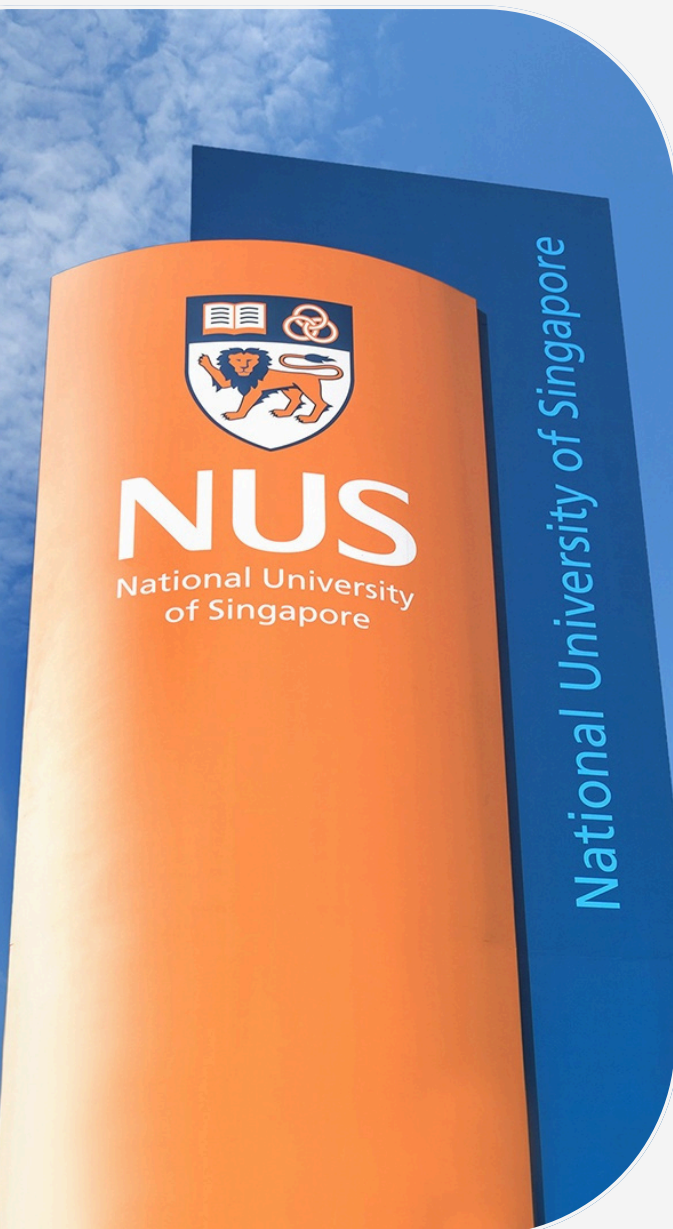# JANUARY 2025
REGISTRATION GUIDE
FOR GRADUATE RESEARCH STUDENTS

PREAMBLE

All students must be registered before commencing a course of study at NUS.

There are two parts to the student registration. To be a 'registered student', it is compulsory to complete Registration (Part One) first before proceeding to complete the Registration (Part Two).

This Registration Guide aims to highlight the significant activities and formalities required to be done before being officially registered as an NUS student.

If you have any registration-related queries, please email to 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: **10 January 2025**

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

Page 13

REGISTRATION (PART ONE)

Page 5

Registration (Part One) will open from **18 November 2024** onwards.

CHANGE DEFAULT NUS-ID PASSWORD

Page 5

To be completed at least two working days before Registration (Part Two).

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.
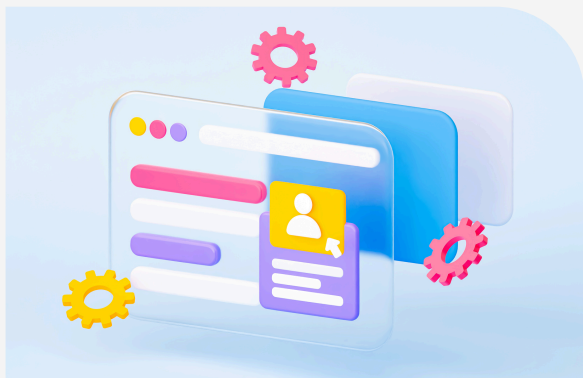
REGISTRATION (PART TWO)

Page 6

To complete, all students must activate their NUS Student Card immediately upon receipt.

For local students (SC/SPRs) who have completed Registration (Part One) by **9 December 2024**:
- Delivery of NUS Student Card to local residence from 23 December 2024 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. 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)
- OSE I
  - Date: 9 to 10 January 2025
  - Venue: Multi-Purpose Sports Hall 1 (MPSH1)

- OSE II
  - Date: 13 January 2025
  - Venue: Multi-Purpose Sports Hall 1 (MPSH1)

CREDIT BANK ACCOUNT DETAILS & SINGAPORE PAYMENT ADDRESS

(For Scholarship Awardee)

Page 16

To update via Education Records System by 21 January 2025, 6pm***.

***Note:** The first month pro-rated stipend will be credited by 31 January 2025. For the subsequent month, the stipend will be credited on the 18th of each month.

REGISTRATION (PART ONE)

To be completed online via the Registration System (myregistration.nus.edu.sg) using the application number and password given during the application for admission.

Forgot password? Reset it through the respective Graduate Admission System:
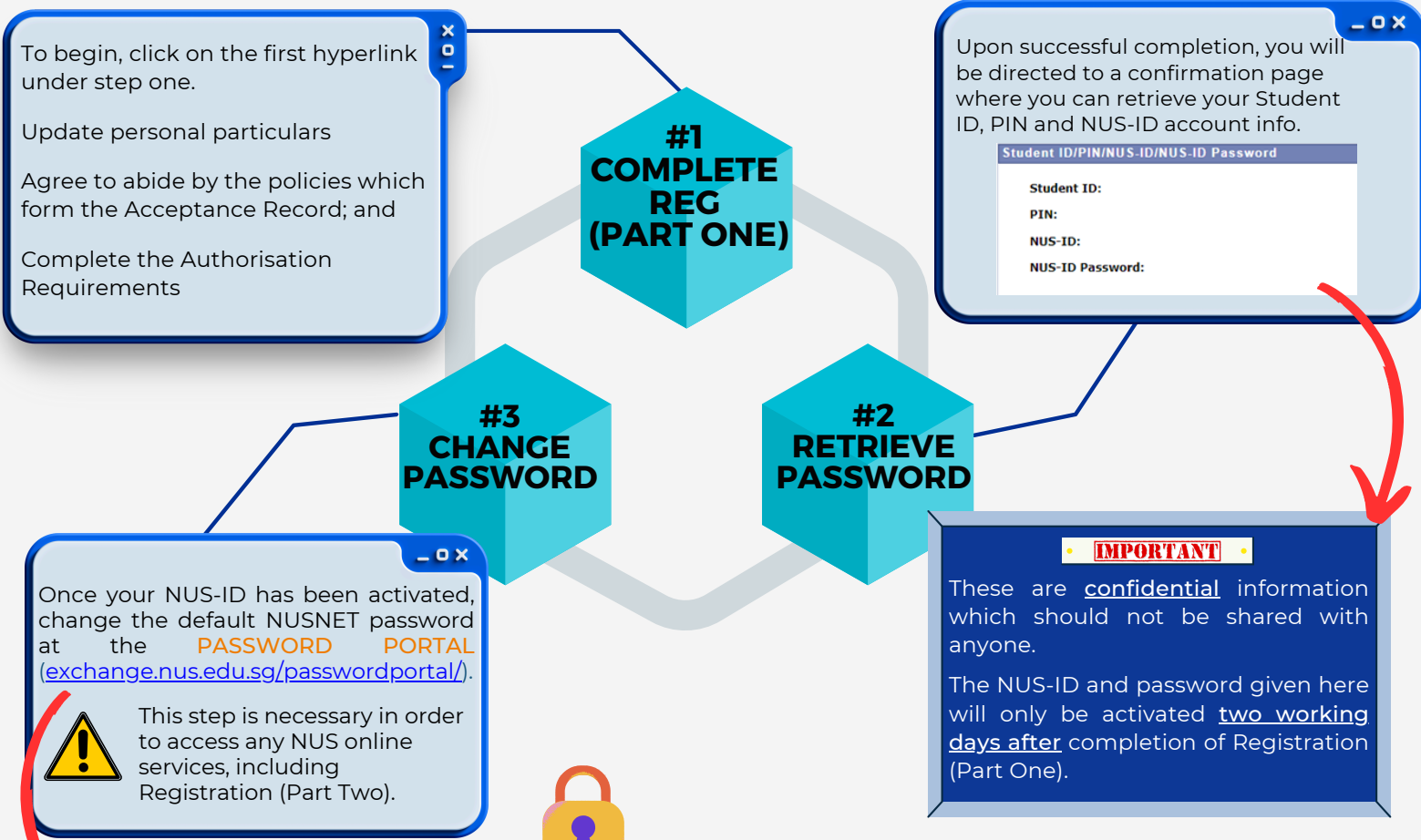- **GDA2**: inetapps.nus.edu.sg/GDA2/Applicant.aspx/Account/ForgetPassword
- **GDA3**: https://gradapp.nus.edu.sg/account/reset

To begin, click on the first hyperlink under step one.

Update personal particulars

Agree to abide by the policies which form the Acceptance Record; and

Complete the Authorisation Requirements

#1 COMPLETE REG (PART ONE)

Upon successful completion, you will be directed to a confirmation page where you can retrieve your Student ID, PIN and NUS-ID account info.

Student ID/PIN/NUS-ID/NUS-ID Password

Student ID:
PIN:
NUS-ID:
NUS-ID Password:

#3 CHANGE PASSWORD

#2 RETRIEVE PASSWORD

Once your NUS-ID has been activated, change the default NUSNET password at the **PASSWORD PORTAL** (exchange.nus.edu.sg/passwordportal/).

⚠️ This step is necessary in order to access any NUS online services, including Registration (Part Two).

IMPORTANT

These are **confidential** information which should not be shared with anyone.

The NUS-ID and password given here will only be activated **two working days after** completion of Registration (Part One).

IMPORTANT

Microsoft Multifactor Authentication (MFA)

To enhance the security of your NUS-ID account, you are also required to register for MFA. Please refer to the steps at: https://nusit.nus.edu.sg/services/accounts-and-access/student-nus-id-getting-started/

NUS-ID PASSWORD

RETRIEVE PASSWORD

To view/ retrieve your Student ID, PIN, NUS-ID and default password, re-access the Registration System and go to Step 5.

For assistance on password issues, you may refer to NUS IT website at:

https://nusit.nus.edu.sg/change-or-reset-your-nusnet-password/

RESET PASSWORD

- Reset it through short message service (SMS). A step-by-step guide on how to use the SMS is accessible at the NUS IT website.

- Email NUS IT at ITCare@nus.edu.sg, stating your full name, Student ID and attach a scanned image of your NUS Student Card.

REGISTRATION (PART TWO)

NUS Student Card
(Delivery or Self-Collection)

METHOD 1:
DELIVERY TO STUDENT'S RESIDENCE

Students must meet all the following requirements:

- Singapore Citizen or Permanent Resident
- 18 years of age and above
- Have a valid Singapore mailing address
- Have completed Registration (Part One) by the 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

Upon receiving their NUS Student Card by post, students must activate it.

NOTE: Students who do not meet the card delivery service requirements will be notified via email to collect their NUS Student Card in person.

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 Social Visit Pass (for part-time international students)
- In-Principle Approval (IPA) Letter issued by ICA/MoM for the above long-term Immigration Passes

CARD ACTIVATION

Through the Education Records System (myedurec.nus.edu.sg) using NUS-ID and password.

- Upon successful login*****, navigate to: My Homepage > Academics > Registration & Declarations > **Student Card Activation**

- Access to NUS facilities, library and book loans will only be given one day after card activation.

*NOTE: Students will need to change the default NUS-ID password first before they can access the system.

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)

New students who need to sit for the DET have to register online via the Education Records System (myedurec.nus.edu.sg) using their NUS-ID and password (obtainable after completion of Registration (Part One)).

Upon login, navigate to: My Homepage > Academics > Registration & Declarations > QET/DET Registration, and follow the instructions to register accordingly.

For more information, refer to DET website at: www.nus.edu.sg/celc/programmes/det.html

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.

RC1000A 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, learning and living among a diversity of cultures; relevant laws and regulations; avenues of social support and psychological help; as well as meaningful and supportive conversations.

All new and incoming students into NUS will be required to complete RC1000A within the stipulated deadline.

SE1000 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 SE1000 within two weeks after completion of NUS Registration (Part One).

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. (Note: The default NUS-ID password must be changed, before it can be used it to access any NUS online services).

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).

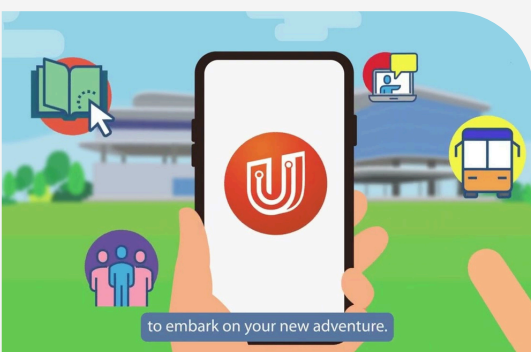## uNivUS App

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 ID;
- NUS NextBus Widget;
- Upcoming Class & Exam;
- 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. **General Entry Requirements**
   - Immigration Requirements
   - 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.

Student Service Centre (SSC)*

Student Service Centre (SSC) (nus.edu.sg/osa/student-services/ssc) serves as a convenient one-stop contact point for students to obtain information and services relating to academic/administrative student records, tuition fees and financial matters.

Visit SSC or contact them at nus.edu.sg/osa/contact-us.html.

*Note: As of 23 January 2025, SSC has discontinued its operations.

Campus Virtual Tour & Graduate Programme Contact Details

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

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

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

may be downloaded from the University Health Centre (UHC)'s website: nus.edu.sg/uhc/general-health/medical-examination/pre-admission/pre-admission-medical-exam

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.
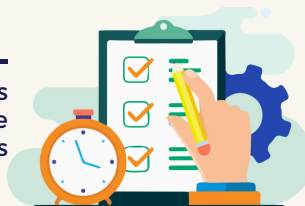
UPLOAD DOCUMENTS & PAYMENT

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 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.
- The completed report is to be uploaded during the Completion Of Formalities (COF) in the STP application system.
- 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 and enrol biometrics. 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 building.

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 July.

IMMIGRATION & CHECKPOINTS AUTHORITY - STUDENT'S PASS

(For Full-Time International Students)

To complete the formalities successfully 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 Annex A 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.
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) 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 counter.
4) 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
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.

ADVISORY:
As ICA will be enrolling applicants' iris images, please **do not wear** coloured, patterned or cosmetic contact lenses. Students are required to **remove** their glasses/spectacles before capturing of iris images.

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 SOCIAL VISIT PASS FOR SPOUSE & CHILDREN

For the application criteria and procedure, please refer to the NUS Graduate School website at: nusgs.nus.edu.sg/social-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/