JANUARY 2026
REGISTRATION GUIDE
FOR GRADUATE RESEARCH STUDENTS

OVERVIEW

Welcome to NUS!

This guide provides an overview of the key steps, requirements, and timelines you must complete before starting your studies at NUS. It covers essential processes such as Check-in and Onboarding, medical examinations, Student's Pass matters, course requirements, and other important administrative tasks.

Please read through the guide carefully and follow the instructions to ensure a smooth transition into your graduate research programme. Completing all required actions on time will help you settle in quickly and access the full range of NUS services and resources.

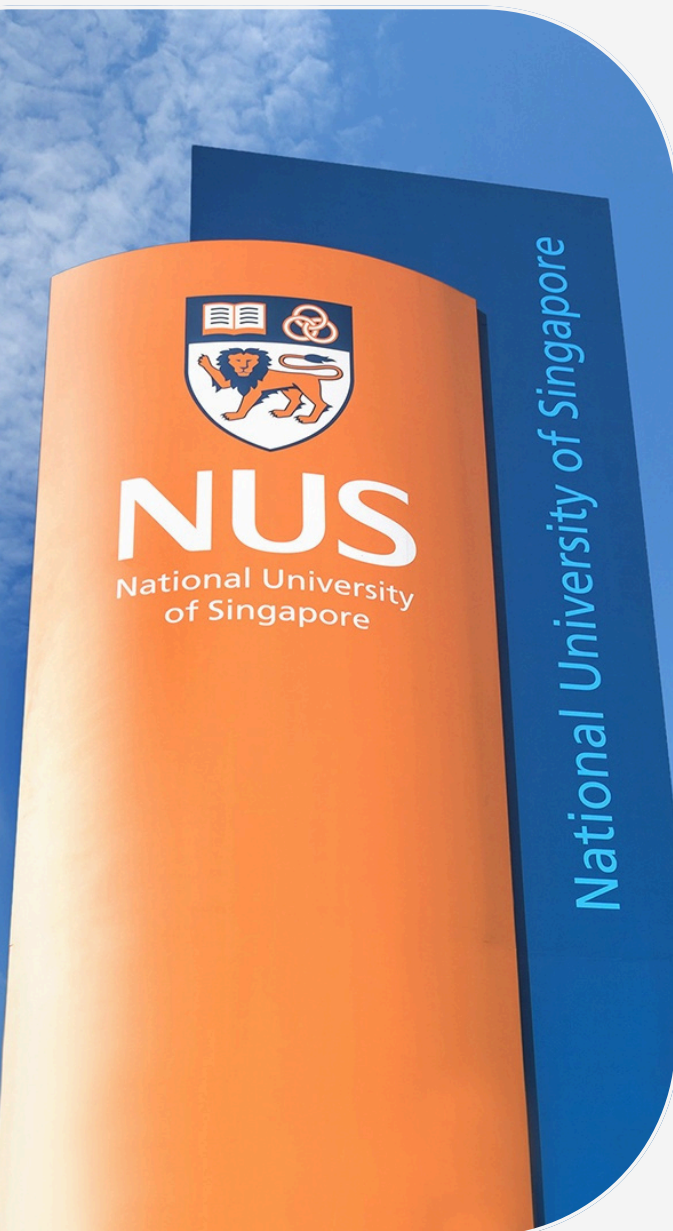For registration-related enquiries, contact GradEnquiry@nus.edu.sg.

TABLE OF CONTENT

OVERVIEW OF KEY SCHEDULED ACTIVITIES AND TIMELINES

NUS PRE-ADMISSION MEDICAL EXAMINATION

Page 11
To be completed by: 9 January 2026

MEDICAL EXAMINATION FOR STUDENT'S PASS APPLICATION *(For Full-Time International Students Only)*

Page 13

CHECK-IN & ONBOARDING

Page 5
Check-in and Onboarding can only begin after you receive the email titled "**Welcome to NUS – Let's Get Started!**", which will be sent in batches.

DIAGNOSTIC ENGLISH TEST (DET)

Page 7
If required, students will be advised through their Admission Offer Letter/Email. The schedule is available on DET webpage.

COURSE REGISTRATION (COURSEREG)*

Page 7
The CourseReg schedule is available on CourseReg webpage. More information can be found at: www.nus.edu.sg/CourseReg/academic-plan-application-declaration.html

*Note: Not all graduate programmes have this requirement.
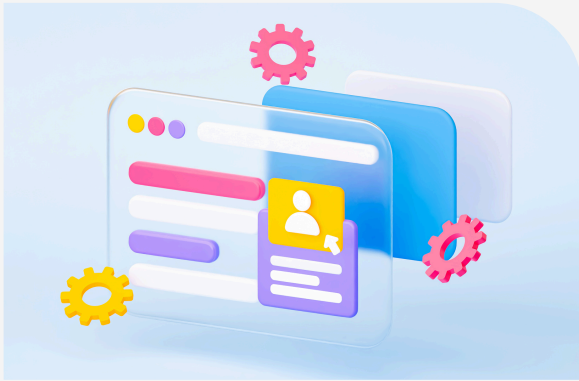
NUS STUDENT CARD

Page 6

For local students (SC/SPRs) who have completed Onboarding process by **1 December 2025**:

- Delivery of NUS Student Card to local residence from 22 December 2025 onwards

For international and local students who are not eligible for NUS Student Card Delivery Service:

- Collection of NUS Student Card will take place at the respective Faculty/School in January 2026. Further details will be provided by Faculty/School in due course.

ICA - DIGITAL STUDENT'S PASS (STP)

(For Full-Time International Students Only)

Page 12 - 14
Offsite Enrolment Exercise (OSE)
* Strictly by appointment only

Date: 8 to 9 January 2026
Venue: Multi-Purpose Sports Hall 1 (MPSH 1)

CREDIT BANK ACCOUNT DETAILS & SINGAPORE PAYMENT ADDRESS

(For Scholarship Awardee)

Page 16
To update via Education Records System by 25 January 2026, 6pm*****.

*Note: The first month pro-rated stipend will be credited by 30 January 2026. For the subsequent month, the stipend will be credited on the 18th of each month.

CHECK-IN AND ONBOARDING

NUS Welcome Email

- Check-in and Onboarding can only begin after you receive the email titled "**Welcome to NUS – Let's Get Started!**", which will be sent in batches.
- Look out for the email in your inbox / junk mail / spam folder.
- Click on the personalised link in the email, which will direct you to the Check-in page.
- Follow the steps in the **Student Onboarding User Guide** to complete the mandatory Check-in and Onboarding process by the deadline stated in the email.

Things to do:
- Acknowledge Terms & Conditions
- Create NUS-ID & Create Password *(Note: This step will be skipped for returning students with NUS lifelong emails.)*
- Upload a <u>recent</u> photo according to the requirements <u>here</u>.
- Account Setup

#1 COMPLETE CHECK-IN PROCESS

Things to do:
- Verification of Academic Information
- Verification of Personal Details
- Risk Acknowledgement & Consent
- Other Declarations
- Complete Onboarding!

#3 FOLLOW-UP ACTION ITEMS

#2 COMPLETE ONBOARDING TASKS

- After completing the onboarding process, you will be directed to a personalised checklist of items that require your attention or action.

- The items shown are customised based on your student profile and requirements, not all items will appear for every student.

After completing onboarding process, you will receive two emails:

- Email from NUS IT with <u>instructions on Microsoft Multifactor Authentication (MFA)</u>.
- Confirmation Email with Student ID.

- Once your Multi-Factor Authentication (MFA) registration is completed, you can access your NUS Email, Education Records System (EduRec), Canvas and other NUS online services using your NUS-ID and NUS-ID password.

- You are expected to check your NUS email account regularly as all communications from the University will be sent to your NUS email address.

- It is important to keep your NUS credentials strictly confidential as you are responsible for maintaining the security of your credentials and all functions performed from your account. Sharing or revealing your NUS credentials may result in disciplinary action taken against you.

NUS STUDENT CARD
(DELIVERY OR SELF-COLLECTION)

METHOD 1:
DELIVERY TO STUDENT'S RESIDENCE

To be eligible for NUS Student Card delivery, you must meet all of the following requirements [1], unless your Faculty/ School has arranged an alternative process [2]:

- Singapore Citizen or Permanent Resident
- Have a valid Singapore mailing address
- Have completed Onboarding Process by stipulated deadline.
- Have no outstanding documents (e.g. educational certificate/transcript and/or other document(s) as indicated in the admission offer letter/email) to be sighted and verified by an NUS administrator

NOTE:
[1] Students who do not meet the delivery requirements will receive an email advising them to collect their student card in person.

[2] Your Faculty/ School may require you to collect your NUS Student Card in person, even if you meet the delivery requirement.

METHOD 2:
COLLECTION OF NUS STUDENT CARD

Students who do not meet the requirements listed under #1 will collect their NUS Student Card in person from their College/Faculty/School.

Documents for Verification and/or Submission (where applicable):
- Admission Offer Letter/Email
- NRIC (for SC & SPR)
- Passport (for international students)
- Original and photocopy of work pass/ Dependant's pass/ Long-Term Visit Pass (for part-time international students)
- In-Principle Approval (IPA) Letter issued by ICA/MoM for the above long-term Immigration Passes
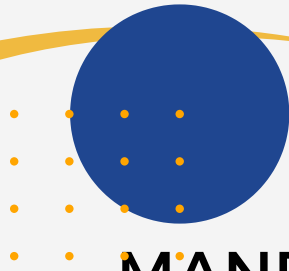
MANDATORY COURSES

These courses are compulsory for all PhD students, including those who have successfully transferred from Master's by Research to PhD programme.

Students are recommended to complete both courses by the end of their first year in their PhD programme, as doing so will be more beneficial for their academic progress. Students are encouraged to complete the course no later than the end of their second year.

NG5001 Academic Communication for Graduate Researchers

Designed for all PhD students to further develop their academic literacies in critical reading, proposal writing and oral presentation. Students who are required to complete the Diagnostic English Test (DET)* must successfully pass the DET and/or meet the necessary prerequisites before they can proceed to register for the course.

More information can be found at: https://nusgs.nus.edu.sg/ng5001-academic-communication-for-graduate-researchers/

NG5002 Research Ethics for Graduate Researchers

A leading university at the forefront of graduate education, NUS is committed to ensuring that researchers act ethically in all research-related situations. Thus, in the formative years of a PhD, it is important for all graduate students to learn the importance of ethics and integrity in research.

More information can be found at: https://nusgs.nus.edu.sg/ng5002-research-ethics-for-graduate-researchers/

*Diagnostic English Test (DET)

Unless exemption has been granted, all international graduate students are required to sit for the Diagnostic English Test (DET). The purpose of the DET is to determine which students are required to read additional Graduate English courses. Please click on the links below for the following information:

- Objectives and Format of the DET
- Information on the registration and test dates of the DET

You should sit for the DET before starting your programme as any late attempt at the DET may result in a delay to your graduation.

What is Course Registration (CourseReg)?

CourseReg@EduRec is the University's consolidated course registration platform, which employs a rules-driven, priority-based engine to allocate courses based on each student's:

- Curricular needs;
- Seniority in the programme; and
- Course preferences

The schedule for CourseReg Exercise and useful information can be found at nus.edu.sg/CourseReg. Students may refer to the User Guide to understand the course registration process and how to navigate the system.

MANDATORY E-COURSES

As a world-class University committed to nurturing an environment conducive for the exchange of ideas, advancement of knowledge, and intellectual development, there are fundamental skills and basic information for students to learn and be aware of as they embark on their journey with NUS.

These e-courses are available to all students as resources on Canvas.

THE1001 A Culture of Respect and Consent

This course seeks to raise awareness and educate students on the NUS community standards of a safe, inclusive, and respectful campus for research, teaching, and learning amidst a diversity of cultures; relevant laws and regulations; avenues of social support and psychological help; as well as related conversations.

All new students must complete THE1001 by the end of Instructional Week 2. Failure to do so will result in a service hold on your account, restricting access to essential services such as exam results and course registration.

THE1002 Student Essentials

This course helps students to appreciate the importance of maintaining academic integrity and research ethics in their areas of study and research. Students will also develop a deeper understanding of best practices in academia, and the support systems available at NUS to uphold these standards.

All new and incoming students into NUS will be required to complete THE1002 within two weeks after completion of Onboarding.

Source: https://studentconduct.nus.edu.sg/infopedia/educational-resources/

Responsible Conduct of Research (RCR)

All graduate research students (PhD and Master by Research) are required to complete the online Responsible Conduct of Research (RCR) course. This course covers the core norms, principles, regulations, and rules governing the practice of research.

Instructions on how to complete RCR course is available at :
https://myportal.nus.edu.sg/studentportal/nusgs/gd/docs/Instructions-to-complete-RCR-course.pdf

For more information, refer to Academic and Research Compliance and Integrity Office (ARCIO) website at: https://nus.edu.sg/research/arcio/research-integrity

INFORMATION FOR
NEW STUDENTS
(PART ONE)

NUS Email & Student Portal

NUS email account is a student's official point of contact. Students should access their NUS email account (outlook.com/u.nus.edu) regularly using their NUS-ID and Password.

Students are encouraged to be aware of all the latest notices/circulars that may be posted on NUS Student Portal (myportal.nus.edu.sg/).

Update Personal Particulars & Contact Details

Students can verify their personal particulars and update any changes to their contact details via the Education Records System (myedurec.nus.edu.sg) (Navigation Path: My Homepage > Personal Info > Select the relevant links).

It is the student's responsibility to:
- Keep their personal and emergency contact details up-to-date.
- Notify NUS within five working days of the effective date of change of the affected personal particulars.

For detailed procedure, refer to Office of the University Registrar website (nus.edu.sg/registrar/administrative-policies-procedures/graduate/responsibility-for-notices-circulars-and-updates-of-personal-particulars).

uNivUS App

uNivUS is the gateway app uniting NUS individuals and resources.It allows you to connect to key NUS services and experiences to personalise and enhance your campus life. Features include:

- Digital Student Card;
- NUS NextBus Widget;
- Upcoming Class & Exam Attendance System;
- Wifi Detector & Feedback; and many more functions.

More information can be found at: https://univus.nus.edu.sg/
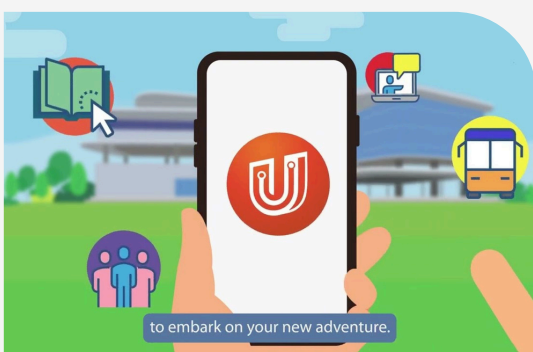
INFORMATION FOR
NEW STUDENTS
(PART TWO)

Entering Singapore

Travellers seeking to enter Singapore should comply with the prevailing Entry and Public Health requirements listed on ICA website.

1. **Immigration Requirements**
   - Passport Validity and Visa
   - SG Arrival Card (SGAC)
   - Post-arrival Advisories
2. **Public Health Requirements**
   - Yellow Fever Requirements

For latest updates, refer to www.ica.gov.sg/enter-transit-depart/entering-singapore.
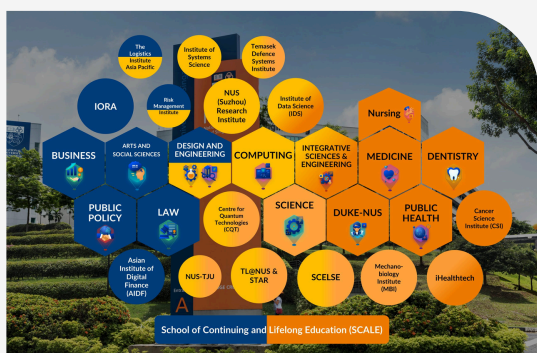
Graduate Programme Contact Details

For a list of graduate programme contacts, refer to the NUS Graduate School website at: https://nusgs.nus.edu.sg/programmes/

Campus Virtual Tour

Click on the link below to view the campus maps, take a tour and get a glimpse of the NUS experience.

Link: https://nus.edu.sg/oam/why-nus/experiences-at-nus/campustour/virtualtours

PRE-ADMISSION MEDICAL EXAMINATION

ADMISSION CONDITION

All incoming students are required to undergo a medical examination. The University reserves the right to refuse admission or exclude a student from any particular course of study if they decline to undergo such health examinations or any prescribed tests.

WAYS TO COMPLETE:

1. at University Health Centre (nus.edu.sg/uhc)
2. by students' own physician in Singapore or;
3. in students' home country.

Note: If students choose to do (2) or (3), they will need to save the completed medical examination form (in ENGLISH) and Chest X-ray report in PDF, and email to preadm_med@nus.edu.sg.

MEDICAL REPORT FORM

The form can be downloaded from the University Health Centre (UHC)'s website: nus.edu.sg/uhc/clinical-services/medical-examination/student-pre-admission-medical-examination

Full-time international students are also required to fulfil an additional medical screening requirements for their Student's Pass application. For more details, please refer to **Page 13.**

For students who did not complete the Pre-Admission Medical Examination by the given deadline, a hold will be placed on their student's record, resulting in restricted access to key student services such as exam results/transcripts, thesis submission, etc.

For enquiries, please write to: uhc_health@nus.edu.sg

IMMIGRATION & CHECKPOINTS AUTHORITY - STUDENT'S PASS

(For Full-Time International Students)

All full-time international students will require a Student's Pass (STP) issued by ICA during their candidature in NUS. Students who do not have a valid STP will be given a warning, and have their candidature at NUS terminated if they do not heed the warning within 7 days.

⚠️ OVERSTAYING

WARNING

An international student who does not have a valid STP for studies will be treated as overstaying, which is a punishable offence under the Immigration Act. Students who have overstayed in Singapore have been subjected to a composition of fine or even prosecution in Court.

Students are to ensure that they have a valid pass for their stay in Singapore at all times.

REQUIREMENTS

Students should be familiar with ICA's requirements regarding STP matters by checking ICA's website (ica.gov.sg/pass/studentpass/ihl) on Student's Passes for University students.
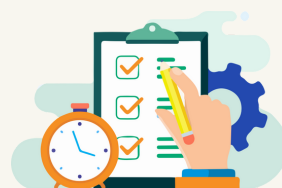
UPLOAD DOCUMENTS & PAYMENT

Students to monitor status of STP application regularly as they will be required to upload documents and make payments at different junctures of the application process on the portal within the stipulated deadlines by ICA.

Failure to do so will result in the STP application being withdrawn.

IPA LETTER

If the STP application is approved, ICA shall grant an In-Principle Approval (IPA) letter via ICA's STP Application System. To retrieve, go to Student Main Menu > Print Outcome Letters.

For students from a visa-required country, the IPA letter also serves as a single-entry visa to enter Singapore.

Students are required to complete the STP formalities within the validity of their IPA letter **OR** their Short-Term Visit Pass (STVP), whichever is earlier.

If your IPA or STVP is expiring before your OffSite Enrolment (OSE) or your ICA e-appointment, or if you are unable to secure any OSE/e-appointment, please submit an STVP extension application online using the e-Service immediately to avoid being fined or prosecuted for overstaying.

If students are not issued with an IPA letter, they would not be able to apply for a STP and their admission offer will be withdrawn.

IMMIGRATION & CHECKPOINTS AUTHORITY - STUDENT'S PASS

(For Full-Time International Students)

Medical Examination for Student's Pass (STP)

The issuance of the STP is subject to the outcome of the medical examination required by ICA, which includes a HIV test. Students who fail to fulfil the medical requirements will not be issued with a STP.

MEDICAL EXAMINATION REPORT

- The medical report must be completed in ENGLISH and is downloadable at www.ica.gov.sg/eservicesandforms/all-forms.
- You can only attend OSE/book e-appointment after your medical report has been submitted to STP application portal and approved by ICA. Please note that approval make take up to 3 working days.
- The medical examination and HIV test and can be done in students' home country or in Singapore.

Students may opt to complete this medical exam together with the Pre-Admission Medical Examination at the University Health Centre (UHC). If students choose to do this, do note that the results of the various laboratory tests will only be ready for collection **after 5 working days.**

Issuance of Digital Student's Pass (STP)

From 27 February 2023, only digital STPs will be issued by the ICA. The email address provided in the STP application will be used to access the digital STP.

ICA has arranged an Offsite Enrolment (OSE) in NUS for all full-time international students to complete the STP formalities. For more information on the issuance of digital Student's Pass, please check ICA's website: www.ica.gov.sg/reside/STP/collect

OFFSITE ENROLMENT EXERCISE (OSE)

Students are required to complete their STP at the offsite enrolment sessions in NUS. ICA will not be entertaining walk-ins at their ICA Services Centre.

Students are required to report to the OSE venue according to assigned OSE slot. Details on booking of OSE appointment slots will be sent via email (to NUS student email account) from the Office of the University Registrar in December.

IMMIGRATION & CHECKPOINTS AUTHORITY - STUDENT'S PASS

(For Full-Time International Students)

To ensure a smooth completion of formalities at the Offsite Enrolment Exercise (OSE), it is **important** for students to comply with the following ICA's requirements:

- If the status in the STP Application System is "IPA (Pending Document Submission)" or "IPA (Pending Issuance Fee)", student will have to submit the outstanding documents and/or make the necessary payments online **at least 3 days** before the OSE.

- Prepare the necessary documents as stated in Page 2 of the IPA letter for submission at OSE.

- **Have a Singapore mobile number that is able to receive SMS at OSE**. A one-time password will be sent via SMS for retrieval of the digital Student's Pass.

- Students must write their Singapore mobile number **legibly** on the first page of the IPA letter.

DOCUMENTS FOR SUBMISSION

> Please arrange the documents/items in the following order, with item 1 on top.

Documents/Items for Submission	Remarks
1) Recent colour passport-sized photo	Refer to ICA's website HERE for specific requirements on photo submission. Please do not fold, paste or staple the photo. Photo-taking service at a fee is also available at OSE venue during the period (Photocopying and printing services are not available): Passport Photo (4 pc) : $15.00 (subjected to changes)
2) Original Passport or Travel Document	Please bring along your passport / travel document and proof of valid pass in Singapore. Scanned copy is **not** accepted.
3) In-Principle Approval (IPA) Letter	• To be printed from ICA's STP Application System under navigation path: Student Main Menu > Print Outcome Letters • Write your Singapore mobile number **legibly** on the first page
4) Electronic Visit Pass (e-Pass)	The e-Pass is sent to the email address indicated in the SG Arrival Card (SGAC). Please find the email with the header "Notification of Electronic Visit Pass" and show it to the officer at the OSE.
5) Payment Receipts of the following: (i) $45 Processing Fee (ii) $60 Issuance Fee (iii) $30 Multiple-Entry Visa (for visa required nationals only)	All payments are to be made online through ICA's STP Application System, prior to the student's appointment with ICA.

International students can register for Singpass after the issuance of Student's Pass. For more details, please refer to Singpass website at: www.singpass.gov.sg/home/ui/login

INFORMATION FOR INTERNATIONAL STUDENTS

1. WORK PASS HOLDERS

Work Pass holders (such as S-Pass, EP) can only study part-time as full time study requires a Student's Pass (STP). Work Pass holders who wish to study full-time will have to surrender their Work Pass and apply for a STP.

International students who are pursuing the degree on a part-time basis must have a valid long-term immigration Pass (such as LTVP, EP) to stay in Singapore. Short-term visit pass is not acceptable.

2. LONG-TERM VISIT PASS AND DEPENDANT'S PASS HOLDERS

With effect from 15 November 2023, Long-Term Visit Pass and Dependant's Pass holders are no longer required to to obtain a Student's Pass (STP) or Letter of Consent to pursue full-time, non-religious related studies in Singapore. However, upon expiry/cancellation of the pass, the student will need to apply for an STP to continue his/her studies. The prevailing STP eligibility criteria will apply.

3. UNIVERSITY SPONSORSHIP OF LONG-TERM VISIT PASS FOR SPOUSE & CHILDREN

For the application criteria and procedure, please refer to the NUS Graduate School website at: https://nusgs.nus.edu.sg/page/sponsorship-long-term-visit-pass-for-spouse-child-of-graduate-research-students/.

4. HOUSING

Matters relating to on-campus or off-campus housing can be obtained from Office of Student Affairs, Hostel Admission Services website (nus.edu.sg/osa/student-services/hostel-admission). Subsidised hostel rates are only applicable to students enrolled in MOE subsidised graduate programmes.

5. THE INTERNATIONAL STUDENT'S EXPERIENCE

The International Students Coordinating Office (ISCO) offers a series of activities and resources specially curated for international students. Details can be found at https://nus.edu.sg/osa/student-life/international-students.

FINANCIAL MATTERS
SCHOLARSHIP MATTERS

Payment of monthly stipend

will be directly credited into the student's bank account. To avoid any delay in the disbursement of the first month stipend, students who are awarded scholarship with stipend by NUS (nusgs.nus.edu.sg/scholarships), must update the required details via the Education Records System (myedurec.nus.edu.sg) by the stipulated cut-off dates.

The first month pro-rated stipend will be credited into the student's bank account by end January/August. For the subsequent month, the stipend will be credited into the student's bank account on the 18th of each month.

Start Date

The monthly stipend will begin from the commencement date of the semester, or the date of enrolment, whichever is later.

Where applicable, the stipend for the first and last month will be pro-rated as follows:

$$\text{First/Last Month Stipend} = \frac{\text{No. of Pro-rated Working Days}^{1}}{\text{Total No. of Working Days}^{1} \text{ in the Month}} \times \text{Monthly Stipend (\$)}$$

[1] *Note*: *Working days exclude Saturdays and Sundays but include public/university holidays*

Details to update:

(i) Your credit bank account details

Navigation Path: My Homepage > Financials > Manage Student Financials > Manage Bank Accounts > Add a new Credit Bank Account

(ii) A valid Singapore mailing and payment address

Navigation Path: My Homepage > Personal Info > Select the relevant links

- The Miscellaneous Student Fees (MSF) which are payable at the beginning of every semester will be deducted from your stipend.

- Do ensure that you bring sufficient amount to tide you over the period until your first stipend payment. For more details, refer to Office of Finance's website at: www.nus.edu.sg/finance/students/research-scholar.html

FINANCIAL MATTERS
PAYMENT OF TUITION FEES

PAYMENT DEADLINE

Please pay your Tuition and Miscellaneous Student Fees before the stipulated deadline, failing which a late fee would be imposed.

INTERBANK GIRO

This is arrangement where you authorize the Bank to deduct money from your bank account (or your parents' bank account if the bank account indicated in your GIRO Application Form belongs to your parents) and pay to NUS. For more details, please refer to Office of Finance's website HERE.

FEE-RELATED MATTERS

Students should also familiarise themselves with fee-related matters arising from termination or withdrawal of candidature, application of leave of absence, submission of thesis and change in citizenship.

FINANCE-RELATED ENQUIRIES

For finance-related queries, you may submit by raising a ticket through www.nus.edu.sg/finance/contact-us/contact-us.html.

www.nus.edu.sg/finance/students/student-finance-matters.html

FINANCIAL MATTERS
OTHER IMPORTANT INFO

NUS STUDENT INSURANCE SCHEME

- It is compulsory for all full-time graduate students (including those who have submitted thesis for examination but yet to be conferred the degree) to subscribe to our NUS Student Insurance Scheme.

- For information on the insurance coverage, refer to UHC website: www.nus.edu.sg/uhc/billing-insurance/student-insurance

FINANCIAL AID (FOR SC)

- Singapore Citizens can refer to the SkillsFuture website for provisions under SkillsFuture.

- For students with funds in their Post-Secondary Education Account (PSEA), refer to PSEA Scheme for Graduate students at: nusgs.nus.edu.sg/financial-aid/

LEAVE SCHEMES

- Details on leave of absence can be found on the Office of the University Registrar's website HERE.

- For research scholars, please also refer to Notes for Research Scholars for the different types of paid and unpaid leave available.

STAFF CONCESSION

- Students who are also full-time NUS staff members may be eligible for staff concessionary rates on tuition fees.

- More details available at Office of Human Resources Intranet: staffportal.nus.edu.sg

SERVICE OBLIGATION SCHEME

For eligibility criteria and the application procedure, please refer to Service Obligation Scheme at: nusgs.nus.edu.sg/financial-aid/

FINANCIAL ASSISTANCE

For financial aids and scholarships available to help graduate research students, refer to: nusgs.nus.edu.sg/financial-aid/