Admission Procedures for Returning National Servicemen (RNS) with a place reserved for Academic Year 2019-20

This summary of admission procedures is specially prepared for Returning National Servicemen matriculating in Academic Year 2019-20 (see Academic Calendar).

Visit the Freshmen Portal for the latest news for freshmen. Some useful Information is summarised below:

- Academic Integrity
- Honour Code
- NTU Massive Open Online Courses (MOOC)
- NTU IT Rules for Student User Accounts
- Policies and codes concerning students
- Dress Code for Students on Campus
- Medical Scheme
- Getting around NTU

Note: The procedures can be performed only after you have obtained your Matriculation Number

<table>
<thead>
<tr>
<th>No</th>
<th>Action / Information</th>
<th>Deadlines/Information (Enrolling in Special Term May/June 2019)</th>
<th>Deadlines/Information (Enrolling in Normal Term July 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Confirm enrolment status online</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you are unable to enrol in AY 2019-20, complete the Deferment Form for Returning National Servicemen and return by post or scan and email to <a href="mailto:adm_local@ntu.edu.sg">adm_local@ntu.edu.sg</a> by 25 Jan 2019.</td>
<td>30 Nov 2018 to 25 Jan 2019</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Obtain your matriculation number and select your network account online</td>
<td>Mar 2019</td>
<td>Jun 2019</td>
</tr>
<tr>
<td>3</td>
<td>Online Photo submission, Confirmation of Name and Design for Matriculation Card &amp; Declaration of Codes of Conduct and Compliances</td>
<td>By 15 Mar 2019</td>
<td>Within 2 working days after obtaining matriculation number</td>
</tr>
<tr>
<td>4</td>
<td>Scan and upload your NRIC / NS Identity Card (for those still in service. Passport particulars page must be included if the colour of IC is not indicated in NS Identity Card.)</td>
<td>By 15 Mar 2019</td>
<td>Within 2 working days after accepting offer</td>
</tr>
<tr>
<td>5</td>
<td>Change password to activate your network account.</td>
<td>1 day after obtaining your network account.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: access to StudentLINK e-services will not be available until you have matriculated online.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>You may logon to Office 365 Mail one day after selecting your network account. You will be prompt to change your password at your 1st login. The initial password is your matric number (case sensitive).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If you cannot remember your username, check at acceptance link. The default password is your matric number (case sensitive).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You may access iNTU after your network account has been activated. 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 email account regularly.
<table>
<thead>
<tr>
<th>No</th>
<th>Action / Information</th>
<th>Deadlines/Information (Enrolling in Special Term May/June 2019)</th>
<th>Deadlines/Information (Enrolling in Normal Term July 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Disclosure of Health Information online</td>
<td>Within 3 days after obtaining your matriculation number</td>
<td></td>
</tr>
</tbody>
</table>
| 7  | **MOE Tuition grant**  
*For Singaporean*  
Complete MOE Tuition Grant Declaration form online to receive the Tuition Grant.  
*For Singapore Permanent Resident*  
**Indicate** online your option for the grant. If you are taking up the grant, you are further required to register at MOE website and subsequently sign the Tuition Grant Agreement to complete the application.  
Students (including Scholarship holders) who failed to indicate their option will be deemed not taking up the MOE Tuition Grant and will thus pay the non-subsidised tuition fee. | By 15 Mar 2019  
Online declaration - by 15 Mar 2019  
Register at MOE website (if taking up the grant) – 2 - 9 Sep 2019  
Sign Tuition Grant Agreement – 8 – 10 Oct 2019 | By 19 Jul 2019  
Indicate grant decision – by 19 Jul 2019  
Register at MOE website (if taking up the grant) – 2 - 9 Sep 2019  
Sign Tuition Grant Agreement – 8 – 10 Oct 2019 |
| 8  | **Health Screening**  
Complete Part 1 of MC 1 before your appointment date. Chest X-ray should be done after medical examination.  
**Additional forms to be printed & bring along** for students enrolling in:  
- Biomedical Sciences & Chinese Medicine programme - MC1B  
- Sport Science and Management programme - MC1A  
- Medicine programme - LKCMedicine immunisation form  
The medical examination can also be done at any registered physician in Singapore. The completed MC 1 and X-ray report must be submitted to the NTU Medical Centre by the due date | 19 Apr 2019  
**Book** your appointment online.  
Contact Fullerton Health @ NTU at 6793 6974 or 6793 6828 for another date if you are unable to come on your appointment date and cannot change the appointment online. | 6 – 31 May 2019  
**Book** your appointment online.  
Contact Fullerton Health @ NTU at 6793 6974 or 6793 6828 for another date if you are unable to come on your appointment date and cannot change the appointment online. |
| 9  | **Apply for Hostel Accommodation**  
Hard copy submission **Download** the application form and submit it by 29 Mar 2019 |  | Apply online from 3 Jun (0900 hrs) to 28 Jun 2019 (1715 hrs).  
**Check and Accept Hostel Allocation** from 18 Jul onwards |
| 10 | **Apply for Financial Assurances**, where applicable  
- **Tuition Fee Loan**  
- CPF Education Scheme  
- Mendaki Tertiary Tuition Fee Subsidy  
- Post Secondary Education Account (PSEA)  
- Bursaries  
- NTU Study Loan  
**Tuition Fee Loan**  
**CPF Education Scheme**  
**Mendaki Tertiary Tuition Fee Subsidy**  
**Post Secondary Education Account (PSEA)**  
**Bursaries**  
**NTU Study Loan** | 1 Feb – 30 Apr 2019  
1 – 30 Apr 2019  
20 – 25 Mar 2019  
4 – 15 Mar 2019  
4 – 15 Mar 2019  
4 – 15 Mar 2019  
| By 15 Aug 2019  
1 Jun – 31 Jul 2019 (tentative)  
1 Jun – 31 Jul 2019  
Tentatively Jun/Jul 2019  
Within 2 weeks after obtaining matriculation number OR by 15 Aug 2019 (whichever earlier) |
<table>
<thead>
<tr>
<th>No</th>
<th>Action / Information</th>
<th>Deadlines/Information (Enrolling in Special Term May/June 2019)</th>
<th>Deadlines/Information (Enrolling in Normal Term July 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td><strong>Apply for Interbank GIRO</strong> for the payment of fees. Click <a href="#">here</a> to submit bank details before printing the GIRO application form <strong>from 21 June 2019 onwards</strong>. You are required to sign on the printed GIRO form and submit it to One-Stop @ SAC. <em>(for payment of normal term fees)</em></td>
<td>21 Jun to 12 July 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>GIRO is not only for payment of school fees but also for the University to credit any payment (e.g. scholarships allowance, bursary, etc) into the account.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>Check and Accept Hostel Allocation</strong> <em>(if applicable)</em></td>
<td>18 Jul 2019 onwards <em>(tentative)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The earliest hostel check-in date is <strong>Wednesday 31 Jul 2019</strong>. Hall offices will be closed on Sat, Sun &amp; Public Holidays.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td><strong>Register for Orientation Camp</strong> <em>(optional. Check update in May/Jun 2019)</em></td>
<td>Find out more <a href="#">here</a></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td><strong>Matriculate online</strong> and print subject timetable</td>
<td>20 – 24 Mar 2019 <em>(1000 to 2200 hrs)</em></td>
<td>17 – 23 Jul 2019 <em>(1000 to 2200 hrs daily)</em></td>
</tr>
<tr>
<td>15</td>
<td><strong>Accept NTU Study Loan / Bursaries via StudentLINK</strong> <em>(if applicable)</em></td>
<td></td>
<td>After matriculation</td>
</tr>
<tr>
<td>16</td>
<td><strong>Apply for Undergraduate Concession Card</strong> <em>(if applicable)</em></td>
<td>Approach any <strong>TransitLink Concession Card Replacement Office</strong> from 2 May 2019 with your NRIC, pay a fee of S$18.10 and the card will be issued to you on the spot. For guidelines and usage of the concession card, visit: <a href="http://www.transitlink.com.sg/PSdetail.aspx?ty=art&amp;Id=72">http://www.transitlink.com.sg/PSdetail.aspx?ty=art&amp;Id=72</a></td>
<td><strong>Bulk Application Exercise</strong> <em>(1 Jul to 31 Aug 2019)</em></td>
</tr>
</tbody>
</table>
|     | Check your eligibility status online *(from 1 Jul 2019)* before approaching any **TransitLink ticket office**. You are required to bring along the following:  
- Your NRIC  
- S$8.10 *(non-refundable for Card cost & Personalisation fee)*  
Collection of the concession card – at NTU One Stop @ SAC, Block NS3, NS3-01-03. You will receive the notification through your NTU email account when the card is ready for collection. Activate your card at any **TransitLink ticket office** by paying the balance S$10. | **After Bulk Application Exercise** *(From 6 Sep 2019 onwards)* | You may apply at any **TransitLink Concession Card Replacement Office** with your NRIC, pay a fee of S$18.10 and the card will be issued to you on the spot. For guidelines and usage of the concession card, visit: [http://www.transitlink.com.sg/PSdetail.aspx?ty=art&Id=72](http://www.transitlink.com.sg/PSdetail.aspx?ty=art&Id=72) | |  |
<table>
<thead>
<tr>
<th>No</th>
<th>Action / Information</th>
<th>Deadlines/Information (Enrolling in Special Term May/June 2019)</th>
<th>Deadlines/Information (Enrolling in Normal Term July 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Collect Matriculation Card</td>
<td>13 May 2019 onwards at One-Stop @ SAC (North Spine NS3-01-03)</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>18</td>
<td>Check if you are required to take Qualifying English Test</td>
<td></td>
<td>11 Jul (1000 hrs) to 5 Aug 2019</td>
</tr>
</tbody>
</table>
| 19 | For Singapore Permanent Resident only
Report to SAO-Student Support at the following venue. | | 1 – 14 Aug 2019
Venue and period of reporting
1 to 8 Aug 2019
Global Lounge, Opposite Lecture Theatre 1A (Thursday 1 August to Thursday 8 August 2019: 0900 to 1700 hrs; closed on Saturdays, Sundays and Public Holiday [9 & 12 August ] )
From 13 to 14 Aug 2019 (late registration) Global Lounge, Opposite Lecture Theatre 1A Time: 0900 – 1400 hrs
You are required to bring these documents for registration:
- NTU Admission Offer Letter
- Passport/SPR IC
- N1 Form: Authorisation Form of Medical Procedures (original and signed by parents/ Next-of-kin, whichever applicable, and upload it online before submitting hard copy at reporting)
- Appointment of Local Guardian Form (applicable if you have a guardian in Singapore, original and signed by parents/ Next-of-kin. To scan and save it in a single file with N1 Form and upload it online before submitting hard copy at reporting) | 1 – 14 Aug 2019
The earliest check-in date is Wednesday 31 Jul 2019. You are required to make your own housing arrangements should you decide to arrive before 31 Jul 2019 or outside office hours.
Hall Office Hours
Mon to Thu – 0830 – 1745 hrs
Fri – 0830 – 1715 hrs
Lunch break – 1300 – 1345 hrs
(Sunday) Saturdays, Sundays & Public Holidays – Closed |
| 20 | Sit for Qualifying English Test, if required | | Monday, 5 Aug 2019 |
| 21 | Attend Freshmen Welcome Ceremony according to your programme of study at Nanyang Auditorium and College/School Orientation Programme | | To be confirmed |
| 22 | For Singapore Permanent Resident only
Register online for MOE Tuition Grant @ MOE website
(For students paying subsidized tuition fee only)
Please refer to the guide here. Note that the MOE application link can only be accessed during the application period. | 2 – 9 Sep 2019
Students whose sureties are in home country can download the Tuition Grant Agreement at MOE website from 10 Sep 2019 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. |
| 23 | Pay fees. Check your E-bill at StudentLINK. It will include Tuition Fee, Miscellaneous Fees, Hostel Fee (if applicable), etc | Special Term fees – 1 – 8 Apr 2019
Semester 1 fees - Sep/Oct 2019 | Sep/Oct 2019 |
<table>
<thead>
<tr>
<th>No</th>
<th>Action / Information</th>
<th>Deadlines/Information (Enrolling in Special Term May/June 2019)</th>
<th>Deadlines/Information (Enrolling in Normal Term July 2019)</th>
</tr>
</thead>
</table>
| 24 | Attend Verification of Original Documents Exercise  
(for students with international qualifications only) | | 16 – 20 Sep 2019 (tentative) |
| 25 | **For Singapore Permanent Resident only**  
Sign MOE Tuition Grant Agreement  
(for students paying subsidized tuition fee only)  
Check application flow and schedule  
(according to your programme of study) | | 8 – 10 Oct 2019 |
| 26 | Update your personal contact information in Singapore at StudentLINK  
Go to ‘Administrative Matters’ → ‘Change of Personal Particulars’  
select item to be updated  
click ‘OK’ to do the updating. | | After matriculation, whenever there is a change, during the whole duration of your study. |

Updated as at 22 Apr 2019