Verification Details Graduate (Coursework) Programmes – AY2022/2023 (Semester 2 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>15 November 2022 onwards</td>
<td>Submit Student Pass application.</td>
<td>Full Time International Students</td>
</tr>
<tr>
<td>1 December 2022- 9 January 2023</td>
<td>Upload outstanding documents through E-Verification portal</td>
<td>All Students</td>
</tr>
<tr>
<td>1 December 2022- 9 January 2023</td>
<td>Upload <a href="https://wis.ntu.edu.sg/webexe/owa/pgr$adm_verifyform.main">Official Verification Report</a> through E-Verification portal (Mandatory)</td>
<td>Students who graduated from Overseas Universities</td>
</tr>
<tr>
<td>1 December 2022 onwards</td>
<td><a href="https://wis.ntu.edu.sg/webexe/owa/pgr$adm_verifyform.main">Health Screening</a> Upload NTU Medical Invoice through E-verification portal</td>
<td><a href="https://wis.ntu.edu.sg/webexe/owa/pgr$adm_verifyform.main">All Students</a> currently residing in Singapore Full- time International Students who have obtained entry approval</td>
</tr>
<tr>
<td>12 - 14 December 2022</td>
<td>Complete <a href="https://wis.ntu.edu.sg/webexe/owa/pgr$adm_verifyform.main">Online matriculation</a> via Online matriculation portal</td>
<td>All Students</td>
</tr>
<tr>
<td>9 January 2023</td>
<td>Start of AY 2022 Semester 2</td>
<td>All Students</td>
</tr>
</tbody>
</table>
Steps to submit Online Verification form

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, Date of Birth, Citizenship, 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.
Upload Documents

- File size must not be more than 2MB
- File name must be in English characters
- Upload of documents will still be available after you have completed online verification

- **Official Verification Report (Mandatory)**
  Applicants who are presenting overseas credentials/ degrees are required obtain an official verification report from an NTU approved credential verification agency.

  **Chinese Universities**
  - https://xwrz.chsi.com.cn/gateway
    - 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**
  - My eQuals
    - Please upload the academic documents/links with the PIN in a word document to the e-verification portal.

  **United States of America Universities**
  - National Student Clearinghouse
    - Please request degree verify certificate instead of enrolment certificate. If you are unable to perform the verification through this agency, kindly proceed with Risk Management Intelligence (RMI) instead.

  For other Universities or unable to verify degree using the above degree verification agencies to go through degree verification agency as follows:

  - Risk Management Intelligence (RMI)
  **Note:**
    - Do note that there will be fees involve using the above degree verification agency.
<table>
<thead>
<tr>
<th>Student group category</th>
<th>Mandatory documents for upload to e-verification portal</th>
<th>Additional document (If it has not been uploaded during application)</th>
</tr>
</thead>
</table>
| International student (Direct Offer with international qualification) | - Degree verification report (English) from NTU approved verification agency*  
- Student pass (Front & Back) – Full Time Student  
- NTU medical Invoice* | Latest Passport |
| International student (Direct Offer with local Singapore qualification) | - Degree verification screen capture from respective local university online degree verification portal  
- Student pass (Front & Back) – Full Time Student  
- NTU medical Invoice* | Latest Passport |
| International student (Conditional Offer with international qualification) | - Official degree certificate and transcript°  
- Degree verification report (English) from NTU approved verification agency*  
- Student pass (Front & Back) – Full Time Student  
- NTU medical Invoice* | Latest Passport |
| International student (Conditional Offer with local Singapore qualification) | - Official degree certificate and transcript°  
- Degree verification screen capture from respective local university online degree verification portal  
- Student pass (Front & Back) – Full Time Student  
- NTU medical Invoice* | Latest Passport |
| Singapore citizen/ Singapore permanent resident (Direct Offer with international qualification) | - Degree verification report (English) from NTU approved verification agency*  
- NTU medical Invoice* |  |
| Singapore citizen/ Singapore permanent resident (Direct Offer with local Singapore qualification) | - Degree verification screen capture from respective local university online degree verification portal  
- NTU medical Invoice* |  |
| Singapore citizen/ Singapore permanent resident (Conditional Offer with international qualification) | - Official degree certificate and transcript°  
- Degree verification report (English) from NTU approved verification agency*  
- NTU medical Invoice* |  |
| Singapore citizen/ Singapore permanent resident (Conditional Offer with local Singapore qualification) | - Official degree certificate and transcript°  
- Degree verification screen capture from respective local university online degree verification portal  
- NTU medical Invoice* |  |
Direct Offer - Applicant has completed their degree programme and has submitted their official degree certificate and transcript earlier during application.

Conditional Offer – Applicant awaiting to complete their final term/semester/trimester in their current course of study, with outstanding educational documents. This can be identified in your offer letter with the condition stating, “The offer of admission is on condition that you obtain your Bachelor’s degree with a ______ from _________________, ________.”

*Official bachelor’s degree certificate and transcript - To upload original and also English translation, if certificate and transcript is not in English.

°Degree verification report (English) from NTU approved verification agency.

⁺Student Pass (Front & Back) - Available after completing formalities and collected Student Pass card in Singapore.

*NTU medical Invoice - Available after you have completed your health screening/endorsement with NTU University Health Service.

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

   Matriculation contact email: matric@ntu.edu.sg

   Matriculation contact number: 6592 2451

2. **International students**
   a. **Student Pass (For Full- Time International Students)**
      
      [Please submit application for student’s pass after 15 November]
      
      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 here.

   **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.

   **Note:**
   
   Please do not make any early travel plans without IPA letter.

   b. **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.

Booking of health screening appointments will be announced at a later date.

**For Singapore Citizens and Singapore Permanent Residents**

Students who are unable to have the health screening done at the Fullerton Healthcare @ NTU may have it done by any registered physician in Singapore. The completed **Health Screening Form (MC1)** should be submitted personally by hand to the Fullerton Healthcare @ NTU before your programme commencement date (9 January 2023) as reports sent by mail might be lost in the process. If you are submitting your completed medical report to Fullerton Health @ NTU, please make an appointment online via [https://bookappt.fullertonhealth.com/#/login](https://bookappt.fullertonhealth.com/#/login). Do note that there will be an endorsement fee of S$5 (inclusive of prevailing GST) payable.

Unless you hear from us to the contrary, you may assume that your medical report is in order.

**Students who intend to complete the health screening at Fullerton Healthcare @ NTU**

The health screening appointment can be booked online via: [https://bookappt.fullertonhealth.com/#/login](https://bookappt.fullertonhealth.com/#/login).

Please refer to the **Guide** for instructions on making your health screening appointment.

Please call the Fullerton Healthcare @ NTU directly at 6793 6828 or email them at: ntu@fullertonhealth.com if you require assistance for the booking of your health screening appointment.

Before you proceed for the health screening, please print the **Health Screening Form (MC1)** on both sides of paper. **Complete** Part I of the Form and hand it to the Fullerton Healthcare @ NTU at the time of your health screening.

Female students who are expecting their menstrual period to coincide with the health screening, please complete your health screening after the last day of your period. This is to avoid having to come back a second time to complete the urine test, as an ongoing or recent period will interfere with the results of the urine test.

The health screening fee is S$32 (inclusive of prevailing GST). If abnormality is found during the physical examination, you may be required to go for a Chest X-ray at an additional fee of S$15 (inclusive of prevailing GST).

**For International Students**

All international students must undergo a health screening at the Fullerton Healthcare @ NTU prior to admission to the University. You are required by the Immigration and Checkpoints Authority (ICA) to undergo the Human Immunodeficiency Virus (HIV) test and Chest X-ray to exclude Tuberculosis for the issuance of Student's Pass. These tests are to be STRICTLY done ONLY in Singapore.

The health screening fee is S$50 (inclusive of prevailing GST) for international students which includes the fee for HIV test.
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

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.

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/trimester 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
7. **School’s contact**

Please refer below for school’s email and contact number for any enquiries on class schedules, deposits, scholarship and any other related matters:

<table>
<thead>
<tr>
<th>School Name</th>
<th>Email/Contact Information</th>
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<tbody>
<tr>
<td>Lee Kong Chian Sch of Medicine</td>
<td><a href="mailto:gradprog_LKCMedicine@ntu.edu.sg">gradprog_LKCMedicine@ntu.edu.sg</a>, <a href="mailto:tipen@ntu.edu.sg">tipen@ntu.edu.sg</a> (English Programme), <a href="mailto:tipm@ntu.edu.sg">tipm@ntu.edu.sg</a> (Chinese Programme), 6790-6675</td>
</tr>
<tr>
<td>Nanyang Technopreneurship Centre</td>
<td><a href="mailto:tipen@ntu.edu.sg">tipen@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Sch of Biological Sciences</td>
<td>msc_biodata <a href="mailto:science@ntu.edu.sg">science@ntu.edu.sg</a>, <a href="mailto:scse-msai@ntu.edu.sg">scse-msai@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Sch of Electrical &amp; Electronic Eng</td>
<td><a href="mailto:eee_msc@ntu.edu.sg">eee_msc@ntu.edu.sg</a>, <a href="mailto:msegraduate@ntu.edu.sg">msegraduate@ntu.edu.sg</a></td>
</tr>
<tr>
<td>S. Rajaratnam Sch of International Studies</td>
<td><a href="mailto:rsisadmissions@ntu.edu.sg">rsisadmissions@ntu.edu.sg</a>, <a href="mailto:wkwsci_coursework@ntu.edu.sg">wkwsci_coursework@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Sch of Civil &amp; Environmental Eng</td>
<td><a href="mailto:ceemscprog@ntu.edu.sg">ceemscprog@ntu.edu.sg</a></td>
</tr>
<tr>
<td>School of Computer Science &amp; Eng</td>
<td></td>
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<tr>
<td>School of Materials Science &amp; Eng</td>
<td></td>
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<tr>
<td>School of Mechanical &amp; Aerospace Eng</td>
<td></td>
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<tr>
<td>Sch of Social Sciences</td>
<td></td>
</tr>
<tr>
<td>MSc (Analytics)</td>
<td><a href="mailto:msa@ntu.edu.sg">msa@ntu.edu.sg</a>, 6904-7014 / 6592-2491</td>
</tr>
<tr>
<td>MSc (Chemical Sciences &amp; Instrumentation)</td>
<td><a href="mailto:mscsi@ntu.edu.sg">mscsi@ntu.edu.sg</a></td>
</tr>
<tr>
<td>MSc (Financial Technology)</td>
<td><a href="mailto:MScFinTech@ntu.edu.sg">MScFinTech@ntu.edu.sg</a></td>
</tr>
<tr>
<td>MSc (Precision Scientific Instrumentation)</td>
<td><a href="mailto:mspsi@ntu.edu.sg">mspsi@ntu.edu.sg</a></td>
</tr>
<tr>
<td>School of Physical &amp; Mathematical Sciences</td>
<td></td>
</tr>
<tr>
<td>MSc (Managerial Economics) - English</td>
<td><a href="mailto:mme@ntu.edu.sg">mme@ntu.edu.sg</a>, 6592-2530</td>
</tr>
<tr>
<td>Master of Public Administration - English</td>
<td><a href="mailto:mpa@ntu.edu.sg">mpa@ntu.edu.sg</a>, 6592-2612</td>
</tr>
<tr>
<td>MSc (Managerial Economics) - Chinese</td>
<td><a href="mailto:mme-c@ntu.edu.sg">mme-c@ntu.edu.sg</a>, 6592-2612</td>
</tr>
<tr>
<td>Master of Social Sciences (China &amp; Global Governance)</td>
<td><a href="mailto:mcgg@ntu.edu.sg">mcgg@ntu.edu.sg</a>, 6592-2612</td>
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<tr>
<td>Master of Public Administration - Chinese</td>
<td><a href="mailto:ncpa-dp@ntu.edu.sg">ncpa-dp@ntu.edu.sg</a>, 6908-2229 / 6790-6225</td>
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*Updated on 17 May 2021*