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Overview of Important Registration Activities and Timelines:

Please note that the following is a general guide. If you are:
- An RNS applicant or;
- given a late offer or;
- given late disruption by MINDEF to study Medicine,

Please refer to the emails sent by Registrar’s Office for specific instructions.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Activity</th>
<th>Period/Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Qualifying English Test (QET) Registration</td>
<td>Registration for QET: 1 to 8 November 2018 and 13 to 15 November 2018</td>
<td>All students are to sit for the QET except for those who meet the exemption criteria.</td>
</tr>
<tr>
<td>2</td>
<td>Online Photograph Submission for Student Card. Please ensure your photo meets the requirements.</td>
<td>From 6 December 2018</td>
<td>Please submit within two working days of acceptance of offer of admission.</td>
</tr>
<tr>
<td>3</td>
<td>Pre-Admission Medical Examination</td>
<td>International Students to complete (together with the ICA Medical Check) by 3 January 2019 Local students to complete by 10 January 2019</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Registration (Part One)</td>
<td>From 6 December 2018 to 25 January 2019 (in batches)</td>
<td>An email will be sent from the Registrar’s Office to students on the Registration Procedures.</td>
</tr>
<tr>
<td>5</td>
<td>Registration (Part Two) - Collection of NUS Student Card in Person</td>
<td></td>
<td>An email will be sent from the Registrar’s Office to students on the collection procedures. Students are to activate their Student Card immediately via the NUS Education Records System upon receiving the Student Card.</td>
</tr>
<tr>
<td>6</td>
<td>Immigration and Checkpoint Authority’s (ICA) Offsite Enrolment Exercise for Issuance of Students’ Pass (For Full-Time International Students only)</td>
<td>Enrolment Session Seminar Room 2, Town Plaza, University Town Issuance Session Multi-Purpose Sports Hall 4 (MPSH4), Sports and Recreational Centre</td>
<td>Time: As stipulated in the appointment letter</td>
</tr>
</tbody>
</table>
Preamble:

The purpose of this Guide is to highlight the activities significant to the incoming undergraduate student for completing the various formalities towards being officially registered as a student of the National University of Singapore (NUS). You may wish to refer also to the following:

- **Registration website** ([nus.edu.sg/registrar/event/registration.html](nus.edu.sg/registrar/event/registration.html)) for the latest deadlines of various registration-related activities;
- **Office of Student Affairs website** ([nus.edu.sg/osa/index.html](nus.edu.sg/osa/index.html)) for helpful information on services such as hostel admission and other student administration matters.

If you have any queries, you may write to UGRegistration@nus.edu.sg.

1. **Photograph for Student Card**

You are required to submit your photograph within two working days of acceptance of offer of admission. You can do so via the Online Photo Submission System ([myaces.nus.edu.sg/photoVerification/PhotoVerificationNewLoginServlet?hAction=newStudent](myaces.nus.edu.sg/photoVerification/PhotoVerificationNewLoginServlet?hAction=newStudent)). The specifications of the photograph required for your Student Card is available on the Online Photo Submission System website.

It is your responsibility to access this same system again two working days after you have submitted your photograph to check whether it has been approved for use. Resubmission of a new photograph (which meets the specifications) is required if your photograph is not approved.

Please be reminded that late submission of your photograph will delay the processing of your Student Card, completion of Registration formalities, and the subsequent selection and registration of modules.

2. **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 to or exclude a student from any particular course of study if they decline to undergo such health examinations or refuse any prescribed tests.

The medical examination may be done (i) by students’ own physician in Singapore; (ii) in students’ home country or (iii) at the University Health Centre, UHC ([nus.edu.sg/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**. If students have done a similar health check not more than six months prior, they must still complete and submit Part 1 of the prescribed medical report form, together with documentary proof of the earlier medical examination, to UHC by the stipulated deadline.

Medical report forms may be downloaded from, and appointments made at, 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.

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 **Point 9**.

2.1 **Additional Screening for Students Admitted to Medicine, Dentistry, Nursing, Public Health and Pharmacy**

If you are an undergraduate student entering the field of Medicine, Nursing, Pharmacy or Dentistry, kindly note that there are additional screenings and immunisation requirements. Please refer to your respective Faculty or School for further information and deadlines for such screenings.

Medical examinations for Dentistry students (undergraduate and graduate) are carried out by the Occupational Health Clinic. If you are an incoming Dentistry student, please call +65 6601 1781 / 6516 7333 to schedule an appointment.
3. **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 specified Authorisation Requirements ([nus.edu.sg/registrar/administrative-policies/acceptance-record.html](http://nus.edu.sg/registrar/administrative-policies/acceptance-record.html)).

Registration (Part One) has to be completed online via the Registration System ([myregistration.nus.edu.sg](http://myregistration.nus.edu.sg)) using your application number and password. The entire registration process consists of a few steps which will take about 15 minutes.

If you are under 18 years of age at the time of completing Registration (Part One), you must print the following forms from the “Authorisation Requirements” section, which is found at Step 5 (see Figure 1), have your parent/guardian sign the forms and bring them to the Registrar’s Office for submission.

- Release of Liability – *compulsory for all students*
- Authorisation of Medical Procedures – *compulsory for international students only*
- Nomination of Local (Singapore-based) Representative – *compulsory for international students only*

![Figure 1: Screenshot of the Authorisation Requirements](image)

Upon completion of Registration (Part One), you will be issued your Student ID, PIN, NUSNET ID and NUSNET Password (see Figure 2):

![Figure 2: Screenshot of Confirmation Page for Completion of Registration (Part One)](image)
These are personal and confidential information which should not be shared with anyone else. The NUSNET account and NUS email will be activated two days after completion of Registration (Part One).

If you wish to withdraw from NUS after completion of Registration (Part One) but has yet to complete Registration (Part Two), please write to the Director of the Office of Admissions, with your reasons(s) for withdrawal, at:

Office of Admissions  
National University of Singapore  
University Town  
Stephen Riady Centre  
2 College Avenue West, #01-03  
Singapore 138607

4. Change NUSNET Password/Access NUS Email

Please note that access to NUS systems like IVLE and CORS will be activated one to two days after completion of Registration (Part One). Students are required to change their default NUSNET password via the NUS Password Portal (exchange.nus.edu.sg/passwordportal) before they can access any NUS online services such as NUS Email (outlook.com/u.nus.edu), NUS Education Records System (myedurec.nus.edu.sg), IVLE (ivle.nus.edu.sg) and CORS (cors.nus.edu.sg).

Students are also required to access their NUS Email account as it serves as the official point of contact. Most communications from the University to students will be via the official email account. As such, students are expected to check this account regularly. Students are also expected to be aware of the latest notices/circulars that may be posted on myPortal@NUS (myportal.nus.edu.sg).

5. Qualifying English Test (QET)  
   – QET will be held on 23 November 2018

All students are to sit for the Qualifying English Test (QET) set by the Centre for English Language Communication (CELC) except for those who meet the exemption criteria. Details of the exemption criteria, as well as the test registration procedures can be found on the QET website (nus.edu.sg/registrar/event/registration-qet.html).

If you miss this test due to extenuating circumstances, you are required to sit for the next QET in July 2019. Please refer to the QET website for more details.

6. Registration (Part Two)

In Registration (Part Two), students have to activate their Student Cards via the NUS Education Records System (myedurec.nus.edu.sg). Failing which, they may face issues with access to facilities within the campus.

6.1 Collection of Student Card in Person

Students who are required to collect their Student Card in person are to adhere to the date and time as stated in the email.

Documents to bring:

<table>
<thead>
<tr>
<th>Documents for Verification and/or Submission</th>
<th>Student Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Admission offer letter</td>
<td>All Students</td>
</tr>
<tr>
<td>2) Original NRIC</td>
<td>For Singapore Citizens and Permanent Residents</td>
</tr>
</tbody>
</table>
For international students, besides your NUS Student Card, you will also receive the following documents:

- Original In-Principle Approval (IPA) Letter, with NUS stamp
- Appointment Letter, with the date and time for application and collection of the Student’s Pass

Please note that incompletion of Registration (Part Two) by the stipulated deadline would result in termination of students’ candidature at NUS.

7. NUS Entry Survey

The purpose of this online survey study is to learn more about what personal and situational factors predict effective learning, resilience and well-being as students become engaged across their first to fourth year of studies in university.

The results of this study will provide valuable information that may potentially benefit the educational process for future incoming classes at NUS and universities around the globe.

Please complete the survey at (nusentrysurvey.com) by registration day. If you have any queries on the survey, please contact Prof Robert Kamei alset.nus@nus.edu.sg.

8. Module Registration

At the beginning of each semester, all students must enrol in the modules they will read during the semester.

Students select and bid for modules through the Centralised Online Registration System (CORS) with their NUSNET ID and password. Please check the latest information and the bidding schedule at the Centralised Online Registration System (CORS) website (cors.nus.edu.sg/schedule.html).

9. Information for International Students

9.1 Immigration & Checkpoints Authority (ICA) – Students’ Passes

All international students will require a Student’s Pass issued by the Immigration & Checkpoints Authority (ICA) (ica.gov.sg/apply/studentpass/appli) 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/apply/studentpass/ihl) on Student’s Passes for University students. It is important for students to take action promptly when they receive email notification to access the SOLAR system to verify their details, as not doing so will delay the application of the In-Principle Approval (IPA) letter and subsequent NUS registration procedures.

If the application is approved, ICA shall grant the student an IPA letter. If students are coming from a visa-required country, a copy of the IPA letter will be sent to them via email. Students can use this IPA letter.
letter as a single-entry visa to enter Singapore. If students are coming from a non-visa required country, the stamped IPA letter will be given to them after they have completed their registration procedures at NUS.

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.

9.2 Medical Examination for Students’ Passes

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/cms/files/forms/MedicalReport.pdf).

9.3 Issuance of Students’ Passes

ICA has arranged an offsite enrolment exercise for the issuance of Student’s Passes. Students are required to report for offsite enrolment according to the schedule stipulated in their appointment letter.

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:

<table>
<thead>
<tr>
<th>Documents/Items for Submission</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) ICA Appointment Letter</td>
<td>Issued after completion of Registration (Part Two)</td>
</tr>
<tr>
<td>2) Recent colour passport-sized photo</td>
<td>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.</td>
</tr>
<tr>
<td>3) Disembarkation/Embarkation (D/E) Card</td>
<td>The D/E card (<a href="https://www.ica.gov.sg/enteranddeparting/before/de">https://www.ica.gov.sg/enteranddeparting/before/de</a>) 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.</td>
</tr>
<tr>
<td>4) In-Principle Approval (IPA) Letter containing NUS stamp</td>
<td>The IPA 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 Particulars Page</td>
<td></td>
</tr>
<tr>
<td>6) eForm 16</td>
<td>To be printed from ICA’s SOLAR system ([solar.ica.gov.sg/solar/index.xhtml]), duly completed and signed.</td>
</tr>
<tr>
<td>7) ICA Medical Report Form &amp; Original copy of the Laboratory Report</td>
<td>Refer to <a href="https://www.ica.gov.sg/enteranddeparting/before/de">Medical Examination for Students’ Passes</a> for more information.</td>
</tr>
<tr>
<td>8) Payment Receipt of the following:</td>
<td>All payments are to be made online through ICA SOLAR system ([solar.ica.gov.sg/solar/index.xhtml]), prior to the student’s appointment with ICA.</td>
</tr>
<tr>
<td>(i) $30 Processing Fee</td>
<td></td>
</tr>
<tr>
<td>(ii) $60 Issuance Fee</td>
<td></td>
</tr>
<tr>
<td>Documents/Items for Submission</td>
<td>Remarks</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>(iii) $30 Multiple-Entry Visa</td>
<td>To be printed from ICA’s Website (ica.gov.sg/data/resources/docs/Terms_&amp;_Conditions_STP.pdf) 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>(for visa required nationals only)</td>
<td></td>
</tr>
<tr>
<td>9) One copy of the Terms and Condition of Student’s Pass</td>
<td></td>
</tr>
<tr>
<td><em>(Version as at Oct 2015)</em></td>
<td></td>
</tr>
</tbody>
</table>

Students must make an e-appointment (eappointment.ica.gov.sg/ibook/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 enrol during ICA’s offsite enrolment exercise at NUS or;
- from visa-required countries and will be leaving Singapore before collection of the Student’s Pass.

Please refer to the IPA letter for specific instructions on how to do so.

10. Language Module Matters & Language Preparation Program

10.1 Language Module Placement Test

Undergraduate students who wish to read either Arabic, Bahasa Indonesia, Chinese, French, German, Hindi, Korean, Japanese, Malay, Spanish, Tamil, Thai or Vietnamese offered by the Centre for Language Studies and who have previous knowledge of the language that they intend to study are required to take a test for advance placement and may be admitted into a module at a higher level. Please refer to the Centre for Language Studies website (fas.nus.edu.sg/cls) for more information on the placement tests.

10.2 Language Preparation Program (LPP)

The French, German and Korean Language Preparation Programme (LPP) is designed to prepare students for the Student Exchange Programme (SEP) in French, German and Korean-speaking countries such as Austria, France, Germany, Switzerland and South Korea. Undergraduate students who have no knowledge in French, German and Korean are eligible to apply for French, German and Korean LPP.

Undergraduates can apply for LPP when they have completed the Registration Part 1. More information on LPP can be found at (fas.nus.edu.sg/cls/courses/index.html#lpp)
11. Financial Matters

11.1 Tuition Grant

The Singapore Government provides subsidies for the cost of undergraduate degree programmes at NUS. This subsidy is known as the Tuition Grant. Information on the Tuition Grant is available on the Registrar's Office website (nus.edu.sg/registrar/education-at-nus/undergraduate-education/fees.html#TuitionGrant) as well as at Ministry of Education (MOE)'s website (tgonline.moe.gov.sg). Students who are reading Medicine and Dentistry will separately sign the Tuition Grant Agreement with the Ministry of Health Holdings (MOHH) and the information below is not applicable to you. More details will be sent to you by MOHH in July.

For those who have applied for admission before 13 October 2017

Please complete a Tuition Grant Eligibility Declaration Form when doing Registration (Part One). For Singapore Citizens, you must print the form and mail it to or submit it via the collection box by 15 February 2019 at:

Office of Financial Aid c/o Office of Admission,
National University of Singapore,
University Town Stephen Riady Centre,
2 College Avenue West, #01-03, Singapore 138607
(Attention: Ms Azizah Binte Zam Zam)

If you are 21 years old and above, you may sign the form yourself; otherwise, your parent/guardian will have to sign it instead.

For those who have already declared your tuition grant eligibility while applying for admissions from 13 October 2017

You will not be required to complete the Tuition Grant Eligibility Declaration Form when doing Registration (Part One).

For Singapore Permanent Residents and International Students who are eligible and wish to apply for the Tuition Grant, you must submit an online application via the MOE website (tgonline.moe.gov.sg/tgis/secure/loginStudent.action) between 07 and 11 February 2019. Students who do not submit the completed form by the stipulated deadline will be charged non-subsidised fees (nus.edu.sg/registrar/education-at-nus/undergraduate-education/fees.html#TuitionFees) by NUS. Students who have successfully submitted the online application will have to execute a Tuition Grant Agreement on 06 March 2019 at the above mentioned address. More details will be sent to you by the Office of Financial Aid via your NUS email account in January 2019.

If you have changed your citizenship recently and wish to update it, details can be found at the Askstudentservice portal (askstudentservice.nus.edu.sg/app/answers/detail/a_id/2037/kw/citizenship).

For queries on Tuition Grant, please refer to MOE's FAQs website (tgonline.moe.gov.sg/tgis/normal/studentViewTuitionGrantSubsidyInfo.action). Alternatively, you may wish to contact the Office of Financial Aid at 65162870 or submit your query at their website (askadmissions.nus.edu.sg).

11.2 Payment of Tuition 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:

- Access the NUS Education Records System (myedurec.nus.edu.sg) (Navigation Path: Homepage > Financials > Manage Student Financials > Manage Bank Accounts > Debit Bank Account Details section > Add a new Debit Bank Account) and follow the instructions to complete the form.
- Submit the completed form to the Student Service Centre by the stipulated deadline or within three weeks of submission of bank details online, whichever is earlier.

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/students/student-finance-matters.html) for information on payment deadlines as well as the mode of payment.
For queries, please write to the Office of Financial Services at ofnbox3@nus.edu.sg.

11.3 Financial Assistance

The Office of Financial Aid (OFA) within the Office of Admissions administers the various financial assistance schemes available to NUS undergraduates. Financial aid will be offered to eligible applicants who have been assessed to be needy. This will be in the form of a financial aid package which is designed based on the recognition that an education in the University is a partnership involving the student, his/her family and the University. The financial aid package that is offered may comprise a combination of loans, bursary and work-study assistance, depending on nationality and extent of the student’s level of neediness which is assessed based on the declared family income and mitigating factors, if any. Please visit OFA’s website (nus.edu.sg/oam/financialaid.html) for more details.

Disbursement of Financial Aid Funds

Disbursement of financial aid funds is subject to students' fulfilment of all the loan and/or bursary requirements. The financial aid funds will first be used to clear all outstanding tuition fees, miscellaneous student fees and hostel fees (if applicable) before any balance is credited to students' bank account. Students must update their Credit Bank Account Details and Payment Address via the NUS Education Records System (myedurec.nus.edu.sg) for any balance to be credited to their bank account. More information on the Credit Bank Account Details and Payment Address can be found at the FAQ section of the Office of Financial Services website (nus.edu.sg/finance/FAQStudentFinanceMatters.html).

12. Updating Personal Particulars/Forgot Password

12.1 Updating Personal Particulars

Throughout their candidature, students are responsible for keeping their personal particulars (including citizenship, official/legal name*, identity card/passport details, permanent and correspondence contact details, and next-of-kin details) updated in the University's records in a timely manner (nus.edu.sg/registrar/administrative-policies/responsibility-for-notices-circulars-and-update-of-personal-particulars.html). This means that students must notify the University within 5 working days of the effective date of change of the affected personal particulars. The University will not be accountable for delayed or lost mail due to incorrect or obsolete students' addresses and contacts. Students may check their particulars or amend their contact details via the NUS Education Records System (myedurec.nus.edu.sg).

*Please note that the Official Name in the University's Education Records System will be printed on the degree scroll and academic transcript. If students have changed their name during their course of study but failed to inform the University in a timely manner and they have already been conferred your degree, then their name as presently reflected in our official records, will be inscribed on their degree scroll. No further requests for name changes will be entertained.

12.2 Forgot Password

- Students who have forgotten their NUSNET password but have not changed it yet can access the Registration System (myregistration.nus.edu.sg) to retrieve their password.
- Students who have forgotten their NUSNET password after changing it can seek help by sending an email to ITCare@nus.edu.sg, stating their full name and Student ID, as well as attach a scanned image of their Student Card. Alternatively, they may reset it through a short message service (SMS). A step-by-step guide to use the SMS service is accessible at Computer Centre’s website (comcen.nus.edu.sg/services/mobile/nusnet-password-reset-via-mobile).

13. Registrar’s Office

The Registrar’s Office (nus.edu.sg/registrar) coordinates this Registration Exercise. If you need assistance on registration matters, you may email or call as follows:

Email: UGRegistration@nus.edu.sg
Telephone: (65) 6516 2301
From 9.00 am – 1.00 pm and 2.00 pm – 5.00 pm
(Mondays to Fridays, except Public Holidays)
NUS Campus Map

The full NUS campus map is available online at the NUS website (map.nus.edu.sg/index.php).