## Verification Details Research Programmes – AY2023 Semester 2 (January Intake)

### Important Dates

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<th>Dates</th>
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<td>After 30 November 2023</td>
<td>Submit Student Pass application.</td>
<td>Full Time International Students</td>
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| TBC                           | 1. Complete Online Verification form via [E-Verification portal](#). Please click here for the [Guide](#).  
2. Upload outstanding documents (if requested by Office of Admissions). | All Students             
                             |                                                                                 | (Students to check inbox/junk mail) |
| 19 – 21 December 2023         | Complete [Online matriculation](#)                                              | All Students             |
| 18 December 2023 onwards      | Health Screening to refer to **point 3**  
Upload the University Health Services (UHS) [medical invoice](#) through E-Verification portal.  
**The medical report and NETS receipt are not required.** | All Students             |
| 15 January 2024               | Start of AY2023 Semester 2                                                      | All Students             |
Explanatory notes:

1. Student Pass
   a. For Full-Time International Students

      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.

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

      For Full-Time International students holding IPA letter who are residing in Singapore currently, you proceed to complete the formalities by ICA.

   b. COVID-19 Vaccination Requirement

      If you are aged 13 and above (based on year of birth) and your application is approved, you will need to be vaccinated against COVID-19* and achieve minimum protection before you can complete formalities for the pass issuance, unless you are medically exempted and certified by a Singapore doctor.

      Information on the requirement can be found here.

   c. 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.

      If you have questions or enquiries on STP application, please contact OneStop@SAC by submitting the enquiry form stating the below information:-
      • Name of Student
      • School
      • Application No
2. **Online verification via E-verification portal**

To complete the verification process, kindly refer to this [link](#). It contains all the necessary information and instructions regarding the verification procedures. We recommend reviewing the guidelines carefully and taking the required actions promptly.

All students must login to the E-verification portal to complete the form and upload required documents. When completing the form, please ensure your keyboard setting (Language Preference) is “English” and not other languages.

**Documents to be uploaded into the E-Verification Portal**

a. For **Conditional Offer** (i.e. subject to attaining a Bachelor/ Masters’ degree), you are required to upload **Bachelor/ Masters’ degree scrolls and Official Transcript** (Original and English Language translated).

   If you are unable to upload Bachelor/ Masters' degree scroll during verification period, you are to upload a **letter of completion** from your University stating that you have completed and attained Bachelor/ Masters’ degree.

   Do not complete e-verification if you have not graduated. Kindly contact your school for assistance.

b. **Degree Verification Report (in English)**

   All students who are issued with overseas degree are required to obtain an official verification report from an NTU approved credential verification agency. Do refer [here](#) for the approved verification agencies. Verification of the highest qualification is mandatory if you possess multiple degrees.

   Please ensure that you upload the report within **one month from 15 January 2024**. It is important to note that if you are on a scholarship, **failure to provide the report by 15 February 2024 will result in the withholding of your stipend.**

c. **Medical invoice (tax invoice) bearing student’s name** issued by University Health Services (UHS). Medical Report and NETS receipt are not required. Item description in the tax invoice should display “PG Health screening”.

d. **Full time international students - Valid Student’s Pass (Front and Back or digital copy)** issued by Immigration and Checkpoint Authority of Singapore (ICA). This will be available once you had completed the formalities by ICA.

e. **Last day of Employment Letter** (applicable only for students who resign to pursue PhD/Master at NTU).

f. If you are currently pursuing a degree at another university, please provide a **termination letter** from your previous university as proof of your withdrawal from the program in order to pursue your PhD/Master's degree at NTU. This requirement is applicable only to students who fall under this category.

If the Office of Admissions has notified you about any additional documents required, please ensure that you furnish those documents accordingly.

**Update of Emergency Contact, Singapore Mailing Address and Contact Number**

All students must update these in Online Verification form. If Singapore mailing address and Singapore contact number is not available upon submission of online verification form, you are required to update the information in Graduate Student Link (GSLink) once accessible.
3. **Online Matriculation**

All students must complete online matriculation to become a registered student of NTU. Your name would not be registered to the University’s register if you do not matriculate online.

Please ensure that you have completed the following procedures before proceeding with Online Matriculation:

- Accepted Offer, Obtained Matriculation number, and Created Network Account
- Completed Online Verification
- Obtained IPA letter (For Full time international students)
- Obtained Employment Pass / S Pass (For Part time international students)

4. **Health Screening**

The offer of admission is made to you subjected to the condition that the University is satisfied that you have the medical fitness to pursue the programme of study. As such, **all students MUST** undergo health screening prior to admission to determine their medical fitness to pursue the programme of study in the University. Health screening is conducted at the campus clinic - Fullerton Healthcare @ NTU, University Health Service (UHS).

The health screening appointment can be booked online via: [https://bookappt.fullertonhealth.com](https://bookappt.fullertonhealth.com). Refer to the Guide for instructions on making your health screening appointment.

If you require assistance for the booking of your health screening appointment, you may call the Fullerton Healthcare @ NTU directly at 6793 6828 or email them at: [ntu@fullertonhealth.com](mailto:ntu@fullertonhealth.com).

**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 should be submitted personally by handed to University Health Service (UHS) for endorsement with a minimal fee.

Part-time students are required to undergo health screening as part of the admission process at NTU. If you have recently undergone health screening as a staff member of NTU, please contact the clinic for assistance. They will provide guidance on the necessary steps to fulfill the health screening requirement for your admission as a student.

**Full time International students**

We strongly encourage full-time international students to undergo health screening test at the 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.

Students who seek endorsement or completed health screening at UHS must upload the NTU medical invoice via E-Verification portal. Kindly upload the medical invoice (tax invoice) issued by the clinic after your check-up. Please do not upload NETS receipts.
5. 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

6. 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.

7. Scholars with a 6-year Bond Obligation (Not Applicable to Tuition Grant Recipients)
   If you are admitted for the full-time research programme and were previously awarded an undergraduate
   scholarship to study at NTU with a 6-year bond obligation, you will need to write to the following Office/
   Ministry for approval to pursue the research programme at NTU:

   Human Resources (Bond Management)  
   NTU Shared Services  
   NSS One-Stop  
   NS3-01-03 Academic Complex North  
   Singapore 639798

   Email: GradScholars@ntu.edu.sg  
   Telephone: (65) 65923139 or 65923140

   Please obtain the letter of approval from MOE or NSS-HR (Bond Management) and upload it via

8. Payment
   The bill for tuition fees and miscellaneous fees will be sent to the student by the NTU Shared Services
   (NSS-Finance) approximate 2 weeks after you have registered formally with the University.

9. Scholarship disbursement
   Please ensure that you have updated your Singapore bank details via GSLink. In addition, international
   students need to be in Singapore for allowances/stipends disbursement. Kindly notify your respective
   school when you have reached Singapore.