IMPORTANT NOTE:
To complement this checklist, a comprehensive step-by-step guide to applying for any summer/winter programme is available on the Global Relations Office's (GRO) website.

PREPARING FOR I-SP:

☐ 1. Check that you meet the NUS eligibility to participate in i-SPs

☐ 2. Research on the i-SP universities that you are interested in

☐ 3. Submit an application on your chosen i-SP university via EduRec (or otherwise advised by programme manager from GRO)

☐ 4. Submit an application concurrently to your chosen i-SP university via their online application portal

☐ 5. Apply for supporting documents at EduRec (if required)
   a. Official transcript
   b. Student Status Letter

☐ 6. Request for approval of late return from your home faculty (if required)

ACCEPTANCE OF I-SP:

☐ 1. Accept your offer from GRO on EduRec

☐ 2. Apply for module mapping via EduRec and check that your module mapping request has been approved by your faculty

☐ 3. Accept your offer from your host university

☐ 4. Make payments of the programme fee directly to your host university

☐ 5. If you have applied for multiple programmes via EduRec, do login in to withdraw from programmes which you will not be attending

☐ 6. Arrange and secure your accommodation

☐ 7. Apply for financial aid (if required)

☐ 8. Apply for the appropriate visa

☐   9.   Request for a supporting letter from GRO (if required) for your NS deferment application, visa application, and/or OSP Loan application

BEFORE DEPARTING:

☐   1.   Purchase air-tickets. Check the university's orientation dates and make sure you arrive before that date

☐   2.   Purchase travel insurance if you require more coverage than what the NUS insurance scheme provides

☐   3.   Attend Pre-Departure Briefings conducted by GRO

☐   4.   Update your contact information and Next-of Kin information on EduRec

☐   5.   Check on the Ministry of Foreign Affairs Singapore website for travel advice and travel notices on the city and country you are going to

☐   6.   eRegister with MFA (Singaporeans and Singapore Permanent Residents only)

☐   7.   For non-Singaporeans, find out the address of the Embassy / Consulate of your home country in (or nearest) to the city you are visiting for i-SP

AFTER YOUR PROGRAMME:

☐   1.   Check and arrange with your host university on how you will receive your transcript

☐   2.   Submit your transcript to your home faculty to complete your module mapping

☐   3.   Complete an online survey on your i-SP experience

☐   4.   Submit a Post-Programme Report (compulsory for NASA Enhancement Bursary recipients)

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