



Freshmen Admissions Handbook

2010/11

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Welcome Message from

Dr Lalit Goel

Dean of Admissions

Congratulations and a very warm welcome to the NTU family!

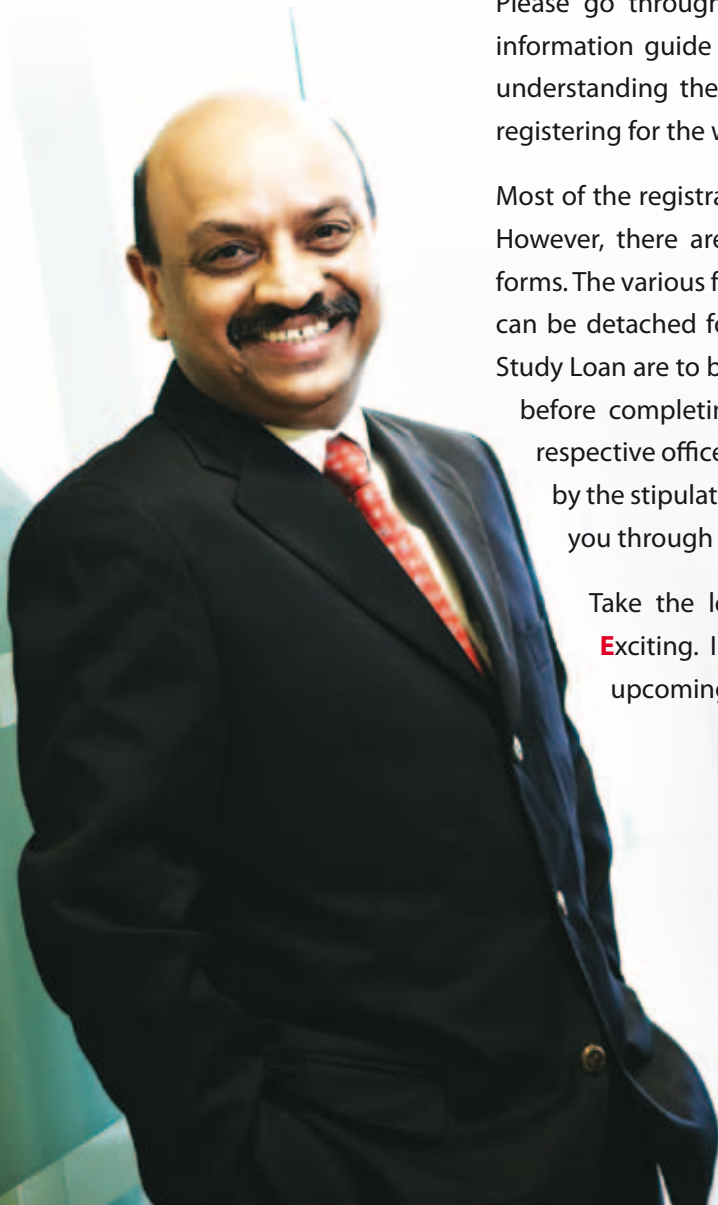
As a world-class university, NTU offers you a holistic tertiary education that focuses on creativity, entrepreneurship, leadership and interpersonal skills. In short, we provide a broad-based education in diverse disciplines that opens your mind, fuels your curiosity and empowers you to achieve great success in this ever-changing globalised world.

I strongly encourage you to take this opportunity to strive for academic excellence and broaden your contributions by taking part in recreational and cultural activities. Participate in our wide range of clubs, societies and committees, to hone your leadership and management skills.

Please go through this handbook which has been prepared as an information guide just for you. It has been designed to assist you in understanding the process of accepting your offer of admission and registering for the wide range of services available to freshmen in NTU.

Most of the registration and application process at NTU is done online. However, there are procedures that require hardcopy submission of forms. The various forms have been arranged in such a manner that they can be detached for use. Applications for hostel accommodation and Study Loan are to be made online. Please read the instructions carefully before completing the relevant forms and returning them to the respective offices or organisations (e.g., Office of Finance, Banks, etc.) by the stipulated dates. A checklist has also been prepared to guide you through the various steps and registration procedures.

Take the lead to discover NTU where **L**earning **I**s **F**un and **E**xciting. I wish you the best in all your endeavours in your upcoming years in NTU!



Administrative Information

1. CONDITIONS OF ADMISSION

The offer of a place in Nanyang Technological University (NTU) is made to you subject to the following conditions:

- (a) The University is satisfied that your physical and mental health is good and that you are free from organic and infectious diseases and certified fit to study by the examining doctor.
- (b) The information you have given in your application form is accurate and you have not withheld material information from the University.

2. COMPUTER ACCOUNT

Your NTU network account and Windows LIVE account will be activated 1 working day after you have accepted your network account username. Please ensure that you have changed your network account password as detailed in Annex A before accessing any other e-services. You will only be able to access StudentLINK services after you have matriculated online. Details on the available e-services are provided in the "Notice to Undergraduate Student Computer Users" (**Annex A**). You are advised to read the information carefully and acknowledge that you have read the NTU CITS Rules For User Accounts via the online declaration mentioned in Clause 3.

3. ONLINE DECLARATION AND SUBMISSION OF PHOTOGRAPH

You are required to make your declaration online and submit your photograph online at https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login by **20 June 2010**. For students who accept the offer after 10 June 2010, the deadline to complete their online declaration and submission of photograph would be stated in the letter enclosed in the admission package.

4. MATRICULATION

4.1 ONLINE MATRICULATION AND CLASS TIMETABLE

In order to be registered as a student in NTU, you are required to matriculate online at <http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/default.aspx> after you have accepted the offer of admission and obtained your matriculation number. The period of matriculation is from **24 August 2010 to 26 August 2010 (10am to 10pm)**. To carry out matriculation, you must have changed your network account password detailed in Clause 2 above. If you accept the offer on or after 26 August 2010, please matriculate online one working day after you have created your network account. Please note that your name will not be in the register if you do not matriculate online. You will be able to print your class timetable after successful matriculation.

4.2 COLLECTION OF MATRICULATION CARD

All new students will be issued a matriculation card. The card must be collected in person. For the collection schedules, please visit our website at <http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/default.aspx> for details.

5. STUDENTLINK

StudentLINK serves as a link between students and the University's administrative offices. Through StudentLINK, students can update their particulars, register for courses and check examination timetables and results.

StudentLINK is available on the Internet at <http://www.ntu.edu.sg/studentlink>.

6. CHANGE OF ADDRESS

All correspondence from the University will be sent to your postal address. You are required to provide an address in Singapore as your postal address during term time. You may update your address or telephone number electronically through StudentLINK. Failure to do this could lead to important correspondence (including examination results) going astray. The University will not accept responsibility if official correspondence fails to reach you because you did not give notice of your change of address or provide your postal address.

7. REGISTRATION OF COURSES

7.1 Allocation of Courses

The courses which you will be taking in Semester 1 AY 2010-11, excluding Unrestricted Electives, are allocated to you when you matriculate online.

If you wish to register for an Unrestricted Elective or change the Prescribed Elective allocated to you under the General Education Requirement (termed GERPE), you may do so through the Student Automated Registration System (STARS) during the Add/Drop period. Please check the registration schedule at <http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx>.

To access STARS, you must first matriculate online, proceed to StudentLINK and click on the **STARS** option.

7.2 Registration of Additional Courses through STARS

Before you begin to register your courses, you are strongly advised to read the instructions pertaining to registration at

- (a) The Office of Academic Services website for general instructions
<http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx>
- (b) Your School webpage for specific instructions for your programme
<http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/CurriculumStructure.aspx>.

Please note that all students who are unsuccessful in the Qualifying English Test (QET) or are absent from it, are **not** allowed to take language courses such as French, German, Spanish, Japanese, Korean, Thai, Chinese or Malay. They may take these courses **only** if they pass their English Proficiency course.

7.3 Academic Unit System (AUS) Handbook

The University's academic structure for its undergraduate programmes is based on the Academic Unit System (AUS). The main features of the AUS are the semester arrangement of the academic year and the use of academic units (AU) for measuring academic workload and requirement for graduation.

The Academic Unit System (AUS) handbook is available online at [http://www.ntu.edu.sg/Services/Academic/undergraduates/Pages/AcademicUnitSystem\(AUS\).aspx](http://www.ntu.edu.sg/Services/Academic/undergraduates/Pages/AcademicUnitSystem(AUS).aspx)

The handbook contains the following information:

- Academic Calendar
- Curricular Requirements
- Registration of Courses
- Examinations and Grades

It is an important reference for your programme of study. Please refer to it regularly for the latest update.

7.4 Minors

The University offers many minor programmes to full-time NTU students. If you intend to pursue a minor, please refer to the detailed information of each minor at <http://www.ntu.edu.sg/collegesandprogrammes/Pages/MinorProgramme.aspx>.

The minor course will count towards your academic unit requirement for Unrestricted Electives. As such, you may register for a minor course in the same manner as you do for an Unrestricted Elective.

7.5 Add/Drop Courses

Unless otherwise specified by your School, you will be given an opportunity to de-register a registered course and take another course, if you wish to, during the Add/Drop period.

A course that is dropped within the Add/Drop period will not appear in the official transcript. However, a student who is still registered for a course after the Add/Drop period but did not subsequently sit for the examination will be deemed to have read and failed the course. "F" will appear on the student's official transcript.

Note: Unrestricted Electives (including minor and language courses) and Prescribed Electives under the General Education Requirement are not applicable to part-time engineering students.

8. QUALIFYING ENGLISH TEST

- 8.1 Unless granted exemption, students admitted to all undergraduate degree programmes in NTU are required to take the Qualifying English Test (QET), which determines whether they need to take English Proficiency as a course of study.

The QET will be held on **Tuesday, 31 August 2010**.

The QET assesses students' written English proficiency and their ability to organise ideas in a logical manner. It comprises an essay of 250-300 words.

8.2 The following students are required to sit for the QET:

- Students who obtained Grade D7, E8 or F9 in the General Paper of the Singapore-Cambridge GCE 'A' Level Examination (sat in 2006 or earlier).
- Students who obtained Grade S or U in the General Paper of the Singapore-Cambridge GCE 'A' Level Examination (sat in 2007 onwards).
- Students who obtained Grade U in the Knowledge and Inquiry of the Singapore-Cambridge GCE 'A' Level Examination.
- All other students who do not possess the Singapore-Cambridge GCE 'A' Level qualification or are not exempted (see Clause 8.3). Included here are all Polytechnic graduates admitted to **full-time** and **part-time** undergraduate degree programmes, and international students. However, Polytechnic graduates who obtained a grade B4 and above in the English language of the Singapore-Cambridge GCE 'O' Level Examination are exempted from taking the QET.

8.3 Students are also exempted from the QET if they present any of the following:

- IELTS: a minimum of 6 for the Writing sub-test.
- TOEFL: a minimum of 570 and above (paper-based) or 90 and above (iBT).
- SAT1: a minimum of 600 for the Verbal section or 7 for the Essay section.
- IB: a minimum of 4 for English as Language B (Higher Level), or a minimum of 6 for English as Language B (Standard Level).
- NUS High School: an overall CAP of 2.5 in English Language.
- MUET (Malaysian University English Test): Band 6 and a minimum of 50 for writing.
- LPI (Language Proficiency Index): a minimum of level 5.
- India Standard XII: a minimum of 60% for English.
- TEE (Tertiary Entrance Exam): a minimum of Grade C for English (E004).

IMPORTANT: Students who have obtained an improved grade in the second attempt of the General Paper or any of the exemption criteria listed above must submit documentary proof of the grade to the Office of Academic Services by **Monday, 23 August 2010**, failing which they have to sit for the QET.

8.4 Students who are unable to take the test must seek formal leave of absence in writing. Please write to the Office of Academic Services, Student Services Centre, Level 1, 42 Nanyang Avenue, Singapore 639815.

8.5 Students must print their QET number and bring the printout into the examination hall.

Please note the following:

- Students are not allowed into the examination hall half an hour after the QET has started.
- Students need to bring in only their identification documents (identity card or passport) and stationery into the examination hall. International students are advised to produce a photocopy of their passport if the original passport has been submitted to the Singapore Immigration and Checkpoints Authority for the application of the Student's Pass.
- Bags are **not** allowed into the examination hall. It is best to leave valuables at home as NTU will not be liable for any loss of items left in or outside the examination hall.
- Students are allowed to bring their mobile phones (and wallets) into the examination halls. However, students must ensure that their mobile phones are switched off at all times while the QET is in progress. Disciplinary action will be taken against those who flout this regulation.

8.6 Please access <http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/QualifyingEnglishTest.aspx> from **Wednesday, 11 August 2010** onwards for your QET number, and details of the QET time and venue.

8.7 The result of the QET will be released through StudentLINK which can be accessed via <http://www.ntu.edu.sg/studentlink>. Students who fail the QET are required to take and pass English Proficiency (HW001) as a course of study before they are allowed to graduate.

9. WITHDRAWAL

If you wish to withdraw from your programme after you have matriculated, please visit the website at <http://www.ntu.edu.sg/Services/StudentServices/admin/undergraduate/Pages/Withdrawfromcourse.aspx> for more information. The matriculation card should be returned to the Office of Academic Services once you have withdrawn from the University. Please note that a student who leaves the University after the first two weeks of the semester will be liable for the payment of fees for that entire semester.

10. SHORT LEAVE

You need to submit your leave application form together with supporting documents or medical certificates to your School through your respective tutors/lecturers only on the following occasions:

- If you are absent on days when there are laboratory sessions.
- If you are absent on days when quizzes or tests are conducted during classes.
- If you are absent on **any** occasion during your Professional Attachment, Industrial Attachment, Professional Internship, ADM Internship, Industrial Orientation, Industrial Immersion, Industrial Internship, Enhanced Industrial Attachment or International Research Attachment period. Students on these programmes must submit the original copy of the doctor's medical certificate or any other relevant documents to the company they are attached to and submit a copy of the document(s) with the company's endorsement to the Career & Attachment Office. The procedure for application of leave for students on such attachment is slightly different. For further details, please refer to http://www.ntu.edu.sg/CAO/opa_sso_links.
- Any other occasions that your tutor(s)/lecturer(s) deemed as compulsory for your attendance.

If you are absent for any examination on medical grounds, please submit your medical certificate and medical report to the Office of Academic Services at Level 1, Student Services Centre within two (2) working days of the absence. For further details, please refer to <http://www.ntu.edu.sg/Services/Academic/undergraduates/Examination/Pages/Instructionstoexamcand.aspx>.

Please note that application for short leave must be submitted at least 7 working days **before** the leave while submission of medical certificate(s) for sick leave taken must be done within 7 working days **after** the leave (not applicable during examination period). If the medical certificate is not submitted by the deadline, students will be given zero mark for any test or quiz that they are absent from.

Full details on application of leave of absence are at <http://www.ntu.edu.sg/Services/StudentServices/admin/undergraduate/Pages/Applyforshortleave.aspx>.

11. SEMESTER LEAVE OF ABSENCE

If you wish to apply for semester leave of absence, please visit the website at <http://www.ntu.edu.sg/Services/StudentServices/admin/undergraduate/Pages/ApplyforLongLeave.aspx> for more information. Students making a new application for semester leave of absence are to complete and submit the Application/Extension for Semester Leave of Absence form with the relevant supporting documents to their School of study. Please note that a student who applies for semester leave of absence after the first two weeks of the semester will be liable for the payment of fees for that entire semester.

12. NOTICES TO STUDENTS

Please note that important notices on examinations, registration of courses and other student matters are regularly broadcast on StudentLINK. You should constantly refer to StudentLINK for important notices and messages. You should also check your e-mail account regularly for messages.

13. VERIFICATION OF ORIGINAL DOCUMENTS FOR INTERNATIONAL STUDENTS

The University conducts an exercise in October 2010 to check all the educational documents submitted by international students in support of the application for admission. Original certificates must be produced for verification. Students who withhold important information from the University or are unable to produce the original documents may be refused admission.

Details on the date and venue for the verification will be provided separately to the international students upon matriculation.

Health and Insurance

14. MEDICAL EXAMINATION

All students **must** undergo a medical examination at the Medical Centre, NTU prior to admission to the University. This is to determine their medical fitness to pursue the programme of study in the University.

During this period of the medical examination, X-ray is available on site. Female students are advised to bring a plain white T-shirt with no button, logo, emblem or any pattern for the X-ray. Alternatively, you may wish to purchase a disposable gown at S\$0.50.

Unless you hear from us to the contrary, you may assume that your medical report is in order.

For Singapore Citizens and Singapore Permanent Residents

The medical examination appointment can be booked online at <http://admissions.ntu.edu.sg/UndergraduateAdmissions> from 15 June 2010 to 28 July 2010 according to the schedule given in **Annex B**. Please log in using your application number and birth date. Once you have confirmed your medical examination appointment, please **print** the confirmation letter and present it to the staff at the Medical Centre in NTU upon arrival. Returning National Servicemen who have done their medical examination in April/May 2010 need not do so again.

Changes to your appointment can be made as long as it is done **at least 3 days** prior your confirmed medical examination appointment. If you are unable to come for your medical examination due to unforeseen circumstances or unable to change the appointment online, please call the Medical Centre directly at 6793 6974 or 6793 6828 to effect the change. To ease waiting time, we advise that you keep to the confirmed medical examination appointment.

Before coming for the medical examination, please complete Part I of the attached Medical Examination Form (**MC1**) and hand it to the Medical Centre at the time of your medical examination. You should do your Chest X-ray only after your medical examination.

Students who are unable to have the medical examination done at the Medical Centre in NTU may have it done by any registered physician. The completed medical examination form and X-ray report should preferably be submitted personally by hand to Medical Centre as reports sent by mail might be lost in the process.

The medical examination fee is S\$28 (inclusive of prevailing GST) for Singapore Citizens and Singapore Permanent Residents. Students who are doing the double degree programme in Biomedical Sciences and Chinese Medicine, the fee is S\$45 (inclusive of prevailing GST) which includes the fee for the compulsory Hepatitis B screening blood test.

For International Students

You are required by the Immigration and Checkpoints Authority (ICA) to undergo the Human Immunodeficiency Virus (HIV) test and Chest X-ray to exclude Tuberculosis for the issuance of Student's Pass. These tests are to be done in Singapore. Please inform the staff at the Medical Centre in NTU of this extra medical examination. The Medical Report (Student's Pass) Form (**MC2**) and medical examination appointment details will be given to you upon your arrival in NTU at the International Student Centre (ISC).

The medical examination fee is S\$45 (inclusive of prevailing GST) for international students which include the fee for HIV test. Students who are doing the double degree programme in Biomedical Sciences and Chinese Medicine, the fee is S\$55 (inclusive of prevailing GST) which includes the fee for the compulsory Hepatitis B screening blood test.

Special medical conditions to note:

Epilepsy – Students with this condition are strongly advised not to take up engineering programmes (with the exception of Computer Engineering and Computer Science), and degree programmes from the School of Biological Sciences.

Hepatitis B – Students with this condition are not eligible for the double degree programme in Biomedical Sciences and Chinese Medicine from the School of Biological Sciences.

Partial Colour Blindness – Students are eligible for engineering programmes if they are able to correctly identify red and green wires. However, students are not eligible for the double degree programme in Biomedical Sciences & Chinese Medicine if they have colour blindness whether complete or partial.

15. MEDICAL AND INSURANCE COVERAGE

15.1 Medical Scheme

All full-time matriculated students who have paid an annual health service fee of S\$53.50 (inclusive of prevailing GST) are eligible for this scheme.

Any eligible student who wishes to seek a claim under the Medical Scheme may call the Medical Centre on campus at 6793 6974 or 6793 6828 and arrange an appointment with the staff to see Dr Yeo Lock Peow. He or she should state that the purpose of the appointment is to seek a claim under the Medical Scheme. If further assistance is required after having approached the Medical Centre on campus, he or she may approach Mr Lai Yew Chan of Student Affairs Office (e-mail: yclai@ntu.edu.sg). Please visit <http://www.ntu.edu.sg/Services/StudentServices/health/insurance/Pages/medicalscheme.aspx> for updated information.

15.2 Group Hospitalisation and Surgical Insurance

It is compulsory for all international students and Singapore Permanent Residents to subscribe to a Group Hospitalisation and Surgical Insurance Scheme. This is to ensure that these students are covered financially in the event of emergency. Being sick in Singapore can be very expensive and a financial drain especially if your illness requires specialist consultation, hospitalisation and/or surgery. This is all the more so as you are not eligible to stay in the subsidised wards of the hospital.

The Group Hospitalisation and Surgical Insurance scheme will commence at the beginning of each academic year and is renewable annually until graduation. The annual premium will be included in the Student Bill. Please refer to the International Student Centre's website at <http://www.ntu.edu.sg/isc> for details on the scheme. Please e-mail to isc@ntu.edu.sg or call 6790 6823 if you require more details on the scheme.

16. AUTHORISATION OF MEDICAL PROCEDURES FOR SINGAPORE PERMANENT RESIDENTS AND INTERNATIONAL STUDENTS

In the course of studies in NTU, students may need medical attention that requires surgery. For Singapore Permanent Residents and international students below 21 years of age, surgeons or consultants in hospitals in Singapore require a local guardian to be present at the hospital to give consent for surgery. To avoid possible delays to any medical procedure or surgery, the International Student Centre (ISC) requires a parent/guardian of each Singapore Permanent Resident or international student to complete the attached 2 forms – "Authorisation Form of Medical Procedures" (N-1) and "Appointment of Local Guardian" (N-2) and return them to ISC. It is **compulsory** to submit N-1.

Academic Matters

17. ACADEMIC CALENDAR

The Academic Calendar 2010-11 is shown in **Annex C**.

18. FRESHMEN WELCOME CEREMONY

The Freshmen Welcome Ceremony is an annual event specially organised by the University at the Nanyang Auditorium to officially welcome all full-time freshmen. This is an important rite of passage for freshmen to be inducted into the University. There will be exciting programmes lined up and attractive welcome gifts to commemorate your induction as part of NTU's fraternity. You are strongly encouraged to attend the ceremony assigned for your programme as it will be an excellent opportunity for you to meet your fellow freshmen, seniors, and members of the University Management and Faculty.

For more details, please visit the **NTU Freshmen Portal** at <http://www.ntu.edu.sg/Freshmen>.

NTU Freshmen Portal serves as a 'One-Stop' information portal for freshmen who are new to the NTU family. You are able to access many useful information and e-services such as Freshmen Welcome Ceremony, News, Survival Guides and Check-Lists. It is also a place for you to discover your fellow programme mates, former school mates or even country mates (for International Students) by doing a simple search.

19. STUDENT ACCOMMODATION

All new students will be given first priority for student accommodation. The application for student accommodation has to be submitted online at <http://www.ntu.edu.sg/campus/Accommodation/Undergrad/Pages/NTUNewStudents.aspx>. Please refer to **Annex J** for more information.

20. TERTIARY STUDENT CONCESSION CARD

The concession cards are issued by TransitLink on behalf of Land Transport Authority. Holders of these cards are entitled to concessionary travel on SBS Transit and SMRT bus services (except for Express, Jurong Island and Night services) and in the rail system. Please refer to **Annex K** for the application procedure.

21. STUDENT'S PASS (FOR INTERNATIONAL STUDENTS)

All international students are required to hold a valid Student's Pass issued by the Singapore Immigration & Checkpoints Authority (ICA) for their studies at NTU. The application for Student's Pass for undergraduate

studies in NTU is administered by the Student Affairs Office. Details on how to apply for a Student's Pass are provided in **Annex L**.

Dependant's Pass Holder is also required to apply for a Student's Pass. The student may opt to be issued with a Letter of Consent (LOC) to study in NTU. He/She must indicate his/her intention in writing to Singapore Immigration & Checkpoints Authority (ICA). The student must submit to ICA the letter indicating his/her intention to be issued with a LOC, a copy of the eform 16 and a copy of his/her passport's particulars page.

Please surrender your Student's Pass to ICA for cancellation within 7 days of the date you complete or terminate your full-time studies, go on leave of absence or convert to part-time studies. Please visit <http://www.ica.gov.sg> for details.

For extension of studies, international students must apply for a new Student's Pass and surrender the existing Student's Pass, before the expiry date, for cancellation.

International students may surrender their Student's Pass at the Visitor Services Centre, Student's Pass Unit, Level 4, ICA Building, Kallang Road or at the Immigration Checkpoints when departing the country. A copy of the cancellation form is available at the Student's Pass Unit or can be downloaded from ICA's website at <http://www.ica.gov.sg>.

International students are exempted from applying for a Work Permit if they wish to work during vacation time. The exemption to apply for a Work Permit is also applicable to international students of NTU who do not work more than 16 hours per week during term time. An application for endorsement to work during term time is required. Please visit <http://www.ntu.edu.sg/Services/StudentServices/studentjobs/Pages/default.aspx> for more information.

Overstaying is a punishable offence under the Immigration Act. Please take note of the expiry dates of your Social Visit Pass and your Student's Pass.

22. MEMBERSHIP OF STUDENTS' UNION

As a matriculated, full-time undergraduate student of the University, you are automatically a member of the NTU Students' Union and the academic constituent club relevant to your School. In addition, you are eligible to be a member of the Cultural Activities Club, Sports Club and Welfare Services Club.

23. OPTION FOR ACADEMIC CONSTITUENT CLUB (FOR FIRST YEAR ENGINEERING STUDENTS ONLY)

Category 1

All matriculated, full-time undergraduate students of the University are members of the constituent body relevant to the school in which they are matriculated.

First Year Engineering students who are attending common courses do not belong to any specific engineering school at NTU. You are therefore required to indicate your preference as to which of the following constituent bodies you would like to be a member of in your first year at NTU:

- Civil & Environmental Engineering Club (CEE Club)
- Electrical & Electronic Engineering Club (EEE Club)
- Mechanical & Aerospace Engineering Club (MAE Club)

You are required to make your option by **2 September 2010**. Option can be made electronically through StudentLINK.

Please note that the constituent club you have opted for might not necessarily be the school you will be streamed to in your second year at NTU.

Category 2

Students who are offered the following degree programmes are automatically members of the constituent body relevant to the school in which the degree programme is offered:

Degree Programme	Club
Civil Engineering	CEE Club
Environmental Engineering	
Maritime Studies	
Electrical & Electronic Engineering	EEE Club
Information Engineering & Media	
Aerospace Engineering	MAE Club
Mechanical Engineering	

Degree Programme	Club
Bioengineering	Chemical & Biomolecular Engineering
Chemical & Biomedical Engineering Club	
Computer Engineering	Computer Engineering Club
Computer Science	
Materials Engineering	Materials Science & Engineering Club

No option is needed to be made for this category of students.

24. STUDENT DISCIPLINE AND UNIVERSITY RULES AND REGULATIONS

As a student of the University, you must comply with the University Regulations, and the requirements of the University in the exercise of its authority thereunder. At all times you are obliged to uphold the good name of the University.

Your attention is drawn in particular to the **Rules for Student User Accounts** (<http://www.ntu.edu.sg/cits/securityregulations/studentrulesregulations/Pages/default.aspx>) and also the rules and regulations governing examinations which will be given to you before each semestral examination. The University takes a very serious view on any breach of its regulations. Students are warned that it is a serious offence to tamper with the record of another student. Students found to have breached any of the University regulations or committed serious offences will be subjected to disciplinary action and may be expelled from the University.

25. DRESS CODE

To maintain the good image of the University, you are reminded that you must be properly attired in a manner befitting the status of university students when you are on campus.

You are **not allowed** to wear the following attire and footwear in lecture theatres, tutorial rooms, laboratories, workshops, libraries or offices:

Attire: sleeveless T-shirts, singlets, shorts, attire printed with offensive or obscene wordings, revealing attire or mini skirts

Footwear: slippers and sandals without heel straps

All students must be readily identifiable at all times with their faces uncovered. No student is allowed to wear anything that prevents ready identification such as full-face motorcycle helmet, mask or veil.

In addition to the above, you have to adhere to the guidelines issued by your School on the appropriate attire and footwear for various laboratories/workshops for safety reasons. The University will take disciplinary action against students who do not comply with the above guidelines.

26. COPYRIGHT AND YOU

Please refer to **Annex M** on the rules governing copyright issues in the University.

Financial Information

27. TUITION FEE

27.1 Tuition Fee and Other Fees

A summary of the tuition fee payable is set out in **Annex D**. Please visit <http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/FeesTuitionGrant.aspx> for more information.

27.2 Tuition Grant

- The cost of university education is highly subsidised by the Singapore Government. The high subsidy is provided in the form of a tuition grant. Students who accept the tuition grant will pay the portion of the fees not covered by the tuition grant (subsidised tuition fee). Unless informed otherwise, students are eligible for tuition grant up to the normal duration of their degree programmes.
- For **Singapore Citizens**, the Tuition Grant (TG) application form is made available to you at the point just after you have obtained your NTU matriculation number. On obtaining your matriculation number online, you will be brought to the "NTU ONLINE ACCEPTANCE FORM." On this form under the "MOE TG Section", you will see a link for you to download your TG Application Form. You are required to submit the completed TG Application Form to the Office of Admissions and Financial Aid, Student Services Centre, Level 2. Singapore Citizens are not required to sign the Tuition Grant Agreement.

- (iii) **Singapore Permanent Residents and International Students** are required to apply for the grant and sign an agreement with the Singapore Government if they wish to receive the tuition grant. In return for the subsidised education, Tuition Grant recipients are bonded to work in a Singapore-registered company for 3 years upon graduation. Two sureties are required to execute the agreement. Sureties may be of any nationality, but must be between 21 and 65 years old and must not be an undischarged bankrupt.

Students who are eligible and wish to receive the Tuition Grant will need to apply online at <http://tgonline.moe.gov.sg> from **20 September 2010 to 1 October 2010**.

Students are required to sign the Tuition Grant Agreement or the Supplementary Tuition Grant Agreement on the scheduled date. Please refer to **Annex E** for a summary of the Tuition Grant schedule. **Students who do not sign the Tuition Grant Agreement or the Supplementary Tuition Grant Agreement by the deadlines stated will be required to pay non-subsidised tuition fee. No alternative date/time is available for the signing other than that stated in the schedule available in Annex E-2 and Annex E-3.**

- (iv) The TG Scheme as outlined above does not apply to international students holding foreign government scholarships as their tuition fee will be determined by the university.
- (v) For dependents of servicing and ex-Gurkhas, they are not eligible for the Tuition Grant here. They are instead eligible for the SPF Study Grant Scheme which is administered by the Singapore Police Force. The contact is Gurkha Contingent General Office at 6488 0000 / Gurkha Contingent Manpower Office at 6488 1425.
- (vi) For more details on the tuition grant, please refer to Ministry of Education website at <http://tgonline.moe.gov.sg>. For enquiries, please contact the Tuition Grant Unit at MOE at 6879 7333/4.

27.3 GIRO Application Form

Payment of tuition fees will be through GIRO, a system of direct debiting and crediting of bank accounts which will save you time and avoid the inconvenience of having to queue. For this purpose, you must first open a bank account in Singapore and fill in your bank account details on the enclosed "Application Form for Interbank GIRO" (**SS-01**). Local students, please return the GIRO application form to the Office of Finance by **10 August 2010**. International students, please return the GIRO application form to the Office of Finance by **3 September 2010**.

27.4 Payment of Fees

Tuition fee and some compulsory fees are payable on a semester basis. You will receive bills for tuition and related fees electronically in the form of an Electronic-bill (E-bill). An e-mail notification will be sent by the Office of Finance to your e-mail account when a bill is raised. You are required to log on using your StudentLINK account to view and print your E-bill for record. The payment will be deducted from your bank account through GIRO sometime in October/November and January/February for Semesters 1 and 2 respectively. The payment due date and amount will be indicated in the E-bill.

28. FINANCIAL ASSISTANCE SCHEMES

28.1 NTU-administered Bursaries

Bursaries are open for application to financially needy full-time undergraduates of all nationalities. Bursary application is to be completed online. After you have obtained your NTU Matriculation Number, the "NTU Online Acceptance Form" will be available to you. The bursary application link can be found in this "NTU Online Acceptance Form".

The bursary application period is as follows:

- For Singapore Citizens: **1 June 2010 to 15 July 2010**
- For Singapore Permanent Residents and International students: **1 June 2010 to 30 June 2010**

More information on the scheme is available at <http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/BursarybyNTU.aspx>.

28.2 CPF Education Scheme (student's own or parents' CPF savings)

The application period is from **1 June 2010 to 31 August 2010**.

Please note that CPF savings can be used for the payment of tuition fee only. It cannot be used to pay compulsory miscellaneous fees and hall rental charges. Please refer to <http://mycpf.cpf.gov.sg/cpf/news/highlights/ednhigh.htm> for more information on the CPF Education Scheme.

A summary of the application procedure for the CPF Education Scheme is given in **Annex F**.

28.3 Tuition Fee Loan Scheme

Full-time undergraduates of all nationalities regardless of family income can obtain a Tuition Fee Loan (TFL) of up to 90% of the subsidised tuition fee payable by Singapore Citizens for the same programme. The loan does not cover miscellaneous fees and hall rental charges. International students paying non-subsidised fees are not eligible for this loan.

The university has appointed the following banks as agents to administer the TFL Scheme.

- Development Bank of Singapore Ltd (DBS Bank)
Hotline: 6333 0033
- Oversea-Chinese Banking Corporation Ltd (OCBC Bank)
Hotline: 1800-438 3333

To apply, please fill in the application form for Tuition Fee Loan (**TFL**) provided in this handbook. The application form can also be downloaded from <http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/TuitionFeeLoan.aspx>. Students are required to submit the completed application form to the bank (DBS Bank or OCBC Bank) in Singapore by **3 September 2010**. For applications after the deadline, please seek endorsement from the Office of Finance, Student Services Centre, Level 3.

A summary of the application procedure for the Tuition Fee Loan is given in **Annex G**.

Please note that dependents of servicing and ex-Gurkhas are not eligible for the loan scheme here. Please contact the Gurkha Contingent General Office at 6488 0000 / Gurkha Contingent Manpower Office at 6488 1425 to find out more about the loan schemes available.

28.4 Study Loan Scheme

The scheme is open to financially needy students of all nationalities. The Study Loan must be held concurrently with the Tuition Fee Loan/CPF Education Scheme/Mendaki Tertiary Tuition Fee Subsidy Scheme, where applicable. It will provide a loan to finance the part of the subsidised fees payable by Singapore Citizens not covered by the Tuition Fee Loan/CPF Education Scheme/Mendaki Tertiary Fee Subsidy Scheme, and offers an optional living allowance loan of up to S\$3,600 per academic year.

Application is to be completed online between **1 June 2010 and 27 August 2010**. After you have obtained your NTU Matriculation Number, the "NTU Online Acceptance Form" will be available to you. The loan application link can be found in this "NTU Online Acceptance Form". For further details, please refer to **Annex H** and <http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/NTUStudyLoan.aspx>.

Please note that dependents of servicing and ex-Gurkhas are not eligible for the loan scheme here. Please contact the Gurkha Contingent General Office at 6488 0000 / Gurkha Contingent Manpower Office at 6488 1425 to find out more about the loan schemes available.

28.5 Mendaki Tertiary Tuition Fee Subsidy Scheme

This scheme is open to Malay full-time undergraduates who had enjoyed free secondary and/or pre-university education and whose family's gross monthly income is below S\$3,000. The scheme covers 70% - 100% of the subsidised tuition fees. The application period is from **1 June 2010 to 31 August 2010**. The application form and information on this scheme is available at <http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/MendakiTertiary.aspx>.

28.6 Post-Secondary Education Account (PSEA)

Under this scheme, full-time undergraduate students who have a PSEA Account can use the funds in the account for the payment of tuition and miscellaneous fees. The application period is from **1 June 2010 to 31 August 2010**. The application form and information on this scheme is available at <http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/PSEA.aspx>.

More information on the scheme is available at <http://www.moe.gov.sg/initiatives/post-secondary-education-account>.

28.7 Other Financial Assistance Schemes

For information on other financial aid schemes, please refer to **Annex I** and <http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/default.aspx>.

ANNEX A

CENTRE FOR IT SERVICES Notice To Undergraduate Student Computer Users

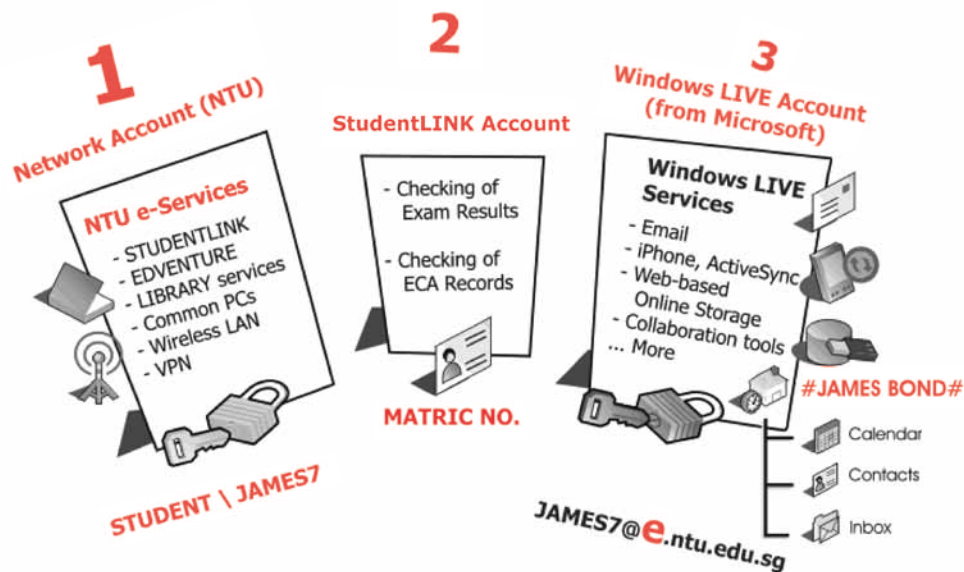
1. REGISTRATION FOR USER ACCOUNTS

1.1 Computer Charges

A charge for computing facilities of S\$13.90 (inclusive of GST) is included in each student's bill at the commencement of the academic year.

1.2 User Accounts

Each student is issued with the following 3 user accounts:



- (a) A **network account** with username and password. This is used to access the campus network, e-learning portal, certain e-services in the university portal <http://www.ntu.edu.sg> and web-based StudentLINK services. **StudentLINK** services are e-services for students such as update of personal particulars, course registration, checking of examination seating arrangement and results. The web-based StudentLINK services can be accessed via the university portal.

Upon acceptance of admission offer via the online form, a new student will be assigned a network account **username**. The **initial password** is set to the matriculation number (with all alphabets in upper-case) of the student. The network account is activated 1 working day after the acceptance of offer. New students who have not obtained their username may do so from the website: https://wis.ntu.edu.sg/pls/webexe/account_creation.logon.

A new student must change his password **immediately** before using other e-services. Please refer to the section "How to change your network account password" below. Failure to do so will result in account suspension. This measure is necessary to safeguard the security of the new account. Suspended account will only be re-activated upon re-registration by the student at the **CITS (Centre for IT Services)** Service Counter at the Administrative Cluster, Block N2.1, Level B1 during office hours. Subsequently, the password must be changed every 180 days.

- (b) A **StudentLINK account** with ID and PIN. This is used only for access to **certain web-based StudentLINK services**: checking of examination results and ECA records. Most web-based StudentLINK services require only the network account username and password to access.

The StudentLINK account ID is the student's matriculation number.

The initial StudentLINK PIN is set to the student's date of birth in DDMMYYYY format. Students are advised to change the PIN within 7 days after the start of the new semester. The PIN can be changed through the web-based StudentLINK service. The PIN must be between 8 to 16 digits long.

By providing 2 challenge phrases once, a student can reset his own StudentLINK PIN if he forgets his PIN in future by giving the correct answers to the challenge phrases.

- (c) A **Windows LIVE account** with username and password. This is used only to access e-mail services and suite of Windows LIVE e-services at <http://home.live.com>.

The Windows LIVE username is in the form **username@e.ntu.edu.sg** with the same username as the **Network Account** in 1.2 (a) above. The **initial password** is set to the matriculation number (with all alphabets in upper-case) of the student. New student will be prompted to change this password upon first logon to Windows LIVE.

1.3 Usage Charge

At present there is no usage charge for the network, StudentLINK and Windows LIVE accounts.

1.4 Issuance of Accounts

Please note that no separate letters will be issued to inform new students on their new user accounts. The network and Windows LIVE accounts are usually ready for use 1 working day after the acceptance of network account username online. However, access to other e-services such as StudentLINK will be available only after you have matriculated online.

2. HOW TO CHANGE YOUR ACCOUNT PASSWORD

2.1 How to Change Your Network Account Password

Please follow the steps below:

- (a) Start the Web browser program. Access the NTU website <http://www.ntu.edu.sg>, select *Quick Links, Email*, then click on *Change My Network Account Password* on the left menu. Alternatively, access <https://pwd.ntu.edu.sg/pwd-ssl.htm>.
- (b) You should see a screen with a heading of "Network Account Password Changer". Enter the following under the fields shown on the screen:

Field	What you should do
Domain	Select Student .
Username	Type your network account username.
Old Password	Type your password.
New Password	Type a new password of your choice. It must be between 8 to 16 characters long. It is case-sensitive, i.e. to the computer system, lower-case letter 'a' is different from upper-case letter 'A'.
Re-Confirm	Type the same password that you have entered above.
Change Now	Click on the button. If you are successful, you should see this message "Your password has been changed".

- (c) Reboot your PC after changing the password.

Note: Should you forget your network account password, you may **reset** it through your mobile phone via SMS, or make a trip down in-person to CITS Service Counter, or simply fax us your request. Please refer to the "Getting Help" section below for details. After the password has been reset, you are advised to **change** this password using the above steps to something more secure and not known to others at your earliest convenience.

2.2 How to Change Your Windows LIVE Account Password

Please follow the steps below:

- (a) Start the Web browser program and access <http://home.live.com>.
- (b) You should see a screen for you to sign in with your Windows LIVE ID. Enter the following under the field shown on the screen:

Field	What you should do
Windows LIVE ID	Type in your network account username appended with @e.ntu.edu.sg i.e. username@e.ntu.edu.sg.

3. IMPORTANT NOTICES FOR STUDENTS

3.1 Password/PIN

- (a) You are required to **keep your network account password, Windows LIVE account password and StudentLINK PIN confidential** at all times. Should you suspect another person of using your account, you should change your password or PIN, and report this to the Centre for IT Services immediately.
- (b) For security reasons, you have to **change your password and PIN every 180 days**.
- (c) The network account password and Windows LIVE account password must consist of alphabets (case-sensitive) and/or digits and it must be **between 8 to 16 characters long**. The StudentLINK PIN must consist of numbers only and it must be **between 8 to 16 digits long**.
- (d) When selecting a new password or PIN, do not reuse your existing or previous passwords or PINs. Select a new password or PIN that you can remember, and yet is tough for others to guess. Do not use the name of a person or a place as your password.
- (e) For security reasons, network or StudentLINK account will be locked after 6 wrong entries of password or PIN respectively. Locked account will only be re-activated upon request by the account owner personally at the CITS Service Counter at Block N2.1, Level B1 during office hours.

3.2 Handling Emails

- (a) Do not accept the content of emails received blindly. If the content is very important to you or you have some doubts about its credibility, please use other means to verify the content before deciding on your next course of action.
- (b) Do not forward emails to others blindly. Some emails could be sent as pranks to destroy the good name of others. If you unknowingly redistribute such emails, you may land yourself in libel suits.

3.3 Getting Help

- (a) Please refer to the **CITS website <http://www.ntu.edu.sg/cits>** to familiarise yourself with using the computing facilities in NTU, and the rules and regulation governing the use of computing facilities.
- (b) If you have forgotten your **network account password**, you may **reset** it by one of the following means:
 - reset via SMS (Short Message Service) from your mobile phone. This is highly recommended for your own convenience. However this is possible only if you have first registered your mobile phone number with us. Please refer to <http://www.ntu.edu.sg/cits/gettinghelp/Pages/passwordresetthrusms.aspx> for details;
 - visit personally with your matriculation card to CITS Service Counter at Block N2.1, Level B1 (opening hours: 8.30am-5.45pm on Monday to Thursday; 8.30am-5.15pm on Friday; closed on Saturday, Sunday and Public Holiday);
 - visit personally with your matriculation card to Lee Wee Nam Library IT Helpdesk at NS3 Level 2 (during Library opening hours or 7am-11pm whichever is shorter);
 - visit personally with your matriculation card to Learning Pod @ South Spine at SS1-01-03 (8.30am-11pm on Monday to Friday; 8.30am-4pm on Saturday);
 - fax us your request with a copy of your matriculation card and contact number to 6792 7892.

After the password has been reset, you are advised to **change** this password using the steps outlined in the section "How to change your network account password" above to something more secure and not known to others at your earliest convenience. StudentLINK PIN can also be reset by the above means except via SMS.

- (c) If you have forgotten your **Windows LIVE account password**, you may **reset** it by one of the following means:
 - visit personally with your matriculation card to CITS Service Counter at Block N2.1, Level B1 (opening hours: 8.30am-5.45pm on Monday to Thursday; 8.30am-5.15pm on Friday; closed on Saturday, Sunday and Public Holiday);

- visit personally with your matriculation card to Lee Wee Nam Library IT Helpdesk at NS3 Level 2 (during Library opening hours or 7am-11pm whichever is shorter);
- visit personally with your matriculation card to Learning Pod @ South Spine at SS1-01-03 (8.30am-11pm on Monday to Friday; 8.30am-4pm on Saturday);
- fax us your request with a copy of your matriculation card and contact number to 6792 7892.

After the password has been reset, you will be prompted to **change** this password upon logon to Windows LIVE.

- (d) If you need help in using the computing facilities, please first refer to CITS website or **AskNTU** (accessible at top-right banner of NTU website). If you cannot find a solution there, you may submit your request for help through the webpage <http://helpdesk.ntu.edu.sg>, email helpdesk@ntu.edu.sg or fax **67927892**. You may also call CITS Helpdesk (Hotline) at **6790HELP (6790 4357)** for assistance **between 7am and 11pm daily**.

- 3.4** Students may use the computing facilities at the Learning Pod @ South Spine (SS-01-03). The opening hours are:

Monday to Friday	8.30am – 12 midnight
Saturday	8.30am – 4pm

The Learning Pod @ South Spine is closed on Sundays and Public Holidays.

3.5 Computer Ownership Scheme

- (a) NTU has arranged with some vendors to allow students to purchase personal computers at preferential prices. Please refer to <http://www3.ntu.edu.sg/CITS2/computerdeals/compcategory.htm> for the computers and configurations available for the current academic year. A new contract with new computer models and configurations will be finalised for purchase by the start of the new semester. Students are advised to check out the offering under the scheme before making their computer purchase.

- (b) Full time undergraduates may purchase a computer via the interest-free “NTU Student Personal Computer Loan” scheme administered by the Office of Admissions and Financial Aid. Please check the loan details from <http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/PCLoan.aspx>.

3.6 Mailing Lists Subscription

To keep students updated on the latest announcements and events on campus, all undergraduates are automatically subscribed to the following mailing lists. Notifications will be sent to your email account whenever a new posting or announcement is added in the mailing lists you subscribed.

Campus Buzz	a weekly email newsletter on student events or activities of interest to students
Students' Union Updates	announcements from the NTU Students' Union

You may unsubscribe yourself or subscribe to other mailing lists, please refer to <http://www.ntu.edu.sg/cits/e-mailandmessaging/maillinglist/pages/default.aspx> for more details.

4. NTU CITS RULES FOR USER ACCOUNTS

- 4.1** At all times the Nanyang Technological University (NTU) reserves the right to review, suspend or terminate any account.
- 4.2** The computer facilities provided to user account holders by the NTU shall include hardware, software and computing domains under the control of NTU including the provision of computing facilities via the campus network (Network). The Network includes wired network connection, wireless network connection and remote connection to access its computing facilities.
- 4.3** Any act prohibited by the rules will be construed as misconduct as defined under Statute 24 of the University Statutes and Regulations and will be grounds for disciplinary action. Disciplinary action includes fines, suspension of the user accounts, expulsion or suspension of the student from the University either permanently or temporarily. Such disciplinary action will not exclude any action taken by the proper authorities in the prosecution of any breaches of the laws of Singapore.

4.4 The following acts are **PROHIBITED** on the computer facilities:

- (a) Anything that might be considered illegal. The NTU facilities may not be used to encourage any act that will be an offence under the laws of Singapore.
- (b) Accessing, storage or downloading from any source or displaying, creating or transmitting in any form and language, of any obscene, distasteful, vulgar or sexually suggestive electronic pictures or graphics prohibited by the laws of Singapore.
- (c) Any use of obscene, distasteful, derogatory, vulgar or sexually suggestive or discriminatory language.
- (d) The provision of on-line service or web pages disseminating information regarding politics and religion without the proper licences from the Singapore Broadcasting Authority AND the written approval of the Director, Centre for IT Services.
- (e) Permitting other persons to use the user account or the computing facilities whether that other person is a registered or unregistered user.
- (f) Unauthorised access, copying, destroying or deleting and altering or amending of data or software programs.
- (g) The introduction of 'virus' or 'worm' or any software program designed to alter any data or software in the computing facilities.
- (h) The tapping of the computer facilities or its network without the written permission from the Director, Centre for IT Services.
- (i) Copying, storage, transmission and use of unlicensed copyrighted software or materials.
- (j) The transmission, display or broadcasting of electronic messages or the use of the computer facilities in any manner:
 - i) to denigrate, satirise, degrade or defame any person, family, organisation, nation, race or religious group;
 - ii) to affect or prevent any registered users' use of the computer facilities;
 - iii) for commercial (as in carrying on a business), political or religious purposes, without obtaining prior written permission from the Director, Centre for IT Services.
 - iv) for or on behalf of any person, party, organisation or principal without obtaining prior written authorisation from the person, party, organisation or principal AND the written permission from the Director, Centre for IT Services.

4.5 The user shall be personally liable for the maintenance of the user account to prevent the occurrence of any of the above-mentioned events.

4.6 NTU reserves the right to access files, review or investigate any user accounts for the purposes of compliance with the *Broadcasting Act* Cap 28, and the *Internet Code of Practice*. NTU may disclose to the proper authorities the findings of any breaches of the *Broadcasting Act* and the *Computer Misuse Act*. Users are reminded that any violation of the *Computer Misuse Act*, Cap 50A, will be liable to a fine up to S\$50,000 or to imprisonment of up to 10 years or both. Where the violation involved protected computers i.e. computers or programs needed for national security purpose, will be liable to a fine up to S\$100,000 or to imprisonment of up to 20 years or both.

4.7 The receipt of any transmission or electronic message of a kind that is prohibited must be reported immediately to the hotline of the Centre for IT Services (internet: <http://helpdesk.ntu.edu.sg>, phone: 6790HELP, fax: 67910688, email: helpdesk@ntu.edu.sg). Any failure to do so may result in the recipient being construed as a party to the prohibited act and may suffer the sanctions mentioned in paragraphs 4.3 and 4.6 above.

4.8 Users who connect their computers to the Network shall ensure that:

- (a) The computer, including network adaptors, is compatible with the network.
- (b) The computer is configured to use TCP/IP protocol only and IP address automatically assigned by the Centre for IT Services.

(c) The computer is protected with up-to-date anti-virus software. In addition, the user must also apply the latest software security patches and service packs to their computers to prevent network intrusions or attacks exploiting the weaknesses of the computers.

4.9 Users who connect their computers to the Network shall **not** configure the computer to

(a) share IP address with other computer nor use static IP address;

(b) provide services such as

- i) Distribution of IP addresses on the Network e.g. DHCP Server
- ii) Firewall or Router, WINS server, Mail/SMTP server services
- iii) Domain Name Server or Proxy Server services
- iv) Remote modem dial-in access services
- v) Wireless LAN access services
- vi) Video or audio single-cast or multi-cast services
- vii) Online services such as Game Server, IRC Server, etc
- viii) Web hosting service or FTP Server services
- ix) Peer-to-peer file sharing services, eg. Kazaa, eDonkey;

(c) perform abusive activities towards other computers within NTU or outside NTU. Such abusive activities may include but not limited to, performing port scan on other computers, sending SPAM mails to other internet users, depositing or connecting to Trojan horse type of software on other computers.

4.10 Users shall **not** tamper with the Network in any manner to

(a) relocate the network outlet to another location either permanently or temporarily using extension cable;

(b) extend the Network outlets using network hub, switches, routers, NAT (Network Address Translation) or wireless base stations of any type.

4.11 The Centre for IT Services may, in our own discretion, perform background scan of the Network for viruses, intrusion attacks and system vulnerabilities. The Centre for IT Services may also inspect the files on computers connected to the Network for evidence of breach against the laws of Singapore.

4.12 While every care would be taken to provide proper service with the Computing Facilities, NTU disclaims all liability whatsoever, for any loss of data howsoever caused including without limitation, non-deliveries, misuses, misdeliveries or for the contents, the accuracy or quality of information or resources available, received or transmitted as a result of any disruption, interruption, suspension, and including termination of the User Account. NTU also disclaims all liability whatsoever for any hardware damage during the use of this Network, as a result of any electrical disruption, acts of god or other service interruption.

ANNEX B

MEDICAL EXAMINATION SCHEDULE

Venue: Medical Centre
South Academic Complex, Block S3, Level B2
Tel: 6793 6828 or 6793 6974

Time: Monday to Friday
9am to 12noon and 2pm to 4pm

DEGREE PROGRAMME	DATE
SINGAPORE CITIZENS AND SINGAPORE PERMANENT RESIDENTS*	
Chinese Economics English Literature Linguistics & Multilingual Studies Psychology Sociology	28 June 2010 to 2 July 2010
Aerospace Engineering+ Business & Computing (Double Degree) Communication Studies Computer Engineering+ Computer Science+ Integrated Programme (BEng [CE] & MSc [CS])^ Integrated Programme (BEng [CS] & MSc [CS])^ Materials Engineering+ Mechanical Engineering+ Sport Science & Management	5 July 2010 to 9 July 2010
Accountancy and Business (Double Degree) Biological Sciences Biomedical Sciences & Chinese Medicine (Double Degree)# Business	12 July 2010 to 16 July 2010
Accountancy Chemistry & Biological Chemistry Mathematics & Economics Mathematical Sciences Physics & Applied Physics	19 July 2010 to 23 July 2010
Art, Design & Media Bioengineering+ Chemical & Biomolecular Engineering+ Civil Engineering+ Electrical & Electronic Engineering+ Engineering+ Engineering & Economics (Double Degree) Environmental Engineering+ Information Engineering & Media+ Integrated Programme (BEng [EEE] & MSc [ECE])^ Maritime Studies Maritime Studies with Business Major	26 July 2010 to 30 July 2010
INTERNATIONAL STUDENTS**	
All Degree Programmes	30 August 2010 to 3 September 2010

Students taking Biomedical Sciences & Chinese Medicine programme are required to take the Hepatitis B screening blood test.

* Singapore Citizens and Singapore Permanent Residents are required to book their medical examination at <http://admissions.ntu.edu.sg/UndergraduateAdmissions>.

** All international students are required to go to the International Student Centre (ISC) to collect the necessary forms for medical examination.

^ [CS]: Computer Science; [CE]: Computer Engineering; [EEE]: Electrical & Electronic Engineering; [ECE]: Electrical & Computer Engineering

+ Include students taking a single Engineering Degree programme with Business Minor.

ACADEMIC CALENDAR 2010-11

	FROM	TO	DURATION
ORIENTATION WEEK	30 Aug 2010	3 Sep 2010	1 week
QUALIFYING ENGLISH TEST	31 Aug 2010	-	-
SEMESTER 1	30 Aug 2010	24 Dec 2010	17 weeks
Recess	18 Oct 2010	22 Oct 2010	1 week
Revision & Examination	6 Dec 2010	23 Dec 2010	3 weeks
Vacation	27 Dec 2010	21 Jan 2011	4 weeks
SEMESTER 2	24 Jan 2011	20 May 2011	17 weeks
Recess	14 Mar 2011	18 Mar 2011	1 week
Revision & Examination	2 May 2011	20 May 2011	3 weeks
Vacation	23 May 2011	29 Jul 2011	10 weeks

AY 2011-12 will start on 8 Aug 2011.

SPECIAL TERM I (Optional)#	23 May 2011	24 Jun 2011	5 weeks
Revision & Examination	20 Jun 2011	23 Jun 2011	1 week
SPECIAL TERM II (Optional)#	27 Jun 2011	29 Jul 2011	5 weeks
Revision & Examination	25 Jul 2011	28 Jul 2011	1 week

For students not on any attachment/internship programmes.

EVENTS	
Freshmen Welcome Ceremony	1 to 3 Sep 2010 (No Year 1 classes in Week 1)
Union Day/Academic Council Meeting	15 Sep 2010 (Classes from 10.30am to 2.30pm are cancelled)
Convocation	26 to 31 Jul 2010

ATTACHMENT & INTERNSHIP PROGRAMMES			
Engineering Year 3			
Industrial Attachment			
- Semester 1	26 Jul 2010	24 Dec 2010	22 weeks
- Semester 2	24 Jan 2011	25 Jun 2011	22 weeks
Enhanced Industrial Attachment	} 24 Jan 2011	20 Aug 2011	30 weeks
International Research Attachment			
Industrial Orientation	23 May 2011	30 Jul 2011	10 weeks
ADM Internship Year 3	23 May 2011	25 Jun 2011	5 weeks
	23 May 2011	30 Jul 2011	10 weeks
Communication Studies Year 3			
Professional Internship	3 Jan 2011	18 Jun 2011	24 weeks
Professional Attachment			
Double Degree in Business and Computer Science Year 3	23 May 2011	16 Jul 2011	8 weeks
Double Degree in Accountancy and Business Year 3			
Business Year 2			
Accountancy Year 2	23 May 2011	30 Jul 2011	10 weeks
Humanities & Social Sciences Year 3			
Maritime Studies Year 3			
Industrial Immersion	23 May 2011	30 Jul 2011	10 weeks
SPMS Students			
Semester 1			
Industrial Internship (CBC and PAP)^	26 Jul 2010	24 Dec 2010	22 weeks
Semester 2			
Industrial Internship (CBC and PAP)^	24 Jan 2011	25 Jun 2011	22 weeks
Special Term			
Industrial Internship (PAP)^	23 May 2011	30 Jul 2011	10 weeks
Industrial Internship (MAS)^	23 May 2011	30 Jul 2011	10 weeks*

* Due to Youth Olympic Games, the Industrial Internship for MAS for AY2010-11 has been shortened to 10 weeks.

^ (CBC): Chemistry & Biological Chemistry; (PAP): Physics & Applied Physics; (MAS): Mathematical Sciences

Note: Where a public holiday falls on a Saturday, the public holiday will be substituted and observed by the University on the following Monday and there will be no classes in each instance.

For attachment and internship programmes, please note that different companies may have different practices for substituting public holiday that falls on a Saturday and some companies may not be on 5-day work week. Please refer to the start date of the attachment programme as provided by the Career & Attachment Office.

Public Holidays 2010: http://www.mom.gov.sg/publish/momportal/en/general/2010_Public_Holidays.html

TUITION FEE AND OTHER FEES

TUITION FEE/TUITION GRANT FOR ACADEMIC YEAR 2010-11

For students offered admission in AY2010-11, the annual tuition fee is fixed at the AY2010-11 rate for the duration of their degree programme.

Programme of Study	Singapore Citizens		Singapore Permanent Residents (SPR)		International Students	
	Subsidised Tuition Fee	Non-Subsidised Tuition Fee (not receiving Tuition Grant)	Subsidised Tuition Fee	Non-Subsidised Tuition Fee (not receiving Tuition Grant)	Subsidised Tuition Fee	Non-Subsidised Tuition Fee (not receiving Tuition Grant)
All Programmes except Accountancy, Business, Accountancy & Business and Business & Computing	S\$6,890	S\$25,230	S\$8,270	S\$25,230	S\$11,030	S\$25,230
<ul style="list-style-type: none"> • Accountancy • Business • Accountancy & Business • Business & Computing 	S\$7,490	S\$27,460	S\$8,990	S\$27,460	S\$11,990	S\$27,460

All amounts quoted are exclusive of GST.

For students paying subsidised fees, GST on the tuition fee is subsidised by MOE.

For students paying non-subsidised fees, GST on the tuition fee is to be borne by the student.

The Tuition Grant indicated in the table below is applicable for AY2010-11 for all subsidised undergraduates regardless of their year of admission.

Programmes	Tuition Grant from MOE
Laboratory-Based programmes - Art, Design and Media - Communication Studies - Engineering - Science - Sport Science & Management - Business and Computing (Double Degree)	S\$26,400
Non-Laboratory-Based programmes - Accountancy - Business - Humanities and Social Sciences	S\$19,000

Notes on payment of fees

- Students who do not sign the tuition grant agreement or who are not eligible for the tuition grant will have to pay non-subsidised tuition fee.
- Fees (tuition fee and compulsory miscellaneous fees) are payable by students on a semester basis regardless of whether they are on Industrial Attachment, Overseas Exchange Programme etc., or otherwise during the semester.
- Students who are completing one last subject in order to graduate, are also required to pay fees (tuition fee and compulsory miscellaneous fees) on a semester basis.
- Students who withdraw or apply for leave of absence from the University two or more weeks after the commencement of a semester are liable for the payment of fees (tuition fee and other compulsory fees) for the entire semester.
- National Servicemen whose enrolment in the University is delayed by one or two years because of their National Service commitment, are allowed to enjoy a one-year or two-year lag in the payment of their subsidised tuition fee. The fee payable will depend on the year that they had first accepted a place in the University. For example, if they were offered admission in AY2008 and had accepted the offer, they pay the subsidised tuition fee applicable for AY2008 when they join the University in AY 2010. If they had re-applied for a new programme in AY2009, they will still pay the subsidised tuition fee applicable for AY2008 regardless of the 2nd application outcome.
- Office of Finance sends the electronic bill (E-bill) to undergraduates via their NTU student email account at the beginning of each semester. Upon notification, students are required to log on using their Student Link account to view and print their E-bill for record/payment.

OTHER FEES

In addition to the tuition fee, the following compulsory annual miscellaneous fees are also payable by students.

Registration Fee	S\$16.05*
Students' Union Entrance Fee	S\$10.70*
Students' Union Subscription Fee	S\$25.60
Computer Fee	S\$13.90
Laboratory Fee (for laboratory-based degree programmes)	S\$16.05
University Copyright Licence Fee	S\$10.00
Student Health Service Fees	S\$53.50+
Sports Fee	S\$25.60
Group Personal Accident Insurance Scheme	S\$5.35#
Amenities Fee	S\$12.80
Total	S\$189.55
For Singapore Permanent Residents & International Students Only	
Group Hospitalisation and Surgical Insurance	S\$79.00
Monthly Hall Rental Fees	
Double Occupancy	S\$155 - S\$200**

Rooms at Halls 3, 8 to 16 are fitted with air-conditioners. To use the air-conditioners, residents may purchase a zero-value Pre-Paid Card (PPC) from their Hall Office. The PPC may be topped up with stored value at any of the top-up kiosks located at these Halls.

There is an option in the application form for students to indicate not to be allocated to the Halls fitted with air-conditioners.

The above fees are inclusive of prevailing GST except for the Copyright Licence Fee which does not attract GST.

* One-time fee, payable in semester of admission only.

This is an indicative figure. The confirmed rate will be posted in due course at <http://www.ntu.edu.sg/Services/StudentServices/health/insurance/Pages/GPAI.aspx>.

+ This is an indicative figure. The confirmed rate will be posted in due course at <http://www.ntu.edu.sg/Services/StudentServices/health/insurance/Pages/medicalscheme.aspx>.

** This figure is subject to revision. More information will be posted in due course at <http://www.ntu.edu.sg/campus/Accommodation/Undergrad/HallsofResidence/Pages/SummaryofRates.aspx>.

TUITION GRANT SCHEDULE FOR AY2010-11

	Time	Venue (in NTU)	Description
APPLICATION			
By 31 July 2010	-	-	<p>For Singapore Citizens</p> <p>The Tuition Grant (TG) application form is made available to you at the point just after you have obtained your NTU matriculation number. On obtaining your matriculation no. online, you will be brought to the "NTU ONLINE ACCEPTANCE FORM." On this form under the "MOE TG" Section, you will see a link for you to download your TG Application Form.</p> <p>You are required to print out the form, complete it and submit it to the Office of Admissions and Financial Aid (attn: Local Admissions), Student Services Centre, Level 2, 42 Nanyang Avenue, Singapore 639815.</p> <p>You may go to "NTU Online Acceptance Form" 2 weeks after you have submitted the TG application form, to check if the form has been received by our office.</p>
20 September 2010 to 1 October 2010	-	-	<p>For Singapore Permanent Residents and International Students</p> <p>You are required to submit an application for Tuition Grant at MOE "TGonline" (http://tgonline.moe.gov.sg)</p>
SIGNING OF AGREEMENT (only applicable to Singapore Permanent Residents and International students)			
20 October 2010 to 22 October 2010	<p>There are different dates allocated for different programmes.</p> <p>Please refer to Annex E-2 for the schedule.</p>	<p>Function Room SS3-B1-22, Level B1, South Academic Complex, South Spine (above the Medical Centre in NTU)</p>	<p>For students who sureties are signing the Tuition Grant Agreement in Singapore.</p> <ul style="list-style-type: none"> Tuition Grant Agreement Student and their 2 sureties are to sign the Tuition Grant Agreement (TGA) with the MOE officers at NTU. Supplementary Tuition Grant Agreement Students who received Tuition Grant for their Polytechnic studies and who have not been discharged or released from the Tuition Grant bond, are to sign the Supplementary Tuition Grant Agreement. <p>The Ministry of Education, Singapore (MOE) does not allow the sending of Supplementary Tuition Grant Agreement to sureties in home countries. Sureties must sign the agreement in Singapore.</p>
10 November 2010 to 12 November 2010	<p>Please refer to Annex E-3 for the schedule.</p>	<p>Function Room SS3-B1-22, Level B1, South Academic Complex, South Spine (above the Medical Centre in NTU)</p>	<p>For students who sureties are signing the Tuition Grant Agreement in their home country in the presence of an acceptable overseas authority.</p> <ul style="list-style-type: none"> Tuition Grant Agreement If the sureties are unable to travel to Singapore, students are to print a copy of the TGA and send it to their sureties in their home country to sign in the presence of an acceptable overseas authority. <p>Sureties are to send the signed TGA back to the student in Singapore as soon as possible. Students are to ensure that the TGA is in order for the signing with the MOE officers at NTU on the stipulated dates shown on Annex E-3.</p>

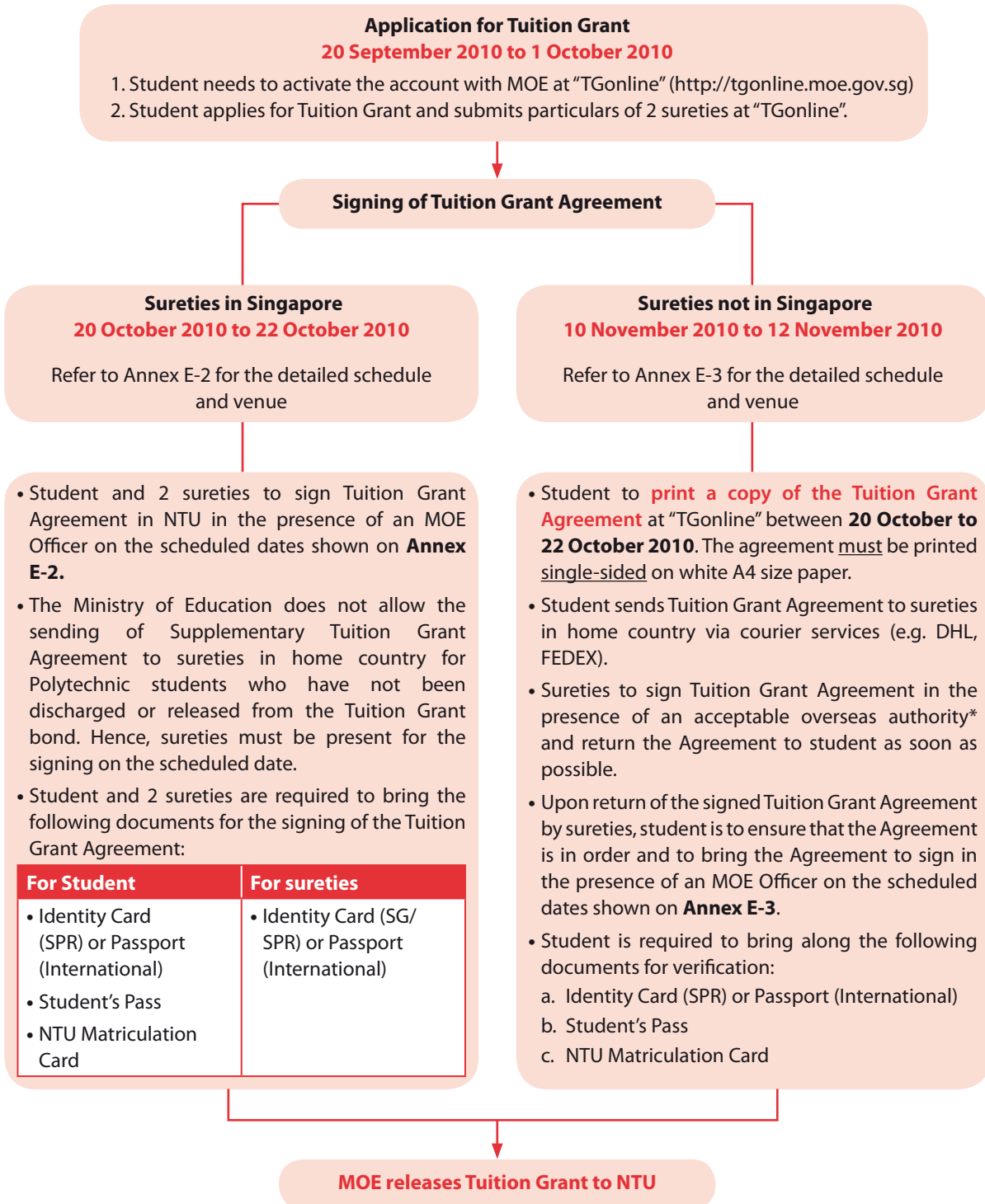
Students who fail to sign the Tuition Grant Agreement/Supplementary Tuition Grant Agreement by the stipulated dates will be required to pay non-subsidised tuition fees.

For more information on Tuition Grant, please visit MOE's website at <http://tgonline.moe.gov.sg> or contact the Tuition Grant Unit at MOE at 6879 7333/4.

MOE TUITION GRANT

APPLICATION FLOW

(Only applicable to Singapore Permanent Residents [SPR] and International Students)



For Student	For sureties
<ul style="list-style-type: none"> Identity Card (SPR) or Passport (International) Student's Pass NTU Matriculation Card 	<ul style="list-style-type: none"> Identity Card (SG/ SPR) or Passport (International)

* Acceptable overseas authorities as follows:-

Country	Overseas Authorities
Malaysia	Singapore Embassy in KL/ Notary Public/ Commissioner of Oath
China	Singapore Embassy/ Lawyers (do not use Notary Public)
Cambodia, Hong Kong, India, Vietnam, Others	Singapore Embassy/ Notary Public

ANNEX E-2

SCHEDULE FOR THE SIGNING OF TUITION GRANT AGREEMENT/ SUPPLEMENTARY TUITION GRANT AGREEMENT (For Sureties in Singapore)

(Only applicable to Singapore Permanent Residents and International Students)

Venue: Function Room SS3-B1-22 Level B1, South Academic Complex, South Spine
(above the Medical Centre in NTU)

Date	Time	Degree Programme
20 October 2010 Wednesday	9.30am to 12.30pm	<ul style="list-style-type: none"> • Chinese • Economics • English • Engineering • Engineering with Business Minor • Environmental Engineering • Environmental Engineering & Economics
	1.30pm to 4.30pm	<ul style="list-style-type: none"> • Environmental Engineering with Business Minor • Physics & Applied Physics • Physics with Mathematical Sciences Major • Psychology • Sociology
21 October 2010 Thursday	9.30am to 12.30pm	<ul style="list-style-type: none"> • Art, Design & Media • Communication Studies • Computer Engineering • Computer Engineering & Economics • Computer Engineering with Business Minor • Computer Science
	1.30pm to 4.30pm	<ul style="list-style-type: none"> • Computer Science & Economics • Computer Science with Business Minor • Electrical & Electronic Engineering • Electrical & Electronic Engineering & Economics • Electrical & Electronic Engineering with Business Minor
22 October 2010 Friday	9.30am to 12.30pm	<ul style="list-style-type: none"> • Information Engineering & Media • Information Engineering & Media & Economics • Information Engineering & Media with Business Minor • Maritime Studies
	1.30pm to 4.30pm	<ul style="list-style-type: none"> • Maritime Studies with Business Major • Materials Engineering • Materials Engineering & Economics • Material Engineering with Business Minor
22 October 2010 Friday	9.30am to 12.30pm	<ul style="list-style-type: none"> • Aerospace Engineering • Aerospace Engineering & Economics • Aerospace Engineering with Business Minor • Bioengineering • Bioengineering & Economics
	1.30pm to 3.30pm	<ul style="list-style-type: none"> • Bioengineering with Business Minor • Chemical & Biomolecular Engineering • Chemical & Biomolecular Engineering & Economics • Chemical & Biomolecular Engineering with Business Minor
22 October 2010 Friday	9.30am to 12.30pm	<ul style="list-style-type: none"> • Accountancy • Accountancy & Business • Business • Business & Computing • Linguistics & Multilingual Studies • Sport Science & Management • NTU-Georgia Tech BEng (Computer Engineering) & MSc (Computer Science)
	1.30pm to 3.30pm	<ul style="list-style-type: none"> • NTU-Georgia Tech BEng (Computer Science) & MSc (Computer Science) • NTU-Georgia Tech BEng (Electrical & Electronic Engineering) & MSc (Electrical & Computer Engineering)

SCHEDULE FOR THE SIGNING OF TUITION GRANT AGREEMENT (For Sureties Not in Singapore)

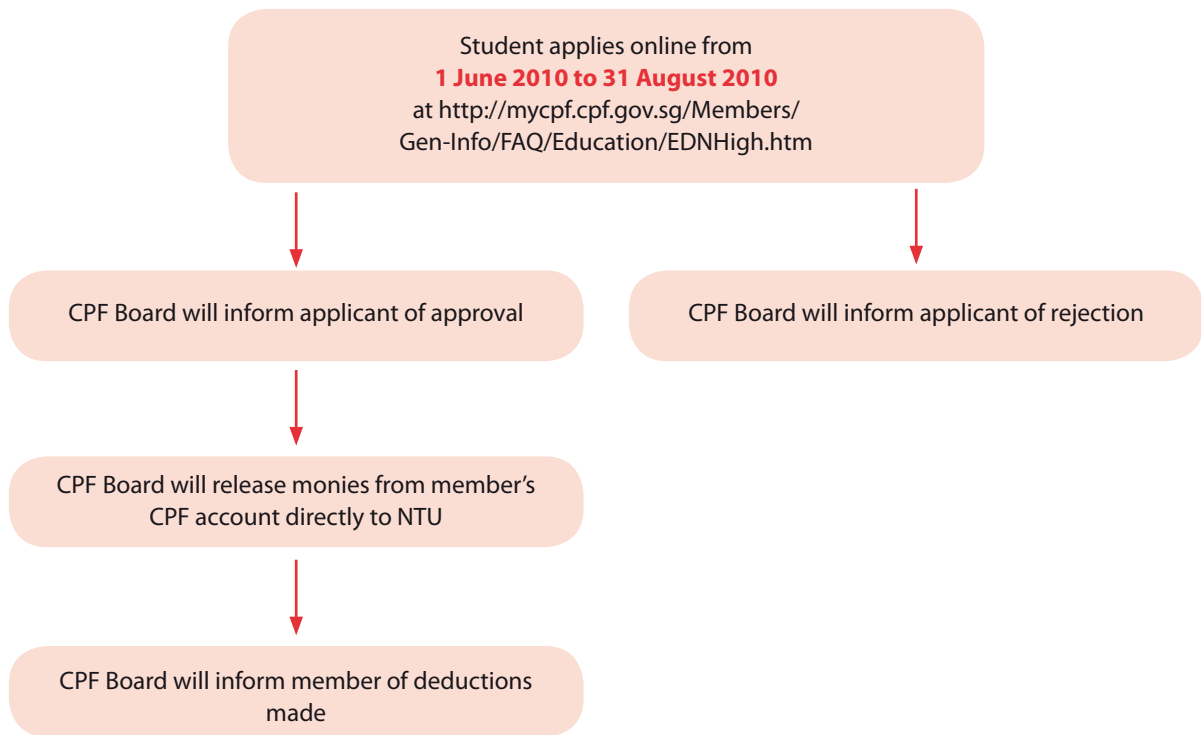
(Only applicable to Singapore Permanent Residents and International Students)

Venue: Function Room SS3-B1-22 Level B1, South Academic Complex, South Spine
(above the Medical Centre in NTU)

Date	Time	Degree Programme
10 November 2010 Wednesday	9.30am to 12.30pm	<ul style="list-style-type: none"> Chinese Economics English Engineering Engineering with Business Minor Environmental Engineering Environmental Engineering & Economics Environmental Engineering with Business Minor Physics & Applied Physics Physics with Mathematical Sciences Major Psychology Sociology
	1.30pm to 4.30pm	<ul style="list-style-type: none"> Art, Design & Media Communication Studies Computer Engineering Computer Engineering & Economics Computer Engineering with Business Minor Computer Science Computer Science & Economics Computer Science with Business Minor Electrical & Electronic Engineering Electrical & Electronic Engineering & Economics Electrical & Electronic Engineering with Business Minor
11 November 2010 Thursday	9.30am to 12.30pm	<ul style="list-style-type: none"> Information Engineering & Media Information Engineering & Media & Economics Information Engineering & Media with Business Minor Maritime Studies Maritime Studies with Business Major Materials Engineering Materials Engineering & Economics Materials Engineering with Business Minor
	1.30pm to 4.30pm	<ul style="list-style-type: none"> Biological Sciences Biomedical Sciences & Chinese Medicine Chemistry & Biological Chemistry Civil Engineering Civil Engineering & Economics Civil Engineering with Business Minor Mathematical Sciences Mathematics & Economics Mechanical Engineering Mechanical Engineering & Economics Mechanical Engineering with Business Minor
12 November 2010 Friday	9.30am to 12.30pm	<ul style="list-style-type: none"> Aerospace Engineering Aerospace Engineering & Economics Aerospace Engineering with Business Minor Bioengineering Bioengineering & Economics Bioengineering with Business Minor Chemical & Biomolecular Engineering Chemical & Biomolecular Engineering & Economics Chemical & Biomolecular Engineering with Business Minor
	1.30pm to 3.30pm	<ul style="list-style-type: none"> Accountancy Accountancy & Business Business Business & Computing Linguistics & Multilingual Studies Sport Science & Management NTU-Georgia Tech BEng (Computer Engineering) & MSc (Computer Science) NTU-Georgia Tech BEng (Electrical & Electronic Engineering) & MSc (Electrical & Computer Engineering)

CPF EDUCATION SCHEME

APPLICATION FLOW



CPF savings can only be used for the payment of the subsidised tuition fee amount. CPF savings cannot be used to pay miscellaneous fees and hall rental charges.

For more information on the CPF Education Scheme, please refer to <http://mycpf.cpf.gov.sg/cpf/news/highlights/ednhigh.htm>.

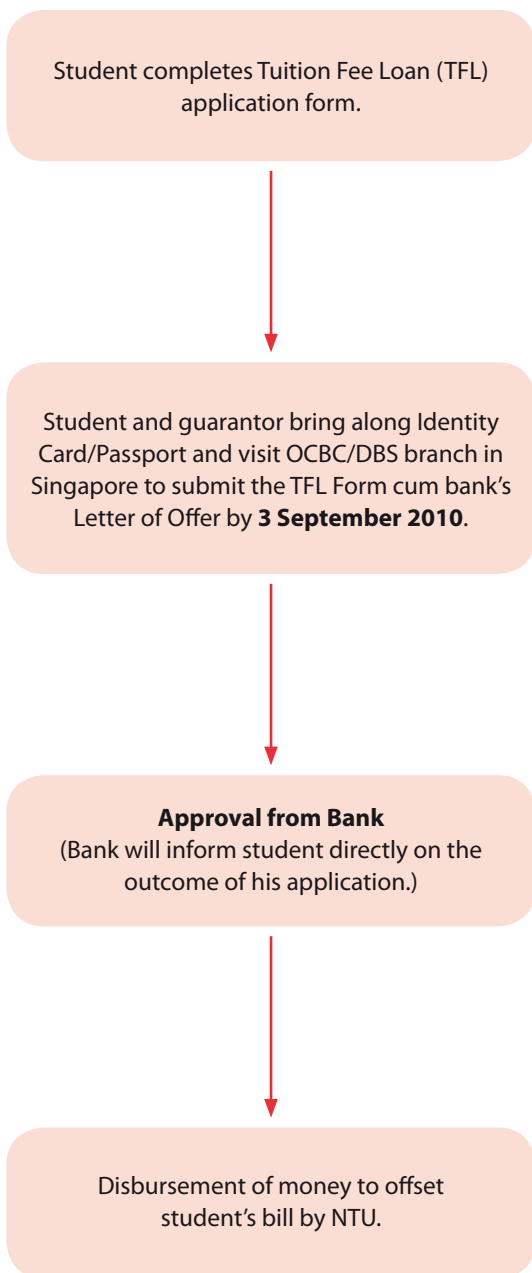
For enquiries, please email to education@cpf.gov.sg or call 1800-2271188. If you do not hear from CPF on your application, please email/call CPF Board.

TUITION FEE LOAN

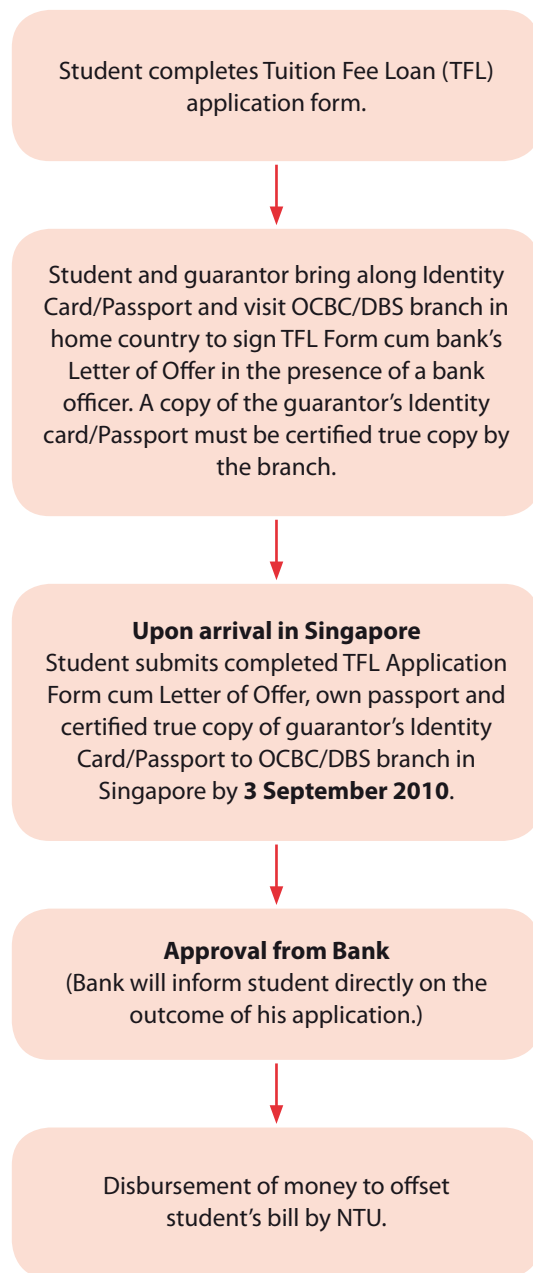
APPLICATION FLOW

SCENARIO 1
(for all students)

- Student and guarantor in Singapore

**SCENARIO 2**
(for international students only)

- OCBC/DBS branch in home country
- Student and guarantor in home country

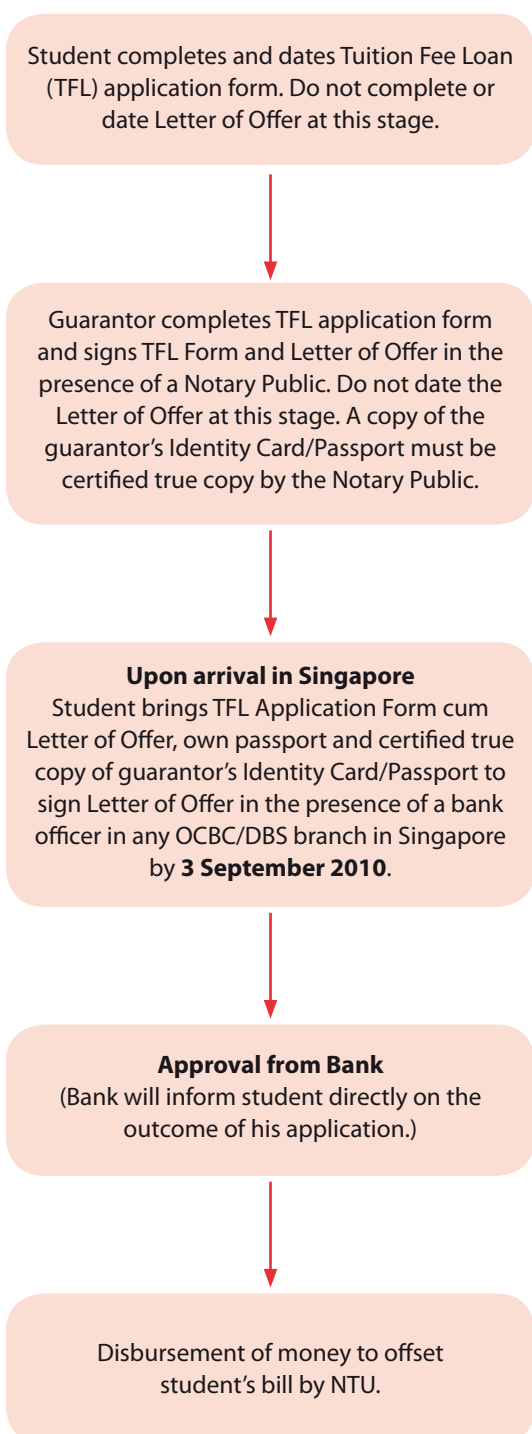


TUITION FEE LOAN

APPLICATION FLOW

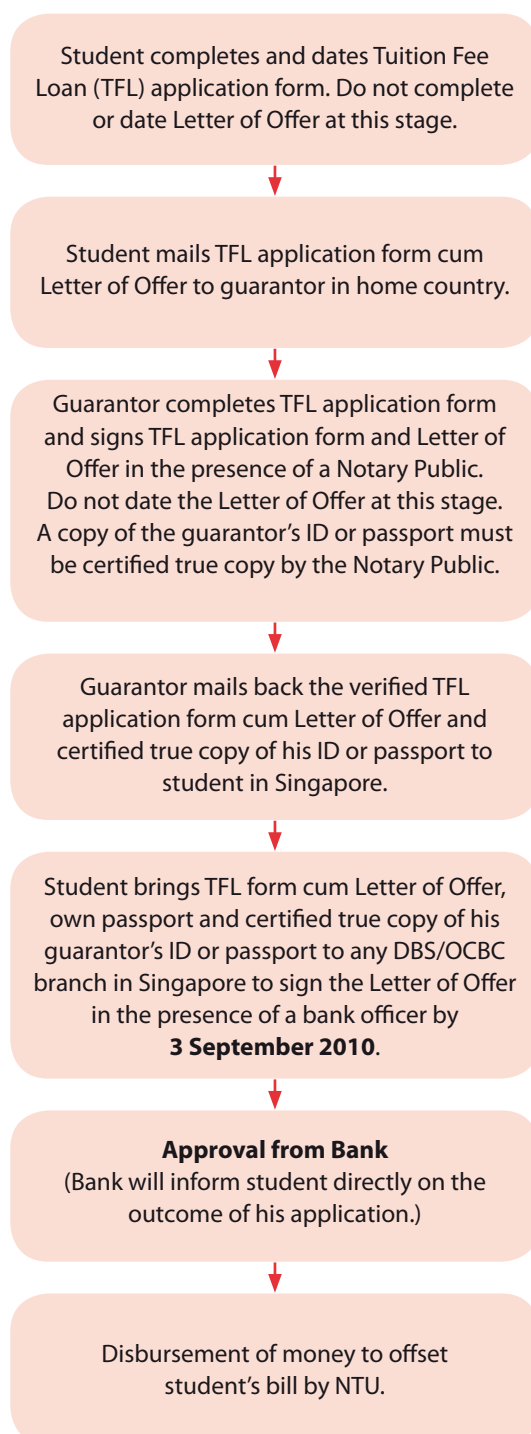
SCENARIO 3 (for international students only)

- No OCBC/DBS branch in home country
- Student and guarantor in home country

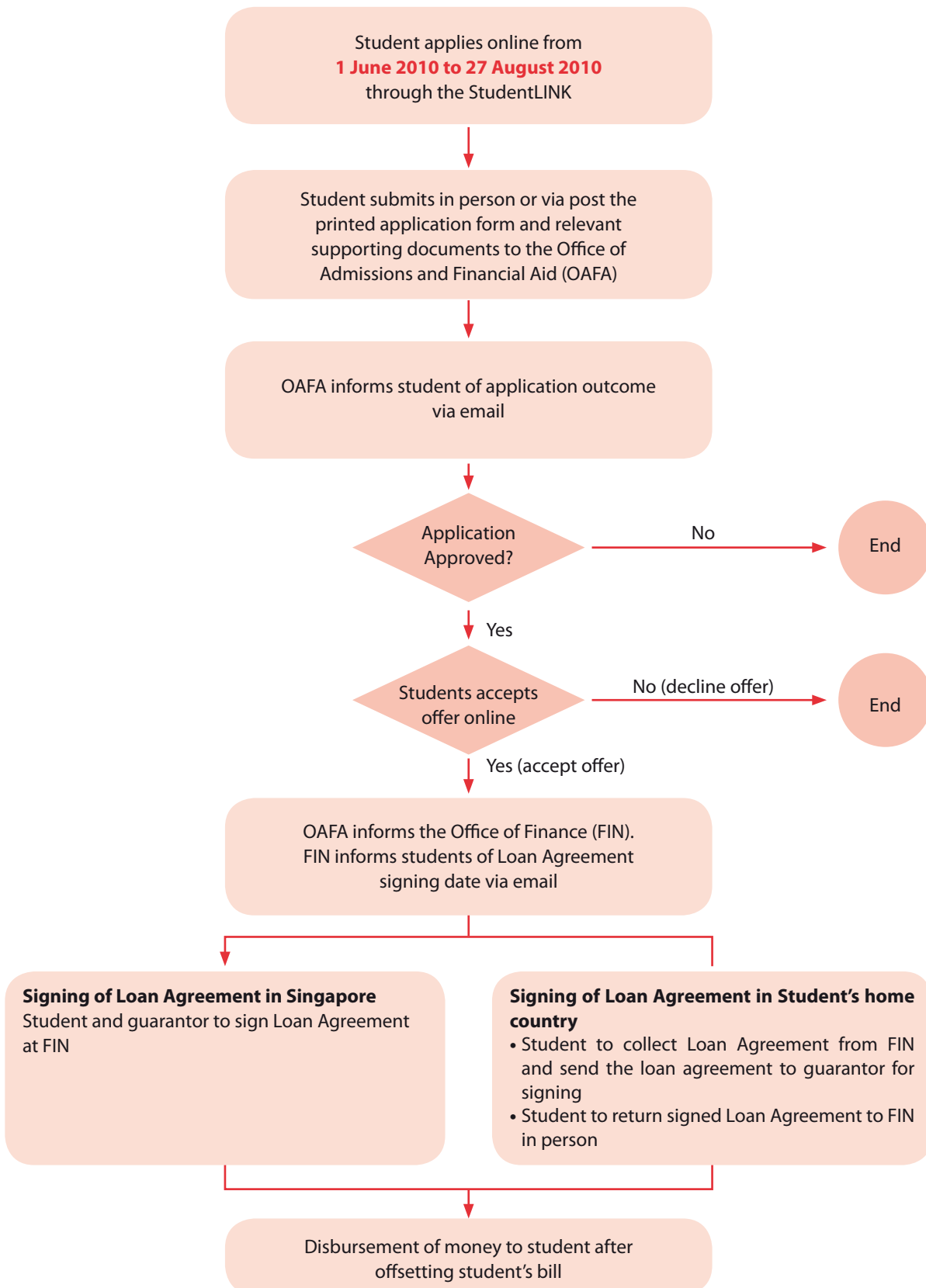


SCENARIO 4 (for international students only)

- No OCBC/DBS branch in home country
- Student in Singapore
- Guarantor in home country



STUDY LOAN APPLICATION FLOW



FINANCIAL ASSISTANCE SCHEMES AT A GLANCE FOR AY2010-11 FRESHMEN

Scheme	Eligibility	Quantum (p.a.)	Guarantor	Repayment & Interest	Application	Application Date
NTU-Administered Bursaries	For financially needy undergraduates of all nationalities	S\$800 and above	NA	NA	After you have obtained your NTU Matriculation Number, the "NTU Online Acceptance Form" will be available to you The bursary application link can be found in this "NTU Online Acceptance Form"	For Singapore Citizens 1 June 2010 – 15 July 2010 For Singapore Permanent Residents & International students 1 June 2010 – 30 June 2010
Tuition Fee Loan Scheme (TFL)	Full-time undergraduates of all nationalities paying subsidised tuition fee and regardless of family income	Up to 90% of subsidised tuition fee payable by Singapore Citizens for the programme	One guarantor	Minimum S\$100/month repayment over a period of 20 years Interest-free until graduation thereafter interest at average prime rate of the 3 local banks	Form available in • Admissions Handbook • Download application form from OAFA website	1 May 2010 – 3 September 2010
Study Loan	Full-time undergraduates of all nationalities Monthly Per Capita Income of family must be less than or equal to S\$2,400 for SG and SPR students, and less than or equal to S\$1,200 for International students Must be a holder of TFL/ CPF Education Scheme/ Mendaki TTFS	10% of the subsidised tuition fee payable by Singapore Citizens for the same programme Optional living allowance of up to S\$3,600 per academic year	One guarantor	Minimum S\$100/month commencing 6 months after graduation, or on securing employment whichever is earlier Repayment period between 5 - 20 years	After you have obtained your NTU Matriculation Number, the "NTU Online Acceptance Form" will be available to you The study loan application link can be found in this "NTU Online Acceptance Form"	1 June 2010 – 27 August 2010
CPF Education Scheme	Full-time undergraduates using student's own or parent's CPF savings	Up to 100% subsidised tuition fee It does not cover miscellaneous fees and hostel fee	NA	Minimum S\$100/month commencing 1 year after graduation over a period of 12 years Interest at current CPF interest rate computed from date of withdrawal	Apply online at CPF Board website	1 June 2010 – 31 August 2010
Post Secondary Education Account	Students with funds in their own/siblings' accounts	Funds in students'/ siblings' accounts	NA	NA	Download application form from OAFA website	1 June 2010 – 31 August 2010
Mendaki Tertiary Tuition Fee Subsidy (TTFS)	Malay students who had enjoyed free secondary and/or pre-university education Monthly gross family income is below S\$3,000	70-100% of subsidised tuition fee	NA	NA	Download application form from OAFA website	1 June 2010 – 31 August 2010
Student Personal Computer Loan (PC Loan)	For financially needy full-time undergraduates of all nationalities Maximum one loan application for whole programme of study	S\$1,500	One guarantor	Repayment 3 months after graduation over a period of 3 years Loan is interest-free	Online application through StudentLINK after matriculation	September 2010 (tentative)
Student Loan	For financially needy full-time undergraduates Must be a holder of TFL and Study Loan	Up to S\$2,000	One guarantor	Repayment 3 months after graduation over a period of 3 years Loan is interest-free	Download application form from OAFA website	Open to matriculated students
Work Study Scheme	Full-time undergraduates	Depends on the scope of work	NA	NA	Details are available at OAFA website and StudentLINK	Open to matriculated students

Website <http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance>

Email FinAid@ntu.edu.sg

Tel 6790 4115

APPLICATION FOR STUDENT ACCOMMODATION

You have to accept the offer of admission electronically before you are able to proceed to apply for student accommodation online at <http://www.ntu.edu.sg/campus/Accommodation/Undergrad/Pages/NTUNewStudents.aspx>.

Application Fee

An application fee of S\$16.05 (inclusive of prevailing GST) is payable. The application fee is non-refundable. You may choose to pay by internet, cash, cheque or bank draft. If you choose to pay online on the internet, you will enjoy a discounted fee of S\$15.00 (inclusive of prevailing GST). Local students have to pay the application fee by **19 July 2010**. International students are allowed to pay the application fee within 3 days from the date of arrival in NTU.

- a. Payment by cash should be made at Cashier, Office of Finance, Level 3, Student Services Centre. You must bring along the printed online hall application form. A self-adhesive sticker will be issued on payment of the fee. Please affix the sticker on the form and submit the form to the Student Affairs Office, Student Services Centre, Level 5. No replacement will be issued for lost sticker. The opening hours of the Cashier's Counter at the Office of Finance are:

Monday to Thursday	8.30am – 4.45pm
Friday	8.30am – 4.15pm

- b. If you wish to pay by cheque/bankdraft, please make it payable to “**NTU Hall of Residence**”. Please write your name and telephone number on the reverse side of your cheque/bank draft and send it together with the printed online hall application form in an envelope marked “Student Accommodation Form” to:

Dean of Students
Nanyang Technological University
Student Affairs Office
42 Nanyang Avenue
Student Services Centre, Level 6
Singapore 639815
Attention: Mrs Tan Siew Kuan

Please do not send cash by post. The University will not be responsible for any loss of money sent by post.

Application Period

The application period for submission of on-line Hall Application Form is as follows:

Local students	: 7 June 2010 to 19 July 2010
International students	: 3 May 2010 to 19 July 2010

Outcome of Application

The outcome of your application will be sent to your personal email account. If you do not receive the e-mail before 30 August 2010, you are advised to contact any of the Hall Offices for clarification. Please dial the telephone prefix 6790- followed by the numbers of the respective Halls (except Hall 16):

Hall 1 – 5161	Hall 5 – 5165	Hall 9 – 6358	Hall 13 – 4248
Hall 2 – 5162	Hall 6 – 5166	Hall 10 – 6377	Hall 14 – 4370
Hall 3 – 5163	Hall 7 – 4891	Hall 11 – 6432	Hall 15 – 4492
Hall 4 – 5164	Hall 8 – 6320	Hall 12 – 4246	Hall 16 – 6316 8736

Please note that new students will not be allowed to choose the hall of residence and are not eligible for single occupancy rooms.

Application with Room-mate

Freshman or DES – Direct Entry Sophomore who chooses to stay with a senior (must be siblings of the same sex) will be allocated to the choice of Hall and room indicated by the senior. The senior will first submit an application and if successful, will be informed of the hall and room allocated. The Freshman/DES will make an online application indicating the Hall his/her sibling is offered.

Choosing to stay with a freshman or DES who is already staying in a Hall of Residence because of the Special Term is not possible due to the different application periods.

Current Hall Rental Rates

The current hall rental rates (subject to revision) for Academic Year 2010-2011 range from **S\$155.00 – S\$200.00** per month for double occupancy. Students are advised to check their NTU student email account for billing of accommodation fees.

Rooms at Halls 3, 8 to 16 are fitted with air-conditioners. To use the air-conditioners, residents may purchase a zero-value Pre-Paid Card (PPC) from their Hall Office. The PPC may be topped up with stored value at any of the top-up kiosks located at these Halls.

There is an option in the application form for students to indicate not to be allocated to the Halls fitted with air-conditioners.

APPLICATION FOR TERTIARY STUDENT CONCESSION CARD

If you are interested to apply for the tertiary student concession card, you may approach any TransitLink ticket office from **5 July 2010 to 17 September 2010**. The list of ticketing offices and their operation hours are available at <http://www.transitlink.com.sg>.

Application Procedure

When applying for the concession card, you have to bring along your NRIC for verification purpose. For international students, please also bring along your Student's Pass and Passport. You have to make a payment of S\$8 at the time of application.

You will be notified through your NTU email account when your concession card is ready for collection at Student Affairs Office. Upon collection of the card, you have to activate the card at any TransitLink ticket office by paying a balance of S\$10.

The above application procedure is only applicable during the bulk application exercise from 5 July 2010 to 17 September 2010. After the bulk application exercise, you have to go down to any Card Replacement Office to apply for the concession card. A payment of S\$18 is required and the card will be issued on the spot. The list of Card Replacement Offices and their operating hours are available at <http://www.transitlink.com.sg>.

Application Fee

The breakdown of the fee payable to TransitLink Pte Ltd is as follows:

Card cost (non-refundable)	S\$5
Personalisation (non-refundable)	S\$3
Stored value	S\$10
Total	S\$18

Usage of Card

For guidelines and usage of the concession card, please visit TransitLink website at <http://www.transitlink.com.sg> and ez-link website at <http://www.ezlink.com.sg>.

INFORMATION ON STUDENT'S PASS FOR INTERNATIONAL STUDENTS

All international students must hold a valid Student's Pass issued by the Singapore Immigration & Checkpoints Authority (ICA) for their studies at NTU.

On-line Application (Form 16)

The application for Student's Pass has to be submitted on-line using Form 16. This can be done by logging into the Student's Pass On-Line Application and Registration (SOLAR) at the ICA website at <http://www.ica.gov.sg> under E-Services. The SOLAR application number and other details that you need to log into the SOLAR system will be sent to you. When submitting Student's Pass application through SOLAR, you are required to attach a **digital colour passport-sized photograph** which meets the following requirements stipulated by ICA:

- i. Photograph image must be taken within the last three months;
- ii. Photograph taken against a white background with a matt or semi-matt finish;
- iii. Photograph image must show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features);
- iv. Image must be in JPEG file format (file extension is .jpg);
- v. Image file size must be no more than 60KB;
- vi. Passport size (400 x 514 pixels);
- vii. Taken with camera of at least 2.0 megapixels.

For a Student's Pass application, you need a Visa or Mastercard Credit/Debit Card or valid Internet Banking Account with Citibank, DBS/POSB or UOB for payment of the processing fee of S\$30. The fee is non-refundable regardless of the outcome of the application or if application is withdrawn after submission.

Please refer to <http://www.ica.gov.sg> for the list of countries where a visa is required to enter Singapore. If you need a visa to enter Singapore, you are required to submit the electronic Form 16 prior to your departure for Singapore. Upon successful application, you will receive a copy of the In-principle Approval Letter (IPA) for Student's Pass cum the single-journey entry visa for your entry to Singapore. **You must obtain the original of the IPA letter, endorsed with NTU stamp, for processing of the Student's Pass at the Off-site Enrolment or from Student Affairs Office.**

If you do not need a visa to enter Singapore, on arrival in Singapore, you are usually given a Social Visit Pass for your stay. You may submit the electronic Form 16 either prior to or after your arrival in Singapore. Upon successful application, you will be issued an In-principle Approval Letter (IPA) for Student's Pass – **you must obtain the original IPA letter, endorsed with NTU stamp, for processing of the Student's Pass at the Off-site Enrolment or from Student Affairs Office.**

Dependant's Pass Holder is also required to apply for a Student's Pass. The student may opt to be issued with a Letter of Consent (LOC) to study in NTU. He/She must indicate his/her intention in writing to Singapore Immigration & Checkpoints Authority (ICA). The student must submit to ICA the letter indicating his/her intention to be issued with a LOC, a copy of the eform 16 and a copy of his/her passport's particulars page.

Where to complete the formalities for issuance of a Student's Pass

Singapore Immigration & Checkpoints Authority (ICA), in collaboration with NTU, conducts Off-site Enrolment in NTU to receive and process Student's Pass applications. The venue will be advised when you report to International Student Centre (ISC) for NTU registration.

If you should miss the date for Off-site Enrolment, you are required to call in person at the Visitor Services Centre, ICA Building, Level 4, Kallang Road, for the completion of formalities for the issuance of a Student's Pass. The completion of formalities is strictly by appointment only – using e-appointment facility at ICA website at <http://www.ica.gov.sg> to select your preferred date and time.

When to complete the formalities for issuance of a Student's Pass

- After you have completed On-line matriculation (please refer to Page 2 of Freshmen Admissions Handbook – Item 4.1), and

- On the appointed date for the Off-site Enrolment, which you will receive from the International Student Centre (ISC) when you report at ISC for NTU registration.
- If you should miss the Off-site Enrolment, please make e-appointment via ICA website at <http://www.ica.gov.sg>. All completion of formalities is strictly **by appointment** only.

To complete the formalities for issuance of a Student's Pass, the following completed documents are required:-

1. The In-principle Approval Letter (IPA), endorsed with NTU stamp.
2. Your passport with a valid Social Visit Pass.
3. A photocopy of the passport's particulars page.
4. Student's Pass and Disembarkation & Embarkation Card issued to you while you were studying at your former institution (if you have not returned these items to ICA).
5. Disembarkation & Embarkation Card (IMM 27 - white card) which you filled prior to your arrival at Singapore Immigration.
6. The printout of Form 16 from SOLAR system – must be **signed**.
7. Medical Report (MC2).
8. A recent colour passport-sized photograph which meets the following requirements:
 - i. Photograph image must be taken within the last three months
 - ii. Photograph taken against a white background with a matt or semi-matt finish
 - iii. Photograph image must show the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must clearly show your facial features)

Fees

Payment of a S\$60 issuance fee for every student's pass issued and a further S\$30 multiple-entry visa fee for visa required nationals, where applicable.

Prior to completion of formalities, payment of fees can be made online via SOLAR system (payment by credit/debit card or Internet banking) – please print out the copy of receipt from the SOLAR system or by NETS or Cashcard at counter during Off-site Enrolment/at lobby located at ICA Building.

Important Information

Please surrender your Student's Pass to ICA for cancellation within 7 days of the date you complete or terminate your full-time studies, go on leave of absence or convert to part-time studies. Please visit <http://www.ica.gov.sg> for details.

For extension of studies, international students must apply for a new Student's Pass and surrender the existing Student's Pass, before it's expiry date, for cancellation.

International students may surrender their Student's Pass at the Visitor Services Centre, Student's Pass Unit, Level 4, ICA Building, Kallang Road or at the Immigration Checkpoints when departing the country. A copy of the cancellation form is available at the Student's Pass Unit or can be downloaded from ICA's website at <http://www.ica.gov.sg>.

International students are exempted from applying for a Work Permit if they wish to work during vacation time. The exemption to apply for a Work Permit is also applicable to international students of NTU who do not work more than 16 hours per week during term time. An application for endorsement to work during term time is required. Please visit <http://www.ntu.edu.sg/Services/StudentServices/studentjobs/Pages/default.aspx> for more information.

Please visit <http://www.ntu.edu.sg/Services/StudentServices/immigration/Pages/default.aspx> for more information or contact Student Affairs Office at Level 6, Student Services Centre.

Overstaying is a punishable offence under the Immigration Act. Please take note of the expiry dates of your Social Visit Pass and your Student's Pass.

COPYRIGHT AND YOU

What is Copyright?

When a person expresses himself by creating a literary, dramatic, musical or artistic work, he has copyright in the work. Such work include books, periodicals, magazines, compilations of information, photographs, diagrams, dances, scripts for plays, computer programs, drawings, sculpture, musical scores, lyrics, sound recordings, cinematographic films, television broadcasts and cable programmes.

The law protects the creator's expression manifested through the work but not the information contained in the work. For example, where 2 persons present the same statistics in different ways, the law will allow each of them to publish their presentation and prevent others from publishing the same presentation. Others may use the same statistics to make different presentations.

Copyright in literary, dramatic, musical and artistic works last for the lifetime of the creator and continues for 70 years after his death.

Copyright in sound recordings and films last for 70 years from the date of first publication. Copyright in television and sound broadcasts and cable programmes last for 50 years from the end of the calendar year in which they were first broadcast or included in a cable programme service.

Who Owns Copyright and What Rights Does the Owner Have?

The creator of the work will own the copyright in it and so the law gives him the exclusive right to publish, reproduce, communicate and benefit from the work in other ways. Other persons cannot do so without the permission of the copyright owner.

The copyright owner may permit others to publish, reproduce or communicate the work through agreements like licences. The owner may set conditions for such permission such as charging a fee.

Exceptions

However the permission of the owner is not required:

1. Where the work is copied for self-study or research, that is, only 1 article in a periodical publication is copied or not more than 10% is copied of a published work which consists of 10 pages or more or not more than 1 chapter is copied of a work which is divided into chapters.
2. Where the work is in electronic form and not more than 10% of the total number of bytes in that edition is copied or 10% of the total number of words in that edition or of the contents of that edition is copied.
3. Where a computer program is reproduced is made on behalf of the owner as a back-up copy of the original computer program.
4. Where an audio visual work (such as sound recording, cinematograph film, sound broadcast, television broadcast or cable programme) is copied for research or private study, subject to certain qualifications specified in the Copyright Act.
5. Where a film or recording of television or sound broadcast or cable programmes is copied for private and domestic use. It should not be seen or heard in public.
6. Where a literary, dramatic, musical or artistic work is copied for criticism or review, and for the reporting of current events, and sufficient acknowledgment of the work is made.
7. Where a work is copied after the copyright in the work ceases.

What are the Consequences of Copyright Infringement?

In Singapore, copyright is protected mainly by the Copyright Act (Cap. 63).

A person who publishes, reproduces or communicates a copyright work without the permission of the Owner infringes his copyright. It is also an infringement to authorise others to infringe copyright, such as requesting a photocopying shop to make a copy of the book.

The person who infringes copyright may be sued by the owner for monetary compensation such as profits made from the infringement. The owner may also obtain a court order to prevent further infringement.

Where the infringement is intentional and the infringement is significant or gives the infringer a commercial benefit, the infringer may be fined in court up to S\$20,000 and/or jailed for not more than 6 months. Second or subsequent offences may attract the maximum fine of S\$50,000 and the longest imprisonment term of 3 years. An example of a significant infringement is the massive regular downloading of songs or movies using peer-to-peer networks.

A person who is found with 5 or more infringing copies of any work is presumed to be in possession of them for sale and may be fined S\$10,000/- for each infringing article or S\$100,000/- whichever is lower. He may also be jailed for not longer than 5 years. In both cases, the infringing copies or anything used to make the infringing copies may be destroyed or surrendered to the copyright owner.

Conclusion

The University takes a serious view of any infringement of copyright by students and a contravention of the provisions of the Copyright Act is deemed to be a breach of the University's rules and regulations, which could result in disciplinary action.

The University advises all students to respect the copyright of all copyright owners' works and encourages the purchase of original textbooks, CDs, DVDs and/or other copyrighted materials that are required for your courses of study. The cost of these materials is insignificant compared to the penalties for copyright infringement.

AUTHORISATION OF MEDICAL PROCEDURES FOR SINGAPORE PERMANENT RESIDENTS AND INTERNATIONAL STUDENTS

In the course of their studies in the Nanyang Technological University (NTU), students may need medical attention that requires surgery. For any surgery to be carried out on a Singapore Permanent Resident or an international student below 21 years of age, surgeons or consultants in hospitals in Singapore require a local guardian to be present at the hospital to give consent for surgery. In certain cases, a student above 21 years of age may also be required to produce a local guardian to endorse the surgery.

In order to avoid possible delays to any medical procedure or surgery, the International Student Centre (ISC) requires a parent/guardian of each Singapore Permanent Resident or international student to provide the following:

- (i) To appoint a guardian in Singapore ("Local Guardian") who will have the authority to consent to the surgery, on behalf of the parent/guardian. This Local Guardian should be informed of his/her role by the parent/guardian(s) and should be contactable by the student and ISC at any time. Please complete the Appointment of Local Guardian Form (N-2), if a local guardian is available.

AND

- (ii) To authorise an NTU staff member to authorise or refuse consent for the surgery, on behalf of the parent(s), if neither a parent/guardian or a Local Guardian (if any) is contactable at the time of need. Please complete the NTU Authorisation Form of Medical Procedures (N-1). This authorisation is subject to the conditions:

- (1) I will not hold the University, its officers, or any of its staff members responsible in any way, and that no action shall arise from any loss or damage (including, without limitation, personal injury or property damage) caused by or suffered as a result of right of the performance/non-performance of medical procedures or surgery on my child/ward.
- (2) I will indemnify the University and keep the University indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, and any other liability arising in any way from the performance/nonperformance of medical procedures or surgery on my child/ward.

Notwithstanding (1) and (2) above, NTU will make every reasonable effort to contact the parent/guardian(s) first if a student needs authorisation for a medical procedure or surgery. If the student or ISC is unable to contact the parent/guardian(s), ISC will contact the Local Guardian (if any); otherwise if the Local Guardian is not contactable, an NTU staff member will authorise or refuse consent for the medical procedure or surgery.

It is important that all Singapore Permanent Residents and international students coming to NTU have the attached form duly executed by their parents/guardian before arriving in Singapore. Please bear in mind that this procedure is meant to avoid delay to any surgery that may be required, and that reasonable effort will be made to contact their parent(s)/guardian before using the authorisations.

AUTHORISATION FORM OF MEDICAL PROCEDURES (For Singapore Permanent Residents and International Students)

To: Nanyang Technological University (NTU)

I, _____, the father/mother/guardian*
(please print name)

of _____, Holder of Passport no. _____,
(name of student) (student's passport no.)

hereby authorise the Nanyang Technological University of Singapore, its officers, or the Dean, Vice-Deans or any of the Fellows of Hall, Managers or Administrative Officers of the International Student Centre to authorise or refuse consent for medical procedures and surgery on my daughter/son/ward*'s behalf.

Further,

- (1) I will not hold the University, its officers, or any of its staff members responsible in any way, and that no right of action shall arise from any loss or damage (including, without limitation, personal injury or property damage) caused by or suffered as a result of the performance/non-performance of medical procedures or surgery on my child/ward.
- (2) I will indemnify the University and keep the University indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, and any other liability arising in any way from the performance/non-performance of medical procedures or surgery on my child/ward.

Name of Father/Mother/Guardian*: _____

Passport No/Identity Card No.: _____

Postal Address: _____

Contact Information:

Telephone (Residence): _____

Telephone (Office): _____

Mobile Telephone: _____

Email Address: _____

Fax No.: _____

Signature of Father/Mother/Guardian*: _____ Date: _____

*delete where applicable

Note: This form must be submitted to International Student Centre, International House, by the second week of Semester 1.

APPOINTMENT OF LOCAL GUARDIAN (For Singapore Permanent Residents and International Students)

I, _____, the father/mother of _____,
(name of parent) (name of student)

Holder of Passport no. _____, a student of Nanyang Technological University, hereby
(student's passport no.)

appoint the following person as the local guardian who shall have the authority to endorse any surgical procedures
 on _____ my behalf.
(name of student)

I fully understand that in so doing,

- (1) I will not hold the University and its officers responsible for or liable in any way, and that no action shall arise from any personal injury or loss of life suffered as a result of the guardian's endorsement of the surgery performed, and
- (2) I will indemnify the University and keep the University indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, and any other liability arising from the guardian's endorsement of the surgery performed.

Particulars of Local Guardian (to be completed by parent(s)):

Name: _____ Relationship to Student: _____

Passport No./ Identity Card No.: _____ Date of Birth: _____

Occupation: _____

Address: _____

Contact Information:

Telephone (Home): _____ Telephone (Office): _____

Telephone (Mobile): _____ Email Address: _____

Fax No.: _____

Name of Father/Mother*: _____

Passport No/Identity Card No.: _____

Postal Address: _____

Telephone (Residence): _____ Telephone (Office): _____

Email Address: _____

Fax No.: _____

Signature of Father/Mother*: _____ Date: _____

*delete where applicable

Note: This form must be submitted to International Student Centre, International House, by the second week of Semester 1.

TUITION FEE LOAN (TFL) APPLICATION FORM

INSTRUCTIONS

1. Students of all nationalities who are enrolled in full-time undergraduate degree programmes, graduate research programmes and full-time MSC MOE subsidised programmes can apply for Tuition Fee Loan up to 90% of the MOE subsidised tuition fee payable by Singapore Citizens.
2. The following categories of students are not eligible for Tuition Fee Loans:
 - a) Students receiving Government /Statutory Board /NTU scholarships which cover tuition fees
 - b) International students paying non-subsidised tuition fees
 - c) Students receiving full Tertiary Tuition Fee Subsidy from Mendaki
 - d) Students using CPF savings for the full payment of the subsidised tuition fee
 - e) Students in self-funded programmes
 - f) Part-time graduate students (coursework)*
* For part-time undergraduate students who are Singapore Citizens, please apply using the Tuition Fee Loan Application Form for Part-Time students.
3. The guarantor must be between at least 21 years of age and shall not exceed 60 years of age.
 - A loan applicant who is a Singapore Citizen is to provide a Singapore Citizen guarantor.
 - A loan applicant who is a Singapore Permanent Resident is to provide a Singapore Citizen or Singapore Permanent Resident guarantor.
 - A loan applicant who is an international student is to provide a guarantor of any nationality.
4. First-time applicants and their guarantors are required to **personally visit either DBS Bank or OCBC Bank with the following documents:**
 - a. The completed Application Form & Letter of Offer.
The Letter of Offer must be signed in the presence of a bank officer.
Do not leave any fields in the application form uncompleted. To indicate "NA" if any field is not applicable.
 - b. Both their identity cards/passports.
 - c. A copy of your University Admission Letter.
If you are not able to produce your Admission Letter, please obtain a Certification Letter from the Office of Academic Services that you are an existing student. A Change of Programme Letter/Email from the Office of Academic Services is also acceptable.

Any DBS Bank Branch	Any OCBC Bank Branch
Tel: 6333 0033	Tel: 1800-438 3333

Changing of bank is not allowed once the application has been submitted to the bank.
5. The application period for submission of the Tuition Fee Loan application is:
 - **1 May 2010 to 3 September 2010**For applications outside the application period, you must first get your TFL Form endorsed by the NTU Office of Finance (at Student Services Centre, Level 3) before approaching the bank.
6. An existing borrower who wishes to vary his loan quantum should make a request directly to the bank where the loan was originally approved. Please update the respective banks of any subsequent change in mailing address.

APPLICATION FORM FOR TUITION FEE LOAN FROM NANYANG TECHNOLOGICAL UNIVERSITY (NTU) – FULL-TIME STUDENTS

Please tick one: To take effect from Semester 1 AY2010-11 Semester 2 AY2010-11 Special Term AY2010-11

PARTICULARS OF BORROWER

NRIC/Passport Name: Mr/Mdm/Miss (please underline surname)		Marital Status	Date of Birth
NRIC/Passport No.	Country of Issue	Nationality	
Permanent Home Address for all students (In English)		Tel No.	
Mailing Address in Singapore		Tel No.	
Block/House No.:	<input type="text"/>		
Unit No.:	# <input type="text"/> - <input type="text"/>	Singapore Postal Code	<input type="text"/>
Street Name: <input type="text"/>			

EDUCATION DETAILS

Name of School	Matriculation No	Length of Programme	Programme Name	Year of Study <small>(indicate "1" if you are a freshman or joining NTU)</small>
Undergraduate <input type="checkbox"/> or Postgraduate programme <input type="checkbox"/> <small>(please check with University that the post graduate course applied for is eligible for loan)</small>				

FINANCING REQUIRED

- Please indicate the Bank you wish to obtain the Loan from: DBS Bank OCBC
- Do you have an existing Tuition Fee Loan with any of the above banks? Yes No
- If yes, please indicate the bank: DBS Bank OCBC
- Amount of financing required (tick only one box below):

<input type="checkbox"/> Maximum loan allowable for the whole course or remaining course of study	<input type="checkbox"/> 30% of the tuition fees payable for the remaining course of study
<input type="checkbox"/> 80% of the tuition fees payable for the remaining course of study	<input type="checkbox"/> Fixed loan amount of S\$ _____ per semester for _____ years (2 semesters per year)
<input type="checkbox"/> 50% of the tuition fees payable for the remaining course of study	

PARTICULARS OF GUARANTOR (the Guarantor)

NRIC/Passport Name: Mr/Mdm/Miss (please underline surname)		Date of Birth (21 to 60 years old)	
NRIC/Passport No.	Country of Issue	Nationality	
Marital Status	Relationship to Borrower	Occupation	
Permanent Home Address (In English)		Home Tel No.	
Name & Address of Employer		Office Tel No.	
Are you a guarantor to any other loan? If yes, please furnish the following details:			
Name of Borrower	Name of Lender	Type of Facility	Amount Guaranteed

DECLARATION BY BORROWER (the Borrower)

In consideration of DBS Bank/OCBC* (the Bank) agreeing to grant me the Tuition Fee Loan on behalf of NTU at my request, I hereby:

- i) declare that the information given in this application is true and correct and that I have not willfully withheld any material fact.
- ii) expressly and irrevocably permit and authorise the Bank and the Bank's officers to disclose, reveal and divulge any and all information and particulars relating to and in connection with me, any and all of my accounts with the Bank (whether held alone or jointly), any transaction or dealings between me and/or NTU and the Bank, my credit standing and financial position, this application and/or any facilities granted to me by the Bank and/or NTU to any person at any time and from time to time, including, but not limited to NTU, any of my guarantor and/or surety, any person who is jointly or severally liable or indebted to the Bank with me, any of the Bank's subsidiaries, branches, agents, correspondents, agencies or representative offices, any governmental agencies and authorities in Singapore and elsewhere, any person to whom such disclosure is permitted or required by any statutory provision or by law, any credit bureau of which the Bank is a member, any other member(s) and/or compliance committee of such credit bureau and/or any of the Bank's potential assignees or transferees.

I understand that the Bank reserves the right to reject my application without assigning any reasons.

Signature of Borrower: _____ Date: _____

DECLARATION BY GUARANTOR

I hereby:

- i) declare that I am not a bankrupt and that the information given in this application is true and correct and that I have not willfully withheld any material fact.
- ii) expressly and irrevocably permit and authorise the Bank and the Bank's officers to disclose, reveal and divulge any and all information and particulars relating to and in connection with me, any and all of my accounts with the Bank (whether held alone or jointly), any transaction or dealings between me and/or NTU and the Bank, my credit standing and financial position, and/or the guarantee to any person at any time and from time to time, including, but not limited to NTU, any person who is jointly or jointly and severally liable or indebted to the Bank with me and/or the Borrower, any of the Bank's subsidiaries, branches, agents, correspondents, agencies or representative offices, any governmental agencies and authorities in Singapore and elsewhere, any person to whom such disclosure is permitted or required by statutory provision or by law, any credit bureau of which the Bank is a member, any other member(s) and/or compliance committee of such credit bureau and/or any of the Bank's potential assignees or transferees.

Signature of Guarantor: _____ Date: _____

For Bank Use: <small>DBS ref: NTU2</small>	Recommended by: Approved by:	Date: Date:
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*delete where applicable

LETTER OF OFFER (For First Time Applicants Only)

PRIVATE & CONFIDENTIAL

File Ref: _____

Date: _____

Name of applicant: _____

Address: _____

Dear Sir/Madam

TUITION FEE LOAN

- We take pleasure in offering you, on behalf of the Nanyang Technological University (NTU); a tuition fee loan (the Loan) of up to the maximum allowed under the prevailing Tuition Fee Loan Scheme for your course of study (including repeat and Honours year, if any) in School of _____ or such other amount as may be determined by NTU. The loan is subject to the following terms and conditions:
 - The Loan** : The Loan will be granted to you for your course of study at NTU in accordance with the Tuition Fee Loan Scheme.
 - Interest Rate** : The average of the Prime rates of the following banks DBS, OCBC and UOB, prevailing on the first day of each quarter or such other rate(s) as may be determined from time to time.
 - Standard Conditions** : The Terms & Conditions overleaf relating to the Tuition Fee Loan Scheme for NTU which form an indivisible part of this offer shall apply.
 - Guarantee** : The principal amount of the Loan and interest shall be fully guaranteed by _____
- We trust that the above terms and conditions are acceptable to you and your Guarantor. Kindly confirm your acceptance by bringing both the application form and this letter and calling at any one of our branches of your choice with your guarantor to sign this letter of offer. Please also bring your identity card/passport and that of the guarantor's for our verification.
- We look forward to being of service to you.

Yours faithfully

Name & Designation:

Name of Bank:

I hereby confirm my acceptance of the offer of the Loan upon the aforesaid terms and conditions.

Signature of applicant (to be signed in front of a bank officer)

Date of Acceptance: _____

Name & NRIC/Passport No.: _____

In consideration of NTU agreeing to my request to grant the Loan to the above named Borrower on the terms and conditions set out above, I hereby irrevocably and unconditionally guarantee as principal debtor and not as Surety only, the payment on demand of all sums of money which may from time to time be due and owing by the Borrower in respect of the Loan or any increase or variation in the amount thereof (including without limitation, interest and default interest). This guarantee shall be a continuing security to NTU notwithstanding any indulgence given by NTU to the Borrower or the death, insanity, bankruptcy or other disability or personal incapacity of the Borrower or of myself, and my liability shall not be abrogated or affected by reason of the fact that the transaction affecting the sums of money hereby secured is void, voidable or unenforceable for any reason whatsoever. For the avoidance of doubt, I confirm that legal action in respect of the Loan need not first be commenced against the Borrower prior to commencing legal action against me in respect of my guarantee.

Signature of guarantor (to be signed in front of a bank officer)

Date: _____

Name & NRIC / Passport No.: _____

TERMS & CONDITIONS RELATING TO THE TUITION FEE LOAN SCHEME FOR NANYANG TECHNOLOGICAL UNIVERSITY (NTU)

1 NO MULTIPLE FINANCING

Once the Tuition Fee Loan (The Loan) is granted by any participating bank ("the Bank"), the Borrower shall not make any application for Tuition Fee Loan to any other operating bank during the duration of the course of study.

2 DEATH, INSANITY, BANKRUPTCY OR ANY DISABILITY OF GUARANTOR

In the event of the death, insanity, bankruptcy or any disability of the guarantor during the period before full repayment of the Loan and interest thereon, the Borrower shall inform the Bank immediately of the happening of such event and shall furnish another guarantor in place thereof within one month of such event(s).

3 DISBURSEMENT

The Loan will be credited directly into the Borrower's account with Nanyang Technological University (NTU) on such date(s) and in such amount and manner as shall be specified by NTU.

4 INTEREST COMPUTATION

Interest at the average of the prime rates of the following banks, DBS, OCBC, and UOB, prevailing on the first day of each quarter or such other rate as may be determined from time to time by the Bank will be chargeable on the loan after the release of the final examination result slip as per table below. Interest is computed on a monthly rest basis and based on a 365-day year. In the event that the Borrower leaves NTU without completing his course of study, interest will be chargeable with effect from the first day of the month following such event.

Release of final exam result slip in the month of	Interest commencement date
January	1st March of the same year
February	1st April of the same year
March	1st May of the same year
April	1st June of the same year
May	1st July of the same year
June	1st August of the same year
July	1st September of the same year
August	1st October of the same year
September	1st November of the same year
October	1st December of the same year
November	1st January of the following year
December	1st February of the following year

5 VARIATION OF LOAN QUANTUM

In the event that the Borrower does not require any loan for any particular year or wishes to vary the loan quantum, he shall notify the Bank in writing.

6 REPAYMENT

Repayment may be made in one lump sum or by equal monthly instalments comprising both principal and interest and payment of the lump sum or equal monthly instalment shall be made not later than 2 years from the date that interest is first chargeable on the Loan or upon securing employment, whichever is earlier, and thereafter payment of monthly instalments shall be made on the 1st day of each month. The minimum amount repayable is S\$100 per month and the repayment period may be extended up to a maximum of 20 years. Any amount which remains outstanding thereafter shall become immediately due and payable.

In the event that the Borrower leaves NTU without completing his course of study, the Loan outstanding shall become immediately due and payable, subject to the Bank's right to exercise its option to allow such repayment by monthly instalments on such terms and conditions as it deems fit.

7 FEES PAYABLE

The Borrower shall pay:-

- 7.1 All costs, fees, expenses and other charges legal or otherwise including stamp duty incurred in the preparation and execution of any document(s) required by the Bank under the provisions hereof.
- 7.2 All legal fees as between solicitors and client and other costs and disbursements in connection with demanding and enforcing payment of monies due hereunder and/or any of the covenants, undertakings, stipulations, terms and conditions contained herein.

and the Bank reserves the right to debit the Borrower's account with the same.

8 DEFAULT OF LOAN

The Loan and interest thereon or any part thereof for the time being outstanding and unpaid and all other charges and monies payable hereunder shall on demand become due and payable by the Borrower in any of the following events of default:-

- 8.1 If the Borrower defaults in the payment of any of the instalments of the Loan and interest thereon or any part thereof on the due date or dates or in the payment of any other monies hereby covenanted to be paid.
- 8.2 If the Borrower commits or threatens to commit a breach of any of the covenants, undertakings, stipulations, terms and conditions contained herein.
- 8.3 If the Borrower shall enter into any arrangement or composition for the benefit of creditors or shall have a receiving or adjudication order made against him.
- 8.4 If a situation has arisen or there has been a material change in the circumstances of the Borrower which in the opinion of the Bank will affect the Borrower's ability to repay the Loan and interest thereon or will make it improbable for the Borrower to observe and perform his obligation hereunder.
- 8.5 If the Borrower fails to furnish another guarantor as required in condition 2 within one month of the death, insanity, bankruptcy or disability of the guarantor or such longer period as the Bank may allow.

9 ADDITIONAL INTEREST

In the event of default by the Borrower to pay the Loan or any part thereof on the due date or dates, then, and without prejudice to the remedies of the Bank and hereunder, the Borrower shall pay additional interest at the rate of 1% per month or at such other rate(s) as the Bank may determine from time to time for the late payment of each instalment. When the loan and interest thereon and all monies payable hereunder become due and payable by the Borrower in the event of his default and upon demand by the Bank the Borrower shall pay to the Bank additional interest at the rate of 1% per month or at such other rate(s) as the Bank may determine from time to time on the outstanding loan, interest (inclusive of additional interest aforesaid) and other monies due and owing to the Bank until the date of full settlement.

10 RIGHT OF SET-OFF

In addition to any remedies, lien, right of set-off or other rights which the Bank may have by law and hereunder, the Bank shall be entitled at any time and without notice to the Borrower or the Guarantor to combine or consolidate all or any of the Borrower's account(s) and/or Guarantor's account(s) with the Bank anywhere or set-off or transfer any sum or sums standing in one or more of such accounts in or towards satisfaction of all or any of the monies and liabilities due by the Borrower hereunder.

11 INDULGENCE GRANTED

No neglect, delay or forbearance of the Bank to require or enforce payment of any monies hereunder or to require or enforce the performance or observance of any covenant hereunder nor the granting of any time by the Bank to the Borrower shall in any way prejudice or affect any of the rights, powers or remedies of the Bank, nor will the Bank's right be prejudiced or waived in respect of any other or subsequent breach of any of the covenants, undertakings, stipulations, terms and conditions by the Borrower aforesaid.

12 STATEMENT OF INDEBTEDNESS

A statement or certificate signed by the Manager, Accountant or any other authorised officer of the Bank as to the monies and liabilities for the time being due to or incurred by the Bank shall subject only to computation and/or clerical mistakes be final and conclusive and be binding on the Borrower.

13 NOTICE OF DEMAND

Any demand for payment of monies or any other demand or notice hereunder may be made by the Manager, Accountant, Legal Officer or by any person or firm for the time being acting as solicitor or solicitors for the Bank by letter addressed to the Borrower and sent by post or delivered by the last known address of the Borrower and a notice of demand so given or made shall be deemed to be received on the day it was left at the last known address of the Borrower or the day after which it is posted as the case may be.

14 GOODS AND SERVICES TAX

In the event that any GST or any other taxes, levies or charges whatsoever are now or hereafter required by law to be paid on or in respect of any sums payable to the Bank or any other matters under or relating to the Loan or any security relating to the Loan, the same shall be borne by the Borrower and the Borrower shall pay to the Bank the amount of any such GST or other taxes, levies or charges (or such part thereof which the law does not prohibit the Bank from collecting from the Borrower) on or before the same becomes due under law, in addition to all other sums payable to the Bank in relation to the Loan and the Borrower shall indemnify the Bank against payment thereof.

15 GOVERNING LAW

The terms and conditions herein shall be governed by and construed in accordance with the laws of Singapore and the parties hereto agree to submit to the non-exclusive jurisdiction of the courts of Singapore.

16 GENERAL

- 16.1 The Borrower shall inform the Bank immediately of any change in the Borrower's or the guarantor's address.
- 16.2 All references to the Bank herein are in relation to the Bank acting as agent for NTU under the NTU Tuition Fee Loan Scheme.

17 THIRD PARTY CLAUSE

It is hereby expressly declared that none of the terms and/or conditions relating to the Loan shall be enforceable by any third party. In this Clause, the expression "third party" shall mean any person(s) other than:-

- (a) the Borrower
- (b) the Bank and its successors and assigns; and
- (c) NTU and its successors and assigns.

Notwithstanding any terms and/or conditions relating to the Loan, the consent of any third party is not required for any variation (including any release or compromise of any liability) or termination of the Loan.

18 AMENDMENT TO TERMS AND CONDITIONS

- 18.1 NTU may vary any of these Terms and Conditions at any time but will, in most instances, give the Borrower and/or Guarantor at least 30 days' notice by NTU or the Bank, of any variation which relates to Borrower's and/or Guarantor's liabilities and obligations before such variation takes effect.
- 18.2 All variation shall take effect and bind the Borrower and Guarantor from the date specified in our notice. The advance notice may be given to the Borrower and Guarantor by post or by exhibiting the variations or a set of the revised Terms and Conditions at any branches of the Bank or via publication through any media. Upon such exhibition or publication, the Borrower and Guarantor shall be deemed to have notice of such variations or amended Terms and Conditions.
- 18.3 If the Borrower or Guarantor does not accept any variation to these Terms and Conditions, the Borrower shall immediately repay to the Bank all monies owing under the Loan. Where the Borrower continues to use the Loan or if the Loan remains outstanding after such notification, the Borrower or Guarantor shall be deemed to have agreed with and accepted such change(s).

TFL-FT Undergrad - T&C 29Mar2010

MC1 – NTU Medical Examination Form (Part I)

NANYANG TECHNOLOGICAL UNIVERSITY

PART I: CONFIDENTIAL MEDICAL HISTORY

(To be completed by the student)

PERSONAL PARTICULARS							
Full Name (Block Letter): _____							
Sex: _____		NRIC No./Passport No.: _____					
Date of Birth: _____		Citizenship: _____					
Programme of Study: _____		Home Address: _____					
Tel No.: _____		Mobile No.: _____					
PERSONAL HISTORY	NO	YES	If yes, give details & dates				
1. NERVOUS SYSTEM/PSYCHIATRY Frequent headaches, migraine, giddiness, fainting spells, epilepsy (fits), nervous breakdown, anxiety illness, depression, treated by psychiatrist before							
2. EYE, EAR, NOSE, THROAT History of seeing black spots, bright lights, blur vision, hearing problems, ear infection, hearing loud noises (tinnitus), constant running nose, sneezing, blocked nose, nose bleeding							
3. RESPIRATORY SYSTEM Asthma, frequent cough, tuberculosis, shortness of breath on and off							
4. CARDIOVASCULAR SYSTEM Chest pain, palpitations, high blood pressure, heart murmur							
5. GASTROINTESTINAL SYSTEM Gastric problem, frequent diarrhoea, constipation problem, stomach ulcer, abdominal pain on and off, bloatedness, piles							
6. GENITAL-URINARY SYSTEM Sugar, protein or blood in urine, past urinary tract infection, kidney problem, testicular lumps (males only) hernia, VD							
7. ENDOCRINE SYSTEM Thyroid problem, diabetes							
8. MUSCULO-SKELETAL SYSTEM Frequent backache, knee pain on and off, frequent ankle sprain, neck problem, shoulder problem, gout or fracture before							
9. SKIN Eczema, urticaria, fungal infection							
10. FOR FEMALES ONLY History of breast lump, menses problem e.g. irregular menses, menses pain, etc							
11. Any serious injuries, hospitalisation, operation							
12. Any illness not mentioned above							
FAMILY HISTORY	NO	YES	If yes, give details & dates	SOCIAL HISTORY	NO	YES	If yes, give details & dates
1. Hypertension				1. Cigarettes			
2. Heart Disease				2. Alcohol			
3. Stroke							
4. Diabetes				DRUG HISTORY	NO	YES	If yes, give details & dates
5. Tuberculosis				1. Drugs taken presently			
6. Mental Disorder				2. Allergy			
7. Others							

I hereby declare that I have not withheld any relevant information or made any misleading statement, and I give my consent to the examining medical examiner to communicate with and release a copy of this report to NTU.

Student's Signature

Date

MC1 – NTU Medical Examination Form (Part II)

NANYANG TECHNOLOGICAL UNIVERSITY

PART II: REPORT OF MEDICAL EXAMINATION

(To be completed by a Registered Physician)

SIGNIFICANT MEDICAL HISTORY (including psychiatric disorders):

PHYSICAL EXAMINATION

Height: _____ cm Weight: _____ kg Vision: _____ Colour Vision: _____

Blood Pressure: _____ Pulse Rate: _____

Cardiovascular System: _____

Respiratory System: _____

Abdomen (Note presence of hernia): _____

Central Nervous System: _____

Musculoskeletal System: _____

Others: _____

INVESTIGATION

Urine Protein: _____ Sugar: _____ Others: _____

Chest X-ray Report (should have been made within last six months, and film should be attached to the report):

OTHERS

Is patient now under treatment for any physical/emotional condition?

Do you have any recommendation regarding the care of this student?

Any drug allergy?

I certify that I have this day examined the abovenamed and the results of medical examination are as set forth. In my opinion, he/she is found to be in good health and free from any physical defect, organic or nervous ailments or after effects thereof which might render him/her unfit to pursue or complete his/her university programme of studies.

Physician's Signature
Address:

Name & Professional Qualifications

Date

SS-01 Application Form for Interbank GIRO



SS-01 **UG**

Please return the completed form to Office of Finance, Student Services Centre, Level 3.

PART 1: FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ✓)

Date	Name of Billing Organisation ("BO")
✓ _____	NANYANG TECHNOLOGICAL UNIVERSITY
To Name of Bank (Financial Institution)	Student's Name
✓ _____	✓ _____
Branch	Student's NRIC/Passport No.
✓ _____	✓ _____
	For S'porean, please do not fill in the prefix alpha "S"
<p>(a) I/We hereby instruct you to process the BO's instructions to debit my/our account. (b) You are entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at our discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly. (c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.</p>	
Name of Account Holder(s)	Contact Number(s) - Tel / Fax / Mobile phone:
✓ _____	✓ _____
Bank Account Number	Signature(s) / Thumbprint(s) / Company Stamp #
✓ _____	✓ _____
	As in Financial Institution's records

PART 2: FOR BILLING ORGANISATION'S COMPLETION

Bank	Branch	NTU's Account Number	Student's NRIC/Passport Number
7 3 3 9	5 3 7	0 1 0 0 2 7 0 0 1	
Bank	Branch	Account Number To Be Debited	Batch Header Number

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: NANYANG TECHNOLOGICAL UNIVERSITY
 Office of Finance, Students Financial Services
 This Application is hereby REJECTED (please tick) for the following reason(s):

<input type="checkbox"/>	Signature/Thumbprint* differs from Financial Institution's records	<input type="checkbox"/>	Wrong account number
<input type="checkbox"/>	Signature/Thumbprint* incomplete/unclear*	<input type="checkbox"/>	Amendments not countersigned by customer
<input type="checkbox"/>	Account operated by signature/thumbprint*	<input type="checkbox"/>	Others:

 Name of Approving Officer Authorised Signature Date

For thumbprints, please go to the branch with your identification
 * Please delete where inapplicable

SS-01 Application Form for Interbank GIRO

Notes:

1. Please note that only banks domiciled in Singapore are to be used for GIRO.
2. Deduction code reflected in bank account is "GIRO".
3. GIRO deduction date will be advised in the student bill.
4. A late fee of S\$10.00 will be levied by NTU if GIRO fails.
5. Applicant for Interbank GIRO, who is 18 years old and above, could use bank account registered in his/her name.
6. Completed form is to be returned to the following address:

Office of Finance
Nanyang Technological University
Student Services Centre, Level 3
42 Nanyang Avenue
Singapore 639815
7. For termination of GIRO, please fill in the Termination of Interbank GIRO form obtainable for the Office of Finance or the banks.
8. For further enquires, please call 6790 4619 / 6790 5060 / 6790 4616.

Checklist

After accepting your offer, please go through each of the activities in the checklist below to assist you to keep track of the important administrative and academic deadlines. If you require further information, please contact the respective offices. You can find their contact details on page 51.

ACTIVITY	DATE	FORWARDING ADDRESS/WEBSITE	PLEASE CHECK
TUITION GRANT			
Tuition Grant Application (for Singapore Citizens)	By 31 July 2010	The Tuition Grant (TG) application form is made available to you at the point just after you have obtained your NTU matriculation number. On obtaining your matriculation no. online, you will be brought to the "NTU ONLINE ACCEPTANCE FORM." On this form under the "MOE TG Section", you will see a link for you to download your TG Application Form. You are required to print out the form, complete it and submit it to the Office of Admissions and Financial Aid, Student Services Centre, Level 2, 42 Nanyang Avenue, Singapore 639815.	
Tuition Grant Application (for Singapore Permanent Residents and International Students)	20 September to 1 October 2010	http://tgonline.moe.gov.sg	
ACADEMIC MATTERS			
Online declaration & submission of photograph	By 20 June 2010	https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login	
Online Matriculation	24 August to 26 August 2010	http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/default.aspx	
Qualifying English Test (Only applicable to students who are not granted exemption)	31 August 2010	http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/default.aspx	
Freshmen Welcome Ceremony (for Full-time Undergraduates)	1 to 3 September 2010. Refer to website for schedule	http://www.ntu.edu.sg/Freshmen	
Collection of Matriculation Card	Refer to website for schedule	http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/default.aspx	
Add/Drop of Courses	Refer to website	http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/Process.aspx	
STUDENT'S PASS APPLICATION (for International Students only)			
Student's Pass On-line Application and Registration (SOLAR) (Form 16)	Refer to Annex L	http://www.ica.gov.sg	
MEDICAL PROCEDURES			
NTU Medical Examination Form (MC1)	Refer to Annex B	NTU Medical Centre	
Authorisation Form of Medical Procedures (N-1) (for Singapore Permanent Residents and International Students)	By 10 September 2010	International Student Centre Nanyang Technological University 36 Nanyang Avenue #02-02 Singapore 639801	
Appointment of Local Guardian (N-2) (for Singapore Permanent Residents and International Students)			

ACTIVITY	DATE	FORWARDING ADDRESS/WEBSITE	PLEASE CHECK
BILL PAYMENT (GIRO APPLICATION)			
GIRO Application Form (SS-01) (after opening of a bank account in Singapore)	Singapore Citizens and Singapore Permanent Residents: By 10 August 2010 International Students: By 3 September 2010	Office of Finance Nanyang Technological University Student Services Centre, Level 3 42 Nanyang Avenue Singapore 639815	
FINANCIAL ASSISTANCE (if interested)			
NTU-Administered Bursaries	Singapore Citizens: 1 June to 15 July 2010 Singapore Permanent Residents and International Students: 1 June to 30 June 2010	After you have obtained your NTU Matriculation Number, the "NTU Online Acceptance Form" will be available to you. The bursary application link can be found in this "NTU Online Acceptance Form"	
Tuition Fee Loan (TFL) Application Form	By 3 September 2010	DBS Bank or OCBC Bank in Singapore	
Study Loan	1 June to 27 August 2010	After you have obtained your NTU Matriculation Number, the "NTU Online Acceptance Form" will be available to you. The study loan application link can be found in this "NTU Online Acceptance Form"	
CPF Education Scheme	1 June to 31 August 2010	http://mycpf.cpf.gov.sg/cpf/news/highlights/ednhigh.htm	
Post Secondary Education Account	1 June to 31 August 2010	http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/PSEA.aspx Download form and submit to Office of Admissions and Financial Aid	
Mendaki Tertiary Tuition Fee Subsidy	1 June to 31 August 2010	http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/MendakiTertiary.aspx Download form and submit to Office of Admissions and Financial Aid	
STUDENT ACCOMMODATION APPLICATION			
Application for Student Accommodation (where applicable)	Local Students: By 19 July 2010 International Students: By 19 July 2010	http://www.ntu.edu.sg/campus/Accommodation/Undergrad/Pages/NTUNewStudents.aspx	

Useful Websites & Contacts

OFFICE OF ACADEMIC SERVICES			
Registration of Courses	6592 2445 / 2446 or regn_course@ntu.edu.sg	http://www.ntu.edu.sg/services/Academic/undergraduates	
Undergraduate Examination Matters	6592 2445 or exam@ntu.edu.sg		
Matriculation Card	6592 2451 or matric@ntu.edu.sg		
Short Leave			
Semester Leave of Absence			
Withdrawal			
OFFICE OF ADMISSIONS AND FINANCIAL AID			
Admission Enquiries	- International Enquiries	6790 5806 / 5807 or adm_intnl@ntu.edu.sg	http://admissions.ntu.edu.sg/UndergraduateAdmissions/
	- Local Enquiries	6790 5972 / 5055 or adm_local@ntu.edu.sg	
Scholarships	6790 6766 or ug_scholarships@ntu.edu.sg		
Financial Assistance Schemes	6790 4115 or FinAid@ntu.edu.sg		
STUDENT AFFAIRS OFFICE			
Lost & Found	6790 5153	http://www.ntu.edu.sg/sao	
Tertiary Student Concession Card/ Student's Pass	6790 6340		
Vacation Employment/Part-time Employment	6790 5153		
Booking of Sports Facilities	6790 5168		
Application of Student Accommodation	6790 5155 / 6496		
Student Counselling Centre	6790 4462 or scc@ntu.edu.sg		
Medical Scheme	6790 4771		
Group Personal Accident Insurance Scheme	6790 6340		
INTERNATIONAL STUDENT CENTRE (ISC)			
- Group Hospitalisation & Surgical Insurance	6790 6823 or isc@ntu.edu.sg	http://www.ntu.edu.sg/isc	
- Crisis Hotline	9721 8066		
OFFICE OF FINANCE			
Payment of Fee/Tuition Fee Billing - Tuition Fee deduction through CPF Education Scheme/Tuition Fee Loan/ Mendaki - Disbursement of Student Loans/ Bursaries/NTU Study Loan/ GIRO	6790 5060 / 4616 / 4619	http://www3.ntu.edu.sg/Finance/Student+Financial+Services	
Payment of Hostel Fee/Hostel Billing	6790 5053/5824		
TUITION FEE LOAN APPLICATION			
DBS Bank	6333 0033	http://www.dbs.com/sg/personal/loans/personal/tuitionfee/default.aspx	
OCBC Bank	1800 - 438 3333	http://www.ocbc.com/personal-banking/loans/Lns_Pel_TuitionFeeLoan.shtm	

MOE TUITION GRANT (TG)		
Ministry of Education Customer Service	6872 2220	http://tgonline.moe.gov.sg
ESSENTIAL NUMBERS		
NTU Medical Centre (Gethin-Jones Medical Practice Pte Ltd)	6793 6794/6828	
Campus Security	6790 4777	http://www.ntu.edu.sg/fpm
Buildings Services 24-hour Hotline		
Centre for IT Services (IT Helpdesk)	6790 4357	http://www.ntu.edu.sg/cits
Campus Book Centre (NIE)	6793 0580	
Yunnan Book Store	6863 3081 / 6862 3096	
Eight Flags Computer Shop (NTU Campus)	6793 5911	
Nanyang Minimarket	6791 6126	
TRANSPORT SERVICES		
SBS Transit	1800-287 2727	http://www.sbstransit.com.sg
Transitlink Customer Service Centre (Bus & MRT)	1800-225 5663	http://www.transitlink.com.sg
Taxi Services	Comfort/CityCab	6552 1111 / 6552 2222
	SMRT	6555 8888
	Premier Taxis	6363 6888
	Prime Taxi	6778 0808
	SMART cabs	6485 7777
	Transcab	6555 3333
EMERGENCY		
Police	999	
Fire/Ambulance	995	
Ambulance (Non-Emergency)	1777	
GOVERNMENT AGENCIES		
Housing and Development Board	6490 1111	http://www.hdb.gov.sg
Immigration & Checkpoints Authority	6391 6100	http://www.ica.gov.sg
Ministry of Education	6872 2220	http://www.moe.gov.sg
Singapore Changi Airport (Information on flight arrival and departure)	1800-542 4422	http://www.changiairport.com

**Office of Admissions and Financial Aid
Nanyang Technological University**

Student Services Centre, Level 2
42 Nanyang Avenue, Singapore 639815

www.ntu.edu.sg

For Local Students

Tel: (65) 6790 5972/5055 | Fax: (65) 6794 6510
Email: adm_local@ntu.edu.sg

For International Students

Tel: (65) 6790 5806/5807 | Fax: (65) 6794 6510
Email: adm_intnl@ntu.edu.sg

<http://admissions.ntu.edu.sg/UndergraduateAdmissions>

Reg No: 200604393R

Information is correct as at time of printing in May 2010