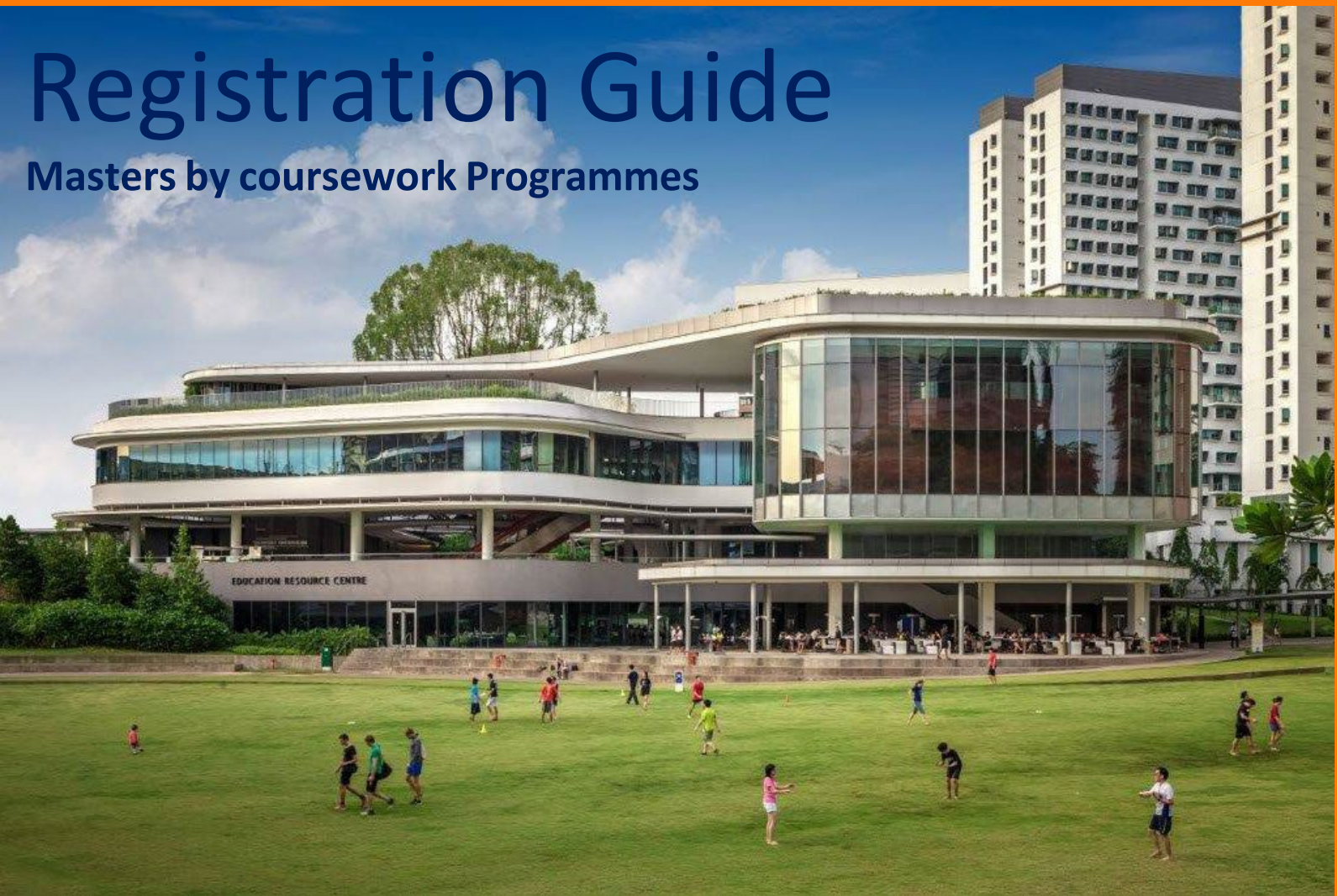


Registration Guide

Masters by coursework Programmes



Semester 1, AY2024/2025
August 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).

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Note:

Information listed here are accurate as at 28 May 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timeline\(s\), are considered to be no longer interested in the programme and NUS's offer of admission will be withdrawn.](#)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. REGISTRATION (Part One) – to be completed **online** from 10-30 June 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:

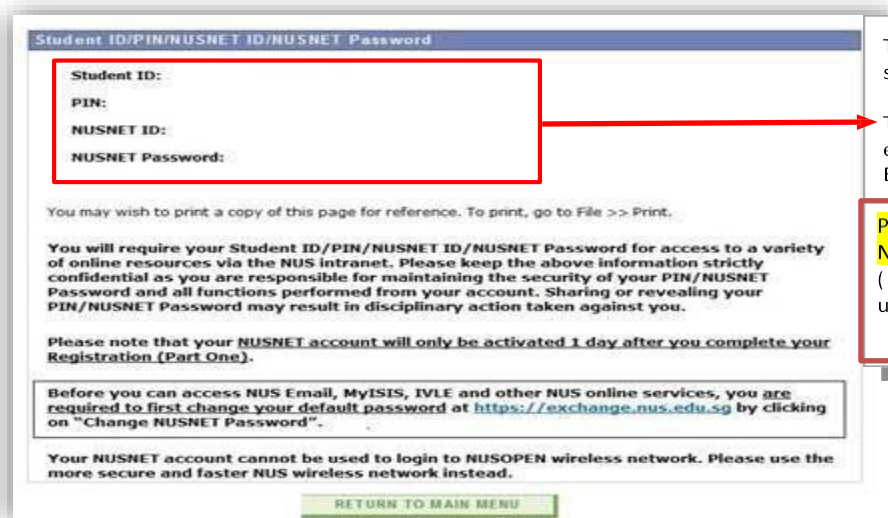
Figure 1: Screenshot - Registration (Part One) Main Page

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



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.

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 **5 August 2024**.

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.

2. REGISTRATION (Part Two) – to be completed *in person* between 22nd – 31th July 2024

Registration (Part Two) must be done **personally** at the National University of Singapore as stated in your offer of admission email. 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 Passport	For International Students only
4) Original Employment Pass / S Pass / Work Permit	For International Students taking up part-time studies only
5) Original University official transcript and Degree Certificate/scroll	
6) Original IELTS/TOEFL official scoresheet	if applicable
7) 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 you 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.

3. MEDICAL EXAMINATION

3.1 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.

- The medical check-up consists of the following:
 - ❖ Physical Examination
 - ❖ Laboratory Examination[@]
 - ❖ Chest X-ray
 - ❖ HIV Test (only for full-time international students applying for Student's Pass)
- 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 8 August 2024**.

*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):

- You can make appointments to complete the medical examination at UHC from 15 April to 8 August 2024. Please check UHC's website for more information.
- 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 :

- Overseas international students should complete their pre-admission medical examination together with their ICA medical examination in their home country 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-examination> Alternatively, you may contact UHC at Tel: +65 6601 5035 or email at uhc_health@nus.edu.sg for further enquiries.

3.2 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 fail to fulfil the medical requirements will not 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 complete the **2** prescribed medical report forms below

- [NUS Admission Medical Examination Report Form](#) (to be submitted directly to UHC, NUS)
- [ICA Medical Examination Report form](#) (to be submitted to ICA 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](#).

4. ACADEMIC PLAN DECLARATION – to be completed **online from 15 July 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 15 July 2024 (9am) to 19 August 2024 (5 pm)** in [myEduRec System](#) before proceeding to register for Courses. Detailed information will be sent to you from your respective Departments.

5. ONLINE COURSE REGISTRATION – to be completed **online from 22 July 2024**

The online course registration exercise ([Course@Reg](#)) for you to select your course for Semester 1, 2024/2025 will open **from 22 July 2024** 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 July 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 be deemed 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.

6. ORIENTATION

6.1 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 **7 August 2024**. Please refer to CDE website for updated details [here](#)

6.2 For international students, please refer to Office of student affairs [OSA website here](#) for the OSA Live Show (in-person) in August 2024.

7. 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](#).

8. 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.

9. 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](#)

10. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

10.1 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 June 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.

10.2 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 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 31 July - 8 August 2024 (1 hour slots starting at 9am, 10am, 1:30pm, 2:30pm)**. Students will receive an email through their NUS email account in **July 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 13**, 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.**

10.3 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.*

10.4 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>).

10.5 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.

10.6 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>.

10.7 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 \(nus.edu.sg\)](http://www.nus.edu.sg/osa/student-life/international-students)

10.8 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.

11. 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 June 2024	International Full-time students only	10
Pre-Admission Medical Examination (PAME)	before 8 August 2024	All students	3
ICA Medical Examination for Student Pass Application	At least 3-5 days before OSE appointment <i>(To complete in your home country before departure)</i>	International Overseas Full-time students only	3
Registration (Part One) (online)	From 10 June 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 email offer of admission <i>(Check for email from OGP in June 2024)</i>	All students	2
Academic Plan Declaration (online declaration of specialization) * please complete Registration (Part One) at least 1 day prior to this	From 15 July 2024	Only for students from programmes that offer specialisation (excluding MSc CE)	4
Online Course Registration * please complete Registration (Part One) & Academic Plan declaration <i>(if applicable)</i> before selecting your Courses	From 22 July 2024 <i>(Check for email from Dept in July 2024)</i>	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)	7 August 2024	All students	6
ICA's Offsite Enrolment Session (OSE) for Student's Pass Application at NUS	Attend 1 of the following OSE sessions: 31 July, 1-8 August 2024 <i>(Check for email from Registrar Office to your NUS email for making online appointment in July 2024)</i>	International Full-time students only	10
Apply for conversion, citizenship changes, LOA, Withdrawal, Credit transfers	By 2 nd instructional week of the semester (via My Student Portal)	All students	8 & 9

12. 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

13. NUS MAP

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

National University of Singapore
Office of Graduate Programmes (OGP)
College of Design and Engineering
Blk EA #06-16
9 Engineering Drive 1
Singapore 117575
Email: CDEGradCoursework@nus.edu.sg
Website: <https://www.cde.nus.edu.sg/graduate/>