Registration Guide
For Non-Graduating Students

Semester 2, Academic Year 2022/2023
January 2023
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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 09 Nov 2022 to 27 Jan 2023]**
   - 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. **Housing Application**
   - Housing applications will commence on [17 Nov to 24 Nov] for Round 1.
   - **Note:** Please note that the housing application is **not** first-come-first serve basis. You may still proceed to apply for housing in subsequent rounds even if you were to miss the first.

5. **Fee Payment**
   - Our system prevents students from activating their NUS student card if payment is not made
   - To be completed before Registration Part Two

6. **Module Registration Exercise [03 Jan to 04 Jan 2023]**
   - 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

7. **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 04 Jan to 20 Jan 2023.

### 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 (After Jan 2023, please refer to Canvas)
- For more information about the NUS academic calendar, please visit this link.

### 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.
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](image)

When you click on “View Student ID / PIN / NUSNET ID / NUSNET Password”, you will see the following screen (next page):

**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 have forgotten your password but have not reset it yet, you can access the Registration System ([myregistration.nus.edu.sg](http://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. A12345678), as well as attach a scanned image of your Student Card.

You can refer to this [website](http://example.com) for assistance on password issues.

**Note:** All students are required to complete the e-module (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.

### Student ID/PIN/NUSNET ID/NUSNET Password

<table>
<thead>
<tr>
<th>Student ID</th>
<th>PIN</th>
<th>NUSNET ID</th>
<th>NUSNET Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

You may wish to print a copy of this page for reference. To print, go to File >> Print.

You will require your NUSNET ID and NUSNET Password to access the majority of online resources via the NUS intranet. Please keep the above information strictly confidential as you are responsible for maintaining the security of your NUSNET Password/PIN and all functions performed from your account. Sharing or revealing your NUSNET Password/PIN may result in disciplinary action taken against you.

Please note that your NUSNET account will only be activated 1 to 2 days after you complete your Registration (Part One).

Before you can access NUS Email, NUS Education Records System, module registration systems, Luminus and other NUS online services, you are required to first change your default NUSNET Password at [https://exchange.nus.edu.sg](https://exchange.nus.edu.sg) by clicking on "Change NUSNET Password".

Please use your NUSNET account to connect to the "NUS_STU" wireless network. If your device does not support 5GHz, you can connect to "NUS_STU_2-4GHz" instead.

**RC1000A Respect & Consent course:** strongly encouraged to attend

Welcome to NUS! As part of NUS’ commitment to nurture a safe, inclusive and respectful environment for teaching and learning, NUS conducts a **Respect and Consent (R&C) course** for students. This course is compulsory for undergraduate and graduate students in NUS academic degree programmes. Although not mandatory, you are strongly encouraged to also attend this course to understand Singapore regulations and NUS community standards better. It has three parts: online video, workshop, and Declaration of Conformance. If you are residing in RCs/Halls/EU Houses, you are required to attend the course.

Step 1. Watch the R&C online videos at Luminus: Non-Academic Modules, as here. Please complete this within two weeks of the date of this email, so that you can proceed to step 2.

Step 2. Next, book the R&C workshop, join the workshop, and sign Declaration of Conformance as directed by QR code at end of the workshop. To do so, please write to R&C Administrator (email: rcan.Admin@nus.edu.sg) to express your interest to join the R&C workshop. The R&C Administrator will book a suitable timeslot for you. If you are residing in RCs/Halls/EU Houses, you are required to attend the course. You will be prompted by email and/or SMS once you have completed the online videos.

If you have any queries, please email R&C Administrator at rcan.admin@nus.edu.sg.

Thank you,

R&C Administrator

**SE1000 Student Essentials e-module: mandatory to complete**

As part of NUS’ commitment to nurturing an environment conducive for the exchange of ideas, advancement of knowledge, and intellectual development, there are fundamental skills and best practices for students to learn and be aware of as they embark on their journeys with NUS. The e-module on Student Essentials will allow students to appreciate the importance of maintaining academic integrity and research ethics in their areas of study and research. This e-module is available on Luminus at [here](https://luminus.nus.edu.sg). You are required to complete this within two weeks of the date of this email.

Do note that the completion of this e-module is compulsory, and failure to do so will adversely impact your access to certain key student services such as the ability to request unofficial transcripts, amongst others.

If you have any queries about the e-training packages, you may contact studenttraining@nus.edu.sg

Registrar’s Office
National University of Singapore
Figure 4: Forms for students under 18 years of age

NUS Student Registration (Part One)

Authorisation Requirements

Note:
If you are below 18 years of age as at the time of making the authorisations below, in addition to your online responses, you are also required to:

1. Have the authorisation(s) duly completed and signed by your parent/guardian; and
2. Refer to the administrative notes from your Faculty/School/Register’s Office on specific instructions for submission.

Please note that you will not be able to proceed to the next page if any option for a required authorisation is left blank.

☐ Risk Acknowledgement and Consent
☐ Authorisation of Medical Procedures for International Students
☐ Appointment of Local Representative for International Students

If you are below 18 years of age, you are required to click on the field(s) below (which will be activated after the completion of all the above steps) to download the following form(s) and have them signed by your parent/guardian, please refer to the administrative notes from your Faculty/School/Register’s Office on specific instructions for submission.

You may upload these Requirements later at myedurec > Academics > Registration and Declarations within 3 days of completing Registration (Part One).

Risk Acknowledgement and Consent
Authorisation of Medical Procedures for INTL Students
Appointment of Local (Singapore-based) Representative

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) and have a parent/guardian to sign them. If you are unable to upload them during Registration (Part One), you may check on the boxes to proceed. Once you have the forms ready, you can then upload them onto Education Records System (EduRec) (myedurec.nus.edu.sg) within 3 days of completing Registration (Part One).

- 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](https://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/studentportal/exercises/all/myedurec.html](https://myportal.nus.edu.sg/studentportal/exercises/all/myedurec.html)).

- **LumiNUS** ([https://luminus.nus.edu.sg/](https://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. **[After January 2023, please refer to Canvas](https://www.nus.edu.sg/canvas/login/)**

To access EduRec, 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\[NUSNET ID\]’. For LumiNUS/Canvas, simply enter your NUSNET ID will do.

- **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](https://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/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. 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 in person.

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 Collection of NUS Student Card in-person

There will be physical sessions arranged for students to collect their cards. Instructions on how you can do so will be sent to you via email in Mid-December. Below are the details for the physical sessions.

**Date:** 5 to 6 January 2023

**Venue:** University Town, Town Plaza SR 7-8
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*

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/cls/entry-requirements](http://fass.nus.edu.sg/cls/entry-requirements)) 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](http://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 ([https://luminus.nus.edu.sg/](https://luminus.nus.edu.sg/)) from instructional week 1 of the semester onwards. User guide for the portal can be found in the login page. [After January 2023, please refer to Canvas ([https://www.nus.edu.sg/canvas/login/](https://www.nus.edu.sg/canvas/login/))]

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 ([https://www.nus.edu.sg/ModReg/resources.html](https://www.nus.edu.sg/ModReg/resources.html)). Please refer to the respective ModReg@EduRec website for the actual dates of the activities below.
You may add/drop/audit modules according to the following periods:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Remarks [Refer to the links below for the exact dates/period on the website]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drop Classes</strong></td>
<td><strong><a href="https://www.nus.edu.sg/modreg/schedule-and-timeline.html">https://www.nus.edu.sg/modreg/schedule-and-timeline.html</a></strong></td>
</tr>
<tr>
<td>• Drop without Penalty via ModReg@EduRec</td>
<td></td>
</tr>
<tr>
<td>• Drop with a “Withdrawn” (W) grade via ModReg@EduRec</td>
<td></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></td>
</tr>
<tr>
<td><strong>To drop current modules set to Audit</strong>, please submit a request via the APU form*</td>
<td></td>
</tr>
<tr>
<td># Modules dropped with W or F grade are payable for Non-Exchange students. You may refer to the fees published here.</td>
<td></td>
</tr>
<tr>
<td>^ Access to the APU form requires your NUS email and password</td>
<td></td>
</tr>
<tr>
<td><strong>Submit Module Requests via ModReg@EduRec</strong></td>
<td><strong><a href="https://nus.edu.sg/modreg/docs/NG_ModRegSchedule.pdf">https://nus.edu.sg/modreg/docs/NG_ModRegSchedule.pdf</a></strong></td>
</tr>
<tr>
<td>(myedurec.nus.edu.sg)</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
</tr>
<tr>
<td><strong>Select Tutorials/Labs via ModReg@EduRec</strong></td>
<td><strong><a href="https://nus.edu.sg/modreg/docs/NG_ModRegSchedule.pdf">https://nus.edu.sg/modreg/docs/NG_ModRegSchedule.pdf</a></strong></td>
</tr>
<tr>
<td><strong>Add/Swap Tutorials/Labs via ModReg@EduRec</strong></td>
<td><strong><a href="https://nus.edu.sg/modreg/docs/NG_ModRegSchedule.pdf">https://nus.edu.sg/modreg/docs/NG_ModRegSchedule.pdf</a></strong></td>
</tr>
<tr>
<td><strong>Set Enrolled Modules to Audit</strong></td>
<td><strong><a href="https://www.nus.edu.sg/modreg/schedule-and-timeline.html">https://www.nus.edu.sg/modreg/schedule-and-timeline.html</a></strong></td>
</tr>
<tr>
<td>Please submit a request via the APU form for further assistance (access requires your NUS email and password).</td>
<td></td>
</tr>
<tr>
<td>Modules from some Faculty/Department/Centre CANNOT be done on an audit basis.</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> 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.</td>
<td></td>
</tr>
<tr>
<td><strong>Set Enrolled Modules from Audit to Exam</strong></td>
<td><strong><a href="https://nus.edu.sg/modreg/docs/NG_AppealSchedule.pdf">https://nus.edu.sg/modreg/docs/NG_AppealSchedule.pdf</a></strong></td>
</tr>
<tr>
<td>Please submit a request via the APU form for further assistance (access requires your NUS email and password).</td>
<td></td>
</tr>
<tr>
<td><strong>Appeals for</strong></td>
<td><strong><a href="https://nus.edu.sg/ModReg/docs/NG_AppealSchedule.pdf">https://nus.edu.sg/ModReg/docs/NG_AppealSchedule.pdf</a></strong></td>
</tr>
<tr>
<td>• Unable to fulfil requisites</td>
<td></td>
</tr>
<tr>
<td>• Maximum workload waiver</td>
<td></td>
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<tr>
<td>• Issues while selecting module</td>
<td></td>
</tr>
<tr>
<td>• Unable to secure module</td>
<td></td>
</tr>
<tr>
<td>• Change lecture class</td>
<td></td>
</tr>
<tr>
<td>• Add/change tutorial class</td>
<td></td>
</tr>
</tbody>
</table>
6. Registrar’s Office

The Registrar’s Office ([nus.edu.sg/registrar](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](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](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: University Sports Centre, USC-03-07
2 Sports Drive 1
Singapore 117561

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. 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). For Semester 2, AY2022/2023 Main Intake, the deadline is 3 February 2023.

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 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 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/enter-depart/entry_requirements/visa_requirements), 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 Requirements to Singapore (ICA) – COVID-19 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. They may enter Singapore without testing or quarantine only if they have taken the minimum WHO-EUL vaccine dosage listed on the website (https://www.ica.gov.sg/enter-transit-depart/entering-singapore) at least 2 weeks before arrival in Singapore, and can show proof of vaccination.
If you fulfill the requirements listed in the website stated above, you may skip to the **General Entry Requirements** on the website (https://www.ica.gov.sg/enter-transit-depart/entering-singapore#general).

If you do not fulfill the requirements mentioned above, you are required to read through the information under "**Requirements for Travellers Not Fully Vaccinated with COVID-19 WHO EUL Vaccines**".

**IMPORTANT!** While the COVID-19 related measures have changed and led to testing, quarantine and entry approvals being done away for Fully Vaccinated Travellers, you are strongly recommended to **always** refer to ICA website (https://www.ica.gov.sg/enter-transit-depart/entering-singapore) for the most up-to-date regulations and border measures.

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).

**uNivUS** Students are required to download these apps after arriving in Singapore in order to reflect your vaccination status. They are: **Trace Together App** and, **uNivUS App**. Refer to **Annex 2** for more information on downloading these apps, and other COVID-19 related information.

### 2.2 Updating of Vaccination Information

Students are required to update their vaccination status with the National Immunization Registry, and the University. 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/ui/support) on how you can do so.

### 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:** 4 to 6 January 2023  
**Venue:** University Town, Town Plaza SR 1-4

**Note:** To prevent overcrowding of the venue, and as ICA discourages walk-ins, students attending the offsite enrolment session are required to make an appointment. Detailed instructions will be sent to you via email in mid-Dec 2022. 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.

<table>
<thead>
<tr>
<th>Documents for in-person Enrollment session for Student’s Pass</th>
<th>Remarks</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) Electronic Visit Pass (e-Pass) indicated in SG Arrival Card (SGAC)</td>
<td>The SGAC (ica.gov.sg/enter-depart/entry_requirements/sg-arrival-card) is to be submitted within 3 days prior to the date of arrival in Singapore. You will receive an acknowledgement upon successful submission.</td>
</tr>
<tr>
<td>3) In Principle Approval (IPA) Letter</td>
<td>To be printed from ICA STP Application system (eservices.ica.gov.sg/solar/index.xhtml) under navigation path: Foreign Student Main Menu &gt; Print Outcome Letters</td>
</tr>
<tr>
<td>4) Original and Photocopy of Passport Particulars Page</td>
<td>*Only if you are attending the offsite enrolment session. Please log into STP application system and go to ‘Payment’ to take a screenshot of the payment summary page.</td>
</tr>
<tr>
<td>5) Payment Receipt*</td>
<td>*Only if you are attending the offsite enrolment session. Please log into STP application system and go to ‘Payment’ to take a screenshot of the payment summary page.</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.

Reminder: To complete your formalities successfully at the OSE, it is important that you comply with the following requirements by ICA:

i. You must be fully vaccinated against COVID-19 before completing formalities for the pass issuance, unless you are medically exempted and certified by a Singapore doctor;

ii. Those vaccinated overseas are required to have their overseas vaccination records updated into the National Immunisation Registry (NIR) by a Singapore healthcare provider. Please refer to point 2.2 on how to do so.
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 (Download from ICA STP Application system (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). Alternatively, you may 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) on the latest updates for the entry requirements.

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.
*All fees shown here are inclusive of prevailing GST of 8% from 1st January 2023 onwards.

<table>
<thead>
<tr>
<th>Miscellaneous Student Fees (MSF) \ Amount payable (S$ inclusive of GST)</th>
<th>1 Semester</th>
<th>2 Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee (SSF) (Exchange)</td>
<td>64.70</td>
<td>129.40</td>
</tr>
<tr>
<td>Health Service Fee (HSF)</td>
<td>69.00</td>
<td>138.00</td>
</tr>
<tr>
<td>*SUSEP students are exempted. For details, please refer to nus.edu.sg/uhc/general-health/billing-insurance/insurance-matters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 research fee below 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.

<table>
<thead>
<tr>
<th>Research Project/Attachment</th>
<th>Research fee (S$) for AY2022/23 (per semester or part thereof)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All nationalities</td>
<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.htm) for information on the payment deadline as well as modes of payment.
COVID-19 Related Information

Students are required to download the apps below.

**Trace Together**

Students are required to download the Trace Together App (www.tracetogether.gov.sg) in order to have your temporary vaccination status reflected. **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 if needed.**

**uNivUS**

Students are required to download the uNivUS app (uci.nus.edu.sg/ou/wp-content/uploads/sites/5/2020/08/Overview_Of_NUSafe.pdf) for the whole duration they are here at NUS. If you are required to do FET, you will need to upload your test results into the app. Do note that connection to NUS WIFI is required. Please refer to the circulare (https://nus.edu.sg/osa/resources/covid-19/circulars) on NUS Emergency website.

For more information, please refer to the following websites/pages:
- MOH Press Release on Updated Measures for Inbound Travellers
- MOH FAQs on COVID-19
- NUS circulars
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