**What to do**

**AFTER BEING OFFERED ADMISSION (RESEARCH IN SPECIAL TERM)**

1. **ACCEPT/ DECLINE OFFER**
   
   **by logging into the application portal on** [https://myapplications.nus.edu.sg](https://myapplications.nus.edu.sg)
   
   - You will need to upload your photo upon accepting your offer. See the photo requirements on [https://tinyurl.com/rlvk9zg](https://tinyurl.com/rlvk9zg)
   
   The photo will be printed on your student card.
   
   - Wait at least one week as indicated in the Registration Guide ([https://tinyurl.com/woatmzm](https://tinyurl.com/woatmzm)) before starting on Registration Part One.

2. **STUDENT'S PASS APPLICATION**
   
   - Does not apply to Singapore Citizens and PRs

   At least one month before start of semester, Registrar's Office will send application instructions to your personal email.
   
   - Please check that all the details are correct before submitting your application on SOLAR ([https://eservices.ica.gov.sg/solar/index.xhtml](https://eservices.ica.gov.sg/solar/index.xhtml)).
   
   - Make payment for processing fees (SGD30). After the application is approved, make payment for issuance fees (SGD60) and (if applicable) multi-journey visa fees (SGD30).

3. **REGISTRATION PART ONE**
   
   **by logging into the system on** [https://myregistration.nus.edu.sg](https://myregistration.nus.edu.sg) **with your application number and application password. You will receive your NUSNET ID, Student ID and a default password upon completion.**
   
   - Reset your NUSNET default password on [https://exchange.nus.edu.sg/passwordportal](https://exchange.nus.edu.sg/passwordportal) two days after completing this step.
   
   Most communications from the university to student will be via the official NUS email account. Check your NUS email ([https://outlook.com/u.nus.edu](https://outlook.com/u.nus.edu)) regularly.

   - Please refer to the payment guide to find out how much you need to pay to NUS for Miscellaneous Student Fees (for both Exchange and Non-Exchange research students*) and research fees (Non-Exchange research) on: [https://tinyurl.com/rk9ycjm](https://tinyurl.com/rk9ycjm)

   * If your period of study extends to Semester 1 of the following academic year, Miscellaneous Student Fees and Research Fees for Semester 1 shall be payable.

   For more information on student-related fee matters, please refer to [http://www.nus.edu.sg/finance/students/student-finance-matters.html](http://www.nus.edu.sg/finance/students/student-finance-matters.html)

4. **REGISTRATION PART TWO**
   
   - Please report for registration at the Registrar's Office on your research start date.

   All students are to bring this document for Registration Day: Passport or Identity Card

   Students below 18 years old also bring:

   (1) Risk Acknowledgment and Consent Form
   (2) Authorization of Medical Procedures (for international students only)
   (3) Appointment of Local Representative (for international students only)

5. **COMPLETION OF FORMALITIES FOR STUDENT’S PASS**
   
   Refer to your In-Principle Approval (IPA) Letter for the documents to be submitted at your appointment. Book an e-appointment at [https://eservices.ica.gov.sg/ibook/index.do](https://eservices.ica.gov.sg/ibook/index.do) before arrival with your credentials as indicated on your IPA letter.

   Go to the ICA Building @ 10 Kallang Road, Beside Lavender MRT, Exit A at the appointed time

6. **START OF INSTRUCTIONAL PERIOD**
   
   - Check with your NUS supervisor directly regarding your research attachment requirements.

   For more information about the NUS academic calendar, please visit [http://www.nus.edu.sg/registrar/academic-activities/academic-calendar](http://www.nus.edu.sg/registrar/academic-activities/academic-calendar)

For more details, please refer to: [http://nus.edu.sg/registrar/docs/info/registration-guides/ng-registration-guide-special-term.pdf](http://nus.edu.sg/registrar/docs/info/registration-guides/ng-registration-guide-special-term.pdf)

Questions? Contact us at:

- [http://www.nus.edu.sg/registrar/prospective-students/non-graduating/faq](http://www.nus.edu.sg/registrar/prospective-students/non-graduating/faq)
- [nghelp@nus.edu.sg](mailto:nghelp@nus.edu.sg)
- +65 65161476

For more information about the NUS academic calendar, please visit [http://www.nus.edu.sg/registrar/docs/info/registration-guides/ng-registration-guide-special-term.pdf](http://www.nus.edu.sg/registrar/docs/info/registration-guides/ng-registration-guide-special-term.pdf)