



**NATIONAL UNIVERSITY OF SINGAPORE
INTERNATIONAL RELATIONS OFFICE: GLOBAL EDUCATION
INFORMATION SHEET FOR ACADEMIC YEAR 2012/2013**

Office dealing with exchange matters International Relations Office	
Contact	National University of Singapore 3rd Storey, Unit 03-03, Shaw Foundation Alumni House, 11 Kent Ridge Drive, Singapore 119244 Phone: (65) 6516 4356 Fax: (65) 6778 0177 Web: http://www.nus.edu.sg/iro
Operating hours	Mon-Thur: 8.30am-6.00pm Fri: 8.30am-5.30pm Closed on Saturdays, Sundays and Public Holidays
Director	Associate Professor Anne Pakir Tel: (65) 6516 4356 Email: irohead@nus.edu.sg
Section Head Global Education	Ms Chooi Foong Sin Tel: (65) 6516 1350 Email: irocfs@nus.edu.sg
Student Exchange Programme ("SEP") Faculty of Law, NUS	Associate Professor Joel Lee Vice Dean, Student Affairs Ms Grace Lam Assistant Dean Ms Rahima Hussain Management Assistant Officer Faculty of Law c/o International Programmes National University of Singapore 469G Bukit Timah Road Eu Tong Sen Building Singapore 259776 Email: lawsep@nus.edu.sg Telephone: (65) 6516 6631 Facsimile: (65) 6779 0979 Faculty of Law http://law.nus.edu.sg/student_matters/student_ex.html
Office handling admission of non-graduating (exchange) students Registrar's Office	
Contact	National University of Singapore Registrar's Office (Non-Graduating Programme) University Hall, Lee Kong Chian Wing #UHL-04-01, 21 Lower Kent Ridge Road Singapore 119077 Phone: (65) 6516 2301 Fax: (65) 6778 6371 Web: http://www.nus.edu.sg/registrar/edu/ng.html
Americas	Ms Chow Mun Kit Email: regcmk@nus.edu.sg

Semester Dates (AY2012-2013)	1 st semester	2 nd semester
Teaching	13 Aug -16 Nov 2012	14 Jan - 19 Apr 2013
Examinations	24 Nov - 8 Dec 2012	27 Apr - 11 May 2013
Vacation (if any)	9 Dec 2012 - 13 Jan 2013	12 May - 4 Aug 2013

Academic Matters

Language of instruction	English
Language requirement	Exchange students from non-English medium institutions are required to submit either the TOEFL or IELTS result if they are applying to read modules from the NUS Faculty of Law. http://www.nus.edu.sg/registrar/edu/ng.html#general
Language courses	Students can take any of the language courses offered by the Centre for Language Studies subject to qualification and availability. Students are required to provide a letter from their home university to declare their level of proficiency in the language(s). For details please see: http://www.fas.nus.edu.sg/cls/index.htm
Modular System	A programme leading to a 3 year Bachelor's degree requires a minimum of 120 MCs. As such, the usual load for NUS students is 16 to 20 modular credits (MCs) per semester, where 1 MC is equal to 2.5 hours of study and preparation per week. A 4-MC module would require 10 hours of work a week, including lectures, tutorials, laboratory sessions, assignments, and independent or group study. http://www.nus.edu.sg/registrar/edu/modular.html

Course-related Information (for exchange students)

Is course information (eg. description, syllabus) available online?	Yes, course information is available at: http://www.nus.edu.sg/registrar/nusbulletin/modulesearch.html
Are course schedules/timetables available online?	Yes. Class timetables are available at: https://webrb.nus.edu.sg/ctt/classtt.aspx
Restricted programmes or courses (not open to exchange students)	Refer to http://www.nus.edu.sg/registrar/edu/ng.html#academic under Part 3: Modules Restriction * Please note that modules from the NUS Business School are extremely popular, over-subscribed and cannot be guaranteed. Students must be majoring in business at their home university in order to be considered eligible for Business modules. If you have not been offered Business modules at the point of initial acceptance (first week of June or November), you will not be able to add the module during the Add/Drop period. Please refer to the information at our Registration Guide .
Minimum and maximum number of modules to be taken for each semester/year	Exchange students are required to read a minimum of 12 modular credits (MCs) per semester (approximately 3 modules) and no more than 20 MCs (approximately 5 modules), regardless of whether these modules are set to audit or examinable. Auditing is subject to convenor's approval.
Are students allowed to take cross-faculty modules?	Yes, subject to fulfillment of pre-requisites, availability of the modules, as well as approval from home university.

Exchange-related Information

Application deadline	Semester 1 15 April	Semester 2 1 October
Application method	<ol style="list-style-type: none">1. Submit online application at https://aces01.nus.edu.sg/ngAdmForm/index.jsp2. Print a copy of completed online application form. Prepare supporting documents https://share.nus.edu.sg/registrar/info/ng/NGCheckList.pdf<ul style="list-style-type: none">• 1 passport-size photo*• Nomination letter from home university• Original copy of academic transcript (in English and with University stamp)*• TOEFL/IELTS/GMAT result (if applicable)• Copy of passport page (showing the nationality and personal details)<i>*Also to be uploaded in the online application</i>3. Send the application form and supporting documents to the following address: Registrar's Office (Non-Graduating Programme) National University of Singapore University Hall, Lee Kong Chian Wing UHL #04-01, 21 Lower Kent Ridge Road Singapore 1190774. All supporting documents must reach the Registrar's Office by 1 May for Semester 1 and 15 October for Semester 2. For more details and useful information for application: https://share.nus.edu.sg/registrar/info/ng/General-Instructions-for-Ap-plication-to-NUS-NG-Programme.pdf	
Nomination to NUS International Relations Office (IRO)	With effect from Academic Year 2010/11, all partners must provide a listing of students nominated for exchange to NUS. Student applications will be processed only if their names appear on the nomination list. Please send your nomination list to the relevant SEP Manager by 21 March for Semester 1 and 1 September for Semester 2.	
Application outcome	With the above application schedule, student will be notified of the outcome by first week of June (for those coming in August) or first week of November (for those coming in January) via email with a copy to the home university coordinator.	
Is medical report required?	All incoming international students who are applying for a Student's Pass for 6 months and above are required to complete a medical examination (details will be provided in the offer package).	
Can students extend their exchange period?	If the exchange quota permits, student may be allowed to extend his/her exchange period in NUS. Permission must first be given by both the home university and NUS SEP Manager.	
If yes, please advise application deadline and the procedures.	Please refer to the following link: http://www.nus.edu.sg/registrar/edu/ng-current.html#extension for procedures on extension request.	
When will the Official Transcripts be ready?	Two copies of transcript will be sent directly to the relevant office at the home university responsible for student exchange programmes, approximately two months after the completion of the exchange.	

Accommodation

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

Visa Requirements

Are exchange students required to obtain a visa (Student's Pass)?	Yes. Exchange students who have been accepted to NUS will receive instructions via email for the Student's Pass application. Students who need a visa to enter Singapore can use the In-Principle Approval (IPA) letter to serve as a single-trip entry visa. All other students will be instructed to enter on a tourist visa and then convert it to a Student's Pass during registration.
If yes, will the university assist in the application?	Yes, please refer to this link: http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#immigration for more information.

Arrival / Orientation Programme

Scheduled registration dates	1 st semester: 1 - 3 August 2012	2 nd semester: 9 - 10 January 2013 - TBC
Is airport pick-up service available?	Students who have received confirmed NUS housing may apply for airport reception (Meet-n-Greet Service) offered by the Office of Student Affairs. http://nus.edu.sg/osa/international/index.html	
Is orientation programme available?	Semester 1:	Semester 2:
If yes, when will it be held?	3 August 2012 - TBC	Second week of January - TBC

Medical Insurance

Are exchange students required to purchase a compulsory medical insurance plan?	Yes. Every international student must take up the compulsory NUS Group Medical Insurance Scheme (GMIS). Please refer to the following for more information: http://www.nus.edu.sg/registrar/edu/ng-internationalinfo.html#insurance
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Estimated Monthly Expenses (in Local Currency)

University-administered accommodation	S\$400 - \$732 Refer to http://www.nus.edu.sg/osa/housing/undergraduate/rates.html	
Private accommodation	Refer to http://www.nus.edu.sg/osa/housing/others/index.html	
Food/Meals	S\$400 to S\$800 (3 meals a day)	
Personal expenses (such as laundry, sundries and local transportation)	S\$250 to S\$350	
Academic expenses eg. books (per semester)	S\$200 to S\$300	
Compulsory Insurance (per semester)	S\$58.85	
Any fees other than tuition (e.g. student services etc)	Student's Pass: S\$30 (processing fee), S\$60 (issuance fee), S\$30 (multiple entry visa fee if applicable) Student Activity and Services: S\$28.89	
Are exchange students allowed to work?	On Campus No	Off Campus No

Important Websites

NUS
www.nus.edu.sg

International Relations Office
www.nus.edu.sg/iro

Registrar's Office (Non-Graduating Programme)
<http://www.nus.edu.sg/registrar/edu/ng.html>

Online Course Catalogue
<http://www.nus.edu.sg/registrar/nusbuletin/modulesearch.html>

Special Term Information
<http://www.nus.edu.sg/registrar/event/specialterm.html>

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

Information correct as at 7 February 2012