ENROLMENT PROCEDURES FOR INTERNATIONAL STUDENTS
Matriculating in Academic Year 2020-21

The following procedures can be performed at ‘Acceptance Link’ only after you have completed NTU Acceptance Form and obtained your matriculation number at https://wis.ntu.edu.sg/pls/webexe/admin_acceptance_form.login or scan the QR code to access the link. Visit Freshmen Portal for the latest news and updates for freshmen from June 2020 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 photograph for Matric Card.
   - Complete online Declaration.
   - Provide Passport Details. Submit after new passport is available if renewing passport.
   - Complete Health Screening – A ‘Nil’ return is required.

2. Student’s Account (immediately after obtain Matric Number)
   - Select one username from the given list as your network and student community.
   - Complete online Matriculation at ICA Off-site Enrolment (OSE) in earlier August.
   - Print In-Principle Approval Letter (IPA) at ICA Website for your travel.
   - Check login details for application at ‘Acceptance Link’ and submit online.
   - Complete online Declaration.
   - Do not book e-appointment at ICA website.
   - Complete formalities is strictly at ICA OSE in NTU on 6 – 7 August 2020 (tentative).

3. Health Screening (end July)
   - Must be completed at Fullerton Health @ NTU.
   - Book an e-appointment from end May onwards.

4. Student’s Pass (by 10 June onwards)
   - Check login details for application at ‘Acceptance Link’ and submit.
   - Pay processing fee (SGD30) after submission.
   - Receive IRAS Certificate of Stamp A Tenancy Agreement with Residence (to request upon arrival).
   - Complete online Declaration.
   - Do not sign on the completed forms yet as you need to sign it immediately but not for NTU.

5. Matriculation (9 – 21 July or 1 working day after acceptance for late offer)
   - Item 1 above must be completed first.
   - Complete online Matriculation to become a member of the University student community.
   - View/Print Timetable for your study.

6. Forms for Submission (Nt & N2) before your arrival
   - N1 Authorisation Form of Medical Procedures – compulsory for all students.
   - N2 Appointment of Local Guardian Form– not required unless your parents/guardian is in Singapore.
   - Upload completed form at Acceptance Link.

7. Qualifying English Test (QET) (4 August 2020)
   - Check whether you are exempted online (11 July to 4 Aug 2020).
   - Print QET Attendance Slip if you need to sit for the test.

8. Bank Account & Interbank GIRO (after arrival)
   - Open a Bank Account if you do not have one in Singapore.
   - Apply for Interbank GIRO for payment of fees. Complete the online form with the bank details before printing the GIRO form for submission at One Stop @ SAC (Student Activities Centre) by 22 July 2020.

9. Reporting at NTU
   - Provide your arrival information online.
   - You should travel only after your Student’s Pass application is approved and IPA printed.
   - If you have applied for hostel accommodation, report directly to the allocated hall upon arrival. Check-in date will be announced later.

10. Orientation Briefing & Tea Reception (4 August 2020 @ Lecture Theatre 1A)
    - Attendance is compulsory unless you receive the offer after the date of this event or late arrival (with valid reasons).

11. Matriculation Card Collection
    - Check the schedule for collection here. Not applicable to late offers.
    - You will receive notification from matric@ntu.edu.sg when your card is ready for collection.

12. Contact Details in Singapore/Passport Renewal (throughout your study)
    - You will need to inform NTU and ICA on the changes:
      - NTU – Update your personal contact information in Singapore at StudentLink.
      - ICA – Email ICA_STP1@ica.gov.sg scanned copy of Student’s Pass, Passport particulars page (old passport if to be included if renewing passport and new Singapore address for change of address.

13. Verification of Original Documents Exercise (September)
    - Provide Student’s Pass details and upload a scanned copy of it along with your matriculation card online.
    - You will receive notification if you fail to upload your Student’s Pass or required to provide any original educational documents for verification.

Must Complete (Subsidised fee paying students)

1. Ministry of Education (MOE) Tuition Grant (TGrant)
   - Complete online application at NTU Acceptance link.
   - Register for TGrant at MOE website from 1 - 4 September. Read Guide.
   - Sign TGrant Agreement (refer application flow):
     - Select in overview - Print and forward TGrant Agreement to sureties if you choose to sign in overseas during registration at MOE website. Sureties to return signed TGrant Agreement to you before the signing date (6 to 8 October 2020). You will be notified to book an e-appointment for you to complete the signing in NTU.
     - Subsequent Signatures in Singapore - Book e-appointment when receive email invitation to sign the TGrant Agreement together with your sureties in NTU (22 to 24 September 2020).

2. Pay Tuition Fee for Semester 1 (Semester 2 payment will be in January/February)
   - Check your 1st reference e-bill @ StudentLink in mid-August.
   - Final bill will be issued in 1st week of September. To pay within 30 days from issue date.
   - Reissue bill (late fee of $25.00 will be included if failed to pay within deadline) will be issued in end October.

Must Complete (Full fee paying students)

1. 1. Hostel Accommodation (Visit here for information on student housing on campus) – 1 June 2020 (0900 hrs) to 30 Jun 2020 (1745 hrs)
   - Apply online within the application period. No late application will be accepted except late offers. Hard copy will be emailed to those who receive offer after the online application closing date.
   - Check and accept hostal allocation online around 17 July 2020 (or online applicants only). Pay acceptance fee (2 months’ rental fee of the allocated hall) online or within 3 days at One-Stop @ SAC upon collection of room keys. Late offer will receive the offer letter directly from Hall Admin Office.

2. Ceremonies and Orientation Activities
   - Check and register for Freshmen Orientation from May. Participation is free (exclude meals).
   - Attend Freshmen Welcome Ceremony.

Optional (all students)

1. 1. Tuition Fee Loan (TFL) – OCBC or DBS Bank (by 15 August 2020)
   - Download TFL Form. Complete the ‘Application Form’ and ‘Letter of Offer’. The application is for the entire period of study.
   - Do not sign on the completed forms yet as you need to sign it in front of bank officer.
   - Check the Application Flow and submit the forms according to the scenario that matches your situation.

2. 2. NTU Study Loan / Bursary (It is a must to apply for Tuition Fee Loan in order to apply for NTU Study Loan)
   - Apply online at ‘Acceptance Link’ within 2 weeks after acceptance or by 15 August 2020.
   - Print application form along with FCFS and post by mail along with supporting documents.
   - Check status online. Outcome of the application will be forwarded to your NTU email address.
   - Accept offer within given deadline.
   - Sign Study Loan Agreement. If agreement not signed by the stipulated deadline, the offer will lapse and will need to re-apply.

3. 3. Student Loan for Purchase of Laptop/Desktop
   - Application is open throughout the academic year.
   - Download and complete Student Loan application form.
   - Scan and email the completed application form and the compulsory supporting documents to Financial aid at: finaid@ntu.edu.sg.
   - Outcome will be forwarded to NTU email address within 7 working days after the receipt of all the compulsory supporting documents.
   - Within 3 weeks of the Student Loan acceptance, NSS Finance Office will contact the applicants to visit their office to sign the Student Loan Agreement.
   - Ensure you have a bank account to receive the loan amount via GIRO.