

## INTERNATIONAL SUMMER/WINTER PROGRAMMES (i-SP)

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### **IMPORTANT NOTE:**

To complement this checklist, a comprehensive step-by-step guide to applying for any summer/winter programme is available on the Global Relations Office's (GRO) website.

### **PREPARING FOR I-SP:**

- 1. Check that you meet the NUS eligibility to participate in i-SPs
- 2. Research on the i-SP universities that you are interested in
- 3. Submit an application on your chosen i-SP university via myISIS (or otherwise advised by programme manager from GRO)
- 4. Submit an application concurrently to your chosen i-SP university via their online application portal
- 5. Approach relevant offices to request for supporting documents for your application:
  - a. Registrar's Office (official transcript) or myISIS (unofficial transcript)
  - b. Office of Student Affairs for Student Status Letter
- 6. Request for approval of late return from your home faculty (if required)

### **ACCEPTANCE OF I-SP:**

- 1. Accept your offer on myISIS from the GRO
- 2. Apply for module mapping via myISIS and check that your module mapping request has been approved by your faculty
- 3. Accept your offer from your host university
- 4. Make payments of the programme fee directly to your host university
- 5. If you have applied for multiple programmes via myISIS, do login in to withdraw from programmes which you will not be attending
- 6. Arrange and secure your accommodation
- 7. Apply for financial aid (if required)
- 8. Apply for the appropriate visa

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9. Request for a supporting letter from GRO (if required) for your NS deferment application, visa application, and/or OSP Loan application

**BEFORE DEPARTING:**

1. Purchase air-tickets. Check the university's orientation dates and make sure you arrive before that date
2. Purchase travel insurance if you require more coverage than what the NUS insurance scheme provides
3. Attend Pre-Departure Briefings conducted by GRO
4. Update your contact information and Next-of Kin information on myISIS
5. Check on the Ministry of Foreign Affairs Singapore website for travel advice and travel notices on the city and country you are going to
6. eRegister with MFA (Singaporeans and Singapore Permanent Residents only)
7. For non-Singaporeans, find out the address of the Embassy / Consulate of your home country in (or nearest) to the city you are visiting for i-SP

**AFTER YOUR PROGRAMME:**

1. Check and arrange with your host university on how you will receive your transcript
2. Submit your transcript to your home faculty to complete your module mapping
3. Complete an online survey on your i-SP experience
4. Attend GRO's feedback session for returning i-SP participants
5. Submit a Post-Programme Report (compulsory for NASA Enhancement Bursary recipients)