

# ADMISSION HANDBOOK

**SPECIAL TERM 1, AY2021/2022 (MAY 2022 INTAKE)**

**MASTER OF SCIENCE (PHARMACEUTICAL SCIENCE & TECHNOLOGY)**



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## REGISTRATION PROCEDURES

There are two parts to the student registration. It is compulsory for students to complete Registration (Part One). The offer letter will indicate if student is required to complete Registration (Part Two).

### REGISTRATION (PART ONE)

All incoming students are required to complete Registration (Part One) online by updating their personal particulars and completing the necessary online forms in the registration system. It is also mandatory for all incoming students to declare online that they have read and agreed to the relevant NUS policies, undertakings, and authorization requirements.

International students are advised to check the Ministry of Health website (<https://www.moh.gov.sg/covid-19>) before planning their arrival in Singapore. International students are also required to read and understand the Entry Approval Process and Stay Home Notice information (where applicable) via <https://www.nus.edu.sg/registrar/academic-activities/registration/administrative-matters> (refer to **[IMPORTANT] Additional Measures in Response to COVID-19**).

Registration (Part One) will open from **15 April to 08 May 2022**. Please login to <https://myregistration.nus.edu.sg> using your application number and application password. If you forgot your application password, you may reset it at <https://inetapps.nus.edu.sg/GDA2/Applicant.aspx/Account/ForgetPassword>.

Please check your email inbox regularly and email [scibox1@nus.edu.sg](mailto:scibox1@nus.edu.sg) if there are any changes to your contact details prior to completing Registration (Part One). For the latest information on registration, please go to <http://www.nus.edu.sg/registrar/academic-activities/registration>. Should you require assistance on Registration (Part One), please email [GDregistration@nus.edu.sg](mailto:GDregistration@nus.edu.sg).

Once you have completed Registration (Part One), you may retrieve your **Student ID, PIN and NUSNET account** information from the same system.

Your NUSNET account can be used to access a variety of NUS online resources, including your **NUS Email** and the **Education Records System (EduRec)**. It is important that you keep your NUSNET account information and Student PIN strictly confidential as you are responsible for maintaining the security of your NUSNET password/PIN and for all transactions under your account. Your NUSNET account will be activated **one working day** after you have completed the online Registration (Part One).

### REGISTRATION (PART TWO)

Upon completion of Registration (Part One), you **may** be required to report for Registration (Part Two). Please refer to the details in your Offer Letter.

If you are exempted from Registration (Part Two), your Student Card will be delivered to your mailing address by post upon your completion of Registration (Part One) or by mid of May 2021, whichever is later.

For all other students, please email Ms Fynn Chng at [scicbc@nus.edu.sg](mailto:scicbc@nus.edu.sg) to schedule an appointment to complete Registration (Part Two) **after** completion of Stay Home Notice (where applicable).

If you have been offered provisional admission, please ensure that you email a copy of your final transcript, degree certificate and any outstanding documents to Ms Fynn Chng at [scicbc@nus.edu.sg](mailto:scicbc@nus.edu.sg) as soon as possible.

## **ENTRY APPROVAL (FOR INTERNATIONAL STUDENTS)**

All existing Student's Pass (STP) holders, and those who have been granted In-Principle Approval (IPA) Letter for STP, who are planning to enter or return to Singapore must obtain an Entry Approval before commencing your journey to Singapore.

With effect from 5 April 2021, Entry Approval application for STP and STP-IPA holders will be managed by the Safe Travel Office (STO) under the Immigration & Checkpoints Authority (ICA).

Please note that all STP holders who are applying to enter Singapore from 1 November 2021 are required to be fully vaccinated before arrival in Singapore.

- STP and STP-IPA holders are to apply for their Entry Approvals directly via the [STO website](#).
- A step-by-step guide on the application process, information on PCR Tests, SG Arrival Card and SHN is also available on the STO's website.

As mentioned on the STO's website, there is a Safe Travel Enquiries Helpline at 6812 5555 and an [enquiry form](#) to help you with your queries. Those arriving in Singapore without the Entry Approval will not be allowed to clear immigration and will be required to fly out of Singapore within 48 hours at their own cost. Those who fail to comply will have their STP cancelled or STP-IPA rescinded by ICA.

For Singapore Citizens/Singapore Permanent Residents who are planning to return to Singapore, please refer to [STO website](#) for more information.

Travellers planning to enter Singapore must comply with the prevailing border control measures and public health requirements. Please refer to the [SafeTravel website](#) for the latest measures and requirements.

Details of relevant administrative matters can also be obtained from <https://www.nus.edu.sg/registrar/academic-activities/registration/administrative-matters> .

## OTHER ADMINISTRATIVE MATTERS

### **Safe Management Measures**

As Singapore is easing of Safe Management Measures (SMMs), the following safe management practices will need to be adhered to by all students:

1. Reduced physical interaction and maintaining a safe distancing of at least 1 meter
2. Download and activate **NUS uNivUS app** (ensure Green Pass is obtained) and **Trace Together app** when in campus
3. Mask-wearing to be required for indoor settings, but optional in outdoor settings.

Please refer to the latest safety circulars at <https://emergency.nus.edu.sg/circulars/>

### **Change of Contact Details**

After you have completed your registration formalities, if there are any changes to your Mailing Address, Payment Address and Emergency Contact details, please update the changes via [EduRec](https://myedurec.nus.edu.sg) at <https://myedurec.nus.edu.sg>.

All correspondence from the University will be sent to your mailing address as updated in [EduRec](https://myedurec.nus.edu.sg) and/or your official NUS student email address. It is important that you keep your mailing address updated and read your emails frequently. The latest notices/circulars will also be communicated via your NUS email address. The University will not be accountable for delayed or lost mail due to incorrect or obsolete addresses and contacts.

You are strongly encouraged to maintain up-to-date bank details to ensure that refund payment (if any) will be credited into your account accurately. Details please refer to [Student Guide for Student Finance](#) (item 2 : View/Update Bank Account Details)

Please also ensure that your emergency contact details in [EduRec](https://myedurec.nus.edu.sg) are up-to-date. Information on your emergency contact details will help the University in its readiness to deal with crisis and emergency.

More user guides on myEduRec navigation are available via [myPortal](#) for your reference.

### **Change in Personal Particulars**

Throughout your candidature, you are responsible for keeping your personal particulars (including citizenship, official/legal name, identity card/passport details, mailing address, mobile number & personal email) updated in the University's myEduRec records in a timely manner, preferably within **five** working days of the effective change of the affected personal particulars.

With effect from early May 2022, students may do a self-update of personal particulars in myEduRec records, retrieving from SingPass. Firstly, please ensure that your particulars are updated in SingPass before you proceed to activate this self-update in myEduRec (*navigation path : myEduRec > Personal Info > MyInfo Demographic Information*).

Please refer to the <https://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate/responsibility-for-notices-circulars-and-updates-of-personal-particulars> for more details.

Change in residency (eg. Singapore Citizenship or Singapore Permanent Resident) **which results in tuition fee rate changes will be effected in the current semester only if the self-activate update in myEduRec is completed no later than the end of the second instructional week.** Updates done beyond that will have the revised tuition fee effective only in the following semester.

## MEDICAL EXAMINATION AND INSURANCE SCHEME

### MEDICAL EXAMINATION

#### ***Pre-enrolment Medical Examination (Compulsory for ALL students)***

Admission to NUS is subject to good health and absence from organic diseases. All students are required to undergo a mandatory pre-enrolment medical examination prior to admission. The University reserves the right to refuse your admission if you decline to undergo such health examination and/or to be tested for any organic or communicable disease. The medical examination can be done at the University Health Centre (UHC) or as in the case of International students, in the student's home country.

All students are required to use the prescribed NUS Pre-enrolment Medical Examination Report Form which is enclosed (**Annex A**). Alternatively, the same medical form may be downloaded at

[http://www.nus.edu.sg/uhc/docs/default-source/default-document-library/graduate.pdf?sfvrsn=7f37a850\\_2](http://www.nus.edu.sg/uhc/docs/default-source/default-document-library/graduate.pdf?sfvrsn=7f37a850_2)

**Local Students** have the choice of:

- Completing the pre-admission medical examination at UHC by **13 May 2022** ; or
- Doing the pre-admission medical examination with any registered health physician and submit the pdf version of the completed pre-admission medical examination form (Part I self-declaration & Part II doctor's certification) and scanned copy the chest X-ray reports, email to [preadm\\_med@nus.edu.sg](mailto:preadm_med@nus.edu.sg) by **13 May 2022**. The completed medical reports and X-ray reports must have a validity date of 6 months or less. To minimise risk of COVID-19 transmission and crowding at UHC, **no in-person or walk-in submissions will be accepted.**

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 Medical Examination 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.

**International Students** are to complete **both**:

1. Pre-enrolment Medical Exam (**Annex A, found on page 8**). *(to be submitted directly to UHC NUS)*

Please complete the pre-enrolment medical exam at your home country. please ensure that the pre-admission medical examination form (Part 1 self-declaration & Part 2 doctor's certification) and scanned copy the chest X-ray reports are completed in English and email to [preadm\\_med@nus.edu.sg](mailto:preadm_med@nus.edu.sg) by **13 May 2022**.

**and**

2. Medical Exam report form for application of Student's Pass (**Annex B, found on page 10**). *(to be submitted to ICA when applying for Student's Pass)*

This is to further strengthen the control of communicable diseases like Human Immunodeficiency Virus (HIV) and Tuberculosis in Singapore. The original HIV laboratory test and chest X-ray reports, together with the completed ICA Medical Examination Report for Student's Pass, must be submitted to the Immigration & Checkpoints Authority (ICA) after completing your registration formalities with us. Issuance of the Student's Pass is subjected to the outcome of the medical report. Students who fail to fulfil the medical requirements (eg. those who are found to have active Tuberculosis or HIV infection) will not be issued with a Student's Pass and hence will not be allowed to register as a student of NUS. Therefore, please ensure that you have cleared your medical examination before travelling to Singapore.

In the interest of time, you are encouraged to do your medical exams in your home country. Please request the doctor to complete both forms. The doctor must record and certify the results of the medical examination conducted using the official medical report form given by the Immigration and Checkpoint Authority (ICA). **The medical reports, laboratory test and x-ray reports must be completed in English. The chest x-ray report should bear the student's particulars such as name, identification number and date of birth as indicated in the passport. A medical report in any other form or format will not be accepted.**

**Please note that the reports must not be issued more than 3 months prior to submission to ICA.**

The pre-enrolment medical check-up consists of the following:

- Physical Examination
- Chest X-Ray (for International students only)
- HIV Test (for International students only)

The cost of medical examination will be borne by the student.

**Instructions for Local Students who wish to complete pre-admission medical examination at University Health Centre (UHC):**



UHC is located at 20 Lower Kent Ridge Road, Health Service Level 1, National University of Singapore, Singapore 119080.

After accepting your offer, you may make an appointment online with UHC at <https://www.gevme.com/nus-pre-admission-medical-examination-2022> . Do note that the whole medical examination process will take approximately 1.5 – 2 hours. You are also requested to bring your medical examination form (with Part I completed) on the day of your medical check-up. For further details please refer to <http://www.nus.edu.sg/uhc/general-health/medical-examination/pre-admission/pre-admission-medical-exam> for the pre-admission medical exam process and the rates of the medical examination, and the FAQs at <https://nus.edu.sg/uhc/resources/faq/faq>

### ***Instructions for Students who are completing pre-admission medical examination outside UHC***

Students who did not complete the pre-enrolment medical exam at UHC will need to PDF the completed Pre-enrolment Medical Examination Report Form, scanned copy of the chest X-ray reports and email to [preadm\\_med@nus.edu.sg](mailto:preadm_med@nus.edu.sg) by the stipulated deadline indicated above.

**Please note that the medical results and reports must be written in English.**

Students who are exempted from Registration (Part Two) will need to PDF the completed Pre-enrolment Medical Examination Report Form and email to [preadm\\_med@nus.edu.sg](mailto:preadm_med@nus.edu.sg) by the stipulated deadline as well.

## **NUS STUDENT INSURANCE SCHEME**

It is compulsory for all full-time graduate students to subscribe to our NUS Student Insurance Scheme. Those exempted are students who

- Pass their final examination and complete their programme
- Convert to part-time candidature
- Are on Leave of Absence

The benefits of this scheme are as follows:

- Personal accident insurance coverage
- Hospitalization, surgical and mental health insurance scheme
- Outpatient specialist care

Students who subsequently convert their candidature from full-time to part-time basis will continue to be covered for the period in which the premium has earlier been paid. Students who convert to part-time candidature after the fee payment deadline are liable to pay the insurance premium for that semester. There is no refund of premium paid.

For further details, please refer to the University Health Centre's website at <http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters> .

To make insurance claims, please proceed to <http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters#local>.

The NUS Medical Scheme does not cover all forms of overseas outpatient medical treatment of illnesses. Thus, you are strongly advised to have adequate medical coverage when travelling overseas for exchange or study programmes. You may wish to contact any insurer for detailed information to provide such coverage to suit your needs during your stay overseas on study programmes or other related activities.



**UNIVERSITY HEALTH CENTRE (HEALTH SERVICE)**  
**Admission Medical Examination Report - Graduate Students (Local and International)**

**PART I (Personal Particular to be completed by Student)**

Full Name: \_\_\_\_\_ Gender: Male / Female  
(underline Surname / Family Name)

Course of Study: \_\_\_\_\_ Email Address: \_\_\_\_\_

NRIC / Passport No: \_\_\_\_\_ FIN No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality (citizenship status): \_\_\_\_\_

Home Address: \_\_\_\_\_

Tel No (Handphone): \_\_\_\_\_ (Home): \_\_\_\_\_

In case of emergency, person to contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Person's Contact No: \_\_\_\_\_ Email Address: \_\_\_\_\_

1) Are you currently under treatment or have been treated for any long-term physical condition?

No  Yes

*If "Yes", please provide details.*

\_\_\_\_\_

2) Are you currently under treatment or have been treated by a psychiatrist, clinical psychologist, or other mental health professional?

No  Yes

*If "Yes", please provide details (diagnosis, treatment, date and duration, etc – Please use a separate sheet if necessary).*

\_\_\_\_\_

**Personal Medical History:**

Have you suffered from or undergone any of the following?

(Please Tick [✓] No or Yes. If “Yes” please specify condition and duration.)

	No	Yes	Details
Allergies			
Acute/Chronic Respiratory Disorders			
Blood Disorders			
Gastro-intestinal Disorders			
Heart Disorders			
Injuries or Deformities			
Kidney / Urinary Disorders			
Muscular / Joint Disorders (e.g. scoliosis)			
Skin Disorders			
Surgical Procedures			
Any other conditions (e.g. Hepatitis B Carrier, G6PD deficiency, menstrual disorders)			

I hereby certify that the answers given by me to the above listed questions are correct and true. I understand that NUS at its discretion, can choose not to bear costs of any future medical impairment, illness, treatment or investigation that may arise, should there be false or incomplete declaration made on the above. I have no objection to the release of my medical report(s) from the hospital(s) or doctor(s) concerned, if necessary.

I hereby consent to NUS collecting and using the information I have provided herein for the purposes of evaluating my admission to NUS. Further, I hereby consent to NUS disclosing the information provided herein to NUS' insurers for the purposes of the insurers assessing my eligibility for insurance coverage.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

**PART II (Medical Examination)**

(Note: To be completed by a registered physician who is not a relative of the student being examined)

Student's Full Name: \_\_\_\_\_ NRIC / Passport No: \_\_\_\_\_  
(underline Surname / Family Name)

Height: \_\_\_\_\_ m Weight: \_\_\_\_\_ kg

Blood Pressure: \_\_\_\_\_ / \_\_\_\_\_ mmHg Pulse Rate: \_\_\_\_\_ per minute  Regular  Irregular

Visual Acuity: Uncorrected: Right: 6 / \_\_\_\_ Left: 6 / \_\_\_\_ Colour Vision:  Normal  Abnormal  
 Corrected: Right: 6 / \_\_\_\_ Left: 6 / \_\_\_\_

Please examine the following systems and indicate any abnormalities:  
 (Please Tick [ ✓ ] whichever is applicable and provide details if response is **Abnormal**.)

	Normal	Abnormal	Details
Eyes (other than myopia)			
Respiratory			
Cardiovascular			
Gastro-Intestinal			
Muscular/Skeletal			
Neurological			
Psychiatric			
If any other conditions, please indicate here:			

**Laboratory Examination** (Please Tick [ ✓ ] whichever is applicable):

Urinalysis		Negative	Positive	Value	Urine FEME (If Indicated)	Sugar	Protein	pH
		Albumin:					Test Date: _____	RBCs _____ / $\mu$ L
Test Date: _____	Sugar:					Casts	Crystals	Organisms
	Red Blood Cells:					Trichomonas	Occult Blood	
Others (If Indicated)						Reference Ranges: RBCs 0 – 3/ $\mu$ L, WBCs 0 – 6/ $\mu$ L		

**Radiological Examination of the Chest** (Please indicate the X-RAY findings with a ✓):  
 (Please attach a copy of the Chest X-ray report together with this form to University Health Centre. The X-ray report must be **in English** with student's name and identity no. or date of birth.)

Normal	Abnormal	Remarks	Date of X-ray

**CONCLUSION** (Please conclude and indicate if student is fit for studies at NUS with a ✓):

FIT	UNFIT	Date of Examination

Physician's Comments (if applicable): \_\_\_\_\_

Physician's Name & Stamp :	Signature:	Clinic Stamp and Address:

### MEDICAL EXAMINATION REPORT

**For New Applicants:**

1. The Medical Examination may be done in Singapore by any registered General Practitioner (GP). Applicants who are in their home countries/places of residence may have their Medical Examination and HIV test done in their home countries/places of residence at any medical clinic licensed to carry out such tests. If HIV testing is done in Singapore, it may be carried out with either rapid or ELISA tests.

**For Renewal Applicants:**

1. The Medical Examination **MUST** be done in Singapore by any registered GP. HIV testing may be done with either rapid or ELISA tests.

**Notes for All:**

1. This Medical Examination Report is to be completed by a registered doctor and returned to the examinee. The original copy of the laboratory report for HIV and the X-ray report must be attached to this Medical Examination Report only if the medical examination and testing is carried out overseas.  
 2. The laboratory report for HIV and the X-ray report submitted to the Immigration & Checkpoints Authority should be within **THREE MONTHS** from the date of the issue of the reports.

**I Personal Particulars**

1. Name (as in the passport): \_\_\_\_\_
2. Sex: M / F      3. Date of Birth: \_\_\_\_\_      4. Nationality/Citizenship: \_\_\_\_\_
3. Passport No.: \_\_\_\_\_      6. FIN (if applicable): 

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7. Address in Singapore: \_\_\_\_\_

**II Medical Examination**

I certify that the above-named has undergone a chest x-ray and the result of his/her chest X-ray is as indicated (with a [√]):-

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. TB (Chest X-ray)*<br>Any evidence of active TB detected?<br>[*Pregnant Women are exempted from Chest X-Ray] | <input type="checkbox"/> | <input type="checkbox"/> |

I certify that I have tested the above-named and the result of his/her HIV test is indicated below (with a tick [√]):-

- |          |                          |                          |
|----------|--------------------------|--------------------------|
| 2. HIV : | Positive                 | Negative/ Non-Reactive   |
|          | <input type="checkbox"/> | <input type="checkbox"/> |

Name of Examining Doctor (IN BLOCK LETTERS): \_\_\_\_\_

Signature : \_\_\_\_\_ Clinic's Stamp & Address: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number : \_\_\_\_\_

MCR no: \_\_\_\_\_

**NOTE: For persons screened overseas, the name in the laboratory report for HIV and the X-ray report must be according to the name shown in the Passport.**

### DECLARATION

I, \_\_\_\_\_ (name) declare that the above is not applicable to me as I have submitted a medical report\*\* containing the above information to Immigration & Checkpoints Authority / Ministry of Manpower\*\*\* (not more than two years ago) when I was granted the \_\_\_\_\_ (pass type) on \_\_\_\_\_ (dd/mm/yy) valid till \_\_\_\_\_ (dd/mm/yy).

\_\_\_\_\_  
Signature & Date

\*\* Those who were previously exempted from submitting the X-ray report because of pregnancy are required to submit a X-ray report certified by a Singapore registered GP, if you are not pregnant now.  
 \*\*\* Delete where necessary.

<b>WARNING:</b>	<b>IT IS AN OFFENCE UNDER THE IMMIGRATION ACT TO MAKE ANY FALSE STATEMENT, REPRESENTATION OR DECLARATION</b>
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## INFORMATION FOR INTERNATIONAL STUDENTS

### STUDENT'S PASS APPLICATION

All International students admitted to full-time graduate programmes must have a valid Student's Pass during the period of study at NUS. Admission is contingent upon successful application of Student's Pass. If you are not successful in your Student's Pass application, your offer of admission will be withdrawn and you will not be able to continue your studies at NUS.

Steps required for the application of Student's Pass are given below:

<b>Step 1: Action by NUS</b>	<b>Registration of Student's Pass Application</b> NUS will apply, on your behalf, the Student's Pass through the Immigration and Checkpoints Authority (ICA) web-based Student's Pass Online Application and Registration (SOLAR) system. Following that, you will be informed via email to confirm your details by submitting eForm 16 via the same SOLAR system.
<b>Step 2: Action by Student</b>	<b>Submission of eForm 16 via SOLAR</b> Upon receiving instructions from NUS via email, you may proceed to submit eForm 16 via the ICA SOLAR system at <a href="https://www.ica.gov.sg/">https://www.ica.gov.sg/</a> .  For the detailed procedure to submit eForm 16, please refer to <a href="http://nus.edu.sg/osa/services/students-pass.html">http://nus.edu.sg/osa/services/students-pass.html</a> .
<b>Step 3: Action by Student</b>	<b>Uploading of Documents</b> You will need to upload documents (eg. travel document biodata page, birth certificate [if applicable]) within the stipulated timeframe. Failing which, the Student Pass application will be withdrawn.
<b>Step 4: Action by Student</b>	<b>Processing Fee Payment</b> Once the eForm 16 has been submitted and documents uploaded, you will need to make the processing fee payment of S\$30.
<b>Step 5: Action by Student</b>	<b>Upload Clarification (if applicable)</b> In certain situations, ICA may seek clarification from you via their eService. You will then need to upload your clarification/documents where applicable.  Once these are done, ICA will proceed to process the Student's Pass application. ICA will inform NUS of the outcome approximately within 5 to 10 working days. Some applications may take a longer time to process. The eForm 16 must be submitted no later than one month <i>before</i> the commencement of your course.
<b>Step 6: Action by ICA</b>	<b>Issuance of In-Principle Approval (IPA) Letter</b> If your SOLAR application is approved, ICA shall grant you an In-Principle Approval letter (IPA), retrievable from the SOLAR website.
<b>Step 7:</b>	<b>Upload Completion of Formalities (COF) Documents</b>

<b>Action by Student</b>	<p>You will need to upload the COF documents at least one month before the expiry of your IPA letter. The documents that you will need to upload include:</p> <ul style="list-style-type: none"> <li>• Medical Report (refer to <b>Annex B found on Page 9</b> of this document)</li> <li>• Terms and Conditions of the Student Pass (please refer to <b>Annex C found on Page 16</b> of this document, or you may print directly from the ICA website at <a href="https://www.ica.gov.sg/docs/default-source/ica/files/docs/terms_-_conditions_stp.pdf">https://www.ica.gov.sg/docs/default-source/ica/files/docs/terms_-_conditions_stp.pdf</a> )</li> </ul>
<b>Step 8: Action by Student</b>	<p><b>Payment of Issuance Fee and Multiple-Entry Visa Fee</b></p> <p>Before receiving the IPA letter, you are to login to the SOLAR system to make the issuance fee payment of S\$60 and multiple-entry visa fee of S\$30 (where applicable). Payment must be done <i>before</i> you come for Registration (Part Two).</p> <p>The IPA letter will serve both as a <b>one-way entry visa</b> and an in-principle Student's Pass approval. To gain entry into Singapore, you will need to <b>print</b> and present the IPA letter together with a valid passport to the Duty Officer at the Immigration Checkpoint upon arrival. You will then be issued with a short-term Visit Pass which is normally valid for one month.</p>
<b>Step 9: Action by Student</b>	<p><b>Completion of Formalities</b></p> <p>You will need to make an online appointment via the ICA e-appointment facility at <a href="https://www.ica.gov.sg/check-status-make-appointment">https://www.ica.gov.sg/check-status-make-appointment</a> and proceed directly to the ICA headquarters at the ICA Building, 4th Floor, Visitor Services Centre (located next to Lavender MRT station, to complete the Student's Pass formalities. You need to be mindful of the expiry of your short-term visit pass and renew it at <a href="https://eservices.ica.gov.sg/esvclandingpage/extend">https://eservices.ica.gov.sg/esvclandingpage/extend</a> if it expires before your e-appointment date with ICA.</p> <p>You will be required to submit the following items to ICA to convert your Social Visit Pass to a Student's Pass.</p> <ol style="list-style-type: none"> <li>1. <b>Hardcopy of ICA appointment letter</b> (to be printed by yourself after you do the online booking at ICA Headquarters).</li> <li>2. <b>Hardcopy of In-Principle Approval (IPA) letter</b> (retrievable from the SOLAR website, please refer to Step 6 above).</li> <li>3. <b>Original Passport</b> (please bring a photocopy of the passport biodata page).</li> <li>4. <b>Disembarkation/Embarkation card</b>, granted upon entry into Singapore or any existing passes (Employment, Dependent, Long term, Student) or cancellation letter of any of the passes.</li> <li>5. <b>1 passport-sized photograph</b> (35mm wide by 45mm high): <ol style="list-style-type: none"> <li>a. taken within last 3 months;</li> <li>b. in colour and must be taken against a white background with matt or semi-matt finish;</li> <li>c. full face and without headgear (any headgear worn for religious or racial customs is acceptable but must not hide the facial features). You may refer to the ICA photo requirements as listed at <a href="https://www.ica.gov.sg/photo-guidelines">https://www.ica.gov.sg/photo-guidelines</a>.</li> </ol> </li> </ol>

	<p>6. <b>Copy of receipt for payment for the Student's Pass:</b> S\$30 processing fee (non-refundable), \$60 issuance fee, and S\$30 multiple-entry visa fee (for visa-required nationals).</p> <p>ICA will be enrolling your iris images. To achieve quality and faster enrolment, you should not wear coloured, patterned or cosmetic contact lenses during your appointment.</p>
<p><b>Step 10: Action by Student</b></p>	<p><b>Collection of Student's Pass</b></p> <p>ICA will inform you of when you are able to collect your Student's Pass and the documents needed.</p>
<p><b><i>For existing Employment Pass Holders:</i></b></p> <p>Under Singapore Immigration regulation, Employment Pass (EP) holders can only study part-time. Full-time study requires a Student's Pass. EP holders who wish to study full-time will have to surrender their EP and then apply for a Student's Pass.</p> <p><b><i>For existing Dependant's Pass Holders:</i></b></p> <p>Dependant's Pass holders are also required to apply for a Student's Pass. However, if the duration of the course is shorter than the duration of the Dependant's Pass, you may opt to be issued with a Letter of Consent (LOC) to study. You are to liaise directly with ICA on this.</p> <p><b><i>For existing Student's Pass Holders:</i></b></p> <p>Students who wish to surrender or cancel their existing Student's Pass are advised to submit the application <b>at least one month and not more than two months</b> before the expiry of the current Student's Pass. You must surrender your existing Student's Pass at ICA for cancellation <b>at least seven days before the date of expiry</b>, at which a short term visit pass will be issued for you to complete the formalities for the issuance of the new Student's Pass. This is essential even though you may have obtained the In-Principle approval which allows you to complete the formality for the extension within three months. For the exact procedure, please refer to <a href="https://nus.edu.sg/osa/student-services/ssc/admin/student-pass">https://nus.edu.sg/osa/student-services/ssc/admin/student-pass</a> .</p>	





## **Terms & Conditions of Student's Pass (STP)**

1. You are required to produce your STP Card (the "Card") and your valid passport to the Immigration Officer at the Checkpoint each time you leave Singapore and return.
2. Under regulation 8(5)(e) of the Immigration Regulations (Cap 133, Rg 1), you are required to surrender the Card when the Pass issued to you is cancelled or has expired, and when a new Card is issued to you.
3. Under regulation 8(5)(f) of the Immigration Regulations, should you intend to leave Singapore and only return after the expiry of the Pass issued to you, you are required to surrender this Card to the Immigration Officer at the Checkpoint at the time of your departure.
4. While in Singapore, you are required to furnish the Card for inspection to an Immigration Officer or Police Officer within reasonable time when so requested.
5. If the Card is lost or stolen, you are required to make a police report immediately and report to ICA within 7 days to apply for a replacement. Issuance and/or replacement fees will be payable. If you recover possession of your lost Card after reporting such loss to ICA, you are required to surrender the recovered Card to ICA for cancellation within 7 days from the date of recovery.
6. Under regulation 8(5)(b), you shall notify ICA if there is any change in your place of residence within 14 days of the change. You shall report a change of address online through your school or local sponsor via e-Update of Address.
7. This Card is issued to you based on the information provided vide application \_\_\_\_\_ for which you have truthfully declared to be so or for which you had consented for a proxy to submit on your behalf and are fully aware of the information so provided by your authorised proxy. You are required to notify ICA of any change in your passport particulars.
8. You shall comply with the provisions of the Immigration Act and any regulations made under the Act, or any statutory modification or re-enactment in force in Singapore during your stay.
9. You shall not engage in any activities which are inconsistent with the purpose for which the Pass has been issued.
10. You shall not engage in any activities during your stay in Singapore (political, or otherwise) which may make you an undesirable or prohibited immigrant under the Immigration Act.
11. You shall not contravene any laws which are for the time being in force in Singapore.
12. You shall not smoke, administer to yourself, consume or be in any way engaged in the trafficking of any controlled drug as defined in the Misuse of Drug Act or any written law in force relating to the control of dangerous or harmful drugs.

*As at [1 Mar 2021]*

13. You shall abide by the conditions specified in regulations 14(1A) of the Immigration Regulations, where applicable. You must not engage in any form of paid employment or in any business, profession or occupation in Singapore during the validity of your Student's Pass unless you also have a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

14. You understand that if the Controller of Immigration is satisfied that you or any of your family members breaches the Terms & Conditions mentioned above, or becomes an undesirable or prohibited immigrant, he may cancel the immigration passes issued to you and/or your family, and you and/or any member of your family may be required to leave Singapore within 24 hours of such cancellation.

**15. You are required to attend classes regularly. If you fail to attend classes for a continuous period of 7 days, your Student's Pass is liable to be cancelled with effect from the 8<sup>th</sup> day. The letter of cancellation will be sent to your place of residence as registered with ICA. Remaining in Singapore unlawfully after the cancellation of your Student's Pass is an offence under Section 15 of the Immigration Act and you would be liable for prosecution.**

16. You understand that your Student's Pass will be cancelled by the Controller of Immigration if you fail to remain or cease to be retained as a student in your educational institution.

17. This Pass is issued to you on the condition that the Terms & Conditions mentioned above are complied with. Under regulation 40(2) of the Immigration Regulations, any person who without reasonable cause contravenes or fails to comply with any condition imposed in respect of or any direction endorsed on any pass or permit shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding 6 months or to both.

I have read and agreed to the **Terms & Conditions of Issue** specified above.

Application ID : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Nationality/Citizenship  
Travel Document No. : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Residential Address : \_\_\_\_\_

Date : \_\_\_\_\_

### ***Replacement for Lost Student's Pass***

Students who subsequently lose their Student's Pass will be required to submit the following to the ICA when applying for a replacement:

1. **A police report** – those who lose their Student's Pass overseas will have to make another police report in Singapore when they return.
2. **A Student Status Letter** which can be generated via [EduRec](#) .

## **ACCOMMODATION**

International students who wish to apply for accommodation at the University's hostel may refer to the Office of Student Affairs (OSA) website at <http://www.nus.edu.sg/osa/student-services/hostel-admission/graduate> for more information.

Due to limited housing on campus, accommodation on campus is not guaranteed. Room allocation will depend on room availability. For general enquiries on housing, please contact Residential Services as follows:

Email: Submit online query at [http://www.hosteladmission.nus.edu.sg/app/utls/login\\_form/redirect/ask](http://www.hosteladmission.nus.edu.sg/app/utls/login_form/redirect/ask)

Tel: (65) 6516 1384 / 2374 / 4815 – General Line

## **OPENING OF BANK ACCOUNT**

International Students will need to open a bank account in Singapore, if you don't already have one. Different banks have different requirements as well as different types of saving and checking accounts. For more details, please visit the respective bank websites. Please ensure that you have brought enough cash to cover your expenses while deciding on the bank you wish to open an account with. The following are some of the documents required to open an account:

1. Passport (original and photocopy).
2. Student's Pass and/or In-Principle Student's Pass approval (IPA) letter.
3. Student Card and Offer Letter of Admission from NUS.
4. Proof of purchase of Singapore mobile phone SIM card (to ensure that the mobile number in your bank account application belongs to you).
5. Minimum initial deposit (depending on the bank).

Please update your credit bank account details via [EduRec](#) as well to facilitate any transfer of funds from the University to your bank account if the situation arises.

## **OTHER STUDENT WELFARE MATTERS**

### ***Student Wellness and Counselling Services***

The university understands that students may go through difficulties during their journey at NUS. The Student Wellness aims to support students' well-being. For more information on student wellness services, please refer to <http://nus.edu.sg/osa/student-services/sw> .

The University also provides free counselling services to full-time NUS students. For more information, please visit <http://www.nus.edu.sg/uhc/resources/articles/details/counselling-psychological-services> .

## **UNIVERSITY SPONSORSHIP OF SOCIAL VISIT PASS FOR SPOUSES AND CHILDREN**

International students may obtain NUS sponsorship for their spouse and/or children's Social Visit Pass. For further details on the application procedure, please go to

<http://www.nus.edu.sg/osa/student-services/ssc/admin/social-visit-pass> .

## FEE MATTERS FOR GRADUATE COURSEWORK PROGRAMMES

### TUITION FEES

Please refer to the table below:

Programme	Website on Tuition Fees
MSc Pharmaceutical Science and Technology	<a href="https://pharmacy.nus.edu.sg/study/postgraduate-programmes/msc-pharmaceutical-science-technology-programme/">https://pharmacy.nus.edu.sg/study/postgraduate-programmes/msc-pharmaceutical-science-technology-programme/</a>

### MISCELLANEOUS STUDENT FEES

Miscellaneous fees are typically levied on items that are either not covered or partially covered by tuition fee and grant/subsidy. All students, whether registered on a full-time or part-time basis, are charged the miscellaneous student fees.

The table below shows the miscellaneous student fees payable **per regular semester** by the graduate intake of AY2021/20221 for their entire candidature. For Special Terms, Student Service Fee (SSF) will not be charged but 50% Health Service Fee (HSF) will be chargeable. Please refer to <http://nus.edu.sg/registrar/docs/info/administrative-policies-procedures/gd-msf.pdf> for updated fees for AY2022/2023 nearer to the term start date.

Miscellaneous Student Fees	Full Time	Part Time
Student Service Fee (SSF)	S\$182.60	S\$132.90
Health Service Fee (HSF)	S\$68.35	-

Notes:

1. If fees are not paid or only partially paid by the due date a late payment charge of **S\$25** may be imposed.
2. All fees shown in the table are inclusive of prevailing GST.
3. For conversion from full-time to part-time or vice versa, the SSF payable for the semester is as follows:

Conversion From	Date of Conversion	Student Service Fee Payable
Full-Time to Part-Time	By end of Instructional Week 2	Part-Time SSF
	After Instructional Week 2	Full-Time SSF
Part-Time to Full-Time	Any time in the semester	Full-Time SSF

4. All full-time students (local and international) are required to subscribe to the University's medical insurance scheme. Please refer to <http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters> for details of the scheme. For conversion from full-time to part-time or vice versa, the HSF payable for the semester is as follows:

<b>Conversion From</b>	<b>Date of Conversion</b>	<b>Health Service Fee Payable</b>
Full-Time to Part-Time	By end of Instructional Week 2	Exempted
	After Instructional Week 2	Full fee
Part-Time to Full-Time	Within first half of semester (i.e. on or before 30 Sep (Sem 1) or 31 Mar (Sem 2))	Full fee
	Second half of semester (i.e. after 30 Sep (Sem 1) or 31 Mar (Sem 2))	Half fee

## PAYMENT OF STUDENT FEES

In line with the government's efforts to promote electronic payment, all students are encouraged to pay their fees through GIRO. The process to apply for payment by GIRO (Debit Bank Account) is as follows:

1. Access **EduRec** <https://myedurec.nus.edu.sg> (Navigation Path: Self-Service > Campus Finances > Maintain Bank Accounts> Debit/Credit Bank Account Details > Add a new Debit Bank Account) and follow the instructions to complete the form.
2. Submit the form at the Student Service Centre by 13 May 2022 or within three weeks of submission of bank details online, whichever is earlier.

Students can view their Student Bill from <https://myedurec.nus.edu.sg> at least two weeks before the fee payment deadline. Fees are to be paid before a stipulated deadline, failing which a late fee will be imposed.

Waiver of semestral tuition fees in cases of candidature withdrawal or leave of absence will be granted **only if the request is made no later than the end of Instructional Week 2 of the semester**. Please refer to the Academic Calendar for the exact date. **Similarly, revised semestral fees resulting from change of academic load from Full-Time to Part-Time or residency will be effected in the semester only if notification is received no later than the end of the second instructional week.**

Please refer to the Office of Finance website at <http://www.nus.edu.sg/finance/students/student-finance-matters.html> for information on payment deadlines as well as the mode of payment.

For enquiries, please write to Office of Finance at [ofnbox3@nus.edu.sg](mailto:ofnbox3@nus.edu.sg).

## STAFF CONCESSION

Students who are full-time NUS staff members are no longer eligible for staff concession for the MSc programmes as this is meant for the tuition fees of part-time, government-subsidised graduate programmes. However, full-time NUS Executive and Administrative (E&A) Staff with 2 years of service and above may utilize partial fees (for courses completed within the same calendar year) from NUS Skills Transformation Fund. Please refer to <https://stafflearning.nus.edu.sg/skills-transformation-fund/> for more details.

## COURSEWORK AND OTHER REQUIREMENTS

### COURSEWORK REQUIREMENTS

#### ***Degree Requirements***

You should familiarize yourself with the specific degree requirements by referring to your respective Department website or via the NUS Bulletin at <http://www.nus.edu.sg/nusbuletin/faculty-of-science/graduate-education/coursework-programmes/degree-requirements/>.

You must achieve a **minimum** Grade Point Average (GPA) of **3.00** to be eligible for graduation.

To continue in the MSc programme, your GPA should not fall below 2.50 or equivalent for two consecutive semesters, or 3.00 for three consecutive semesters. Termination of candidature would result if you fail to maintain the minimum GPA.

For any semester in which your GPA falls below 3.00, you will be issued a warning. If, in the following semester, your GPA again falls below the graduation requirement, but not sufficiently to warrant immediate termination, you will be placed on probation.

### GRADUATE ENGLISH COURSE

*(for students who are required to take the Diagnostic English Test)*

The Centre for English Language Communication (CELC) provides Graduate English Course (GEC) modules for an increasing number of foreign graduate students. The modules, which aim to raise the English language writing, reading and speaking proficiency of foreign graduate students, are offered at three levels: Basic (ES5000), Intermediate (ES5001A) and Advanced (ES5002).

To be placed into a GEC module, International students need to take the Diagnostic English Test (DET).

#### ***Diagnostic English Test (DET)***

The Diagnostic English Test (DET) is a two-hour examination. **The DET test date is not available at the moment.** Please go to <http://www.nus.edu.sg/celc/programmes/det.html> and check for updates regularly. You will be required to register for a briefing. After you complete the briefing, you will be allowed to register for the DET.

The test requires you to read some articles and then, synthesizing ideas from them in addition to your own, to write an academic essay of about 500 words in response to a question prompt.

Please refer to the FAQ link available at from DET website at <https://www.nus.edu.sg/celc/programmes/det.html> for more details about the format of the test, sample paper and how to prepare for the test.



You **must register online** to take the DET. You may also go to

<http://www.nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det> to view the step-by-step guides on online registration for the DET. Only registered students will be allowed to take the test. No students will be allowed to register after the DET registration has closed.

You are to ensure that you have completed Registration (Part One) before registering for DET. If you are unable to register during the online registration period, you may register in **December 2022** for the next DET.

Please note:

- Please check your registration details at <http://www.nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/det> after you have registered for the test.
- DET results will be released via **EduRec** at <https://myedurec.nus.edu.sg> in early August 2022.

Results from the DET will help CELC to determine whether students should be placed in a GEC module, and, if so, which one, or whether they should be exempt from the courses.

Please note:

- If you are placed in ES5000, you will have to pass ES5000 and subsequently, ES5001A.
- If your score indicates that you have adequate English language preparation for graduate studies, you will be **exempted** from all modules.
- **If you fail any of the GEC modules that you are required to read, you will need to retake the module. A fee of S\$2,000 will be imposed.**

**Full-time students who intend to complete their studies within one year should ensure that they are able to complete the Graduate English Courses by their final semester, especially if they are required to read both ES5000 and ES5001A.**

For more information on DET and GEC, please refer to CELC website at <http://www.nus.edu.sg/celc/> .

## CLASS TIMETABLE, EXAM TIMETABLE AND MODULE REGISTRATION

Please check with your programme administrator on the class timetable, exam timetable and module registration for Special Term.

For regular terms, students may use the module registration system [ModReg@EduRec](mailto:ModReg@EduRec) accessible via <http://nus.edu.sg/ModReg> to view class timetable, exam timetable as well as register for lectures and tutorials. Details on ModReg system, User Guide and Registration Schedule may also be obtained from the same link.

It is your responsibility to ensure that you are not registered for modules with clashes in class or exam timetable.

## OTHER USEFUL INFORMATION

### ***NUS Statutes and Regulations***

The “Statutes and Regulations” of the National University of Singapore can be found at <https://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate/nus-statutes-and-regulations>.

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

(a) University website on Administrative Policies <https://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate> ; &

(b) Coursework Students Handbook downloadable from My Student Portal <https://myportal.nus.edu.sg/studentportal/sci/gd/> (available in end of July 2022)

## CAMPUS MAP

(Please refer to the map in the following page.)

Please refer to the online map at <http://map.nus.edu.sg/> for directions or download the map for your reference.



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