ENROLLMENT 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 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.

2. Student’s Account (immediately after obtain 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 (end July)
   • Must be completed at Fullerton Health @ NTU.
   • Book an e-appointment from end May onwards.

4. Student’s Pass (30 June onwards)
   • Check login details for application at ‘Acceptance Link’ and submit eform 16 at Immigration and Checkpoints Authority (ICA) website.
   • Submit processing fee (SGD30) after submission.
   • Monitor application status at ICA Website.
   • Pay Issuance Fee (SGD60) and Multiple Journey Visa (SGD30) after approval is approved.
   • Print in Principal 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) in easier August.

5. Matriculation (15 – 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 (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) (April 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).

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.
    • For renewal of passport, bring the original passport to one stop @ SAC for updating.
    • ICA – Email ICA_STP1@ica.gov.sg and scan copied of Student’s Pass, Passport particulars page (old passport 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 (TG)
   • Complete online application at NTU Acceptance link.
   • Register for TG at MOE website in September. Read Guide.
   • Forward TG Agreement to sureties if selected to sign in overseas. Signed TG Agreement must be return back to you before the signing date.
   • Sign TG Agreement on scheduled date in October.

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 (July signed by you and your parent/guardian) at Acceptance link within 2 days after acceptance.
3. Pay Tuition Fee
   • By 2 July or within 2 days if receive offer after 7 July.
   • After Student’s Pass application status is shown as ‘Approved’ at ICA website.

Optional (all students)

1. Hostel Accommodation
   • Visit here for information on student housing on campus.
   • Apply online within the application period. No late application will be allowed except late offers. Hard copy will be emailed to those who will receive offer after the online application closing date.
   • Check and accept hostel allocation online (for online applicants only) during acceptance period. 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 (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’. 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. NTU Study Loan / Bursary
   • It is a must to apply for Tuition Fee Loan in order to apply for NTU Study Loan.
   • Download and apply at ‘Acceptance Link’ within 2 weeks after acceptance or by 15 August.
   • 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.
   • Submit application form along with compulsory supporting documents to One Stop @ SAC.
   • Outcome will be forwarded to NTU email address within 7 working days of application.
   • Sign Student Loan Agreement within 2 weeks after acceptance.
   • 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 User Accounts
• Medical Scheme
• Group Hospitalisation & Surgical Insurance (GHSI) Scheme
• Getting to NTU & Getting Around NTU

Updated as at 26 Feb 2020, NTU Office of Admissions, email: adm_intm@ntu.edu.sg