Verification Details Graduate (Coursework) Programmes – AY2022/2023 (August 2022 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 1 June 2022</td>
<td>Submit Student Pass application.</td>
<td>Full Time International Students</td>
</tr>
<tr>
<td>27 June 2022 onwards</td>
<td>Complete Travel declaration via <a href="#">Travel Declaration system</a> - Students may indicate tentative travel plan and make changes to re-declare travel once confirmed.</td>
<td>All Students</td>
</tr>
<tr>
<td>27 June - 8 August 2022</td>
<td>Complete <a href="#">Online Verification</a> form via <a href="#">E-Verification</a> portal</td>
<td>All Students</td>
</tr>
<tr>
<td>27 June – 08 August 2022</td>
<td>Upload outstanding documents through E-Verification portal</td>
<td>All Students</td>
</tr>
<tr>
<td>To be announced</td>
<td>Health Screening Upload NTU Medical Invoice through E-verification portal</td>
<td>All Students currently residing in Singapore Full-time International Students who have obtained entry approval</td>
</tr>
<tr>
<td>13 July – 17 July 2022</td>
<td>Complete <a href="#">Online matriculation</a> via Online matriculation portal</td>
<td>All Students</td>
</tr>
<tr>
<td>01 August 2022 08 August 2022</td>
<td>Start of AY 2022 Trimester 1 Start of AY 2022 Semester 1</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     - Update if you have previously graduated/ withdrawn from any programmes from local Autonomous University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

- 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 will still be available after you have completed online verification

**Note:** Please send us a notice at https://smscrm.ntu.edu.sg/en-US/enquiry/ if you have uploaded document in E-verification portal.

- **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** 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 to our enquiry form https://smscrm.ntu.edu.sg/en-US/enquiry/ 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 degree verification agency as follows:**
    - **Risk Management Intelligence (RMI)**
      - **Note:**
        - Do note that there will be fees involve using the above degree verification agency.
        - Applicants who apply verification through RMI, please send the reference number and application number to our enquiry form https://smscrm.ntu.edu.sg/en-US/enquiry/ for update.
<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<sup>+</sup>  
• Student pass (Front & Back)  
• 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)  
• NTU medical Invoice | Latest Passport |
| International student (Conditional Offer with international qualification) | • Official degree certificate and transcript<sup>+</sup>  
• Degree verification report (English) from NTU approved verification agency<sup>+</sup>  
• Student pass (Front & Back)  
• 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)  
• NTU medical Invoice | Latest Passport |
| Singapore citizen/ Singapore permanent resident (Direct Offer with international qualification) | • Degree verification report (English) from NTU approved verification agency<sup>+</sup>  
• 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<sup>+</sup>  
• Degree verification report (English) from NTU approved verification agency<sup>+</sup>  
• 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
   - 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 1 June]
      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.

      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 starts from (to be announced.)**

<table>
<thead>
<tr>
<th>Date: To be announced</th>
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<tbody>
<tr>
<td>Time: 8.45am – 12.15pm</td>
</tr>
<tr>
<td>2pm – 4.30pm</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**

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 medical invoice and screening results from the medical centre. Medical invoice would be required for uploading in the verification portal.**

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](#).
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/ptuitionfees
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 Details</th>
</tr>
</thead>
<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> 6790-4602 / 6790-5779</td>
</tr>
<tr>
<td>Nanyang Technopreneurship Centre</td>
<td><a href="mailto:tipen@ntu.edu.sg">tipen@ntu.edu.sg</a> (English Programme) 6790-675</td>
</tr>
<tr>
<td>Sch of Art, Design &amp; Media</td>
<td><a href="mailto:admcssep@ntu.edu.sg">admcssep@ntu.edu.sg</a> 6592-3169 / 6592-2472</td>
</tr>
<tr>
<td>Sch of Biological Sciences</td>
<td><a href="mailto:msc_biodatascience@ntu.edu.sg">msc_biodatascience@ntu.edu.sg</a> 6514-8392</td>
</tr>
<tr>
<td>Sch of Computer Science &amp; Eng</td>
<td><a href="mailto:scse-msai@ntu.edu.sg">scse-msai@ntu.edu.sg</a> 6790-6168 / 6592-3176</td>
</tr>
<tr>
<td>Sch of Civil &amp; Environmental Eng</td>
<td><a href="mailto:ceemscprog@ntu.edu.sg">ceemscprog@ntu.edu.sg</a> 6790-5828</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> 6790-2572 / 6790-6324</td>
</tr>
<tr>
<td>Sch of Materials Science &amp; Eng</td>
<td><a href="mailto:msegraduate@ntu.edu.sg">msegraduate@ntu.edu.sg</a> 6790-6749</td>
</tr>
<tr>
<td>Sch of Mechanical &amp; Aerospace Eng</td>
<td><a href="mailto:mae.msc@ntu.edu.sg">mae.msc@ntu.edu.sg</a> 6790-4955</td>
</tr>
<tr>
<td>S. Rajaratnam Sch of International Studies</td>
<td><a href="mailto:rsisadmissions@ntu.edu.sg">rsisadmissions@ntu.edu.sg</a> 6790-6887</td>
</tr>
<tr>
<td>Wee Kim Wee Sch of Communication &amp; Information</td>
<td><a href="mailto:wkwsci_coursework@ntu.edu.sg">wkwsci_coursework@ntu.edu.sg</a> 6790-4602 / 6790-5779</td>
</tr>
<tr>
<td>School of Physical &amp; Mathematical 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:mpsi@ntu.edu.sg">mpsi@ntu.edu.sg</a></td>
</tr>
<tr>
<td>School of Social Sciences</td>
<td></td>
</tr>
<tr>
<td>MSc (Applied Economics)</td>
<td><a href="mailto:mscae@ntu.edu.sg">mscae@ntu.edu.sg</a> 6513-8173</td>
</tr>
<tr>
<td>MSc (Applied Gerontology)</td>
<td><a href="mailto:gerontology@ntu.edu.sg">gerontology@ntu.edu.sg</a> 6904-7499 / 6592-7833</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) - English</td>
<td><a href="mailto:mme@ntu.edu.sg">mme@ntu.edu.sg</a> 6592-2530</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>
</tr>
<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>
</tr>
<tr>
<td>MSc (Managerial Economics) - Chinese</td>
<td><a href="mailto:mme-c@ntu.edu.sg">mme-c@ntu.edu.sg</a> 6908-2229 / 6790-6225</td>
</tr>
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