# Admission Procedures for Singaporean & Singapore Permanent Residents matriculating in Academic Year 2019-20

This summary of admission procedures is specially prepared for students matriculating in Academic Year 2019-20, commencing on 26 July 2019 (see [Academic Calendar](#)). These procedures can be performed only after you have obtained your matriculation number.

Visit the [Freshmen Portal](#) for the latest news and updates for freshmen from June 2019 onwards. 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

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<th>No</th>
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<tr>
<td>1</td>
<td>Obtain your matriculation number and select your network account <strong>online</strong></td>
<td><strong>Jun 2019 or as stated in the offer letter</strong> <strong>(foreign qualifications)</strong></td>
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<td>2</td>
<td><strong>Online</strong> Photo submission, Confirmation of Name and Design for Matriculation Card &amp; Declaration of Codes of Conduct and Compliances</td>
<td><strong>Within 2 working days after accepting offer</strong></td>
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<td>3</td>
<td>Scan <strong>(in colour)</strong> and <strong>upload</strong> front and back of your NRIC / NS Identity Card <strong>(for those still in service, passport particulars page must be included if the colour of IC is not indicated in NS Identity Card.)</strong></td>
<td><strong>Within 2 working days after accepting offer</strong></td>
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<td>4</td>
<td><strong>MOE Tuition grant</strong></td>
<td><strong>By 19 Jul 2019</strong></td>
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<td></td>
<td><strong>For Singaporean</strong></td>
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<tr>
<td></td>
<td>Complete MOE Tuition Grant Declaration form <strong>online</strong> to receive the Tuition Grant.</td>
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<td><strong>For Singapore Permanent Resident</strong></td>
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<td></td>
<td><strong>Indicate</strong> 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.</td>
<td><strong>Indicate grant decision – by 19 Jul 2019</strong> <strong>Register at MOE website (if taking up the grant) – 2 – 9 Sep 2019</strong> <strong>Sign Tuition Grant Agreement – 8 – 10 Oct 2019 (according to programme of study as per schedule)</strong></td>
</tr>
<tr>
<td>5</td>
<td><strong>Disclosure of Health Information online</strong></td>
<td><strong>Within 3 days after obtaining your matriculation number</strong></td>
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<td>6</td>
<td>Change your password to activate your network account. Note that access to StudentLINK e-services <strong>will not</strong> be available until you have matriculated online in mid-July 2019. You may logon to Office 365 Mail one day after selecting your network account. You will be prompted to change your password at your 1st login. The initial password is your matric number (case sensitive). <strong>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.</strong></td>
<td>1 day after obtaining your matriculation number and selecting your preferred network account If you cannot remember your username, check at acceptance link. The default password is your matric number (case sensitive).</td>
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| 7  | **Health Screening** Book your appointment online from mid-May onwards. Complete Part 1 of **MC 1** before your appointment date and bring it along with you on 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 Fullerton Health @ NTU by the due date.* | 3 – 28 Jun 2019 (Mon – Fri : 0900 – 1200 hrs, 1400 – 1600 hrs) The completed **MC 1** and X-ray report must be submitted to the Fullerton Health @ NTU by 26 Jul 2019. |
| 8  | **Apply for Financial Assitances**, where applicable  
- Tuition Fee Loan  
- CPF Education Scheme  
- Mendaki Tertiary Tuition Fee Subsidy  
- Post Secondary Education Account (PSEA)  
- Bursaries  
- NTU Study Loan | 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) |
| 9  | **Apply for Hostel Accommodation online** (if applicable) Hard copy will be given to students who receive their offer after the closing date. | 3 Jun (0900 hrs) to 28 Jun 2019 (1715 hrs) |
| 10 | Register for Orientation Camp (optional. Check update in May/Jun 2019.) | Find out more [here](#) |
| 11 | **Apply for Undergraduate Concession Card** (if applicable)  
**Bulk Application Exercise** Check your eligibility status online (from 1 July 2019) before approaching any TransitLink ticket office. You are required to bring along the following:  
- Your NRIC  
- $8.10 (non-refundable for Card cost & Personalisation fee)  
Alternatively, you may apply the card online at: [https://www.transitlink.com.sg/eservice/econcession/app_form_1.php?app_type=5](https://www.transitlink.com.sg/eservice/econcession/app_form_1.php?app_type=5) | 1 Jul to 31 Aug 2019 |
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<td><strong>3</strong></td>
<td>After Acceptance NTU SG/SPR</td>
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| **4** | **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** 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. Alternatively, you may apply via Transitlink’s online portal at: https://www.transitlink.com.sg/eservice/econcession/app_form_1.php?app_type=5  
| **12** | **Apply for Interbank GIRO** for the payment of fees. Click [here](#) to submit bank details before printing the GIRO application form **from 21 June 2019 onwards**. You are required to sign on the printed GIRO form and submit it at One-Stop @ SAC. | 21 Jun to 12 Jul 2019 |
| **13** | **Check** if you are required to take **Qualifying English Test** | 11 July (1000 hrs) to 5 Aug 2019 |
| **14** | **Check and Accept Hostel Allocation** (if applicable)  
*To pay the hostel acceptance fee (2 months rental fee of the allocated hall)* | 18 Jul 2019 onwards (tentative)  
*The earliest hostel check-in date is Wednesday 31 Jul 2019. Hall offices will be closed on Sat, Sun & Public Holidays)* |
| **15** | **Matriculate online** and print subject timetable | 17 to 23 July 2019 (1000 hrs to 2200 hrs daily) |
| **16** | **Accept NTU Study Loan / Bursaries via StudentLINK** (if applicable) | **After matriculation** |
| **17** | **For Singapore Permanent Resident only**  
Report to SAO-Student Support at the following venue.  
**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  
**Documents to bring along for registration**  
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)*  
- N2 Form: **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 Aug 2019 onwards  
The earliest check-in date is **Wed 31 Jul 2019**. If you are residing in overseas, 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 (Closed)  
Saturdays, Sundays & Public Holidays – **Closed** |
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<td>18</td>
<td>Last day to complete medical examination. MC1 must be submitted to Fullerton Health @ NTU. <em>The University will de-register student(s) who fail to complete the medical examination by the stipulated date from the course of study offered.</em></td>
<td>By 26 Jul 2019 If you receive offer on or after 26 July 2019, you must complete health screening within 3 days upon arrival at NTU.</td>
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<tr>
<td>19</td>
<td>Sit for Qualifying English Test, if required</td>
<td>Monday, 5 Aug 2019 (morning)</td>
</tr>
<tr>
<td>20</td>
<td>Collect Matriculation Card</td>
<td>To be confirmed</td>
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<tr>
<td>21</td>
<td>Attend Freshmen Welcome Ceremony according to your programme of study at Nanyang Auditorium and the College/School Orientation Programme</td>
<td>To be confirmed</td>
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| 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  
Ensure sufficient fund is available in your bank account for GIRO deduction. For students paying subsidised tuition fee, the amount payable will be adjusted accordingly if one failed to apply and sign the MOE Tuition Grant Agreement by the application period. | Sep/Oct 2019 |
| 24 | Attend Verification of Original Documents Exercise  
*For students with international qualifications (including IB Diploma and NUSHS Diploma) only*  
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. | 16 – 20 Sep 2019 (tentative) |
| 25 | For Singapore Permanent Resident only  
Sign MOE Tuition Grant Agreement  
*For students paying subsidized tuition fee only* | 8 – 10 Oct 2019 (according to your programme of study. Check schedule and application flow)  
0930 to 1600 hrs (lunch break 1230 to 1330 hrs) at NTU Function Room, SS3-B1-22, Level B1, South Academic Complex, South Spine |
| 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 change is required during the whole duration of study |

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