Registration Guide
For Non-Graduating Students

Special Term, Academic Year 2016/2017
May 2017
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Preamble:
The purpose of this Registration Guide is to highlight the activities significant to the incoming Non-Graduating student for completing the various formalities towards being officially registered as a student of the National University of Singapore (NUS).

If you are a Returning NS men, please refer to the administrative notes attached in your offer email.

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

1. Registration Procedures

1.1. Registration (Part One)
– to complete between 7 April and 5 May 2017 for Special Term Part 1 intake
– to complete between 19 May and 16 June 2017 for Special Term Part 2 intake

(Note: For students who will be here for both Special Term Part 1 and 2, you are required to complete the Registration (Part One) process meant for Special Term Part 1 intake.)

You will need to access the Registration System (isisregpart1.nus.edu.sg) with your NG Application Number (e.g. A160001234) and the 8-character Password at least one week prior to your scheduled arrival at NUS. If you have forgotten any of these login credentials, please access the Non-Graduating Students Application System (https://myaces.nus.edu.sg/ngAdmForm/nga_login.jsp) and click on the appropriate link. The entire registration process consists of a few steps which will take about 15 minutes. Figure 1 shows the screenshot of Registration (Part One).

Figure 1: Screenshot of Registration (Part One)

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 4 (see Figure 2), have your parent/guardian sign the forms and bring them to the Registration Venue for submission.

- Release of Liability – compulsory for all students
- Authorisation of Medical Procedures – compulsory for international students only
- Appointment of Local (Singapore-based) Representative – compulsory for international students only
Upon completion of Registration (Part One), you will be issued the following (see Figure 3):

When you click on “View Student ID / PIN / NUSNET ID / NUSNET Password, you will see the following screen”:

Please change your NUSNET password as advised or you would not be able to access Student Information System (myisis.nus.edu.sg) subsequently to complete Registration (Part Two).
Please note that these are personal and confidential information which should not be shared with anyone else. If you have forgotten your password but have not reset it yet, you can access the Registration System (isisregpart1.nus.edu.sg) (before 10 June 2017 for Special Term Part 1 intake and 22 July 2017 for Special Term Part 2 intake) to retrieve it (see Figure 5). After the respective dates in each part of the Special Term, you can seek help by sending an email to ITCare@nus.edu.sg, stating your full name and student number (e.g. A1234567B), as well as attach a scanned image of your Student Card. You can refer to the FAQs here for assistance on password issues.

**Figure 5: Screenshot of where to View your Student ID, PIN, NUSNET ID and Password**

1.2. Registration (Part Two)
   
   Refer to your offer letter for details of your physical registration in NUS.

   You are required to make payment for the Miscellaneous Student Fees (MSFs) before completing Registration (Part Two). There will be no outstanding charges reflected in your account before 15 May 2017 (Special Term Part 1) and 26 June 2017 (Special Term Part 2). You will be expected to enter the amount payable for MSFs in the payment page. Instructions on the fee payment can be found in Annex 2.

   You should read the instructions in the offer letter on whether you are required to complete Registration (Part Two) in person. If you are instructed to do so, please report to the Registration Venue as stated in your offer letter.

   Please bring your Identity Card or Passport to the Registration Venue to complete the registration process.

   If you are below 18 years old, please bring the following forms, duly signed and completed by your parent/guardian:

   **Documents to Bring** | **Remarks**
   --- | ---
   1) Release of Liability |  
   2) Authorisation of Medical Procedures | For International Students only
   3) Appointment of Local Representative | For International Students only

   For students below 18 years of age, please note that your parent/guardian is required to fill in and sign these Forms on your behalf. Please note that these Forms can be downloaded from the Registration (Part One) System and have to be duly completed, signed and submitted on Registration Day in order for you to be successfully registered as a student.

   For students who will turn 18 after registration, you are required to make your re-declaration and amend your Forms. More information will be given to you in due course.

   You will be given a registration package comprising the following: NUS Student Card, In-Principle Approval Letter and administrative notes on activation of NUS Student Card and other important academic activities after registration.

   Upon collection of your NUS Student Card, you will be required to activate it via the NUS Integrated Student Information System. You should see the following screenshot (see Figure 6) after activating your Student Card.
2. Academic Matters

1.1. Module Administration

You are strongly advised to check the class & examination schedules for all the modules you are reading or intend to read, and to ensure there are no clashes in your class/examination schedules.

You can view the modules you have successfully added and access the course materials for your registered modules through the Integrated Virtual Learning Environment (IVLE) portal (ivle.nus.edu.sg) from 8 May 2017 (Special Term Part 1) and 19 June 2017 (Special Term Part 2). You may wish to know that you can also check the IVLE website for details of the briefing sessions on how to use the portal. These sessions are specially conducted for new students. To access the IVLE, please use your NUSNET ID (e.g. E1234567) and Password. Click on “Search” (at the top menu bar on right side of the screen).

You are advised to check with the department administrative staff on how you can register for tutorial(s) and/or laboratory group(s) (where applicable) for your module on the first day of class. Please refer to the contact list of the respective Faculties/Schools (nus.edu.sg/departments).

If you are reading MBA modules, you can add or drop modules via the Module Add/Drop link (https://inetapps.nus.edu.sg/bizbiznet/gears/loginng.aspx). Please email zahira@nus.edu.sg and valerieyiab@nus.edu.sg for MBA-related enquiries.

If you are reading other modules, you may drop modules using the “Academic Profile Updates (APU)” Form which can be downloaded at http://www.nus.edu.sg/registrar/forms.html. Please note the timelines indicated in the table below.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee Payment</th>
<th>Special Term (Part 1)</th>
<th>Special Term (Part 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop module(s) with no penalty</td>
<td>Fees not payable</td>
<td>8 May to 14 May 2017</td>
<td>19 Jun to 25 Jun 2017</td>
</tr>
<tr>
<td>Drop module(s) with “Withdrawn” (W) grade</td>
<td>Fees payable *</td>
<td>15 May to 21 May 2017</td>
<td>26 Jun to 2 Jul 2017</td>
</tr>
<tr>
<td>Drop module(s) with “Fail” (F) grade</td>
<td>Fees payable *</td>
<td>From 22 May 2017 onwards</td>
<td>From 3 Jul 2017 onwards</td>
</tr>
</tbody>
</table>

*Fees payable are applicable for Non-Exchange Students only.

3. NUS Integrated Student Information System

Student Information System (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 the Student Information System, you will need your NUSNET ID (e.g. E1234567) and NUSNET password which were released to you upon completion of Registration (Part One). To help new students navigate the Student Information System, various guides and other useful resources are published at the NUS Student Portal (myportal.nus.edu.sg/studentportal/services/all/myisis.html).

4. NUS Email

All students will have an email account at NUS that will be their official point of contact. All communications from the University to students will be via the official email account. As such, you are expected to check this account regularly. You are also expected to be aware of the latest notices/circulars that may be posted on myPortal@NUS (myportal.nus.edu.sg).
Your NUSNET account and NUS email will be activated **two days after** you complete Registration (Part One). You may wish to access your NUS email via the NUS home page ([nus.edu.sg](http://nus.edu.sg)) and click on “Email” located at the top right hand corner of the webpage in Figure 7.

**Figure 7: Screenshot of NUS Home Page**

You will then be directed to the screen below (see Figure 8). New students will have to change their password before logging in to NUS Email and other NUS systems. If you have not change your NUSNET password earlier as stated on page 2 of this guide, you may use the “Change NUSNET Password” option indicated below.

To access your NUS email, click on the “Student Email” tab and click on the “[outlook.com/u.nus.edu](http://outlook.com/u.nus.edu)” link.

**Figure 8: Screenshot of Sign In Page for NUS Email**

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**5. Registrar’s Office**

The Registrar’s Office ([nus.edu.sg/registrar](http://nus.edu.sg/registrar)) coordinates this Registration Exercise. If you need assistance on registration matters, please refer to the Frequently Asked Questions (FAQs) ([http://www.nus.edu.sg/registrar/info/infolFAQs-Registration-of-Non-Graduating-Students.pdf](http://www.nus.edu.sg/registrar/info/infolFAQs-Registration-of-Non-Graduating-Students.pdf)). If you require further assistance, you may email or call the Non-Graduating Team as follows:

- **Email:** [NGHelp@nus.edu.sg](mailto:NGHelp@nus.edu.sg)
- **Telephone:** (65) 6516 1476
  - From 9.00 am – 1.00 pm and 2.00 pm – 5.00 pm
  - (Mondays to Fridays, except Public Holidays)
6. Student Service Centre

Throughout the year, the Student Service Centre (SSC) (nus.edu.sg/osa/ssc) serves as a convenient one-stop contact point for you to obtain information and services related 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
9.00 am – 5.30 pm (Monday to Thursday)
9.00 am – 5.00 pm (Friday)
except Public Holidays
Information for International Students

1. Immigration and Checkpoint Authority of Singapore (ICA) – Student’s Pass

All international students admitted as Non-Graduating students must have a valid Student’s Pass during the period of study at NUS. Admission is contingent upon successful application of Student’s Pass. If you are eventually not successful in your Student’s Pass application, your admission offer will be withdrawn and you will not be able to embark on or continue your studies at NUS. NUS Registrar’s Office will facilitate your Student's Pass application via the Immigration & Checkpoints Authority (ICA) Student’s Pass Online Application & Registration (SOLAR) System. Following that, you will be informed by NUS Registrar’s Office, via email, to confirm your details via SOLAR system before the application for Student’s Pass can be processed.

If the application is approved, ICA shall grant you an In-Principle Approval (IPA) letter. If you are coming from a visa-required country (http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252), the IPA letter will be sent to you via email. You can use this IPA letter as a single-entry visa to enter Singapore.

All international students will only receive the IPA letter (stamped with NUS logo) after they have completed their registration procedures at NUS.

If you are not issued with an IPA letter, you would not be able to complete the formalities for the Student’s Pass and your admission offer will be withdrawn. Therefore, it is important for you to act promptly when you receive email notification to access the SOLAR system to verify your details.

Upon receipt of the IPA letter, you are advised to read the IPA letter carefully and prepare the required documents/items ready for submission to ICA to convert your Social Visit Pass to a Student’s Pass (ica.gov.sg/page.aspx?pageid=325&secid=182#formalities).

For the list of documents to bring, please refer to ICA website (http://www.ica.gov.sg/page.aspx?pageid=325&secid=182). In addition, you must also print and bring the Terms and Conditions of Student’s Pass Form (https://www.ica.gov.sg/data/resources/docs/Terms_&_Conditions_STP.pdf).

You are required to make an e-appointment (appointment.ica.gov.sg/ibook/index.do) and report in person at ICA Office, 4th Storey, ICA Building to complete the Student’s Pass application formalities. You would need to refer to the IPA letter for specific instructions on how to do so. Please refer to the ICA’s website (ica.gov.sg/page.aspx?pageid=325&secid=182) for more information on completing the Student’s Pass application formalities.

Non-Graduating international students are allowed to register for a maximum of two modules in each part of the Special Term or pursue full-time research in order to qualify as a full-time student and be issued with a Student’s Pass.

1.1. Medical Examination

All international students who apply for the Student’s Pass for six months and above would have to undergo and pass a medical examination conducted by a qualified medical practitioner either in Singapore or in your home country. You must have the completed test results of your medical check before your appointment with ICA.

You are required to bring along ICA’s prescribed medical report form (ica.gov.sg/data/resources/docs/Visitor%20Services/MedicalReport.pdf) to the medical examination. The endorsed form must be submitted with the relevant laboratory reports. 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 done at the University Health Centre (UHC) (nus.edu.sg/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 such as to have all necessary documents in good time for your appointment with ICA.

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

The issuance of the Student’s Pass is subject to the outcome of a medical examination. Students who fail to fulfill the medical requirements will not be issued with a Student’s Pass and your admission of offer will be withdrawn.

1.2. Enquiries

If you have any queries regarding immigration issues and Student’s Pass matters, you may wish to refer to ICA’s FAQs (ifaq.gov.sg/ifaqmain.aspx). Alternatively, you may wish to write to ica_stp1@ica.gov.sg.
Financial Matters

Payment of NUS Miscellaneous Student Fees and Tuition Fees

Fees can be paid online via the Student Information System. For further instructions, refer to the guide in your email.

Both Exchange and Non-Exchange students are required to pay the Miscellaneous Student Fees (see table below for breakdown) which comprise the Student Services Fee and Health Service Fee.

Please note that rates shown here may be subject to changes from time to time.

<table>
<thead>
<tr>
<th>Miscellaneous Student Fees (MSF) [MSF = SSF + HSF]</th>
<th>Amount payable (S$ inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee (SSF) (Non-Exchange)</td>
<td>32.80</td>
</tr>
<tr>
<td>Student Services Fee (SSF) (Exchange)</td>
<td>25.86</td>
</tr>
<tr>
<td>Health Service Fee (HSF)</td>
<td>32.70</td>
</tr>
</tbody>
</table>

If you are admitted as a Non-Exchange student, you are advised to pay the tuition fees after you have confirmed your modules (where applicable) but before the payment due date. Please note that modules set to audit basis and modules dropped with ‘W’ or ‘F’ grade will be charged accordingly (see dates for dropping modules on Page 4). The tuition fee and/or research fee are set out as follows:

<table>
<thead>
<tr>
<th>For modules in the following Faculties/Schools</th>
<th>Tuition fee (S$) per module (per part of Special Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Social Sciences</td>
<td>2,590</td>
</tr>
<tr>
<td>Design and Environment (Building, Real Estate)</td>
<td></td>
</tr>
<tr>
<td>Business (except MBA)</td>
<td>2,650</td>
</tr>
<tr>
<td>Computing</td>
<td></td>
</tr>
<tr>
<td>Design and Environment (Industrial Design)</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
</tr>
<tr>
<td>Science (except Pharmacy)</td>
<td>3,330</td>
</tr>
<tr>
<td>Design and Environment (Architecture)</td>
<td>3,370</td>
</tr>
<tr>
<td>Law</td>
<td>2,790</td>
</tr>
<tr>
<td>Medicine</td>
<td></td>
</tr>
<tr>
<td>Public Health (graduate modules only)</td>
<td>10,800</td>
</tr>
<tr>
<td>Music</td>
<td>7,000</td>
</tr>
<tr>
<td>Nursing</td>
<td>3,430</td>
</tr>
<tr>
<td>Public Policy</td>
<td>1,990</td>
</tr>
<tr>
<td>Science (Pharmacy)</td>
<td>3,410</td>
</tr>
<tr>
<td>For modules in the following Programmes/</td>
<td>Tuition fee (S$) per module (per part of Special Term)</td>
</tr>
<tr>
<td>Residential Colleges/Teaching Units</td>
<td></td>
</tr>
<tr>
<td>Centre for English Language Communication</td>
<td>2,590</td>
</tr>
<tr>
<td>Tembusu College</td>
<td></td>
</tr>
<tr>
<td>Master of Business Administration (MBA)</td>
<td>4,000</td>
</tr>
<tr>
<td>Master of Science in Financial Engineering</td>
<td>3,000</td>
</tr>
<tr>
<td>University Scholars Programme</td>
<td>10,950</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Project/Attachment</th>
<th>Tuition fee (S$) (in Special Term or part thereof)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All nationalities</td>
<td>900</td>
</tr>
</tbody>
</table>

Fees are to be paid before the stipulated deadline, failing to do so will result in a late fee being imposed. Please refer to the Office of Financial Services website (nus.edu.sg/finance/NoticeonPaymentofFees.html) for information on the payment deadline as well as modes of payment.

If your period of study extends to Semester 1 of the following academic year, Miscellaneous Student Fees and Tuition Fee (if applicable) for Semester 1 shall be payable.
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 Health Centre and Student Service Centre are indicated below: