

# Matriculation Details For Higher Degree - Research Students AY 2018/19 (January 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.

**NOTE:** Matriculation number is generated once you accept the offer, however, you will need to attend this matriculation exercise to be considered matriculated.

## 2. Payment

The bill for tuition fees and miscellaneous fees will be sent to the student 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 have the medical fitness 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.**

You may refer and book your health screening appointment from **3 December 2018** onwards via the below link:-

<https://venus.wis.ntu.edu.sg/abs/Student/Login.aspx?Appl=8563B34B>

## 4. Matriculation Dates and Times

You are required to book an appointment and 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.

<p><b>Date : 8 – 10 January 2019</b> <b>Time : 9.30am – 12noon &amp; 2.30pm – 4pm</b> <b>Venue : The Hive, LHS-LT (Level 1)</b></p>
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Important notes when booking appointment

- Portal will only be open for you to make an appointment on 3 December 2018.
- Booking of appointment will be on first-come-first-served basis.
- If you are not able to book your desired slot, you may walk-in to the venue however the waiting time will be slightly longer as the students with appointment will be served first.
- If you wish to cancel or change your appointment, it has to be done 7 days prior to your original appointment date.

You may refer and book your matriculation appointment via the below link:-

<https://venus.wis.ntu.edu.sg/abs/Student/Login.aspx?Appl=CBA30BC3>

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

During matriculation, you **MUST** produce the following **original documents** for our verification:

- a) NTU's E-offer letter for admission.  
For applicants whose conditional offer is based on Bachelor degree, if your Bachelor degree does not have an honours classification, you are required to submit their complete results (including final semester's) to Associate Chair (Research) or Chair's designate of the NTU School that they are enrolling into for verification. This should be done before matriculation. Please **DO NOT** come for matriculation until acceptance of the degree has been obtained from Associate Chair (Research) or Chair's designate of the NTU School in writing, as the validity of the offer of admission hinges on his/her approval.
- b) Identity card (and passport for non-Singaporeans / valid entry/ re-entry permit for Singapore Permanent Residents).
- c) One passport size coloured photograph for production of student's matriculation card. (Only applicable if your photograph is not submitted via online application portal).
- d) In-Principle Approval (IPA) letter for Student Pass from Immigration and Checkpoints Authority of Singapore (ICA) (for full-time international student).
- e) Original transcripts of academic results and degree certificates (the transcripts must bear the valid stamp of the University and the name and signature of the authorised person) :
  - i. Bachelor's degree transcripts of full academic results
  - ii. Official English translation of the Bachelor's degree transcripts if item (i) are not in English
  - iii. Bachelor's degree certificates
  - iv. Official English translation of the Bachelor's degree certificates if item (iii) are not in English
  - v. Master's degree transcripts of full academic results
  - vi. Official English translation of the Master's degree transcripts if item (v) are not in English
  - vii. Master's degree certificates
  - viii. Official English translation of the Master's degree certificates if item (vii) are not in English
- f) TOEFL/IELTS & GRE/GMAT/GATE Scores (for international students), if applicable.
- g) Letter from employer stating the last day of your service (*for full-time students only*).
- h) Declaration of evidence of holding any other scholarship or fellowship, if applicable.
- i) Employment Pass (Part Time International Students working in Singapore only).
- j) Deferment of Bond (Scholars with a 6-year Bond Obligation).
- k) Letter from home university stating withdrawal from higher degree programme (for applicants who are currently pursuing another higher degree programme in NTU or other universities)
- l) Health screening certification from NTU University Health Service.

For applicants who are unable to obtain the necessary certificates & transcripts ready during matriculation, please request from your former University a Letter of Certification (with the stamp of the University) stating the following:

- Degree awarded to you
- Period of study
- When the original documents would be granted to you

For current NTU graduate students under Masters programmes by Coursework eg. **Master of Science (M.Sc.)**, you are required to produce either one of the documents mentioned the below:

- a. Letter of Certification via GSLink (Graduate Students Link)
- b. Letter of Certification by School's Chair

For current NTU graduate students under Masters programmes by Research eg. **Master of Engineering (M.Eng.)**, you are required to produce either one of the documents mentioned the below:

- a. Letter of Certification via GSLink (Graduate Students Link)
- b. E-mail from Office of Academic Services (OAS) on Submission of Hardbound Thesis

**Note:** We would accept the above stated documents for matriculation. However, during matriculation, you will need to provide / declare a date which you can show us the original documents as indicated above (if applicable).

**Scholars with a 6-year Bond Obligation (Not Applicable to Tuition Grant Recipients)**

If you are admitted for the full-time research programme and were previously awarded an undergraduate scholarship to study at NTU with a 6-year bond obligation, you will need to write to the following Office/ Ministry for approval to pursue the research programme at NTU:

**Human Resources (Bond Management)  
NTU Shared Services  
Nanyang Technological University  
Student Services Centre, Level 5  
42 Nanyang Avenue, Singapore 639815**

**Email : [GradScholars@ntu.edu.sg](mailto:GradScholars@ntu.edu.sg)**

**Telephone: (65) 65923139 or 65923140**

Please produce the letter of approval from MOE or NSS-HR (Bond Management) when you matriculate with us.

**YOUR MATRICULATION IS NOT COMPLETE IF ANY OF THE ABOVE-STATED ORIGINAL DOCUMENTS IS NOT PRODUCED FOR VERIFICATION.** For those who are awarded scholarship, the stipend cannot be released if the matriculation is not completed.