

# ENROLMENT PROCEDURES FOR SINGAPORE CITIZENS/ PERMANENT RESIDENTS

Matriculating in Academic Year 2022-23





The following procedures can be performed at 'Acceptance Link' only after you have completed NTU Acceptance Form and obtained your matriculation number at <a href="https://wis.ntu.edu.sg/pls/webexe/adm">https://wis.ntu.edu.sg/pls/webexe/adm</a> acceptance form.login or scan the QR code to access the link. Visit <a href="freshmen Portal">Freshmen Portal</a> for the latest news and updates for freshmen from June 2022 onwards.

#### Must Complete (all students)

#### 1. Acceptance Procedures (within 2 days after obtain Matric Number)

- Name Confirmation.
- Choose Matriculation Card Design.
- Upload recent passport-sized photography for Matric Card.
- Complete online Declaration.
- Upload NRIC. Military Identity Card (IC) holder must include passport particular page if colour of IC is not reflected in Military IC.
- Disclose Health Information A 'Nil' return is required.

#### 2. Student's Account (immediately after obtain Matric Number)

- Select one username online from the given list as your network and email accounts.
- <u>Change password</u> on the next day to activate the two accounts.

### 3. Reporting at NTU (if you are outside Singapore)

- Visit the <u>Singapore Global Network (SGN) website</u> on travel health measures in response to COVID-19.
- If you have been vaccinated overseas, check <u>here</u> on how to get your overseas vaccination records ingested into National Immunisation Registry (NIR) in Singapore.
- Earliest hostel accommodation check-in date one working day before the start of orientation programme.

#### 4. Health Screening

- May complete in any registered physician in Singapore.
- Book an e-appointment if choose to complete at Fullerton Health @ NTU.
   Read <u>Guide</u>. <u>Book your appointment online</u>.
  - Returning NSmen enrolling in Special Term (19 21 April 2022)
  - Returning NSmen enrolling in Semeter 1 (3 May 2022 onwards)
  - Others enrolling in Semester 1 (1 Jun 2022 15 July 2022)

#### 5. Matriculation

Enrolling in Semester 1 (12 – 17 July or 1 working day after aceptance for late offer) Returning NSMen enrolling in Special Term (16 – 20 March 2022)

- Item 1 above must be completed first.
- Complete <u>online Matriculation</u> to become a member of the University student community.
- View/Print Timetable for your study. Returning NSMen enrolling in Special Term will view their Semester 1 timetable in end May/early June.

#### 6. Qualifying English Test (QET) (1 August 2022)

- <u>Check</u> whether you are exempted online (15 to 31 July 2022).
- Retrieve QET Attendance Slip to view the time and course site of the e-test, if you need to sit the test.

#### 7. Interbank GIRO (27 June- 8 July 2022)

- Open a Bank Account if you do not have one in Singapore.
- Ensure you have activated your network account (item 2 above).
- Apply for <u>Interbank GIRO</u> for payment of fees or receiving of funds (e.g. scholarship allowance, buraries, etc). Complete the <u>online form</u> from 27 June 2022 onwards with the bank details before printing the GIRO form for submission at One Stop @ SAC (Student Activities Centre).

## 8. Matriculation Card Collection (enrolling in Semester 1)

- Check the schedule for collection here. Not applicable to late offers.
- You will receive notification from <u>matric@ntu.edu.sg</u> when your card is ready for collection.

#### 9. Contact Details in Singapore (throughout your study)

Check and update your personal contact information at <u>StudentLINK</u>.

Go to 'Administrative Matters'  $\rightarrow$  'Change of Personal Particulars'  $\rightarrow$  select item to be updated  $\rightarrow$  click 'OK' to do the updating.

### 10. Verification of Original Documents Exercise (August - September)

- For international qualifications, including IB and NUS High School Diploma holders.
- You will receive notification if you arer required to provide any original documents for verification.

# **11.** Pay Tuition Fee for Semester 1 (Semester 2 payment will be in January/February)

- Check your first reference e-bill @ <u>StudentLINK</u> in mid-August.
- Final bill will be issued in 3<sup>rd</sup> week of September. To pay within 30 days from issue date.
- Revised bill (late fee of \$25.00 will be included if failed to pay within deadline) will be issued in end October.

### Do not attempt to change

- password within the same day
   May logon to Office 365 Mail immediately after change of password.
- For network account, may access <u>Student Intranet</u> after activate account but most services will not be available till you have completed Online Matriculation.

 Print MC1 (on both side of the paper), complete Part 1 and bring along when report.

 If complete health screening outside NTU, book an appointment online for the submission of MC1 in person at Fullerton Health. An endorsement fee of \$\$5 (inclusive of prevailing GST) is payable.

Read more details on Course Registration.

If submit after 8 July, deduction will be from Semester 2.

#### **Useful links**

- Academic Calendar
- Academic Structure
- NTU Massive Open Online Courses (MOOC)
- Student Conduct
- Student Wellbeing
- Insurance Coverage
- Internet, Account and Policy
- Getting to NTU and Getting around NTU

#### **Must Complete (Singapore Citizens)**

1. MOE <u>Tuition Grant</u> (TG)

Complete online declaration at the NTU Acceptance link to receive the grant.

#### Must Complete (Singapore Permanent Residents)

#### 1. Forms for Submission (N1 & N2) before your arrival

- N1 Authorisation Form of Medical Procedures compulsory for all students.
- N2 Appointment of Local Guardian Form– not requried unless your parents/guardian is in Singapore.
- Upload completed form at Acceptance Link.

## 2. Ministry of Education (MOE) <u>Tuition Grant</u> (TG)

- Complete online application at NTU Acceptance link.
- Register at MOE website 29 Aug to 2 Sept 2022. Read <u>Guide</u>.
   Download TG Agreement (TGA) after closing date. Students
- and their sureties are to sign on the TG Agreement and email a softcopy of the signed TG agreement and sureties' ID to finaid@ntu.edu.sg by 30 Sept 2022.
- Refer to the <u>User Guide for Signing of TG Agreement.</u>

#### **Optional (all students)**

## 1. Hall Application (1 June, 0900 hrs to 23 June 2022, 1745 hrs.

Visit <a href="here">here</a> for information on student housing on campus)

- Apply online within the application period. No late application will be allowed except late offers. Late offers will be contacted via email by the Office of Campus Housing on application procedures. Outcome of the application will be sent to NTU email account only.
- <u>Check and accept hostel allocation</u> online (for online applicants only) and pay acceptance fee during acceptance period.

#### 2. Freshmen Welcome Events

- Find out more from 22 June
- Attend Freshmen Welcome Ceremony 2 Aug 2022,
   1.30 pm 2.30pm
- **3. Undergraduate Concession Card** (Visit <a href="here">here</a> for guidelines and usage of the concession card)
- Bulk Application Exercise – 1 July to 28 August 2022
  - Check <u>eligibility status</u> online (from 1 July) before approaching any TransitLink ticket office.
- You may apply via TransitLink's <u>online portal</u>

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- S\$8.10 for card cost & personalisation fee (non-refundable). Activate card at any TransitLink's <u>ticket office</u> making a minimum top-up of \$5.
- Alternatively, you may proceed to apply at any <u>TransitLink Ticket</u>
   <u>Offices (TOs)</u>. Students are required to bring along your identity cards
   (NRIC/Student Pass) for application.
- After Bulk Application Exercise From 2 September 2022 onwards
- Apply at any Transit Link <u>Concession Card Replacement Office</u> (CCRO) with your identity cards, pay a fee of S\$13.10 and the card will be issued on the spot. Before you head down, please call the Transit Link Hotline at <u>1800-2255 663</u> to check your eligibility.
- Alternatively, you may apply via TransitLink's <u>online portal</u>. The cards will be delivered to the mailing addresses input by the students during application.

#### Collection of Concession Card for Bulk Application Exercise

- Venue NTU one Stop @ SAC, Block NS3, NS3-01-03.
- Notification will be sent to your NTU email account when the card is ready for collection.

# [Optional] Upgrade Existing Concession Card to SimplyGo (find out more here)

- From Jul 2022, University students may upgrade their existing concession cards to SimplyGo at the ticketing machines located at MRT stations
- This is a simple 30 second process that migrates card information from the card to the backend.
- The updating process to Simply Go cannot be reversed.



# ENROLMENT PROCEDURES FOR SINGAPORE CITIZENS/ PERMANENT RESIDENTS





# Matriculating in Academic Year 2022-23

Financial Assistance (Optional )				
Financial Assistance Schemes	Purpose of finance	Application period (Enrolling in Semester 1, AY2022-23)	Application period (Returning NSmen enrolling in Special Term, AY2021- 22)	Mode of application
CPF Education Loan Scheme	Tuition fees	With effect from AY2022/23 Semester 1 1 June to 31 July 2022	With effect from AY2021/22 Semester 3 (Special Term) 28 February to 11 March 2022	<ul> <li>Apply online at <u>CPF Board</u> website</li> <li>Click <u>here</u> for the application flow.</li> </ul>
Tuition Fee Loan (TFL) (OCBC or DBS Bank)	Tuition fees	With effect from AY2022/23 Semester 1 Apply before 15 August 2022	With effect from AY2021/22 Semester 3 (Special Term) by 30 April 2022	<ul> <li>Download TFL Form. Complete the 'Application Form' and 'Letter of Offer'. The application is for the entire period of study.</li> <li>Do not sign on the completed forms yet as you need to sign it in front of bank officer.</li> <li>Check the Application Flow and submit the forms according to the scenario that matches your situation.</li> </ul>
NTU Study Loan	Tuition fees / living expenses	With effect from AY2022/23 Semester 1  Apply online at 'Acceptance Link' within 2 weeks of acceptance or after you have accepted your admission offer OR by 30 June 2022 (whichever is earlier).  1 July to 15 August 2022 (late application period).	With effect from AY2021/22 Semester 3 (Special Term) Apply via <u>StudentLINK</u> after matriculation: Email <u>finaid@ntu.edu.sg</u> to request for access to apply via StudentLink.	<ul> <li>Upload supporting documents before click submit button.</li> <li>Check status online. Outcome of the application will be forwarded to your NTU email address.</li> <li>Accept offer within given deadline.</li> <li>Sign Study Loan Agreement. If agreement not signed by the stipulated deadline, the offer will lapse and will need to re-apply.</li> </ul>
NTU Administrated Bursary	Tuition fees / living expenses	For AY2022/23 (studying period: August 2022 to July 2023)  Apply online at 'Acceptance Link' within 2 weeks of acceptance or after you have accepted your admission offer <b>OR</b> by 15 August 2022 (whichever is earlier).	For AY2021/22 (studying period: May 2022 to July 2022) Apply via StudentLINK after matriculation 1 to 15 April 2022	
Mendaki Tertiary Tuition Fee Subsidy (TTFS)	Tuition fees	1 June to 30 July 2022	1 to 15 March 2022	<ul> <li>Apply online and upload supporting documents at Mendaki's web No hard copy is acceptable.</li> <li>Yayasan Mendaki will inform outcome. For queries, email ttfs@mendaki.org.sg_directly.</li> <li>Visit <a href="http://www.mendaki.org.sg/">http://www.mendaki.org.sg/</a> for more information and other financial assistance offered by Yayasan Mendaki.</li> </ul>
Post Secondary Education Account (PSEA)	Tuition fees / approved overseas programme	1 June to 31 July 2022	28 February 2022 to 11 March 2022	<ul> <li>Apply online or download application form at Financial Aid website</li> <li>Standing Order (on-going withdrawal) - 1 submission for the entire course of study,         <ul> <li>Click here for Online Standing Order application (Student below 21 year old at the point of submission, please inform your parent to submit your online application on your behalf)</li> </ul> </li> <li>Adhoc Application (One time withdrawal)         <ul> <li>Using your own PSEA, click here for Online Adhoc application</li></ul></li></ul>
Student Loan	Laptop	Open throughout the year		Download <u>application form</u> and email the application form & compulsory <u>supporting documents</u> to <u>finaid@ntu.edu.sg</u>
Work Study Scheme	Tuition fees / living expenses	Open throughout the year		Apply online via <u>STUDENTLINK</u> > Financial Assistance > Work Study Scheme
Emergency Grant and Urgent Needs	Unforeseen financial crises due to sudden loss of income of breadwinner / sudden demise / critical illness of a parent	Open throughout the year		Apply <u>online</u> at <u>Financial Aid</u> website