# Information Sheet for AY 2012/2013

## Office dealing with exchange matters

### International Relations Office

**Contact**
National University of Singapore  
3rd Storey, Unit 03-03,  
Shaw Foundation Alumni House,  
11 Kent Ridge Drive,  
Singapore 119244  
Phone: (65) 6516 4356 Fax: (65) 6778 0177  
Web: [http://www.nus.edu.sg/iro](http://www.nus.edu.sg/iro)

**Operating hours**
Mon-Thur: 8.30am-6.00pm  
Fri: 8.30am-5.30pm  
Closed on Saturdays, Sundays and Public Holidays

**Director**
Associate Professor Anne Pakir  
Tel: (65) 6516 4356  
Email: [irohead@nus.edu.sg](mailto:irohead@nus.edu.sg)

**Section Head Global Education**
Ms Chooi Foong Sin  
Tel: (65) 6516 1350  
Email: [irocfs@nus.edu.sg](mailto:irocfs@nus.edu.sg)

**Student Exchange Programme (“SEP”) Manager**
Ms May Yee  
Tel: (65) 6516 1694  
Email: [iromy@nus.edu.sg](mailto:iromy@nus.edu.sg)

## Office handling admission of non-graduating (exchange) students

### Registrar’s Office

**Contact**
National University of Singapore  
Registrar’s Office (Non-Graduating Programme)  
University Hall, Lee Kong Chian Wing  
#UHL-04-01, 21 Lower Kent Ridge Road  
Singapore 119077  
Phone: (65) 6516 2301 Fax: (65) 6778 6371  
Web: [http://www.nus.edu.sg/registrar/edu/ng.html](http://www.nus.edu.sg/registrar/edu/ng.html)

**Americas**
Ms Chow Mun Kit  
Email: [regcmk@nus.edu.sg](mailto:regcmk@nus.edu.sg)

**Asia-Australasia**
Ms Nazihah Binti Ahmad  
Email: [regna@nus.edu.sg](mailto:regna@nus.edu.sg)

**Europe / Middle East / Africa**
Ms Martini Wanhar  
Email: [regmw@nus.edu.sg](mailto:regmw@nus.edu.sg)
### Semester Dates (AY2012-2013)

<table>
<thead>
<tr>
<th></th>
<th>1st semester</th>
<th>2nd semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching</strong></td>
<td>13 Aug - 16 Nov 2012</td>
<td>14 Jan - 19 Apr 2013</td>
</tr>
<tr>
<td><strong>Examinations</strong></td>
<td>24 Nov - 8 Dec 2012</td>
<td>27 Apr - 11 May 2013</td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>9 Dec 2012 - 13 Jan 2013</td>
<td>12 May - 4 Aug 2013</td>
</tr>
</tbody>
</table>

### Academic Matters

<table>
<thead>
<tr>
<th><strong>Language of instruction</strong></th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language requirement</strong></td>
<td>Exchange students from non-English medium institutions are required to submit either the TOEFL or IELTS result if they are applying to read modules from the NUS Faculty of Law. <a href="http://www.nus.edu.sg/registrar/edu/ng.html#general">http://www.nus.edu.sg/registrar/edu/ng.html#general</a></td>
</tr>
<tr>
<td><strong>Language courses</strong></td>
<td>Students can take any of the language courses offered by the Centre for Language Studies subject to qualification and availability. Students are required to provide a letter from their home university to declare their level of proficiency in the language(s). For details please see: <a href="http://www.fas.nus.edu.sg/cls/index.htm">http://www.fas.nus.edu.sg/cls/index.htm</a></td>
</tr>
<tr>
<td><strong>Modular System</strong></td>
<td>A programme leading to a 3 year Bachelor’s degree requires a minimum of 120 MCs. As such, the usual load for NUS students is 16 to 20 modular credits (MCs) per semester, where 1 MC is equal to 2.5 hours of study and preparation per week. A 4-MC module would require 10 hours of work a week, including lectures, tutorials, laboratory sessions, assignments, and independent or group study. <a href="http://www.nus.edu.sg/registrar/edu/modular.html">http://www.nus.edu.sg/registrar/edu/modular.html</a></td>
</tr>
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</table>

### Course-related Information (for exchange students)

<table>
<thead>
<tr>
<th><strong>Is course information (eg. description, syllabus) available online?</strong></th>
<th>Yes, course information is available at: <a href="http://www.nus.edu.sg/registrar/nusbulletin/modulesearch.html">http://www.nus.edu.sg/registrar/nusbulletin/modulesearch.html</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are course schedules/timetables available online?</strong></td>
<td>Yes. Class timetables are available at: <a href="https://webrb.nus.edu.sg/ctt/classtt.aspx">https://webrb.nus.edu.sg/ctt/classtt.aspx</a></td>
</tr>
</tbody>
</table>
| **Restricted programmes or courses (not open to exchange students)** | Refer to [http://www.nus.edu.sg/registrar/edu/ng.html#academic](http://www.nus.edu.sg/registrar/edu/ng.html#academic) under Part 3: Modules Restriction  
* Please note that modules from the NUS Business School are extremely popular, over-subscribed and cannot be guaranteed. Students must be majoring in business at their home university in order to be considered eligible for Business modules. If you have not been offered Business modules at the point of initial acceptance (first week of June or November), you will not be able to add the module during the Add/Drop period. Please refer to the information at our [Registration Guide](http://www.nus.edu.sg/registrar/edu/ng.html#academic). |
| **Minimum and maximum number of modules to be taken for each semester/year** | Exchange students are required to read a minimum of 12 modular credits (MCs) per semester (approximately 3 modules) and no more than 20 MCs (approximately 5 modules), regardless of whether these modules are set to audit or examinable. |
| **Are students allowed to take cross-faculty modules?** | Yes, subject to fulfillment of pre-requisites, availability of the modules, as well as approval from home university. |
| **Can students take modules of a different level, eg. students at Year 1 take Level 3 modules?** | Yes, subject to:  
1. Pre-requisites of the modules;  
2. Availability of the modules; and  
3. Approval by the respective NUS faculties/departments  
The first number of the module code is an indication of level and not year of study. |
Exchange-related Information

<table>
<thead>
<tr>
<th>Application deadline</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>15 April</td>
<td>1 October</td>
</tr>
</tbody>
</table>

**Application method**

1. Submit online application at [https://aces01.nus.edu.sg/ngAdmForm/index.jsp](https://aces01.nus.edu.sg/ngAdmForm/index.jsp)

2. Print a copy of completed online application form.

Prepare supporting documents [https://share.nus.edu.sg/registrar/info/ng/NGCheckList.pdf](https://share.nus.edu.sg/registrar/info/ng/NGCheckList.pdf)

- 1 passport-size photo*
- Nomination letter from home university
- Original copy of academic transcript (in English and with University stamp)*
- TOEFL/IELTS/GMAT result (if applicable)
- Copy of passport page (showing the nationality and personal details)

*Also to be uploaded in the online application

3. Send the application form and supporting documents to the following address:

   Registrar’s Office (Non-Graduating Programme)
   National University of Singapore
   University Hall, Lee Kong Chian Wing
   UHL #04-01, 21 Lower Kent Ridge Road
   Singapore 119077

4. All supporting documents must reach the Registrar’s Office by 1 May for Semester 1 and 15 October for Semester 2.

For more details and useful information for application: [https://share.nus.edu.sg/registrar/info/ng/General-Instructions-for-Application-to-NUS-NG-Programme.pdf](https://share.nus.edu.sg/registrar/info/ng/General-Instructions-for-Application-to-NUS-NG-Programme.pdf)

**Nomination to NUS**

**International Relations Office (IRO)**

With effect from Academic Year 2010/11, all partners must provide a listing of students nominated for exchange to NUS. Student applications will be processed only if their names appear on the nomination list.

Please send your nomination list to the relevant SEP Manager by 21 March for Semester 1 and 1 September for Semester 2.

**Application outcome**

With the above application schedule, student will be notified of the outcome by first week of June (for those coming in August) or first week of November (for those coming in January) via email with a copy to the home university coordinator.

**Is medical report required?**

All incoming international students who are applying for a Student’s Pass for 6 months and above are required to complete a medical examination (details will be provided in the offer package).

**Can students extend their exchange period?**

If the exchange quota permits, student may be allowed to extend his/her exchange period in NUS. Permission must first be given by both the home university and NUS SEP Manager.

If yes, please advise application deadline and the procedures.

Please refer to the following link: [http://www.nus.edu.sg/registrar/edu/ng-current.html#extension](http://www.nus.edu.sg/registrar/edu/ng-current.html#extension) for procedures on extension request.
When will the Official Transcripts be ready?

Two copies of transcript will be sent directly to the relevant office at the home university responsible for student exchange programmes, approximately two months after the completion of the exchange.

Full year exchange students will only get their official transcript at the end of their study in NUS. Students who wish to print out an unofficial transcript can do so on their own via myISIS.

### Accommodation

<table>
<thead>
<tr>
<th>Is university accommodation available for exchange students? Is it guaranteed?</th>
<th>Accommodation is not guaranteed but we will try our best to place exchange students on either on-campus or off-campus options.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where will exchange students be accommodated?</td>
<td>Refer to <a href="http://www.nus.edu.sg/osa/housing/nongraduating/index_new.html">http://www.nus.edu.sg/osa/housing/nongraduating/index_new.html</a></td>
</tr>
<tr>
<td>Will exchange students be assigned accommodation after submitting their SEP application?</td>
<td>The request for housing is incorporated in the online exchange application. Students must indicate on their application if they would like housing.</td>
</tr>
<tr>
<td>What is the application procedure?</td>
<td>Successful applicants will receive instructions on the housing registration and payment procedures via the Letter of Offer sent via email.</td>
</tr>
<tr>
<td>Is accommodation available over semester breaks?</td>
<td>Yes, students who are on full year exchange are eligible for vacation stay. The rates are available via this link: <a href="http://www.nus.edu.sg/osa/housing/undergraduate/rates.html">http://www.nus.edu.sg/osa/housing/undergraduate/rates.html</a></td>
</tr>
<tr>
<td>If on-campus accommodation is not available, will there be any assistance in finding private housing?</td>
<td>Yes, please refer to <a href="http://www.nus.edu.sg/osa/housing/others/index.html">http://www.nus.edu.sg/osa/housing/others/index.html</a></td>
</tr>
</tbody>
</table>


### Visa Requirements

<table>
<thead>
<tr>
<th>Are exchange students required to obtain a visa (Student’s Pass)?</th>
<th>Yes. Exchange students who have been accepted to NUS will receive instructions via email for the Student’s Pass application. Students who need a visa to enter Singapore can use the In-Principle Approval (IPA) letter to serve as a single-trip entry visa. All other students will be instructed to enter on a tourist visa and then convert it to a Student’s Pass during registration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, will the university assist in the application?</td>
<td>Yes, please refer to this link: <a href="http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#immigration">http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#immigration</a> for more information.</td>
</tr>
</tbody>
</table>

### Arrival / Orientation Programme

<table>
<thead>
<tr>
<th>Scheduled registration dates</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; semester: 1 - 3 August 2012</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; semester: 9 - 10 January 2013 - TBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is airport pick-up service available?</td>
<td>Students who have received confirmed NUS housing may apply for airport reception (Meet-n-Greet Service) offered by the Office of Student Affairs. <a href="http://nus.edu.sg/osa/international/index.html">http://nus.edu.sg/osa/international/index.html</a></td>
<td></td>
</tr>
<tr>
<td>Is orientation programme available?</td>
<td>Semester 1: 3 August 2012 - TBC</td>
<td>Semester 2: Second week of January - TBC</td>
</tr>
</tbody>
</table>
### Medical Insurance

**Are exchange students required to purchase a compulsory medical insurance plan?**

Yes. Every international student must take up the compulsory NUS Group Medical Insurance Scheme (GMIS).

Please refer to the following for more information:
[http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#insurance](http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#insurance)

### Estimated Monthly Expenses (in Local Currency)

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Estimated Cost Range</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private accommodation</td>
<td>Refer to</td>
<td><a href="http://www.nus.edu.sg/osa/housing/others/index.html">http://www.nus.edu.sg/osa/housing/others/index.html</a></td>
</tr>
<tr>
<td>Food/Meals</td>
<td>S$400 to S$800 (3 meals a day)</td>
<td></td>
</tr>
<tr>
<td>Personal expenses (such as laundry, sundries and local transportation)</td>
<td>S$250 to S$350</td>
<td></td>
</tr>
<tr>
<td>Academic expenses eg. books (per semester)</td>
<td>S$200 to S$300</td>
<td></td>
</tr>
<tr>
<td>Compulsory Insurance (per semester)</td>
<td>S$58.85</td>
<td></td>
</tr>
<tr>
<td>Any fees other than tuition (e.g. student services etc)</td>
<td>Student’s Pass: S$30 (processing fee), S$60 (issuance fee), S$30 (multiple entry visa fee if applicable) Student Activity and Services: S$28.89</td>
<td></td>
</tr>
</tbody>
</table>

**Are exchange students allowed to work?**

<table>
<thead>
<tr>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

### Important Websites

- NUS: [www.nus.edu.sg](http://www.nus.edu.sg)
- International Relations Office: [www.nus.edu.sg/iro](http://www.nus.edu.sg/iro)
- Registrar’s Office (Non-Graduating Programme): [http://www.nus.edu.sg/registrar/edu/ng.html](http://www.nus.edu.sg/registrar/edu/ng.html)
- Online Course Catalogue: [http://www.nus.edu.sg/registrar/nusbulletin/modulesearch.html](http://www.nus.edu.sg/registrar/nusbulletin/modulesearch.html)
- Special Term Information: [http://www.nus.edu.sg/registrar/event/specialterm.html](http://www.nus.edu.sg/registrar/event/specialterm.html)

For any queries on student exchange programme, please email: sep@nus.edu.sg

Information correct as at 7 February 2012