Matriculation Details for Higher Degree Students taking Graduate Programmes by Coursework – AY2017/2018 (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 bill for tuition fee and miscellaneous fees will be sent to you by the NTU Shared Services (NSS-Finance) approximate 2 weeks after you have registered formally with the University.

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 <u>allow at least 5 working days</u> 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 ensure that you attend the matriculation on the assigned date and time. This is to help you go through the matriculation process without any delay.

   Dates: 18 to 24 July 2017 (refer to schedule below)

   Hours: 9.30 am to 11.30 am
   2.30 pm to 4.00 pm

   Venue: Lee Kong Chian Lecture Theatre (LKC-LT)

   Location: South Spine (SS3-B2-10), above Eight Flags Computer Shop and Koufu Foodcourt @ South Spine (refer to http://maps.ntu.edu.sg/maps for directions to the venue).

   Please refer to Page 2 for the matriculation dates.

DATE & TIME	SCHOOL	PROGRAMMES
MATRICULATION SCHEDULE		
FOR FULL-TIME & PART-TIME STUDENTS (ALL NATIONALITIES)		
18 July 2017 (Tuesday) **9.30 am to 11.30 am** **2.30 pm to 4.00 pm**	S. Rajaratnam School of International Studies (RSIS) Chemical & Biomedical Engineering (SCBE)	M.Sc. (Asian Studies) M.Sc. (International Political Economy) M.Sc. (International Relations) M.Sc. (Strategic Studies) M.Sc. (Biomedical Engineering)
19 July 2017 (Wednesday) **9.30 am to 11.30 am** **2.30 pm to 4.00 pm**	Electrical & Electronic Engineering	M.Sc. (Communications Engineering) M.Sc. (Computer Control & Automation) M.Sc. (Electronics) M.Sc. (Power Engineering) M.Sc. (Signal Processing)
20 July 2017 (Thursday) **9.30 am to 11.30 am** **2.30 pm to 4.00 pm**	Wee Kim Wee School of Communication and Information	M.Sc. (Information Studies) M.Sc. (Information Systems)
21 July 2017 (Friday) *** 9.30 am to 12.00 pm** ***Matriculation hours on Friday will be closed by 12 pm**	Civil & Environmental Engineering	M.Sc. (Civil Engineering) M.Sc. (Environmental Engineering)
24 July 2017 (Monday) **9.30 am to 11.30 am** **2.30 pm to 4.00 pm**	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)

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. **Candidates can matriculate on other dates within the above-mentioned matriculation period if they cannot make it on the specified date scheduled for their programme.**
iii. **ASEAN graduate scholars and SNA students can register according to their programme of study.**

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[1]: Applies to graduates of NTU as well. Documents must be in English, otherwise an official English translation must also be produced during matriculation.

   Note[2]: 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)

IMPORTANT:

MATRICULATION IS NOT COMPLETE IF THE ABOVE ORIGINAL DOCUMENTS ARE NOT PRODUCED FOR VERIFICATION. CANDIDATES WILL NOT RECEIVE THEIR STUDENT NETWORK ACCOUNT 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 above-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 listed above**