

Registration Guide

For Non-Graduating Students



Semester 2, Academic Year 2018/2019
January 2019

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

1. Registration Procedures**1.1. Registration (Part One)**

– to complete between 6 to 20 December 2018

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)

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 Centre for submission on 10 January 2019.

- 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*

Figure 2: Screenshot of the Authorisation Requirements

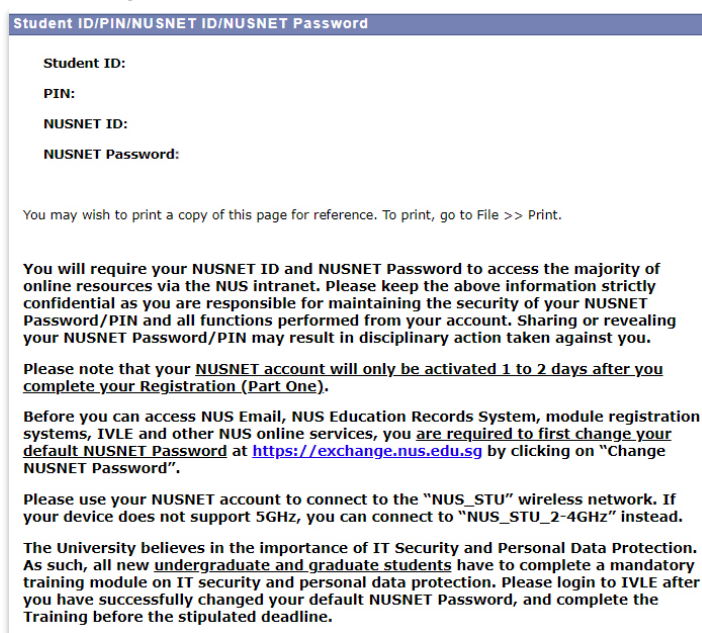
Upon completion of Registration (Part One), you will be issued the following (see Figure 3):

Figure 3: Screenshot of Confirmation Page for Completion of Registration (Part One)



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

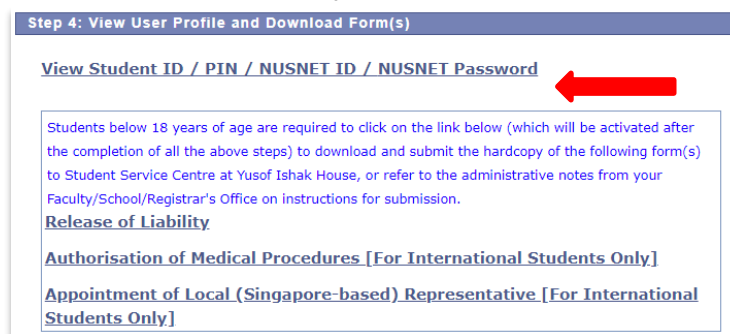
Figure 4: Screenshot of Registration (Part One) for Student ID/PIN/NUSNET ID & Password Page



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@nus.edu.sg), Education Records System (EduRec) for completing Registration (Part Two) (myedurec.nus.edu.sg), Integrated Virtual Learning Environment (IVLE) (ivle.nus.edu.sg) and Non-Graduating Module Registration (MoRe) System (myaces.nus.edu.sg/PRJXIA/Student/Login).

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 25 January 2019) to retrieve it (see Figure 5). After 25 January 2019, 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)

- 10 January 2019, Thursday
- At Registration Centre, [UTown Auditorium 1](#), Town Plaza

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 1 February 2019. 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](#).

Please report to the Registration Centre *in person* according to the following schedule. For Research students, please refer to your administrative notes attached in your offer email on the reporting schedule.

Time	Country of Home University/Institution	
9.00 am – 11.30 am	<ul style="list-style-type: none"> Australia Brazil Canada China India 	<ul style="list-style-type: none"> Mexico Other Asia & ASEAN (including Brunei, Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Vietnam) USA
2.00 pm – 3.30 pm	<ul style="list-style-type: none"> Europe Hong Kong Japan 	<ul style="list-style-type: none"> Korea Middle East New Zealand
3.30 pm – 4.30 pm	<ul style="list-style-type: none"> H3 NUSHS 	<ul style="list-style-type: none"> Singapore

Please bring your **Identity Card (for Singaporeans) or Passport (for International Students)** to the Registration Centre 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

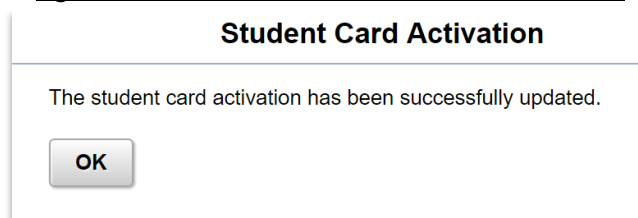
For students below 18 years of age, please note that your parent/guardian is required to fill in and sign these Forms on your behalf. Please note that these Forms can be downloaded from the Registration (Part One) System and have to be duly completed, signed and submitted on Registration Day in order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



Before leaving the Registration Centre, please collect an appointment letter to complete the Student's Pass formalities with the Immigration and Checkpoints Authority of Singapore (ICA) at NUS. There is a limited number of appointment letters which will be given on a first-come-first-served basis.

More information regarding Orientation Briefing and the ICA's Offsite Enrolment Exercise for the application of Student's Pass is available in [Annex 1](#).

2. Academic Matters

2.1. Language Module Placement Test

If you wish to take language module(s) offered by the Centre for Language Studies (CLS), please register for the relevant placement test(s) and note the dates for the tests. For more details, please visit CLS website (fas.nus.edu.sg/cls) or email clssec@nus.edu.sg to enquire.

2.2. 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 14 January 2019. 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).

During the regular semester, you are required to read a minimum workload of 12 MCs (approximately three modules) and should not read more than 20 MCs worth of modules (approximately five modules), regardless of whether modules are set to audit or examinable.

You may add/drop modules according to the following periods:

Activity (non-Business and non-Law modules only)	Date
<p>Add Modules via NG Module Registration (MoRe) System (myaces.nus.edu.sg/PRJXIA/Student/Login):</p> <ul style="list-style-type: none"> Only modules available to students in the Non-Graduating Programme will be reflected in the system. You can only submit a maximum of FIVE (5) modules in ONE (1) request. Your online requests will be <u>processed after 16 January 2019</u> and you will be notified via your NUS email account on the outcome by 18 January or earlier. 	<p>14 January 2019, 9.00 am – 15 January 2019, 6.00 pm</p>
<p>Add Modules via the Academic Profile Updates (APU) Form (nus.edu.sg/registrar/forms.html)</p> <p>If you still did not get your required module(s) after 18 January and wish to appeal, please <u>submit the APU Form to the respective Departments</u> (nus.edu.sg/departments) for approval during the Appeals Round. If you have not been offered Business modules at the point of admission, you will not be able to add these modules via the APU form.</p>	<p>Appeals Round 21 – 24 January 2019 (9.00 am – 5.00 pm)</p>
<p>Drop Modules* via NG Module Registration (MoRe) System (myaces.nus.edu.sg/PRJXIA/Student/Login):</p> <ul style="list-style-type: none"> Drop without Penalty Drop with a “Withdrawn” (W) grade[#] Drop with a “Fail” (F) grade[#] <p>These activities are also applicable for Business and Law modules via the respective Business and Law systems.</p> <p>* To drop modules that are previously set to audit, please use the APU Form which can be downloaded on the Registrar’s Office website (nus.edu.sg/registrar/forms.html), and submit the APU form to the respective Departments for approval.</p> <p>[#] For Non-Exchange students, tuition fee will be charged for modules dropped with ‘W’ or ‘F’ grade.</p>	<p>14 – 27 January 2019 28 January – 3 March 2019 4 March 2019 and onwards</p>
<p>Set Modules to Audit (where applicable) via NG Module Registration (MoRe) System (myaces.nus.edu.sg/PRJXIA/Student/Login):</p> <p>Note: Candidates who are admitted on an audit basis will only attend lectures and will not be permitted to sit for examinations. Participation in other practical components (including tutorials, laboratory work and fieldwork) will be at the discretion of the respective faculty/school/department. The module will be assigned an ‘AUD’ grade and will not be assigned a letter grade.</p> <p>Set Modules from Audit to Examinable</p> <p>Please submit the Academic Profile Updates (APU) Form (nus.edu.sg/registrar/forms.html) to the respective Departments for approval.</p>	<p>14 January – 3 March 2019</p>
<p>Other points to note:</p>	
<p>For students who have been offered Business modules at the point of admission, you may add and/or drop Business modules via NUS Business School’s Add/Drop link using SS No. and Add/Drop Pin which will be given by NUS Business School in early-January.</p> <p>Please note that Business modules are very popular and if you are not successful for these modules at the point of offer, you will <u>NOT</u> be able to add any during the module add/drop period.</p> <p>To add and/or drop Law modules, please visit the Faculty of Law website (law.nus.edu.sg/student_matters/llb_prog/for_electives.html) for more details.</p>	

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/all/myedurec.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). Please remember to change your NUSNET password before you access your NUS email via outlook.com/u.nus.edu.

5. Registrar's Office

The Registrar's Office (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). 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) 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. Orientation Briefing for International Students by Office of Student Affairs (OSA)**

This will be held on:

Date: 8 January 2019, Tuesday
Time: 10.00 am
Venue: Lecture Theatre 27 (Faculty of Science) (refer to map [here](#))

2. 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).

Non-Graduating international students are required to take up at least 12 MCs worth of modules (approximately three modules) per semester or pursue full-time research in order to qualify as a full-time student and be issued with a Student's Pass.

2.1. ICA's Offsite Enrolment Formalities for Issuance of Student's Pass

ICA has arranged for an offsite enrolment for the issuance of Student's Pass on the dates below.

Enrolment sessions:

Date/Time : 10 January 2019 (9.30 am – 11.30 am and 1.30 pm – 3.30 pm)
11 January 2019 (8.30 am – 11.30 am and 1.30 pm – 3.30 pm)

Venue : UTown Seminar Room 2, Level 2, Town Plaza (refer to map [here](#))

Limited serialised appointment letters will be given out on the registration day itself. You are required to have this serialised appointment letter in order to complete formalities for your Student's Pass with ICA at UTown Seminar Room 2 (above the Registration Centre) at the stipulated date and time. **Please do not collect the letter if:**

- **you are unable to attend the offsite enrolment session; or**
- **you are from visa-required country and have plans to travel out of Singapore before the Student's Pass issuance date on 18 January 2019.**

In such cases, please make an e-appointment (eappointment.ica.gov.sg) to complete the Student's Pass formalities at the 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.

Students are required to prepare and bring the documents/items listed below for verification and/or submission to ICA, during the Offsite Student's Pass Enrolment Session. It is your responsibility to come prepared with the necessary documents, pay all fees (processing, issuance and/or Multiple-Journey Visa fees) and duly complete all the required forms **prior** to attending the offsite enrolment session. This is to facilitate the completion of formalities during your scheduled appointment in a timely manner. Please follow all instructions issued in ICA's communications to you, in addition to familiarising yourself with ICA's requirements regarding Student's Pass matters, the relevant e-services and forms:

Documents for Verification and/or Submission	Remarks
1) ICA appointment letter	Issued after completion of Registration (Part Two).
2) Recent colour passport-sized photo	Refer to ICA website (ica.gov.sg/common/photo-guidelines) for specific requirements on photo submission. Please do not fold, paste or staple the photo.
3) Disembarkation/Embarkation (D/E) Card	The D/E card (ica.gov.sg/enteringanddeparting/disembarkation-embarkation-card) is granted upon entry into Singapore. Student who lose the D/E card will need to prepare a self-written statement for submission to ICA officer.
4) In Principle Approval (IPA) Letter containing NUS Stamp	The IPA letter containing <u>NUS stamp</u> will be issued to students after they have completed Registration (Part Two).
5) Original and Photocopy of Passport Particulars Page	
6) eForm 16	To be printed from ICA SOLAR system (solar.ica.gov.sg/solar/index.xhtml), duly completed and signed.
7) ICA Medical Report Form & Original copy of the Laboratory Report	Applicable only if duration of course is more than 6 months. See Section 2.2 for more details.
8) Payment Receipt of the following: (i) \$30 Processing Fee (ii) \$60 Issuance Fee (iii) \$30 Multiple-Entry Visa (for visa required nationals only)	All international students are required to pay, print and bring receipts of the processing and issuance fees to ICA's offsite enrolment exercise. A further multiple-entry visa fee will be charged for students coming from a visa-required country. For more information, please refer to ICA website (ica.gov.sg/visitor/studentpass/collect).
9) One copy of the Terms and Condition of Student's Pass (<i>version as at Oct 2015</i>)	To be printed from ICA Website (ica.gov.sg/docs/default-source/ical/files/docs/terms_-_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: (i) Singapore Residential Address Students who do not have a Singapore Residential Address at the point of submission to ICA, please indicate the address of the interim NUS hostel or other interim accommodation under the Residential Address field. (ii) Contact Number Students are also required to indicate the Email address which they frequently check under the Contact Number field.

Issuance session:

Date : 18 January 2019

Time : An appointment time of either 9.00 am – 12.00 pm; or 1.30 pm – 4.30 pm will be stated in the ICA appointment letter. Students are advised to adhere strictly to the given appointment time indicated on their Offsite Collection Slip, which will be issued to them after the completion of the enrolment process. In addition, they should report, at the latest, 30 minutes before closing time. Hence for example, if their appointment time is 9.00 am – 12.00 pm, they should be at MPSH4 by 11.30 am latest.

Venue : Multi-Purpose Sports Hall 4 (MPSH4), Level 3, Sports and Recreational Centre, NUS Sports Drive 1 (refer to map [here](#))

Students are to follow all given instructions and to familiarise themselves with ICA's requirements regarding the Student's Pass matters. For other relevant e-services and forms which are managed by ICA, please visit their website (ica.gov.sg). Students may also wish to explore the comprehensive summary on Student's Pass matters (nus.edu.sg/osa/student-services/ssc/admin/student-pass) provided by the SSC as part of their wide-range suite of services for NUS students.

If the Singapore residential address is not available at the time of your attendance at the Offsite Enrolment Exercise at NUS, please provide an email address that you check frequently in the Contact No filed **and** the address of the interim hostel that you have applied or other interim accommodation in the Residential Address Field in the Terms & Conditions of Student's Pass Form (see Figure 7).

Figure 7: Acknowledgement in Terms & Conditions of Student's Pass Form

I have read, understood and agreed to the **Terms & Conditions of Issue** specified above.

Signature : _____

Name : _____

FIN : _____

Date : _____

Contact No. : _____

Residential Address : _____

2.2. 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** the Offsite Enrolment Exercise.

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.

2.3. Enquiries

If you have any queries regarding immigration issues and Student's Pass matters, you may wish to refer to ICA's FAQs (va.ecitizen.gov.sg/cfp/customerpages/ICA/explorefaq.aspx). Alternatively, you may wish to write to ica_stp1@ica.gov.sg.

3. Housing

Matters relating to on-campus or off-campus housing can be obtained from the Office of Student Affairs's (OSA) website (nus.edu.sg/osa/student-services/hostel-admission/non-graduating). If you have enquiries pertaining to housing, you may wish to write to the Hostel Admission Services (nus.edu.sg/osa/contact).

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>.

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.

Miscellaneous Student Fees (MSF) [MSF = SSF + HSF]	Amount payable (S\$ inclusive of GST)	
	1 Semester	2 Semesters
Student Services Fee (SSF) (Non-Exchange)	76.97	153.94
Student Services Fee (SSF) (Exchange)	63.11	126.22
Health Service Fee (HSF)	68.35	136.70

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 5](#)).

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:

For modules in the following Faculties/Schools	Tuition fee (S\$) per module (per semester)
Arts & Social Sciences	2,985
Design and Environment (Building, Real Estate)	
Business (except MBA)	3,225
Computing	
Design and Environment (Industrial Design)	3,820
Engineering	
Science (except Pharmacy)	
Design and Environment (Architecture)	3,905
Law	3,830
Medicine	
Public Health (graduate modules only)	15,210
Music	11,315
Nursing	3,725
Public Policy	4,416
Science (Pharmacy)	3,810
For modules in the following Programmes/ Residential Colleges/ Teaching Units	Tuition fee (S\$) per module (per semester)
Centre for English Language Communication	2,985
Tembusu College	
Master of Business Administration (MBA)	4,000
Research Project/Attachment	Research fee (S\$) (per semester or part thereof)
All nationalities	1,150

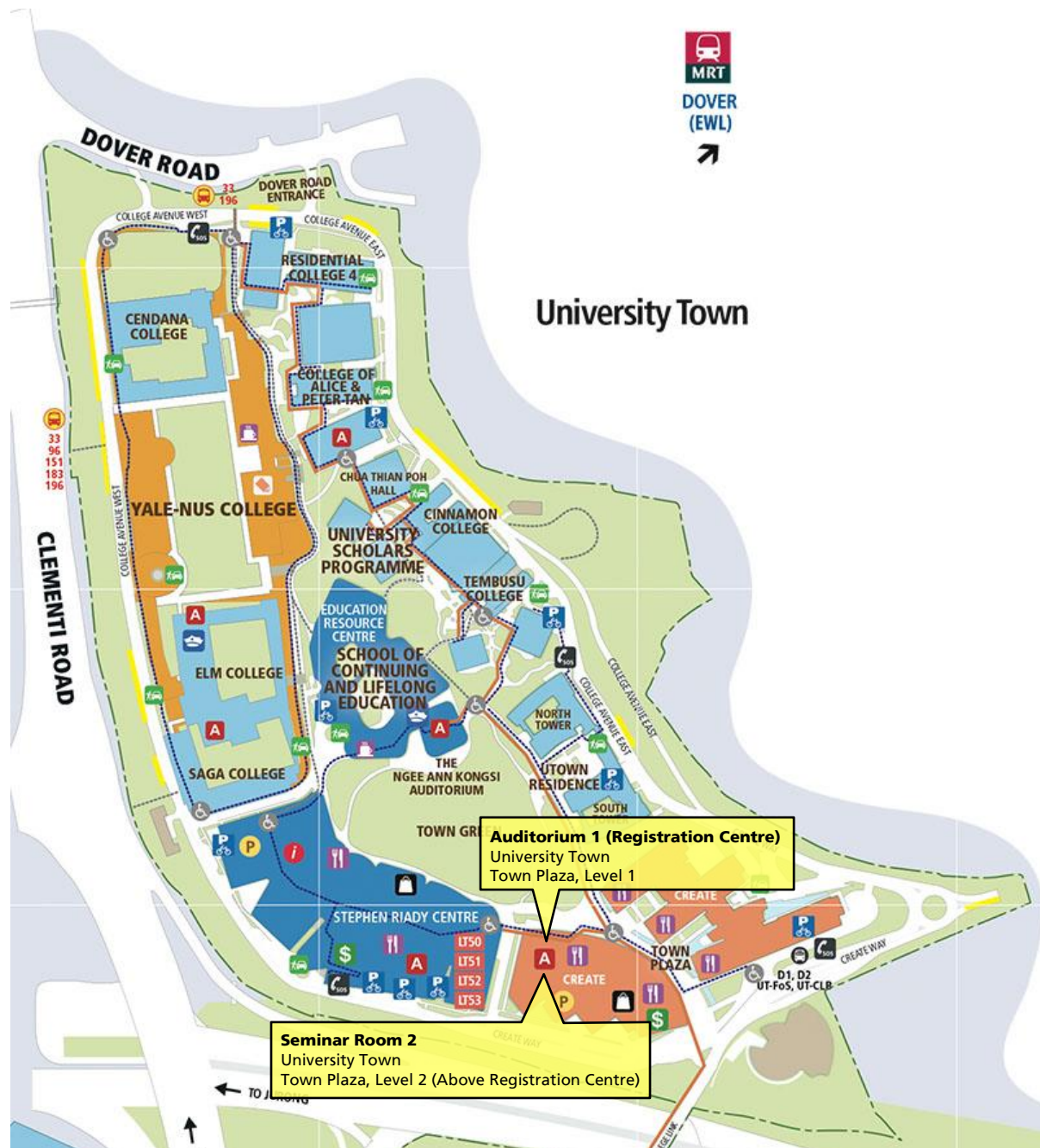
Fees are to be paid before the stipulated deadline, failing to do so will result in a late fee being imposed. Please refer to the Office of Financial Services website (nus.edu.sg/finance/students/student-finance-matters.html) for information on the payment deadline as well as modes of payment.

NUS Campus Map

The NUS campus map is available online at the NUS website (map.nus.edu.sg/index.php). The location of the Registrar's Office, UTown Auditorium 1 & Seminar Room 2, University Health Centre and Student Service Centre are indicated below:



Map of University Town:



Registrar's Office

National University of Singapore

University Hall

Lee Kong Chian Wing

#UHL-04-01

21 Lower Kent Ridge Road

Singapore 119077

All information accurate as of March 2019