

# Matriculation Details for Higher Degree Students taking Graduate Programmes by Coursework – AY2018/2019 (July/August Intake)

## 1. What is Matriculation?

Matriculation is an important event for you to confirm and register your student status upon arrival in Nanyang Technological University (NTU). It officially places you as a student of NTU. It is **mandatory** before you attend classes in NTU.

## 2. Payment

The electronic bill for tuition fee and miscellaneous fees will be sent via email by the NTU Shared Services - Finance (NSS-Finance) approximately 2 weeks after commencement of classes.

## 3. Health Screening

The offer of admission is made to you subjected to the condition that the University is satisfied that you are medically fit to pursue the programme of study. **As such, all students (Part-Time and Full-Time) must undergo and pass a health screening test prior to admission to the University.** Please allow at least 5 working days before matriculation for your medical examination to be processed.

You may refer and book your health screening appointment via the below link:

<http://admissions.ntu.edu.sg/graduate/Pages/Healthscreening.aspx>.

## 4. Important Matriculation Dates and Hours

**Please refer to Page 2 for the matriculation dates and times.**

Matriculation is strictly by appointment and you should book your appointment online at <http://admissions.ntu.edu.sg/graduate/coursework/Accept%20Offer/Pages/AcceptOffer.aspx>. Please adhere to your appointed date and time. This is to help you go through the matriculation process without much delay. Candidates can access the online appointment system (with at least 3 days notice) if they wish to change their appointment. For any enquiries on booking of your matriculation appointment, please email [admission\\_coursework@ntu.edu.sg](mailto:admission_coursework@ntu.edu.sg).

### **IMPORTANT:**

**MATRICULATION IS NOT COMPLETE IF THE ABOVE ORIGINAL DOCUMENTS ARE NOT PRODUCED FOR VERIFICATION. CANDIDATES' NETWORK ACCOUNT WILL NOT BE ACTIVATED UNTIL MATRICULATION IS COMPLETED AND WITHOUT OUTSTANDING DOCUMENTS.**

**CANDIDATES FOUND TO HAVE GIVEN INACCURATE OR FALSE INFORMATION IN THEIR APPLICATION WILL BE REQUIRED TO WITHDRAW FROM THE PROGRAMMES.**

The following is **NOT** applicable to Full-time International Candidates.

**FOR CANDIDATES RESIDING IN SINGAPORE:** If you cannot matriculate personally during the mentioned dates, you may authorize a proxy to register on your behalf. The proxy must produce the following **ORIGINALS** during matriculation:

1. Authorisation letter from the candidate
2. Candidate's NRIC/Passport/Citizenship certificate
3. Proxy's NRIC/Passport/Citizenship certificate
4. Originals of the required documents as indicated in point 5 of page 3

## MATRICULATION SCHEDULE

### FOR SINGAPOREAN, SINGAPORE PR & PART-TIME INTERNATIONAL CANDIDATES

<u>DATE &amp; TIME</u>	<u>SCHOOL</u>	<u>PROGRAMMES</u>
<p><b><u>3 to 5 July 2018</u></b>  <b><u>(Tue to Thurs)</u></b>  <b>9.30 am - 12 pm</b>  <b>2.30 pm – 4.30 pm</b></p> <p><b><u>6 July 2018 (Fri)</u></b>  <b>9.30 am - 12 pm</b></p> <p><b><u>Venue</u></b>  <b>Lecture Theatre 2A</b>  <b>North Spine (LT2A-01-01)</b>                      Please refer to the campus map at <a href="http://maps.ntu.edu.sg/maps">http://maps.ntu.edu.sg/maps</a> for directions to the venue.</p>	S. Rajaratnam School of International Studies	M.Sc. (Asian Studies) M.Sc. (International Political Economy) M.Sc. (International Relations) M.Sc. (Strategic Studies)
	School of Mechanical & Aerospace Engineering	M.Sc. (Manufacturing Systems & Engineering) M.Sc. (Mechanical Engineering) M.Sc. (Precision Engineering) M.Sc. (Smart Product Design) M.Sc. (Supply Chain & Logistics) M.Sc. (Systems & Project Management)
	School of Electrical & Electronic Engineering	M.Sc. (Communications Engineering) M.Sc. (Computer Control & Automation) M.Sc. (Electronics) M.Sc. (Power Engineering) M.Sc. (Signal Processing)
	School of Civil & Environmental Engineering	M.Sc. (Civil Engineering) M.Sc. (Environmental Engineering)
	Wee Kim Wee School of Communication & Information	M.Sc. (Information Studies) M.Sc. (Information Systems)

### FOR FULL-TIME INTERNATIONAL CANDIDATES

<u>DATE &amp; TIME</u>	<u>SCHOOL</u>	<u>PROGRAMMES</u>
<p><b><u>13 July 2018 (Fri)</u></b>  <b>9.30 am - 12 pm</b>  <b>2.30 pm – 4.30 pm</b></p> <p><b><u>16 to 18 July 2018</u></b>  <b><u>(Mon to Wed)</u></b>  <b>9.30 am - 12 pm</b>  <b>2.30 pm – 4.30 pm</b></p> <p><b><u>Venue</u></b>  <b>Lecture Theatre 2A</b>  <b>North Spine (LT2A-01-01)</b>                      Please refer to the campus map at <a href="http://maps.ntu.edu.sg/maps">http://maps.ntu.edu.sg/maps</a> for directions to the venue.</p>	S. Rajaratnam School of International Studies	M.Sc. (Asian Studies) M.Sc. (International Political Economy) M.Sc. (International Relations) M.Sc. (Strategic Studies)
	School of Mechanical & Aerospace Engineering	M.Sc. (Manufacturing Systems & Engineering) M.Sc. (Mechanical Engineering) M.Sc. (Precision Engineering) M.Sc. (Smart Product Design) M.Sc. (Supply Chain & Logistics) M.Sc. (Systems & Project Management)
	School of Electrical & Electronic Engineering	M.Sc. (Communications Engineering) M.Sc. (Computer Control & Automation) M.Sc. (Electronics) M.Sc. (Power Engineering) M.Sc. (Signal Processing)
	School of Civil & Environmental Engineering	M.Sc. (Civil Engineering) M.Sc. (Environmental Engineering)
	Wee Kim Wee School of Communication & Information	M.Sc. (Information Studies) M.Sc. (Information Systems)

### **Notes:**

- i. **The above matriculation only includes MOE-subsidised programmes. For matriculation of non-subsidised programmes, candidates should check with the Schools directly on the matriculation schedule.**
- ii. **ASEAN graduate scholars and SNA students can matriculate during the stipulated dates/time by booking appointment online.**

### **5. Documents required during Matriculation**

For verification purposes, the **ORIGINAL** of the following documents **MUST** be produced at the time of matriculation:

1. NTU's E-offer letter for admission

**Note:** For candidates who are on conditional offers, you are required to bring your Bachelor degree and final transcript during matriculation. Please **DO NOT** come for matriculation if you have not fulfilled the conditions stated in your offer letter.

2. NRIC/Passport/Citizenship Certificate

3. For non-Singaporeans:

Singapore Permanent Residents: Blue NRIC or valid re-entry permit

Part-time International Candidates: Employment Pass/Work Permit/Dependent Pass (or any valid pass that proves that you are permitted to remain in Singapore during the period of your candidature)

Full-time International Candidates: In-Principle Approval (IPA) letter for Student Pass from Immigration and Checkpoints Authority of Singapore (ICA)

4. Health screening certification from University Health Service
5. Degree scroll(s) and Transcript(s) of Academic Records

**Note<sup>1</sup>:** Applies to graduates of NTU as well. Documents must be in English, otherwise an official English translation must also be produced during matriculation.

**Note<sup>2</sup>:** Candidates whose degree scrolls and transcripts are not ready during matriculation should request from their former university a Letter of Certification stating that they have completed and been awarded the degree.

6. TOEFL or IELTS score report (for graduates of universities with non-English medium of instruction)
7. Deferment of Bond Letter (Former MOE/GLC Scholars)