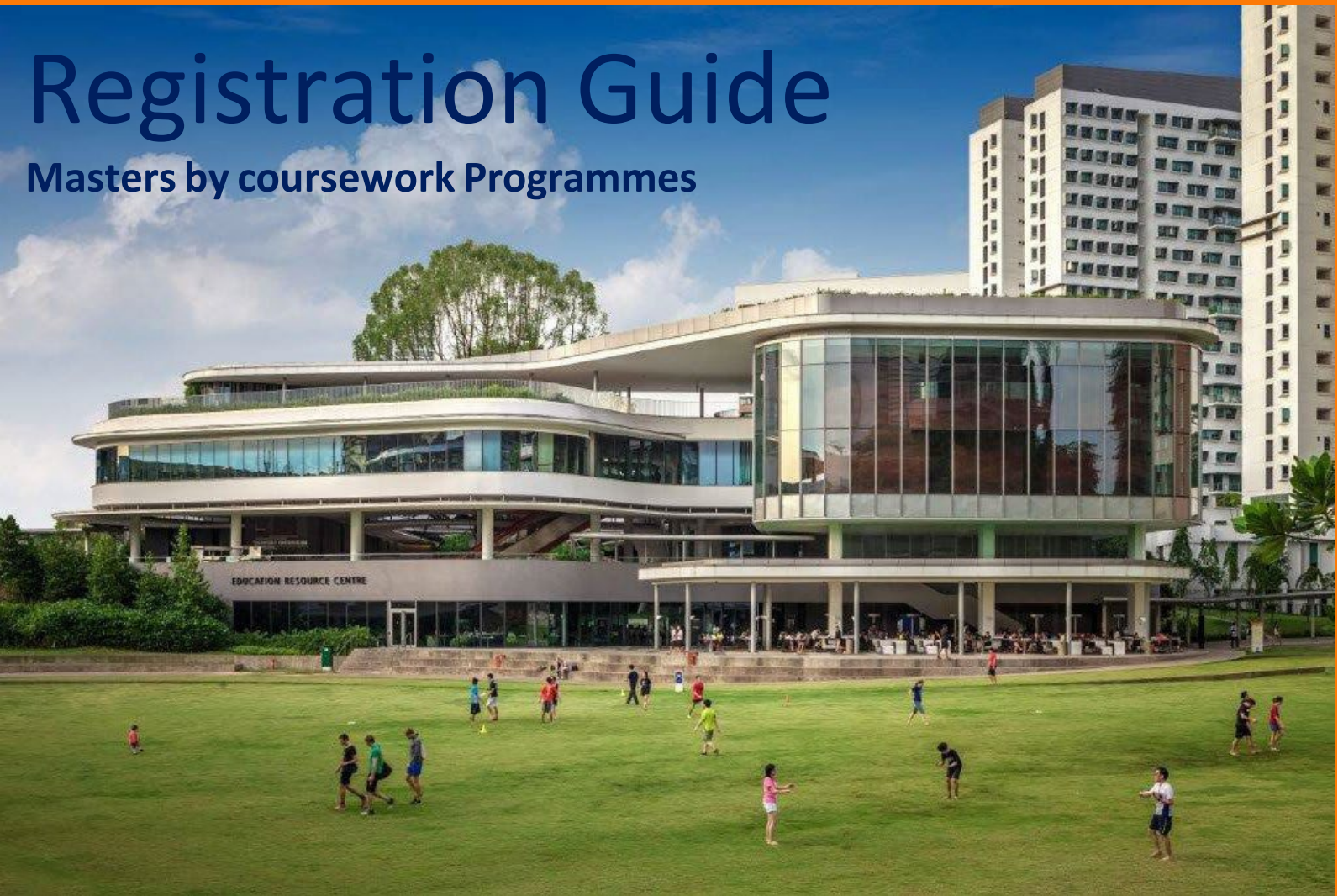# Registration Guide

Masters by coursework Programmes

Semester 2 , AY2024/2025
January intake

This Guide serves to assist incoming Masters students of College of Design and Engineering in completing the various formalities towards being officially registered as a student of the National University of Singapore (NUS).

Contents

Note:

Information listed here are accurate as at 6 Nov 2024. For the latest updated version, please refer to our website at https://cde.nus.edu.sg/graduate/new-students/

REGISTRATION PROCEDURES

You must be registered before commencing your course of study at the NUS. Registration refers to a formal process whereby a candidate enrolls at the start of his/her period of study to become part of the NUS student community. Candidates who fail to complete any part of the Registration process within the stipulated timeline(s), are considered to be no longer interested in the programme and NUS's offer of admission will be withdrawn.

1. Original Documents Verification – *to be completed online by 31 December 2024*

If you are offered admission to a CDE Master's programme, you will be required to complete online verification of the following documents as part of your student registration formalities by **31 December 2024.**

Documents for Verification	Remarks
Identity Documents	
(i) **Original** NRIC	For Singapore Citizens and Permanent Residents only
(ii) **Original Employment Pass / S Pass / Work Permit**	For International Students taking up part-time studies only
(iii) **Original** Passport	For International Students only
(iv) Student Visa/Entry and Exit Records/ any other form of evidence	For Students with International Qualification only. Refer to section 1.1
Original University official transcript **and** Degree Certificate/ scroll	
Original IELTS/TOEFL official scoresheet	if applicable
Any other document(s) **as requested**	

1.1 Student Visa/Entry and Exit Records
- Applicants with International Qualifications:
If you completed your bachelor's degree overseas, you must provide proof of your student visa or other evidence of your stay. This is required to verify that you resided in the country/city where you completed your degree.

- Applicants from Mainland China with International Qualifications:
If you have an international qualification, you must submit an **Overseas Credential Evaluation Report** issued by the **Chinese Service Centre for Scholarly Exchange (CSCSE)**. You can request this report here. This must be accompanied by the relevant **student visa** or **proof of residence** in the country where you studied.

1.2 Degree Scroll and Transcript Requirements
You must submit the latest electronically signed transcripts, verification report and degree certificate (if available) and the email issued by your University's Registrar's Office (or equivalent) or external verification agencies on this certification.

Subject to the rules governing your university, the transcript should include:
(i)   Date of enrolment
(ii)   List of subjects taken (with dates), and the grades obtained
(iii)   Degree Title and date of conferment (if any)
(iv)   Interpretation or explanation of the grades, marks or scores.

Verification Agencies by Country:

University (Country)	Verification Agency
Australia/New Zealand	My eQuals
China	China Credentials Verification (CSSD学信网) *
United Kingdom	Higher Education Degree Datacheck (HEDD), The Higher Education Achievement Report (HEAR),

United States of America	Parchment, National Student Clearinghouse
Other countries	Office of the University Registrar or equivalent authority

*For qualification obtained from universities in Mainland China, you must provide the following reports issued by China Credentials Verification (CSSD学信网) in English :

a. Verification Report of China Higher Education Student's Academic Transcript; (中国高等学校学生成绩验证报告)

b. Verification Report of China Higher Education Qualification Certificate (教育部学历证书电子注册备案表)

Important Notes:
- Documents which are not in English must be accompanied by a certified translation provided by the issuing authority, a lawyer, a notary public, a consulate general or certified/court translator.
- Emails and transcripts provided by your department or professors/lecturers to certify your results/transcripts will not be accepted.
- For graduating students who are unable to provide their degree certificate by our deadline, please obtain an official letter from your University indicating the date the degree will be conferred.

Recent NUS graduates are exempt from this verification process. However, in-person verification may still be required if online verification is not possible.

1.3 English Requirement Check
If you are required to meet the English language requirement, please ensure that your official IELTS or TOEFL score sheet has been submitted with your application for us to verify online.

1.4 Continuous Compliance Check
Please ensure that you provide complete and authentic documents in any verification exercise requested during your candidacy and after graduation.

Submitting incomplete, inaccurate, or inauthentic documents can lead to denial or withdrawal of admission, cancellation of academic credits, suspension, expulsion, or revocation of your degree.

2. REGISTRATION (Part One) *– to be completed online from 18-29 Nov 2024*

All new students may login to the Registration (Part One) System (https://myregistration.nus.edu.sg) using their Application Number and Password which you had previously used in applying for admission to the Masters' programme. If you have forgotten your application password, you may reset here. Enter your "**Application Number**", "**Application Password**" and select "Student Category = **Graduate**" to sign in. For previous NUS student, please log in with your Application number as you will receive a new NUSNET account for your new Masters candidature.

Click here to refer to the step by step instructions and screenshots for Registration (Part 1) here

The online registration process is a 5-step process (estimated time to complete is 15 mins). You need to complete all 5 steps as shown in Figure 1:

Figure 1: Screenshot - Registration (Part One) Main Page

Step 1 : Verification / Update of Personal Details	
Personal Information	⊘
Addresses	⊘
Contacts	⊘
Emergency Contacts	◇
Step 2 : Acceptance Record and Authorisation Requirements	
Acceptance Record	⊘
Authorisation Requirements	⊘
Step 3: Other Declarations	
Ministry of Education (MOE) Tuition Grant Option	⊘
Family Financial Background	⊘
Confirmation of Registration (Part One)	◇
Step 5: View User Profile and Download Form(s)	

View Student ID / PIN / NUSNET ID / NUSNET Password

For Step 2: the Acceptance Record and the Authorisation Requirements policies can be found here .

After your successful completion of Registration (*Part One)*, you will be directed to a confirmation page where you can retrieve your Student ID, PIN and NUSNET account information as shown in Figure 2.

Figure 2: Screenshot - Registration (Part One) Student ID / PIN / NUSNET ID and Password Page

Student ID/PIN/NUSNET ID/NUSNET Password

Student ID:
PIN:
NUSNET ID:
NUSNET Password:

These are **confidential** information which you should not share with anyone else.

To access your NUS email and other online e-services, please use your NUSNET ID (Format: Exxxxxx) and NUSNET Password as given here.

Please note that you will need to change the default NUSNET password at Password Portal (*outlook.com/u.nus.edu/*), before you can use it to access any NUS online services.

You may wish to print a copy of this page for reference. To print, go to File >> Print.

You will require your Student ID/PIN/NUSNET ID/NUSNET Password for access to a variety of online resources via the NUS intranet. Please keep the above information strictly confidential as you are responsible for maintaining the security of your PIN/NUSNET Password and all functions performed from your account. Sharing or revealing your PIN/NUSNET Password may result in disciplinary action taken against you.

Please note that your NUSNET account will only be activated 1 day after you complete your Registration (Part One).

Before you can access NUS Email, MyISIS, IVLE and other NUS online services, you are required to first change your default password at https://exchange.nus.edu.sg by clicking on "Change NUSNET Password".

Your NUSNET account cannot be used to login to NUSOPEN wireless network. Please use the more secure and faster NUS wireless network instead.

RETURN TO MAIN MENU

Change of default NUSNET password

You will be required to change your default NUSNET password online at *outlook.com/u.nus.edu/* **at least 2 days before** you log into MyEdurec for Course registration. A step-by-step guide on how to do so is accessible at the NUS IT Care website (*https://nusit.nus.edu.sg/change-or-reset-your-nusnet-password/*). If you have any issues, you can email ITCare@nus.edu.sg

Please record your NUSNET ID and change password separately and do not share with anyone else. If you have forgotten your Student ID, PIN and NUSNET account information, you may re-access the Registration System any time before **13 January 2025**.

Your NUSNET account will allow you access to NUS online services, eg. your NUS Email (2 days after you completed your Registration (Part One)) and the **Student's Education Records Systems** which is a single entry point for students to manage a wide range of student transactions relating to academic, finance and personal information matters.

3. REGISTRATION (Part Two) *– to be completed in person between 6th – 8th January 2025*

Registration (Part Two) must be done **personally** at the National University of Singapore. The registration process will take about 20 minutes or more, depending on the waiting time. **You MUST bring along the following documents for verification**, failing which you will not be allowed to register:

Documents for Verification and/or Submission	Remarks
1) Admission offer email	
2) **Original** NRIC	For Singapore Citizens and Permanent Residents only
3) **Original** Employment Pass / S Pass / Work Permit	For International Students taking up **part-time** studies only
4) **Original** Passport	For International Students only
5) Student Visa/Entry and Exit Records/ any other form of evidence	For Students with International Qualification only
6) **Original** University official transcript **and** Degree Certificate/scroll	
7) **Original** IELTS/TOEFL official scoresheet	if applicable
8) any other outstanding document(s) **as requested**	

Our staff needs to verify all the original documents as indicated in the above before we can issue your **NUS Student Card.**

Student Card Activation

Upon receiving your student card, you **MUST activate your card online** through the Education Records System (myEduRec) using your NUSNET ID & password immediately. *(Your NUSNET ID & password can be found in Registration Part 1). Once activated, your student status will be 'Active' in NUS records and will be liable for fees.*

For Overseas international candidates, Registration Part 2 is subjected to the approval from ICA of your student's pass and prevailing entry requirements. Please ensure you have received your in-principle approval (IPA) letter from ICA and cleared all entry requirements by the Singapore Immigration before departure. In the event you are unable to arrive by the stipulated date in your offer email because of extraordinary circumstances, please inform us accordingly as your offer of admission may be withdrawn if you are unable to complete all Registration formalities before our deadlines.

For registered students, you are liable for fees if you request to take LOA or withdraw after the 2nd instructional week of the semester. Acceptance fee paid is not refundable.

4. MEDICAL EXAMINATION

a. NUS Pre-admission Medical Examination (PAME)
All incoming students are required to undergo a Pre-Admission Medical Examination (PAME). The University reserves the right to refuse your admission or exclude you from any particular course of study if you decline to undergo such health examinations or refuse to undergo any prescribed tests.

i.   The medical check-up consists of the following:
1.   Physical Examination
2.   Laboratory Examination**@**
3.   Chest X-ray
4.   HIV Test (only for full-time international students applying for Student's Pass)

ii.   The pre-admission medical examination may be done :
（ⅰ）   at the **University Health Centre** (**UHC**) located on NUS campus at 20 Lower Kent Ridge Road, Level 1, Singapore 119080; or
（ⅱ）   by any registered health physician in Singapore*; or
（ⅲ）   by any registered health physician in your home country*.

Submission of PAME medical reports to UHC:
- If you choose (ii) or (iii), please ensure that the pre-admission medical examination form (Part 1 self-declaration & Part 2 doctor's certification) are completed in **English**.
- Any completed medical reports and X-ray reports must have a validity date of 6 months or less.
- Save completed Medical Examination Form and Chest X-ray report in PDF and email to preadm_med@nus.edu.sg **by 10 January 2025.**

*Student may be required by the University/UHC to undergo further medical exams or test if we find their medical exam incomplete / results unsatisfactory.
** If students have done any similar ME previously, they will still need to get the NUS Admission Medical Examination Report endorsed by a doctor, and to submit the completed form (along with a copy of their x-ray report) to UHC.

CAUTION: If you do not complete the Medical Examination by the deadline stipulated by UHC, a **Negative Service Indicator (NSI)** will be checked against you. As a consequence, you may be locked out of access to certain key student services, including examination results, transcripts, etc.

Instructions for Local Students who wish to complete pre-admission medical examination at (i) University Health Centre (UHC):
iii.   You can make appointments to complete the medical examination at UHC from 26 November 2024 to 10 January 2025. Please check UHC's website for more information.
iv.   You are also requested to print and bring your Admission Medical Examination Report - Graduate Students (Local and International) (with Part I completed) on the day of your medical check-up. Completed Pre-admission medical examination Report forms will be collected by UHC.

Instructions for [Overseas International Students](#) :

v. Overseas international students <u>should complete</u> their pre-admission medical examination together with their ICA medical examination in their <u>home country</u> **before their departure** *(also refer to Section 3.2 below).* Please also make sure to collect your medical reports **at least 5 working days** before attending the ICA's Offsite Student pass Enrolment session and upload into the SOLAR portal as per the instructions in your IPA letter. Do not upload a blank medical report to SOLAR as your application will be rejected.

For more information, please refer to UHC's FAQ section for more details on the medical examination at https://www.nus.edu.sg/uhc/clinical-services/medical-examination/student-pre-admission-medical-examiation Alternatively, you may contact UHC at Tel: +65 6601 5035 or email at uhc_health@nus.edu.sg for further enquiries.

b. ==Additional ICA medical examination report for International students applying for student's pass International students==, in addition to the NUS pre-admission medical examination, you will need to undergo HIV test for the application of Student's Pass. The HIV test and medical examination should be done in the students' home country. **[Students](#)** are required to complete an [additional](#) ICA's prescribed Medical Examination Report form for their student's pass application. **Students who <u>fail</u> to fulfil the medical requirements <u>will not</u> be issued with a Student's Pass and hence will not be allowed to register as a student of NUS. Please ensure that you have cleared your medical examination before travelling to Singapore.**

If you are completing the ICA medical examination together with the Pre-Admission Medical Check at the same time, please be reminded to request the physician to <u>complete</u> the **2** prescribed <u>medical report forms</u> below

- ☑ [NUS Admission Medical Examination Report Form](#) *(to be submitted directly to <u>UHC, NUS</u>)*
- ☑ [ICA Medical Examination Report form](#) *(to be submitted to <u>ICA</u> when applying for Student's Pass)*

The medical reports must be completed in English. The original HIV laboratory test and chest X-ray reports, together with the [ICA Medical Examination Report for Student's Pass](#), must be submitted to the Immigration & Checkpoints Authority (ICA) **within three months of issue** for your student pass completion formalities**.**

For more information on the medical examination requirements for Student's Pass, [please check ICA's website](#).

5. ACADEMIC PLAN DECLARATION *– to be completed online from 30 December 2024*

Students from Masters programmes with offered specialisation will also be required to complete your online declaration of specialisation through the **Academic Plan Declaration** online exercise **from 30 December 2024 (9am) to 20 January 2025 (5 pm)** in [myEduRec System](#) before proceeding to register for Courses. Detailed information will be sent to you from your respective Departments.

6. ONLINE COURSE REGISTRATION *– to be completed online from 2 January 2025*

The online course registration exercise **(**CourseReg@EduRec**)** for you to select your course for Semester 2 2024/2025 will open from 2 January 2025 through the [myEduRec System](#). All students who have completed Registration (Part One) and ==changed their default NUSNET password at least 2 days before== (Refer to section 1) logging into myEduRec system will be able to register for courses which you intend to take this Semester.

You will receive instructions, information on Courses available, the class time-table and other details from your DEPARTMENT from December via email. For more details on courses selection, do contact your [respective](#) [programme contact](#). For semester dates, please refer to the academic calendar at http://www.nus.edu.sg/registrar/calendar

[Note: Students who completed their registration formalities but do not register for courses by the 2nd instructional week](#) of the semester will deem to be no longer interested in their programme and their candidature will be dismissed. If you are unable to commence your studies after you have registered as a student, please refer to section 8. on Leave of Absence / Withdrawal below.

7. ORIENTATION

a. We encourage all newly registered graduate students to attend an Orientation talk by the Vice Dean of Office of Graduate Programmes (OGP) College of Design and Engineering (CDE) on **10 January 2025.** Please refer to CDE website for updated details here

b. For international students, do also refer to Office of student affairs OSA website here for the OSA Live Show on **9 January 2025**.

8. PAYMENT OF STUDENT FEES

Tuition and miscellaneous student fees are payable in advance on a semester basis *(unless otherwise indicated)* by the deadlines stipulated by the Office of Financial Services. Please refer to your respective department websites for programme fees payable. You may view and print your first semester's student bill from the **Education Records System (myEduRec)** from the commencement of the semester.

If fees are not paid by the due date, a late fee would be imposed and a Negative Service Indicator (NSI) will be tagged against your Student Account. For more information on due dates and modes of payment, please refer to the Office of Finance website at https://www.nus.edu.sg/finance/students/student-finance-matters.html .

Students should also take note of the deadlines for conversion, leave/withdrawal and change of citizenship will affect their fees after the 2nd week of the semester. For assistance, please check with your respective department.

9. LEAVE OF ABSENCE / WITHDRAWAL

Requests for deferment will not be considered unless it's for exceptional reasons. Candidates who are unable to commence their studies for the semester will have to re-apply for admission by submitting a fresh application in a subsequent admission exercise. However, if you have **registered** as a graduate student (completed Part Two Registration) and is **unable to attend classes regularly** during your 1st semester of study, you can undertake one of the following action:

(a) Apply for leave of absence for your 1st semester of study online through the myEduRec System. Requests for leave are considered on a case-by-case basis. For work commitment reason, please provide an official letter from your company. For medical reason, please consult the University's Health Physician (University Health Centre) from NUS before submitting your online application.

(b) Withdraw from your current candidature and re-apply for admission by submitting a fresh application in a subsequent admissions exercise. The application will be considered competitively together with other applicants applying at that time.

Note: If you apply for leave of absence or withdraw from their candidatures (or have your candidature terminated) after the 2nd instructional week of the semester, you will be **required to pay full tuition fees for the whole semester.**

10.   STUDENT ACADEMIC AND ADMINISTRATIVE POLICIES

Upon registering as a student of NUS, you are expected to familiarise yourself to the requirements of your candidature as set out in University website on:

(a) Student Handbook for Masters Programmes uploaded in CDE graduate student portal
(b) Administrative Policies for Graduate Students https://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate
(c) Academic Information for Graduate Students https://www.nus.edu.sg/registrar/academic-information-policies/graduate
(d) Degree requirements published on Department websites
(e) College of Design & Engineering website

For candidature changes requests e.g. conversions (full-time or part-time load), citizenship changes requests, credit transfers from previously taken candidatures, withdrawal, **please submit your requests to your departments by the 2nd instructional week** of the semester through forms available at My student portal

11. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

a. Application for Student's Pass

All Full-Time International Students must have a valid Student's Pass (see Figure below) which is issued by the Immigration Checkpoints Authority (ICA) for their programme of study.

NUS will initiate a registration with ICA, on your behalf, for your Student's Pass application. You will receive a separate email instruction from mid November 2024 to submit an eForm16 to apply for Student's Pass and/or visa online via the Student's Pass Online Application & Registration (SOLAR) system after you have accepted your offer of admission.

If the student's pass application is approved, ICA shall grant you an In-Principle Approval (IPA) letter. If you are from a visa-required country, you may also use the IPA letter, as a single-entry visa to enter Singapore. Please follow the instructions given by ICA to print out the IPA letter from the SOLAR system https://eservices.ica.gov.sg/solar/index.xhtml

After your IPA application is approved, please follow the steps as indicated in the letter to prepare for student pass issuance. The issuance of the Student's Pass is subject to the applicant fulfilling all the requirements stated in the IPA letter.

Medical Report
Students will need to submit a medical report as part of their STP application to be completed prior to travel to Singapore whenever possible. This report is separate from Pre-Admission Medical Examination (PAME). Students must ensure that their medical report for STP be submitted and approved at least 3 working days before their OSE appointment. Please refer to Section 3 for more details.

b. Completion of Student Pass formalities after arrival

Your Student's Pass will only be issued if you meet all the requirements stipulated in the IPA letter. You are required to complete all the steps indicated in your IPA letter within its validity, failing which, your IPA will be withdrawn. Candidates without a valid student's pass will have their candidature revoked.

Students who do not have a valid Student's Pass by the OSE period will be liable for warning first; and subsequent dismissal from NUS if they do not heed the warning within 7 days.

Validity of In-Principle Approval (STP)
Please note the In-Principle Approval (IPA) issued by ICA will be valid for **4 months** from the date of issuance. The validity of the IPA letter does NOT constitute a valid pass to remain in Singapore. Students are required to complete their Student's Pass formalities within the validity period of their IPA letter OR their Short-Term Visit Pass (STVP), whichever is earlier.

Upon your arrival, you will be issued a Short-Term Visit Pass (STVP) at checkpoints (refer to the expiry stamp on your passport). If your visa is expiring before the OSE or ICA e-appointment date for completion of your student pass formalities, please submit a request to extend your visit pass at ICA e-service portal at least 1 working day prior to the expiry.

IMPORTANT - In the event you are unable to extend your STVP or book an OSE slot/e-appointment to complete your student pass formalities before the expiry of your IPA or STVP, please report to Immigrations & Checkpoint Authority (ICA) immediately to avoid being charged for overstaying.

Immigration and Checkpoints Authority (ICA) Offsite Enrolment Exercise (OSE)

To complete your student's pass formalities in Singapore after you arrive, you are required to book an appointment to attend one of our Immigration and Checkpoints Authority (ICA) Offsite Enrolment Exercise (OSE) **at NUS campus on 9, 10 13 January 2025 (1 hour slots starting at 9am, 10am, 1:30pm, 2:30pm).** Students will receive an email through their NUS email account in **Dec 2024** to invite you to book an appointment online for the OSE at NUS.

Students attending the ICA OSE at NUS will have to ensure that they have:

a. Short-term visit pass/IPA expiring after their OSE appointment date.

b. Submitted all required documents and completed all the necessary payments in SOLAR at least 3 working days prior to OSE.

c. Report to OSE Venue at the date and time that they have booked for the OSE.

d. Prepare all the required documents and payment receipts as stated in Annex A of the STP In-Principal Approval IPA

e. Students who do not come at the appointed time and/or without the required documents and payment receipts by ICA may be rejected.

f. Ensure that their photos meet ICA's photo requirements. Photo-taking service (Passport Photo (4 pc)) is also available at the venue during the OSE period for **SGD 14**, payment by cash only.

g. As ICA will be enrolling applicants' iris images, students are reminded not to wear coloured, patterned or cosmetic contact lenses. Students are required to remove their glasses/spectacles before capturing of iris images.

h. To prepare a Singapore mobile number and write the number legibly on the first page of the IPA letter.

Student's Pass Issuance

From 27 February 2023, ICA will issue the Student's Pass in digital form only. **NO** physical card will be issued. **The email address provided in the application will be used to access the digital STP.** Pass holders may retrieve the digital STP via Singpass if he or she has a valid Singpass account.

For pass holders **without** a valid Singpass account, one-time passwords will be sent via SMS to the **Singapore mobile number** for the retrieval of the digital STP. Please ensure that the Singapore mobile number provided at OSE is able to receive SMS. For ease of operation during OSE, the **student is to write their Singapore mobile number legibly on the first page of the IPA letter.**

c.   Dependant's Pass holders
*Candidates who are currently Dependant's Pass holders do not have to apply for Student's Pass via the SOLAR system. A **Letter of Consent (LOC)** from ICA (Student's Pass Unit) is not required.*

d.   University Sponsorship of Social Visit Pass for Spouse and children
The University **do not** sponsor spouses and/or children of international graduate coursework students' visa and Social Visit Pass applications. Application of their Social Visit Pass (SVP) has to be made directly at the Visitor Services Centre, 4th Floor, ICA Building and a bond is required. The amount of the bond is established by ICA. Student must have already obtained a Student's Pass issued by ICA at the time of application. A local sponsor (Singapore Citizen/Permanent Resident) is required in order to apply for a SVP for spouse and/or children. The SVP granted will normally be for up to a maximum period of 6 months. It is renewable, subject to ICA's approval (details can be found at the ICA website at http://www.ica.gov.sg).

e.   Employment Pass and other Work Pass Holders
Employment Pass (EP) and other Work Pass holders can only study part-time as full time study requires a Student's Pass. EP and other Work Pass holders who wish to study full time will have to surrender their work passes and then apply for a Student's Pass. International candidates who are pursuing the degree as a part-time registered student should hold a valid work pass to stay in Singapore.

f. Housing / Accommodation

Matters relating to accommodation and off-campus housing can be obtained from The Office of Student Affairs website at https://nus.edu.sg/osa/student-services/hostel-admission/graduate. In general, coursework graduate students are advised to budget and source for off-campus accommodation as demand far exceeds supply. More information on off-campus housing can be found at http://www.nus.edu.sg/osa/student-services/hostel-admission/other-accommodation

g. International Students Orientation by Office of Student Affairs (OSA)

The Office of Student Affairs also has information and programmes that are designed to help you adjust into life in Singapore and NUS. For more information, please visit their website to find out more http://www.nus.edu.sg/osa/student-life/international-students and Orientation (nus.edu.sg)

h. Bank Account

International students who wish to open a bank account in Singapore are required to produce their Student's Pass, as well as a letter of proof of residence. The nearest bank in NUS is OCBC bank located at University town, NUS which opens Mon to Fri : 9.00am to 4.30pm. Alternatively, feel free to visit any bank branch in Singapore.

10.9 Scam Alert

Scams are a rising crime in Singapore as digital finance becomes more widespread. Learn how to protect yourself from scams. Spot the signs and avoid being a victim.

- National Crime Prevention Council
- Scam Alert

12. IMPORTANT DATES

The following schedule serves as an overview to plan for your registration formalities at NUS. Please refer to the detailed sections provided earlier for more information.

Description	Date	Remarks	Relevant Section in this Guide
SOLAR application for student's pass (after acceptance of offer)	From mid November 2024	International Full-time students only	10
Pre-Admission Medical Examination (PAME)	before 10 January 2025	All students	3
ICA Medical Examination for Student Pass Application	At least 3-5 days before OSE appointment *(To complete in your home country before departure)*	International Overseas Full-time students only	3
Registration (Part One) (online)	18-29 November 2024	All students	1
Registration (Part Two) / Student Card Collection at NUS (in person at NUS) * please complete Registration (Part One) at least 2 days prior to this	Refer to date on Registration Guide *(Check for email from OGP in November 2024)*	All students	2
Academic Plan Declaration (online declaration of specialization) * please complete Registration (Part One) at least 1 day prior to this	30 November 2024 – 20 January 2025 (5pm)	Only for students from programmes that offer specialisation (excluding MSc CE)	4
Online Course Registration * please complete Registration (Part One) & Academic Plan declaration *(if applicable)* before selecting your Courses	From 2 January 2025 *(Check for email from Dept in December 2024)*	All students	5
Orientation for Graduate Students by OSA	Check OSA website	International Full-time students only	6
Orientation for Graduate Students by College of Design & Engineering (CDE)	10 January 2025	All students	6
ICA's Offsite Enrolment Session (OSE) for Student's Pass Application at NUS	Attend 1 of the following OSE sessions: 9, 10 & 13 January 2025 *(Check for email from Registrar Office to your NUS email for making online appointment in December 2024)*	International Full-time students only	10
Apply for conversion, citizenship changes, LOA, Withdrawal, Credit transfers	By 2nd instructional week of the semester (via My Student Portal)	All students	8 & 9

13. USEFUL CONTACTS

Further questions?	Click on the links!
Immigration Requirements	**Immigration & Checkpoints Authority (ICA)** https://www.ica.gov.sg/enter-transit-depart **ICA Helpline and Enquiry Form Contact-Us** https://www.ica.gov.sg/contact-us
Student's Pass Application	**Immigration & Checkpoints Authority (ICA)** ICA's FAQs Immigration & Checkpoints Authority - SOLAR (ica.gov.sg) Email: ica_stp1@ica.gov.sg
Registration-related & Candidature Matters	**Office of Graduate Programmes, CDE**
Course/Time-tabling Matters	**Respective Departments for your MSc Programme**
Accommodation/Housing	**Office of Student Affairs**
Fee-related Matters	**Office of Finance**
Health-related Matters	**NUS University Health Centre** (UHC)

Student Service Centre

The Student Service Centre (SSC) *http://nus.edu.sg/osa/student-services/ssc* serves as a convenient one-stop contact point for you to obtain information and services related to academic/administrative student records, tuition fees and financial matters. You may visit the SSC, or contact them, at:

Address:	Level 1, Yusof Ishak House
	31 Lower Kent Ridge Road
	Singapore 119078
Email via portal:	askstudentservice.nus.edu.sg
Telephone:	(65) 6516 1177

Operating Hours:
Monday to Thursday: 9:00am – 5:30pm
Friday: 9:00am – 5:00pm
Closed for lunch: 12.30pm - 1.30pm
Saturday/Sunday/Public Holiday: Closed

14. NUS MAP

An interactive version of our campus map can be found at http://map.nus.edu.sg