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/adm_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 obtaining Matric Number)
   • Name Confirmation
   • Choose Matriculation Card Design
   • Upload recent passport-sized photography for Matric Card
   • Complete online Declaration
   • Provide Passport Details. Submit after new passport is available if renewing passport
   • Disclose Health Information – A ‘Nil’ return is required.
   • Online Mandatory Travel Declaration (24 June 2020 onwards)

2. Student’s Account (immediately after obtaining Matric Number)
   • Select one username online from the given list as your network and email accounts
   • Change password on the next day to activate the two accounts.

3. Health Screening (to be confirmed)
   • Must be completed at Fullerton Health @ NTU.
   • Book an e-appointment (yet to confirm).

4. Student’s Pass (to June onwards)
   • Check login details for application at ‘Acceptance Link’ and submit eform 16 at Immigration and Checkpoints Authority (ICA) website.
   • Pay processing fee (SGD30) after submission.
   • Monitor application status at ICA Website.
   • Pay Tuition Fee (SGD30) and Multiple Journey Visa (SGD30) after application is approved.
   • Print In-Principle Approval Letter (IPA) at ICA Website for your travel.
   • Book appointment at NTU website to collect the physical pass in NTU at ICA Off-site Enrolment (OSE).

5. Matriculation (1-5 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 (N1 & 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 (1 July to 4 August 2020).
   • Print QET Attendance Slip if you need to sit for the test.

8. Bank Account & Interbank GIRO (after registration)
   • 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)

9. Reporting at NTU (after approval is granted for your travel)
   • Indicate online whether you are currently in Singapore at Arrival Details
   • Provide your arrival information later when available.
   • You should travel only after approval is granted and 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. Online Orientation Briefing (to be confirmed)
    Details will be provided when available.

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.
    • For renewal of passport, bring the original passport to One Stop @ SAC for updating.
    • ICA – Email ICA_STP@ica.gov.sg scanned copy of Student’s Pass, Passport particulars page (old passport to be included if renewing passport) to the Singapore address for change of address.

13. Verification of Original Documents Exercise (to be confirmed)
    • 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 (TSG)
   • Complete online application at NTU Acceptance link.
   • Register for TG at MOE website from 1 - 9 September. Read Guide.
   • Sign TG Agreement (refer application flow):
     • Student is overseas - Pay and send TG Agreement to sureties if you choose to sign in overseas during registration at MOE website.
     • Sureties to return signed TG 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.
     • Subsidised Fee – Book e-appointment when receive email invitation to sign the TG 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 3rd week of September. To pay within 30 days from issue date.
   • Revised 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. Download and complete Declaration Form.
2. Upload completed form (duly signed by you and your parent/guardian) at Acceptance link within 2 days after acceptance.

Pack Tuition Fee
by 7 July or within 2 days if receive offer after 7 July.
by 15 August

Optional (all students)

1. Hostel Accommodation (Visit here for information on student housing on campus – yet to confirm)
   - 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 hostel allocation online (for 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. Virtual Ceremonies & Orientation Activities (Check details in June)
   - Pre-registration orientation on 30 July 2020.
   - University Welcome (3 August 2020. 1.30 pm)
   - School Orientation (3 to 5 August 2020)

Optional (Subsidised fee paying students)

1. Tuition Fee Loan (TFL) – OCBC or DBS Bank (by 15 August 2020)
   • Download TFL Form. Complete the ‘Application Form’ and ‘Letter of Offer’ of the Loan.
   • Complete the forms according to the scenario that matches your situation.

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 Aug 2020.
   • Print application form along with FCFS and send by post 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. 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 email: studloan@ntu.edu.sg.
   • Outcome will be forwarded to NTU email address within 7 working days after receipt of all the compulsory supporting documents.
   • Within 2 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.

Useful links
- Academic Integrity
- Honour Code
- NTU Massive Open Online Courses (MOOC)
- Policies and codes concerning students
- Dress Code for Students on Campus
- Academic Calendar
- NTU IT Rules for Student Users Accounts
- Medical Scheme
- Group Hospitalisation & Surgical Insurance (GHSI) Scheme
- Getting to NTU & Getting around NTU

Updated as at 1 June 2020, NTU Office of Admissions, email: adm_int@ntu.edu.sg.