Registration Guide
For Non-Graduating Students

Special Term, Academic Year 2022/2023
May/ June 2023
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Preamble:
The purpose of this Registration Guide is to highlight the activities significant to incoming Non-Graduating students to be officially registered as a student of the National University of Singapore (NUS).

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

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

1. Registration (Part One)

(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.)

- to complete between 8 April to 11 May 2023 for Special Term Part 1 intake
- to complete between 19 May to 22 June 2023 for Special Term Part 2 intake
- dates may vary for students in summer programmes

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.

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).

The entire registration process consists of a few steps and will take about 15 minutes.

Figure 1: Screenshot of Registration (Part One)

Upon completion of Registration (Part One), you will be issued the following:
When you click on “View Student ID / PIN / NUSNET ID / NUSNET Password”, you will see the following screen:

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 have forgotten your password but have not reset it yet, you can access the Registration System (myregistration.nus.edu.sg) (Special Term Part 1 intake: latest 1 week before ST1 ends. Special Term Part 2 intake: latest 1 week before ST2 ends) 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 this website for assistance on password issues.

*Note: All students are required to complete the e-course (SE1000), and for those staying at on-campus accommodations are required to complete RC1000A. Failure to do so will result in a Negative Service Indicator (NSI) tagged to your student account. You will then experience inconveniences like being unable to view exam results, not able to receive your transcript at the end of your exchange.*
2. Change NUSNET Password/ Access NUS Email

Access to NUS systems will only occur 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](https://myedurec.nus.edu.sg)) This is a single-entry point for students to manage a wide range of student transactions relating to course 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/studentportal/eservices/all/myedurec.html](http://myportal.nus.edu.sg/studentportal/eservices/all/myedurec.html)).

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

To access EduRec and Canvas, you will need your NUSNET ID (e.g. E1234567) and changed NUSNET password. When prompted 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](https://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. Students are expected to check this account regularly henceforth and 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 NUS email address will be your NUSNET ID, followed by the “u.nus.edu” domain, e.g. E0123456@u.nus.edu
Your NUSNET account and NUS email will expire a month from the date of cessation of studies. Please retrieve course syllabus from Canvas (applicable for coursework students) and do a backup copy of the files which you have retained in your student email account, if applicable.

3. 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 19 May 2023 (Special Term Part 1) and 30 June 2023 (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** will be contacted via email separately.
- **International research students** will make an appointment for collection. Please log into your NUS account to book your appointment via this link: https://forms.office.com/r/EjQM0ehpQ5
- **International students from various summer programmes**, your program coordinator will contact you about card collection.

3.1 Delivery of NUS Student Card to Student’s Place of Residence

To be eligible for this service, students must meet all the following requirements:
(i) Singapore Citizen or Permanent Resident,
(ii) Have completed Registration (Part One) by the stipulated deadline, and
(iii) Provided a valid Singapore mailing address during Registration (Part One)

3.2 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 book loans, and student status letter will be activated one day after it is done.

![Figure 5: Screenshot after activation of Student Card](https://www.nus.edu.sg/canvas/login/)

4. Academic Matters

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

You can view your registered courses and access the course materials through the Canvas portal (canvas.nus.edu.sg) from first day of Special Term Part 1 and first day of Special Term Part 2. User guide for the portal can be found in the login page (https://www.nus.edu.sg/canvas/login).
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 courses, please email lvanessa@nus.edu.sg for module add/drop matters and other MBA-related enquiries.

If you are reading other courses, you may drop courses using the Academic Profile Updates (APU) Form (https://forms.office.com/r/Wiq1agMMr3). 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>8 May to 21 May 2023</td>
<td>19 Jun to 2 Jul 2023</td>
</tr>
<tr>
<td>Drop module(s) with &quot;Withdrawn&quot; (W) grade</td>
<td>Fees payable*</td>
<td>22 May to 28 May 2023</td>
<td>3 Jul to 9 Jul 2023</td>
</tr>
<tr>
<td>Drop module(s) with &quot;Fail&quot; (F) grade</td>
<td>Fees payable*</td>
<td>From 29 May 2023 onwards</td>
<td>From 10 Jul 2023 onwards</td>
</tr>
</tbody>
</table>

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

5. 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

6. 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: University Sports Center
USC-03-07
2 Sports Drive 1
Singapore 117561

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)
Closed for lunch: 12.30pm to 1.30pm
Closed on weekend, University and Public Holidays
Information for International Students

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

For summer programmes, your coordinator will advise if a Student’s Pass is required.

All international students admitted as Non-Graduating students must hold a valid Student’s Pass whilst studying at NUS. Admission is contingent upon successful application of a Student’s Pass. Students who do not have a valid Student’s Pass by the stipulated deadline will be given a warning, and have their candidature at NUS terminated if they do not heed the warning within 7 days. Their Student’s Pass application will also be cancelled (see https://www.nus.edu.sg/registrar/academic-activities/registration/administrative-matters > Student’s Pass Matters).

To apply for a Student’s Pass, NUS Registrar’s Office will send you an instructional email to submit the application via the Immigration & Checkpoints Authority (ICA) e-Service for Student’s Pass.

It is important to monitor your Student’s Pass application regularly as you will be required to upload documents and make payment at several points in the application process (notably during the submission of eForm16, and Completion of Formalities (COF)). Do note that any payments for your Student’s Pass are made to ICA directly. Failure to make payment and non-submission of documents within the 2-weeks deadline, will result in the automatic withdrawal of IPA application by ICA. If the IPA application is withdrawn, please write to nghelp@nus.edu.sg for re-application of new IPA.

If the application is approved, ICA shall grant the student an in-Principle Approval (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 issuance of your Student’s Pass. Therefore, it is important for you to act promptly after receiving the email notification from NUS Registrar’s Office to access the e-Service.

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 complete your formalities for 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.

From 27 February 2023 onwards, Student’s Pass Holders will be issued a downloadable digital student’s pass via the MyICA Mobile (ICA’s mobile app). Students are also advised to download MyICA (https://www.ica.gov.sg/public-education/myica-mobile) and obtain a Singapore mobile number for their own use as soon as they are in Singapore for easy access to their Student’s Pass.

Note: Non-Graduating international students are allowed to register for up to two courses 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.

**IMPORTANT!** Vaccination requirements remain in effect for the issuance of Student’s Pass. Please refer to the Ministry of Health’s website for more information. Please refer to section 1.1.2 on having your vaccination records recognized in Singapore.

1.1.1 General Entry Requirements

Travellers seeking to enter Singapore should comply with the prevailing Public Health as well as Entry Requirements listed on the website (https://www.ica.gov.sg/enter-transit-depart/entering-singapore) to ensure a smooth journey.
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 (https://www.ica.gov.sg/enter-departentry_requirements/sg-arrival-card).

Students are required to download the uNivUS app (uci.nus.edu.sg/suu/wp-content/uploads/sites/5/2020/08/Overview_Of_NUSafe.pdf) and keep it for the whole duration they are here at NUS. New students must also declare their vaccination status their vaccination status in uNivUS. Please refer to instructions here (https://emergency.nus.edu.sg/wp-content/uploads/2021/08/How_To_Update_Your_Vaccination_Status_In_uNivUS.pdf).

1.1.2 **Updating of Vaccination Information**

For students in specific Summer Programmes, your programme manager will provide you with separate information if your programme has a scheduled appointment session. Students are required to update their vaccination status with the National Immunisation Registry to complete their Student’s Pass Formalities. You may refer to the image below on how you can do so.

If you need to reset your Singpass password, you may refer to the relevant instructional guides on the Singpass website (https://www.singpass.gov.sg/home/uisupport) on how you can do so.
1.2 Medical Examination (for those staying beyond 6 months)

All international students who applied for **Student’s Pass beyond six months** would have to undergo and pass a medical examination conducted by a qualified medical practitioner in their home country. You must have the completed test results of your medical check before you can continue with Completion Of Formalities (COF) in the STP application system. This step is after you submit your eForm16 and required documents.

During COF, you are required to upload your medical report using ICA’s prescribed medical report form (Download from ICA STP Application system [eservices.ica.gov.sg/solarindex.xhtml](eservices.ica.gov.sg/solarindex.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 currently residing in Singapore on any other long-term immigration passes, you will be 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](va.ecitizen.gov.sg/cfp/customerpages/ICA/explorefaq.aspx)). Alternatively, you may wish to write to ica_stp1@ica.gov.sg.

If you have any queries regarding the entry requirements into Singapore, you may refer to ICA’s website ([https://www.ica.gov.sg/enter-transit-depart/entering-singapore](https://www.ica.gov.sg/enter-transit-depart/entering-singapore)) on the latest updates for the entry requirements.
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 ([https://www.nus.edu.sg/registrar/docs/info/prospective-students—non-graduating/Instructions-for-epayment-st.pdf](https://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.
*All fees shown here are inclusive of prevailing GST of 8% from 1 January 2023 onwards.

<table>
<thead>
<tr>
<th>Miscellaneous Student Fees (MSF) [MSF = SSF + HSF]</th>
<th>Amount payable (SS inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee (SSF) (Non-Exchange)</td>
<td>39.15</td>
</tr>
<tr>
<td>Student Services Fee (SSF) (Exchange)</td>
<td>32.15</td>
</tr>
<tr>
<td>Health Service Fee (HSF)</td>
<td>34.50</td>
</tr>
</tbody>
</table>

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). 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.

The research fee below is subject to changes without prior notice. Please refer to the fee website ([https://www.nus.edu.sg/registrar/prospective-students/non-graduating/special-term](https://www.nus.edu.sg/registrar/prospective-students/non-graduating/special-term)) for the actual fee amounts.
The tuition fee and/or research fee are set out as follows:

**Non-Exchange Coursework Student**

<table>
<thead>
<tr>
<th>For courses in the following Faculties/Schools</th>
<th>Tuition fee (S$) per module (per part of Special Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business (except MBA)</td>
<td>3,270</td>
</tr>
<tr>
<td>Business [BSc(Real Estate)]</td>
<td>3,033</td>
</tr>
<tr>
<td>Computing</td>
<td>3,880</td>
</tr>
<tr>
<td>Design and Engineering (Others)</td>
<td>3,880</td>
</tr>
<tr>
<td>Design and Engineering (Built Environment)</td>
<td>3,033</td>
</tr>
<tr>
<td>Design and Environment (Architecture, Landscape Architecture)</td>
<td>3,962</td>
</tr>
<tr>
<td>Humanities and Sciences</td>
<td>3,457</td>
</tr>
<tr>
<td>Law</td>
<td>3,880</td>
</tr>
<tr>
<td>Medicine</td>
<td>16,380</td>
</tr>
<tr>
<td>Public Health (graduate courses only)</td>
<td>12,930</td>
</tr>
<tr>
<td>Music</td>
<td>3,759</td>
</tr>
<tr>
<td>Public Policy</td>
<td>4,416</td>
</tr>
<tr>
<td>Science (Pharmacy)</td>
<td>3,866</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For courses 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</td>
<td>3,457</td>
</tr>
<tr>
<td>Tembusu College</td>
<td>4,827.60</td>
</tr>
<tr>
<td>Master of Business Administration (MBA)</td>
<td>4,827.60</td>
</tr>
</tbody>
</table>

**Non-Exchange Research Student**

<table>
<thead>
<tr>
<th>Research fee (S$) (in Special Term or part thereof)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,263</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](https://nus.edu.sg/finance/students/student-finance-matters.html)) for information on the payment deadline as well as modes of payment.
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