Verification Details Graduate (Coursework) Programmes – AY2021/2022 (November 2021 Intake)

**Acceptance Status:**
You may check your acceptance status [https://wis.ntu.edu.sg/webexe/owa/pgr$adm_acceptform.main](https://wis.ntu.edu.sg/webexe/owa/pgr$adm_acceptform.main)

**Important Dates for Admission**

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Action Required</th>
<th>Action By</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 27 September 2021</td>
<td>Submit Student Pass application.</td>
<td>Full Time International Students</td>
</tr>
<tr>
<td>11 October onwards</td>
<td><strong>Health Screening</strong>&lt;br&gt;Upload NTU Medical Invoice through E-verification portal, not medical report</td>
<td><strong>All Students</strong> currently residing in Singapore&lt;br&gt;Full-time International Students who have obtained entry approval</td>
</tr>
<tr>
<td>11 October – 19 October 2021</td>
<td>Complete <a href="https://wis.ntu.edu.sg/webexe/owa/pgr$adm_verifyform.main">Online Verification</a> form via E-Verification portal</td>
<td><strong>All Students</strong></td>
</tr>
<tr>
<td>18 – 19 October 2021</td>
<td>Complete <a href="https://wis.ntu.edu.sg/webexe/owa/pgr$adm_verifyform.main">Online matriculation</a> via Online matriculation portal</td>
<td><strong>All Students</strong></td>
</tr>
<tr>
<td>11 October 2021 onwards</td>
<td>Complete Travel declaration via <a href="https://wis.ntu.edu.sg/webexe/owa/pgr$adm_verifyform.main">Travel Declaration system</a> - Students may indicate tentative travel plan and make changes to re-declare travel once confirmed.</td>
<td><strong>All Students</strong></td>
</tr>
<tr>
<td>11 October onwards</td>
<td>Upload outstanding documents through E-Verification portal</td>
<td><strong>All Students</strong></td>
</tr>
<tr>
<td>8 November 2021</td>
<td>Start of AY 2021 Trimester 2</td>
<td><strong>All Students</strong></td>
</tr>
</tbody>
</table>

*Please do not complete this action if you are not intending to enrol in the programme.*
Steps to submit Online Verification form

Note: You can only submit online verification form when online verification starts on 11 October 2021.

1. Click [here](#) to log in.
2. Key in Application number, click “Go”.
3. Key In NRIC/ Passport number and date of birth (DD-MMM-YYY), click “Submit”.
4. Check that all particulars (Name (as per passport sequence), Date of Birth, Citizenship, Race, Gender, etc.) are correct.
5. Ensure that you have completed the following sections and select accordingly:
   - **Contact information**
     - If you do not have a local address, you may indicate current address. You may update your latest address and local contact number through Graduate Student Link (GSLink) once accessible.
   - **Emergency Contact (Mandatory)**
     - Ensure that email address (if applicable) is in small letters.
     - Emergency address has to be indicated.
   - **Employment in NTU (if applicable)**
   - **Eligibility for MOE Subsidy**
     - Update if you have previously graduated/ withdrawn from any programmes from local Autonomous University
   - **For Full-time Student Only (if applicable)**
     - Update if you have outstanding obligations in relation to scholarship or bond from previous programme from NTU
   - **Criminal Records Declaration**
6. Ensure that all particulars and information are correct before submitting the form. Please click “Save” and return within Online verification period to complete the verification
7. You are required to submit the verification form by clicking “Submit” within Online verification period.
Upload Documents

- Uploading of documents is **NOT** required unless requested from us. Please ensure the following when uploading of documents:
  - File size must not be more than 2MB
  - File name must be in English characters
  - Upload of documents is still be available after you have completed online verification

  **Note:** Please email us at admission_coursework@ntu.edu.sg if you have uploaded document in E-verification portal.

- **Official Verification Report (Mandatory)**
  Applicants who are issued overseas degree certificate are required obtain an official verification report from an NTU approved credential verification agency.

  **Chinese Universities** to go through either:
  - [http://cqv.chinadegrees.cn/en/](http://cqv.chinadegrees.cn/en/) (Sample 1)
    - Request Verification report (English) for Bachelor degree, not Graduate Certificate or Transcripts

  **Note:** Please ensure that verification report is valid for verification.

  **Australian/ New Zealand Universities** to go through:
  - My eQuals
    - Please share the academic documents with admission_coursework@ntu.edu.sg with PIN (if applicable) and email us your application number once you have shared the documents.

  **United States of America Universities** to go through:
  - National Student Clearinghouse
    - Please request degree verify certificate instead of enrolment certificate.

  For other Universities or unable to verify degree using the above degree verification agencies to go through **either** degree verification agencies as follows:
  - Risk Management Intelligence (RMI)
  - World Education Services Inc. (WES)
    - Select ICAP evaluation.
    - Select Canada option if your degree certificate is issued from United States. Otherwise, select US option.
    - Ensure that NTU is one of the recipient for the verification report

  **Note:**
  - Do note that there will be fees involve using the above degree verification agencies.
  - Applicants who apply verification through either RMI or WES, please email the reference number and application number to admission_coursework@ntu.edu.sg for update.
**Important Notes**

1. **Online Matriculation**
   Please ensure that you have completed the following procedures before proceeding with Online matriculation:
   - Accepted Offer, Obtained Matriculation number, and Created Network Account
   - Completed Travel Declaration
   - Completed Online Verification
   - Obtained IPA letter (For Full time international students)

   For more information on online matriculation, you may click here.

2. **International students**
   a. **Student Pass (For Full- Time International Students)**
      [Please submit application for student’s pass after 27 September]
      To apply for student pass, please access https://www.ica.gov.sg/pass/studentpass/ihl to submit the Student's Pass Online Application and Registration (SOLAR) electronically.
      - SOLAR Information can be found in Offer Acceptance Confirmation email. Please check inbox/ junk mail after you have accepted the offer.
      - Please check all information in SOLAR before submitting your Student’s Pass application.
      Information on application of Student’s Pass can be found here.

   b. **Entry Approval**
      An entry approval is required with a valid immigration In-Principle Approval (IPA) letter, in order to enter Singapore.
      The respective programme offices will be communicating with you with regards to the application on Entry approval. You may also refer to the pre-departure guide in this link https://safetravel.ica.gov.sg/stpl/requirements-and-process for more information. If you require further assistance, kindly contact your respective programme office's email provided in the last page of this guide.
      **Note:**
      Please do not make any early travel plans without both IPA letter and Entry approval letter.

   c. **Collection of Student Pass**
      For Full-Time International students holding IPA letter who are residing in Singapore currently, you can make e-appointment with ICA to collect your Student Pass. Entry approval is not required.

   d. **Immigration Pass (Part-time International Students)**
      International Students who are not a citizen or Permanent Resident of Singapore must ensure that they possess a valid immigration pass issued by ICA or Ministry of Manpower (MOM) to study and reside in Singapore throughout the entire period of their studies.
3. **Health Screening**

The offer of admission is made to you subjected to the condition that the University is satisfied that you are medically fit to pursue the programme of study. As such, all students (Full time and Part time) must undergo health screening prior to admission.

**Students who seek endorsement or completed health screening at UHS must upload the NTU medical invoice via E-Verification portal.**

<table>
<thead>
<tr>
<th>Date: 11 October onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time: 8.45am – 12.15pm</td>
</tr>
<tr>
<td>Venue: University Health Service Building</td>
</tr>
<tr>
<td>36 Nanyang Avenue</td>
</tr>
<tr>
<td>Singapore 639801</td>
</tr>
</tbody>
</table>

*Health screening appointments not mentioned will be release in due course.*

**Note:**
- Booking will not be valid if you book your appointment using the incorrect link
- Strictly no walk-in allowed
- Please refer to the notes below before booking the health screening appointment

**Singapore Citizens/ Singapore Permanent Resident/ Part time International Students**

Students residing in Singapore are highly encouraged to have the health screening done by any registered general practitioners in Singapore. The completed Health screening Form (MC1) and X-ray report are to be submitted to UHS for endorsement. A nominal/ administrative charge of $5 will be levied on students who seek endorsement.

**Full time International Students**

Please ensure that you have obtained entry approval before booking the above health screening appointment.

Health screening test MUST BE DONE at the campus clinic - Fullerton Healthcare @ NTU, University Health Service (UHS) Building. **You are required to collect your health screening results from the medical centre.**

For information on health screening and booking of health screening appointment, please click on the link: [https://www.ntu.edu.sg/admissions/graduate/gfreshmenguide/healthscreening](https://www.ntu.edu.sg/admissions/graduate/gfreshmenguide/healthscreening)

4. **Accommodation**

Please check the accommodation website for updates on housing application period: [https://www.ntu.edu.sg/life-at-ntu/accommodation/graduate-housing/apply-for-housing](https://www.ntu.edu.sg/life-at-ntu/accommodation/graduate-housing/apply-for-housing)

For further enquiries, please email to och-pg@ntu.edu.sg

5. **Medical Insurance**

All full-time matriculated students are covered under the NTU student insurance schemes. To find out more about the medical and insurance schemes or opt out options, please click [HERE](https://www.ntu.edu.sg/admissions/graduate/gfreshmenguide/medicalinsurance).

Updated on 13 Sep 2021
6. **Fees**

   a. **MOE subsidy**

      From AY2019 onwards, MOE subsidy only applies to Singaporean and Singapore Permanent Resident (SPR) students. International students enrolled in Coursework Programmes under S. Rajaratnam School of International Studies (RSIS) programmes are still eligible for MOE subsidy. The subsidy is capped at the normal course duration of 1 year for full-time students and 2 years for part-time students. Students who take longer than the normal course duration will be liable for non-subsidised fees during the extended semesters.

      International students enrolled in other Coursework Programmes will be liable for non-subsidised tuition fees.

      Students who have previously enjoyed MOE subsidy in a graduate programme will not be eligible for MOE subsidy in another graduate programme at the same or lower level.

   b. **Tuition fees**

      The bill for tuition fee and miscellaneous fees will be sent via email by the NTU Shared Services - Finance (NSS-Finance) approximately 2 weeks after commencement of classes.

      Candidates who withdraw from the programme within the first 2 weeks of the first semester shall not be liable for Tuition Fee and Miscellaneous Fee. Candidates are expected to have sufficient funds to cover all the expenses of their entire period of study.

      For more information on the eligibility guidelines for MOE Subsidy and the latest fees, please visit fees website: [https://www.ntu.edu.sg/admissions/graduate/financialmatters/pgtuitionfees](https://www.ntu.edu.sg/admissions/graduate/financialmatters/pgtuitionfees)

7. **Schedule of Classes**

   Please refer below for school’s email for any enquiries on class schedules:

<table>
<thead>
<tr>
<th>S. Rajaratnam Sch of International Studies</th>
<th><a href="mailto:rsisadmissions@ntu.edu.sg">rsisadmissions@ntu.edu.sg</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Social Sciences</td>
<td><a href="mailto:mscae@ntu.edu.sg">mscae@ntu.edu.sg</a></td>
</tr>
<tr>
<td>MSc (Strategic Studies)</td>
<td></td>
</tr>
<tr>
<td>MSc (Applied Economics)</td>
<td></td>
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</table>