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The flow of activities to be done by student offered admission

Registration Part One

Accept Offer & Upload Photo

- Wait 4 days after receiving photo approved email
- Submit OTD and complete Registration Part One
- Change NUSNET password 2 days later
- Check NUS email for Entry Approval Application
- Make Payment of Misc. Student Fees
- Arrive in NUS for Registration Part Two

You are now a NUS Student

Student’s Pass Application

- Apply for Student’s Pass
- Monitor application status and follow up on the application process
- Print IPA letter and book e-appointment
- Attend enrolment session in Singapore at the stipulated appointment timeslot
Preamble:
The purpose of this Registration Guide is to highlight the activities significant to the incoming Non-Graduating student for completing the various formalities towards being officially registered as a student of the National University of Singapore (NUS).

If you are a Returning NS men, please refer to the administrative notes here.

If you have any queries, you may write to NGHelp@nus.edu.sg.

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1. Overseas Travel Declaration (OTD)

In view of the Coronavirus Disease 2019 (COVID-19) situation, all incoming students are required to declare their travel plans in the Overseas Travel Declaration (OTD) system before they can proceed with online Registration (Part One).

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

Access to the OTD system is only available four days after you receive an email approval for the photo uploaded when accepting the admission offer in the NUS Online Application Portal (myapplications.nus.edu.sg). Please login to the OTD (Applicants) system (myaces.nus.edu.sg/OverseasTravelDecl/applicantLogin) with your NG Application Number (e.g. N000012345) and Password, selecting Student Category “Non-graduating”.

If you are entering Singapore, please proceed to complete Registration Part One immediately after filing your travel declaration in OTD system (with Singapore indicated as your destination) so that the Entry Approval application form can be sent to your NUS email address 17 days before your intended travel date.

2. Registration (Part One)

– to complete between 10 April to 12 May 2021 for Special Term Part 1 intake
– to complete between 21 May to 24 June 2021 for Special Term Part 2 intake
– dates may vary for students in summer programmes

(Note: For students who will be here for both Special Term Part 1 and 2, you are required to complete the Registration (Part One) process meant for Special Term Part 1 intake.)

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

To access the Registration System (myregistration.nus.edu.sg), log in with your NG Application Number (e.g. N000012345) and Password, selecting Student Category (Non-graduating). If you have forgotten any of these login credentials, please access the NUS Online Application Portal (myapplications.nus.edu.sg) and click on the appropriate link.

Access to Registration System is only available after you have submitted your travel plans in the Overseas Travel Declaration (OTD) system. The entire registration process consists of a few steps and will take about 15 minutes.
Upon completion of Registration (Part One), you will be issued the following:

**Figure 1: Screenshot of Registration (Part One)**

**Figure 2: Screenshot of Confirmation Page for Completion of Registration (Part One)**
When you click on “View Student ID / PIN / NUSNET ID / NUSNET Password”, you will see the following screen:

Figure 3: Screenshot of Registration (Part One) for Student ID/PIN/NUSNET ID & Password Page

These are personal and confidential information which should not be shared with anyone.

The NUSNET ID and password given here will only be activated one to two days after completion of Registration (Part One).

Upon activation, you need to change the default NUSNET password before you can access any NUS online services.

If you are under 18 years of age at the time of completing Registration (Part One), you must download and print the following forms found at Step 4 (See Figure 4), have your parent/guardian sign the forms, scan and email them to reglinx@nus.edu.sg to complete Registration (Part Two).

- Risk of Acknowledgment and Consent – compulsory for all students
- Authorisation of Medical Procedures – compulsory for international students only
- Appointment of Local (Singapore-based) Representative – compulsory for international students only

If you have forgotten your password but have not reset it yet, you can access the Registration System (myregistration.nus.edu.sg) (before 12 June 2021 for Special Term Part 1 intake and 24 July 2021 for Special Term Part 2 intake) to retrieve it (see Figure 4).

After the respective dates in each part of the Special Term, you can seek help by sending an email to ITCare@nus.edu.sg, stating your full name and Student ID (e.g. A1234567B), as well as attach a scanned image of your Student Card.

You can refer to the FAQs here for assistance on password issues.
3. Change NUSNET Password/ Access NUS Email

Access to NUS systems will be activated one to two days after completion of Registration (Part One). You are required to change your default NUSNET password via the Password Portal (exchange.nus.edu.sg/passwordportal) before you can access NUS online services such as:

- **Education Records System (EduRec)** ([myedurec.nus.edu.sg](http://myedurec.nus.edu.sg)) This is a single-entry point for students to manage a wide range of student transactions relating to module registration (ModReg), academic, finance and personal information matters. To help new students navigate EduRec, various guides and other useful resources are published at the NUS Student Portal ([myportal.nus.edu.sg/studentportalservices/allmyedurec.html](http://myportal.nus.edu.sg/studentportalservices/allmyedurec.html)).

- **LumiNUS** ([luminus.nus.edu.sg](http://luminus.nus.edu.sg)) is NUS’s learning management system. You will be able to view your registered modules, access the course materials and get an integrated view of your tasks and deadlines here.

To access EduRec and LumiNUS, you will need your NUSNET ID (e.g. E1234567) and changed NUSNET password. When prompt to sign in with your organisational account, use ‘nusstu’ which is the domain for NUS students, and enter your user ID as e.g. ‘nusstu\NUSNET ID’.

- **NUS Email** ([outlook.com/u.nus.edu](http://outlook.com/u.nus.edu)) All students will have an email account at NUS that will be their official point of contact. All communications from the University to students will be via the official email account. As such, you are expected to check this account regularly. You are also expected to be aware of the latest notices/circulars that may be posted on myPortal@NUS ([myportal.nus.edu.sg](http://myportal.nus.edu.sg)).

Your NUSNET account and NUS email will expire a month from the date of cessation of studies. Please retrieve course syllabus from LumiNUS (applicable for coursework students) and do a backup copy of the files which you have retained in your student email account, if applicable.

4. Registration (Part Two)

To complete Registration (Part Two), you need to activate your NUS Student Card after obtaining it either by post or at the point of collection.

It is mandatory for all students to make payment online for the Miscellaneous Student Fees (MSFs) before they complete Registration (Part Two). There will be no outstanding charges reflected in your account before 21 May 2021 (Special Term Part 1) and 2 July 2021 (Special Term Part 2). You will be expected to enter the amount payable manually for MSFs in the payment page. Instructions on the fee payment can be found in Annex 2.

Details for collection of your NUS student card are as follows according to your student category:

- **International coursework students** staying on campus will be able to collect their NUS Student Card at their respective hostel management office upon check-in. We will contact those staying off-campus separately regarding the NUS student card mailing arrangement.

- **International research students** will be able to collect their NUS Student Card from their respective host departments or otherwise informed by admin staff.

- **International students from various summer programs**, your program coordinator will contact you about card collection.

4.1 Delivery of 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 completed Registration (Part One) by the stipulated deadline
(iv) Provided a valid Singapore mailing address during Registration (Part One)

4.2 Activation of NUS Student Card

Upon collection of your NUS Student Card, you are required to activate it via the Education Records System (EduRec) immediately using your NUSNET ID and password.
Registration (Part Two) is deemed completed only upon activation of your Student Card online.

Please ensure that you see the following screenshot (see Figure 5) for a successful activation. Access to NUS facilities, library and book loans will be activated one day after it is done.

Figure 5: Screenshot after activation of Student Card

5. Academic Matters

You are strongly advised to check the class and examination schedules via NUSMods (nusmods.com) for all the modules you are reading or intend to read, and to ensure there are no clashes in your class/examination schedules.

You can view your registered modules and access the course materials through the LumiNUS portal (luminus.nus.edu.sg) from 10 May 2021 (Special Term Part 1) and 21 June 2021 (Special Term Part 2). User guide for the portal can be found in the Help link.

You are advised to check with the department administrative staff on how you can register for tutorials and/or laboratory groups (where applicable) for your module on the first day of lecture. Please refer to the contact list of the respective Faculties/Schools (nus.edu.sg/departments).

If you are reading MBA modules, please email waicheng@nus.edu.sg for module add/drop matters and other MBA-related enquiries.

If you are reading other modules, you may drop modules using the Academic Profile Updates (APU) Form (bit.ly/2G2SJxW). Please note the timelines indicated in the table below.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee Payment</th>
<th>Special Term (Part 1)</th>
<th>Special Term (Part 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop module(s) with no penalty</td>
<td>Fees not payable</td>
<td>11 May to 23 May 2021</td>
<td>21 Jun to 4 Jul 2021</td>
</tr>
<tr>
<td>Drop module(s) with “Withdrawn” (W) grade</td>
<td>Fees payable#</td>
<td>24 May to 30 May 2021</td>
<td>5 Jul to 11 Jul 2021</td>
</tr>
<tr>
<td>Drop module(s) with “Fail” (F) grade</td>
<td>Fees payable#</td>
<td>From 31 May 2021 onwards</td>
<td>From 12 Jul 2021 onwards</td>
</tr>
</tbody>
</table>

# For Non-Exchange students, tuition fee will be charged for modules dropped with ‘W’ or ‘F’ grade.

6. Registrar’s Office

The Registrar’s Office (nus.edu.sg/registrar) coordinates this Registration Exercise. If you need assistance on registration matters, please refer to the Frequently Asked Questions (FAQs) at (nus.edu.sg/registrar/prospective-students/non-graduating/faq).

If you require further assistance, you may email or call the Non-Graduating Team as follows:

Email: NGHelp@nus.edu.sg

Telephone: (65) 6516 1476
8.30 am – 6.00 pm (Monday to Thursday)
8.30 am – 5.30 pm (Friday)
except Saturday, Sunday and Public Holidays
7. Student Service Centre

The Student Service Centre (SSC) (nus.edu.sg/osa/student-services/ssc) serves as a convenient one-stop contact point for you to obtain information and services related to academic/administrative student records, tuition fees and financial matters. You may visit the SSC, or contact them at:

Address: Yusof Ishak House, Level 1
         31 Lower Kent Ridge Road
         Singapore 119078

Email via portal: askstudentservice.nus.edu.sg

Telephone:   (65) 6516 1177
             9.00 am – 5.30 pm (Monday to Thursday)
             9.00 am – 5.00 pm (Friday)
             except Public Holidays
Information for International Students

1. Immigration & Checkpoints Authority of Singapore (ICA) – Student’s Pass

All international students admitted as Non-Graduating students must have a valid Student’s Pass during the period of study at NUS. Admission is contingent upon successful application of Student’s Pass.

To apply for a Student’s Pass, NUS Registrar’s Office will initiate a registration with ICA on your behalf, following which you will receive an instructional email to submit the application via the Immigration & Checkpoints Authority (ICA) Student’s Pass Online Application & Registration (SOLAR) System.

You must monitor the status of your Student’s Pass application regularly as you will be required to upload documents and make payments at different junctions of the application process (notably during submission of eForm16, and Completion of Formalities (COF)) on the portal within the stipulated deadlines by ICA. Failure to do so will result in your Student’s Pass application being withdrawn.

If the application is approved, ICA shall grant the student an IPA letter, which will be available for printing via ICA solar system (eservices.ica.gov.sg/solar/index.xhtml) under navigation path: Student Main Menu > Print Outcome Letters. For students from a visa-required country (ica.gov.sg/#/visitor/visitor_entryvisa), the IPA letter also serves as a single-entry visa to enter Singapore.

If you are not issued with an IPA letter, you will not be able to complete the formalities for the Student’s Pass and your admission offer will be withdrawn. Therefore, it is important for you to act promptly when you receive email notification from NUS Registrar’s Office to access the SOLAR system.

If you are eventually not successful in your Student’s Pass application, your admission offer will be withdrawn and you will not be able to embark on or continue your studies at NUS.

The IPA letter cannot be used in place of the Student’s Pass to study in NUS. Upon receipt of the IPA letter, you are advised to read the IPA letter carefully and prepare the required documents/items for submission to ICA in person to convert your Social Visit Pass to a Student’s Pass (visitor/studentpass/collect).

You are required to make an e-appointment (eservices.ica.gov.sg/ibook/index.do) to collect your Student’s Pass at ICA Building, 4th Floor, Visitor Services Centre (located next to Lavender MRT station). Please refer to the IPA letter for the specific instructions on how to make an e-appointment.

Note: Non-Graduating international students are allowed to register for up to two modules in each part of the Special Term or pursue full-time research in order to qualify as a full-time student and be issued with a Student’s Pass.

1.1 Entry Approval by Ministry of Education (MOE)

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. Hence please be reminded that securing the Student’s Pass does not mean that the entry approval is guaranteed.

NUS will apply for your entry approval with MOE on your behalf, based on your travel plans in the Overseas Travel Declaration (OTD) system. Hence, it is important that you declare your travel plans in the OTD system (myaces.nus.edu.sg/OverseasTravelDecl/applicantLogin) and update the OTD system 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. Please ensure you have completed Registration Part One after you have submitted your travel declaration in OTD system (with Singapore as your destination) in order to receive the Entry Approval application form in your NUS student email. Students must produce the entry approval letter to airline staff upon check-in at the departure airport, and to the immigration officer upon arrival in Singapore. Students who arrive without an entry approval letter from MOE will not be allowed to enter Singapore and will be required to fly out of Singapore within 48 hours, at their own cost. The In-Principle Approval Letter for the Student’s Pass may also be rescinded by ICA.
Students who are granted entry into Singapore are required to comply with the prevailing public health regulations and requirements. All costs will be borne by students and all payments are to be made prior entry to Singapore.

IMPORTANT! Given the rapidly changing nature of such requirements, you are strongly recommended to refer to the following resources which will contain the most up to date regulations:

I. Entry into Singapore via Student’s Pass Holder Lane - https://safetravel.ica.gov.sg/arriving/overview
II. Border Control Measures summary table - https://safetravel.ica.gov.sg/health

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/sqarrivalcard).

As part of the Government’s contact tracing efforts, students are required to download the Trace Together App (www.tracetogether.gov.sg). The app will be required to access most public spaces in Singapore. Students are to keep the app on their phone for 14 days after their departure and in the event they test positive for COVID-19, they are required to provide the Ministry of Health the data collected by their app.

NUS has prepared a list of Frequently Asked Questions (FAQs) on Entry Approval and Stay Home Notice which you should refer to prior to departure (nus.edu.sg/registrar/docs/info/academic-activities/registration/FAQ_for_Entry_Approval.pdf). FAQs may be subject to changes without any prior notice.

Refer to 1.4 for other useful links related to the border control measures implemented in response to COVID-19.

1.2 Medical Examination (for those staying beyond 6 months)

All international students who apply for the Student’s Pass beyond six months would have to undergo and pass a medical examination conducted by a qualified medical practitioner either in Singapore or in your home country. You must have the completed test results of your medical check before you can continue with Completion of Formalities (COF) on the portal. This step is after you submit your eForm16 and documents.

You are required to bring along ICA’s prescribed medical report form (ica.gov.sg/docs/default-source/ica/files/visitor_services_medicalreport.pdf) to the medical examination. The endorsed form must be submitted with the relevant laboratory reports. An official translation of the laboratory reports is required if it is not in the English language. At the time of submission, the laboratory reports must not be more than three months from the date of issue.

During COF, you are required to upload your medical report using ICA’s prescribed medical report form (services.ica.gov.sg/portal/index.xhtml) under navigation path: Foreign Student Main Menu > View Application Status for the medical examination. The endorsed form must be submitted with the relevant laboratory reports. An official translation of the laboratory reports is required if it is not in the English language. At the time of submission, the laboratory reports must not be more than three months from the date of issue.

If you are residing in Singapore on any other long term immigration passes currently, you are required to undergo the medical examination in Singapore, if the medical examination was done more than two years ago.

The issuance of the Student’s Pass is subject to the outcome of a medical examination. Students who fail to fulfill the medical requirements will not be issued with a Student’s Pass and your admission of offer will be withdrawn.

1.3 Enquiries

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

1.4 Border Control Measures Implemented in Response to COVID-19

For more information, please refer to the following websites/pages:

- MOH Measures for Inbound Travellers
- MOH FAQs on COVID-19
- ICA's update on Border Control Measures in Response to COVID-19
- FAQs on Entry Approval and SHN
Financial Matters

Payment of NUS Miscellaneous Student Fees and Tuition/Research Fees

Fees can be paid online via the Education Records System (EduRec). For further instructions, refer to the guide (http://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/Instructions-for-epayment-st.pdf)

Both Exchange and Non-Exchange students are required to pay the Miscellaneous Student Fees (see table below for breakdown) which comprise the Student Services Fee and Health Service Fee.

Miscellaneous Student Fees help meet part of the costs incurred by the University in providing services to the student community. These services include healthcare for students; facilitating student cultural, social and recreational programmes; and maintaining the internal shuttle bus service, IT network and other campus-wide services.

Please note that rates shown here may be subject to changes from time to time without prior notice.

<table>
<thead>
<tr>
<th>Miscellaneous Student Fees (MSF) [MSF = SSF + HSF]</th>
<th>Amount payable ($S inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee (SSF) (Non-Exchange)</td>
<td>38.52</td>
</tr>
<tr>
<td>Student Services Fee (SSF) (Exchange)</td>
<td>31.58</td>
</tr>
<tr>
<td>Health Service Fee (HSF)</td>
<td>34.20</td>
</tr>
</tbody>
</table>

If you are admitted as a Non-Exchange coursework student, you are advised to pay the tuition fees after you have confirmed your modules (where applicable) but before the payment due date. Please note that modules set to audit basis and modules dropped with “W” or “F” grade will be charged accordingly (see dates for dropping modules on Page 5).

If you are admitted as a Non-Exchange research student, you are required to pay the research fees together with the MSFs before completing Registration (Part Two).

The tuition fee and/or research fee are set out as follows:

### Non-Exchange Coursework Student

<table>
<thead>
<tr>
<th>For modules in the following Faculties/Schools</th>
<th>Tuition fee ($S) per module (per part of Special Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Social Sciences Design and Environment (Building, Real Estate)</td>
<td>2,985</td>
</tr>
<tr>
<td>Business (except MBA)</td>
<td>3,225</td>
</tr>
<tr>
<td>Computing Design and Environment (Industrial Design) Engineering Science (except Pharmacy)</td>
<td>3,820</td>
</tr>
<tr>
<td>Design and Environment (Architecture)</td>
<td>3,905</td>
</tr>
<tr>
<td>Law</td>
<td>3,830</td>
</tr>
<tr>
<td>Medicine Public Health (graduate modules only)</td>
<td>15,960</td>
</tr>
<tr>
<td>Music</td>
<td>12,155</td>
</tr>
<tr>
<td>Nursing</td>
<td>3,725</td>
</tr>
<tr>
<td>Public Policy</td>
<td>4,416</td>
</tr>
<tr>
<td>Science (Pharmacy)</td>
<td>3,810</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For modules in the following Programmes/Residential Colleges/Teaching Units</th>
<th>Tuition fee ($S) per module (per part of Special Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for English Language Communication Tembusu College</td>
<td>2,985</td>
</tr>
<tr>
<td>Master of Business Administration (MBA)</td>
<td>4,000</td>
</tr>
</tbody>
</table>
Non-Exchange Research Student

<table>
<thead>
<tr>
<th>Research fee (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(in Special Term or part thereof)</td>
</tr>
<tr>
<td>1,250</td>
</tr>
</tbody>
</table>

Fees are to be paid before the stipulated deadline, failing to do so will result in a late fee being imposed. Please refer to the Office of Finance website (nus.edu.sg/finance/students/student-finance-matters.html) for information on the payment deadline as well as modes of payment.

If your period of study extends to Semester 1 of the following academic year, Miscellaneous Student Fees and Tuition/Research Fee (if applicable) for Semester 1 shall be payable. Rates for the following academic year may be subject to changes from time to time without prior notice.
NUS Campus Map

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