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Preamble:

The purpose of this Registration Guide is to highlight on the activities which are significant to the incoming graduate research students in completing the various formalities towards being officially registered as a student of the National University of Singapore (NUS). You may wish to refer to the following links:

- **Registration website** ([nus.edu.sg/registrar/event/registration.html](https://nus.edu.sg/registrar/event/registration.html)) for the latest deadlines on all registration-related activities; and

- **Office of Student Affairs website** ([nus.edu.sg/osa/iss](https://nus.edu.sg/osa/iss)) for more information on International Students.

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

1. **Diagnostic English Test**
   - to register from 1 to 7 December 2016

   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 whose faculties require them to take it. You are advised to check the DET website ([nus.edu.sg/registrar/event/registration-det.html](https://nus.edu.sg/registrar/event/registration-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](https://isisregpart1.nus.edu.sg)) from **1 to 7 December 2016** 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](https://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.

   The DET will be held on 4 January 2017, from 9.30 am to 11.30 am. Students who miss this test due to extenuating circumstances, are required to sit for the next DET in July 2017. 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.php](https://nus.edu.sg/celc/research/cituc.php)) for guidelines on academic writing.
2. Registration Procedures

There are two parts to the student registration. It is compulsory for students to complete Registration (Part One) first before proceeding to complete the Registration (Part Two).

2.1. Registration (Part One)

– to be completed online from 1 December 2016 onwards

The Registration (Part One) has to be completed online via the Registration System (isisregpart1.nus.edu.sg) using the application number and password which was given earlier when student submit their application for admission to the graduate programme. Students who have forgotten their application password can reset it through the Graduate Admission System (netapps.nus.edu.sg/GDA2/Applicant.aspx/Account/ForgetPassword).

Upon login to the Registration System, please navigate to: Self-Service > Student Admission > Registration (Part One). Refer to Figure 1 below for an overview of the Registration (Part One) Main Page

1 Note:
- Singapore Citizens and Permanent Residents, who complete the Registration (Part One) by 15 December 2016 and meet the eligibility requirements (refer to Point 2.2.(a)) will have their NUS Student Card delivered to their mailing address by post.
- All other students will be informed via email on the collection of their NUS Student Card. They must also complete the Registration (Part One) at least two days before they report for the Registration (Part Two).

Figure 1: Screenshot - Registration (Part One) Main Page

To begin, click on this link.

The entire registration process consists of five steps which will take about 15 minutes to complete.
Upon successful completion of the Registration (Part One), you will be directed to a confirmation page where you can retrieve your Student ID, PIN and NUSNET account information as shown in Figure 2.

Figure 2: Screenshot - Registration (Part One) Student ID / PIN / NUSNET ID and Password Page

If you are under 18 years of age at the time of completing Registration (Part One), you should also print the forms (under Step 5 of the Registration System Main Page), have your parent/guardian sign on the forms and bring them for submission when you report for Registration (Part Two). Refer to Figure 3 below.

Figure 3: Screenshot - Step 5 of Registration (Part One) Main Page

If you have forgotten to note down your Student ID, PIN and NUSNET account information, you may re-access the Registration System (under Step 5 of the Main Page) before it closes on 20 January 2017.

If you have since changed your NUSNET password, you may reset it through short message service (SMS). A step-by-step guide on how to use the SMS service is accessible at the Computer Centre’s website (comcen.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.

These are confidential information which you should not share with anyone else.

To access your NUS email and other online services, please use your NUSNET ID (Format: Exxxxxxx) and NUSNET Password as given here.

Please note that you will need to change the default NUSNET password at Password Portal (exchange.nus.edu.sg/passwordportal), before you can use it to access any NUS online services.
2.2. Registration (Part Two)

To complete Registration (Part Two), you will need to activate your NUS Student Card (See Figure 4) after obtaining it either by post or at the point of collection. Please see below for more detailed instructions.

**Figure 4: Specimen of NUS Student Card**

![Specimen of NUS Student Card](image)

(a) **Delivery of the NUS Student Card to Your Residence**
– from 23 December 2016 to 4 January 2017

You are eligible for this service if you meet all the following requirements:

(i) Singapore Citizen or Permanent Resident
(ii) 18 years of age and above
(iii) Have valid Singapore mailing address
(iv) Have completed Registration (Part One)
(v) Have no outstanding documents to be sighted and verified by an NUS administrator (i.e. educational certificate/transcript and/or other document(s) as indicated in your admission offer letter).

You will be informed via email to collect your card in person, if you are **not** eligible for this service.

**Online Student Card Activation**

Upon receiving your NUS Student Card, please activate it through the Integrated Student Information System (myisis.nus.edu.sg) latest by **4 January 2017, 5 pm**. To access the system, you will need your NUSNET account which was given to you earlier upon completing Registration (Part One).

Please note that you will need to change the default NUSNET password at the Password Portal (exchange.nus.edu.sg/passwordportal), before you can use it to access any NUS online services.

Once you login, please navigate to: Self-Service > Student Center. Under “Academics” section, click on the “Student Card Activation” link and follow the instructions to activate the card accordingly. See Figure 5, for the navigation procedure.

**Figure 5: Navigation to Student Center Card Activation**

![Navigation to Student Center Card Activation](image)
Once you have successfully activated your Student Card, you will receive a Confirmation message as follows:

**Figure 6: Screenshot – Confirmation Page on Successful Student Card Activation**

One day after taking this action, the card will be activated and you will be able to use it to access NUS facilities/systems, borrow books from the library, and register for modules.

All students are required to report to their respective department after completing all registration formalities in order to obtain information on module registration and to meet up with their assigned supervisor(s)/advisor(s), if any.

(b) **Collection of NUS Student Card**

– 4 January 2017
– Registration Centre, University Town Auditorium 1, Town Plaza (see map on page 15)

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

(i) International Students.
(ii) Singapore Citizens and Permanent Residents who do not meet the card delivery requirements as mentioned in Point 2.2.(a).

<table>
<thead>
<tr>
<th>Time</th>
<th>Faculty/School/Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 pm – 2.30 pm</td>
<td>- Faculty of Arts and Social Sciences&lt;br&gt;- School of Computing</td>
</tr>
<tr>
<td>2.30 pm – 3.00 pm</td>
<td>- School of Business&lt;br&gt;- Faculty of Law&lt;br&gt;- Faculty of Science</td>
</tr>
<tr>
<td>3.00 pm – 4.30 pm</td>
<td>- Faculty of Engineering&lt;br&gt;- School of Design and Environment</td>
</tr>
<tr>
<td>4.30 pm – 5.00 pm (please report at least 15 mins before closing time)</td>
<td>- Faculty of Dentistry&lt;br&gt;- Saw Swee Hock School of Public Health&lt;br&gt;- Yong Loo Lin School of Medicine</td>
</tr>
</tbody>
</table>

You must apply for late registration if you 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](http://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 on another day at the Registrar’s Office (Level 4, Lee Kong Chian Wing, University Hall).

Please bring along the documents listed below when you 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>
</tbody>
</table>
### Documents for Verification and/or Submission

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3) Original and photocopy of passport (particulars page) For International Students</td>
</tr>
<tr>
<td>4) Original and photocopy of either:</td>
</tr>
<tr>
<td>- Employment/Work Pass;</td>
</tr>
<tr>
<td>- Dependant’s Pass;</td>
</tr>
<tr>
<td>- Long-Term Social Visit Pass; or</td>
</tr>
<tr>
<td>- In-Principle Approval (IPA) Letter issued by the Singapore Immigration and Checkpoint Authority for the above long-term Immigration Passes Applicable only 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.</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 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.</td>
</tr>
</tbody>
</table>

In addition, if you are below 18 years old, please bring along the following forms, duly signed and completed by your parent/guardian. The forms are downloadable under Step 5 of Registration (Part One) Main Page (see Figure 3).

### Documents for Submission

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>6) Release of Liability For International Students</td>
</tr>
<tr>
<td>7) Authorisation of Medical Procedures For International Students</td>
</tr>
<tr>
<td>8) Appointment of Local Representative For International Students</td>
</tr>
<tr>
<td>9) Letter of Undertaking For students who have been offered President’s Graduate Fellowship, Lee Kong Chian Graduate Scholarship, Research Scholarship or Tuition Fee Allowance</td>
</tr>
<tr>
<td>10) Declaration of Subsidy Received</td>
</tr>
</tbody>
</table>

After you have submitted all the required documents, you will be directed to the Student Card Activation Station to have your Student Card activated online similar to the procedure given in Point 2.2.(a). All students are advised to take a screenshot of the confirmation page on the acknowledgement of successful card activation (see Figure 6) and show it to the staff on duty before leaving the Registration Centre.

**International Students only**

Besides your NUS Student Card, you will also receive the following documents:
- Original In-Principle Approval (IPA) Letter from the Immigration & Checkpoints Authority (ICA), with NUS stamp on it;
- Appointment letter, with the date and time for 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.

All students are required to report to their respective department after completing all registration formalities in order to obtain information on module registration and to meet up with their assigned supervisor(s)/advisor(s), if any.
3. **Pre-Admission Medical Examination**
   - to be completed by 27 December 2016
   - at University Health Centre, UHC

All incoming students are required to undergo a Pre-Admission Medical Examination. The University reserves the right to refuse your admission or exclude you from any particular course of study if you decline to undergo such health examinations or any prescribed tests.

The medical examination may be done (i) by your own physician in Singapore; (ii) in your home country or (iii) at UHC ([nus.edu.sg/uhc/healthservices](nus.edu.sg/uhc/healthservices)) by 27 December 2016. If you choose to do (i) or (ii), you will need to submit the completed prescribed medical report form and the original laboratory and chest x-ray reports, written in **ENGLISH** to UHC by 4 January 2017. You can refer to UHC’s website ([nus.edu.sg/uhc/services/medical-examination/pre-admission-medical-exam.html](nus.edu.sg/uhc/services/medical-examination/pre-admission-medical-exam.html)) for more information.

Medical report forms may also be downloaded from the UHC’s website ([nus.edu.sg/uhc/services/medical-examination/pre-admission-medical-exam.html](nus.edu.sg/uhc/services/medical-examination/pre-admission-medical-exam.html)). For enquiries, please write to uhc_health@nus.edu.sg.

For international students, please note that the pre-admission medical examination is **DIFFERENT** from the medical examination for Student’s Pass application. For more information, please see Annex 1.

4. **Integrated Student Information System**

Integrated Student Information System ([myisis.nus.edu.sg](myisis.nus.edu.sg)) 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, you will need your NUSNET account which is released to you upon completion of Registration (Part One). 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/all/myisis.html](myportal.nus.edu.sg/studentportal/eservices/all/myisis.html)).

You can update your contact details via [myisis.nus.edu.sg](myisis.nus.edu.sg). (Navigation Path: Self Service > Campus Personal Information > Select the relevant links). Please note that it is your responsibility to:

(i) Keep your 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](nus.edu.sg/registrar/adminpolicy/responsibility.html)).

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

The terms and conditions of the different Scholarships/Award for graduate research students are available at the Admissions website on Scholarships/Awards ([nus.edu.sg/admissions/graduatestudies/scholarships.php](nus.edu.sg/admissions/graduatestudies/scholarships.php)). More details on scholarship, financial matters and other important information can be found in Annex 2.

6. **NUS Email**

All students will have an email account at NUS that will be their official point of contact. It is your responsibility to check your NUS email regularly and be aware of the latest notices/circulars that may be posted on NUS Student Portal ([myportal.nus.edu.sg](myportal.nus.edu.sg)).

Please note that NUS email account will only be activated **two days after** you have completed Registration (Part One). You may access your NUS email via the NUS home page ([nus.edu.sg](nus.edu.sg)) by clicking on “Email” located at the top right hand corner of the webpage as shown in Figure 7:

Figure 7: Screenshot - NUS Home Page
You will then be directed to the screen below, where you will need to navigate (see Figure 8 and sign-in using your NUSNET ID and NUSNET Password. Please note that you will need to change the default NUSNET password at Password Portal (exchange.nus.edu.sg/passwordportal), before you can use it to access your NUS Email.

Figure 8: Screenshot of Sign In Page for NUS Email

If you have forgotten your NUSNET password but have not changed it yet, you may re-access the Registration System (isisregpart1.nus.edu.sg) before the system closes on 20 January 2017 to retrieve the information under Step 5 (see Figure 3). If you have since changed your NUSNET password, please see page 4 of this registration guide for the procedure to reset the NUSNET password. You can also read the FAQs for more information.

7. 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).

8. Student Service Centre

Student Service Centre (SSC) (nus.edu.sg/osa/ssc) serves as a convenient one-stop contact point for you to obtain information and services relating to academic/administrative student records, tuition fees and financial matters. You may visit the SSC, or contact them, at:

Address: Level 1, Yusof Ishak House
31 Lower Kent Ridge Road
Singapore 119078

Email via portal: askstudentservice.nus.edu.sg

Telephone: (65) 6516 1177

Operating Hours: 9.00 am – 5.30 pm (Monday to Thursday)
9.00 am – 5.00 pm (Friday)
except Public Holidays
Information for International Students

1. International Students Orientation Briefing by Office of Student Affairs (OSA)

This will be held on:

- **Date**: 3 January 2017
- **Time**: 2.00 pm
- **Venue**: Lecture Theatre 28 (Faculty of Science)

Students are also encouraged to read on upcoming events on OSA’s webpage (nus.edu.sg/osa/iss).


All Full-Time International Students must have a valid Student’s Pass (see Figure 9) 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/page.aspx?pageid=325&secid=182).

Figure 9: Specimen of Student’s Pass

![Specimen of Student’s Pass](image)

NUS will initiate a registration with ICA, on your behalf, for your Student’s Pass application. You will receive an email instruction from NUS to submit an eForm16. If the application is approved, ICA shall grant you an In-Principle Approval (IPA) letter. If you are from a visa-required country (ica.gov.sg/services_centre_overview.aspx?pageid=252), the IPA letter, which serves as a single-entry visa to enter Singapore, will be sent to you via email. The stamped IPA letter will be given to you after you have completed your registration procedures at NUS.

You are advised to read the IPA letter and ICA’s communications to you carefully and prepare the required documents/items ready for submission to ICA for your Student’s Pass application (ica.gov.sg/page.aspx?pageid=325&secid=182#formalities).

2.1. 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. You are required to report for the following sessions according to the time stipulated in your ICA appointment letter:

**Enrolment session:**
- **Date & Time**: 5 January 2017 (Refer to ICA appointment letter for the exact date and timeslot)
- **Venue**: University Town Seminar Room 10, Town Plaza
- **Purpose**: To complete your Student’s Pass formalities with ICA

**Issuance session:**
- **Date & Time**: 16 January 2017 (Refer to ICA appointment letter for the exact date and timeslot)

Students are advised to adhere strictly to the given appointment time stated in the ICA appointment letter, which is either 9.00am – 12.30pm; or 2.00pm – 5.00pm. 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 be at MPSH1 by 12.00pm latest.
Venue: Multi-Purpose Sports Hall 1 (MPSH 1), Sports and Recreational Centre, NUS Sports Drive 1 (refer to map in Annex 3).

Purpose: Collection of Student’s Pass

Note: The ICA appointment letter will be issued to you after the completion of Registration (Part Two).

It is your responsibility to ensure that the information and all necessary forms and documents are duly completed in preparation for the above sessions so as to efficiently complete the formalities during your scheduled appointment time.

All international students are required to pay, print and bring receipts of the processing and issuance fees to ICA’s offline enrolment exercise. A further multiple-entry visa fee will be charged for students coming from a visa-required country. For more information, please refer to ICA website (https://www.ica.gov.sg/page.aspx?pageid=325&secid=182#fees).

For the list of documents to bring, please refer to your ICA In-Principle Approval (IPA) Letter or to the ICA website (ica.gov.sg/page.aspx?pageid=325&secid=182#formalities). In addition, you must also print and bring the Terms and Conditions of Student’s Pass (ica.gov.sg/data/resources/docs/Terms_&_Conditions_STP.pdf) to be signed in the presence of ICA officer.

If you are unable to attend the offsite Student’s Pass Enrolment session as scheduled or have plans to travel out of Singapore before the Student’s Pass Collection date of 16 January 2017, please make an e-appointment (https://eappointment.ica.gov.sg/ibook/index.do) in order to complete your student’s pass formalities and submit the Terms and Conditions of Student’s Pass in person, at ICA Office, 4th Storey, ICA Building (located next to Lavender MRT station). Please refer to your IPA letter for the specific instructions on how to make an e-appointment.

If you can attend the offsite Student’s Pass Enrolment and Collection session as scheduled, there is no need to make an e-appointment with ICA.

Please note that you will need to provide a Singapore residential address on the last page of the Terms and Condition. If the Singapore residential address is not available at the time of submission to ICA, please provide an email address that you check frequently in the Contact No field and the address of your interim accommodation in the Residential Address field (see Figure 10). You may email ICA at ica_stp1@ica.gov.sg subsequently if you wish to update your new Singapore address.

Figure 10: Acknowledgement in Terms & Conditions of Student’s Pass Form

Please ensure that you follow all instructions given to you and familiarise yourself with ICA’s requirements regarding the Student’s Pass matters. For other relevant e-services and forms which are managed by ICA, you can also visit their website (ica.gov.sg/e_services.aspx?pageid=313).

You may also wish to explore the comprehensive summary on Student’s Pass matters (nus.edu.sg/oas/services/students-pass) provided by the SSC as part of their wide-range suite of services for NUS students.
2.2. Additional Medical Examination for Student’s Pass Application

The issuance of the Student’s Pass is subject to the outcome of a medical examination. Students who fail to fulfil the medical requirements will not be issued with a Student’s Pass.

The medical examination may be done in your home country if you have never resided in Singapore on any long-term immigration passes previously. However, it must be done using the ICA’s prescribed Medical Examination Report form [ICA’s prescribed Medical Examination Report form](https://ica.gov.sg/data/resources/docs/Visitor%20Services/MedicalReport.pdf) and submitted 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, the laboratory reports must not be more than three months from the date of issue.

You may also opt to have this medical examination (together with the Pre-Admission Medical Check) done at the University Health Centre (UHC) [nus.edu.sg/uhc/healthservice]. If you choose to do this, you need to note that the results of the various laboratory tests will only be ready for collection after five working days. It will be your responsibility to plan the timing of your medical examination so that you can have all the necessary documents in good time for your appointment with ICA to complete the Student’s Pass formalities.

If you are residing in Singapore and holding on to any other long-term immigration passes currently, you are required to undergo the medical examination in Singapore, especially if the medical examination was done more than two years ago.

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):

- A copy of passport particulars page
- 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/registrar/eventssocialvisitpass.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/osa/has]. 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

For those who are awarded scholarship with stipend, 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:

\[
\text{First/Last Month Stipend} = \frac{\text{No. of pro-rated working days}}{\text{Total no. of working days in the month}} \times \text{Monthly Stipend (\$)}
\]

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.

To avoid any delay in the disbursement of stipend, please update the following via the Integrated Student Information System (myisis.nus.edu.sg) by the cut-off dates listed in the table below:

(i) Your credit bank account details
   (Navigation Path: Self Service > Campus Finances > Maintain 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)

<table>
<thead>
<tr>
<th>Cut-off dates</th>
<th>If you update the above listed items by the respective cut-off dates, your first month stipend will be credited into your bank account by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 January 2017</td>
<td>18 January 2017</td>
</tr>
<tr>
<td>19 January 2017</td>
<td>31 January 2017</td>
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</tbody>
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For the subsequent months, the stipend will be credited into your bank account on the 18th of each month. Please ensure that you have brought 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 (nus.edu.sg/osa/iss/life-in-nus/students-essentials/financial-matters).

2. Payment of Student Fees

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 (Debit Bank Account) is as follows:

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

(ii) Submit the form at the Registration Centre or to the Student Service Centre/Student Services@Bukit Timah Campus by 10 January 2017 or within three weeks of submission of bank details online, whichever is earlier.

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 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 Resource Intranet (staffportal.nus.sg/staffportal).  

4. **Financial Assistance**

Unlike undergraduate education, most graduate programmes are designed to be largely self-funding, with little or no subsidy from the Government of Singapore. Nonetheless, all graduate research programmes are currently subsidised to a significant extent. 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/fees-faid-scholarships.php).

5. **Service Obligation Scheme**

For the application procedure, please refer to the Admissions website on the Service Obligation Scheme (nus.edu.sg/admissions/graduate-studies/service-obligation.php).

6. **Post-Secondary Education Scheme (for Singapore Citizens)**

Students who have funds in their Post-Secondary Education Account (PSEA) are permitted to utilise the fund for payment of Tuition Fees and Miscellaneous Student Fees (MSF). It allows students to utilise their sibling’s PSEA funds up to the maximum of three siblings for payment of tuition fees (inclusive of MSF) as well as enrichment programmes approved and endorsed by NUS. For more details, please refer to the Admissions website on PSEA Scheme for Graduate Students (nus.edu.sg/admissions/graduate-studies/psea-scheme-for-graduate-students.php).

7. **Leave Schemes**

Details on leave of absence can be found on the Registrar's Office website (nus.edu.sg/registrar/adminpolicy/loa.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) after your registration, for the different types of paid and unpaid leave available for Research Scholars.

8. **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.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 (nus.edu.sg/campusmap/pdf/nus_kent_ridge_coloured.pdf). The location of the Registrar’s Office, University Town (UTown) Auditorium 1, UTown Seminar Room 10, University Health Centre, Multi-Purpose Sports Hall 4 and Student Service Centre are indicated below:
Map of University Town: