

## After Acceptance

Welcome to NTU!

This summary of admission procedures is specially prepared for international students matriculating in Academic Year 2012-13, commencing on 6 August 2012 (see [Academic Calendar](#)). The procedures can be done only after you have obtained your matriculation number. It has to be read in conjunction with the **Freshmen Admissions Handbook** and also the **Guide for New International Students**. You will be able to view the handbook and guide online in June 2012.

You should read also the following:

- [Academic Integrity and Your Success at NTU](#)
- [NTU Honour Code](#)
- [NTU IT Rules for Student User Accounts](#)
- [A General Guide to the Law on Internet Postings](#)
- [Dress Code for Students](#)
- [Procedures governing breaches of conduct](#)
- [Medical and Insurance Coverage](#)
- [Survival Guide](#)
- [Freshmen News](#)

Remember to update us at [adm\\_intnl@ntu.edu.sg](mailto:adm_intnl@ntu.edu.sg) if there is a change in your contact numbers or email address to avoid missing important messages like Hostel allocation, etc.

[Prior to Arrival at NTU](#)

[After Arrival at NTU](#)

Prior to Arrival at NTU	Remarks / Deadline	✓
<p><a href="#">Change your password</a> to activate your network account. Note that access to StudentLINK e-services <b>will not</b> be available until you have <i>matriculated online</i>.</p> <p><a href="#">Access</a> your e-mail services and suite of <a href="#">Windows LIVE</a> e-services. You will be prompted to change your password at your 1<sup>st</sup> login.</p> <p>The password is your matric number (case sensitive).</p>	<p>1 day after obtaining your matriculation number and selecting your preferred network account</p> <p><i>If you cannot remember your username, check at <a href="#">acceptance link</a>.</i></p> <p><i>You may access <a href="#">iNTU</a> after your network has been activated.</i></p>	
<a href="#">Online</a> Declaration and submission of photograph	25 June 2012	
<a href="#">Disclosure of Health Information</a> . <i>A nil return is required.</i>	2 July 2012	
<p>Apply online for <a href="#">NTU Study Loan &amp; Bursary</a>, where applicable</p> <p><i>(for students paying <b>subsidized</b> tuition fee only. To indicate 'NA' under local address if you do not have an address in Singapore yet.)</i></p>	<p>Within 2 weeks after obtaining matriculation number.</p> <p><i>(Not applicable to Poly and S'pore GCE 'A' Level students as you have already applied during admission exercise.)</i></p>	
<a href="#">Apply for Hostel Accommodation online</a>	2 May to 9 July 2012, 1730 hrs	
<p><a href="#">Provide passport details online</a></p> <p><i>If you are renewing your passport, submit only when new passport is available.</i></p>	Before arrival to NTU, once passport is available.	

Prior to Arrival at NTU	Remarks / Deadline	√
<p><a href="#">Apply for Student's Pass</a> - submit <a href="#">Student's Pass On-line Application &amp; Registration (Form 16)</a>.</p> <p>Please check login details at <a href="#">Student's Pass Application</a> in June. Read also the <a href="#">ICA Guide notes</a>.</p>	11 June 2012 onwards	
<p><a href="#">Provide arrival information online</a></p> <p>Please submit your arrival information on time for ISC to make the arrangement for your arrival. An email on the arrival and check-in procedures will be emailed to you 7 days prior to your arrival.</p>	by 2 July 2012	
<p><a href="#">Check and Accept Hostel Allocation</a> and register for Freshmen Orientation Camp</p>	20 July 2012	
<p>Check if you are required to take <a href="#">Qualifying English Test</a></p>	16 July (1000 hrs) to 5 August 2012	
<p>Guarantor to sign the Tuition Fee Loan <a href="#">hardcopy application form &amp; TFL Letter of Offer</a> in home country <b>in the presence of a notary public or bank officer</b>, where applicable.</p> <p>Check <a href="#">here</a> on the summary of application procedure.</p> <p><i>(for students paying <b>subsidized</b> tuition fee only)</i></p>	Prior to departure for Singapore	
<p>Prepare <a href="#">Banker's Guarantee</a> (BG)</p> <p>Any bank which has a branch in Singapore and able to produce the format of Banker's Guarantee (BG) as shown. This may be done in Singapore after your arrival. Recommended bank – OCBC (on campus).</p> <p><i>(for students paying <b>non-subsidised</b> tuition fee only)</i></p>	The offer letter indicating the validity period must be produced to the bank.	
<p>Complete <a href="#">Authorisation Form of Medical Procedures</a> and duly signed by parent(s)/guardian or Local Guardian (whichever applicable) and <a href="#">upload</a> it online before departure. Original copy to submit during registration at International Student Centre (ISC).</p>	Prior to departure for Singapore	
<p>Complete <a href="#">Appointment of Local Guardian Form if you have a guardian in Singapore</a>, scan and save it in a single file with the Authorisation Form of Medical Procedures and upload it online before departure. Original copy to submit during registration at ISC.</p>	Prior to departure for Singapore	
<p>Bring <b>original</b> copy (note that photocopies are not acceptable) of academic results and certificate for verification exercise.</p> <p><i>For students with <b>international qualifications only</b>. All original copy of the academic results and certificates submitted during admission exercise must be produced for verification. The <b>offer of admission will lapse</b> if the student is unable to produce his/her original academic documents during verification exercise.</i></p>	Verification exercise will be conducted in end Sept/early October 2012.	
<p>Visit the <a href="#">International Student Centre (ISC)</a> website to prepare your arrival</p> <p>Complete <a href="#">Online Emergency Contact Form</a></p>	Prior to departure for Singapore	

Prior to Arrival at NTU	Remarks / Deadline	√
<p><a href="#">Matriculate online</a> and print subject timetable (if departing after 31 July 2012)</p> <p>Read more details on <a href="#">Course Registration</a>.</p>	31 July to 2 August 2012 (1000 hrs to 2200 hrs)	

After Arrival at NTU	Deadline	√
Follow the arrival and check-in procedures given by International Student Centre.	Upon arrival	
Report to International Student Centre (ISC) for a briefing on the administrative procedures to be completed. You are required to bring these documents for registration: <ol style="list-style-type: none"> <li>1. Admission Letter</li> <li>2. Passport (with embarkation card)</li> <li>3. Authorisation Form of Medical Procedures</li> <li>4. Appointment of Local Guardian Form (if applicable)</li> </ol>	30 July 2012 onwards	
Obtain appointment date and time from ISC during registration for <ul style="list-style-type: none"> <li>• <a href="#">Medical Examination</a></li> <li>• Collection of Student's Pass</li> </ul>	Upon arrival	
Open a bank account and complete Part 1 of the <a href="#">Interbank GIRO Application Form</a> for submission to Office of Finance.	Upon arrival	
Apply or Submit <a href="#">Tuition Fee Loan application form</a> to OCBC/DBS branch in Singapore, where applicable (may do it at the same time when opening a bank account if submission is to the same bank.)  <i>(for students paying <b>subsidized</b> tuition fee only)</i>	1 May to 15 August 2012	
<p><a href="#">Matriculate online</a> and print subject timetable (if arriving on 30 July 2012)</p> <p>Read more details on <a href="#">Course Registration</a>.</p>	31 July to 2 August 2012 (1000 hrs to 2200 hrs)	
Accept NTU Study Loan / Bursaries @ <a href="#">StudentLINK</a> (if applicable)	After matriculation	
<a href="#">Collect Matriculation card</a>	2 Aug 2012 onwards according to your programme of study. Check details <a href="#">here</a> .	
Sit for <a href="#">Qualifying English Test</a> , if required	6 August 2012	
Attend Orientation Talk for International Students organized by ISC at Lee Kong Chian Theatre	6 August 2012, 1430 hrs	
Attend <a href="#">Freshmen Welcome Ceremony</a> according to your programme of study at Nanyang Auditorium and College/School Orientation Programme	7, 8 and 10 August 2012	
Submit duly completed Interbank GIRO Application Form to Office of Finance	6 August 2012	

After Arrival at NTU	Deadline	✓
<p>Last day to complete medical examination. MC1 must be submitted to NTU Medical Centre.</p> <p><i>The University will de-register student(s) who fail to complete the medical examination by the stipulated date from the course of study offered.</i></p> <p><i>The offer of a place in NTU will lapse if the student is certified as medically unfit (physically and/or mentally) to study by the examining doctor.</i></p>	11 August 2012	
<p><a href="#">Apply for PC Loan</a> (if applicable)</p>	August 2012 (tentative)	
<p>Complete formalities and collection of Student's Pass (ICA Off-Site Enrolment in NTU).</p> <p><i>After completion of online matriculation and collection of medical examination report.</i></p>	<p>15 – 16 August 2012 (registration)</p> <p>23 August 2012 (collection of Student's Pass)</p>	
<p>Apply for Tertiary Student Concession Card (if applicable)</p> <p><u>Bulk Application Exercise</u></p> <p>Check your <a href="#">eligibility status</a> online (from end June 2012) before approaching any <a href="#">TransitLink ticket office</a>. You are required to bring along the following:</p> <ul style="list-style-type: none"> <li>Your passport and student's pass</li> <li>S\$8 (non-refundable for Card cost &amp; Personalisation fee)</li> </ul> <p><u>Collection of the concession card</u> – at NTU Student Affairs Office, Student Services Centre, Level 6. You will receive the notification through your NTU email account when the card is ready for collection. Activate your card at any <a href="#">TransitLink ticket office</a> by paying the balance S\$10.</p>	<p>2 July 2012 to 31 August 2012</p> <p><i>You may apply for the concession card <u>after</u> the bulk application exercise from 17 September 2012 at any <a href="#">TransitLink Concession Card Replacement Office</a> with your passport and student's pass, pay a fee of S\$18 and the card will be issued to you on the spot.</i></p> <p>For guidelines and usage of the concession card, visit: <a href="http://www.transitlink.com.sg/ps-ccard-tertiary.html">http://www.transitlink.com.sg/ps-ccard-tertiary.html</a> and <a href="http://www.ezlink.com.sg">www.ezlink.com.sg</a>.</p>	
<p>Submit dully <a href="#">completed declaration</a> as a non-subsidised fee paying student</p> <p>Submit <a href="#">Banker's Guarantee</a></p> <p><i>(For students paying <b>non-subsidized</b> tuition fee only)</i></p>	6 September 2012	
<p><a href="#">Apply online for MOE Tuition Grant</a></p> <p>Students whose sureties are in home country can download the TG Agreement at MOE website from 16 Sept 2012 onwards. Sureties are to sign the Agreement in the presence of a notary public. The duly signed agreement must be returned to you before the signing period.</p> <p><i>(For students paying <b>subsidized</b> tuition fee only)</i></p>	4 – 14 September 2012	
<p>Pay fees. Check your E-bill at <a href="#">StudentLINK</a>. It will include <a href="#">Tuition Fee</a>, <a href="#">Miscellaneous Fees</a>, Hostel Fee (if applicable), etc</p> <p><i>Ensure sufficient fund is available in your bank account for GIRO deduction.</i></p>	End August/Early September 2012	

After Arrival at NTU	Deadline	✓
<p>Provide Student's Pass details and upload a scanned copy along with your matriculation card <a href="#">online</a>. (see sample <a href="#">here</a>)</p> <p><i>Scanning facilities is available in the <a href="#">NTU libraries</a>.</i></p>	Within 2 weeks after you have collected your Student's Pass	
<p>Attend Verification of Original Documents Exercise (For students with international qualifications only).</p> <p><i>Details will be emailed to your NTU email account closer to the verification period. The offer of admission will lapse if the student is unable to produce his/her original academic documents during verification exercise</i></p>	Mid September/Early October 2012	
<p>Sign <a href="#">MOE Tuition Grant Agreement</a></p> <p><i>(for students paying <b>subsidized</b> tuition fee only)</i></p>	18, 19, 22, 23 October 2012	
<p>Update your personal contact information in Singapore at <a href="#">StudentLINK</a></p>	After matriculation, whenever change is required during the whole duration of study.	
<p>Inform the following offices when there is a <b>Change of Passport</b>:</p> <ul style="list-style-type: none"> <li>• <a href="#">Office of Academic Service</a>, SSC Level 1</li> <li>• <a href="#">ICA</a> via email to: <a href="mailto:ICA_STP1@ica.gov.sg">ICA_STP1@ica.gov.sg</a></li> </ul>	Whenever there is a change during the whole duration of study.	

Updated as at 17 May 2012

**Office of Admissions and Financial Aid**

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**NTU.**

