Candidates who have accepted our offer to read the Part-Time B.Eng Programme will find the following details useful. You are advised to read the information and instructions carefully:

1. **ACCEPTANCE FORM**

   If you accept the offer of admission, you should complete the on-line Acceptance Form by **23 May 2017**.

   If you are rejecting the offer, you are still required to reject using the On-line Acceptance Form.

   - **Information required to be completed in the on-line Acceptance Form:**
     - Personal particulars – religion*, marital status*, race*
     - Parent's particulars (Name; NRIC/FIN/Passport number; Citizenship; Race; Education and Occupation)
     - Guardian/Next-of-kin Particulars (if any)
     - Siblings*[indicate number of brother(s)/sister(s)]
     - Others* - family monthly income; type of residence; residence ownership

   * Mandatory fields.

   - **For fields that are not applicable to you, please indicate ‘N.A.’**

   A matriculation number will be assigned to you after you have accepted the offer. You are to use the matriculation number to matriculate online.

2. **SELECTION OF DESIGN FOR MATRICULATION CARD, SUBMISSION OF PHOTOGRAPH & DECLARATION OF CODES OF CONDUCT AND COMPLIANCES**

   All new students will be issued a matriculation card. Please click **here** to select your preferred design and submit a recent passport-sized photograph for your matriculation card **within 2 working days after your acceptance of NTU's offer of admission**. Please ensure that your photo meets the **requirements** stated.

   Students who submit their photo after the prescribed timeline will be issued their matriculation card only after the scheduled collection period.

   Please also make your online declaration on Codes of Conduct, NTU Personal Data Privacy Statement and Consent for Students, and IT Rules for User Accounts after you have submitted your photo successfully.
Details of the matriculation card collection schedule will be available in July at http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Matriculation/Pages/Matriculationfornewstudents.aspx

3. **ONLINE MATRICULATION**

Matriculation is a formal process where a person registers for study at the University and thus becomes a member of the University student community. Matriculation carries with it the agreement to abide by the University rules and regulations, and codes of conduct. This includes payment of any fees required by the University.

Matriculation is done online at http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Matriculation/Pages/default.aspx and the matriculation period is from 24 – 28 July 2017 (10.00 a.m. to 10.00 p.m.). After you have successfully matriculated, you will be able to print your class timetable at the same website.

If you accept our offer of admission from 29 July 2017 onwards, please matriculate one working day after you have created your network account. Please note that your name will not be in the University’s register if you do not matriculate online.

4. **REGISTRATION OF COURSES**

**Courses for Semester 1**

As this is your first semester in NTU, you will be assigned your class timetable. You do not have to register courses on your own unless you receive separate instructions from your School. After you have matriculated, you will be able to print your class timetable at the same matriculation link. If you do not intend to register for additional courses, you can proceed to attend your classes.

*Note: For subsequent semesters, you have to register your courses on your own through the Student Automated Registration System (STARS).*

http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx

**To Register 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, please seek your School's advice and read the specific instructions for your programme in your School's webpage http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/CurriculumStructure.aspx

Some Schools require their students to seek approval before registering additional courses.
You may register for additional courses only during the Add/Drop period (Teaching Week 1). Please login to StudentLINK and select Academic Matters → STARS. The Add/Drop schedule, overview of the curriculum structure, Step-by-Step Guide to Course Registration and user guide for STARS are available at the Course Registration website http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx.

Add/Drop Courses

The Add/Drop period provides an opportunity for students to assess whether the courses and load that they have registered suit their pace, interest and learning needs. During this period, students may drop courses that do not meet their needs and try another. As this is your first semester of enrolment, please seek your School's advice before adding or dropping courses.

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.

Enquiries

For enquiries on class timetabling, curriculum and other academic matters, please contact the respective Part-time Programme Office:

School of Electrical & Electronic Engineering
Tel: 6790 5017
Website: http://www.eee.ntu.edu.sg/ProspectiveStudents/BEngPartTime/Pages/BEngPartTime.aspx

School of Mechanical & Aerospace Engineering
Tel: 6790 6417
Website: http://www.mae.ntu.edu.sg/Programmes/ProspectiveStudents/UG(Part-Time)/Pages/default.aspx

School of Computer Science & Engineering
Tel: 6790 4139
Website: http://sce.ntu.edu.sg/Programmes/CurrentStudents/Undergraduate/Pages/BEngCSPartTime.aspx

5. 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 in NTU.
6. MEDICAL EXAMINATION

All students must undergo a medical examination prior to admission to the University. This is to determine their medical fitness to pursue the programme of study in the University. For the University to have your medical record, we have scheduled for new students to have their medical examination done at the Medical Centre in NTU. The medical examination includes Urine tests and Chest X-ray. The medical examination fee is S$35 (inclusive of prevailing GST) for Singapore Citizens and Singapore Permanent Residents and S$50 (inclusive of prevailing GST) for International students.

Please have your medical examination done by 2 June 2017. If you are unable to have the medical examination done at the Medical Centre in NTU, you may have it done by any registered physician. The completed medical examination form (Paper No. MC1) and X-ray report should then be submitted personally to the staff at the Medical Centre in NTU.

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

Special medical conditions to note:

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, and regardless of whether they can correctly identify red and green.

NTU Medical Centre
University Health Service Building
36 Nanyang Avenue Singapore 639801

Tel: 67936828 / 6974

7. PAYMENT OF FEES AND GIRO APPLICATION FORM

Payment of tuition fees will be deducted through GIRO. Please click on this link to submit bank details online before printing the Application Form for Interbank GIRO (You will be prompted to log in using your Network User Name and Password. Please ensure you have activated your Network account). Once printed, please sign it before submission to One Stop @ Student Activities Centre, NS3-01-03 North Academic Complex, 50 Nanyang Avenue, Singapore 639798. Please refer to the following website for more details. http://www.ntu.edu.sg/Freshmen/FreshmenGuide/FinancialMatters/Pages/ApplyforInterbankGIRO.aspx

8. STUDENT DISCIPLINE, UNIVERSITY RULES & REGULATIONS AND COMPUTER ACCOUNT

As a student of the University, you must comply with the University Statutes and 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 Important Notices for Students and NTU CITS Rules for User Accounts and also the rules and regulations governing examinations which will be given to you before each semestral examination. The University takes a very serious view
on any breach of its regulations. Students found to have breached any of the University regulations will be subjected to disciplinary action and may be expelled from the University. Please read the Important Notices for Students and NTU CITS Rules for User Accounts at http://www.ntu.edu.sg/cits/newusers/newstudent/Pages/studentaccounts.aspx

9. DRESS CODE FOR STUDENTS ON CAMPUS

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

You are not allowed to wear the following in lecture theatres/tutorial rooms/laboratories/workshops/library/offices:

- **Attire:** sleeveless T-shirts, singlets, shorts, attire printed with offensive or obscene wordings revealing attire or mini-skirts.
- **Foot wear:** slippers and sandals without heel straps.

In addition to the above, you have to adhere to the guidelines issued by your School on the appropriate attire and footwear for various laboratories/workshops for safety reasons.

The University will take disciplinary action against students who do not comply with the above guidelines.

10. LEAVE OF ABSENCE AND WITHDRAWAL FROM UNIVERSITY

Please click here for more details

11. CHANGE OF PERSONAL PARTICULARS

You are required to provide an address in Singapore as your postal address during term time. The University cannot accept responsibility for lost or misdirected correspondence when the correct contact information has not been updated by students.

Students are responsible for keeping their personal particulars updated in the University’s records in a timely manner. Students should update any changes in their address or contacts electronically through StudentLINK.

For procedures on changes of student particulars, please click here.
Office of Admissions & Financial Aid

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.

<table>
<thead>
<tr>
<th>Forms</th>
<th>Closing Date</th>
<th>Forwarding Address/Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Online Acceptance Form</td>
<td>23 MAY 2017</td>
<td>To accept or reject our admission offer on-line via <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></td>
</tr>
<tr>
<td>2. IT Survey Form</td>
<td>23 MAY 2017</td>
<td>To complete in the on-line Acceptance Form.</td>
</tr>
<tr>
<td>3. Online Declaration for Ministry of Education Tuition Fee Subsidy (If applicable)</td>
<td>23 MAY 2017</td>
<td>To complete the on-line MOE Tuition Fee Subsidy declaration. You are required to print and sign on the declaration form, attach a copy of your NRIC &amp; proof of employment and mail to: Office of Admissions and Financial Aid, Nanyang Technological University, Student Services Centre, Level 3, 42 Nanyang Avenue, Singapore 639815 (Application number: PPXXXXX)</td>
</tr>
<tr>
<td>4. Medical Examination Form</td>
<td>2 JUNE 2017</td>
<td>To bring along the MC1 Form to the NTU Medical Centre to do your check-up.</td>
</tr>
<tr>
<td>(Please complete Part I of the Form (MC1) before coming for the examination at Medical Centre, NTU)</td>
<td>2 JUNE 2017</td>
<td>If your medical examination is done by an outside registered physician, please submit the MC1 Form and X-ray personally to: NTU Medical Centre, University Health Service Building, 36 Nanyang Avenue, Singapore 639801</td>
</tr>
<tr>
<td>5. GIRO Application</td>
<td></td>
<td>To submit the Giro Application Form at:</td>
</tr>
<tr>
<td>Please click on this link to submit bank details online before printing the Application Form for Interbank GIRO, sign and submit to One Stop. Freshmen can only access the link from 21 June 2017 onwards.</td>
<td></td>
<td>One Stop @ SAC, Nanyang Technological University, NS3-01-03 Academic Complex North, 50 Nanyang Avenue, Singapore 639798, Mon – Thur 0830 - 1700hrs, Fri 0830 – 1645hrs, Sat, Sun &amp; PH Closed</td>
</tr>
<tr>
<td>Singapore Citizens &amp; Singapore Permanent Residents – 7 JUNE 2017</td>
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<tr>
<td>International Students – 24 July 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Selection of Design for Matriculation Card, Submission of Photograph &amp; Declaration of Codes of Conduct and Compliances</td>
<td>Within 2 working days after your acceptance of NTU’s offer of admission</td>
<td>To complete the Online Acceptance Form at <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></td>
</tr>
<tr>
<td>7. Online Matriculation</td>
<td>24 to 28 JULY 2017 (10am to 10pm)</td>
<td>To matriculate online at <a href="http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Matriculation/Pages/default.aspx">http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Matriculation/Pages/default.aspx</a></td>
</tr>
<tr>
<td>8. Collection of Matriculation Card</td>
<td>Refer to schedule</td>
<td>Check the collection schedule at <a href="http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Matriculation/Pages/Matriculationfornewstudents.aspx">http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Matriculation/Pages/Matriculationfornewstudents.aspx</a></td>
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