Registration Guide

For Non-Graduating Students

Semester 1, Academic Year 2021/2022
August 2021
Contents

Overview of Key Scheduled Activities and Timelines .......................................................... 2

Preamble: ................................................................................................................................. 4

1. Overseas Travel Declaration (OTD) ................................................................................. 4
2. Registration (Part One) ..................................................................................................... 4
3. Change NUSNET Password/Access NUS Email ............................................................. 7
4. Financial Matters .............................................................................................................. 7
5. Registration (Part Two) .................................................................................................. 7
5.1 Delivery of the NUS Student Card to Student’s Residence ........................................... 8
5.2 Activation of NUS Student Card ................................................................................... 8
6. Academic Matters ............................................................................................................ 8
6.1 Language Module Placement Test .................................................................................. 8
6.2 Module Administration .................................................................................................. 8
7. Registrar’s Office ............................................................................................................. 11
8. Student Service Centre .................................................................................................. 11

Information for International Students ............................................................................ 12

Annex 1: Orientation Briefing for International Students by office of Student Affairs (OSA) ... 12
2. Immigration & Checkpoints Authority of Singapore (ICA) – Student’s Pass ................. 12
2.1 Entry Approval by SafeTravel Office (STO) ................................................................. 12
2.2 In-person Enrolment session for Student’s Pass ............................................................ 14
2.3 Medical Examination (for those staying beyond 6 months) .......................................... 15
2.4 Enquiries ....................................................................................................................... 15
3. Housing ........................................................................................................................... 15

Annex 2: Financial Matters ................................................................................................ 16
Payment of NUS Miscellaneous Student Fees and Tuition/Research Fees ......................... 16

Annex 3: Border Control Measures Implemented in Response to COVID–19 .................. 18
Required Apps to download ................................................................................................. 18

Annex 4: NUS Campus Map ............................................................................................... 19
Map of University Town ...................................................................................................... 20
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 11 Jun to 16 Jul 2021]**
   - Only available after you have submitted your travel history and plans in the Overseas Travel Declaration (OTD) system
   - 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. **Applying 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 Application via SafeTravel Office (STO) [For full-time international students only]**
   - You can only proceed if your STP application is approved (point 3)
   - You are required to submit the application via the STO website
   - Entry approval is required for travel to Singapore

5. **Overseas Travel Declaration (OTD)**
   - Can only be accessed 4 days after receiving notification that your submitted photo has been approved
   - *MANDATORY* Students are required to declare their travel history and travel plans including the trip to Singapore
**Housing Application**
- Housing applications will commence on 28 June, and there will be 3 rounds.
- **Note:** Students can start applying **before** obtaining their **Entry Approval**.

**Fee Payment**
- System will bar student from activation of NUS student card if payment is not made
- To be completed **before** Registration Part Two

**Module Registration Exercise [22 Jul to 28 Aug 2021]**
- 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**
- Office of Student Affairs (OSA) Live Show 2021: **4 August 2021, 3pm to 4pm.** Interested students are to sign up via the [OSA website](#).

**Registration Part Two**
- All students must activate their NUS Student Card immediately via the NUS Education Records System (EduRec), after obtaining the card between 25 Jul 2021 to 19 Aug 2021
- **By Post:** Student card will be delivered to your registered mailing address in Singapore reflected on your student records. For international students staying on campus, you will be able to collect the card at your hostel management office upon check-in.

**Completion of Student’s Pass formalities at Immigration & Checkpoints Authority of Singapore (ICA)**
- For full-time international students only
- To be done within 30 days of arrival into Singapore or by instructional week 2 of the semester
- Offsite Enrolment (OSE) in NUS to complete Student’s Pass formalities. Please refer to section 2.2 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](#)
Preamble:
The purpose of this Registration Guide is to highlight the activities significant to the incoming Non-Graduating student for completing the various formalities towards being officially registered as a student of the National University of Singapore (NUS).

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

1. Overseas Travel Declaration (OTD)

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

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

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

You are strongly encouraged to proceed with Registration Part One upon submitting your OTD.

If there are any changes to your travel plans, including travel plans cancellation, do remember to update them immediately via the OTD.

2. Registration (Part One)

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).

You are required to complete Registration (Part One) before you can participate in the Module Registration (ModReg) exercise.

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

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

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

![Figure 3: Screenshot of Registration (Part One) for Student ID/PIN/NUSNET ID & Password Page](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 4).

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.

---

**Figure 4: Forms for students under 18 years of age**

**Authorisation Requirements**

- 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**

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

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

- Education Records System (EduRec) (myedurec.nus.edu.sg) 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/eservices/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 prompt to sign in with your organisational account, use ‘nusstu’ which is the domain for NUS students, and enter your user ID as e.g. ‘nusstu\NUSNET ID’.

- NUS Email (outlook.com/u.nus.edu) All students will have an email account at NUS that will be their official point of contact. All communications from the University to students will be via the official email account. As such, you are expected to check this account regularly henceforth. You are also expected 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.

4. Financial Matters

Please refer to Annex 2 for detailed information on payment of NUS Miscellaneous Student Fees and Tuition/Research Fees.

5. 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 instructional week 4. You are to enter the amount payable manually for MSFs in the payment page. Instructions on the fee payment can be found in Annex 2.
5.1 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. We will contact those staying off-campus separately regarding the NUS student card mailing arrangement.
- **International research students** will be able to collect their NUS Student Card from their respective host departments, or otherwise informed by admin staff.

5.2 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.

![Student Card Activation](image)

**Figure 5: Screenshot after activation of Student Card**

6. Academic Matters

6.1 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/news-and-events/placement-test) or email clssec@nus.edu.sg to enquire.

6.2 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 ([luminus.nus.edu.sg](http://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, user guide and ModReg schedule for [Non–Graduating students](http://nus.edu.sg/ModReg) at the ModReg@EduRec website ([nus.edu.sg/ModReg](http://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><strong>Drop Classes</strong></td>
<td></td>
</tr>
<tr>
<td>• Drop without Penalty via <a href="http://myedurec.nus.edu.sg">ModReg@EduRec</a></td>
<td>22 Jul – 22 Aug 2021</td>
</tr>
<tr>
<td>• Drop with a “Withdrawn” (W) grade via <a href="http://myedurec.nus.edu.sg">ModReg@EduRec</a></td>
<td>23 Aug – 26 Sep 2021</td>
</tr>
<tr>
<td>• Drop with a “Fail” (F) grade via <a href="https://www.nus.edu.sg">APU form</a> and write to <a href="mailto:NGHelp@nus.edu.sg">NGHelp@nus.edu.sg</a></td>
<td>27 Sep 2021 and onwards</td>
</tr>
<tr>
<td><strong>To drop current modules set to Audit</strong>, please submit a request via the <a href="https://www.nus.edu.sg">APU form</a></td>
<td></td>
</tr>
</tbody>
</table>

# Modules dropped with W or F grade are payable for Non–Exchange students. You may refer to the fees published [here](http://nus.edu.sg).

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

<table>
<thead>
<tr>
<th><strong>Submit Module Requests via</strong> <a href="http://myedurec.nus.edu.sg">ModReg@EduRec</a></th>
<th>29 Jul 2021 (9am) – 02 Aug 2021 (12pm)</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th><strong>Select Tutorials/Labs via ModReg@EduRec</strong></th>
<th>Round 1: 11 Aug 2021 (9am) – 11 Aug 2021 (5pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Round 2: 13 Aug 2021 (9am) – 13 Aug 2021 (5pm)</td>
</tr>
<tr>
<td><strong>Add/Swap Tutorials/Labs via ModReg@EduRec</strong></td>
<td>15 Aug 2021 (9am) – 17 Aug 2021 (12pm)</td>
</tr>
</tbody>
</table>
### Set Enrolled Modules to Audit

Please submit a request via the APU form for further 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
- Public Health
- Real Estate
- South Asian Studies
- Southeast Asian Students
- 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/GES1004)
- 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).

29 Jul – 26 Sep 2021
7. 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)

8. Student Service Centre

The Student Service Centre (SSC) (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) 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)

The 1–hour OSA Live Show 2021 for international freshmen on 04 August 2021 will bring you tips from seniors plus important administrative announcements. Details and registration at the OSA website (nus.edu.sg/osa/student-life/international-students).

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 during the period of study at NUS. Admission is contingent upon successful application of Student’s Pass.

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

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

If the application is approved, ICA shall grant the student an IPA letter, which is 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 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 in 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 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 2.2 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 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) (safetravel.ica.gov.sg/stpl/requirements–and–process) before they commence their journey to Singapore. You will need to ensure that your student’s pass application has been approved before applying for Entry Approval. Before you submit an application at the STO website (eservices.ica.gov.sg/STO), please refer to this application guide (safetravel.ica.gov.sg/files/stp–application–step–by–step–guide.pdf).
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 entry to Singapore.**

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

I. **Entry into Singapore via Student’s Pass Holder Lane** – https://safetravel.ica.gov.sg/stpl/requirements-and-process
II. **Border Control Measures summary table** – https://safetravel.ica.gov.sg/health

Prior to arrival, students are to submit their health status and recent travel history, as well as personal particulars and contact details via the SG Arrival Card (SGAC) e-Service (icaeservices.ica.gov.sg/sgarrivalcard).

Students are required to download a few apps after arriving in Singapore mainly as part of contact tracing efforts. They are namely, **Trace Together** App, uNivUS App, and the **Homer** App (if applicable). Refer to **Annex 3** for more information regarding the apps to download, as well as other useful links related to the border control measures implemented in response to COVID-19.
2.2 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: 26 to 30 July 2021

Venue: Multi-purpose Sports Hall 1 (MPSH1), 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 approximately around the end of June 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 arrival to enroll in-person at the ICA Building to get your student’s pass issued. Specific instructions can be found on 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 go prepared with the necessary documents, pay all fees (processing, issuance and/or Multiple-Journey Visa fees) and complete all the 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 (<a href="https://ica.gov.sg/common/photo_guidelines">ica.gov.sg/common/photo_guidelines</a>) for specific requirements on photo submission. Please do not fold, paste or staple the photo.</td>
</tr>
<tr>
<td>2) Disembarkation/Embarkation (D/E) Card or copy of electronic Arrival Card or any valid passes (i.e. STP, LTVP, DP, EP)</td>
<td>The D/E card (<a href="https://ica.gov.sg/common/photo_guidelines">enteringanddeparting/disembarkation-embarkation-card</a>) is granted upon entry into Singapore. Student who lose the D/E card will need to prepare a self-written statement for submission to ICA officer.</td>
</tr>
<tr>
<td>3) In Principle Approval (IPA) Letter</td>
<td>To be printed from ICA SOLAR system (<a href="https://eservices.ica.gov.sg/solar/index.xhtml">eservices.ica.gov.sg/solar/index.xhtml</a>) 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>
</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.
2.3 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 your home country. You must have the completed test results of your medical check before you can continue with Completion Of Formalities (COF) on the STP application system. This step is after you submit your eForm16 and documents.

During COF, you are required to upload your medical report using ICA’s prescribed medical report form (Download from ICA SOLAR 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 residing in Singapore on any other long-term immigration passes currently, you are required to undergo the medical examination in Singapore, if the medical examination was done more than two years ago.

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

2.4 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.

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). Please note that you are required to have your Entry Approval before applying for on-campus housing. 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) [MSF = SSF + HSF]</th>
<th>Amount payable (S$ inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Semester</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>
<tr>
<td><strong>“SUSEP students are exempted.</strong> For details, please refer to nus.edu.sg/uhc/general-health/billing-insurance/insurance-matters**</td>
<td></td>
</tr>
</tbody>
</table>

If you are admitted as a Non-Exchange coursework student, you are advised to pay the tuition fees after you have confirmed your modules (where applicable) but before the payment due date (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.

Non-Exchange Coursework Student – Singapore Citizens or Singapore Permanent Residents (from overseas universities)

<table>
<thead>
<tr>
<th>For modules in the following Faculties:</th>
<th>Tuition fee (S$) per module (per semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Singapore Citizens: 960</td>
</tr>
<tr>
<td>Computing</td>
<td>820</td>
</tr>
<tr>
<td>Design and Environment (Architecture, Landscape Architecture)</td>
<td>885</td>
</tr>
</tbody>
</table>
### Non-Exchange Coursework Student – Other 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>2,985</td>
</tr>
<tr>
<td>Design and Environment (Building, Real Estate)</td>
<td></td>
</tr>
<tr>
<td>Engineering</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>15,960</td>
</tr>
<tr>
<td>Public Health (graduate modules only)</td>
<td></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</td>
<td>3,405</td>
</tr>
<tr>
<td>Tembusu College</td>
<td></td>
</tr>
<tr>
<td>Master of Business Administration (MBA)</td>
<td>4,280</td>
</tr>
</tbody>
</table>

### 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](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

Required Apps to download

**Trace Together**

![TraceTogether](image)

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**

![uNivUS](image)

Students are required to download the uNivUS app ([uci.nus.edu.sg/suu/wp-content/uploads/sites/5/2020/08/Overview_Of_NUSafe.pdf](http://uci.nus.edu.sg/suu/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. Students are also required to perform daily temperature declaration via the app. **Do note that connection to NUS WIFI is required.**

**Homer**

![Homer](image)

If you are requested by a Singapore Government Agency to download the Homer app ([homer.gov.sg/faq/](http://homer.gov.sg/faq/)) during the SHN period, the case office who approached you will provide instructions on how you can download it. **Do note that you are required to have a local mobile number as you will be sent an OTP during the setup of the app.**
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