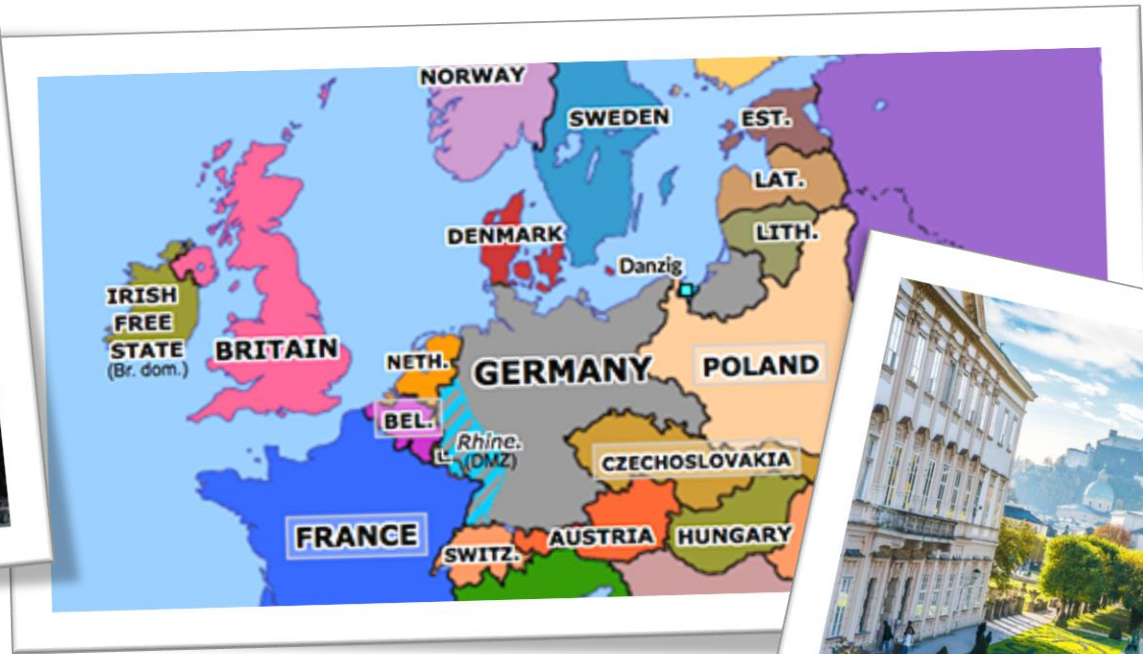


LIFE CHANGING STUDY EXPERIENCE

An illustration of a person with dark hair, seen from behind, with their arms raised in a gesture of triumph or joy. They are standing in a landscape with green hills and a yellow ground. The sky is red and contains several white, fluffy clouds. A sunburst with radiating lines is positioned above the person's head.

PRE-DEPARTURE VIDEO

https://share.nus.edu.sg/goabroad/Video/Pre-Departure_Video.wmv



Pre-Departure Briefing Austria, Belgium & Finland

**Global Relations Office
November 2019**



Who are we?

Global Relations Office (GRO)

What can we do for you?



Agenda

1. Highlights of SEP
2. Preparing for SEP
3. What to expect at your destination
4. Settling in
5. Homecoming
6. International SOS
7. Networking





STUDENT EXCHANGE PROGRAMME

Stand out as a **global citizen** and **future-ready graduate** by embarking on SEP – our longest-running and largest student mobility programme – during your time at NUS!

What is SEP?

SEP is an **opportunity** for students to:

- 1 Spend **one or two semesters** studying at a partner university
- 2 Earn **modular credits** toward their major in a new academic setting
- 3 Immerse themselves in a **new place and culture**
- 4 Enjoy **tuition-fee waiver** from the partner institutions, and pay NUS tuition fees for the exchange semester(s)



TOP REASONS FOR GOING ON SEP

(as reported by students)

- 1 To experience a different culture
- 2 Personal development
- 3 To experience a different education system



AFTER THEIR SEP EXPERIENCE...

~99%

Felt more capable of taking care of themselves

~99%

Felt more willing to try out new things



BEFORE WE CONTINUE...

Have you :

1. Submitted your application to our partner university?
2. Received/accepted offer by partner university?

Preparing for SEP

ROAD MAP

- Set personal goals
- Find out about host destinations
- Plan itinerary
- Work out budget

After applying with your host university

While waiting for your acceptance package

- Read pre-departure guide
- Attend country briefing

- Follow instructions in acceptance package (read carefully & meet deadlines)
- Apply for visa
- Book accommodation
- Make travel arrangements

Upon receiving your acceptance package

Preparing for SEP

STUDY PLAN

- Complete the module mapping process via the NUS Education Records System (EduRec) (select Self Service – **External Study**).



- Include spare modules in your study list in case you are unable to secure your preferred modules or when your enrolled module(s) has been cancelled.
- Should there be any changes to your study plan, seek approval from your home faculty immediately.

PASSPORT & FLIGHT



- Ensure that passport is valid for 6 months after return date.
- Do **NOT** confirm flight bookings until you have received the acceptance from the host university and gotten your visa.
- Arrive at least 2 weeks before study period and attend orientation programme(s).

VISA – AUSTRIA

Information on application of visa

<https://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa/visa-d/>

Information on application of visa [VFS]

http://www.vfsglobal.com/Austria/Singapore/Long_Term.html

- Apply for Visa-D (long-term visa – for stay of more than 90, but less than 180 days. Single entry / multiple entry)

Apply as soon as possible. Do not enter with a tourist visa! To check with embassy for more information/updates. Processing time is approx. 15 days. Applications were sent to embassy once a week.

Preparing for SEP

VISA – AUSTRIA

Botschaft

600 North Bridge Road, #24-04/05 Parkview Square, Singapore 188788

Phone: (+65) 63 96 63 50 (Amt)

E-Mail: [singapur-ob\(at\)bmeia.gv.at](mailto:singapur-ob(at)bmeia.gv.at)

Web: www.aussenministerium.at/oeb-singapur

Head: FICHTINGER-GROHE Karin | ao. und bev. Botschafterin

Operational areas: Singapore

Opening hours for the party traffic:

Tue and Thu: 9:00 - 12:00

Wed: 13: 00-16: 00 and by appointment.

Telephone accessibility:

Monday to Friday from 09.00 to 17.00.

The embassy is closed on Austrian and Singaporean holidays.

Information correct as of November 2019.

Preparing for SEP

VISA – BELGIUM

- Visa site for Belgian Embassy in Singapore:
<http://singapore.diplomatie.belgium.be/en/travel-to-belgium/visa>
- Application supporting document:
https://singapore.diplomatie.belgium.be/sites/default/files/content/download/consulair/d_-_student_0.pdf
- Make an appointment to apply for **Visa-D** in person
- Apply at least a month prior to departure.
- You will have to register with the administration of the commune/municipality where you will be residing in Belgium within 8 days of your arrival in Belgium in order to apply for a residence permit.

Do not enter with a tourist visa! To check with embassy for more information/updates.

Information correct as of November 2019.

Preparing for SEP

VISA – BELGIUM

Embassy Singapore

#14-01 AXA Tower, 8 Shenton Way

068811 Singapore

Singapore

Opening hours:

Monday to Friday 8:30AM - 12:00PM and 1:30PM - 4:00PM

Opening hours visa: 9:00AM - 12:00PM

Ambassador Andy DETAILLE

+65 622 076 77

+65 622 269 76

Singapore@diplobel.fed.be, singapore.visa@diplobel.fed.be

<http://singapore.diplomatie.belgium.be>

Website: <https://singapore.diplomatie.belgium.be/sites/default/files/content/d - student.pdf>

Information correct as of November 2019.

Visa fee: 288 SGD, payable by Credit Card (Visa or Mastercard), nonrefundable and subject to change.

Legalization fee: 32 SGD per document.

Preparing for SEP

VISA (Finland)

Finland

General information about Residence Permits and Visa:

<https://finlandabroad.fi/web/sgp/find-out-if-you-need-a-visa>

Application for Residence Permit:

<https://enterfinland.fi/eServices/info/studypermit>

- Apply for a Residence Permit
- Processing time: approx. 1 month

Apply as soon as possible. VFS manages the visa application for Finland. To check with embassy for more information/updates.

Information correct as of Nov 2019.

Preparing for SEP

VISA (Finland)

Office hours

Mon-Thu 08.30-17.00, Fri 08.30-14.15

Customer service

Mon-Thu 09.00-11.00 AM by advanced appointment at email:

appointment.sin@formin.fi

Telephone service regarding consular, passport and immigration affairs on Mon-Thu 11.00-12.00 AM.

E-mail address

format: firstname.lastname@formin.fi

Telephone exchange: +65 625 440 42

Fax: +65 625 341 01

Email

sanomat.SIN@formin.fi

Visiting address, post address

Embassy of Finland
101 Thomson Road
21-03 United Square
307591 SINGAPORE
SINGAPORE

Preparing for SEP

ACCOMMODATION

General Guidelines:

- Accommodation application instructions would usually be attached with your acceptance package or may come later.
- Always follow the stipulated deadlines and apply on time to increase your chances of securing housing.
- Depending on the universities, on-campus or off-campus housing may be available. The host universities will provide instructions and assistance in securing housing.
- For more information on housing refer to:
 - Universities fact sheets: <http://nus.edu.sg/gro/student-exchange.php> >>> Partner universities
 - Resources provided by partner universities:
<https://share.nus.edu.sg/ng/Partner%20University%20SEP%20application%20material%20for%20s/Forms/AllItems.aspx>

Preparing for SEP

HEALTH & INSURANCE

- Read through the coverage from the NUS Students Travel Insurance
<http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html>.
- Have a comprehensive travel and health insurance coverage for the full duration of your stay abroad, including travelling.
- You may need to purchase additional health and/or travel insurance from your preferred agent.
- Bring along the emergency hotline numbers and a copy of your insurance policy.
- Report accident/loss at the earliest possible opportunity.



HEALTH & INSURANCE

Belgium

Get mandatory health insurance recommended in the offer letter from host university

Austria

Get the health insurance from the recommended provider in Austria

Finland

- Insurance must cover medical expenses up to EUR 120,000 during your stay in Finland.
- You need to show a certificate of health insurance when applying for your Residence Permit.
- <https://migri.fi/en/insurance>

Preparing for i-SP and i-RAP

COST OF LIVING

- Work out a budget covering:
 - Accommodation
 - Food
 - Transport
 - Clothing
 - Leisure
- **Estimated** cost of living:



Country	Cost of living/ month	Estimated SGD
Austria	€930 – €1,100	S\$1,510 - \$1,780
Belgium	€730 – €850	S\$1,200 - \$1,380
Finland	€700 – €1,100	S\$1,100 – S\$1,800

Tips on costs saving

- Cook!
- Potluck
- Enjoy student discounts (with your student card)
- The nearest grocery store might not be the cheapest
- Plan your trips in advance to save cost
- Source for alternative means of traveling (e.g. bus rides instead of flights, etc.)
- Use apps that will give you discounts

Preparing for SEP

CHECKLIST OF THINGS TO BRING – DOCUMENTS

- Valid passport and visa
- Proof of acceptance by PU
- Study plan
- NUS transcripts (to facilitate module registration)
- Proof of financial support
- Letter confirming accommodation
- Receipts of payments made (housing, admin fees, etc.)
- Medical records (including vaccinations)
- Insurance
- Forms of identification (ISIC youth card, driving license, etc.)
- Bank draft/ credit card/ cash
- Confirmed flight ticket
- List of emergency contacts

Please remember to make a copy of all important documents. Keep separate sets in different places. You might also like to leave a set at home, so that these documents can be easily sent to you in the event that you lose those with you.

Preparing for SEP

CHECKLIST OF THINGS TO BRING – NECESSITIES

- Appropriate clothing
- First-aid kit
- Medication
- Adaptors and chargers
- Umbrella/ raincoat
- Appropriate footwear
- Toiletries
- Hairdryer
- Digital camera
- Photos and souvenirs of home/ Singapore
- Foodstuff
- Passport photos



PACK IT RIGHT FOR YOUR FLIGHT



The unauthorised carriage of dangerous or prohibited items by air may pose a risk to aviation safety. These items may seem harmless but can be a safety hazard when brought on board an aircraft. It is therefore important to comply with the regulations on the carriage of items and ensure that you pack it right for your flight.

PROHIBITED ITEMS Items not allowed on an aircraft 	CHECKED BAGGAGE Items that must be checked in 	HAND CARRY BAGGAGE Items that passengers can carry on board an aircraft 
<p>EXAMPLES*</p> <ul style="list-style-type: none">▶ Explosive, flammable, corrosive or poisonous items▶ Firearms and weapons 	<p>EXAMPLES*</p> <ul style="list-style-type: none">▶ Sharp objects▶ Bulky items▶ Liquids, aerosols and gels of more than 100ml 	<ul style="list-style-type: none">▶ Liquids, aerosols and gels kept in containers of not more than 100ml each<ul style="list-style-type: none">• All must fit into a transparent, re-sealable plastic bag with maximum capacity of 1 litre that is completely closed▶ Up to 2 spare lithium batteries for portable electronic devices (including power banks)<ul style="list-style-type: none">• Packed individually to prevent short circuits• Must be hand carried, cannot be checked in 



*Please note that the items listed above are not exhaustive. For more information or additional restrictions, please check with your airline or visit www.caas.gov.sg/carriage_of_items.



Preparing for SEP

DON'T FORGET TO REGISTER WITH MFA!

- Singaporeans/PRs should register themselves with Singapore MFA at https://eregister.mfa.gov.sg/eregisterportal/common/pr_eLoginEregisterView.action.
- NS men must apply for the Exit Permit if travelling for more than 6 months: <https://www.ns.sg/web/portal/nsmen/home/nstopics/overseastravel/article/overseas-travel>.
- International students should contact their country's diplomatic missions.

3 Simple Steps on how to eRegister



Step 1: Decide if eRegistering for individual or group



Step 2: Proceed to eRegister



Step 3: Receive email/SMS acknowledgement

What to Expect at Your Destination

ACADEMIC CULTURE

- Smaller class size for seminar style classes and **more interactive amongst students as well as professors**
- Courses may not be confirmed until you arrive or register at Host University
- For some PUs, classes may be conducted in a different language even if initially indicated as 'taught in English'
- Professors are approachable and friendly; less formal student-teacher relationship
- **Less competitive learning environment yet rigorous**
- May expect **higher degree of independence in learning**
- Students are expected to share their views in class or engage in **open discussion** of topic
- Strict on plagiarism; if you use the exact words or even paraphrasing, of the reference source, you must use quotation marks and credit the source
- Exam schedule may not be available till later during semester - alternative assessments may not be available

What to Expect at Your Destination

SAFETY

- Safety should be the priority in all that you do.
- Assess the risk of what you are about to do and try to minimise and even avoid unnecessary risk.
- If confronted, give up your valuables and do not resist as your safety is the most important.
- Ask locals about any dangerous areas or locations that should be avoided.

IMPORTANT: Update your contact information in EduRec (previously known as myISIS)



What to Expect at Your Destination

FIND OUT MORE ABOUT...

- Climate and time difference
- Exchange rate and cost of living
- Regional map and local transportation
- Cultural similarities and differences
- Health and safety
- Meet and greet services
- Living and studying at host university
- Expectation and academic assessment at host university
- Activities for exchange students at host university



What to Expect at Your Destination

USEFUL RESOURCES

- Partner university fact sheets:
<http://nus.edu.sg/gro/student-exchange.php> >>> Partner universities
- Partner University application instructions and university information:
<https://share.nus.edu.sg/ng/Partner%20University%20SEP%20application%20material%20for%20s/Forms/AllItems.aspx>
- Read seniors' reports of host university:
<https://share.nus.edu.sg/ng/SEP%20Report/Forms/AllItems.aspx>
- On being prepared while overseas:
https://www.mfa.gov.sg/content/dam/mfa/images/Consular%20Information/for_singapore_citizens/advice_for_singaporeans_going_overseas/Travel%20Notice%20Booklet/2012/MFA%20Booklet%20English.pdf

Settling In

MAKING THE MOST OF YOUR SEMESTER

- Don't just stick to Singapore friends! Make an effort to meet different people and be open-minded about differences.
- Be aware of any important academic dates and not miss any deadlines!
- Take note of your exam dates. **If your semester overseas overlaps with the new NUS semester, start making arrangements for early exam or alternative assessments. If neither is possible, apply for an extension of your leave of absence from NUS.**
- Activate the email account given by your host university to receive important notices and announcements.
- Check both host university and NUS email frequently.
- Always stay in touch with your family and friends back home.
- If a problem arises, try to resolve it. However, if you are unable to, ask for help.



Settling In

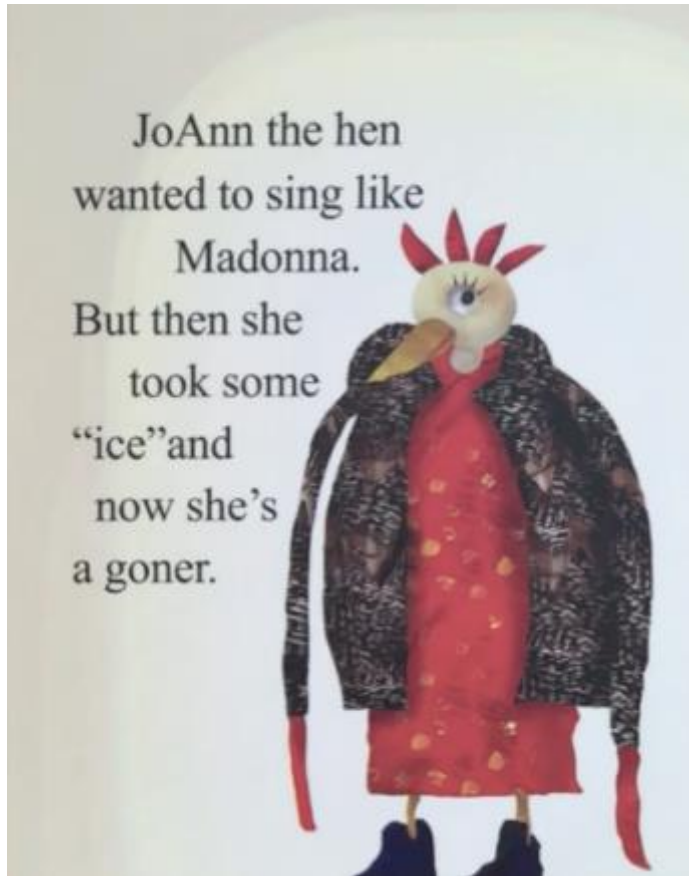
MITIGATING CULTURE SHOCK



- Recognise feelings of surprise, disorientation, confusion, etc. is normal and okay
 1. Honeymoon phase
 2. Negotiation phase
 3. Adaptation phase
- Talk to friends or a counsellor
- Keep in regular contact with friends and family back home
- Join university and community activities

Settling In

EXPECTED CONDUCT



Anti-drugs campaign by Singapore's Central Narcotics Bureau (CNB)

- Respect others and behave respectably too.
- You are representing yourself, your school and your country.
- Obey laws and regulations of host country, host university, Singapore and NUS.
- Read rules and regulations at host university and ensure that you do not violate them. (e.g. rules on plagiarism and cheating)
- Do not be pressured into anything. Just because everyone is doing it, doesn't make it right. Be comfortable being your own person.

Settling In

EXPECTED CONDUCT

It is NOT TRUE if someone tells you that it is not an offence to consume illegal drugs overseas. You can be arrested and will face the same penalties as if the offence has been committed in Singapore

FACT, NOT FICTION

All Singaporeans / Permanent Residents found to have consumed illegal substances, **EVEN OUTSIDE SINGAPORE**, will face the penalty of **IMPRISONMENT of up to 10 years, FINE not exceeding S\$20,000 or BOTH.**



CENTRAL NARCOTICS BUREAU

A member of the Home Team

CNB Video: <https://www.youtube.com/watch?v=43ITVHFyGPY>

Hotline for Central Narcotics Bureau: 1800-325-6666 | Website: www.cnb.gov.sg

When caught in a threatening situation



RUN.



HIDE.



TELL.



USEFUL CONTACTS

- Make your own list of emergency contacts
 1. Embassies/ High Commissions: www.mfa.gov.sg
 2. Local emergencies numbers
 3. Credit card and bank telephone numbers
 4. Insurance hotlines
 5. NUS Emergency contact: +65 6874 1616 (24 hours)

USEFUL CONTACTS – EMERGENCY CONTACTS

Honorary Consulate in Austria

Honorary Consulate-General of the Republic of Singapore - Austria (Vienna)

Honorary Consul-General

Dr Walter ROTHENSTEINER

Address :

Raiffeisen Bank International,

Am Stadtpark 9

A-1030, Vienna, Austria

Tel :

+43-1-71707-1250

Fax :

+43-1-71707-1656

Website :

<https://www.mfa.gov.sg/Vienna> **Email :**

singapore@honconsulategeneral.at

Operational Hours :

Mon to Fri 9.00 am to 12.00 pm

Closed on Sat and Sun

Emergency Contact :

+65-6379-8000

Mission Locator: <https://www.mfa.gov.sg/Overseas-Missions/Find-A-Singapore-Overseas-Mission>

Accurate as of November 2019

USEFUL CONTACTS – EMERGENCY CONTACTS

Honorary Consulate in Finland

Honorary Consulate-General of the Republic of Singapore - Finland (Helsinki)

Honorary Consul-General

Mr Karl Heikki KYÖSTILÄ

Address :

Planmeca Oy, Asentajankatu 6
00880 Helsinki, Finland

Tel :

+358-20-779-5534

Fax :

+358-20-779-5565

Website :

<https://www.mfa.gov.sg/Helsinki> **Email :**
Singaporehcg@planmeca.com

Operational Hours :

Mon to Thur
10.00am to 12.00pm

Emergency Contact :

+65-6379-8000

Mission Locator: <https://www.mfa.gov.sg/Overseas-Missions/Find-A-Singapore-Overseas-Mission>

Accurate as of April 2019

USEFUL CONTACTS – EMERGENCY CONTACTS

Singapore Embassy in Belgium

Embassy of the Republic of Singapore - Belgium

Ambassador

Mr Jaya RATNAM

Chancery :

85 Avenue Franklin Roosevelt

B-1050 Brussels

Belgium

Tel :

+32-2-660-2979

Fax :

+32-2-660-8685

Website :

<https://www.mfa.gov.sg/Brussels> **Email :**

singemb_bru@mfa.sg

Operational Hours :

Mon - Fri

8.30 am to 12.30 pm

1.30 pm to 5.00 pm

Sat & Sun - Closed

Emergency Contact :

+32-475-618-265

Other Information:

Internet Email: consvc@mfa.sg (Consular)

Mission Locator: <https://www.mfa.gov.sg/Overseas-Missions/Find-A-Singapore-Overseas-Mission>

Homecoming

BEFORE LEAVING YOUR HOST UNIVERSITY



- Say your goodbyes and “thank you’s”
- Complete ex-matriculation process at host university
- Make sure your room is in a presentable state before leaving
- Follow NUS’ deadlines for CORS module bidding and application for on-campus housing
- Prepare and submit your SEP report

Homecoming

THINGS TO WHEN YOU RETURN

1. Submit your SEP report
2. Join the Welcome Back Session (to accumulate point for the Outstanding NUS Exchangers Award)
3. Complete the SEP Evaluation Survey
4. Join the Peer Advising Programme
 - Advising Programme seeks to build a community of Peer Advisors (PAs) consisting of students who have been on SEP and are keen to contribute.
 - Link up with our Peer Advising Leaders (PALs) to find out more:



peeradvising@nus.edu.sg



<http://tinyurl.com/peeradvisingNUS>



<http://nus.edu.sg/gro/student-exchange.php>



@NUSPeerAdvisors

5. Help out at SEP outreach activities and help your juniors prepare for their SEP journey ahead

TAKE PART IN THE



**OUTSTANDING
NUS EXCHANGER
AWARD**

Outstanding NUS Exchanger Award

BRIEFING & NETWORKING

1 point for every activity participated in this category.

NUS AMBASSADOR
TRAINING
PROGRAMME
Compulsory

WELCOME
BACK SESSION
Compulsory

BRIDGE
NETWORKING
SESSION

PAL'S EVENTS[^]

[^]Sign up as a Peer Advisor to receive invites to PAL's events.

OUTREACH

2 points for every activity participated in this category.

HELP OUT AT
STUDENT
EXCHANGE FAIR

CONDUCT NUS
INFORMATION
SESSION

To be conducted at the host university.

HELP OUT AT
INTERNATIONAL
EXCHANGE DAY^{*}

SHARE EXCHANGE
EXPERIENCE AT
SEP TALKS

To be conducted at the NUS.

^{*}Help out by manning IED booth and/or share exchange experience at IED talks.

- To qualify, you must complete at least 1 SEP semester abroad and attend at least 2 compulsory activities
- Proof of participation is required for receiving stamps
- 8 Points = Gold Award
6-7 Points = Silver Award
4-5 Points = Bronze Award
- Submit this log card to GRO by 30 May (Sem 1 SEP) or by 30 Dec (Sem 2 SEP)



Be a SEP Ambassador for Singapore and NUS!

SESSION ONE

Date: 9 Dec 2019, Monday

Time: 2 pm – 4 pm

Venue: Global Lounge

SESSION TWO

Date: 11 Dec 2019, Wednesday

Time: 2 pm – 4 pm

Venue: Global Lounge

Not to worry - An email with the sign-up links will be sent to you! 😊

A person wearing a blue jacket and dark pants stands on the crest of a large sand dune. They have their arms outstretched, one hand pointing towards the horizon. The dune is a vibrant orange-red color. In the background, there are more sand dunes and a range of mountains under a clear sky. The sun is low on the horizon, creating a warm, golden light. The overall scene is one of adventure and exploration in a vast, open landscape.

W E L C O M E T O Y O U R
B I G A D V E N T U R E !

THE WORLD IS YOUR OYSTER – GO OUT THERE AND OWN IT!