
i-SP Application Guide

Part I: Before Application

1. Website Update Timeline

If the programme you are interested to apply for has not been updated, please check our website frequently. We update our website as soon as programmes are confirmed and available for application.

2. Contacts of Past Participants

Some students may request for the contacts of past participants to ask for their experience regarding certain programmes. Although we are unable to share the contacts of other students for privacy reasons, you should be able to get a good idea of what the summer programme was like in past years from the respective home university's programme homepages.

3. Application Process

You will be asked to apply via

- i. [Submission of your application package to IRO or](#)
- ii. [Simultaneous submission of your application to IRO and the host university.](#)

The programme page will contain the specific application instructions. Please click on the links above to view the respective application processes.

For applications that are submitted directly to host universities, you will not need to notify NUS separately as we will communicate with the host university.

Part II: Before Embarking on the Summer Programme

4. Module Mapping Procedures

Module mapping should be done before you embark on your summer/winter programme. The procedure is similar to the Student Exchange Programme, but please approach your Dean's Office for detailed instructions as early as possible. All mapping should be done online through SIS. Please find the relevant links below.

- i. [Faculty of Arts and Social Sciences](#)
- ii. [School of Business](#)
- iii. [School of Computing](#)
- iv. [School of Design and Environment](#)
- v. [Faculty of Engineering](#)
- vi. [Faculty of Science](#)
- vii. Faculty of Law: Law students are generally unable to transfer credit for summer programmes due to their special degree requirements. Please consult with your faculty SEP coordinator for more details.
- viii. [SEP Administrators Contact List](#)

5. Credit Conversion Ratio

Your faculty will need to assess the course content to see how many credits it is worth at NUS. For example, a 4-credit course at the host university may be worth 4 (or possibly less) MCs at NUS. Please refer to Question 4 for the relevant procedures.

6. Application for Student Status Letter

You are responsible for your Student Status Letter application. Please find all relevant information [here](#).

7. Application for Official / Unofficial Transcript

You are responsible for your official transcript application. If the host university requests for an official transcript, please comply with their requirements. Please apply for your official transcript [here](#).

If the host university is willing to accept an unofficial transcript, you may download it in [myISIS](#).

NUS cannot advise if the host university is willing to accept an unofficial transcript in place of an official transcript. If you wish to check on this possibility, please check with the host university directly.

Part III: During/After Selection

8. Application for LOA for Programmes that Overlap with NUS Semester

Where possible, students should avoid participating in programmes whose academic calendars completely overlap with the NUS semester. However, certain summer and winter programmes have slight overlapping periods with the NUS semester and in cases like these, you may apply for a short-term LOA through [myISIS](#). Please make sure that you bid for your modules in CORS according to the specified schedule even if you are overseas.

9. Questions on Fee Payment

Please approach the host university for the answers to your queries. Your bank may also provide a list of required information for you to do the international bank transfer. Please note that the bank on the Singapore side as well as the Korean side may both impose charges for the bank transfer, so the onus will be on you to clarify the procedures so that the host university receives the full amount required for the programme fee.

10. Arrival Date at Host University

Please check directly with the host university if you want to arrive earlier or later than the official start date of the programme. Students will usually be allowed to check in to their on-campus accommodation at least one day in advance of the programme start date.

11. Searching for Accommodation (if not provided by the university)

You may start looking for and reserving accommodation as early as possible. However, it is up to you as to whether you would like to put down a non-refundable deposit to guarantee your reservation. The

safest option is to put down a deposit or make payment after your visa is approved (if required) and your air tickets are confirmed.

12. (For Singaporean citizens only) Application for NS Deferment

Once your summer programme is confirmed, please use your NUS email account to email your IRO point-of-contact or go-iro@nus.edu.sg with the subject title “Request for NS Deferment Supporting Letter (insert summer programme name)” and the following attachments:

- An official email/letter indicating confirmation of acceptance into the summer programme
- A completed version of this [file](#)

The processing time will be 7 working days.

13. IRO Supporting Letter for Visa Application

In most cases, this will not be required as the host university’s acceptance letter should be sufficient for your visa application (if required). However, if an additional supporting from letter from IRO is necessary, once your acceptance into the summer programme is confirmed, please use your NUS email account to email your IRO point-of-contact or go-iro@nus.edu.sg with the subject title “Request for Visa Application Supporting Letter (insert summer programme name)” and the following attachments:

- An official email/letter indicating confirmation of acceptance into the summer programme
- A completed version of this [file](#)

The processing time will be 7 working days.

14. Time to Purchase Air Tickets

Air tickets should ONLY be bought after you have received the visa for your summer programme. If you do not require a visa, you may purchase your tickets upon acceptance into the programme.

15. Responsibility for Purchase of Air Tickets

Please purchase your own air tickets to your summer programme destination. IRO will not purchase the tickets on your behalf.

Part IV: Financial Aid

16. IRO Supporting Letter for Overseas Student Programme (OSP) Loan Application (for direct applications to host university)

IRO can only provide the letter once you have been officially accepted into the summer programme. Once your summer programme is confirmed, please use your NUS email account to email go-iro@nus.edu.sg with the subject title “Request for OSP Loan Supporting Letter (insert summer programme name)” and the following attachments:

- An official email/letter indicating confirmation of acceptance into the summer programme
- A completed version of this [file](#)

The processing time will be 7 working days.

17. (For Singaporean citizens only) Post-Secondary Education Account (PSEA) Funds

Please read the section entitled (2) Application for PSEA Funds using Ad Hoc Withdrawal Form and (c) Students who wish to withdraw their PSEA funds for enrichment/preparatory programmes [here](#). A supporting letter from NUS/IRO is not required.

Part V: Travel Insurance

19. Claim Procedure

Please find the procedure [here](#). A sample completed form is attached at the end of this application guide.

Part VI: Other Queries

20. For additional information or related queries, please click [here](#).