Registration Guide
For Graduate Research Students

Semester 1, Academic Year 2018/2019
August 2018
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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 (For Part-Time International Students, Singapore Citizen &amp; Permanent Residents)</td>
<td>To be completed by 31 July 2018</td>
<td></td>
<td>Page 4</td>
</tr>
<tr>
<td>2. NUS Pre-Admission Medical Examination &amp; Medical Examination for Student’s Pass Application (For Full-Time International Students only)</td>
<td>To be completed by 23 July 2018</td>
<td></td>
<td>Page 4</td>
</tr>
</tbody>
</table>
| 3. Registration (Part One):  
  - For Singapore Citizen & Permanent Resident  
  - For International Students | To be completed by 14 July 2018  
  To be completed by 26 July 2018 | Registration (Part One) will open from 3 July 2018 onwards.              | Page 4 - 5 |
| 4. Change the default NUSNET Password | To be completed at least one day before attempting Registration (Part Two) |                                                                         | Page 6    |
| 5. Diagnostic English Test (DET)                                          | To register from 12 to 18 July 2018          | Students who are required to sit for the DET will be advised to do so through their Admission Offer Letter. The DET will be held on 24 July 2018, from 9.30 am to 11.30 am. | Page 6    |
| 6. Registration (Part Two):  
  - Delivery of NUS Student Card to Student’s Residence  
    (For Singapore Citizen & Permanent Residents who meet the card delivery eligibility requirements as explained under Point 6.1) | From 23 to 30 July 2018                     | To complete Registration (Part Two), all students must activate their NUS Student Card immediately, after obtaining it either by post or at the point of collection. | Page 7 - 9 |
|  - Collection of NUS student Card at the Registration Centre, University Town Auditorium 1, Town Plaza  
    (For International students and those who are not eligible for the NUS Student Card Delivery Service) | 31 July 2018  
    (Refer to Point 6.2 for your reporting time) |                                                                         |           |
<table>
<thead>
<tr>
<th>Activities</th>
<th>Schedule/Date/Deadline</th>
<th>Remarks</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Orientation Briefing at Lecture Theatre 27</td>
<td>30 July 2018, 2.00 pm – 4.00 pm</td>
<td></td>
<td>Page 10</td>
</tr>
<tr>
<td>(For Full-Time International Students only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Immigration and Checkpoint Authority’s (ICA) Offsite Enrolment Exercise for Issuance of Students’ Pass</td>
<td></td>
<td>Reporting time: As stipulated in the ICA appointment letter which will be issued after the completion of Registration (Part Two)</td>
<td>Page 11-12</td>
</tr>
<tr>
<td>(For Full-Time International Students only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Enrolment Session</td>
<td>2 August 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue: Seminar Room 2, University Town, Town Plaza</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose: To complete Student’s Pass formalities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Issuance Session</td>
<td>23 August 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue: Multi-Purpose Sports Hall 1, Sports &amp; Recreational Centre, NUS Sports Drive 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose: To collect Student’s Pass</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Update Credit Bank Account Details &amp; Singapore Payment Address via the Student Information System</td>
<td>To be completed by 26 August 2018</td>
<td>The first month stipend will be credited into the student’s bank account by 31 August 2018. 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 13</td>
</tr>
<tr>
<td>(For Scholarship awardee)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Submission of GIRO Form for Payment of Student Fees</td>
<td>To submit by 17 August 2018 or within three weeks of submission of bank details online, whichever is earlier.</td>
<td>Page 13</td>
<td></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.

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) by student’s own physician in Singapore; (ii) in student’s home country or (iii) at the University Health Centre, UHC (nus.edu.sg/uhc). If students choose to do (i) or (ii), they will need to submit the completed prescribed medical report form and the original laboratory and chest x-ray reports, written in ENGLISH to UHC.

Students who have done a similar medical exam not more than six months before the time of registration, must still complete Part One of the prescribed medical report form and submit it to UHC together with the documentary proof of the earlier medical examination.

Students can download the prescribed medical report form at UHC’s website (nus.edu.sg/uhc/services/medical-examination/pre-admission-medical-exam.html). For enquiries, please write to uhc_health@nus.edu.sg.

Full-time international students are also required to fulfill 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/acceptance-record.html).

Registration (Part One) has to be completed online via the Registration System (isisregpart1.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).

Upon login to the Registration System, please navigate to: Self-Service > Student Admission > Registration (Part One). 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 3 for the detailed procedure.

Students under 18 years of age at the time of completing Registration (Part One), are also required to print all the forms which are downloadable under Step 5 (see figure 2) for their parent’s/guardian’s signature and bring them for submission when they report for Registration (Part Two).

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

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).
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 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 3** 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/events/registration/registration-for-det.html) 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 Registration System (isisregpart1.nus.edu.sg) using their application number and password. Upon login, please navigate to: Self-Service > Student Centre. Under “Academics” section, click on “QET/DET Registration” link and follow the instructions to register accordingly.

Students who have forgotten their application password, can reset it through the Graduate Admission System (inetapps.nus.edu.sg/GDA2/Applicant.aspx/Account/ForgetPassword). 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 (nus.edu.sg/celc/research/cituc.html) for guidelines on academic writing.
6. **Registration (Part Two)**

To complete Registration (Part Two), student will need to activate their NUS Student Card after obtaining it either by post or at the point of collection.

### 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 a valid Singapore mailing address  
(iv) Have completed Registration (Part One) by the stipulated deadline  
(v) 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 6.3**.

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

The following categories of students will have to report to the Registration Centre as per the schedule given in the table below, to collect their NUS Student Card:

(i) International Students.  
(ii) Singapore Citizens and Permanent Residents who do **not** meet the card delivery requirements as mentioned under **Point 6.1**

| Location: Registration Centre, University Town Auditorium 1, Town Plaza  
(Refer to **Annex 3** for NUS map) |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>
| 31 July 2018 | 2.00 pm – 2.15 pm | - Faculty of Dentistry  
- Saw Swee Hock School of Public Health  
- Yong Loo Lin School of Medicine |
| 2.15 pm – 2.45 pm | - Faculty of Law  
- Lee Kuan Yew School of Public Policy  
- School of Business  
- School of Design and Environment  
- School of Computing |
| 2.45 pm – 3.15 pm | - Faculty of Arts and Social Sciences |
| 3.15 pm – 4.15 pm | - Faculty of Science |
| 4.15 pm – 5.15 pm | - Faculty of Engineering (please report at least 15 mins before closing time) |

Students must apply for late registration if they are unable to report to the Registration Centre as scheduled. The application form is downloadable from the Registrar’s Office website (**nus.edu.sg/registrar/forms.html**) and will be subject to approval from the respective Head of Department and Vice Dean. If approved, the late registration will take place at the Registrar’s Office (Level 4, Lee Kong Chian Wing, University Hall).
Students are required to bring the following documents when they report to the Registration Centre:

<table>
<thead>
<tr>
<th>Documents for Verification and/or Submission</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Admission offer letter</td>
<td></td>
</tr>
<tr>
<td>2) Original and photocopy of NRIC</td>
<td>For Singapore Citizens and Permanent Residents</td>
</tr>
<tr>
<td>3) Original and photocopy of passport (particulars page)</td>
<td>For International Students</td>
</tr>
<tr>
<td>4) Original and photocopy of either:</td>
<td>For International Students taking up part-time studies.</td>
</tr>
<tr>
<td>- Employment/Work Pass;</td>
<td>Part-time International students who do not have any of the indicated long-term Immigration Passes or IPA letter cannot register with NUS.</td>
</tr>
<tr>
<td>- Dependant’s Pass;</td>
<td>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.</td>
</tr>
<tr>
<td>- Long-Term Social Visit Pass; or</td>
<td></td>
</tr>
<tr>
<td>- In-Principle Approval (IPA) Letter issued by the Singapore Immigration and Checkpoint Authority for the above long-term Immigration Passes</td>
<td></td>
</tr>
<tr>
<td>5) Original and photocopy of your educational certificate, transcript and/or any other outstanding document(s) as indicated in your offer letter</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>
</tr>
</tbody>
</table>

Please note that there is no photocopying service at the Registration Centre. Hence, please ensure that all photocopies of required documents are ready for submission before you report to the Registration Centre.

Students who are below 18 years old are required to bring along the following forms, duly signed and completed by their parent/guardian. 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>6) Release of Liability</td>
<td></td>
</tr>
<tr>
<td>7) Authorisation of Medical Procedures</td>
<td>For International Students</td>
</tr>
<tr>
<td>8) Appointment of Local Representative</td>
<td>For International Students</td>
</tr>
<tr>
<td>9) Letter of Undertaking</td>
<td>For students who have been offered Scholarship/Fellowship/Award (see Figure 2)</td>
</tr>
<tr>
<td>10) Declaration of Subsidy Received</td>
<td></td>
</tr>
</tbody>
</table>

After all the required documents are submitted, students will be directed to the Student Card Activation Station, to have their NUS Student Card activated online as per the procedure given under Point 6.3.

Additional note for International Students only:

Besides the NUS Student Card, Full-Time International Students will also receive:

- Original In-Principle Approval (IPA) Letter issued by the Singapore Immigration & Checkpoints Authority (ICA), containing NUS stamp;
- Appointment letter, with the date and time to attend the ICA’s Offsite Exercise for the enrolment and issuance of the Student’s Pass.

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.
6.3. **Activation of NUS Student Card**

Upon receiving the NUS Student Card, students will need to activate it through the NUS Student Information System (myisis.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 3** for the detailed procedure.

Upon successful login, students can navigate to: Classic Home > Self-Service > Student Center. Under “Academics” section, click on the “Student Card Activation” link 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, all students are required to report to their respective department in order to obtain information on module registration and to meet up with their assigned supervisor(s)/advisor(s), if any.

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

Students can verify their personal particulars and update any changes to their contact details via the NUS Student Information System (myisis.nus.edu.sg) *(Navigation Path: Classic Home > Self Service > Campus Personal Information > 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/adminpolicy/responsibility.html).

The NUS Student Information 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.

To help new students navigate within this system, the guides and other useful resources are published at the NUS Student Portal (myportal.nus.edu.sg/studentportal/eservices/allmyisis.html).

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

Please refer to **Annex 2** for detailed information on scholarship, financial matters and other important information.

9. **Graduate Programme Contact Details**

For the latest graduate programme contacts, please refer to the Graduate Admissions website (nus.edu.sg/admissions/graduate-studies/graduate-programme-contacts.php).

10. **Student Service Centre**

Student Service Centre (SSC) (nus.edu.sg/osa/services/onestop.html) 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. Orientation Briefing by Office of Student Affairs (OSA) for Full-Time International Students

   International Students admitting to a full-time graduate studies programme are encouraged to attend this Orientation Briefing as scheduled and to read on the upcoming events at OSA’s webpage (nus.edu.sg/osa/index.html).

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

   All Full-Time International Students must have a valid Student’s Pass issued by the ICA (ica.gov.sg) during their candidature in NUS. To be familiar with ICA’s requirements regarding Student’s Pass matters, please check ICA’s web-published information on Student’s Pass for University students (ica.gov.sg/#/apply/studentpass/ihl).

   To apply for a Student’s Pass, NUS will first need to initiate a registration with ICA on the student’s behalf, before the student can receive an email instruction to submit an eForm16. If the application is approved, ICA shall grant an In-Principle Approval (IPA) letter.

   For students from a visa-required country (ica.gov.sg/#/visitor/visitor_entryvisa), the IPA letter, which serves as a single-entry visa to enter Singapore, will be sent to them via email. A copy of the IPA letter containing NUS stamp will be issued only after the students have completed their registration procedures at NUS.

   Students are advised to read the IPA letter carefully for the list of documents/items which they need to prepare for submission to ICA in order to complete their Student’s Pass formalities.

2.1. 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 HIV test. Students who fail to fulfil the medical requirements will not be issued with a Student’s Pass.

   The medical examination can be done in the student’s home country if they have never resided in Singapore on any long-term immigration passes previously. For students who are currently residing in Singapore and holding on to any type of long-term immigration passes, they are required to undergo the medical examination in Singapore, especially if the last medical examination was submitted to ICA more than two years ago.

   Both the student and a qualified practitioner must complete the prescribed ICA’s Medical Examination Report form (ica.gov.sg/cms/files/docs/Visitor%20Services/MedicalReport.pdf), and attached it with the relevant laboratory reports for HIV test and x-ray. An official translation of the laboratory reports is required if it is not in the English language. At the time of submission to ICA, the laboratory reports must not be more than three months from the date of issue.

   Students may opt to have this medical examination done together with their NUS Pre-Admission Medical Examination at the University Health Centre (UHC) (nus.edu.sg/uhc). If student chooses to do at UHC, do note that the results of the various laboratory tests will only be ready for collection after five working days. It is the student’s responsibility to plan the timing of their medical examination so that all the necessary documents are ready in good time for their appointment with ICA to complete their Student’s Pass formalities.
2.2. ICA’s Offsite Enrolment Formalities for Issuance of Student’s Pass

ICA has arranged for an offsite enrolment for the issuance of Student’s Pass. Students are required to report to the offsite Student’s Pass Enrolment and Issuance sessions according to the stipulated schedule indicated in their ICA appointment letter 1:

1 Note:
- The ICA appointment letter will be issued after the completion of Registration (Part Two).
- Students are advised to adhere strictly to the given appointment time stated in the ICA appointment letter. In addition, they should report, at the latest, 30 minutes before closing time. For example, if their appointment time is 9.00am to 12.30pm, they should report by 12.00pm latest.

Students are required to prepare and bring the documents/items listed below for verification and/or submission to ICA, during the Offsite Student’s Pass Enrolment Session. Please arrange the documents/items in order of 1 to 9, with item 1 on top:

<table>
<thead>
<tr>
<th>Documents for Verification and/or Submission</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) ICA appointment letter 1</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) Recent colour passport-sized photo</td>
<td>The D/E card (<a href="https://ica.gov.sg/#/enteranddeparting/before/de">ica.gov.sg/#/enteranddeparting/before/de</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) Disembarkation/Embarkation (D/E) Card</td>
<td>TheIPA letter containing NUS stamp will be issued to students after they have completed Registration (Part Two).</td>
</tr>
<tr>
<td>5) Original and Photocopy of Passport</td>
<td>Refer to Point 2.1, for more information.</td>
</tr>
<tr>
<td>Particulars Page</td>
<td>All payments are to be made online through ICA SOLAR system, prior to the student’s appointment with ICA.</td>
</tr>
<tr>
<td>6) eForm 16</td>
<td>To be printed from ICA Website (<a href="https://ica.gov.sg/cms/files/forms/Terms_and_Conditions_STP.pdf">ica.gov.sg/cms/files/forms/Terms_and_Conditions_STP.pdf</a>), and signed in the presence of ICA officer. In addition, students will need to provide the following information on the last page of the Terms and Conditions:</td>
</tr>
<tr>
<td>7) ICA Medical Report Form &amp; Original copy of the Laboratory Report</td>
<td>(i) Singapore Residential Address Students who do not have a Singapore Residential Address at the point of submission to ICA, please indicate the address of the interim NUS hostel or other interim accommodation under the Residential Address field. Students can refer to ICA’s website (<a href="https://ica.gov.sg/pass/studentpass/changelocaladdress">ica.gov.sg/pass/studentpass/changelocaladdress</a>) subsequently, if they wish to update any changes to their Singapore address.</td>
</tr>
<tr>
<td>8) Payment Receipt of the following: (i) $30 Processing Fee (ii) $60 Issuance Fee (iii) $30 Multiple-Entry Visa (for visa required nationals only)</td>
<td>(ii) Contact Number Students are also required to indicate the Email address which they frequently check under the Contact Number field.</td>
</tr>
</tbody>
</table>
For students who are unable to attend the offsite enrolment session or have plans to travel out of Singapore before the stipulated Student’s Pass collection date, please make an e-appointment (eappointment.ica.gov.sg/sal/book/index.do) to complete the Student’s Pass formalities at ICA Office, 4th Storey, ICA Building (located next to Lavender MRT station). Please refer to the IPA letter for the specific instructions on how to make an e-appointment. There is no need to make an e-appointment with ICA, if you can attend the offsite Student’s Pass Enrolment and Issuance sessions as scheduled.

Students are to follow all given instructions and to familiarise themselves with ICA’s requirements regarding the Student’s Pass matters. For other relevant e-services and forms which are managed by ICA, please visit their website (ica.gov.sg). Students may also wish to explore the comprehensive summary on Student’s Pass matters (nus.edu.sg/osaservices/students-pass.html) provided by the SSC as part of their wide-range suite of services for NUS students.

2.3. 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.

2.4. 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 SOLAR system (solar.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.

2.5. Enquiries

If you have any queries regarding immigration issues and Student’s Pass matters, you may wish to first check out ICA’s FAQs (ifaq.gov.sg/ICA/apps/fcd_faqmain.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 Registrar’s Office website (nus.edu.sg/registry/Registrar/events/socialvisitpass.html).

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/osas/housing/living-campus-campus-living.html). 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.
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 (nus.edu.sg/admissions/graduate-studies/scholarships-financial-aid-and-fees/scholarships-awards.html), must update the following via the NUS Student Information System (myisis.nus.edu.sg) by the stipulated cut-off dates:

(i) Your **credit bank account** details
(Navigation Path: Self Service > Campus Finances > Manage Bank Accounts > Credit Bank Account Details > Add a new Credit Bank Account).

(ii) A valid **Singapore mailing and payment address**
(Navigation Path: Self Service > Personal Information > 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:

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

\[^2\text{ Note: Working days exclude Saturdays and Sundays but include public/university holidays}\]

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

2. Student Fees Matters

For information on Student Fees, please refer to nus.edu.sg/registrar/education-at-nus/graduate-education/fees.html.

In line with the government’s efforts to promote electronic payment, all students are requested to pay their fees through GIRO. The process to apply for payment by GIRO is as follows:

(i) Access myisis.nus.edu.sg (Navigation Path: Classic Home > Self-Service > Campus Finances > Manage Bank Accounts > Debit/Credit Bank Account Details > Add a new Debit Bank Account) and follow the instructions to update Bank Account.

(ii) Once the Bank Account is updated, student will be able to print the GIRO form and submit it at the Registration Centre or to the Student Service Centre/Student Services@Bukit Timah Campus by the stipulated deadline.

Students can view their Student Bill from myisis.nus.edu.sg at least two weeks before the fee payment deadline. Fees are to be paid before a stipulated deadline, failing which a late fee would be imposed. Please refer to the Office of Financial Services website (nus.edu.sg/finance/NoticeonPaymentofFees.html) for information on payment deadlines as well as the mode of payment.

If you have any queries, please write to the Office of Financial Services at ofbox3@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 (nus.edu.sg/admissions/graduate-studies/scholarships-financial-aid-and-fees.html).

Singapore Citizens can refer to http://www.skillsfuture.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 (nus.edu.sg/admissions/graduate-studies/scholarships-financial-aid-and-fees/financial-aid-schemes/psea-scheme-for-graduate-students.html)

5. **Service Obligation Scheme**

For eligibility criteria and the application procedure, please refer to the Service Obligation Scheme website (nus.edu.sg/admissions/graduate-studies/scholarships-financial-aid-and-fees/financial-aid-schemes/service-obligation-scheme.html).

6. **Leave Schemes**

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

For students who are awarded research scholarships by NUS, please also refer to the Notes for Research Scholars (share.nus.edu.sg/registrar/student/info/Notes-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.html) 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/download/NUS_Campus_Map_full.pdf). The location of the Registrar's Office, University Town (UTown) Auditorium 1, UTown Seminar Room 2, University Health Centre, Multi-Purpose Sports Hall 1, Lecture Theatre 27 and Student Service Centre are indicated below:
Map of University Town:

**Auditorium 1** (Registration Centre)
University Town
Town Plaza, Level 1

**Seminar Room 2**
University Town
Town Plaza, Level 2 (Above Registration Centre)