

**NATIONAL UNIVERSITY OF SINGAPORE  
STUDENT EXCHANGE PROGRAMME (SEP)  
INFORMATION SHEET FOR AY 2014/2015**

**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>

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

**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>  
Email: [nghelp@nus.edu.sg](mailto:nghelp@nus.edu.sg)

**Important Websites**

International Relations Office	<a href="http://www.nus.edu.sg/iro/sep/in/index.html">http://www.nus.edu.sg/iro/sep/in/index.html</a>
Study Abroad Guide	<a href="http://www.nus.edu.sg/iro/home/jbys.html">http://www.nus.edu.sg/iro/home/jbys.html</a>
Non-Graduating Programme	<a href="http://www.nus.edu.sg/registrar/edu/ng.html">http://www.nus.edu.sg/registrar/edu/ng.html</a>
Office of International Student Services	<a href="http://nus.edu.sg/osa/iss">http://nus.edu.sg/osa/iss</a>
NUS Code of Student Conduct	<a href="http://www.nus.edu.sg/osa/coc">http://www.nus.edu.sg/osa/coc</a>

Semester Dates (AY2014-2015)	1 <sup>st</sup> semester	2 <sup>nd</sup> semester
Orientation & Registration	31 Jul - 5 Aug 2014	First week of Jan 2015
Teaching	11 Aug -14 Nov 2014	12 Jan - 17 Apr 2015
Examinations	22 Nov - 6 Dec 2014	25 Apr - 9 May 2015
Vacation (if any)	7 Dec 2014 - 11 Jan 2015	10 May - 2 Aug 2015

## Academic Matters

Language of instruction	English
Language requirement	<p>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 <b>NUS Faculty of Law</b>.</p> <p><a href="http://www.nus.edu.sg/registrar/edu/ng.html#general">http://www.nus.edu.sg/registrar/edu/ng.html#general</a></p>
Language courses	<p>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). Students who wish to read higher level language modules are required to sit for placement test. 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></p>
Modular System	<p>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.</p> <p><a href="http://www.nus.edu.sg/registrar/edu/modular.html">http://www.nus.edu.sg/registrar/edu/modular.html</a></p>
Modules Type	<p>By default, all modules secured at the point of offer are set to examinable. Exchange students have to seek the permission from their home University before they can set an examinable module to audit, as modules set to audit might not be allowed for credit transfer. Some modules cannot be set to audit.</p> <p>In order to set an audit module to examinable, exchange students need to seek the approval from NUS Registrar's Office.</p>
Grading System	<p>Student may refer to <a href="http://www.nus.edu.sg/registrar/adminpolicy/gradingexam.html">http://www.nus.edu.sg/registrar/adminpolicy/gradingexam.html</a> for NUS grading policy. The grading system for the modules taken in NUS can be found at the back of the official NUS transcripts.</p>

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

List of modules available to exchange students

Student should refer to <https://share.nus.edu.sg/registrar/info/ng/NG-Modules.pdf> for the list of modules available to exchange students.

The list will be updated around May to June each year. Usually the information will not differ much from year to year.

Is course information (e.g. description, syllabus) available online?

Yes, course information is available at: <http://www.nus.edu.sg/registrar/nusbulletin/modulesearch.html>. Detailed course information may also be available at respective Faculties and Schools' websites. Students should only refer to this link for course information and not course selection because not all the modules in this link are open to exchange students.

Are course schedules/timetables available online?

Yes. Class timetables are available at: <https://webrrb.nus.edu.sg/ctt/builder.aspx>. The timetable will be updated around early July and mid-November each year. Please check the timetable for approved modules to ensure that there is no clash.

Module constraints and restrictions

Please refer to [Modules Restrictions](#) for more details. **(MUST READ)**

All incoming students are advised to be as flexible as possible with their module requirements. There are no guarantees for any modules at NUS, and some modules are in high demand and will be difficult to register for. NUS experiences a very high demand from students for **Business, Law and Economics** courses. Incoming students who wish to enroll into these courses in particular need to be very flexible in their study plan. It is also recommended that they prepare an alternative study option to include courses offered by other NUS Faculties & Schools.

Please note that higher level undergraduate courses (e.g. Module Code starting from 4000 & above) have very limited capacity and are usually not available to exchange students. In order to increase the chances of securing enough modules, incoming exchange students should consider taking modules with module code starting from 1000 to 3000 (please refer to the "[List of modules available for exchange students](#)").

Master level modules are open to students coming under master-level exchange agreement only. (E.g. MBA modules).

Modules from the following Faculties/Schools/Institutes/Departments are **NOT** open to any Non-Graduating students:

- Faculty of Dentistry
- Yong Loo Lin School of Medicine
- Saw Swee Hock School of Public Health
- Yong Siew Toh Conservatory of Music
- Institute of Systems Science
- Singapore-MIT Alliance
- All modules offered by self-funded programmes. <https://share.nus.edu.sg/registrar/info/gd/Self-Funded-Graduate-Programmes.pdf>

**Limited** modules from the following Faculties/Schools/Institutes/Departments are available to Non-Graduating students:

- Lee Kuan Yew School of Public Policy - only for graduate students supported by University-wide exchange agreement
- University Scholars Programme - only when there is prior agreement between selected partner universities
- Department of Pharmacy at Faculty of Science

<p><b>Module constraints and restrictions - continued</b></p> <p>Please refer to <a href="#">Modules Restrictions</a> for more details. <b>(MUST READ)</b></p>	<p><b>Architecture</b></p> <ul style="list-style-type: none"> <li>• Open to Architecture majors only.</li> <li>• Applicants <b>must</b> submit a digital/hardcopy portfolio to support their exchange application.</li> </ul> <p><b>Business</b></p> <ul style="list-style-type: none"> <li>• Open to Business majors only. However, not all Business majors will be able to enrol in Business modules due to the high demand.</li> <li>• Exchange students need to secure at least 2 Business modules during the application period in order to be able to participate in the Business School's Add/Drop module period at the start of each semester.</li> <li>• Exchange students will be considered for Business modules for <b>ONE SEMESTER</b> only.</li> </ul> <p><b>Law</b></p> <ul style="list-style-type: none"> <li>• Open to Law majors only.</li> <li>• Only selective electives Law modules (i.e. with module code LL4XXX) are available for exchange students.</li> <li>• Students are encouraged to take only the sufficient amount of credits (<b><i>not in excess</i></b>), as required by their home university.</li> <li>• Exchange students with double majors (Law as one of the majors) must secure <u>at least 2 law modules</u> per semester during the application period in order to be contacted by Law for the separate Law module registration exercise.</li> <li>• Shortlisted students will be contacted via email from Law to register for Law modules. Students who failed to register their modules with Law during the stipulated registration period will not get any Law modules.</li> <li>• Students should expect some variations in the modules offered by Law during the registration period.</li> </ul>
<p><b>Are students allowed to take cross-faculty modules?</b></p>	<p>Yes, subject to fulfilment of pre-requisites, availability of the modules, timetabling as well as approval from home university.</p>
<p><b>Minimum and maximum number of modules to be taken for each semester/year</b></p>	<p>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.</p> <p>According to Singapore's immigration guidelines, students need to have at least 3 modules or 12 modular credits per semester in order to be eligible for the Student's Pass application.</p> <p>Exchange students should only take sufficient credits, <b><i>not in excess</i></b>, as required by their home university.</p>
<p><b>Can students take modules of a different level, e.g. students at Year 1 take Level 3 modules?</b></p>	<p>Yes, subject to:</p> <ol style="list-style-type: none"> <li>1. Pre-requisites of the modules;</li> <li>2. Availability of the modules;</li> <li>3. Class and Examination timetabling; and</li> <li>4. Approval by the respective NUS faculties/departments</li> </ol> <p>In general, the first number of the module code is an indication of year of study.</p>

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More information on modules selection and application

Students are advised to read the step-by-step guide on modules selection and application which can be found on [page 4](#) of the online publication, "Journey Beyond Your Shores" 2014 issue  
<http://www.nus.edu.sg/iro/home/jbys.html>

Students can also refer to **NUS Registration Guide** for more information.

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Confirmation on the modules allocated to exchange students

Successful exchange applicants will be given a link to view their allocated modules in the Letter of Offer sent via email by NUS Registrar's Office.

Students are advised to check the [timetable](#) for all allocated modules. If there is any clash in the examination or class time, students **must** drop modules during the Module Add/Drop exercise.

#### Exchange Application Deadlines

Application Timeline	NUS Semester 1 / Full Year (August - December) / (August - May)	NUS Semester 2 (January - May)
Nomination deadline	15 March	1 September
Online Application	21 March - 15 April	1 September - 1 October
Submission of supporting documents (hardcopy)	1 May	15 October
Application Outcome	Mid-June	Mid-November

Nomination to NUS International Relations Office (IRO)

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.

Nomination list must reach SEP Manager by **15 March** for a Full Year or Semester 1 exchange and **1 September** for Semester 2 exchange. **Nominations and applications received after the deadlines might not be processed** in time for exchange in the respective semester.

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Application outcome

Successful students will be given the Offer Letter by second week of June (for those coming in August) or second week of November (for those coming in January) via email.

Students should check their email regularly (including emails in spam folder) in the event further information and/or reselection of modules is required from them.

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Can students extend their exchange period?

This is generally not allowed unless there is a written approval given by the home university exchange coordinator and NUS SEP Manager. Please refer to the following link:  
<http://www.nus.edu.sg/registrar/edu/ng-current.html#extension> for procedures on extension request.

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When will the Official Transcripts be ready?

Copies of transcript will be sent directly to the student exchange office at the home university, approximately **two months** after the completion of the exchange if the students have no outstanding fees.

Students who wish to print out an unofficial transcript can do so via myISIS student portal.

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### Application procedures and deadlines

1. Submit online application at  
<https://aces01.nus.edu.sg/ngAdmForm/index.jsp>

For instructions on how to fill in the application form:  
<https://share.nus.edu.sg/registrar/info/ng/General-Instructions-for-Application-to-NUS-NG-Programme.pdf>

Prospective exchange students **must** indicate on their initial exchange application that they are **Non-Graduating Exchange (NGE) Students** and that they require on-campus accommodation in order to be considered for on-campus housing.

In order to maximize the chances of securing at least 3 modules or 12 modular credits per semester, students are advised to use up all the 10 module choices in the online application form.

2. Print a copy of completed online application form.

Prepare supporting documents

<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 (for Law modules application only)
- Digital/hardcopy portfolio (for Architecture modules application only)
- Copy of passport page (showing the nationality and personal details)

*\*Also to be uploaded in the online application*

3. Applicant who has made a voluntary health declaration in the online application form should support the declaration with a doctor's certification/letter if he/she need to seek special assistance while on exchange at NUS. As NUS does not have a Disability Support Office, the type of special assistance will be limited to the availability of resources and trained personnel on campus.
4. 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

5. All supporting documents must reach the Registrar's Office by **1 May** for Semester 1 exchange and **15 October** for Semester 2 exchange.
6. Late and incomplete application might not be accepted.

## Medical Insurance

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

Yes. Every international student must take up the compulsory NUS Health and Insurance Scheme (HINS) which is included in the Miscellaneous Student Fees (MSFs). Please refer to <http://www.nus.edu.sg/uhc/healthservice/insurance/G&NG.html> for more information on the insurance coverage.

**Is university accommodation available for exchange students? Is it guaranteed?**

NUS does offer on-campus accommodation, but it is **NOT** guaranteed.

As NUS welcomes more and more exchange students each year, on-campus housing is becoming even more limited. The University is also anticipating further pressure on housing in Academic Year 2014/15 due to ongoing renovations to Residence Halls and the expansion of new initiatives, including the new Yale-NUS College.

**Students who do not indicate they are NGE students and require on-campus accommodation on their initial application will automatically not receive an invitation to apply for housing on their Offer Letter from RO.**

**What are the options?**

**Students should prepare to search for off-campus accommodation if they have not been invited to apply for on-campus accommodation.**

With a population of nearly 5.4 million people, and a land area of just 716 square kilometers (276 square miles), the island city-state of Singapore has seen a drastic increase in rental prices in recent years. Rental prices in Singapore are now comparable to those seen in other large cities including New York, London, or Tokyo.

NUS has built relations with several off-campus housing options that are affordable to students and convenient to NUS' main Kent Ridge Campus and Bukit Timah Campus (for Law students). These include:

- **Yo:HA Student Hostel Ulu Pandan and Henderson Outlets**  
<http://www.yoha.com.sg/hostels.aspx>
- **Evan's Lodge (near Bukit Timah Campus)**  
<http://www.evanslodge.com.sg/>
- **Hwa Chong Institution Boarding School**  
[www.hcibs.edu.sg](http://www.hcibs.edu.sg)

For a complete list of off-campus accommodation options, please refer to the following [Guide](#) prepared by NUS Office of Student Affairs.

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**How would students be informed if they are selected for on-campus accommodation?**

Offer Letters from Registrar's Office will notify students if they have been invited to apply for on-campus housing following their acceptance into the exchange programme. Please note that an invitation to apply for housing does **NOT** guarantee placement. Further information on the housing application process is included in that invitation.

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**What are the administrative procedures to follow once students have been offered accommodation?**

To apply for on-campus accommodation, students must pay the non-refundable application fee of SGD26.75. In the event that students are successful in securing on-campus accommodation, they will be required to formally accept their offer and pay a deposit of SGD200.00 by a stipulated deadline. **If a student is offered housing, but fails to accept the offer and/or does not pay the deposit by the stipulated deadline will automatically forfeit his/her allocated accommodation.** Please read terms and conditions found at <http://www.nus.edu.sg/osa/has/non-graduating/hostel-application-exercises-terms-and-conditions/168>.

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Is on-campus accommodation available over semester breaks?	Yes, students who are on full year exchange and have successfully secured on-campus housing, are eligible for vacation stay at additional rates. <a href="http://www.nus.edu.sg/osa/has/non-graduating/hostel-rates">http://www.nus.edu.sg/osa/has/non-graduating/hostel-rates</a>
Compulsory meal plans for selected on-campus accommodation	<p>If students stay at the <a href="#">Residential Colleges</a> in University Town or in the <a href="#">Hall of Residences</a>, they will have to pay for the compulsory meal plan during their stay on campus.</p> <p>The food offered under the compulsory meal plan is certified Halal. However, it might not be suitable for strict Vegans or students who need Kosher food. Students with special dietary requirements can consider staying at the on-campus accommodation options (e.g. Prince George's Park Residence) that do not have compulsory meal plans.</p> <p>For more information on compulsory meal plans, visit <a href="http://nus.edu.sg/osa/has/undergraduate/hostel-rates">http://nus.edu.sg/osa/has/undergraduate/hostel-rates</a>.</p>
Check-in	Check-in to on-campus accommodation is available from Monday to Friday during office hours from 9am to 5pm. To request a check-in outside of office hours, please refer to <a href="http://nus.edu.sg/osa/has/contactus">http://nus.edu.sg/osa/has/contactus</a>
<b>Visa Requirements</b>	
Are exchange students required to obtain a visa (Student's Pass)?	<p>Yes. Exchange students who have been accepted to NUS will receive instructions via email for the Student's Pass application.</p> <p>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.</p>
If yes, will the university assist in the application?	The assigned date for official registration for Student Pass can be found in the <b>NUS Registration Guide</b> . Link to this guide can be found in the Offer Letter.
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 email).
<b>Arrival, Registration &amp; Student Events</b>	
NUS Registration Guide <b>(MUST READ)</b>	Students are expected to read the <a href="#">Registration Guide</a> and understand the deadlines and procedures mentioned before travelling to Singapore.
Is airport pick-up service available?	<p>Students who have received confirmed NUS housing may apply for airport reception (Meet-n-Greet Service) offered by the Office of Student Affairs. Please note there is no guarantee of this service being available for every student.</p> <p><a href="http://www.nus.edu.sg/osa/iss/welcome/airport-meet-and-greet">http://www.nus.edu.sg/osa/iss/welcome/airport-meet-and-greet</a></p>
Which student events are available to exchange students?	There are many activities organised by International Student Services and International Relations Office for exchange students in each semester. These events include the major Orientation programmes as well as many other programmes which are lined up throughout the semester to let exchange students know more about NUS and Singapore.

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For more details, please refer to our [website](#).

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## Estimated Monthly Expenses (in Singapore Dollars)

University-administered accommodation	S\$280 - \$720 <a href="http://www.nus.edu.sg/osa/has/non-graduating/hostel-rates">http://www.nus.edu.sg/osa/has/non-graduating/hostel-rates</a>	
Private accommodation	Refer to <a href="http://nus.edu.sg/osa/has/other-accommodation">http://nus.edu.sg/osa/has/other-accommodation</a>	
Food/Meals (Most on-campus accommodation comes with compulsory meal plans)	<p>S\$400 to S\$800 (3 meals a day)</p> <p>For Residential Colleges in University Town, the cost of the meal plan is \$8.00 per day (incl. GST), and is mandatory for all members of the Residential Colleges. The estimated total cost for Semester 1 is \$864 and for Semester 2 is \$816. Breakfast and dinner will be provided every day of term except Saturdays (breakfasts only) and Sundays (dinner only).</p> <p>For Halls of Residence, the estimated total cost for Semester 1 is \$404.50 and for Semester 2 is \$382.00. Breakfast and dinner will be provided every day of term except Saturdays (breakfasts only) and Sundays (dinner only).</p>	
Personal expenses	S\$500 to S\$800 (such as books, sundries and local transportation, telecommunication, etc.)	
Mandatory Miscellaneous Student Fees (MSFs)	<a href="http://www.nus.edu.sg/registrar/edu/ng.html#fees">http://www.nus.edu.sg/registrar/edu/ng.html#fees</a>	
Other fees (e.g. student pass application fees etc.)	Student's Pass: S\$90 to S\$120	
Opening a bank account in Singapore	<p>Banks in Singapore need exchange students to stay in Singapore for more than 6 months before they are eligible to open a bank account.</p> <p>For students who are not eligible to open a bank account in Singapore, we suggest that they bring enough cash to last for at least the first month of their stay in Singapore. Subsequently, they can withdraw additional cash at the numerous ATMs machine on campus and around Singapore.</p> <p>Students may also wish to look into international banks that have branches in their home country as well as Singapore, and find out from the bank directly about using their account while in Singapore. More details are shared in the International Student Guide prepared by the Office of Student Affairs. <a href="http://www.nus.edu.sg/osa/iss">http://www.nus.edu.sg/osa/iss</a></p>	
Can exchange students work?	On Campus No	Off Campus No

For general queries on student exchange programme, please find the answers at <http://nusiro.custhelp.com/>

Information correct as at 8 August 2014