Registration Guide
For Graduate Research Students

Semester 1, Academic Year 2021/2022
August 2021
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Overview of Key Scheduled Activities and Timelines

An overview of key scheduled activities and timelines for new students are listed below. To get more information on each activity, please refer to the corresponding page indicated in the last column.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Schedule/Date/Deadline</th>
<th>Remarks</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NUS Pre-Admission Medical Examination</td>
<td>To be completed by 30 December 2021</td>
<td>imento (Part One) will open from 14 June 2021 onwards.</td>
<td>Page 5</td>
</tr>
<tr>
<td>2. Medical Examination for Student’s Pass Application</td>
<td></td>
<td>The OTD must be completed before students can proceed with Registration (Part One).</td>
<td>Page 11</td>
</tr>
<tr>
<td>(For Full-Time International Students only)</td>
<td></td>
<td></td>
<td>Page 5</td>
</tr>
<tr>
<td>3. Overseas Travel Declaration (OTD)</td>
<td>From 14 June onwards</td>
<td>The OTD must be completed before students can proceed with Registration (Part One).</td>
<td>Page 5</td>
</tr>
<tr>
<td>4. Registration (Part One)</td>
<td>To be completed by 30 June 2021</td>
<td>Registration (Part One) will open from 14 June 2021 onwards.</td>
<td>Page 5 - 7</td>
</tr>
<tr>
<td>5. Entry Approval &amp; Stay-Home Notice (SHN)</td>
<td></td>
<td>If you are a Student’s Pass (STP) or In-Principle Approval for STP (STP-IPA) holder who are planning to enter Singapore, you must be granted Entry Approval before you commence your travel to Singapore.</td>
<td>Page 11</td>
</tr>
<tr>
<td>(For Full-Time International Students only)</td>
<td></td>
<td>You are advised not to travel to Singapore until approval has been granted.</td>
<td>Page 7</td>
</tr>
<tr>
<td>6. Change the default NUSNET Password</td>
<td>To be completed at least one day before attempting Registration (Part Two)</td>
<td></td>
<td>Page 7</td>
</tr>
</tbody>
</table>
## Activities

<table>
<thead>
<tr>
<th>Activities</th>
<th>Schedule/Date/Deadline</th>
<th>Remarks</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Diagnostic English Test (DET)</td>
<td></td>
<td>Students who are required to sit for the DET will be advised to do so through their Admission Offer Letter. The DET schedule for Semester 1 of Academic Year 2021/2022 is available on DET webpage (<a href="https://nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det">nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det</a>).</td>
<td>Page 8</td>
</tr>
<tr>
<td>8. Registration (Part Two):</td>
<td>From 14 July onwards</td>
<td>To complete Registration (Part Two), all students must activate their NUS Student Card immediately upon receipt.</td>
<td>Page 8 - 9</td>
</tr>
<tr>
<td>- Delivery of NUS Student Card to Student’s Residence</td>
<td></td>
<td>(For Singapore Citizen &amp; Permanent Residents who meet the card delivery eligibility requirements as explained under Point 7.1)</td>
<td></td>
</tr>
<tr>
<td>- Collection of NUS student Card at the respective Faculty/School</td>
<td>From 21 to 30 July 2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(For International students and those who are not eligible for the NUS Student Card Delivery Service)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Module Registration (ModReg)</td>
<td></td>
<td>The ModReg schedule for Semester 1 of Academic Year 2021/2022 is available on ModReg webpage (<a href="https://nus.edu.sg/ModReg/modreg_schedule_graduate.html">nus.edu.sg/ModReg/modreg_schedule_graduate.html</a>).</td>
<td>Page 9</td>
</tr>
<tr>
<td><em>IMPORTANT:</em></td>
<td></td>
<td>If you have been informed by your respective Faculty/School that you are required to declare your Academic Plan to ensure that you are assigned the appropriate curricular priority for your module choices in ModReg*, please do so 24 hours before participating in the ModReg exercise. More information can be found <a href="https://">here</a>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Note: Not all graduate programmes have this requirement.</td>
<td></td>
</tr>
<tr>
<td>10. OSA Live Show 2021 for International Graduate Freshmen</td>
<td>27 July 2021</td>
<td></td>
<td>Page 11</td>
</tr>
<tr>
<td>Activities</td>
<td>Schedule/Date/Deadline</td>
<td>Remarks</td>
<td>Reference</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>11. Update Credit Bank Account Details &amp; Singapore Payment Address via the Education Records System (For Scholarship awardee)</td>
<td>To be completed by 23 August 2021, 6pm.</td>
<td>The first month pro-rated stipend will be credited into the student’s bank account by 31 August 2021. For the subsequent month, the stipend will be credited into the student’s bank account on the 18th of each month. In addition to the updating of bank account, do note that the disbursement of stipend is also subjected to the completion of Registration (Part Two).</td>
<td>Page 14</td>
</tr>
<tr>
<td>12. Submission of GIRO Form for Payment of Student Fees</td>
<td>Please refer to the Office of Finance website for the application and payment deadline (nus.edu.sg/finance/students/student-finance-matters.html).</td>
<td></td>
<td>Page 14</td>
</tr>
</tbody>
</table>
**Preamble**

All students must be registered before commencing a course of study at the National University of Singapore (NUS). There are two parts to the student registration. To be a ‘registered student’, it is compulsory to complete Registration (Part One) first before proceeding to complete the Registration (Part Two).

The purpose of this Registration Guide is to highlight the activities which are significant to the incoming graduate research students in completing the various formalities towards being officially registered as a student in NUS.

If you have any registration-related queries, please email to GDRegistration@nus.edu.sg.

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1. **Pre-Admission Medical Examination**

As an admission condition, all incoming students are required to undergo a medical examination. The University reserves the right to refuse admission or exclude a student from any particular course of study if they decline to undergo such health examinations or any prescribed tests.

The medical examination may be done (i) at UHC by appointment only (nus.edu.sg/uhc); (ii) by students’ own physician in Singapore or (iii) in students’ home country. If students choose to do (ii) or (iii), they will need to save the completed medical examination form (in ENGLISH) in PDF, and email to preadm_med@nus.edu.sg.

Medical report forms may be downloaded from the University Health Centre (UHC)’s website (nus.edu.sg/uhc/services/medical-examination/pre-admission/pre-admission-medical-exam).

To minimise cross-infection risks of COVID-19 and adhering to safe distancing measures within the clinic, no in-person or walk-in submissions will be accepted.

For enquiries, please write to uhc_health@nus.edu.sg.

Full-time international students are also required to fulfil an additional medical screening requirements for their Student’s Pass application. For more information, please see Annex 1.

2. **Overseas Travel Declaration (OTD)**

In view of the COVID-19 situation, all incoming students are required to declare their travel plans in the Overseas Travel Declaration (OTD) Applicants System (myaces.nus.edu.sg/OverseasTravelDecl/applicantLogin) before they can proceed with Registration (Part One).

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

Please login to OTD using the following:

1) Application Number
2) Application Password/PIN
3) Select your Student Category

If you wish to make changes to your declaration after submission, please note that you will only be able to do so after completion of Registration (Part One), and after your NUSNET account is activated. Once that is completed, you may proceed to the OTD Students System (myaces.nus.edu.sg/OverseasTravelDecl) to make the changes.

For existing NUS Students

Please login to the OTD (Students) System (myaces.nus.edu.sg/OverseasTravelDecl) using your NUSNET ID.

3. **Registration (Part One)**

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

Registration (Part One) has to be completed online via the Registration System (myregistration.nus.edu.sg) using the application number and password given during the application for admission to the graduate
programme. Students who have forgotten their application password can reset it through the Graduate Admission System (inetapps.nus.edu.sg/GDA2/Applicant.aspx/Account/ForgetPassword).

The entire registration process consist of five steps which will take about 15 minutes to complete. To begin, click on the first hyperlink under step one.

Upon successful completion, students will be directed to a confirmation page where they can retrieve their Student ID, PIN and NUSNET account information as shown in Figure 1.

Figure 1: Screenshot - Registration (Part One) Student ID / PIN / NUSNET ID and Password Page

These are 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, students will need to change the default NUSNET password, before they can be used to access any NUS online services. Refer to Point 4 for the detailed procedure.
Students who have forgotten to note down their Student ID, PIN, NUSNET ID and NUSNET password, may re-access the Registration System (during the stipulated period) and retrieve it under Step 5 (see figure 2).

Students who are below 18 years old are also required to send the following forms (in PDF), duly signed and completed by their parent/guardian, via email to GDRegistration@nus.edu.sg. The forms are downloadable under Step 5 of Registration (Part One) Main Page (see Figure 2).

<table>
<thead>
<tr>
<th>Documents for Submission</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Risk Acknowledgement and Consent</td>
<td></td>
</tr>
<tr>
<td>2) Authorisation of Medical Procedures</td>
<td>For International Students</td>
</tr>
<tr>
<td>3) Appointment of Local Representative</td>
<td>For International Students</td>
</tr>
<tr>
<td>4) Letter of Undertaking</td>
<td>For students who have been offered Scholarship/Fellowship/Award (see Figure 2)</td>
</tr>
<tr>
<td>5) Declaration of Subsidy Received</td>
<td></td>
</tr>
</tbody>
</table>

4. **Change / Reset NUSNET Password**

Students will be issued with the default NUSNET ID and password after they complete the Registration (Part One). These NUSNET ID and password will only be activated one to two days later.

Upon activation, students are required to change their default NUSNET password at the Password Portal (exchange.nus.edu.sg/passwordportal). This step is necessary in order for them to access any NUS online services, including Registration (Part Two) where they are required to activate their NUS Student Card.

Students who have forgotten their NUSNET password after changing it may reset it through short message service (SMS). A step-by-step guide on how to use the SMS is accessible at the NUS IT website (nusit.nus.edu.sg/services/mobile/nusnet-password-reset-via-mobile). Alternatively, you can email ITCare@nus.edu.sg to reset your password, stating your full name, Student ID and attach a scanned image of your NUS Student Card.

5. **NUS Email and Student Portal**

All students will have an NUS email account which will be their official point of contact. It is the student’s responsibility to check their NUS email regularly and be aware of the latest notices/circulars that may be posted on NUS Student Portal (myportal.nus.edu.sg).
To access the NUS email account (outlook.com/u.nus.edu), students should use their NUSNET ID and Password. Do note that the default NUSNET password must be changed, before it can be used it to access any NUS online services. Refer to **Point 4** for the detailed procedure.

6. **Diagnostic English Test**

The Diagnostic English Test (DET) is an English Language test set by the Centre for English Language Communication (CELC). It must be taken by all international graduate students from non-English medium universities and whose faculties require them to take it. Students are advised to check the DET website (nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det) for the following information:

- the objectives of the test; and
- the format of the test.

New students who need to sit for the DET have to register online via the Education Records System (myedurec.nus.edu.sg) using their NUSNET ID and password obtainable after the completion of Registration (Part One). Upon login, please navigate to: My Homepage > Academics > Registration & Declarations > QET/DET Registration, and follow the instructions to register accordingly.

Note that students will need to change the default NUSNET password first before they can access the system. Refer to **Point 4** for the detailed procedure. If you encounter difficulties registering for the DET online, please email to det@nus.edu.sg for assistance.

Students should sit for the DET before starting their course of study as any late attempt at the DET may result in a delay to their graduation. Students who missed this test due to extenuating circumstances, are required to sit for the next DET in the following semester. Please refer to the DET website for more details.

Results for the DET will determine whether a student should be placed on a Graduate English Course module, or whether they should be exempted from the course. Students may also refer to the CELC website (blog.nus.edu.sg/celceresources/academic-writing) for guidelines on academic writing.

7. **Registration (Part Two)**

To complete Registration (Part Two), students will need to activate their NUS Student Card via the Education Records System (myedurec.nus.edu.sg). Students would obtain their NUS Student Card either by delivery to their residence or collection in person.

7.1. **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 submitted the Authorisation Requirements form(s) if below 18 years of age
(iv) Have a valid Singapore mailing address
(v) Have completed Registration (Part One) by the stipulated deadline
(vi) Have no outstanding documents (e.g. educational certificate/transcript and/or other document(s) as indicated in the admission offer letter) to be sighted and verified by an NUS administrator

Upon receiving their NUS Student Card by post, students must activate it. Refer to **Point 7.3**.

Students who do **not** meet the card delivery service requirements will be notified via email to collect their NUS Student Card in person.

7.2. **Collection of NUS Student Card**

Students who do not meet the requirements above will collect their NUS Student Card in person from their Faculty/School.
## Documents for Verification and/or Submission

<table>
<thead>
<tr>
<th>1)</th>
<th>Admission Offer Letter</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2)</td>
<td>NRIC</td>
<td>For Singapore Citizens and Permanent Residents</td>
</tr>
<tr>
<td>3)</td>
<td>Passport</td>
<td>For International Students</td>
</tr>
</tbody>
</table>

4) Original and photocopy of either:
   - Employment/Work Pass;
   - Dependant’s Pass;
   - Long-Term Social Visit Pass; or
   - In-Principle Approval (IPA) Letter issued by the Singapore Immigration & Checkpoints Authority (ICA) for the above long-term Immigration Passes

<table>
<thead>
<tr>
<th>5)</th>
<th>Original and photocopy of your educational certificate, transcript and/or any other outstanding document(s) as indicated in your offer letter</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students who are given conditional offer of admission, please ensure that you have fulfilled the provisional conditions as indicated in the offer letter before you proceed to complete the Registration (Part Two).</td>
<td></td>
</tr>
</tbody>
</table>

### Additional note for Full-Time International Students only:

Please read Annex 1 for information on Orientation Briefing, ICA’s Offsite Exercise for the enrolment and issuance of Student’s Pass as well as other relevant instructions for International Students.

### 7.3. Activation of NUS Student Card

Upon receiving the NUS Student Card, students will need to activate it through the Education Records System (myedurec.nus.edu.sg) using their NUSNET ID and password.

Note that students will need to change the default NUSNET password first before they can access the system. Refer to Point 4 for the detailed procedure.

Upon successful login, please navigate to: My Homepage > Academics > Registration & Declarations > Student Card Activation, and follow the instructions to activate the card accordingly.

Please note that access to NUS facilities, library and book loans will only be given one day after the activation of the NUS student card.

After completing the NUS Student Card activation, students are required to report to their respective department and to meet up with their assigned supervisor(s)/advisor(s), if any.

### 8. Module Registration

ModReg@EduRec is the new consolidated module registration platform which will allocate modules to students according to the following rules-based priorities:

- Curricular needs
- Seniority
- Module preference

The schedule for the Module Registration (ModReg) Exercise and useful information can be found at the ModReg website (nus.edu.sg/ModReg).

Students who are new to ModReg are strongly encouraged to refer to the User Guide (nus.edu.sg/ModReg/docs/ModReg-Student-User-Guide.pdf) to understand the module registration process and how to navigate the system.
9. **Measures against COVID-19 on Campus**

Please visit the Office of Safety, Health & Environment (OSHE)'s website (emergency.nus.edu.sg) for the latest updates on measures against COVID-19 on campus.

Students must declare their health and temperature status before they arrive on campus via the uNivUS app. Please download the app from either Google Play or Apple App Store.

To keep classrooms safe, only students who are shown to be fit for class in the Classroom Attendance System may attend face-to-face classes. Being fit means having made a health and temperature declaration and having a “Green Pass” in NUSafe, which is embedded within the uNivUS app. Please refer to the Overview of NUSafe for more details (nusu.sharepoint.com/sites/corporate/forms/safety_and_health/NUSafe/Overview_Of_NUSafe.pdf).

10. **Update Personal Particulars and Contact Details**

Students can verify their personal particulars and update any changes to their contact details via the Education Records System (myedurec.nus.edu.sg) (Navigation Path: My Homepage > Personal Info > Select the relevant links).

Please note that it is the student's responsibility to:

(i) Keep their personal and emergency contact details up-to-date.
(ii) Notify NUS within five working days from the effective date of change in citizenship, official name and identity card/passport. For the detailed procedure, please refer to the Registrar's Office website (nus.edu.sg/Registrar/Administrative-Policies-Procedures/Graduate/Responsibility-for-Notices-Circulars-and-Updates-of-Personal-Particulars).

The Education Records System is a single entry point for students to manage a wide range of student transactions relating to academic, finance and personal information matters. To access this system, student will need their NUSNET account.

11. **Financial Matters and Other Important Information**

Please refer to [Annex 2](#) for detailed information on scholarship, financial matters and other important information.

12. **Graduate Programme Contact Details**

For the latest graduate programme contacts, please refer to the NUS Graduate School website (nusgs.nus.edu.sg).

13. **Student Service Centre**

Student Service Centre (SSC) (nus.edu.sg/osa/student-services/ssc) serves as a convenient one-stop contact point for students to obtain information and services relating to academic/administrative student records, tuition fees and financial matters. Please visit the SSC, or contact them at nus.edu.sg/osa/contact-us.html.
Information for International Students

1. Office of Student Affairs (OSA) Live Show 2021 for International Graduate Freshmen

The 1-hour OSA Live Show 2021 for international freshmen on 27 July 2021 will bring you tips from seniors plus important administrative announcements. Details and registration available at OSA’s webpage (nus.edu.sg/osa/student-life/international-students/welcome-events).

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

All full-time international students will require a Student’s Pass issued by the Immigration & Checkpoints Authority (ICA) during their candidature in NUS. Students should be familiar with ICA’s requirements regarding Student’s Pass matters by checking ICA’s web-published information (ica.gov.sg/pass/studentpass/ihl) on Student’s Passes for University students.

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 junctures 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 you an IPA letter, which will be available for printing via ICA’s Student’s Pass (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 students are not issued with an IPA letter, they would not be able to apply for a Student’s Pass and their admission offer will be withdrawn.

2.1. Entry Approval & Stay-Home Notice (SHN)

In addition to obtaining the Student’s Pass or Student’s Pass In-principle Approval from ICA, international students will also need to obtain the Entry Approval before they commence their journey to Singapore.

Entry Approval application for STP and STP-IPA holders will be managed by the Safe Travel Office (STO) under the Immigration & Checkpoints Authority (ICA).

STP and STP-IPA holders are to apply for their Entry Approvals directly via the STO-STP website (safetravel.ica.gov.sg/stpl/requirements-and-process). A step-by-step guide on the application process, information on PCR Tests, SG Arrival Card and SHN are also available on the STO’s website.

As mentioned on the STO’s website, there is a Safe Travel Enquiries Helpline at 6812 5555 and an enquiry form (go.gov.sg/sto-enquiry) to help you with your queries. Those arriving in Singapore without the Entry Approval will not be allowed to clear immigration and will be required to fly out of Singapore within 48 hours at their own cost. Those who fail to comply will have their STP cancelled or STP-IPA rescinded by ICA.

For Singapore Citizens/Singapore Permanent Residents who are planning to return to Singapore, please refer to STO-SC/SPR website (safetravel.ica.gov.sg/scspr/requirements-and-process) for more information.

2.2. Additional Medical Examination for Student’s Pass Application

The issuance of the Student’s Pass is subject to the outcome of the medical examination required by ICA, which includes a HIV test. Students who fail to fulfil the medical requirements will not be issued with a Student’s Pass.

The medical examination and HIV test can be done in students’ home country or in Singapore. Students may also opt to complete this medical examination together with the Pre-Admission Medical Examination at the University Health Centre (UHC) (nus.edu.sg/uhc). If students choose to do this, they need to note that the results of the various laboratory tests will only be ready for collection after five working days.
The medical report must be completed in English. For more information on the medical examination requirements for Student’s Pass, please check ICA’s website (ica.gov.sg/docs/default-source/ica/forms/medical-examination-report.pdf).

### 2.3. Issuance of Student’s Pass

ICA has arranged an Offsite Enrolment Exercise (OSE) in NUS for the completion of Student’s Pass formalities and issuance of Student’s Passes. Students are required to report for the OSE according to the slot that they have booked via the online system. Details on booking of OSE appointment slots will be sent via email from the Registrar’s Office.

Please note that if your status in the STP Application System is IPA (Pending Document Submission) or IPA (Pending Issuance Fee), you will have to submit the outstanding documents and/or make the necessary payments online at least 3 days before the OSE.

Students are advised to read the IPA letter carefully and prepare the required documents/items for submission to ICA to convert their social visit pass to a Student’s Pass.

Please arrange the documents/items in the following order, with item 1 on top:

<table>
<thead>
<tr>
<th>Documents/Items for Submission</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Recent colour passport-sized photo</td>
<td>Refer to ICA’s website (<a href="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) Original Passport or Travel Document</td>
<td></td>
</tr>
<tr>
<td>3) 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="ica.gov.sg/enteranddeparting/before/de">ica.gov.sg/enteranddeparting/before/de</a>) is granted upon entry into Singapore. Students who misplace the D/E card will need to prepare a self-written statement for submission to ICA officer.</td>
</tr>
<tr>
<td>4) In-Principle Approval (IPA) Letter</td>
<td>To be printed from ICA’s STP Application System (<a href="eservices.ica.gov.sg/solar/index.xhtml">eservices.ica.gov.sg/solar/index.xhtml</a>) under navigation path: Student Main Menu &gt; Print Outcome Letters</td>
</tr>
<tr>
<td>5) Payment Receipts of the following:</td>
<td>All payments are to be made online through ICA’s STP Application System (<a href="eservices.ica.gov.sg/solar/index.xhtml">eservices.ica.gov.sg/solar/index.xhtml</a>), prior to the student’s appointment with ICA.</td>
</tr>
<tr>
<td>(i) $30 Processing Fee</td>
<td></td>
</tr>
<tr>
<td>(ii) $60 Issuance Fee</td>
<td></td>
</tr>
<tr>
<td>(iii) $30 Multiple-Entry Visa (for visa required nationals only)</td>
<td></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.

Students must make an e-appointment ([eservices.ica.gov.sg/ibook/index.do](eservices.ica.gov.sg/ibook/index.do)) and report in person at ICA Office, 4th Storey, ICA Building to complete the Student’s Pass enrolment formalities if they are:

- Unable to attend the OSE in NUS OR
- Currently holding a full-time job (students should make an e-appointment upon cessation of their full-time employment).
Please refer to the IPA letter for specific instructions on how to do so.

2.4. For Long-Term Social Visit Pass, Employment Pass and Other Work Pass Holders

Long-Term Social Visit Pass (SVP), Employment Pass (EP) and other Work Pass holders can only study part-time as full-time study requires a Student’s Pass. SVP, EP and other Work Pass holders who wish to study full-time will have to surrender their SVP, EP or Work Pass and then apply for a Student’s Pass.

International candidates who are pursuing the degree as a part-time registered student must have a valid Long-Term Immigration Pass, such as Dependant’s Pass, Long-Term SVP, EP or other work pass to stay in Singapore. Short-term SVP is not acceptable.

2.5. For Dependant’s Pass Holders

All Dependant’s Pass holders must apply for a Student’s Pass if they wish to study full-time in NUS. If the course duration is shorter than the duration of the Dependant’s Pass, students may opt to be issued with a Letter of Consent (LOC) to study in NUS. To request for LOC, students must submit the following to the Student’s Pass Unit at ICA Headquarters (HQ):

- Letter indicating his/her intention to be issued with a LOC
- A copy of the eForm 16 for the Student’s Pass application (to be printed from STP Application System [eservices.ica.gov.sg/solar/index.xhtm], duly completed and signed)
- A copy of passport particulars page

If ICA approves, the LOC will be sent to student by post.

2.6. Enquiries

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

3. University Sponsorship of Social Visit Pass for Spouse and Children

For the application criteria and procedure, please refer to the NUS Graduate School website [nusgs.nus.edu.sg/social-visit-pass-for-spouse-child-of-graduate-research-students].

4. Housing

Matters relating to on-campus or off-campus housing can be obtained from Office of Student Affairs, Hostel Admission Services website [nus.edu.sg/osa/student-services/hostel-admission]. Subsidised hostel rates are only applicable to students in MOE-subsidised graduate programmes. Please contact your faculty/department administrator if you need to confirm if your programme is a subsidised programme.
Financial Matters and Other Important Information

1. Scholarship Matters

The payment of the monthly scholarship stipend will be directly credited into the student’s bank account. Hence, to avoid any delay in the disbursement of the first month stipend, students who are awarded scholarship with stipend by NUS (nusgs.nus.edu.sg/scholarships), must update the following via the Education Records System (myedurec.nus.edu.sg) by the stipulated cut-off dates:

(i) Your credit bank account details
   (Navigation Path: My Homepage > Financials > Manage Student Financials > Manage Bank Accounts > Add a new Credit Bank Account).

(ii) A valid Singapore mailing and payment address
   (Navigation Path: My Homepage > Personal Info > Select the relevant links)

Please ensure that you bring sufficient amount of money to tide you over the period until the payment of your first stipend. For the procedure to open a bank account, please refer to Office of Student Affairs website (askstudentservice.nus.edu.sg/app/answers/detail/a_id/2042/kw/banking). Please note that the monthly stipend will begin from the commencement date of the semester, or the date of enrolment, whichever is later.

Where applicable, the stipend for the first and last month will be pro-rated as follows:

First/Last Month Stipend = \[
\frac{\text{No. of Pro-rated Working Days}^2}{\text{Total No. of Working Days}^2 \times \text{Monthly Stipend} (\$)}
\]

2 \textbf{Note: Working days exclude Saturdays and Sundays but include public/university holidays}

Please also note that the Miscellaneous Student Fees (MSF) (nus.edu.sg/registrar/docs/info/administrative-policies-procedures/qd-msf.pdf) which are payable at the beginning of every semester will be deducted from your stipend.

2. Payment of Tuition Fees

Please pay your Tuition and Miscellaneous Student Fees before the stipulated deadline, failing which a late fee would be imposed.

Interbank GIRO is an arrangement where you authorize the Bank to deduct money from your bank account (or your parents’ bank account if the bank account indicated in your GIRO Application Form belongs to your parents) and pay to NUS.

This arrangement requires no further action from you once it has been set up. However, you should ensure there are sufficient funds in the bank account at the time of deduction.

For more details on GIRO application and deadlines, please visit Office of Finance website (nus.edu.sg/finance/students/student-finance-matters.html).

If you have any finance-related queries, please write to the Office of Finance at ofnbox3@nus.edu.sg.

Students should also familiarise themselves with fee-related matters arising from termination/withdrawal of candidature, application of leave of absence, submission of thesis and change in citizenship.
3. **Staff Concession**

Students who are also full-time NUS staff members may be eligible for staff concessionary rates on tuition fees. Information on staff concession is available at the Office of Human Resources Intranet (staffportal.nus.edu.sg/staffportal/portal).

4. **Financial Assistance**

For financial assistance and a list of scholarships/awards available to help graduate students finance their studies in the University, please refer to the Admissions website on Scholarships, Financial Aid and Fees (nusgs.nus.edu.sg/financial-aid).

Singapore Citizens can refer to the SkillsFuture website (skillsfuture.gov.sg) for provisions under SkillsFuture. For students who have funds in their Post-Secondary Education Account (PSEA), please refer to the Admissions website on PSEA Scheme for Graduate Students (nusgs.nus.edu.sg/post-secondary-education-account).

5. **Service Obligation Scheme**

For eligibility criteria and the application procedure, please refer to the Service Obligation Scheme website (nusgs.nus.edu.sg/service-obligation-scheme).

6. **Leave Schemes**

Details on leave of absence can be found on the Registrar’s Office website (nus.edu.sg/registrar/administrative-policies-procedures/graduate/leave-of-absence).

For students who are awarded research scholarships by NUS, please also refer to the Notes for Research Scholars (myportal.nus.edu.sg/studentportal/nusgs/pdf/docs/Notes-on-Leave-Matters-for-Research-Scholars.pdf), for the different types of paid and unpaid leave available for Research Scholars.

7. **NUS Student Insurance Scheme**

It is **compulsory** for all full-time graduate students (including those who have submitted thesis for examination but yet to be conferred the degree) to subscribe to our NUS Student Insurance Scheme. Only students who (i) pass their final examination and complete their course, (ii) convert to part-time, or (iii) are on term Leave of Absence, are exempted. The benefits are as follows:

(i)  Personal Accident Insurance Coverage
(ii) Hospitalisation, Surgical & Mental Health Insurance Scheme
(iii) Outpatient Specialist Care

Please refer to UHC website (nus.edu.sg/uhcservices/billing-insurance/insurance-matters) for more information on the insurance coverage. Students are reminded that the NUS Medical Scheme does not cover all forms of overseas outpatient medical treatment and are strongly advised to have adequate medical coverage while travelling overseas for exchange or study programmes. You may wish to contact your preferred insurer for a detailed information of such coverage to suit your needs during your overseas exchange, study programmes or any other related activities.
NUS Campus Map

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