



**Freshmen  
Admissions  
Handbook  
2011/2012**

**Applicants with Local Polytechnic diploma,  
GCE 'A' level, International Baccalaureate  
(S'pore-MOE) and NUS High School  
qualifications**

Please note that all online administrative procedures indicated in the Freshmen Handbook are only available from **10 June 2011** onwards.



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# Welcome Message from

*Dr Lalit Goel*

*Professor & Dean of Admissions*

Congratulations and a very warm welcome to the NTU family!

Ranked amongst the top 1% universities in the world, NTU attracts many top academics from around the world who bring with them dynamic international perspectives and years of solid industry experience that will be invaluable to you.

I strongly encourage you to use your time here to immerse yourself not just in the intellectually-stimulating environment, but also in the highly-enjoyable social aspects of undergraduate life. You will benefit from our broad-based education, residential living, internship opportunities, global experience and undergraduate research projects. You should also participate in our vibrant student activities to hone your leadership and management skills, so that you can be a leader of tomorrow!

Please go through this handbook which has been prepared as an information guide 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 for NTU freshmen.

Most of the registration and application processes at NTU are done online. However, there are some procedures that require hardcopy submission of forms. The various forms have been arranged in such a manner that they can be detached for your easy use. 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. Applications for hostel accommodation and Study Loan should be made online. A checklist has also been prepared to guide you through the various steps and registration procedures.

I wish you the very best in your educational journey of learning and discovery at NTU where **L**earning **I**s **F**un and **E**xciting.

# Academic Integrity and Your Success at NTU

Understanding and practising academic integrity is vital to success in your studies at NTU, and to your professional life when you graduate from NTU. But as a new student, you may not yet understand what is meant by academic integrity, and what is required of you. Often, academic integrity is described as the avoidance of plagiarism, but it can also include the avoidance of academic fraud. This short introduction is designed to give you a brief outline of what you need to know and where you can go to find out more.

Why is the practice of academic integrity vital to success? To begin with, by avoiding both plagiarism and academic fraud, you are demonstrating a greater level of sophistication in your work to your professors. Properly citing references, quoting correctly, and using secondary material in a scholarly way, makes visible how much extra work you have done, and it also shows your ability to evaluate evidence and to use evidence to support your work. If you simply cut and paste, or copy from another source, without any referencing or quotation marks, then it looks as if you have not used any other sources.

Academic work at university is about building new knowledge on already existing knowledge, and by clearly showing that you have used other sources in your work to build on, you are demonstrating how well you have learnt good academic practice.

The principles of academic integrity are shared by students and faculty alike. They apply just as much to faculty undertaking research, as to students undertaking a degree programme.

## What you can do to learn more

1. **Read the Academic Integrity website** (<http://academicintegrity.ntu.edu.sg>). Here you will find more detail about what academic integrity refers to, and how to practise it and maintain it. The Academic Integrity website will also help you to complete the Academic Integrity Online Module.
2. **Do the Academic Integrity Module.** You are required to complete the Academic Integrity Online Module which includes reading the information provided online and doing an online quiz.
3. **Use Turnitin.** Turnitin is a “text-matching” software. You can submit your assignments to Turnitin if your lecturers have created it as a Turnitin assignment and it will show you exactly where your work matches that of other students and where it matches published work. From this, your professors can see whether you have made proper acknowledgement of the work of others. Turnitin is a useful tool for you to learn and to help you maintain academic integrity.

## Academic Integrity at NTU

NTU takes academic integrity seriously. Academic misconduct is regarded as a very serious offence by the University. It is considered as an instance of violation of the NTU Honour Code which could warrant disciplinary actions ranging from failing the assignment, failing the course, suspension and to expulsion from the University.

So to begin with, it's important that you understand the definitions set out below.

### Plagiarism

NTU Honour Code currently defines ‘plagiarism’ as ‘to use or pass off as one’s own, writings or ideas of another, without acknowledging or crediting the source from which the ideas are taken’. This includes:

- The use of words, images, diagrams, graphs or ideas derived from books, journals, magazines, visual media, and the internet without proper acknowledgement;
- Copying of work from the internet or any other sources and presenting as one’s own; and
- Submitting the same piece of work for different courses or to different journals and publications.

Plagiarism undermines academic integrity as it is a form of intellectual dishonesty. It affects the University’s reputation and devalues the degrees offered.

### Academic Fraud

Academic fraud is a form of academic dishonesty involving cheating, lying and stealing. This includes:

- Cheating – Bringing or having access to unauthorised books or materials during an examination or assessment, or in any work to be used by the lecturer, tutor, instructor or examiner as a basis of grading.
- Collusion – Copying the work of another student, having another person write one’s assignments, or allowing another student to borrow one’s work.
- Falsification of Data – Fabrication or alteration of data to mislead such as changing data to get better experiment results.
- False Citation – Citing a source that was never utilised or attributing work to a source from which the referenced material was not obtained.

### Facilitating Academic Dishonesty

This includes allowing another student to copy an assignment that is supposed to be done individually, allowing another student to copy answers during an examination/assessment and taking an examination/assessment or doing an assignment for another student.

<sup>1</sup> As defined under the NTU Honour Code.

# Honour Code

The University cannot emphasise enough the importance of shared responsibility between students and the rest of the University community to maintain its reputation for excellence not only in teaching and research, but also for upholding high standards of conduct in every sphere of its activities.

The Honour Code assumes the academic, intellectual and ethical standards which the University also expects of its students in every sphere of their activities.

These standards are based on the following beliefs to which the University is committed:

**Truth**, and the pursuit of truth which depends on absolute integrity of conduct among all members of the community;

**Trust** which creates a climate of respect for the individual, and encourages self-respect which makes an individual worthy of trust;

**Justice** which enables a fair and free society without which there is no public order and requires the identification, disciplining and education of those who violate these standards.

All matriculated students by virtue of admission to the University are committed to uphold the Honour Code and to pledge their agreement to abide by it.

The University's Statute and Regulation on student discipline, which applies to every student from the time of his admission, is implicit in the Honour Code and Pledge.

The following are instances of violations which students pledge not to commit and which could warrant disciplinary action:

## Cheating

Bringing or having access to unauthorised books or materials (be it print or electronic) during an exam or assessment, or in any work to be used by the lecturer, tutor, instructor or examiner as a basis of grading.

## Plagiarism

To use or pass off as one's own, the writings or ideas of another, without acknowledging or crediting the source from which the ideas are taken.

## Collusion

Submitting an assignment, project or report completed by another person and passing it off as one's own.

Preparing an assignment, project or report for a fellow student who submits the work as his or her own.

(Collusion may or may not involve a monetary transaction).

## Falsification/Tampering

Falsifying or tampering with documents and records in an attempt to mislead so as to help influence decision making. These may include the following (the list is not exhaustive):

Official documents such as transcripts, testimonials/references, exam scripts, graded assessments or reports, and medical certificates.

## False Declaration

False declaration on official documents such as application forms and reports with intent to provide misleading information.

False declaration of documents such as receipts and bills for reimbursement with intent to gain financially.

## Unauthorised Access

Accessing without consent, coercing or encouraging others into gaining access to another person's residence, room, office, filing cabinet(s), file(s), computer hardware/software or other equipment and items belonging to fellow student(s) or academic/non-academic staff or the University.

## Endangerment

Any attempt to endanger another student or other students or member of the university community in any of the following ways:

- Acting in a manner that is detrimental to the reputation, dignity or interest of a fellow student, University academic or non-academic staff;
- Speaking or acting in a threatening manner;
- Causing bodily harm.

# 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 selected 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 of 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 and submit your photograph online at [https://wis.ntu.edu.sg/pls/webexe/adm\\_acceptance\\_form.login](https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login) by **20 June 2011**. For students who accept the offer after 20 June 2011, 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

To officially register as a student in NTU, you are required to matriculate online at <http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/default.aspx> from **26 July 2011 to 28 July 2011 (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 28 July 2011, 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. The University cannot accept responsibility for lost or misdirected correspondence (including examination results) when the correct address has not been provided.

### 7. ACADEMIC UNIT SYSTEM (AUS) HANDBOOK

This handbook is an important starting point for you. It contains information on the curriculum structure and graduation requirements, candidature period, examination grading system and registration of courses.

The AUS handbook is 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)

### 8. REGISTRATION OF COURSES

All information pertaining to Course Registration is at <http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/default.aspx>

### 8.1 Courses for Semester 1

After you have matriculated, you will be able to print your class timetable for Semester 1 AY2011-12. As the timetable has been assigned based on careful planning and in line with your curriculum requirements, please be advised that you have to remain in your courses and class timings shown. However, if you have a General Education Requirement Prescribed Elective (GER PE) course registered and you wish to change it, you may do so.

If you do not intend to change your GER PE or register for additional courses, you can proceed to attend your classes.

### 8.2 How to Change your GER PE or Register for Additional Courses

Registration for additional courses is optional. It may not always be wise to do so in the first semester of enrolment as you are still adjusting to University's life and curriculum demand. Hence, before you register for these, please seek your School's advice.

To change your GER PE or register for additional courses, please login to StudentLINK and select 'Student Automated Registration System (STARS)'. The registration can only be done during the Add/Drop period. The Add/Drop schedule, the overview of the curriculum structure, the Step-by-Step Guide to Course Registration and the user guide for STARS are available at the Course Registration website.

#### Add/Drop Period

*The add/drop period provides an opportunity for students to assess whether the courses that they have registered for suit their interest and learning needs. Students can drop courses that do not meet their needs and try another.*

*A course that is dropped during the add/drop period will not appear in the official transcript. 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. An 'F' grade will appear on his official transcript.*

### 8.3 Minors

Minor programmes equip you with multiple skills and broader knowledge, beyond what your major disciplines may provide. Minor programmes are optional. The courses are registered as Unrestricted Electives.

The list of minor programmes offered and their requirements are at <http://www.ntu.edu.sg/collegesandprogrammes/Pages/MinorProgramme.aspx>.

### 8.4 Modern Languages

The University offers Arabic, Chinese, French, German, Japanese, Korean, Malay, Spanish, Thai and Vietnamese languages.

You may register for these modern language courses only if you have passed or been exempted from sitting for the Qualifying English Test (QET). Otherwise, you can only do so after you have passed the English Proficiency course.

## 9. QUALIFYING ENGLISH TEST

9.1 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. Students will be tested for writing coherent paragraphs using appropriate grammar and lexis.

The QET will be held on **2 August 2011**.

9.2 The following categories of 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 from 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 9.3). 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.

- 9.3** Students are also exempted from the QET if they present any of the following:
- IB: a minimum of 4 for English A1, or a minimum of 4 for English as Language B (Higher Level), or a minimum of 6 for English as Language B (Standard Level).
  - IELTS: a minimum of 6 for the Writing sub-test.
  - India Standard XII: a minimum of 60% for English.
  - LPI (Language Proficiency Index): a minimum of level 5.
  - MUET (Malaysian University English Test): Band 6 and a minimum of 50 for writing.
  - NUS High School: an overall CAP of 2.5 in English Language.
  - Pearson Test of English (Academic): a minimum of 59 for communicative skills in writing.
  - SAT1: a minimum of 600 for the Verbal section or 7 for the Essay section.
  - TEE (Tertiary Entrance Exam): a minimum of Grade C for English (E004).
  - TOEFL: a minimum of 570 and above (paper-based) or 90 and above (iBT).

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 **25 July 2011**, failing which they have to sit for the QET.

- 9.4** 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.

- 9.5** 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.
- 9.6** Please access <http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/QualifyingEnglishTest.aspx> from **13 July 2011** onwards for your QET number, and details of the QET time and venue.
- 9.7** 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.

## 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 attachment/internship programme. 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/internship programme is slightly different. For further details, please refer to [http://www.ntu.edu.sg/CAO/opa\\_sso\\_links](http://www.ntu.edu.sg/CAO/opa_sso_links).
- Any other occasions that your tutor(s)/lecturer(s) deemed as compulsory for your attendance.

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

\* 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>.

#### 11. SEMESTER LEAVE OF ABSENCE

Please go to the website at <http://www.ntu.edu.sg/Services/StudentServices/admin/undergraduate/Pages/ApplyforSemesterLeave.aspx> for more details. 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. WITHDRAWAL

Please go to the website at <http://www.ntu.edu.sg/Services/StudentServices/admin/undergraduate/Pages/Withdrawfromcourse.aspx> for more details. 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.

#### 13. 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.

#### 14. VERIFICATION OF ORIGINAL DOCUMENTS FOR INTERNATIONAL STUDENTS

The University conducts an exercise in mid September/early October 2011 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

#### 15. MEDICAL EXAMINATION

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

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 **20 June 2011 to 19 July 2011** 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 upon arrival to the staff at the Medical Centre in NTU. Returning National Servicemen who have done their medical examination in April/May 2011 need not do so again. Female students, please book your appointment one week after the last day of your period.

Changes to your appointment can be made as long as it is done **at least 3 days** prior to 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 for further assistance.

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 the NTU 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. For students pursuing 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

All students **must** undergo a medical examination at the Medical Centre, NTU, prior to admission to the University. 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 includes the fee for HIV test. For students pursuing 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.

## 16. MEDICAL AND INSURANCE COVERAGE

### 16.1 Medical Scheme

All full-time matriculated students who have paid an annual health service fee of S\$64.20 (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](mailto:yclai@ntu.edu.sg)/tel: 6790 4771). Please visit <http://www.ntu.edu.sg/Services/StudentServices/health/insurance/Pages/medicalscheme.aspx> for updated information.

### 16.2 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 of the scheme. Please e-mail to [isc@ntu.edu.sg](mailto:isc@ntu.edu.sg) or call 6790 6823 if you require more details of the scheme.

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

In the course of studies at 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

## 18. ACADEMIC CALENDAR

The Academic Calendar 2011-2012 is shown in **Annex C**.

## 19. 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 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.

## 20. STUDENT ACCOMMODATION

All new students will be given first priority for student accommodation when they submit the application during the application period. 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.

## 21. 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.

## 22. 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 of how to apply for a Student's Pass are provided in **Annex L**.

Dependant 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. The documents can be submitted to ICA at the Student's Pass Unit or sent to ICA by post.

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.

**Students are required to ensure that they remain in Singapore on a valid pass at all times. Overstaying is a punishable offence under the Immigration Act.**

## 23. 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.

**24. 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:

- a. Civil & Environmental Engineering Club (CEE Club)
- b. Electrical & Electronic Engineering Club (EEE Club)
- c. Mechanical & Aerospace Engineering Club (MAE Club)

You are required to make your option by **11 August 2011**. 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	
Bioengineering	Chemical & Biomedical Engineering Club
Chemical & Biomolecular Engineering	
Computer Engineering	Computer Engineering Club
Computer Science	
Materials Engineering	Materials Science & Engineering Club

No option is needed to be made for the above categories of students.

**25. 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 of 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.

**26. DRESS CODE FOR STUDENTS**

To maintain the good image of the University, you are reminded to be appropriately attired in a manner befitting the status of university students as well as the occasion, when you are on campus.

You should dress appropriately in lecture theatres/tutorial rooms/laboratories/workshops/library/offices. For example,

- Clothing
  - you must not expose your midriff, chest, upper thigh or show visible cleavage or undergarment
  - you must not wear clothes that are transparent (see through)
  - your clothes must not bear any vulgar, offensive or obscene prints or language
- Footwear:
  - you must not wear flip-flops or slippers (thong sandals are allowed unless proscribed)

For security purposes, students must be readily identifiable at all times with their faces uncovered. Students shall not wear anything that prevents ready identification such as full-face motorcycle helmets, masks or veils.

In addition to the above, students shall adhere to the safety guidelines issued by their respective Schools on appropriate attire and footwear for laboratories/workshops.

## 27. COPYRIGHT AND YOU

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

# Financial Information

## 28. TUITION FEE

### 28.1 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.

### 28.2 Tuition Grant

- (i) 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.
- (ii) **For Singapore Citizens**, you are required to apply for Tuition Grant (TG) online at the point when you obtain your matriculation number. The completed TG form will be available under the item 'MOE Tuition Grant' on the web page displaying your assigned matriculation number. It must be printed and duly signed by you and your parent/guardian and submitted to the Office of Admissions and Financial Aid (attn: Local Admissions), Student Services Centre, Level 2, 42 Nanyang Avenue, Singapore 639815. Singapore Citizens are not required to sign the Tuition Grant Agreement.
- (iii) For **Singapore Permanent Residents and International students**, you are to complete the online Tuition Grant Declaration at the point when you obtain your matriculation number. If you wish to receive the tuition grant, you are required to apply for the grant and sign an agreement with the Singapore Government. 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 **6 September 2011 to 13 September 2011**.

Students are required to sign the Tuition Grant Agreement or the Supplementary Tuition Grant Agreement from **18 October 2011 to 21 October 2011**. 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.**

- (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.

### 28.3 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 advised to log on using your StudentLINK account to view and print your e-bill for record. The payment due date and amount will be indicated in the e-bill.

For your convenience, fees can be paid through GIRO, NETS, Cashcard, cheques/bankdraft or cash. For Semesters 1 and 2, date of GIRO deductions will be in October and February respectively.

All payment modes can be accepted at cashier whilst OCBC NTU Branch accepts payment by cash and cheque/ bank draft. When making payment, please bring along a copy of your bill.

For payment by crossed cheque or bank draft drawn on a local bank in Singapore, please issue to “Nanyang Technological University” and on the reverse, indicate your name, matriculation number, contact number and purpose of payment. **Post-dated cheques will not be accepted.**

#### 28.4 GIRO Application Form

Students are strongly encouraged to pay fees through GIRO, a system of direct debiting and crediting of bank accounts. It provides the added convenience of not having to make a trip to Cashier’s Office at Student Services Centre, Level 3 as well as avoiding late charges as deduction of fees will be done automatically. Best of all, this facility is provided free of charge by the banks. For GIRO payment, the date of fee deduction will be reflected in your e-bill.

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**). The GIRO application form duly completed by student, should be returned to **Office of Finance, Student Financial Services, Student Services Centre, Level 3, 42 Nanyang Avenue, Singapore 639815**.

Local students, please return the GIRO application form to the Office of Finance by **22 July 2011**. International students, please return the GIRO application form to the Office of Finance by **5 August 2011**.

### 29. FINANCIAL ASSISTANCE SCHEMES

#### 29.1 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 from **1 May 2011 to 30 June 2011**.

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

#### 29.2 CPF Education Scheme (student’s own or parents’ CPF savings)

The application period is from **1 June 2011 to 31 July 2011**.

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**.

#### 29.3 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 **15 August 2011**. 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.

#### 29.4 Study Loan Scheme

The scheme is open to financially needy full-time undergraduates 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 May 2011 and 31 July 2011**. 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.

#### 29.5 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 2011 to 31 July 2011**. The application form and information on this scheme is available at <http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/MendakiTertiary.aspx>.

For more information, please call 6245 5555 or visit <http://www.mendaki.org.sg>.

#### 29.6 Post-Secondary Education Account (PSEA)

Under this scheme, full-time undergraduates 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 2011 to 31 July 2011**. The application form and information on this scheme is available at <http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/PSEA.aspx>.

For more information, please call 6260 0777 or visit <http://www.moe.gov.sg/initiatives/post-secondary-education-account>.

#### 29.7 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>.

## CENTRE FOR IT SERVICES Notice To Undergraduate Student Computer Users

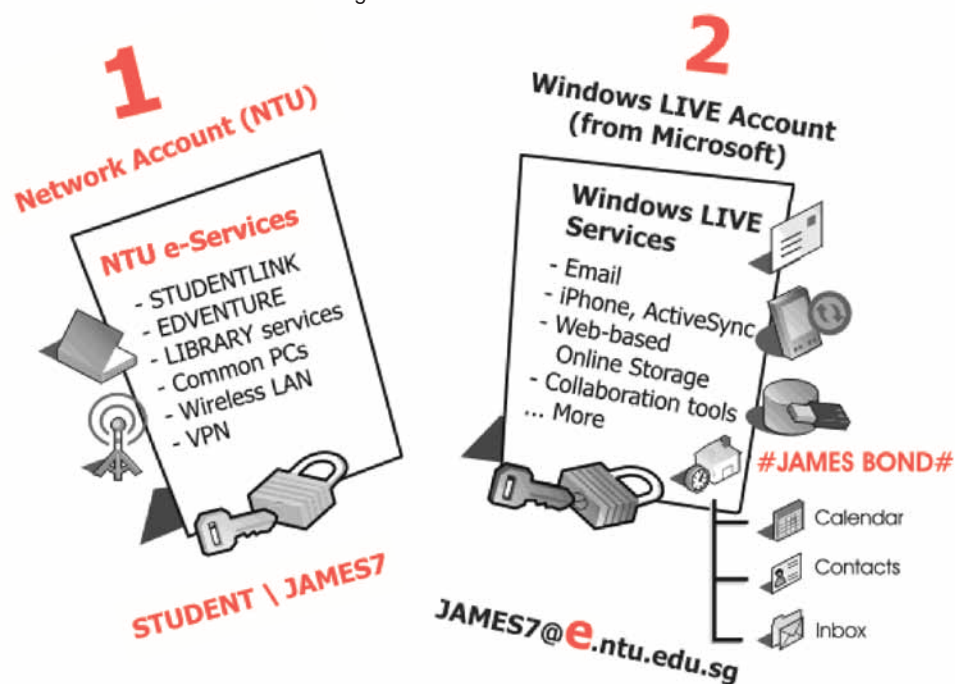
### 1. REGISTRATION FOR USER ACCOUNTS

#### 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 2 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 one-stop StudentLINK services <http://www.ntu.edu.sg/studentlink>. **StudentLINK** services are e-services for students such as update of personal particulars, course registration, checking of examination seating arrangement and results.

Upon acceptance of admission offer via the online form, a new student can select a network account **username** from four pre-assigned names. 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](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 **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 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:

- 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>.
- 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 <b>Student</b> .
Username	Type your network account username.
Old Password	Type your password.
New Password	Type a new password of your choice. Its length must be between 8 to 16 characters. 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”.

- 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

New student will be prompted to change the initial password upon first logon to Windows LIVE. Please follow the steps below:

- Start the Web browser program and access <http://home.live.com>.
- 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 <a href="mailto:username@e.ntu.edu.sg">@e.ntu.edu.sg</a> i.e. <a href="mailto:username@e.ntu.edu.sg">username@e.ntu.edu.sg</a> .
Password	Type your initial password which is your matriculation number (with all alphabets in upper case).

- You will be automatically prompted to change the initial password.

To change your Windows Live password subsequently, please access <https://pwd.ntu.edu.sg> and click on the first sentence “To change your **Windows LIVE** password please click *here*”.

## 3. IMPORTANT NOTICES FOR STUDENTS

### 3.1 Passwords

- You are required to **keep your network account password and Windows LIVE account password confidential** at all times. Should you suspect another person of using your account, you should change your password, and report this to the Centre for IT Services immediately.
- For security reasons, you have to **change your password 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**.
- (d) When selecting a new password, do not reuse your existing or previous passwords. Select a new password 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, your network account will be locked after 6 wrong entries of password. 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 visit the **CITS website** <http://www.ntu.edu.sg/cits> to familiarise yourself with the use of e-services and computing facilities in NTU, and the rules and regulation governing their use.
- (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 to 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 to 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 the same means as listed above except via SMS.

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](mailto:helpdesk@ntu.edu.sg) or fax **6792 7892**. 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 to 12 midnight
Saturday:	8.30am to 4pm
Sunday and Public Holiday:	Closed

### 3.5 Computer Ownership Scheme

- (a) As a means towards more effective learning, each new student is required to have a notebook computer for usage on campus and off campus. Students will find that notebook computers are useful tools for formal lessons and course works anytime and anywhere.
- (b) 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.

- (c) Full-time undergraduates who need financial assistance 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 List Subscription

To keep students updated on the latest announcements and events on campus, all undergraduates are automatically subscribed to the following mailing list:

<b>Campus Buzz</b>	a weekly email newsletter on student events or activities of interest to students
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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.

Notifications will be sent to your email account whenever a new posting or announcement is added in the mailing lists you subscribed.

## 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:
- 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.
  - 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.
  - Any use of obscene, distasteful, derogatory, vulgar or sexually suggestive or discriminatory language.
  - Permitting other persons to use the user account or the computing facilities whether that other person is a registered or unregistered user.
  - Unauthorised access, copying, destroying or deleting and altering or amending of data or software programs.
  - The introduction of ‘virus’ or ‘worm’ or any software program designed to alter any data or software in the computing facilities.
  - The tapping of the computer facilities or its network without the written permission from the Chief Information Officer, NTU.
  - Copying, storage, transmission and use of unlicensed copyrighted software or materials.
  - The transmission, display or broadcasting of electronic messages or the use of the computer facilities in any manner:
    - to denigrate, satirise, degrade or defame any person, family, organisation, nation, race or religious group;
    - to affect or prevent any registered users’ use of the computer facilities;
    - for commercial (as in carrying on a business), political or religious purposes, without obtaining prior written permission from the Chief Information Officer, NTU.
    - 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 Chief Information Officer, NTU.

- 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: 6790 4357, fax: 6791 0688, email: [helpdesk@ntu.edu.sg](mailto: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:
- The computer, including network adaptors, is compatible with the network.
  - The computer is configured to use TCP/IP protocol only and IP address automatically assigned by the Centre for IT Services.
  - The computer is protected with up to date anti-virus software. In additional, 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
- share IP address with other computer nor use static IP address;
  - provide services such as
    - Distribution of IP addresses on the Network e.g. DHCP Server
    - Firewall or Router, WINS server, Mail/SMTP server services
    - Domain Name Server or Proxy Server services
    - Remote modem dial-in access services
    - Wireless LAN access services
    - Video or audio single-cast or multi-cast services
    - Online services such as Game Server, IRC Server, etc
    - Web hosting service or FTP Server services
    - Peer-to-peer file sharing services, eg. Kazaa, eDonkey;
  - 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
- relocate the network outlet to another location either permanently or temporarily using extension cable;
  - 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.

## MEDICAL EXAMINATION SCHEDULE

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

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

DEGREE PROGRAMME	DATE
<b>SINGAPORE CITIZENS AND SINGAPORE PERMANENT RESIDENTS*</b>	
Chinese Economics English Linguistics & Multilingual Studies Psychology Sociology Sport Science & Management Communication Studies Biological Sciences+ Biomedical Sciences & Chinese Medicine (Double Degree)#	20 June to 24 June 2011 (no check-up on 21 June 2011)
Aerospace Engineering+• Art, Design & Media Business & Computing (Double Degree) Business & Computer Engineering (Double Degree) Computer Engineering+• Computer Science+• Integrated Programme (BEng [CE] & MSc [CS])^ Integrated Programme (BEng [CS] & MSc [CS])^ Materials Engineering+• Mechanical Engineering+• Renaissance Engineering Programme	27 June to 1 July 2011
Accountancy Accountancy and Business (Double Degree) Chemistry & Biological Chemistry Mathematics & Economics Mathematical Sciences Mathematical Sciences with minor in Finance Physics & Applied Physics Physics with Mathematical Sciences Major	4 July to 8 July 2011
Business 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	11 July to 19 July 2011 (no check-up on 18 July 2011)
<b>INTERNATIONAL STUDENTS**</b>	
All Degree Programmes	27 July to 5 August 2011

Please call Medical Centre at 6793 6974/6828 if you need further assistance with the medical appointment booking.

# 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 double degree programme with Economics.

+ Include students taking a single degree programme with Business Minor.

## ACADEMIC CALENDAR 2011-2012

	FROM	TO	DURATION
<b>Semester 1</b>	<b>01 Aug 2011</b>	<b>02 Dec 2011</b>	<b>18 weeks</b>
Orientation Week	01 Aug 2011	05 Aug 2011	1 week (No classes)
Teaching Weeks	08 Aug 2011	23 Sep 2011	7 weeks (Teaching Week 1 to 7)
Recess Week	26 Sep 2011	30 Sep 2011	1 week
Teaching Weeks	03 Oct 2011	11 Nov 2011	6 weeks (Teaching Week 8 to 13)
Revision and Examination	14 Nov 2011	02 Dec 2011	3 weeks
Semester 1 Vacation	05 Dec 2011	06 Jan 2012	5 weeks
<b>Semester 2</b>	<b>09 Jan 2012</b>	<b>04 May 2012</b>	<b>17 weeks</b>
Teaching Weeks	09 Jan 2012	24 Feb 2012	7 weeks (Teaching Week 1 to 7)
Recess Week	27 Feb 2012	02 Mar 2012	1 week
Teaching Weeks	05 Mar 2012	13 Apr 2012	6 weeks (Teaching Week 8 to 13)
Revision and Examination	16 Apr 2012	04 May 2012	3 weeks
Semester 2 Vacation	07 May 2012	03 Aug 2012	13 weeks
<b>Special Term I</b>	<b>07 May 2012</b>	<b>15 Jun 2012</b>	<b>6 weeks</b>
Teaching Weeks	07 May 2012	08 Jun 2012	5 weeks (Teaching Week 1 to 5)
Revision & Examination	11 Jun 2012	15 Jun 2012	1 week
<b>Special Term II</b>	<b>18 Jun 2012</b>	<b>27 Jul 2012</b>	<b>6 weeks</b>
Teaching Weeks	18 Jun 2012	20 Jul 2012	5 weeks (Teaching Week 1 to 5)
Revision & Examination	23 Jul 2012	27 Jul 2012	1 week

### EVENTS

Qualifying English Test (QET)	2 Aug 2011
Freshmen Welcome Ceremony	3 to 5 Aug 2011
Union Day/Academic Council Meeting	25 Aug 2011 (No classes from 1030 to 1430 hours)
Parents' Day	24 Sep 2011

### ATTACHMENT & INTERNSHIP PROGRAMMES

<b>Engineering Year 3</b>			
Industrial Attachment			
- Semester 1	04 Jul 2011	03 Dec 2011	22 weeks
- Semester 2	09 Jan 2012	09 Jun 2012	22 weeks
Enhanced Industrial Attachment	09 Jan 2012	03 Aug 2012	30 weeks
International Research Attachment	09 Jan 2012	03 Aug 2012	30 weeks
Industrial Orientation	07 May 2012	14 Jul 2012	10 weeks
<b>Art, Design &amp; Media Year 3</b>	07 May 2012	09 Jun 2012	5 weeks or
ADM Internship	07 May 2012	14 Jul 2012	10 weeks
<b>Communication Studies Year 3</b>			
Professional Internship	3 Jan 2012	16 Jun 2012	24 weeks
<b>Professional Attachment</b>			
<b>Nanyang Business School</b>			
Business and Computer Science Year 3*			
Accountancy and Business Year 2 or 3*	07 May 2012	30 Jun 2012	8 weeks or
Accountancy Year 2	07 May 2012	14 Jul 2012	10 weeks
Business Year 2			
<b>School of Humanities &amp; Social Sciences</b>			
HSS Professional Attachment Year 3			
<b>Maritime Studies Year 3</b>			
Industrial Immersion	07 May 2012	14 Jul 2012	10 weeks
<b>School of Physical &amp; Mathematical Sciences</b>			
<b>Semester 1</b>			
Industrial Internship (CBC and PAP)^	04 Jul 2011	03 Dec 2011	22 weeks
<b>Semester 2</b>			
Industrial Internship (CBC and PAP)^	09 Jan 2012	09 Jun 2012	22 weeks
<b>Special Term</b>			
Industrial Internship (PAP)^	07 May 2012	14 Jul 2012	10 weeks
Industrial Internship (MAS)^	07 May 2012	28 Jul 2012	12 weeks*

\* Double Degree

^ (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.

#### Notice To All Undergraduate NSmen

Ministry of Defence (MINDEF) has advised that all undergraduate NSmen are liable to be called up for In-Camp Training (ICT). It has made a standing arrangement with the universities that undergraduate NSmen would be called up for In-Camp Training (ICT) only during specific parts of the university vacations. During these periods, the university will not conduct any compulsory academic programme. MINDEF will not grant deferment on the ground of academic commitments. The call-up periods are indicated in the table below:

Year of Study	ICT Call-Up Period and Duration	
1st	5 Dec 2011 – 1 Jan 2012	11 Jun to 5 Aug 2012
2nd		25 Jun to 5 Aug 2012
3rd		25 Jun to 5 Aug 2012
	<b>3 weeks</b>	<b>6 weeks</b>

Attachment programmes may overlap with the call-up period. NSmen students called up during their attachment can apply for leave and extend their attachment to make up for the period missed.

Public Holidays 2011: <http://www.mom.gov.sg/employment-practices/employment-rights-conditions/leave-and-holiday/Pages/PublicHolidays2011.aspx>

Public Holidays 2012: <http://www.mom.gov.sg/employment-practices/employment-rights-conditions/leave-and-holiday/Pages/PublicHolidays2012.aspx>

## TUITION FEES AND OTHER FEES

### TUITION FEES AND SPECIAL TERM FEES FOR AY2011-12 FRESHMEN

For students admitted to NTU in AY2011-12, the annual tuition fees and special term fees are fixed at the rate given in the tables below for the duration of their degree programme.

#### Annual Tuition Fees

Programme	Subsidised Tuition Fee			Non-subsidised Tuition Fee
	Singapore Citizens	Singapore Permanent Resident (SPR)	International Student	
All Programmes (except for those listed below)	S\$7,170	S\$9,040	S\$12,340	S\$26,240
<ul style="list-style-type: none"> <li>• Accountancy</li> <li>• Business</li> <li>• Accountancy &amp; Business (Double Degree)</li> <li>• Business &amp; Computing (Double Degree)</li> <li>• Business &amp; Computer Engineering (Double Degree)</li> </ul>	S\$7,940	S\$10,010	S\$13,660	S\$29,110
<ul style="list-style-type: none"> <li>• Renaissance Engineering Programme</li> </ul>	S\$16,000	S\$20,160	S\$27,520	*

\* Please visit <http://admissions.ntu.edu.sg/UndergraduateAdmissions/Pages/FeesTuitionGrant.aspx> for the latest updates.

#### Special Term Fees

Programme	Subsidised Tuition Fee			Non-subsidised Tuition Fee
	Singapore Citizens	Singapore Permanent Resident (SPR)	International Student	
All Programmes (except for those listed below)	S\$650	S\$820	S\$1,120	S\$2,380
<ul style="list-style-type: none"> <li>• Accountancy</li> <li>• Business</li> <li>• Accountancy &amp; Business (Double Degree)</li> <li>• Business &amp; Computing (Double Degree)</li> <li>• Business &amp; Computer Engineering (Double Degree)</li> </ul>	S\$700	S\$880	S\$1,200	S\$2,560

Students who attend the optional Special Term classes have to pay fees which are charged on a per-course basis.

For Special Term fees payable by students enrolled in the Renaissance Engineering Programme, please refer to <http://www.ntu.edu.sg/Services/Academic/undergraduates/Pages/fees.aspx>.

1. All amounts quoted are exclusive of GST.
2. For students paying subsidised fees, GST on the tuition fee is subsidised by MOE.
3. For students paying non-subsidised fees, GST on the tuition fee is to be borne by the student.

#### Notes on payment of fees

1. 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.
2. 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.
3. 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 AY2009 and had accepted the offer, they pay the subsidised tuition fee applicable for AY2009 when they join the University in AY2011. If they had re-applied for a new programme in AY2010, they will still pay the subsidised tuition fee applicable for AY2009 regardless of the 2<sup>nd</sup> application outcome. Students paying the non-subsidised tuition fee will pay the rate based on the year they join the University.
- 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 StudentLINK account to view and print their e-bill for record/payment.

### TUITION GRANT FOR AY2011-12

The Tuition Grant indicated in the table below is applicable for AY2011-12 for all subsidised undergraduates regardless of their year of admission.

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

### 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\$64.20
Sports Fee	S\$25.60
Group Personal Accident Insurance Scheme	S\$5.35#
Amenities Fee	S\$12.80
<b>Total</b>	<b>S\$200.25</b>
<b>For Singapore Permanent Residents &amp; International Students Only</b> Group Hospitalisation and Surgical Insurance	Students will be informed of the premium for AY2011-12 in July 2011

This is the compulsory fee payable by students staying in hall.

<b>Monthly Hall Rental Fees</b> (Double Occupancy)	S\$165 – S\$210**
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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. For students who do not select this option, the system will allocate them to one of the 16 Halls of Residence which include the non air-conditioned ones.

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/GPAL.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 AY2011-12

	Time	Venue (in NTU)	Description
<b>APPLICATION</b>			
By 1 August 2011	-	-	<p><b>For Singapore Citizens</b></p> <p>You are required to apply for Tuition Grant (TG) online at the point when you obtain your matriculation number.</p> <p>The completed TG form will be available under the item 'MOE Tuition Grant' on the web page displaying your assigned matriculation number. It must be printed and duly signed by you and your parent/guardian and submit 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 login to the same link where you obtained your matriculation number to check if your TG form has been received by our office 2 weeks after you have submitted the TG form.</p> <p><b>For Singapore Permanent Residents and International students</b></p> <p>You are required to complete the online Tuition Grant Declaration at the point when you obtain your matriculation number.</p>
6 September 2011 to 13 September 2011	-	-	<p><b>For Singapore Permanent Residents and International Students</b></p> <p>You are required to submit an application for Tuition Grant at MOE "TGonline" (<a href="http://tgonline.moe.gov.sg">http://tgonline.moe.gov.sg</a>)</p>
<b>SIGNING OF AGREEMENT (only applicable to Singapore Permanent Residents and International students)</b>			
18 October 2011 to 21 October 2011	<p>There are different dates allocated for different programmes.</p> <p>Please refer to <b>Annex E-2</b> 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><b>For students whose sureties are signing the Tuition Grant Agreement in Singapore.</b></p> <ul style="list-style-type: none"> <li><b>Tuition Grant Agreement</b> Student and their 2 sureties are to sign the Tuition Grant Agreement (TGA) with the MOE officers at NTU.</li> <li><b>Supplementary Tuition Grant Agreement</b> 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.</li> </ul> <p>The Ministry of Education, Singapore (MOE) does not allow the sending of Supplementary Tuition Grant Agreement to sureties in home countries. <b>Sureties must sign the agreement in Singapore.</b></p> <p><b>For students whose sureties are signing the Tuition Grant Agreement in their home country in the presence of an acceptable overseas authority.</b></p> <ul style="list-style-type: none"> <li><b>Tuition Grant Agreement</b> If the sureties are unable to travel to Singapore, students are to print a copy of the TGA from <b>14 September 2011</b> onwards and send it to their sureties in their home country to sign in the presence of an acceptable overseas authority. 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.</li> </ul>

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.

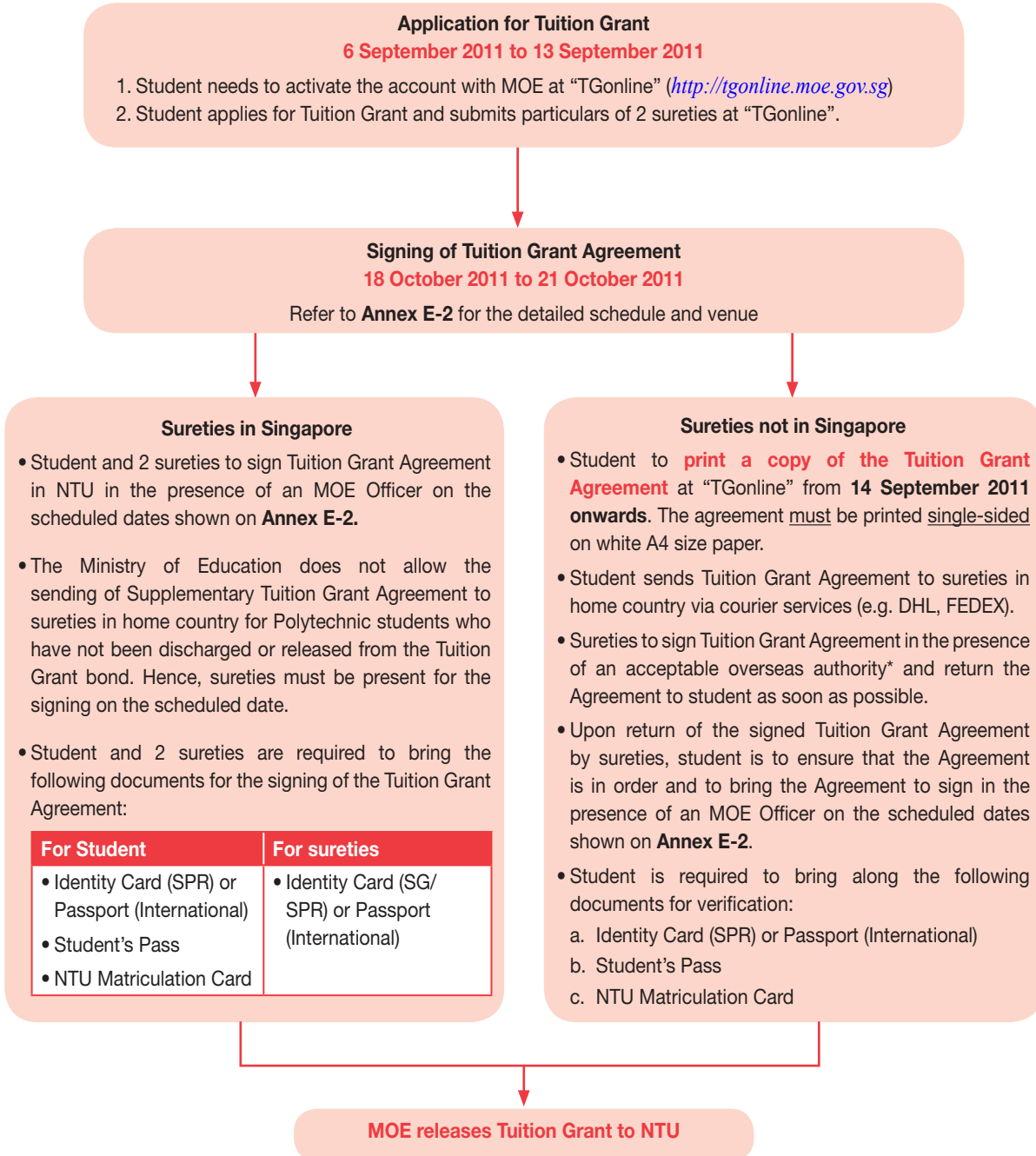
For more information on Tuition Grant, please visit MOE's website at <http://tgonline.moe.gov.sg> or contact the Tuition Grant Unit at MOE at 6879 7333/4.

## ANNEX E-1

## MOE TUITION GRANT

## APPLICATION FLOW

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



\* 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

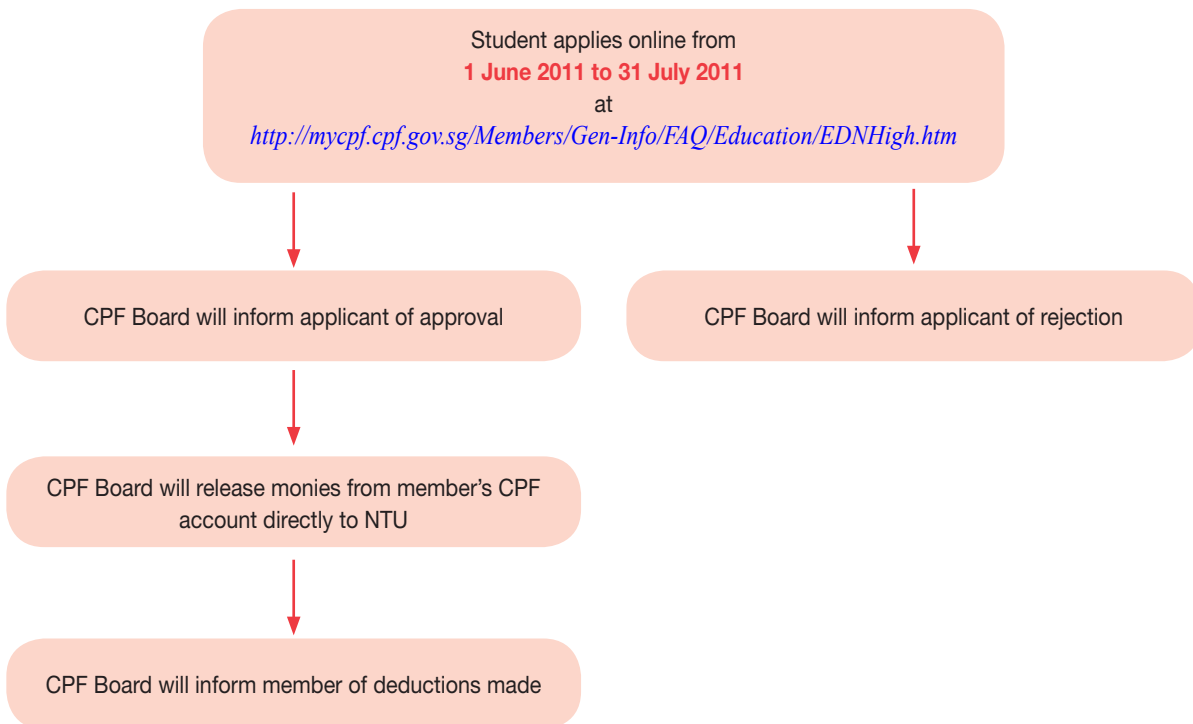
(Only applicable to Singapore Permanent Residents and International Students)

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

Date	Time	Degree Programme
<b>Tuesday, 18 October 2011</b>	9.30am to 12.30pm	<ul style="list-style-type: none"> <li>• Environmental Engineering</li> <li>• Environmental Engineering with Business Minor</li> <li>• Environmental Engineering &amp; Economics</li> <li>• Materials Engineering</li> </ul>
	1.30pm to 4.30pm	<ul style="list-style-type: none"> <li>• Materials Engineering &amp; Economics</li> <li>• Material Engineering with Business Minor</li> <li>• Maritime Studies</li> <li>• Maritime Studies with Business Major</li> </ul>
<b>Wednesday, 19 October 2011</b>	9.30am to 12.30pm	<ul style="list-style-type: none"> <li>• Electrical &amp; Electronic Engineering</li> <li>• Electrical &amp; Electronic Engineering with Business Minor</li> <li>• Electrical &amp; Electronic Engineering &amp; Economics</li> </ul>
	1.30pm to 4.30pm	<ul style="list-style-type: none"> <li>• Mechanical Engineering</li> <li>• Mechanical Engineering &amp; Economics</li> <li>• Mechanical Engineering with Business Minor</li> <li>• Renaissance Engineering Programme</li> </ul>
<b>Thursday, 20 October 2011</b>	9.30am to 12.30pm	<ul style="list-style-type: none"> <li>• Chinese</li> <li>• Economics</li> <li>• English</li> <li>• Engineering</li> <li>• Engineering with Business Minor</li> </ul>
	1.30pm to 4.30pm	<ul style="list-style-type: none"> <li>• Physics &amp; Applied Physics</li> <li>• Physics with Mathematical Sciences Major</li> <li>• Psychology</li> <li>• Sociology</li> </ul>
<b>Friday, 21 October 2011</b>	9.30am to 12.30pm	<ul style="list-style-type: none"> <li>• Art, Design &amp; Media</li> <li>• Communication Studies</li> <li>• Computer Engineering</li> <li>• Computer Engineering &amp; Economics</li> <li>• Computer Engineering with Business Minor</li> </ul>
	1.30pm to 4.30pm	<ul style="list-style-type: none"> <li>• Computer Science</li> <li>• Computer Science &amp; Economics</li> <li>• Computer Science with Business Minor</li> </ul>
<b>Friday, 21 October 2011</b>	9.30am to 12.30pm	<ul style="list-style-type: none"> <li>• Civil Engineering</li> <li>• Civil Engineering &amp; Economics</li> <li>• Civil Engineering with Business Minor</li> <li>• Information Engineering &amp; Media</li> </ul>
	1.30pm to 4.30pm	<ul style="list-style-type: none"> <li>• Information Engineering &amp; Media &amp; Economics</li> <li>• Information Engineering &amp; Media with Business Minor</li> <li>• Biological Sciences</li> <li>• Biomedical Sciences &amp; Chinese Medicine</li> <li>• Biological Sciences with Business Minor</li> <li>• Chemistry &amp; Biological Chemistry</li> </ul>
<b>Friday, 21 October 2011</b>	9.30am to 12.30pm	<ul style="list-style-type: none"> <li>• Aerospace Engineering</li> <li>• Aerospace Engineering &amp; Economics</li> <li>• Aerospace Engineering with Business Minor</li> <li>• Bioengineering</li> <li>• Bioengineering &amp; Economics</li> </ul>
	1.30pm to 3.30pm	<ul style="list-style-type: none"> <li>• Bioengineering with Business Minor</li> <li>• Chemical &amp; Biomolecular Engineering</li> <li>• Chemical &amp; Biomolecular Engineering &amp; Economics</li> <li>• Chemical &amp; Biomolecular Engineering with Business Minor</li> <li>• Accountancy</li> <li>• Accountancy &amp; Business</li> <li>• Business</li> <li>• Business &amp; Computing</li> <li>• Business &amp; Computer Engineering</li> <li>• Linguistics &amp; Multilingual Studies</li> <li>• NTU-Georgia Tech BEng (Computer Engineering) &amp; MSc (Computer Science)</li> </ul>
<b>Friday, 21 October 2011</b>	9.30am to 12.30pm	<ul style="list-style-type: none"> <li>• NTU-Georgia Tech BEng (Computer Science) &amp; MSc (Computer Science)</li> <li>• NTU-Georgia Tech BEng (Electrical &amp; Electronic Engineering) &amp; MSc (Electrical &amp; Computer Engineering)</li> <li>• Sport Science and Management</li> </ul>
	1.30pm to 3.30pm	

## 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](mailto: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

Student completes Tuition Fee Loan (TFL) application form.

Student and guarantor bring along Identity Card/ Passport and visit OCBC/DBS branch in Singapore to submit the TFL Form cum bank's Letter of Offer by **15 August 2011**.

**Approval from Bank**  
(Bank will inform student directly on the outcome of his application.)

Disbursement of money to offset student's bill by NTU.

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

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

Student completes Tuition Fee Loan (TFL) application form.

Student and guarantor bring along Identity Card/ Passport and visit OCBC/DBS branch in home country to sign TFL Form cum bank's Letter of Offer in the presence of a bank officer. A copy of the guarantor's Identity card/Passport must be certified true copy by the branch.

**Upon arrival in Singapore**  
Student submits completed TFL Application Form cum Letter of Offer, own passport and certified true copy of guarantor's Identity Card/ Passport to OCBC/DBS branch in Singapore by **15 August 2011**.

**Approval from Bank**  
(Bank will inform student directly on the outcome of his application.)

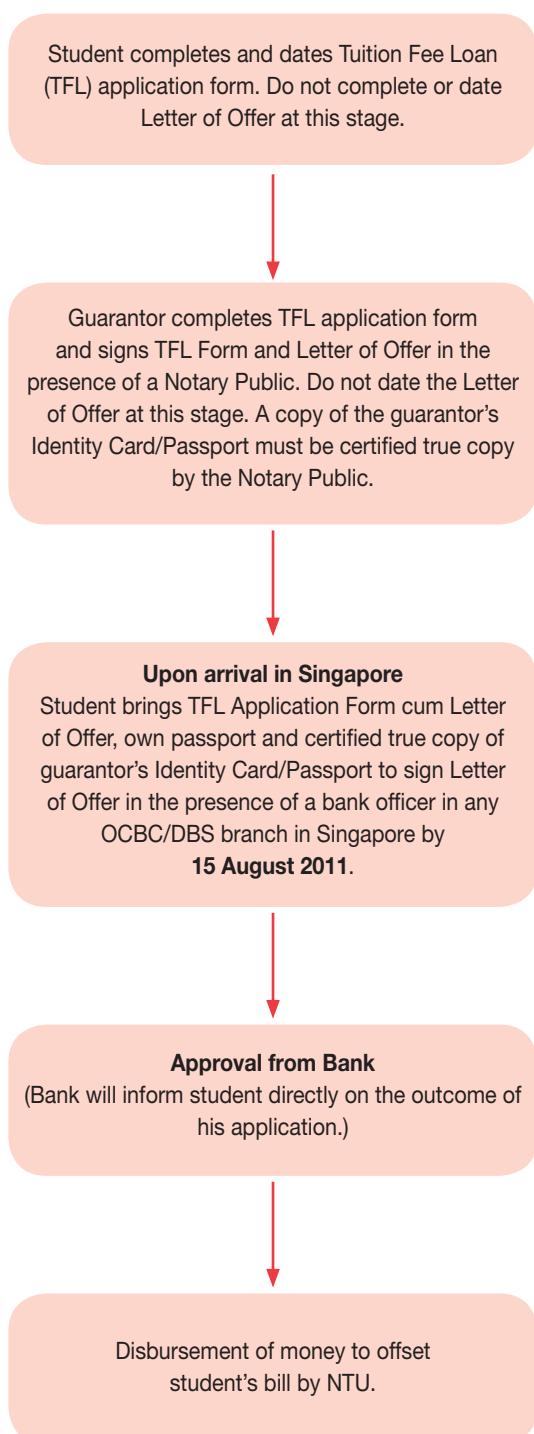
Disbursement of money to offset student's bill by NTU.

## TUITION FEE LOAN

### APPLICATION FLOW

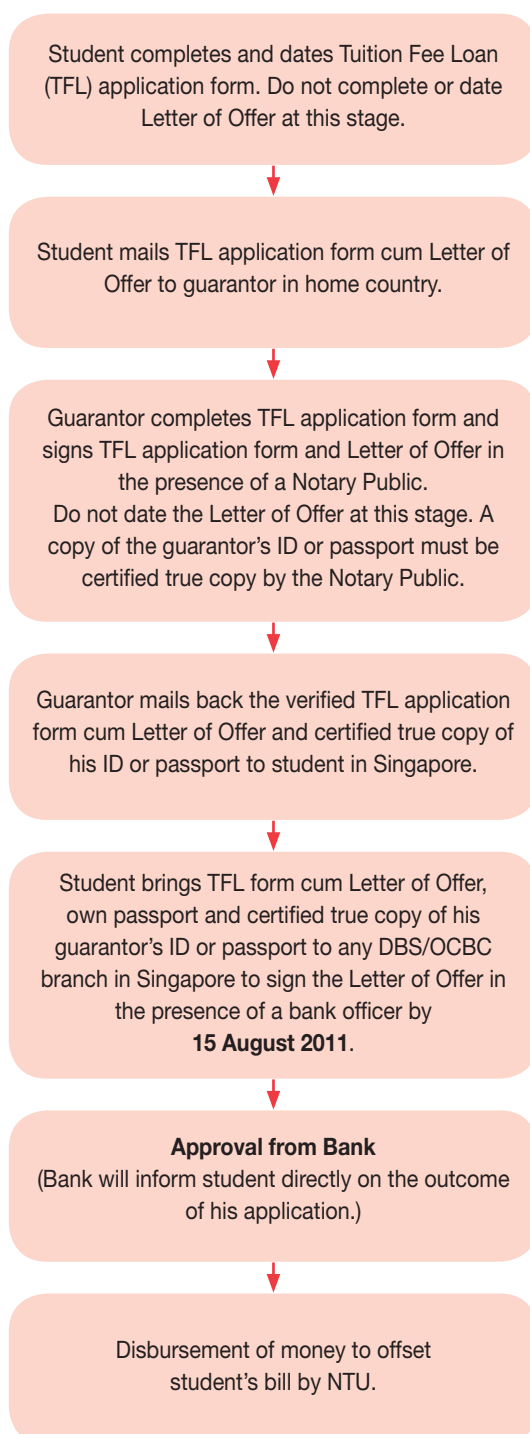
#### SCENARIO 3 (for international students only)

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



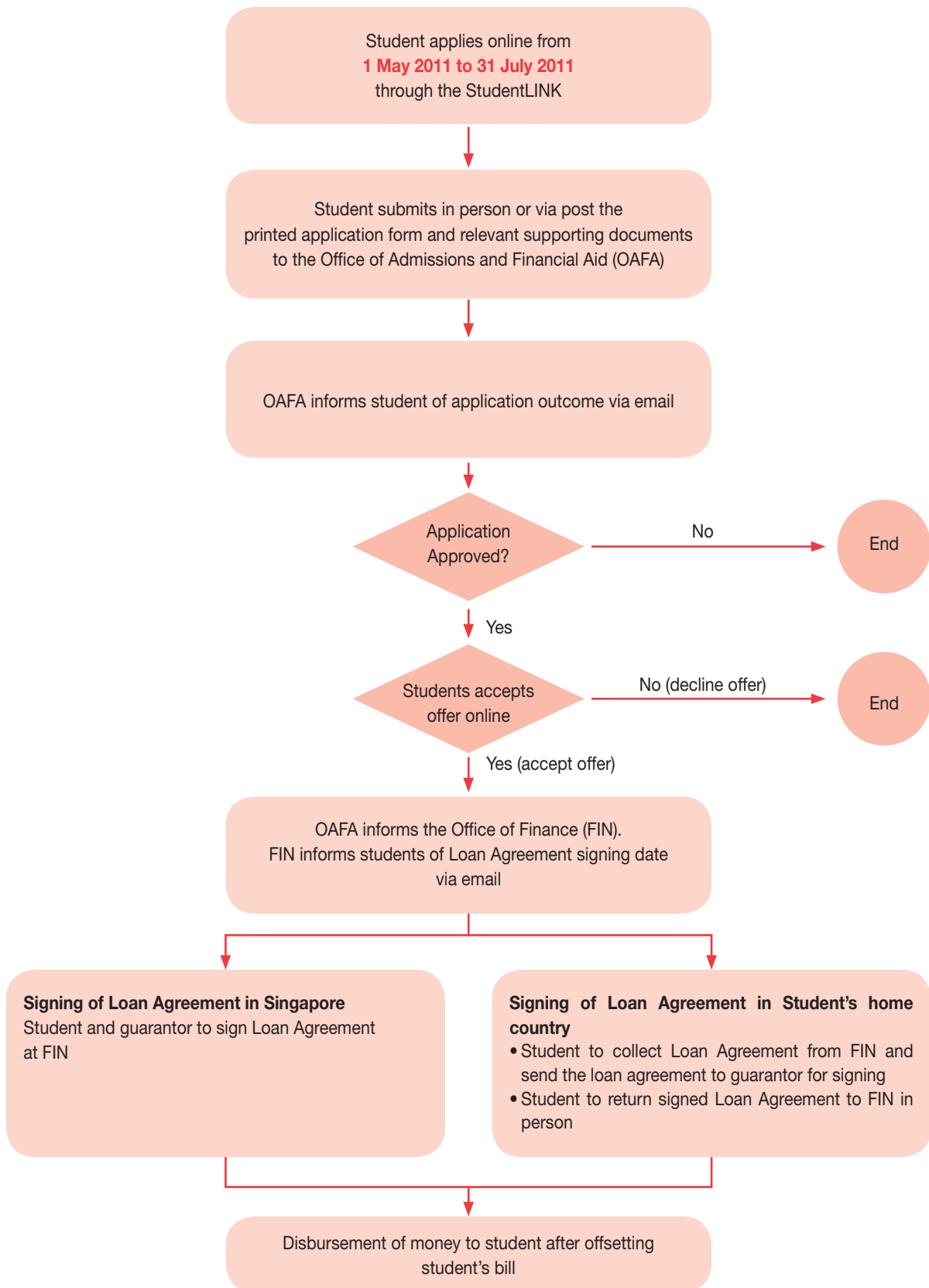
#### SCENARIO 4 (for international students only)

- 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 AY2011-12 FRESHMEN

Scheme	Eligibility	Quantum (p.a.)	Guarantor	Repayment & Interest	Application	Application Date
<b>NTU-Administered Bursaries</b>	For financially needy full-time 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"	1 May 2011 to 30 June 2011
<b>Tuition Fee Loan Scheme (TFL)</b>	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 2011 to 15 August 2011
<b>Study Loan</b>	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 May 2011 to 31 July 2011
<b>CPF Education Scheme</b>	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 2011 to 31 July 2011
<b>Post Secondary Education Account</b>	Students with funds in their own/siblings' accounts	Funds in students'/ siblings' accounts	NA	NA	Download application form from OAFA website	1 June 2011 to 31 July 2011
<b>Mendaki Tertiary Tuition Fee Subsidy (TTFS)</b>	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 2011 to 31 July 2011
<b>Student Personal Computer Loan (PC Loan)</b>	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	August to September 2011 (tentative)
<b>Student Loan</b>	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
<b>Work Study Scheme</b>	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](mailto: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. Local students have to pay the application fee by **11 July 2011**. 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, Student Services Centre, Level 3. 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:

<b>Monday to Thursday</b>	<b>8.30am – 4.45pm</b>
<b>Friday</b>	<b>8.30am – 4.15pm</b>

- 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	: 6 June 2011 to 11 July 2011
International students	: 2 May 2011 to 11 July 2011

### Outcome of Application

The outcome of your application will be sent to your personal email account. If you do not receive the e-mail by 20 July 2011, 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 2011 – 6432	Hall 15 – 4492
Hall 4 – 5164	Hall 8 – 6320	Hall 2012 – 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 Direct Entry Sophomore (DES) 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 would have already submitted an application and if successful, will be informed of the hall and room allocated. The freshman or 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 2011-2012 range from **S\$165 – S\$210** 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. For applicants who do not select this option, the system will allocate him/her to one of the 16 Halls of Residence which include the non air-conditioned ones.

# ANNEX K

## 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 **11 July 2011 to 16 September 2011**. 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 11 July 2011 to 16 September 2011. 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
<b>Total</b>	<b>S\$18</b>

### 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.

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. The documents can be submitted to ICA at the Student's Pass Unit or sent to ICA by post.

### On-line Application (eForm 16)

The application for Student's Pass has to be submitted on-line using eForm 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 available at the 'Acceptance Link' at [https://wis.ntu.edu.sg/pls/webexe/adm\\_acceptance\\_form.login](https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login) under "Student's Pass Application", after you have obtained your matriculation number. When submitting Student's Pass application through SOLAR, you are required to attach a **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
- 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)

A processing fee of S\$30 is payable. The mode of payment is **online via SOLAR by credit/debit card or internet banking only**. **Please ensure the fee is paid**. The fee is non-refundable regardless of the outcome of the application or if application is withdrawn after submission.

You are required to submit the eForm 16 prior to your departure for Singapore.

Please refer to <http://www.ica.gov.sg> for the list of countries where a visa is required to enter Singapore.

### Applicants from entry visa needed countries

(The application processing time is 10 working days. Some applications may take a longer time to process.)

For successful applicants, a copy of the In-principle Approval (IPA) Letter for Student's Pass cum the single-journey entry visa will be sent by email to you for your entry to Singapore.

**You must collect the original In-principle Approval (IPA) Letter, endorsed with NTU stamp, at the Off-site Enrolment (OSE) in NTU for completion of formalities for the issuance of a Student's Pass. The venue and appointment date will be advised when you report to International Student Centre (ISC) for NTU registration.**

### All other applicants

(The application processing time is within 5 working days. Some applications may take a longer time to process.)

For successful applicants, you will receive the original In-principle Approval (IPA) Letter, endorsed with NTU stamp, at the Off-site Enrolment (OSE) in NTU for completion of formalities for the issuance of a Student's Pass. The venue and appointment date will be advised when you report to International Student Centre (ISC) for NTU registration.

### Issuance fee/Multiple-entry visa fee

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. Payment can be made using one of the following modes of payment:

1. Prior to completion of formalities, payment on-line via SOLAR by credit/debit card or Internet banking.
2. **At OSE in NTU, payment by credit/debit card or Internet banking.**
3. At ICA, payment either online via SOLAR by **credit/debit card or Internet banking** or **NETS** or **Cashcard** at e-lobby located at ICA Building.

**Applicants are required to ensure that they remain in Singapore on a valid pass at all times. Overstaying is a punishable offence under the Immigration Act.**

### Completion of formalities and Collection of Student's Pass is strictly by appointment

- At Off-Site Enrolment (OSE) in NTU – **you are advised to strictly keep to the appointment date.**  
ICA in collaboration with NTU, conducts Off-site Enrolment in NTU to receive and process Student's Pass applications. The venue and appointment date will be advised when you report to International Student Centre (ISC) for NTU registration.
- If you should miss the appointment date for OSE, you are required to call in person at the Visitor Services Centre, ICA Building, Level 4, Kallang Road. The completion of formalities is strictly by appointment only – using e-appointment facility at ICA web site to select your preferred date and time. **Before the date of the e-appointment, please collect from Student Affairs Office, Level 6, Student Services Centre the In-principle Approval (IPA) Letter, endorsed with NTU stamp.**

Applicants are required to furnish the following documents for completion of formalities:

1. The In-principle Approval Letter (IPA), endorsed with NTU stamp.
2. The student's valid passport. A copy of the passport particulars page must be submitted.
3. 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).
4. The Disembarkation & Embarkation Card granted on entry into Singapore. If you are currently residing in Singapore on other long term passes, you are required to bring along that pass.
5. The printout of Form 16 submitted through SOLAR – must be **signed**.
6. Medical Report (MC2).
7. One 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 face)
8. The copy of receipt on payment of the Issuance/multiple-entry visa fees, if you have made prior on-line payment via SOLAR.

### Important Notes

- For information on immigration matters - you can log-in to <http://www.ntu.edu.sg/Services/StudentServices/immigration/Pages/default.aspx>
- 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.
- 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>

## 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/non-performance 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 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 2011 to 15 August 2011**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  Special Term AY2011-2012  Semester 1 AY2011-2012  Semester 2 AY2011-2012

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 style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/>					
Unit No.: # <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> - <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>		Singapore Postal Code <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>			
Street Name: _____					
EDUCATION DETAILS					
Name of School		Matriculation No	Length of Programme	Programme Name	Year of Study (indicate "1" if you are a freshmen or joining NTU)
Undergraduate <input type="checkbox"/> or Postgraduate programme <input type="checkbox"/>		(please check with University that the post graduate course applied for is eligible for loan)			
FINANCING REQUIRED					
• Please indicate the Bank you wish to obtain the Loan from:		DBS Bank <input type="checkbox"/>	OCBC <input type="checkbox"/>		
• Do you have an existing Tuition Fee Loan with any of the above banks?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
• If yes, please indicate the bank:		DBS Bank <input type="checkbox"/>	OCBC <input type="checkbox"/>		
• 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 jointly and 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 : DBS ref: NTU2		Recommended by: Approved by:		Date: Date:	

\*delete where applicable

TFL-FT Undergrad-App Form 29 Mar 2011

# TFL - NTU (Full-time) (continued)

## LETTER OF OFFER (For First Time Applicants Only)

**PRIVATE & CONFIDENTIAL**

**File Ref:** \_\_\_\_\_

Date: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Sir/Madam

### TUITION FEE LOAN

1. 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:
  - a. The Loan : The Loan will be granted to you for your course of study at NTU in accordance with the Tuition Fee Loan Scheme.
  - b. 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.
  - c. 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.
  - d. Guarantee : The principal amount of the Loan and interest shall be fully guaranteed by \_\_\_\_\_
  
2. 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.
  
3. 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	1 <sup>st</sup> March of the same year
February	1 <sup>st</sup> April of the same year
March	1 <sup>st</sup> May of the same year
April	1 <sup>st</sup> June of the same year
May	1 <sup>st</sup> July of the same year
June	1 <sup>st</sup> August of the same year
July	1 <sup>st</sup> September of the same year
August	1 <sup>st</sup> October of the same year
September	1 <sup>st</sup> November of the same year
October	1 <sup>st</sup> December of the same year
November	1 <sup>st</sup> January of the following year
December	1 <sup>st</sup> 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 1<sup>st</sup> 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).

# 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.: _____					
Citizenship: _____		Date of Birth: _____					
Programme of Study: _____							
Home Address: _____							
Tel No.: _____		Mobile No.: _____					
PERSONAL HISTORY	NO	YES	If yes, give details & dates				
1. <b>NERVOUS SYSTEM/PSYCHIATRY</b> Frequent headaches, migraine, giddiness, fainting spells, epilepsy (fits), nervous breakdown, anxiety illness, depression, treated by psychiatrist before							
2. <b>EYE, EAR, NOSE, THROAT</b> 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. <b>RESPIRATORY SYSTEM</b> Asthma, frequent cough, tuberculosis, shortness of breath on and off							
4. <b>CARDIOVASCULAR SYSTEM</b> Chest pain, palpitations, high blood pressure, heart murmur							
5. <b>GASTROINTESTINAL SYSTEM</b> Gastric problem, frequent diarrhoea, constipation problem, stomach ulcer, abdominal pain on and off, bloatedness, piles							
6. <b>GENITAL-URINARY SYSTEM</b> Sugar, protein or blood in urine, past urinary tract infection, kidney problem, testicular lumps (males only) hernia, VD							
7. <b>ENDOCRINE SYSTEM</b> Thyroid problem, diabetes							
8. <b>MUSCULO-SKELETAL SYSTEM</b> Frequent backache, knee pain on and off, frequent ankle sprain, neck problem, shoulder problem, gout or fracture before							
9. <b>SKIN</b> Eczema, urticaria, fungal infection							
10. <b>FOR FEMALES ONLY</b> 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 \_\_\_\_\_



# SS-01 Application Form for Interbank GIRO



SS-01 **UG**

Please return the completed form to Office of Finance, Student Financial Services, 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:  

Nanyang Technological University  
Office of Finance  
Student Financial Services  
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
<b>TUITION GRANT</b>			
<b>Tuition Grant Application</b> (for Singapore Citizens)	By 1 August 2011	Apply for Tuition Grant online. Print, duly sign and submit to Office of Admissions and Financial Aid. <a href="http://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login">http://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login</a>	
<b>Tuition Grant Application</b> (for Singapore Permanent Residents and International Students)	By 1 August 2011	Complete the online Tuition Grant Declaration. <a href="http://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login">http://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login</a>	
	6 September 2011 to 13 September 2011	Apply for Tuition Grant online. <a href="http://tgonline.moe.gov.sg">http://tgonline.moe.gov.sg</a>	
<b>ACADEMIC MATTERS</b>			
<b>Online declaration &amp; submission of photograph</b>	By 20 June 2011	<a href="https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login">https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login</a>	
<b>Online Matriculation</b>	26 July 2011 to 28 July 2011	<a href="http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/default.aspx">http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/default.aspx</a>	
<b>Qualifying English Test</b> (Only applicable to students who are not granted exemption)	2 August 2011	<a href="http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/QualifyingEnglishTest.aspx">http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/QualifyingEnglishTest.aspx</a>	
<b>Freshmen Welcome Ceremony</b> (for Full-time Undergraduates)	3 to 5 August 2011. Refer to website for schedule	<a href="http://www.ntu.edu.sg/Freshmen">http://www.ntu.edu.sg/Freshmen</a>	
<b>Collection of Matriculation Card</b>	Refer to website for schedule	<a href="http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/default.aspx">http://www.ntu.edu.sg/Services/Academic/undergraduates/Matriculation/Pages/default.aspx</a>	
<b>Add/Drop of Courses</b>	Refer to website	<a href="http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/Process.aspx">http://www.ntu.edu.sg/Services/Academic/undergraduates/Course%20Registration/Pages/Process.aspx</a>	
<b>STUDENT'S PASS APPLICATION (for International Students only)</b>			
<b>Student's Pass On-line Application and Registration (SOLAR) (eForm 16)</b>	Refer to Annex L	<a href="http://www.ntu.edu.sg/Services/StudentServices/Immigration/Pages/default.aspx">http://www.ntu.edu.sg/Services/StudentServices/Immigration/Pages/default.aspx</a>	
<b>MEDICAL PROCEDURES</b>			
<b>NTU Medical Examination Form (MC1)</b>	Refer to Annex B	Medical Centre, NTU	
<b>Authorisation Form of Medical Procedures (N-1)</b> (for Singapore Permanent Residents and International Students)	By 12 August 2011	International Student Centre Nanyang Technological University 36 Nanyang Avenue #02-02 Singapore 639801	
<b>Appointment of Local Guardian (N-2)</b> (for Singapore Permanent Residents and International Students)			

ACTIVITY	DATE	FORWARDING ADDRESS/WEBSITE	PLEASE CHECK
<b>BILL PAYMENT (GIRO APPLICATION)</b>			
<b>GIRO Application Form (SS-01)</b> (after opening of a bank account in Singapore)	Singapore Citizens and Singapore Permanent Residents: By 22 July 2011  International Students: By 5 August 2011	Nanyang Technological University Office of Finance Student Financial Services Student Services Centre, Level 3 42 Nanyang Avenue Singapore 639815	
<b>FINANCIAL ASSISTANCE</b> (if interested)			
<b>NTU-Administered Bursaries</b>	1 May 2011 to 30 June 2011	<a href="http://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login">http://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login</a>	
<b>Tuition Fee Loan (TFL) Application Form</b>	1 May 2011 to 15 August 2011	DBS Bank or OCBC Bank in Singapore	
<b>Study Loan</b>	1 May 2011 to 31 July 2011	<a href="http://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login">http://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login</a>	
<b>CPF Education Scheme</b>	1 June 2011 to 31 July 2011	<a href="http://mycpf.cpf.gov.sg/cpf/news/highlights/ednhigh.htm">http://mycpf.cpf.gov.sg/cpf/news/highlights/ednhigh.htm</a>	
<b>Post Secondary Education Account</b>	1 June 2011 to 31 July 2011	<a href="http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/PSEA.aspx">http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/PSEA.aspx</a>  Download form and submit to Office of Admissions and Financial Aid	
<b>Mendaki Tertiary Tuition Fee Subsidy</b>	1 June 2011 to 31 July 2011	<a href="http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/MendakiTertiary.aspx">http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/MendakiTertiary.aspx</a>  Download form and submit to Office of Admissions and Financial Aid	
<b>STUDENT ACCOMMODATION APPLICATION</b>			
<b>Application for Student Accommodation</b> (where applicable)	By 11 July 2011	<a href="http://www.ntu.edu.sg/campus/Accommodation/Undergrad/Pages/NTUNewStudents.aspx">http://www.ntu.edu.sg/campus/Accommodation/Undergrad/Pages/NTUNewStudents.aspx</a>	

# Useful Websites & Contacts

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

<b>MOE TUITION GRANT (TG)</b>		
Ministry of Education Customer Service	6872 2220	<a href="http://tgonline.moe.gov.sg">http://tgonline.moe.gov.sg</a>
<b>MEDICAL EXAMINATION</b>		
Medical Centre, NTU (Gethin Jones Medical Practice Pte Ltd)	6793 6974/6828	
<b>ESSENTIAL NUMBERS</b>		
Campus Security	6790 4777	<a href="http://www.ntu.edu.sg/fpm">http://www.ntu.edu.sg/fpm</a>
Buildings Services 24 hour Hotline		
Centre for IT Services (IT Helpdesk)	6790 4357	<a href="http://www.ntu.edu.sg/cits">http://www.ntu.edu.sg/cits</a>
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	
<b>TRANSPORT SERVICES</b>		
SBS Transit	1800-287 2727	<a href="http://www.sbstransit.com.sg">http://www.sbstransit.com.sg</a>
Transitlink Customer Service Centre (Bus & MRT)	1800-225 5663	<a href="http://www.transitlink.com.sg">http://www.transitlink.com.sg</a>
Taxi Services	Comfort/CityCab	6552 1111
	SMRT	6555 8888
	Premier Taxis	6363 6888
	Prime Taxi	6778 0808
	SMART cabs	6485 7777
	Transcab	6555 3333
<b>EMERGENCY</b>		
Police	999	
Fire/Ambulance	995	
Ambulance (Non-Emergency)	1777	
<b>GOVERNMENT AGENCIES</b>		
Housing and Development Board	6490 1111	<a href="http://www.hdb.gov.sg">http://www.hdb.gov.sg</a>
Immigration & Checkpoints Authority	6391 6100	<a href="http://www.ica.gov.sg">http://www.ica.gov.sg</a>
Ministry of Education	6872 2220	<a href="http://www.moe.gov.sg">http://www.moe.gov.sg</a>
Singapore Changi Airport (Information on flight arrival and departure)	1800-542 4422	<a href="http://www.changiairport.com">http://www.changiairport.com</a>



**Office of Admissions and Financial Aid**  
**Nanyang Technological University**  
Student Services Centre, Level 2  
42 Nanyang Avenue, Singapore 639815

[www.ntu.edu.sg](http://www.ntu.edu.sg)

**For Local Students**

Tel: (65) 6790 5972/5055 | Fax: (65) 6794 6510  
Email: [adm\\_local@ntu.edu.sg](mailto:adm_local@ntu.edu.sg)

**For International Students**

Tel: (65) 6790 5806/5807 | Fax: (65) 6794 6510  
Email: [adm\\_intnl@ntu.edu.sg](mailto:adm_intnl@ntu.edu.sg)

[www.ntu.edu.sg/admissions](http://www.ntu.edu.sg/admissions)

Reg No: 200604393R

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