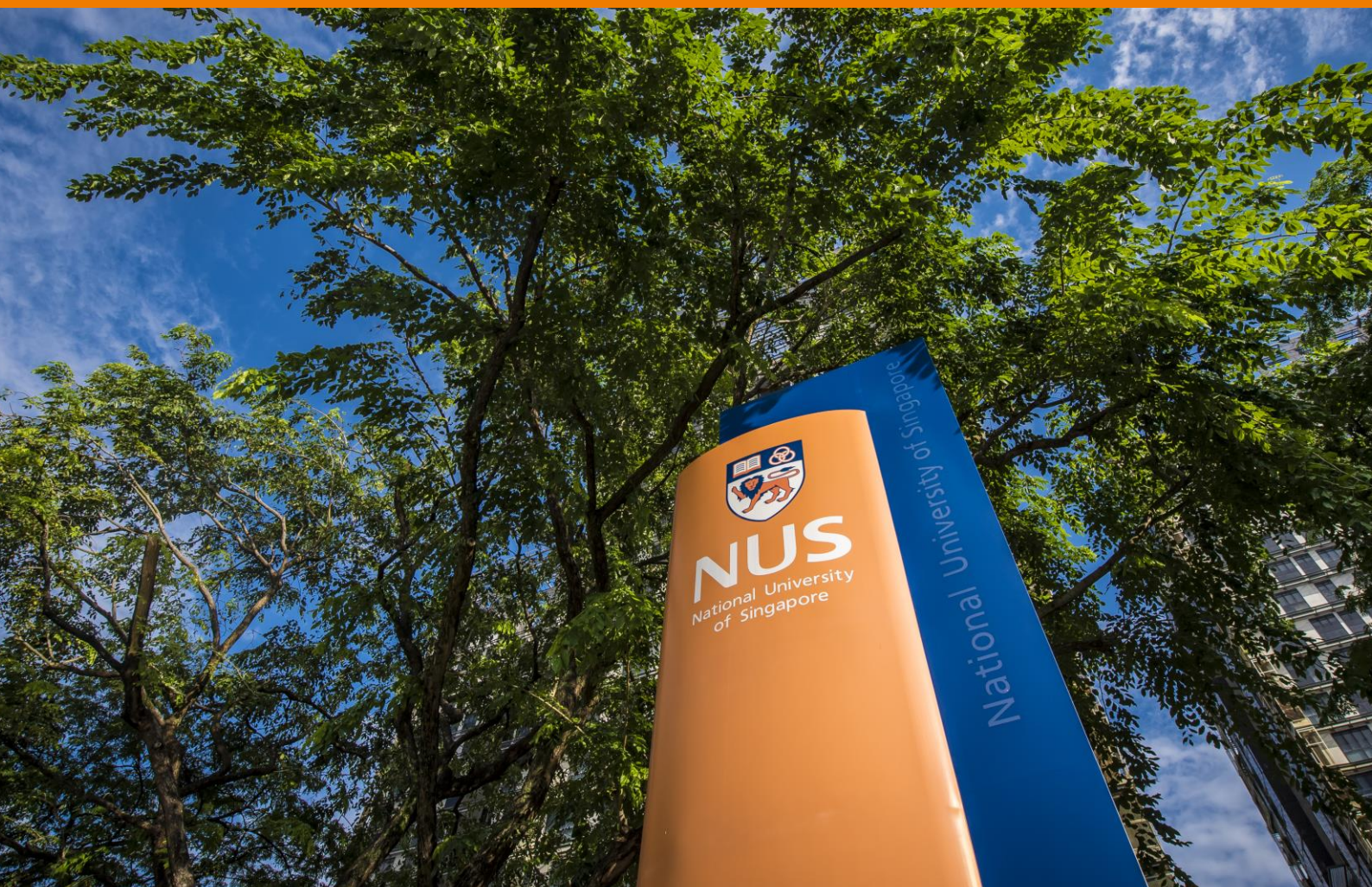


Registration Guide

For Graduate Research Students



Semester 2, Academic Year 2021/2022
January 2022

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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.

Activities		Schedule/Date/Deadline	Remarks	Reference
1.	NUS Pre-Admission Medical Examination	To be completed by 31 January 2022		Page 5
2.	Medical Examination for Student's Pass Application (For Full-Time International Students only)			Page 11
3.	Registration (Part One)	To be completed by 05 December 2021	Registration (Part One) will open from 22 November 2022 onwards.	Page 5 - 7
4.	Entry Approval & Stay-Home Notice (SHN) (For Full-Time International Students only)		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. You are advised not to travel to Singapore until approval has been granted.	Page 11
5.	Change the default NUSNET Password	To be completed at least one day before attempting Registration (Part Two)		Page 7
6.	Diagnostic English Test (DET)		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 2 of Academic Year 2021/2022 is available on DET webpage (nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det).	Page 7

Activities		Schedule/Date/Deadline	Remarks	Reference
7.	Registration (Part Two): - Delivery of NUS Student Card to Student's Residence <i>(For Singapore Citizen & Permanent Residents who meet the card delivery eligibility requirements as explained under Point 7.1)</i>	From 21 December onwards	To complete Registration (Part Two), all students must activate their NUS Student Card immediately upon receipt.	Page 8 - 9
	- Collection of NUS student Card at the respective Faculty/ School <i>(For International students and those who are not eligible for the NUS Student Card Delivery Service)</i>	From 03 to 10 January 2022		
8.	Offsite Enrolment Exercise and Issuance of Student's Pass <i>(For International students only)</i>	Offsite Enrolment Exercise: 05 to 07 January 2022 Issuance Session: 14 January 2022	International students will be sent an email by the Registrar's Office that will consist of a link to book a slot to attend the Offsite Enrolment Exercise. Please make a booking only if: <ul style="list-style-type: none"> - You would have come to Singapore by the dates stated - You have cleared all on-arrival COVID-19 tests and/or Stay-Home Notice (SHN) requirements if applicable after arrival 	Annex 1
9.	Module Registration (ModReg)		The ModReg schedule for Semester 2 of Academic Year 2021/2022 is available on ModReg webpage (nus.edu.sg/ModReg/modreg_schedule_graduate.html). <u>IMPORTANT:</u> 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 <u>24 hours before</u> participating in the ModReg exercise. More information can be found here . <i>*Note: Not all graduate programmes have this requirement.</i>	Page 9

Activities		Schedule/Date/Deadline	Remarks	Reference
10.	Update Credit Bank Account Details & Singapore Payment Address via the Education Records System <i>(For Scholarship awardee)</i>	To be completed by 24 January 2022, 6pm.	<p>The first month pro-rated stipend will be credited into the student's bank account by 31 January 2022.</p> <p>For the subsequent month, the stipend will be credited into the student's bank account on the 18th of each month.</p> <p>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).</p>	Page 14
12.	Submission of GIRO Form for Payment of Student Fees		<p>Please refer to the Office of Finance website for the application and payment deadline (nus.edu.sg/finance/students/student-finance-matters.html).</p>	Page 14

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.

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 (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).

If you wish to do the medical examination at UHC, please:

1. Make an [online appointment](#) (For December 2021)
2. Do a walk-in during the days/hours below (From January 2022 onwards):
 - a. Tuesdays to Thursday (Excluding Public Holidays): 8.30 am – 10.30 am, or 1.30 pm – 3.00 pm
 - b. X-ray service are NOT available on Monday and Friday.
 - c. Female candidates to note that the monthly menstrual cycles will affect urine tests results. Hence, please only come for the medical examination five to seven days after the last day of your menses period.

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. 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

Student ID/PIN/NUSNET ID/NUSNET Password

Student ID:

PIN:

NUSNET ID:

NUSNET Password:

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> 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.

E-Modules on Student Essentials and "A Culture of Respect and Consent"

As a world-class University committed to nurturing an environment conducive for the exchange of ideas, advancement of knowledge and intellectual development, there are fundamental skills and basic information for students to learn and be aware of as they embark on their journey 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. You will be required to complete the e-module on Student Essentials e-module **within four weeks after completion of Registration (Part One)**.

The e-module on "A Culture of Respect and Consent" is intended to raise awareness on sexual misconduct and to build a safer campus based on a culture of respect and consent. You will be required to complete the e-module on "A Culture of Respect and Consent" **by 22 August 2020**.

Do note that the completion of both e-modules is compulsory, and failure to do so will adversely impact your access to certain services such as the ability to view your examination results, ability to register for modules, requests for official/unofficial transcripts amongst others. These e-modules are available to all students and staff as resources on LumiNUS.

Please login to LumiNUS after you have successfully changed your default NUSNET Password, and complete the above e-modules before the stipulated deadline. For first time users of NUSync, you may register your details, before proceeding to sign up for any face-to-face workshops.

You may contact studentconduct@nus.edu.sg if you have any queries pertaining to the e-training package.

Registrar's Office
National University of Singapore

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.

Figure 2: Screenshot - Step 5 of Registration (Part One) Main Page

Step 5: View User Profile and Download Form(s)

[View Student ID / PIN / NUSNET ID / NUSNET Password](#)

Students below 18 years of age are required to click on the link below (which will be activated after the completion of all the above steps) to download and submit the hardcopy of the following form(s) to Student Service Centre at Yusof Ishak House, or refer to the administrative notes from your Faculty/School/Registrar's Office on instructions for submission.

Risk Acknowledgement and Consent

Authorisation of Medical Procedures [For International Students Only]

Appointment of Local (Singapore-based) Representative [For International Students Only]

Declaration of Subsidy Received

Letter of Undertaking for Scholarship/Fellowship/Award

Students under 18 years of age, may print the required forms for submission under this step.

Do note that the Letter of Undertaking is only applicable to those offered the following:

- AIDF PhD Scholarship
- Commonwealth Scholarship
- CSI Singapore Research Scholarship
- Data-Science ISEP Scholarship
- ISEP Scholarship
- Kang Ai Kim Graduate Scholarship
- Lady McNeice Graduate Fellowship
- Lee Kuan Yew Fitzwilliam-NUS PhD Scholarship
- NUS Research Scholarship
- NUS Research Scholarship (NUSRI)
- NUS Research Scholarship (NUSRI-CQ)
- NUS Strategic India Initiatives Study Award
- NUSDeltares PhD Scholarship
- President's Graduate Fellowship
- SCELSE Graduate Fellowship
- Tan Ean Kiam Graduate Fellowship
- TJU-NUS Research Scholarship
- Tuition Fee Allowance

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).

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

3. 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.

4. 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 to access any NUS online services. Refer to [Point 4](#) for the detailed procedure.

5. 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.

6. Registration (Part Two)

To complete Registration (Part Two), student 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.

6.1. 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.

6.2. 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	Remarks
1) Admission Offer Letter	
2) NRIC	For Singapore Citizens and Permanent Residents
3) Passport	For International Students
4) Original and <u>photocopy</u> of either: <ul style="list-style-type: none"> - 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 	For International Students taking up part-time studies. Part-time International students who do not have any of the indicated long-term Immigration Passes or IPA letter cannot register with NUS. Short-term Social Visit pass is not acceptable. Students may request for late registration if their long-term Immigration Pass or IPA letter is not ready in time for Registration.
5) Original and <u>photocopy</u> of your educational certificate, transcript and/or any other outstanding document(s) as indicated in your offer letter	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).

Additional note for Full-Time International Students only:

Please read [Annex 1](#) for information on ICA's Offsite Exercise for the enrolment and issuance of Student's Pass as well as other relevant instructions for International Students.

6.3. 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.

7. 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.

8. 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 and circulars on measures against COVID-19 on campus.

You are also required to download the uNivUS app from either the Google Play or Apple App Store. The uNivUS app is an essential app as you would require it to update your vaccination status, Antigen Rapid Test (ART) results and to obtain your "Green Pass", amongst other important functions.

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 a negative Antigen Rapid Test (ART) 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](https://nus.sharepoint.com/sites/corporate/forms/safety_and_health/NUSafe/Overview_Of_NUSafe.pdf)).

9. 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-notice-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.

10. Financial Matters and Other Important Information

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

11. Graduate Programme Contact Details

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

12. 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. 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 In-Principle Approval (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.

1.1. 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, unless they are eligible to travel to Singapore via the Vaccinated Travel Lane (VTL).

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 or Vaccinated Travel Pass (VTP) directly via the STO-STP website (safetravel.ica.gov.sg/arriving/overview). 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.

Please also note that from 1 November 2021, all international students entering Singapore are required to be fully vaccinated before arrival (safetravel.ica.gov.sg/stpl/vaccination-requirements).

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.

1.2. 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/icalforms/medical-examination-report.pdf).

1.3. 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:

Documents/Items for Submission	Remarks
1) Recent colour passport-sized photo	Refer to ICA's website (ica.gov.sg/common/photo_guidelines) for specific requirements on photo submission. Please do not fold, paste or staple the photo.
2) Original Passport or Travel Document	
3) Disembarkation/Embarkation (D/E) Card or copy of electronic Arrival Card or any valid passes (i.e. STP, LTVP, DP, EP)	The D/E card (ica.gov.sg/enteranddeparting/before/de) 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.
4) In-Principle Approval (IPA) Letter	To be printed from ICA's STP Application System (eservices.ica.gov.sg/solar/index.xhtml) under navigation path: Student Main Menu > Print Outcome Letters
5) Payment Receipts of the following: (i) \$30 Processing Fee (ii) \$60 Issuance Fee (iii) \$30 Multiple-Entry Visa (for visa required nationals only)	All payments are to be made online through ICA's STP Application System (eservices.ica.gov.sg/solar/index.xhtml), prior to the student's appointment with ICA.
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/libook/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.

1.4. 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.

1.5. 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.xhtml), duly completed and signed)
- A copy of passport particulars page

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

1.6. 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.

2. Update and Recognition of Overseas Vaccination Against COVID-19

Students who have been vaccinated against COVID-19 overseas will need to take a serology test at a Public Health Preparedness Clinic (PHPC) (flu.gowhere.gov.sg/) to confirm their vaccination status within 14 days of arrival in Singapore, or completing their self-isolation or Stay-Home Notice (SHN) in Singapore. You can also book for an appointment for a serology test at the University Health Centre (UHC) (nus.edu.sg/uhc) to update your vaccination status.

If the serology test is positive, your vaccination status will be updated in the National Immunisation Registry, and will be reflected on the HealthHub and TraceTogether apps. This is important so that you can enjoy vaccination-differentiated safe management measures in Singapore.

For more information, please visit the NUS Emergency website (emergency.nus.edu.sg/wp-content/uploads/2021/10/Overseas_Vaccination_Declaration_Management.pdf).

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 (nusqs.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 (askstudent.service.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:

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

² **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/gd-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/gd/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/uhc/services/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 Kent Ridge Campus
21 Lower Kent Ridge Road, Singapore 119077

University Health Centre Level 1

Student Service Centre
Yusof Ishak House Level 1

NUS Graduate School of Public Health

NUS Business School

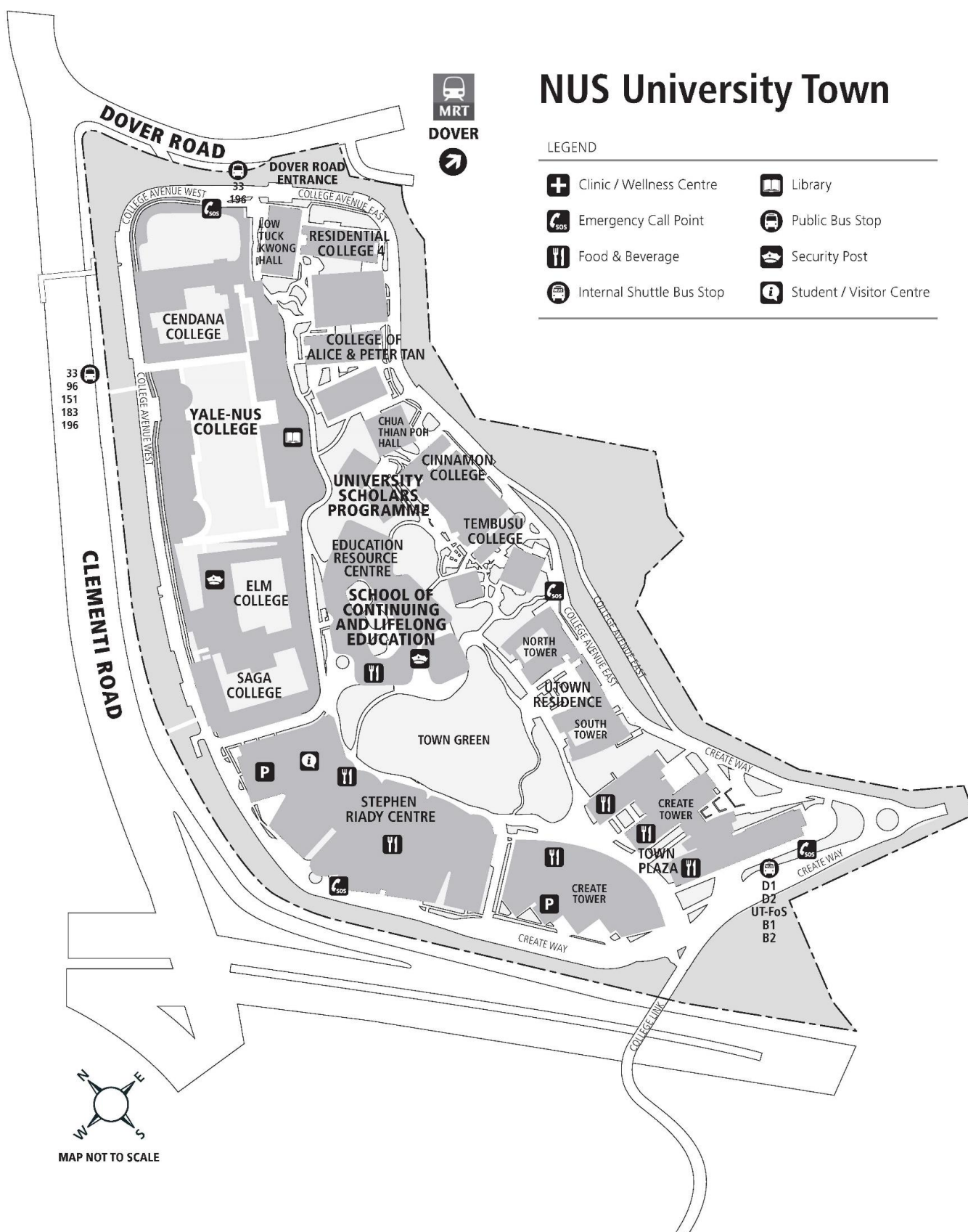
National University Hospital (NUH)

Legend:

- P Carpark
- Library
- Clinic / Wellness Centre
- Public Bus Stop
- Emergency Call Point
- Security Post
- Food & Beverage
- Student / Visitor Centre
- Internal Shuttle Bus Stop

Map Not to Scale

Map of University Town:



Registrar's Office

National University of Singapore

University Hall

Lee Kong Chian Wing

#UHL-04-01

21 Lower Kent Ridge Road

Singapore 119077