Registration Guide
For Non-Graduating Students

Semester 2, Academic Year 2021/2022
January 2022
Overview of Key Scheduled Activities and Timelines

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Overview of Key Scheduled Activities and Timelines

Click on the corresponding icon to read more info about this activity, and use this list to stay on track with the respective timelines.

1. **Registration Part One [Between 18 Nov to 27 Dec 2021]**
   - Can only be accessed 4 days after receiving email notification that your submitted photo has been approved
   - NUS Student ID, NUSNET ID, and default password will be issued after completing Registration Part One

2. **Change the default NUSNET Password**
   - To be done 2 DAYS after completing Registration Part One
   - Change the default NUSNET password before you access NUS systems and your NUS email. You may start to check your NUS email for important notifications

3. **Apply for Student’s Pass (STP)**
   - Done concurrently while submitting your photo for approval, you will receive an instructional email to submit your STP
   - Once your application is processed, you will receive an email notification from ICA to check your outcome in the Student’s Pass application portal

4. **Entry Approval/ Vaccinated Travel Pass Application via SafeTravel Office (STO) [For full-time international students only]**
   - Entry Approval or Vaccinated Travel Pass is required for travel to Singapore
   - Please submit the application via the STO website after checking the requirements for Entry Approval or Vaccinated Travel Pass
   - Only apply for Entry Approval or Vaccinated Travel Pass upon success of your Student’s Pass Application (Point 4)

5. **Housing Application**
   - Housing applications will commence on 18 Nov.
   - **Note**: Students can start applying before obtaining their Entry Approval. Students departing from Category (IV) countries are strongly advised to apply for housing only after obtaining the Entry Approval

6. **Fee Payment**
   - Our system prevents students from activating their NUS student card if payment is not made
   - To be completed before Registration Part Two
**Module Registration Exercise [3 Jan to 28 Jan 2022]**
- Please refer to the table for the schedule of Module Registration (ModReg) activities if you need to make changes to your list of allocated modules

**Orientation Briefing**
- There will be no international student orientation briefing from Office of Student Affairs (OSA) this semester. Instead, the resources will be sent by OSA via email to student’s personal and NUS email addresses before the semester starts

**Registration Part Two**
- All students must activate their NUS Student Card immediately via the NUS Education Records System (EduRec), after obtaining the card between 27 Dec 2021 to 20 Jan 2022
- **By Post/ Pickup:**
  - [Coursework students] For international students staying on campus, you will be able to collect the card at your hostel management office upon check-in; unless informed otherwise via email. For those staying off-campus, the student card will be sent to Student Service Center @ Yusof Ishak House for collection.
  - [Research students] Your card will be sent to Student Service Center @ Yusof Ishak House for collection

**Completion of Student’s Pass formalities at Immigration & Checkpoints Authority of Singapore (ICA)**
- For full-time international students only
- To be completed within 30 days of arrival in Singapore or by instructional week 2 of the semester
- Offsite Enrolment (OSE) in NUS to complete Student’s Pass formalities. Please refer to section 2.3 for details

**Start of Instructional Week**
- Access LumiNUS for course materials and announcements
- For more information about the NUS academic calendar, please visit this link

**New for Semester 2** *Updating of Vaccination information*
- Update Vaccination information with: (1) The National Immunisation Registry and (2) the University
- For more information, please refer to section 2.2
**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).

A video briefly outlining the matriculation process at NUS is available [here](https://nus.edu.sg/registrar/videos/info/ng/nus-ng-post-offer.mp4). We suggest watching it first before referring to this guide for more detailed information.

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

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1. **Registration (Part One)**

   **Access to Registration Part One system is only available four days after you have accepted offer, uploaded your photo in the NUS Online Application Portal and received an email that your photo has been approved.**

To access the Registration Part One System ([myregistration.nus.edu.sg](https://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](https://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](https://nus.edu.sg/registrar/administrative-policies-procedures/non-graduating/acceptance-record)).

Completion of Registration (Part One) is necessary for participation in the Module Registration (ModReg) exercise. The entire registration process consists of a few steps and will take about 15 minutes.

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**Figure 1: Screenshot of Registration (Part One)**
Upon completion of Registration (Part One), you will be issued the following:

**Figure 2: Screenshot of Confirmation Page for Completion of Registration (Part One)**

![Confirmation of Registration (Part One)](image)

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**

![Registration (Part One) for Student ID/PIN/NUSNET ID & Password Page](image)

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) before instructional week 3 to retrieve it (see Figure 2).

After instructional week 3, 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.
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 a parent/guardian sign them before you scan and email them to reglinx@nus.edu.sg to complete Registration (Part Two).

- Risk Acknowledgement 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

2. 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) 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/all/myedurec.html).

- LumiNUS (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 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) 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). Your NUS email address will be your NUSNET ID, follow 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 LumiNUS (applicable for coursework students) and do a backup copy of the files which you have retained in your student email account, if applicable.

3. Financial Matters

Please refer to Annex 2 for detailed information on payment of NUS Miscellaneous Student Fees and Tuition/Research Fees.
4. Registration (Part Two)

To complete Registration (Part Two), 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 instructional week 4. When making payment for MSFs, enter the amount payable manually in the payment page. Instructions on the fee payment can be found in Annex 2.

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

- **International coursework students** staying on campus will be able to collect their NUS Student Card at their respective hostel management office upon check-in. Students staying off-campus will be able to collect their card at Student Service Center @ Yusof Ishak House (https://www.nus.edu.sg/osa/student-services/ssc), unless informed otherwise via email.

- **International research students** will be able to collect their NUS Student Card from the Student Service Center @ Yusof Ishak House (https://www.nus.edu.sg/osa/student-services/ssc).

4.2 Activation of NUS Student Card

Upon receipt 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

<table>
<thead>
<tr>
<th>Student Card Activation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student card activation has been successfully updated.</td>
</tr>
<tr>
<td>OK</td>
</tr>
</tbody>
</table>

5. Academic Matters

5.1 Language Module Placement Test

If you wish to take language module(s) offered by the Centre for Language Studies (CLS), please register for the relevant placement test(s) and note the dates for the tests. For more details, please visit CLS website (fass.nus.edu.sg/clts/news-and-events/#placement-test) or email clssec@nus.edu.sg to enquire.
5.2 Module Administration

During the regular semester, you are required to read a minimum workload of 12 MCs (approximately three modules) and should not read more than 20 MCs worth of modules (approximately five modules), regardless of whether modules are set to audit or examinable. Exception for minimum workload is given to students registered in Singapore institutions and students reading modules and doing non-credit bearing research.

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 LumiNUS (luminus.nus.edu.sg) from instructional week 1 of the semester onwards. User guide for the portal can be found in the Help link.

Students will submit requests for additional modules, change of modules, drop modules, as well as select tutorials and labs within ModReg@EduRec. You are encouraged to view the workflow, videos, user guide and ModReg schedule for Non-Graduating students at the ModReg@EduRec website (nus.edu.sg/ModReg). Dates below may be subjected to change; please refer to the ModReg@EduRec website for the actual dates.

You may add/drop/audit modules according to the following periods:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop Classes</td>
<td></td>
</tr>
<tr>
<td>• Drop without Penalty via ModReg@EduRec</td>
<td>3 Jan - 23 Jan 2022</td>
</tr>
<tr>
<td>• Drop with a “Withdrawn” (W) grade via ModReg@EduRec</td>
<td>24 Jan – 27 Feb 2022</td>
</tr>
<tr>
<td>• Drop with a “Fail” (F) grade# via APU form and write to <a href="mailto:NGHelp@nus.edu.sg">NGHelp@nus.edu.sg</a></td>
<td>28 Feb 2022 and onwards</td>
</tr>
</tbody>
</table>

To drop current modules set to Audit, please submit a request via the APU form.

# Modules dropped with W or F grade are payable for Non-Exchange students. You may refer to the fees published here.

^ Access to the APU form requires your NUS email and password.

Submit Module Requests via ModReg@EduRec (myedurec.nus.edu.sg)

You can submit up to the maximum workload in each request. Please check that you meet module pre-requisites (if any) at NUSMods (nusmods.com).

<table>
<thead>
<tr>
<th>Select Tutorials/Labs via ModReg@EduRec</th>
<th>3 Jan (9am) – 4 Jan 2022 (12pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1:</td>
<td>11 Jan 2022 (9am) – 11 Jan 2022 (5pm)</td>
</tr>
<tr>
<td>Round 2:</td>
<td>13 Jan 2022 (9am) – 13 Jan 2022 (5pm)</td>
</tr>
</tbody>
</table>

Add/Swap Tutorials/Labs via ModReg@EduRec

16 Jan 2022 (9am) – 18 Jan 2022 (12pm)

Set Enrolled Modules to Audit

Please submit a request via the APU form for further 3 Jan – 27 Feb 2022.
assistance (access requires your NUS email and password).

Modules from the following Faculty/Department/Centre CANNOT be done on an audit basis:

- Building
- Business
- Computing
- Law
- Industrial and System Engineering
- Industrial Design
- Malay Studies
- Psychology
- Public Health
- Real Estate
- South Asian Studies
- Southeast Asian Studies
- Centre for English Language Communication
- Centre for Language Studies
- University Scholars Programme
- English Language (EL) modules from Faculty of Arts and Social Sciences
- Geography (GE) modules from Faculty of Arts and Social Sciences (namely GEK2001/SSA2202/GES1003, SSA2215/GE1004)
- Life Sciences modules from Faculty of Science
- Theatre Studies (TS) modules from Faculty of Arts and Social Sciences
- UROPS modules from Faculty of Science (subject to approval from the Department offering the module)

Note: Students who are enrolled in modules on Audit basis will only attend lectures and will not be permitted to sit for examinations. Participation in other practical components (including tutorials, laboratory work, fieldwork) will be at the discretion of the respective faculty/department. The module will be assigned an ‘AUD’ grade and will not be assigned a letter grade.

Set Enrolled Modules from Audit to Exam

Please submit a request via the APU form for further assistance (access requires your NUS email and password).

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) (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
From 8.30 am to 6pm (Monday to Thursday)
From 8.30 am to 5.30pm (Friday)
(Closed on Saturday, Sunday and Public Holidays)
7. Student Service Centre

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

The COVID-19 situation still remains fluid. Students may check the website ([http://www.nus.edu.sg/osa/student-services/ssc](http://www.nus.edu.sg/osa/student-services/ssc)) before visiting the SSC 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
From 9.00am to 5.30pm (Monday to Thursday)
From 9.00am to 5.00pm (Friday)
Information for International Students

1. Orientation Briefing for International Students by Office of Student Affairs (OSA)

There will be no international students’ orientation briefing from OSA this semester. Instead, the resources will be sent by OSA via email to student’s personal and NUS email addresses before the semester starts.

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

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 Student’s Pass.

To apply for a Student’s Pass, NUS Registrar’s Office will initiate registration with ICA on your behalf, following which you will receive 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)). Failure to make payment within ICA’s stipulated deadlines will result in your Student’s Pass application being withdrawn.

If the application is approved, ICA will grant the student an In-Principle Approval (IPA) letter, which is available for printing via ICA STP Application 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 at NUS. Upon receipt of the IPA letter, you are advised to read it 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). Please continue to the next section before referring to section 2.3 about completing formalities with ICA.

Note: Non-Graduating international students are required to take up at least 12 MCs worth of modules (approximately three modules and includes modules set to ‘audit’) per semester or pursue full-time research in order to qualify as a full-time student and be issued with a Student’s Pass.

2.1 Entry Approval/ Vaccinated Travel Pass by SafeTravel Office (STO)

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 SafeTravel Office (STO) (https://safetravel.ica.gov.sg/arriving/overview) before they commence their journey to Singapore. You can apply for entry 2 to 5 weeks before the planned date of entry. You will need to ensure that your student’s pass application has been approved before applying for Entry Approval/ Vaccinated Travel Pass.
**Note:** Students in certain countries/regions are permitted quarantine-free entry into Singapore under Vaccinated Travel Lanes (VTL). Please visit the VTL webpage ([https://safetravel.ica.gov.sg/vtl/requirements-and-process](https://safetravel.ica.gov.sg/vtl/requirements-and-process)) for more information on eligibility and COVID-19 testing requirements.

Students who apply via VTL will receive a Vaccinated Travel Pass (VTP) in lieu of Entry Approval. No separate Entry Approval application is necessary.

From 1 November 2021, all international students entering Singapore will be required to be fully vaccinated ([https://safetravel.ica.gov.sg/stpl/vaccination-requirements](https://safetravel.ica.gov.sg/stpl/vaccination-requirements)) as an entry requirement.


Students should not proceed with their trip to Singapore until they have received the entry approval letter. The STO entry approval letter, which is valid for one week, will be sent to the email indicated in your STO application.

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 STO 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 to entry into 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/stpl/overview](https://safetravel.ica.gov.sg/stpl/overview)

II. **Border Control Measures summary table** - [https://safetravel.ica.gov.sg/health](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 ([https://www.ica.gov.sg/enter-depart/entry_requirements/sg-arrival-card](https://www.ica.gov.sg/enter-depart/entry_requirements/sg-arrival-card)).

Students are required to download these apps after arriving in Singapore as part of contact tracing efforts. They are: **Trace Together** App and, **uNivUS** App. Refer to **Annex 3** for more information on downloading these apps, and other useful links related to the border control measures implemented in response to COVID-19.

### 2.2 Updating of Vaccination Information

Students are required to update their vaccination status with (1) the National Immunization Registry, and (2) the University.

**Step 1: Updating the National Immunisation Registry**

Students are required to update their vaccination records **within 2 weeks of their arrival** in Singapore/conclusion of their quarantine period.

To update your vaccination record, you may book an appointment for a serology test at the University Health Centre (UHC) ([https://nus.edu.sg/uhc](https://nus.edu.sg/uhc)). Likewise, you may wish to make an appointment at an off-campus location.

Testing and upload of records on the National Immunisation Registry may take up to 10 days. Please contact the clinic if you fail to fail to hear from them after this period. The vaccination status will be reflected in your TraceTogether App.


**uNivUS Step 2: Updating Vaccination Record in uNivUS**

The university requires students to upload a copy of their Singapore vaccination certificate. This certificate can be issued once vaccination status is updated in the National Immunisation Registry.

Access to the Singapore vaccination certificate is only through HealthHub (https://www.healthhub.sg/) or Notarise (https://www.notarise.gov.sg). Students are required to login via use of Singpass (Singapore’s digital ID).

You can register for Singpass only after your Student’s Pass Card has been issued (https://www.singpass.gov.sg/singpass/register/instructions). As part of the process involves a mail containing your password being sent to your residential address in Singapore, you must provide your residential address in Singapore on your Student’s Pass Terms & Conditions form when you are completing your Student's Pass formalities (See Section 2).

After setting up your Singpass, you can then download a copy of your Singapore vaccination certificate for submission on the uNivUS App.

If you need to reset your Singpass password, please refer to the Singpass website (https://www.singpass.gov.sg/singpass/common/counter) and make the necessary arrangements.

**2.3 In-person Enrolment session for Student’s Pass**

ICA has arranged for offsite enrolment (OSE) in NUS for in-person enrolment session for Student’s Pass on the dates below.

Date: 5 to 7 January 2022
Venue: Multi-purpose Sports Hall 2 (MPSH2), Kent Ridge Campus

**Note:** Due to safe distancing measures and to prevent overcrowding of the venue, students attending the offsite enrolment session are required to make an appointment. Detailed instructions will be sent to you via email in late December 2021. You will be informed about collection of your Student’s Pass during the OSE session.

For students who are unable to make it to the offsite enrolment session or hold a visa-required passport and have plans to travel out of Singapore before the Student’s Pass issuance date, please make an e-appointment (eservices.ica.gov.sg/ibook) before your arrival to enroll in-person at the ICA Building to get your student’s pass issued. Specific instructions can be found in your IPA letter on how to make an e-appointment.

Students are required to prepare and bring the documents/items listed below to attend the enrollment session for student’s pass. It is your responsibility to prepare the necessary documents, pay all fees (processing, issuance and/or Multiple-Journey Visa fees) and complete all required forms prior to attending the appointment.
### Documents for in-person Enrollment session for Student’s Pass

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) Recent colour passport-sized photo</strong></td>
</tr>
<tr>
<td><strong>2) Disembarkation/Embarkation (D/E) Card or copy of electronic Arrival Card or any valid passes (i.e. STP, LTVP, DP, EP)</strong></td>
</tr>
<tr>
<td><strong>3) In Principle Approval (IPA) Letter</strong></td>
</tr>
<tr>
<td><strong>4) Original and Photocopy of Passport Particulars Page</strong></td>
</tr>
<tr>
<td><strong>5) Payment Receipt</strong></td>
</tr>
</tbody>
</table>

**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.

### 2.4 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 ([eservices.ica.gov.sg/solar/index.xhtml](http://eservices.ica.gov.sg/solar/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 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.

### 2.5 Enquiries

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

If you have any queries regarding the application process for entry approval into Singapore, you may browse the FAQs at the SafeTravel website ([https://safetravel.ica.gov.sg/faq](http://https://safetravel.ica.gov.sg/faq)). If you cannot find your answers, you may call the SafeTravel Enquiries Hotline at +65 6812 5555 or submit an enquiry form ([https://safetravel.ica.gov.sg/contact-us](http://https://safetravel.ica.gov.sg/contact-us)).
3. Housing

Matters relating to on-campus or off-campus housing can be obtained from the Office of Student Affair’s (OSA) website (nus.edu.sg/osa/student-services/hostel-admission/non-graduating). If you have enquiries pertaining to housing, you may write to the Hostel Admission Services (nus.edu.sg/osa/contact) for assistance.
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 (nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/Instructions-for-epayment.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.

<table>
<thead>
<tr>
<th>Miscellaneous Student Fees (MSF)</th>
<th>Amount payable (S$ inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Semester</td>
</tr>
<tr>
<td>MSF = SSF + HSF</td>
<td></td>
</tr>
<tr>
<td>Student Services Fee (SSF) (Non-Exchange)</td>
<td>76.97</td>
</tr>
<tr>
<td>Student Services Fee (SSF) (Exchange)</td>
<td>63.11</td>
</tr>
<tr>
<td>Health Service Fee (HSF)</td>
<td>68.35</td>
</tr>
</tbody>
</table>

*SUSEP students are exempted.

For details, please refer to nus.edu.sg/uhc/general-health/billing-insurance/insurance-matters

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 (nus.edu.sg/finance/students/student-finance-matters.html). 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 8).

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

The tuition fee and/or research fee set out in the next page is subject to changes without prior notice. Please refer to the fee website (nus.edu.sg/registrar/administrative-policies-procedures/non-graduating/non-graduating-fees) for the actual fee amounts.
(i) **Non-Exchange Coursework Student – All Nationalities**

<table>
<thead>
<tr>
<th>For modules in the following Faculties/Schools</th>
<th>Tuition fee (S$) per module (per semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business (except MBA)</td>
<td>3,225</td>
</tr>
<tr>
<td>Computing</td>
<td></td>
</tr>
<tr>
<td>Design and Environment (Industrial Design)</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
</tr>
<tr>
<td>Design and Environment (Building, Real Estate)</td>
<td>2,985</td>
</tr>
<tr>
<td>Design and Environment (Architecture, Landscape Architecture)</td>
<td>3,905</td>
</tr>
<tr>
<td>Humanities and Sciences</td>
<td>3,405</td>
</tr>
<tr>
<td>Law</td>
<td>3,830</td>
</tr>
<tr>
<td>Medicine (except Nursing)</td>
<td></td>
</tr>
<tr>
<td>Public Health (graduate modules only)</td>
<td>16,180</td>
</tr>
<tr>
<td>Medicine (Nursing)</td>
<td>3,725</td>
</tr>
<tr>
<td>Music</td>
<td>12,375</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 semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for English Language Communication Tembusu College</td>
<td>3,405</td>
</tr>
<tr>
<td>Master of Business Administration (MBA)</td>
<td>4,280</td>
</tr>
</tbody>
</table>

(ii) **Non-Exchange Research Student – All Nationalities**

<table>
<thead>
<tr>
<th>Research Project/Attachment</th>
<th>Research fee (S$) (per semester or part thereof)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All nationalities</td>
<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](http://nus.edu.sg/finance/students/student-finance-matters.html)) for information on the payment deadline as well as modes of payment.
Border Control Measures Implemented in Response to COVID-19

For more information, please refer to the following websites/pages:
- MOH Press Release on Updated Measures for Inbound Travellers
- MOH FAQs on COVID-19
- ICA’s update on Border Control Measures in Response to COVID-19
- Summary table of Quarantine (SHN) and Swab Requirements for Travellers to Singapore
- NUS circulars

In addition to the above resources, students are required to download the apps below.

**Trace Together**

Students are required to download the Trace Together App ([www.tracetogether.gov.sg/](http://www.tracetogether.gov.sg/)) as part of the Government's contact tracing efforts. This app is required to access most public spaces in Singapore. **Students are to keep the app on their phone for 14 days after their departure from Singapore 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.**

**uNivUS**

Students are required to download the uNivUS app ([uci.nus.edu.sg/uuu/wp-content/uploads/sites/5/2020/08/Overview_Of_NUSafe.pdf](http://uci.nus.edu.sg/uuu/wp-content/uploads/sites/5/2020/08/Overview_Of_NUSafe.pdf)) for the whole duration they are here at NUS. This app will be required for the boarding of shuttle buses, accessing different locations within the campus, and to purchase food in the canteens through the green pass integrated in the app. Do note that **connection to NUS WIFI** is required. Please refer to the [circulars](https://nus.edu.sg/osa/resources/covid-19/circulars) on NUS Emergency website.
**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