



**NATIONAL UNIVERSITY OF SINGAPORE
INTERNATIONAL RELATIONS OFFICE: GLOBAL EDUCATION
INFORMATION SHEET FOR AY 2011/2012**

| Office dealing with exchange matters International Relations Office | |
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| 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-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 |
| Section Head Global Education | Ms Chooi Foong Sin Tel: (65) 6516 1350 Email: irocfs@nus.edu.sg |
| Student Exchange Programme Manager (China, Hong Kong and Taiwan) | Ms May Yee SEP Manager Tel: (65) 6516 1694 Email: iromy@nus.edu.sg |
| Student Services Advisor - Inbound | Ms Teng Teng Lim Tel: (65) 6516 5750 Email: iroltt@nus.edu.sg |
| Office handling admission of non-graduating (exchange) students Registrar's Office | |
| Contact | National University of Singapore #UHL-01-01 University Hall 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 |
| Americas | Ms Chow Mun Kit Email: regcmk@nus.edu.sg |
| Asia-Australasia | Ms Nazihah Binti Ahmad Email: regna@nus.edu.sg |
| Europe / Middle East / Africa | Ms Martini Wanhar Email: regmw@nus.edu.sg |

| Semester Dates (AY2011-2012) | 1 st semester | 2 nd semester |
|------------------------------|--------------------------|--------------------------|
| Teaching | 8 Aug -11 Nov 2011 | 9 Jan - 13 Apr 2012 |
| Examinations | 19 Nov - 3 Dec 2011 | 21 Apr - 5 May 2012 |
| Vacation (if any) | 4 Dec 2011 - 8 Jan 2012 | 6 May - 5 Aug 2012 |

Academic Matters

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| Language of instruction | English |
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| Language requirement | Exchange students from non-English medium institution are required to submit either the TOEFL or IELTS result if they are applying to read modules from NUS Faculty of Law. http://www.nus.edu.sg/registrar/edu/ng.html#general |
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| Language courses | 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 certification letter from home university to declare their level of proficiency in the language(s). For details please see: http://www.fas.nus.edu.sg/cls/index.htm |
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| Modular System | 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 hrs 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. http://www.nus.edu.sg/registrar/edu/modular.html |
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Course-related Information (for exchange students)

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| Is course information (eg. description, syllabus) available online? | Yes, course information is available at: http://www.nus.edu.sg/registrar/nusbulletin/modulesearch.html |
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| Are course schedules/timetables available online? | Yes. Class timetables are available at: https://webrb.nus.edu.sg/ctt/classtt.aspx |
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| Restricted programmes or courses (not open to exchange students) | Refer to http://www.nus.edu.sg/registrar/edu/ng.html#academic under Part 3: Modules Restriction * Please note that modules from NUS Business School are extremely popular and often over-subscribed. As such, full year exchange students who wish to apply for Business modules may only do so in <u>one of the two semesters</u> . |
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| 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, regardless of whether modules are set to audit or examinable. |
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| 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. |
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| Can students take modules of a different level, eg. students at Year 1 take Level 3 modules? | Yes, subject to: <ol style="list-style-type: none"> 1. Pre-requisites of the modules; 2. Availability of the modules; and 3. Approval by the respective NUS faculties/departments <p>The first number of the module code is an indication of level and not year of study.</p> |
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| Exchange-related Information | | |
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| Application deadline | Semester 1 15 April | Semester 2 1 October |
| Application method | <ol style="list-style-type: none"> 1. Submit online application at https://aces01.nus.edu.sg/ngAdmForm/index.jsp 2. Print a copy of completed online application form. 3. Prepare supporting documents <ul style="list-style-type: none"> • 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) <p><i>*To be uploaded in the online application</i></p> <p>https://share.nus.edu.sg/registrar/info/ng/NGCheckList.pdf</p> 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 and 15 October for Semester 2. <p>For more details and useful information for application: http://www.nus.edu.sg/registrar/edu/ng-applyinstructions.html</p> | |
| Nomination to NUS International Relations Office (IRO) | <p>With effect from Academic year 2010, all partners were requested to provide a listing of students nominated for exchange to NUS. Student applications will be processed only if their names appear on the nomination list.</p> <p>Please send your nomination list to the relevant SEP manager by 31 March for Semester 1 and 15 September for Semester 2.</p> | |
| Application outcome | <p>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.</p> | |
| Is medical report required? | <p>All incoming international students who are applying for Student's Pass for 6 months and above are required to do a medical examination (details will be provided in your offer package).</p> | |
| Can students extend their exchange stint? | <p>If the exchange quota permits, student may be allowed to extend his/her exchange stint in NUS.</p> | |
| If yes, please advise application deadline and the procedures. | <p>Please refer to the following link: http://www.nus.edu.sg/registrar/edu/ng-current.html#extension for procedures on extension request.</p> | |
| When will the Official Transcripts be ready? | <p>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.</p> | |

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

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| Is university accommodation available for exchange students? Is it guaranteed? | Accommodation is not guaranteed but we will try our best to place exchange students on either on-campus or off-campus options. |
| Where will exchange students be accommodated? | Refer to http://www.nus.edu.sg/osa/housing/nongraduating/index_new.html |
| Will exchange students be assigned an accommodation after submitting their SEP application? | The request for housing is incorporated in the online exchange application. |
| What is the application procedure? | Successful applicants will receive instructions on housing application procedure via the Letter of Offer which will be sent via email. |
| Is accommodation available over semester breaks? | Yes, students who are on full year exchange are eligible for vacation stay. The rates are available via this link: http://www.nus.edu.sg/osa/housing/undergraduate/rates.html |
| If on-campus accommodation is not available, will there be any assistance in finding private housing? | Refer to http://www.nus.edu.sg/osa/housing/others/index.html |
| Website for information on accommodation | http://www.nus.edu.sg/osa/housing/nongraduating/index_new.html |

Visa Requirements

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| Are exchange students required to obtain a student's pass? | Yes. Exchange students who have been accepted to NUS will receive instructions via email for 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. |
| If yes, will the university assist in the application? | Please refer to this link: http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#immigration for more information. |

Arrival / Orientation Programme

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| Scheduled registration dates | 1 st semester: | 2 nd semester: |
| | Between 27 - 30 Jul 2011 | Between 4 - 5 Jan 2012 |
| Is airport pick-up service available? | Students who have received confirmed NUS housing may apply for airport reception (Meet-n-Greet Service) offered by the Office of Student Affairs. http://nus.edu.sg/osa/international/index.html | |
| Is orientation programme available? | Semester 1: | Semester 2: (still tbc) |
| If yes, when will it be held? | 1 - 6 Aug 2011 | Around: 4 Jan & 5 Jan 2012 |

Medical Insurance

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| Are exchange students required to purchase a compulsory medical | Yes. Every international student must take up the compulsory NUS Group |
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| insurance plan? | Medical Insurance Scheme (GMIS). Please refer to the following for more information: http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#insurance | | | | |
| Estimated Monthly Expenses (in Local Currency) | | | | | |
| University-administered accommodation | S\$400 - \$732 Refer to http://www.nus.edu.sg/osa/housing/undergraduate/rates.html | | | | |
| Private accommodation | Refer to http://www.nus.edu.sg/osa/housing/others/index.html | | | | |
| Food/Meals | S\$400 to S\$800 (3 meals a day) | | | | |
| Personal expenses (such as laundry, sundries and local transportation) | S\$250 to S\$350 | | | | |
| Academic expenses eg. books (per semester) | S\$200 to S\$300 | | | | |
| Compulsory Insurance (per semester) | S\$58.85 | | | | |
| Any fees other than tuition (e.g. student services etc) | 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 | | | | |
| Are exchange students allowed to work? | <table border="1"> <tr> <td>On Campus</td> <td>Off Campus</td> </tr> <tr> <td>No</td> <td>No</td> </tr> </table> | On Campus | Off Campus | No | No |
| On Campus | Off Campus | | | | |
| No | No | | | | |

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| Important Websites | |
| | <p>NUS www.nus.edu.sg</p> <p>International Relations Office www.nus.edu.sg/iro</p> <p>Registrar's Office (Non-Graduating Programme) http://www.nus.edu.sg/registrar/edu/ng.html</p> <p>Online Course Catalogue http://www.nus.edu.sg/registrar/nusbulletin/modulesearch.html</p> <p>Special Term Course Listing (Correct for AY 2010/11) https://share.nus.edu.sg/registrar/info/specialterm/ST-Modules-Available.pdf</p> |

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

Information correct as at 12 August 2011