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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 12 April to 10 May 2019 for Special Term Part 1 intake
   – to complete between 24 May to 21 June 2019 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 (myregistration.nus.edu.sg) with your NG Application Number (e.g. N000012345) and Password at least **one week prior to your scheduled arrival** at NUS. If you have forgotten any of these login credentials, please access the NUS Online Application Portal (myapplications.nus.edu.sg) 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)](image)

   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:

The University believes in the importance of IT Security and Personal Data Protection. As such, all new undergraduate and graduate students have to complete a mandatory training module on IT security and personal data protection. Please log in to IVLE after you have successfully changed your default NUSNET Password, and complete the Training before the stipulated deadline.
You are required to change your default NUSNET password via the NUS Password Portal (exchange.nus.edu.sg/passwordportal) before you can access any NUS online services such as NUS Email (outlook.com/u.nus.edu), Education Records System (EduRec) for completing Registration (Part Two) (myedurec.nus.edu.sg), Integrated Virtual Learning Environment (IVLE) (ivle.nus.edu.sg).

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 (myregistration.nus.edu.sg) (before 15 June 2019 for Special Term Part 1 intake and 27 July 2019 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 ID (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 the administrative notes 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 20 May 2019 (Special Term Part 1) and 1 July 2019 (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 administrative notes 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 the administrative notes.

Please also bring your Identity Card (for Singaporeans) or Passport (for International Students) to complete Registration (Part Two).

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

<table>
<thead>
<tr>
<th>Documents to Bring</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Release of Liability</td>
<td></td>
</tr>
<tr>
<td>2) Authorisation of Medical Procedures</td>
<td>For International Students only</td>
</tr>
<tr>
<td>3) Appointment of Local Representative</td>
<td>For International Students only</td>
</tr>
</tbody>
</table>

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 Education Records System (EduRec). You should see the following screenshot (see Figure 6) after activating your Student Card.

Figure 6: Screenshot after activation of Student Card

![Student Card Activation]

The student card activation has been successfully updated.

OK

More information regarding the application of Student’s Pass is available in Annex 1.

2. Academic Matters

2.1. 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 13 May 2019 (Special Term Part 1) and 24 June 2019 (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 tutorials and/or laboratory groups (where applicable) for your module on the first day of lecture. Please refer to the contact list of the respective Faculties/Schools (nus.edu.sg/departments).

If you are reading MBA modules, please email waicheng@nus.edu.sg for module add/drop matters and other 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>13 May to 19 May 2019</td>
<td>24 Jun to 30 Jun 2019</td>
</tr>
<tr>
<td>Drop module(s) with “Withdrawn” (W) grade</td>
<td>Fees payable*</td>
<td>20 May 2019 to 26 May 2019</td>
<td>1 Jul 2019 to 7 Jul 2019</td>
</tr>
<tr>
<td>Drop module(s) with “Fail” (F) grade</td>
<td>Fees payable*</td>
<td>From 27 May 2019 onwards</td>
<td>From 8 Jul 2019 onwards</td>
</tr>
</tbody>
</table>

*For Non-Exchange students, tuition fee will be charged for modules dropped with ‘W’ or ‘F’ grade.

3. Education Records System

Education Records System (EduRec) (myedurec.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 EduRec, 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 EduRec, various guides and other useful resources are published at the NUS Student Portal (myportal.nus.edu.sg/studentportal/eservices/allmyedurec.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](http://myportal.nus.edu.sg)).

Your NUSNET account and NUS email will be activated two days after you complete Registration (Part One). Please remember to change your NUSNET password before you access your NUS email via [outlook.com/u.nus.edu](http://outlook.com/u.nus.edu).

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) ([nus.edu.sg/registrar/education-at-nus/faqs-for-non-graduating-programme.html](http://nus.edu.sg/registrar/education-at-nus/faqs-for-non-graduating-programme.html)). If you require further assistance, you may email or call the Non-Graduating Team as follows:

- **Email:** 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/student-services/ssc](http://nus.edu.sg/osa/student-services/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:** Yusof Ishak House, Level 1
  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 & Checkpoints 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. 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 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.

If the application is approved, ICA shall grant you an In-Principle Approval (IPA) letter. If you are coming from a visa-required country (ica.gov.sg/enteranddeparting/before/entryvisa), you can use the IPA letter, which can be downloaded and printed from the SOLAR system, 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 (stamped with NUS logo), 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/visitor/studentpass/collect). In addition, you must also print and bring the Terms and Conditions of Student’s Pass Form (ica.gov.sg/docs/default-source/ica/files/docs/terms-conditions_stp.pdf)

You are required to make an e-appointment (eappointment.ica.gov.sg/ibook/index.do) to complete the Student’s Pass formalities at ICA Building, 4th Floor, Visitor Services Centre (located next to Lavender MRT station). Please refer to the IPA letter for the specific instructions on how to make an e-appointment.

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/docs/default-source/ica/files/docs/visitor_services_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/uhc). 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 (ca.ecitizen.gov.sg/cfp/customerpages/ICAexplorefaq.aspx). Alternatively, you may wish to write to ica_stp1@ica.gov.sg.
Financial Matters

Payment of NUS Miscellaneous Student Fees and Tuition/Research Fees

Fees can be paid online via the Education Records System (EduRec). For further instructions, refer to the guide at [http://www.nus.edu.sg/registrar/info/ng/Instructions-for-epayment.pdf](http://www.nus.edu.sg/registrar/info/ng/Instructions-for-epayment.pdf).

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>38.52</td>
</tr>
<tr>
<td>Student Services Fee (SSF) (Exchange)</td>
<td>31.58</td>
</tr>
<tr>
<td>Health Service Fee (HSF)</td>
<td>34.20</td>
</tr>
</tbody>
</table>

If you are admitted as a Non-Exchange coursework 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).

If you are admitted as a Non-Exchange research student, you are required to pay the research fees together with the MSFs before completing Registration (Part Two).

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>2,985</td>
</tr>
<tr>
<td>Design and Environment (Building, Real Estate)</td>
<td>3,225</td>
</tr>
<tr>
<td>Business (except MBA)</td>
<td></td>
</tr>
<tr>
<td>Computing</td>
<td>3,820</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></td>
</tr>
<tr>
<td>Design and Environment (Architecture)</td>
<td>3,905</td>
</tr>
<tr>
<td>Law</td>
<td>3,830</td>
</tr>
<tr>
<td>Medicine</td>
<td>15,210</td>
</tr>
<tr>
<td>Public Health (graduate modules only)</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>11,315</td>
</tr>
<tr>
<td>Nursing</td>
<td>3,725</td>
</tr>
<tr>
<td>Public Policy</td>
<td>4,416</td>
</tr>
<tr>
<td>Science (Pharmacy)</td>
<td>3,810</td>
</tr>
</tbody>
</table>

| For modules in the following Programmes/        | Tuition fee (S$) per module (per part of Special Term) |
| Residential Colleges/Teaching Units             |                                                        |
| Centre for English Language Communication       | 2,985                                                  |
| Tembusu College                                  |                                                        |
| Master of Business Administration (MBA)         | 4,000                                                  |

<table>
<thead>
<tr>
<th>Research Project/Attachment</th>
<th>Research fee (S$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All nationalities</td>
<td>1,150</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/students/student-finance-matters.html](http://nus.edu.sg/finance/students/student-finance-matters.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/Research Fee (if applicable) for Semester 1 shall be payable.
NUS Campus Map

The NUS campus map is available online at the NUS website (map.nus.edu.sg/index.php). The locations of the Registrar’s Office, University Health Centre and Student Service Centre are indicated below: