the beginning of every semester will be deducted from your stipend.

Additional note for Full-Time International Students only:

In view of the border measures that had been put in place, your scholarship will only commence one day after your physical arrival date into Singapore. You are required to provide documentary proof of your arrival to the respective registration officer. Further details will be provided in your “Welcome to NUS” email sent by Registrar’s Office.

2. Payment of Tuition Fees

Please pay your Tuition and Miscellaneous Student Fees before the stipulated deadline, failing which a late fee would be imposed.

Interbank GIRO is an arrangement where you authorize the Bank to deduct money from your bank account (or your parents’ bank account if the bank account indicated in your GIRO Application Form belongs to your parents) and pay to NUS.

This arrangement requires no further action from you once it has been set up. However, you should ensure there are sufficient funds in the bank account at the time of deduction.

For more details on GIRO application and deadlines, please visit Office of Finance website (nus.edu.sg/finance/interestates/interestate-student-finance-matters.html).

If you have any finance-related queries, please write to the Office of Finance at ofnbox3@nus.edu.sg.

Students should also familiarise themselves with fee-related matters arising from termination/withdrawal of candidature, application of leave of absence, submission of thesis and change in citizenship.
3. **Staff Concession**

Students who are also full-time NUS staff members may be eligible for staff concessionary rates on tuition fees. Information on staff concession is available at the Office of Human Resources Intranet (staffportal.nus.edu.sg/staffportalportal).

4. **Financial Assistance**

For financial assistance and a list of scholarships/awards available to help graduate students finance their studies in the University, please refer to the Admissions website on Scholarships, Financial Aid and Fees (nus.edu.sg/registrar/prospective-students/graduate/financial-aid-schemes).

Singapore Citizens can refer to http://www.skillsfuture.sg/ for provisions under SkillsFuture. For students who have funds in their Post-Secondary Education Account (PSEA), please refer to the Admissions website on PSEA Scheme for Graduate Students (nus.edu.sg/registrar/prospective-students/graduate/post-secondary-education-account-(psea)-scheme).

5. **Service Obligation Scheme**

For eligibility criteria and the application procedure, please refer to the Service Obligation Scheme website (nus.edu.sg/registrar/prospective-students/graduate/service-obligation-(so)-scheme).

6. **Leave Schemes**

Details on leave of absence can be found on the Registrar’s Office website (nus.edu.sg/registrar/administrative-policies-procedures/graduate/leave-of-absence).

For students who are awarded research scholarships by NUS, please also refer to the Notes for Research Scholars (myportal.nus.edu.sg/studentportal/academics/all/docs/Notes-for-Research-Scholars.pdf), for the different types of paid and unpaid leave available for Research Scholars.

7. **NUS Student Insurance Scheme**

It is **compulsory** for all full-time graduate students (including those who have submitted thesis for examination but yet to be conferred the degree) to subscribe to our NUS Student Insurance Scheme. Only students who (i) pass their final examination and complete their course, (ii) convert to part-time, or (iii) are on term Leave of Absence, are exempted. The benefits are as follows:

(i) Personal Accident Insurance Coverage
(ii) Hospitalisation, Surgical & Mental Health Insurance Scheme
(iii) Outpatient Specialist Care

Please refer to UHC website (nus.edu.sg/uhc/services/billing-insurance/insurance-matters) for more information on the insurance coverage. Students are reminded that the NUS Medical Scheme does not cover all forms of overseas outpatient medical treatment and are strongly advised to have adequate medical coverage while travelling overseas for exchange or study programmes. You may wish to contact your preferred insurer for a detailed information of such coverage to suit your needs during your overseas exchange, study programmes or any other related activities.
NUS Campus Map

The NUS campus map is available online at the NUS website (map.nus.edu.sg/index.php). The location of the Registrar’s Office, University Town (UTown), University Health Centre and Student Service Centre are indicated below:
Map of University Town:
**NUS Campus Zones:**

Available online at the Office of Safety, Health & Environment (OSHE) website (emergency.nus.edu.sg).