



**APPLICATION INFORMATION  
SHEET AY2013-2014, Semester 1 & 2**

**Updated as of 6 Feb 2013**

**Dear Prospective International Exchange Students,**

The faculty, staff and students at Nanyang Technological University (NTU) extend to you a sincere and hearty welcome to our Yunnan Garden Campus for a semester of immersion in AY2013-2014.

We understand that choosing the right university to meet your study abroad needs, hopes and expectations can be a considerable challenge, albeit an exciting one. Catering to more than 1150 exchange students from more than 36 countries and 180 institutions in AY2012-2013, we are proud to introduce NTU as your first choice for an Asian study abroad experience.



Meeting of great minds from all over the world

Ranked among the top 1% of universities worldwide, NTU places you in an academically stimulating environment that is both culturally enriching and socially fulfilling. Our comprehensive and innovative approach towards education and research will help contribute to your future success and inspire you to realise your full potential as an entrepreneurial and technology-savvy leader. The many extracurricular activities offered on and off campus will also complement your formal studies and help you build lasting friendships from the moment you set foot onto the campus. This is also the perfect 'soft landing' in the heart of a booming Asia-Pacific region and a great jumping-off point to explore the many cultures, languages and societies surrounding Singapore, which include India, China, Vietnam and Thailand.

May we invite you to join GEM Trailblazer and be part of our cosmopolitan and vibrant global community. Read on to find out how you can apply for a short immersion with Nanyang Technological University.

**Welcome to the start of a wonderful journey of learning and self-discovery!**

Yours sincerely,  
Pauline Ho  
GEM Trailblazer Team Head  
Office of Global Education and Mobility  
Nanyang Technological University



## CONTENT

1.	<b>About Singapore</b>	<b>Pg 3</b>
2.	<b>About NTU</b>	<b>Pg 4</b>
3.	<b>Terms of GEM Trailblazer</b>	<b>Pg 5</b>
4.	<b>Application Deadlines and Procedures</b>	<b>Pg 6</b>
5.	<b>Course Registration and Academic Information</b>	<b>Pg 12</b>
6.	<b>Accommodation</b>	<b>Pg 16</b>
7.	<b>Immigration</b>	<b>Pg 19</b>
8.	<b>Health Insurance</b>	<b>Pg 20</b>
9.	<b>Banking</b>	<b>Pg 21</b>
10.	<b>Pre-departure and arrival</b>	<b>Pg 22</b>
11.	<b>Financial Aids</b>	<b>Pg 23</b>
12.	<b>Living in Singapore</b>	<b>Pg 24</b>
13.	<b>Overview of the Undergraduate exchange application procedures</b>	<b>Pg 25</b>
14.	<b>Overview of the Postgraduate exchange application procedures</b>	<b>Pg 26</b>
15.	<b>Contact Us</b>	<b>Pg 27</b>



## ABOUT SINGAPORE

### Singapore – A Garden City

Singapore is made up of not just one island but a main island with 63 surrounding islets. The main island has a total land area of 682 square km.

However, its compact size belies its economic growth. In just 150 years, Singapore has grown into a thriving centre of commerce and industry. Its former role as an entrepôt has diminished, as the nation has increased its manufacturing base.

Singapore is the busiest port in the world with over 600 shipping lines sending super tankers, container ships and passenger liners to share the busy waters with coastal fishing vessels and wooden lighters.

One of the world's major oil refining and distribution centres, Singapore is a major supplier of electronic components and a leader in shipbuilding and repairing. It has also become one of the most important financial centres of Asia, with more than 130 banks. Business dealings are facilitated by Singapore's superb communications network which links the nation to the rest of the world via satellite, 24-hour telegraph and telephone systems.

Singapore's strategic location, excellent facilities, fascinating cultural contrasts and tourist attractions contribute to its success as a leading destination for both business and pleasure.





## ABOUT NTU

### NTU – A Garden Campus

A research-intensive public university, Nanyang Technological University (NTU) has 33,500 undergraduate and postgraduate students in the colleges of Engineering, Business, Science and Humanities, Arts & Social Sciences. In 2013, NTU will enroll the first batch of students at its new medical school, the Lee Kong Chian School of Medicine, which is jointly set up with Imperial College London.

NTU is also home to four world-class autonomous institutes – the National Institute of Education, S Rajaratnam School of International Studies, Earth Observatory of Singapore, and Singapore Centre on Environmental Life Sciences Engineering – and various leading research centres such as the Nanyang Environment & Water Research Institute (NEWRI) and the Energy Research Institute @ NTU (ERI@N).


A fast-growing university with an international outlook, NTU is putting its global stamp on the Five Peaks of Excellence: Sustainable Earth, Future Healthcare, New Media, New Silk Road and Innovation Asia.

NTU has a satellite campus in Singapore's Science and Tech Hub, One-North, and is setting up a campus in Novena, Singapore's medical district.






## TERMS OF GEM Trailblazer

<p><b>Types of Exchange</b></p> 	<ol style="list-style-type: none"> <li>1. Course Work <u>or</u></li> <li>2. Research Project <u>or</u></li> <li>3. Work Experience Programme (WEP)</li> </ol>
<p><b>Language</b></p>	<p>All courses are taught in English</p>
<p><b>Study Level</b></p>	<p>Undergraduate and Postgraduate</p>
<p><b>Period</b></p>	<p>One or Two semester(s)</p>
<p><b>Study Exchange Spots</b></p>	<p>One FTE student who stays for partial or full semester is considered as one spot of exchange</p>
<p><b>Research Projects and Work Experience Programmes (WEP)</b></p>	<p>All exchange students on Research Projects and Work Experience Programme (minimum 3 months) are counted towards 1 spot of exchange unless otherwise specified.</p>
<p><b>Exchange Withdrawal Policy</b> <i>(before arrival at NTU)</i></p>	<p>Exchange Students to inform the home university and NTU Office of Global Education &amp; Mobility to withdraw from the exchange programme. This will <u>not</u> be counted towards 1 spot of exchange.</p>
<p><b>Exchange Withdrawal Policy</b> <i>(after arrival at NTU)</i></p>	<p>Exchange Students to inform NTU Office of Academic Services, Office of Global Education &amp; Mobility and International Student Centre as well as home university. This will be counted towards 1 spot of exchange.</p>
<p><b>NOTE!</b> <b>On Campus Accommodation</b></p>	<p>Due to limited on-campus accommodation, hall assignment priority shall be given to exchange students on <b>course work</b>, and allocation of on-campus accommodation shall be <b>subject to availability</b>, through a random balloting system.</p> <p>Students coming on <b>Research and/or Work exchange</b> shall be recommended <b>off-campus housing</b> in view of the varied project dates.</p> <p><b>For more details on accommodation, please refer to Pg 16 to 18.</b></p>

For more information on GEM Trailblazer programme, please visit <http://www.ntu.edu.sg/GEM-Trailblazer>.



APPLICATION DEADLINES  
AND PROCEDURES

Deadlines	
<p><b>Deadline for <u>Course Work Applications</u></b></p>	<p><b>Undergraduates</b></p> <ul style="list-style-type: none"> <li>Semester 1 (Fall) - 30<sup>th</sup> March</li> <li>Semester 2 (Spring) - 30<sup>th</sup> September</li> </ul> <p><b>Postgraduates</b></p> <ul style="list-style-type: none"> <li>Semester 1 (Fall) - 15<sup>th</sup> March</li> <li>Semester 2 (Spring) - 15<sup>th</sup> September</li> </ul>
<p><b>Deadline for <u>Research Project / Work Experience Programme Applications</u></b></p>	<p>Submit online application <b>at least 3 months</b> prior to the start of Research Project / Work Experience Programme</p>
Procedures	
<p><b>Prospective Incoming Exchange Students</b></p> <ul style="list-style-type: none"> <li>Study</li> <li>Research</li> <li>Work Exchange (WEP)</li> </ul> 	<p><b>** NOTE - ONLINE APPLICATION PORTAL **</b></p> <p>Nominated students coming to NTU on <b>Study, Research and Work Exchange</b> shall refer to the following application criteria and procedures:</p> <ol style="list-style-type: none"> <li>Partner universities shall inform NTU via the *online nomination system, the <b><u>names of nominated students and period of exchange</u></b>, in accordance to the units of exchange agreed per academic year. <b>*NEW</b> - the link to the nomination system will be provided to the partner universities directly.</li> <li>Nominated students coming to NTU on exchange must be a full-time, matriculated student in one of NTU exchange partner institutions and have completed 2 semesters of study at home university, with proof of results.</li> <li>The exchange programme is opened to all nationals <b><u>except</u></b> Singapore.</li> <li>Students who are pursuing a Master's degree at their home university but have yet to attain any Bachelor's degree, shall apply and be classified as an undergraduate student.</li> <li>Nominated students shall then submit an online application through the following link: <a href="https://venus.wis.ntu.edu.sg/NG_APP/Pages/Login.aspx">https://venus.wis.ntu.edu.sg/NG_APP/Pages/Login.aspx</a></li> </ol>



**APPLICATION DEADLINES  
AND PROCEDURES**

	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <i>Students applying as a postgraduate <u>MUST</u> show proof of their Baccalaureate (Bachelor) degree at the <u>POINT OF APPLICATION</u>.</i></li> <li>• <i>Students who are pursuing a master's degree at their home university but have yet to obtain any Bachelor's degree shall be classified as an <u>undergraduate student</u> during their exchange period in NTU.</i></li> </ul> <p>Visit <a href="http://www.ntu.edu.sg/GEM-Trailblazer">www.ntu.edu.sg/GEM-Trailblazer</a> for further details.</p> <p>Exchange coordinator(s) of Partner Institutions are only required to <b>email</b> the nominated applicants' the duly completed endorsement form to <a href="mailto:GEM-Trailblazer@ntu.edu.sg">GEM-Trailblazer@ntu.edu.sg</a>.</p> <p><b><u>NO MAILING</u></b> of original documents is required.</p>
<p><b>Prospective Incoming Exchange Students on:</b></p> <ul style="list-style-type: none"> <li>- <b>Research</b></li> <li>- <b>Work Experience Programme (WEP)</b></li> </ul>	<ol style="list-style-type: none"> <li>1. The Research and WEP application criteria are similar to the Study Exchange criteria as above.</li> <li>2. Nominated students shall submit an online application.</li> <li>3. Students nominated for Research and WEP shall submit their CVs via the online application portal.</li> <li>4. Note that on-campus housing is not available for incoming exchange students on Research or WEP.</li> <li>5. Exchange students on Research shall be allowed to apply for a Student Pass.</li> <li>6. Exchange students on WEP shall need to apply for a Work Holiday Pass (WHP) or Training Employment Pass (TEP).</li> </ol> <p><b><i>For more information on the immigration matters, please refer to Pg 19.</i></b></p>



**APPLICATION DEADLINES  
AND PROCEDURES**

<p><b>Supporting documents to be uploaded in the online application</b></p>	<ol style="list-style-type: none"> <li>1. <b>Latest <u>official</u> transcript in English</b> (signed by the Registrar and should include the university's seal), reflecting all courses taken in PDF format (&lt;600kb)</li> <li>2. <b>Clear, coloured passport-size photo in JPEG format</b> (&lt;60kb; 400(W) x 514(H) pixels) <a href="#">Click here for the photo guidelines.</a></li> <li>3. <b>Clear &amp; coloured, scanned copy of passport information page</b> (valid for at least 6 months from the commencement of your exchange at NTU) in JPEG format (&lt;200kb)</li> <li>4. <b>Up-to-date Curriculum Vitae (CV) in PDF format (&lt;600kb)</b> (Applicable to students on Research and WEP exchange only)</li> <li>5. <b>Bachelor's degree certificate in PDF format</b> (for postgraduates only)</li> </ol> <p><b><u>NO MAILING</u></b> of original documents is required.</p>
<p><b>English Proficiency</b></p>	<p>Whilst we do not require the proof of English proficiency of your students, we shall deem that students nominated are suitable to come on exchange and would be able to cope with the rigorous curriculum conducted in English at NTU.</p> <p>Based on our requirements, please refer below as a guideline for a student to cope with studying at NTU:</p> <ul style="list-style-type: none"> <li>• General Paper of the Singapore Cambridge GCE 'A' Level Examination (sat in 2007 onwards): A, B, C, D, E</li> <li>• General Paper of the Singapore Cambridge GCE 'A' Level Examination (sat in 2006 or earlier): A1, A2, B3, B4, C5, C6</li> <li>• IELTS: a minimum of 6 for the Writing sub-test</li> <li>• TOEFL: a minimum of 570 (paper) or 90 (internet) or 237 (computer)</li> <li>• SAT1: a minimum of 600 for the Verbal section; or 7 for the Essay section</li> <li>• IB: a minimum of 4 for Higher Level English or 4 for Standard Level English</li> <li>• MUET: Band 6 and a minimum of 50 for writing</li> <li>• GEPT: High intermediate Stage 2 consisting of writing and speaking modules (applies to students from Taiwan universities only)</li> </ul>





**APPLICATION DEADLINES  
AND PROCEDURES**

<p><b>Course Selections</b></p>	<p>Exchange students <b><u>MUST</u></b> select at least <b><u>ten (10)</u></b> undergraduate and/or postgraduate courses (<b><u>in order of preference</u></b>) in the online application for approval. This is to ensure adequate number of approved courses prior to arrival in NTU (if you are accepted for admission to NTU). Please select carefully the courses which you should read in NTU, so that you are able to transfer the credits back to your home university.</p> <p>Approval of courses is required by the offering Schools in NTU and does not mean you are guaranteed enrolment in the courses, as this is subjected to NTU pre-requisites, availability of vacancies, and class/exam timetable.</p> <p>If you do not have enough approved courses, or choose to apply for new course(s) to read after your arrival at NTU, <b><u>course approval shall be subject to NTU pre-requisites and vacancies available</u></b>. It shall not be guaranteed that you will be offered the course(s) and your course registration will be delayed. Requests to reselect courses while you are in NTU will only be processed if there are valid reasons. <b>For more details on course registration, please refer to Pg 12 to 15.</b></p> <p><i>Note: Exchange students are strongly encouraged not to deviate from the list of approved courses. It is imperative that you select courses which are approved by your home university and deemed necessary for academic progression.</i></p>
<p><b>Restricted Programmes</b></p> <p><i>These programmes are <u>unavailable</u> to exchange students.</i></p>	<ul style="list-style-type: none"> <li>• Nanyang MBA and Graduate Business Programmes</li> <li>• School of Computer Engineering Graduate Programmes</li> <li>• Masters of Science in Aerospace Engineering</li> <li>• Graduate Diploma in Translation &amp; Interpretation (HT5xxx)</li> <li>• All courses from our 5 autonomous institutions – the National Institute of Education*, the S Rajaratnam School of International Studies, Earth Observatory of Singapore, Singapore Centre on Environmental Life Sciences Engineering and Lee Kong Chian School of Medicine (opening in 2013).</li> </ul> <p><i>* Only NIE General Electives are available to exchange students</i></p> <ul style="list-style-type: none"> <li>• Inter-semester sessions</li> </ul> <p><b>Continue on page 10.</b></p>



**APPLICATION DEADLINES  
AND PROCEDURES**

<p><b>Restricted Programmes</b></p> <p><i>These programmes are <b>unavailable to exchange students.</b></i></p>	<ul style="list-style-type: none"> <li>• Nanyang Business School Undergraduate Programmes             <ul style="list-style-type: none"> <li>a) Core Courses <u>unavailable</u> to non-Business students</li> <li>b) Courses relating to the Singapore legislation, legal and accounting system, which may be relevant only in the Singapore context</li> <li>c) Please read through the School's <a href="#">guidelines</a> carefully.</li> </ul> </li> </ul> <p>Please also refer to the following link for a detailed list of undergraduate restricted courses unavailable to exchange students or highly popular courses with limited vacancies:  <a href="http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Documents/Courses%20Restriction%20Sem%201%20AY2012_main.pdf">http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Documents/Courses%20Restriction%20Sem%201%20AY2012_main.pdf</a></p>
<p><b>When will students receive their E-Welcome package?</b></p>	<p>Semester 1 (Fall):      May/June            Semester 2 (Spring):    October/November</p> <p><i>Note:            The E-Welcome Package will be sent to the email address you had listed in your online application. Your exchange coordinator will also be notified of the acceptance via email.</i></p>
<p><b>What does the E-Welcome package include?</b></p>	<p>The E-Welcome Package shall include the following items:</p> <ul style="list-style-type: none"> <li>• Your Letter of Enrolment</li> <li>• Procedures for applying Student's Pass</li> <li>• Student's Pass Online Application &amp; Registration(SOLAR Form)</li> <li>• Information on applying for campus housing</li> <li>• Information on Group Hospitalisation &amp; Surgical Insurance (GHSI)</li> <li>• Arrival and orientation</li> </ul> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>All exchange students shall be invited to apply for on-campus accommodation <b>after receipt</b> of their E-Welcome Package.</i></li> <li>• <i>Please <b>DO NOT</b> apply for on-campus accommodation through our Office of Housing and Auxiliary Services (HAS) website. Those are meant only for FULL-TIME local and international students, NOT exchange students.</i></li> <li>• <i>Application for on-campus accommodation shall be through the <b>NTU Exchange Portal</b>. Application links shall be provided in the E-Welcome Package.</i></li> </ul>



## APPLICATION DEADLINES AND PROCEDURES

**NEW INFO!**

**NTU Exchange Portal**


The details to login to NTU Exchange Portal will be provided within the E-Welcome Package. Please access the portal to perform the following:

- Accept the offer of admission
- Apply for on-campus accommodation
- Update personal particulars
- Submit health information
- Provide arrival details
- Retrieve course information and registration

For more information on retrieving course information and registration, please refer to page 13-15.



**COURSE REGISTRATION AND  
ACADEMIC INFORMATION**

<p><b>Semester Dates</b></p> 	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b><u>Undergraduate</u></b></p> <ul style="list-style-type: none"> <li>• Semester 1 (AY 2013-2014) 05 Aug 2013 – 06 Dec 2013</li> <li>• Semester 2 (AY 2013-2014) 13 Jan 2014 – 09 May 2014</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b><u>Postgraduate</u></b></p> <ul style="list-style-type: none"> <li>• Semester 1 (AY 2013-2014) 05 Aug 2013 – 06 Dec 2013</li> <li>• Semester 2 (AY 2013-2014) 13 Jan 2014 – 09 May 2014</li> </ul> </td> </tr> </table> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <i>Students who arrive in NTU <b>AFTER</b> the start of the semester, especially after add/drop period, shall not be allowed to change their pre-registered courses or request for new courses to read.</i></li> <li>• <i>Students should be aware that there may be examination papers even on the last day of the semester. Hence, any return flight arrangements should be made after the semester date. NTU shall not re-schedule examination dates and students who are registered for the course but fail to sit for the examination paper shall be deemed to have failed the examination.</i></li> </ul>	<p><b><u>Undergraduate</u></b></p> <ul style="list-style-type: none"> <li>• Semester 1 (AY 2013-2014) 05 Aug 2013 – 06 Dec 2013</li> <li>• Semester 2 (AY 2013-2014) 13 Jan 2014 – 09 May 2014</li> </ul>	<p><b><u>Postgraduate</u></b></p> <ul style="list-style-type: none"> <li>• Semester 1 (AY 2013-2014) 05 Aug 2013 – 06 Dec 2013</li> <li>• Semester 2 (AY 2013-2014) 13 Jan 2014 – 09 May 2014</li> </ul>
<p><b><u>Undergraduate</u></b></p> <ul style="list-style-type: none"> <li>• Semester 1 (AY 2013-2014) 05 Aug 2013 – 06 Dec 2013</li> <li>• Semester 2 (AY 2013-2014) 13 Jan 2014 – 09 May 2014</li> </ul>	<p><b><u>Postgraduate</u></b></p> <ul style="list-style-type: none"> <li>• Semester 1 (AY 2013-2014) 05 Aug 2013 – 06 Dec 2013</li> <li>• Semester 2 (AY 2013-2014) 13 Jan 2014 – 09 May 2014</li> </ul>		
<p><b>Academic Calendar</b></p>	<p>For a detailed breakdown of our academic calendar, please visit the respective websites:</p> <p><b>Undergraduates</b>  <a href="http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/AcademicCalendar/Pages/2013-14.aspx">http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/AcademicCalendar/Pages/2013-14.aspx</a></p> <p><b>Postgraduates</b>  <a href="http://www.ntu.edu.sg/Students/Graduate/AcademicServices/Pages/AcademicCalendar.aspx">http://www.ntu.edu.sg/Students/Graduate/AcademicServices/Pages/AcademicCalendar.aspx</a></p>		
<p><b>Workload per semester</b></p>	<p><b>Undergraduates</b></p> <p>Generally 3 to 5 courses (subject to home university's requirements and NTU's approval). Maximum workload allowed is 6 courses or 20 AUs per semester. For more information on Academic Unit (AU) System, please visit the links below:  <a href="http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/AcademicUnitSystem(AUS).aspx">http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/AcademicUnitSystem(AUS).aspx</a></p> <p><b>Postgraduates</b></p> <p>Postgraduates students are to take a minimum of 2 courses and a maximum of 5 courses.  <a href="http://www.ntu.edu.sg/Students/Graduate/AcademicServices/AcademicUnitSystem/Pages/home.aspx">http://www.ntu.edu.sg/Students/Graduate/AcademicServices/AcademicUnitSystem/Pages/home.aspx</a></p>		



**COURSE REGISTRATION AND  
ACADEMIC INFORMATION**

**NOTE!**

**Study Programmes**



Exchange students are advised to take courses of the same level.

**Undergraduates:**

<http://www.ntu.edu.sg/Academics/Pages/CollegesSchools.aspx>

- Undergraduates can only choose Undergraduate courses.
- Undergraduates are strictly prohibited from applying postgraduate courses.

**Postgraduates:**

<http://www.ntu.edu.sg/Academics/GraduateProgrammes/Pages/ByCoursework.aspx>

Postgraduates can choose both undergraduate and postgraduate courses **but must have at least 5 postgraduate courses.**

- Postgraduates applying for undergraduate courses are encouraged to check with their home university regarding meeting credit transfer criteria.
- Postgraduate students **SHALL NOT** be given priority for undergraduate courses.
- Postgraduate students **MUST** have at least 2 postgraduate courses approved to be issued the letter of enrolment.
- Postgraduate students' undergraduate courses shall only be registered during add/drop period (First 2 weeks of the semester).

**Note:**

*Exchange students pursuing a Masters degree at their home university but have yet to obtain any Bachelor's degree shall:*

- *Apply as an Undergraduate student.*
- *Be allowed to choose both Undergraduate and Postgraduate courses only upon completion of 7 study semesters.*

**Course Contents**

**Undergraduates**

[https://wis.ntu.edu.sg/webexe/owa/aus\\_subj\\_cont.main](https://wis.ntu.edu.sg/webexe/owa/aus_subj_cont.main)

**Note:**

*As updated course information for Semester 1 and 2 shall only be available towards May and November, kindly refer to **Academic Year 2012, Semester 1 ("Acad Yr 2012 1")** or **Academic Year 2012, Semester 2 ("Acad Yr 2012 2")** respectively as a reference to the courses to be offered in the same semester.*

**Postgraduates**

[http://wis.ntu.edu.sg/pls/webexe88/pgr\\$query\\_subject\\_content.display?in\\_acad=](http://wis.ntu.edu.sg/pls/webexe88/pgr$query_subject_content.display?in_acad=)

**Note:**

*Courses are subject to approval from the school and do not automatically imply that all are available for exchange students.*



**COURSE REGISTRATION AND  
ACADEMIC INFORMATION**

<p><b>NTU Academic Unit System</b></p> 	<p>NTU's courses are assigned credits based on the Academic Unit (AU) System. For a typical one-semester course, the number of academic units is calculated as follows:</p> <p>(a) one hour of lecture/tutorial per week : 1 AU          (b) 3 hours' laboratory/fieldwork per week : 1 AU</p> <p>Find out more from the following links:</p> <p><b>Undergraduates</b>  <a href="http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/AcademicUnitSystem(AUS).aspx">http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Pages/AcademicUnitSystem(AUS).aspx</a></p> <p><b>Postgraduates</b>  <a href="http://www.ntu.edu.sg/Students/Graduate/AcademicServices/AcademicUnitSystem/Pages/home.aspx">http://www.ntu.edu.sg/Students/Graduate/AcademicServices/AcademicUnitSystem/Pages/home.aspx</a></p>
<p><b>NEW!</b></p> <p><b>Course Registration</b></p>	<p><b>Undergraduates (UG)</b></p> <p>Upon receipt of your E-Welcome package, students shall be given access to the <b>NTU Exchange Portal</b>. In this portal, you will be able to obtain the information on UG course registration and view the list of your approved UG courses.</p> <p>Exchange students will be pre-allocated a number of their approved UG courses during NTU course registration period in <u>July 2013</u> (for AY2013-2014 Sem 1's application), subject to the discretion of the offering schools, availability and class/examination timetable. You would have the opportunity to register additional approved UG courses during the Add/Drop period in the first two week of the semester.</p> <p>Please note that some UG courses are highly popular (particularly Business, Accountancy, Economics, Sociology courses). While the University will try to meet the demand where possible, exchange students should expect that not all demand can be met due to vacancy limitations.</p> <p><b>Postgraduates (PG)</b></p> <p>Students will only receive the Letter of Offer issued by the Graduate Studies Office (GSO) upon approval of at least 2 courses and a maximum of 5 courses. The approved PG courses will be reflected on the Letter of Offer but not on the NTU Exchange Portal.</p> <p>Approval &amp; registration of the postgraduate (PG) courses shall be subjected to the discretion of the offering schools, availability, vacancies, pre-requisites and no clashes in class/examination timetable.</p>



**COURSE REGISTRATION AND  
ACADEMIC INFORMATION**

<p><b>NEW!</b></p> <p><b>Business/Accountancy Course Application</b></p>	<p>All exchange students who apply for the <a href="#">Business/Accountancy</a> courses offered by Nanyang Business School are required to read through the School's <a href="#">guidelines</a> carefully.</p>																								
<p><b>Grading System</b></p>	<p>NTU uses the Grade Point Average (GPA) system in awarding grades.</p> <table border="1" data-bbox="486 783 996 1348"> <thead> <tr> <th>Letter Grade</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr><td>A+</td><td>5.0</td></tr> <tr><td>A</td><td>5.0</td></tr> <tr><td>A-</td><td>4.5</td></tr> <tr><td>B+</td><td>4.0</td></tr> <tr><td>B</td><td>3.5</td></tr> <tr><td>B-</td><td>3.0</td></tr> <tr><td>C+</td><td>2.5</td></tr> <tr><td>C</td><td>2.0</td></tr> <tr><td>D+</td><td>1.5</td></tr> <tr><td>D</td><td>1.0</td></tr> <tr><td>F</td><td>0.0</td></tr> </tbody> </table>	Letter Grade	Grade Point	A+	5.0	A	5.0	A-	4.5	B+	4.0	B	3.5	B-	3.0	C+	2.5	C	2.0	D+	1.5	D	1.0	F	0.0
Letter Grade	Grade Point																								
A+	5.0																								
A	5.0																								
A-	4.5																								
B+	4.0																								
B	3.5																								
B-	3.0																								
C+	2.5																								
C	2.0																								
D+	1.5																								
D	1.0																								
F	0.0																								
<p><b>Academic Transcripts</b></p>	<p>Exchange students' academic transcripts will be mailed directly to their home institution within <b>2 months</b> upon release of examination results.</p> <p>A scanned copy of the academic transcripts will be emailed to the Student Exchange Office of the respective universities for record.</p>																								



ACCOMMODATION

**NOTE!**

**Is on-campus accommodation available to exchange students?**



Hall of Residences

- On-campus accommodation **shall not be guaranteed** to exchange students. Students must be prepared to live off-campus should their application for on-campus accommodation be unsuccessful. In the past semesters, more than 50% of our exchange students was unsuccessful with their application and stayed off-campus.
- Upon acceptance as an exchange student, you may apply online for on campus housing through the NTU Exchange Portal prior to the stipulated closing date.
- Due to limited on-campus accommodation, hall assignment priority shall be given to exchange students on course work, and allocation of accommodation shall be subject to availability, through **random balloting system**.
- Students are allocated **randomly** and request for **transfer of Halls shall not be entertained**.
- Request for specific room-mates or preferred Halls cannot be acceded to.
- Students who are unsuccessful in their application for on-campus housing shall be recommended off-campus accommodations at hostels located within short distance to NTU.
- **Full-year exchange students**, who successfully secured on-campus housing for their first semester, **shall not** be guaranteed for their second semester. Students are required to re-apply for random balloting.
- Housing options are described in detail at:  
<http://www.ntu.edu.sg/campus/Accommodation/Pages/default.aspx>

***See Pg 17 for more details regarding on-campus housing.***

**NOTE!**

**When can exchange students move in to the Hall of Residences?**

**3 days** before commencement of the semester.  
The Office of Housing & Auxiliary Services (HAS) shall notify the exact check-in date to exchange students who are successful in securing on-campus accommodation as soon as the check-in dates are confirmed. Exchange students who intend to arrive earlier than the check-in date and/or arrive after office hours shall have to source for temporary off-campus housing.


**Period of stay for on-campus accommodation**

Period of stay in the hostel is determined by the approved period of exchange as stipulated on the NTU Letter of Enrolment.





ACCOMMODATION

<p><b>On-Campus Accommodation</b></p> 	<ul style="list-style-type: none"> <li>• NTU has 16 halls of residence that are home to some 9,200 undergraduates. They offer similarly styled accommodation and are co-ed by floor or wing.</li> <li>• All exchange students successful in securing on-campus shall be housed in one of our 16 undergraduate Halls of Residences based on double occupancy i.e. twin-sharing, where only 10 Halls have air-conditioned rooms. However, all rooms have ceiling fans.</li> <li>• The 16 Halls of Residence were built in different periods with some dating back to the 1970s. Students have to be prepared to accept the different designs and structures of Halls/rooms. While the designs and furnishings of the older Halls are not as modern, they are usually kept clean.</li> <li>• More details on our Halls of Residences can be found at: <a href="http://www.ntu.edu.sg/has/Undergraduate/HallsOfResidence/Pages/Halls.aspx">http://www.ntu.edu.sg/has/Undergraduate/HallsOfResidence/Pages/Halls.aspx</a></li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <i>Students with medical condition and/or have specific requests will have to submit doctor's letter certifying the condition which shall be verified by NTU Medical Centre.</i></li> <li>• <i>Students are required to declare medical conditions and requests when submitting application for GEM Trailblazer.</i></li> </ul>
<p><b>Furniture &amp; fittings available in the room</b></p>	<p>Rooms are furnished with a bed, mattress, study table, chair, wardrobe, bookshelf and soft board (to pin notes, etc). Each room is fitted with window coverings such as venetian blinds or curtains, lighting and a fan.</p> <p><b>Note:</b> <i>Bed-linen, blankets and pillows are <u>NOT</u> provided.</i></p> <p>There are phone jacks and Ethernet connections in each room. Other fittings may be provided and these vary from hall to hall.</p>
<p><b>NOTE!</b> <b>Personal Items to Bring or Buy</b></p>	<ul style="list-style-type: none"> <li>• Shower tote bucket</li> <li>• Toiletries</li> <li>• Towels, washcloths (recommended 2 sets)</li> <li>• Shower shoes</li> <li>• Single-size bed sheets/linen, blanket, pillow, pillow cases</li> <li>• Laundry bag, detergent</li> <li>• Clothes hangers and pegs</li> </ul>



## ACCOMMODATION

<b>Off-Campus Accommodation</b>	<p>Students seeking off-campus housing should begin their search well in advance before their departure for Singapore. Estates near NTU include Boon Lay, Jurong West and Jurong East.</p> <p>For more info, please refer to: <a href="http://www.ntu.edu.sg/has/Off-campus/Pages/default.aspx">http://www.ntu.edu.sg/has/Off-campus/Pages/default.aspx</a></p> <p>The Office of Housing &amp; Auxiliary Services (HAS) will email students the list of recommended off-campus housing upon releasing of the on-campus accommodation result.</p>
<b>Short-Term Accommodation</b>	<p>Some useful links: <a href="http://www.ntu.edu.sg/has/Graduate/Pages/PG_Short-termHousing.aspx">http://www.ntu.edu.sg/has/Graduate/Pages/PG_Short-termHousing.aspx</a> <a href="http://www.singaporeedu.gov.sg/doc/res/stb_students.pdf">http://www.singaporeedu.gov.sg/doc/res/stb_students.pdf</a></p>



IMMIGRATION

<p><b>For exchange students on Study or Research exchange</b></p>	<p>All international students who have been accepted and offered a place as a full-time matriculated or registered student are required to hold a valid Student Pass issued by the Singapore Immigration &amp; Checkpoints Authority (ICA).</p> <p>Accepted exchange students shall be notified via the E-Welcome package on the Student Pass application procedures.  <a href="http://www.ntu.edu.sg/isc/Immigration/Pages/StudentsPass.aspx">http://www.ntu.edu.sg/isc/Immigration/Pages/StudentsPass.aspx</a></p> <p><b>Student's Pass Online Application &amp; Registration (SOLAR)</b>  <a href="https://www.psi.gov.sg/NASApp/tmf/TMFServlet?app=SIR-SOLAR-Welcome&amp;isNew=true&amp;Reload=true">https://www.psi.gov.sg/NASApp/tmf/TMFServlet?app=SIR-SOLAR-Welcome&amp;isNew=true&amp;Reload=true</a></p>
<p><b>For exchange students on WEP</b></p>	<p>WEP students will have to come under either Work Holiday Pass (WHP) or Training Employment Pass (TEP).</p> <p><b>TEP:</b><a href="http://www.mom.gov.sg/foreign-manpower/passses-visas/training-employment/before-you-apply/Pages/default.aspx">http://www.mom.gov.sg/foreign-manpower/passses-visas/training-employment/before-you-apply/Pages/default.aspx</a></p> <p>The <b>WHP</b> is applicable to all full-time students of all nationalities studying in selected universities* in the eight countries/territories (Australia, France, Germany, Hong Kong, Japan, New Zealand, United Kingdom, United States).</p> <p>*The universities from the above countries must be ranked among the top 200 in any of the selected international rankings# within the past five years.          #Please refer to the below url for more details:  <a href="http://admissions.ntu.edu.sg/ngs/exchange/Programmes/Pages/WorkExperience.aspx">http://admissions.ntu.edu.sg/ngs/exchange/Programmes/Pages/WorkExperience.aspx</a></p>
<p><b>Entry Visa</b></p>	<p>An Entry Visa is required of international students from some countries for entry into Singapore.</p> <p>Visit Singapore's Immigration and Checkpoints Authority (ICA) website to learn more.  <a href="http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&amp;secid=165">http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&amp;secid=165</a></p>



## HEALTH INSURANCE

<p><b>For students who require entry visa:</b></p>	<p>Students who require entry visa to enter Singapore <u>need not</u> apply for one. Upon approval of the Student's Pass application, an In-Principle Approval (IPA) letter will be issued to the students. A <u>single journey visa</u> shall be incorporated in the IPA letter for the entry into Singapore.</p> <p><a href="http://www.ntu.edu.sg/isc/Immigration/Pages/StudentsPass.aspx">http://www.ntu.edu.sg/isc/Immigration/Pages/StudentsPass.aspx</a></p> <p><i>Note: Students are advised to arrange their flights only when their Student's Pass application has been approved.</i></p>
<p><b>Health, Wellness and Insurance</b></p>	<p>Medical, dental and counselling services are available on campus to cater to your health and wellness needs.</p> <p>There are also clinics near campus should you feel unwell after office hours. For acute medical care and emergencies, please visit a hospital. The nearest to NTU is National University Hospital. For more information, please refer to:</p> <p><a href="http://www.ntu.edu.sg/isc/HealthWellnessInsurance/Pages/index.aspx">http://www.ntu.edu.sg/isc/HealthWellnessInsurance/Pages/index.aspx</a></p>
<p><b>NOTE!</b></p> <p><b>Medical Declaration</b></p>	<p><b>Exchange students are strongly encouraged to <u>highlight any medical conditions</u> that they may have <u>during</u> the submission of their online application.</b> This information is for the purpose of assisting in caring for you while you are attending Nanyang Technological University.</p>
<p><b>NOTE!</b></p> <p><b>Are exchange students required to purchase the NTU Group Hospitalisation &amp; Surgical Insurance?</b></p>	<p><b>** COMPULSORY PAYMENT **</b></p> <p>All exchange students are required to purchase the <u>compulsory</u> NTU Group Hospitalisation &amp; Surgical Insurance (GHSI) even if they have already bought similar insurance in their home country.</p> <p>Falling ill and being hospitalized in Singapore can be a financial drain on international students, who are not entitled to the medical subsidies that Singapore citizens enjoy. Besides the coverage it provides, the GHSI (subject to its terms and conditions) allows you to request a Letter of Guarantee from the underwriter and present it in lieu of the requisite deposit upon admission to government/restructured hospitals in Singapore</p> <p>For more coverage details, please refer to <a href="http://www.ntughsi.com.sg">www.ntughsi.com.sg</a></p>



## BANKING

<b>Is there any bank on NTU campus?</b>	Yes, there is a bank on campus. Students may also visit Jurong Point Shopping Centre ( <a href="http://www.jurongpoint.com.sg">www.jurongpoint.com.sg</a> ), which is located near campus, for their banking needs.
<b>Must I open a bank account while studying in Singapore?</b>	The local banks (including OCBC) require the student's exchange period to be at least 6 months in order to be eligible. Hence it may not be possible for students on exchange for only 1 semester to open a bank account.
<b>What are the acceptable credit cards/bank cards in Singapore?</b>	Visa/Mastercard/American Express/Diners Club/Maestro/PLUS. You may withdraw monies from most bank machines. There are also ATM machines located around the campus.
<b>Services available to exchange students</b>	<ul style="list-style-type: none"><li>• Internet access</li><li>• Sports &amp; Recreational facilities</li><li>• Library</li><li>• Medical Services</li></ul>



## PRE-DEPARTURE AND ARRIVAL

<p><b>NOTE!</b> <b>When should I arrive?</b></p>	<p><u>3 days</u> before commencement of the semester</p> <p><i>Note: Students who are successful in the application for on-campus accommodation shall be informed of their check-in date by Office of Housing and Auxiliary Services before their arrival.</i></p>
<p><b>Is airport reception available?</b></p>	<p><b>No, it is not available.</b> However, you should have little difficulty finding your own way to our campus from the airport with the pre-arrival information provided and using Singapore's efficient public transport system.</p> <p>Below are some useful guides: <a href="http://www.ntu.edu.sg/isc/AboutISC/Pages/NewtoNTU.aspx">http://www.ntu.edu.sg/isc/AboutISC/Pages/NewtoNTU.aspx</a></p>
<p><b>Half-Day Orientation Programme</b></p>	<p>Usually <u>3 days</u> before the commencement of semester.</p>



## FINANCIAL AID

### **DUO-Singapore Exchange Fellowship Award**

**(for European Students only)**



The Asia-Europe Meeting's (ASEM) DUO Fellowship Fund aims to promote student exchanges between European and Asian ASEM member countries. Under this fund, the DUO-Singapore Exchange Fellowship is awarded by the Singapore Government to Singapore and ASEAN students studying in the Nanyang Technological University (NTU), National University of Singapore (NUS) and Singapore Management University (SMU). The Award is also open to students from European ASEM countries (who come from universities with fee waiver arrangements with NTU, NUS and SMU).

The Award, based on merit, is for a pair of exchanges between a university in Singapore and its respective partner university in Europe in any academic field. Each student will be awarded a maximum of 4,000 Euros for one semester of up to four months, which covers airfare, accommodation and living expenses.

There is no bond imposed by the Singapore Government for the Award, which is open to both undergraduate and postgraduate students.

Application of the DUO scholarship shall be by invitation.

### **TF LEaRN @ NTU Award** **(for selected Asian partner institutions only)**



This scholarship is only available in semester 2. For more information or enquiry on TF LEaRN @ NTU scholarship, please visit the following website: [www.ntu.edu.sg/tflearn](http://www.ntu.edu.sg/tflearn) or email [tflearn@ntu.edu.sg](mailto:tflearn@ntu.edu.sg)



## LIVING IN SINGAPORE

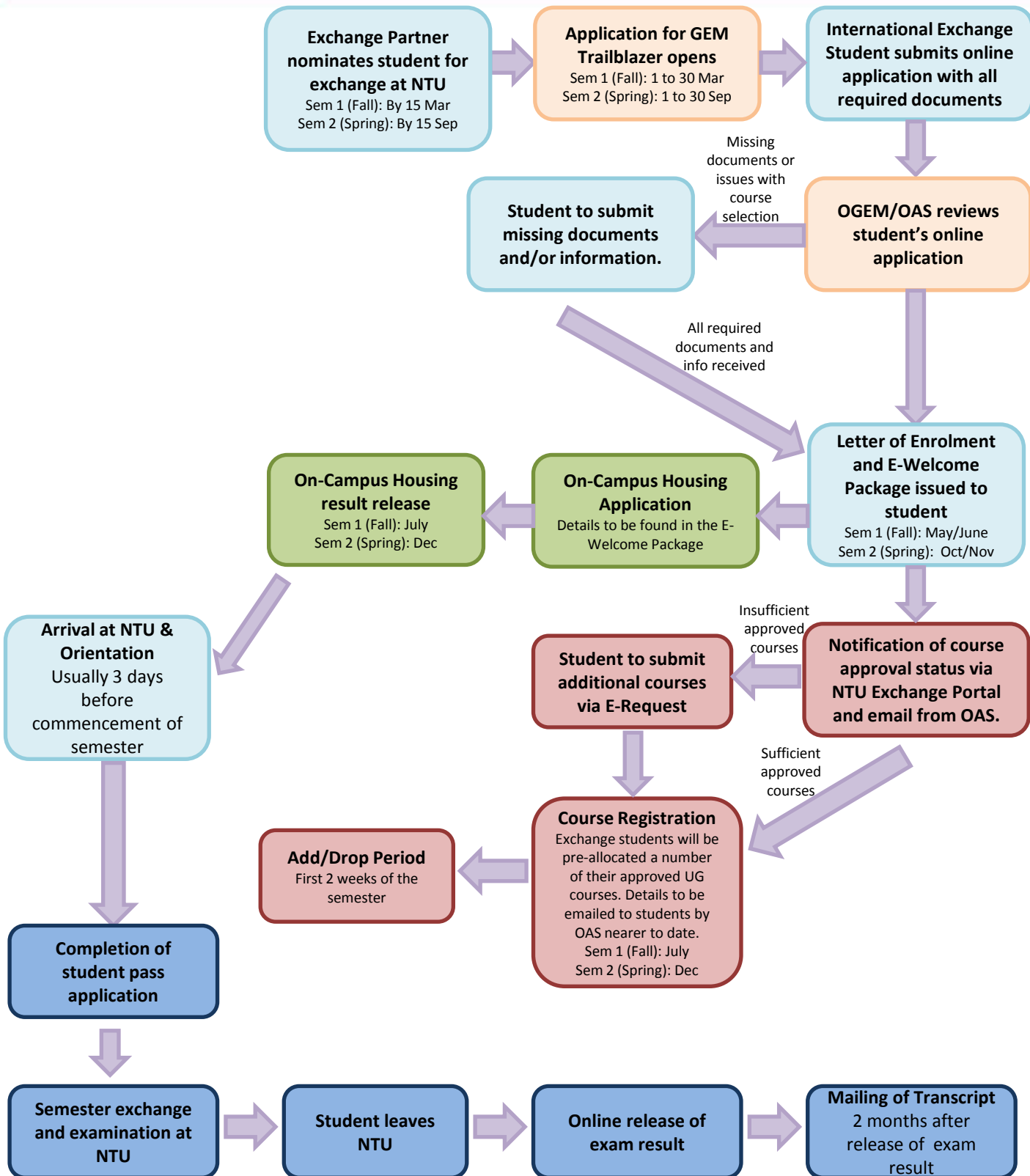
<b>Living Cost</b>	<p>The living costs you incur will depend on your lifestyle. On an average, student should prepare an estimated SGD5,000 per semester to defray costs such as accommodation, food, transportation, personal expenses, textbooks etc.</p> <p>For more detailed information, please visit: <a href="http://www.ntu.edu.sg/isc/AboutISC/Pages/NewtoNTU.aspx">http://www.ntu.edu.sg/isc/AboutISC/Pages/NewtoNTU.aspx</a></p>
<b>Other administrative fees</b>	<p><b>Estimated compulsory payments: SGD120 per semester</b></p> <p>Compulsory payments includes matriculation card (applicable to postgraduates); computer; sports; amenities; copyright; student health service; Group Hospitalization &amp; Surgical Insurance etc.</p> <p><i>Note: Students should ensure they have sufficient monies to pay for these compulsory payments upon arrival / registration at NTU.</i></p> <p><a href="http://admissions.ntu.edu.sg/ngs/exchange/beforeapplying/Pages/cost.aspx">http://admissions.ntu.edu.sg/ngs/exchange/beforeapplying/Pages/cost.aspx</a></p>

For further enquiries, please email [GEM-Trailblazer@ntu.edu.sg](mailto:GEM-Trailblazer@ntu.edu.sg)  
or visit our website at <http://www.ntu.edu.sg/GEM-Trailblazer>



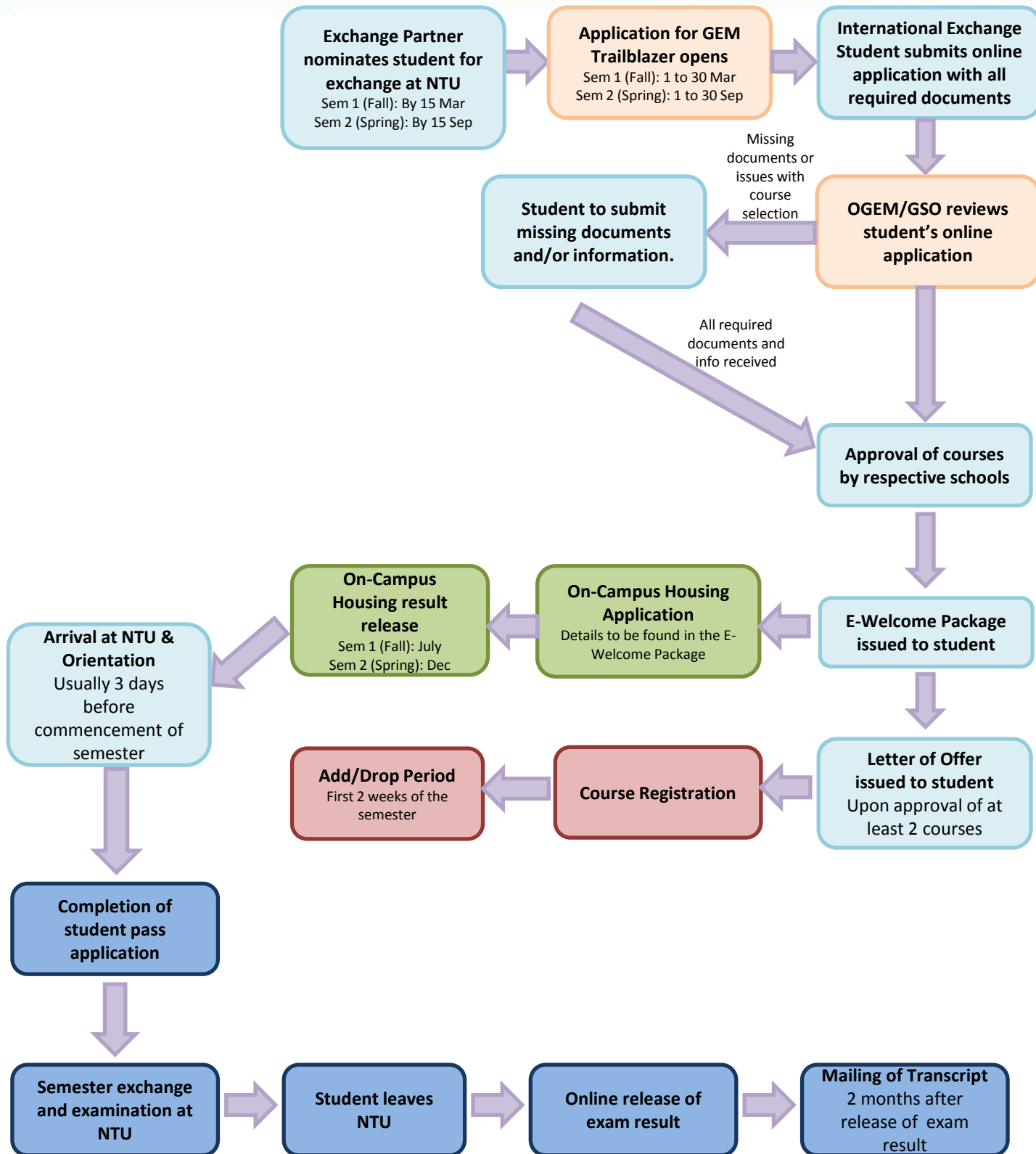


**UNDERGRADUATE EXCHANGE  
APPLICATION PROCEDURES**





**POSTGRADUATE EXCHANGE  
APPLICATION PROCEDURES**





CONTACT US

<p><b>Office-In-Charge of Student Exchange &amp; Study Abroad</b></p>	<p><b>Office of Global Education and Mobility (OGEM)</b></p>	
<p>Mailing Address:</p> <p><b>GEM Trailblazer</b> Office of Global Education and Mobility International House, #02-01 36 Nanyang Avenue, Singapore 639801</p>	<p>Fax: +65-6792-6911</p> <p>Web: <a href="http://www.ntu.edu.sg/GEM-Trailblazer">www.ntu.edu.sg/GEM-Trailblazer</a></p>	
<p><b>GEM Trailblazer (Inbound)</b></p>		
	<p><b>Ms. Pauline Ho</b> <i>Deputy Director</i></p> <p>+65- 6790-5088 <a href="mailto:paulineho@ntu.edu.sg">paulineho@ntu.edu.sg</a></p>	
	<p><b>Ms. Estrella Ho</b> <i>Programme Manager (North America, Oceania &amp; Asia)</i></p> <p>+65-6790-6916 <a href="mailto:GEM-Trailblazer@ntu.edu.sg">GEM-Trailblazer@ntu.edu.sg</a></p>	 <p><b>Ms. Emily Salim</b> <i>Senior Programme Officer (Europe)</i></p> <p>+65-6513-8546 <a href="mailto:GEM-Trailblazer@ntu.edu.sg">GEM-Trailblazer@ntu.edu.sg</a></p>



CONTACT US

<p><b>Office dealing with student visa applications, arrival and orientation</b></p>	<p><b>International Student Centre (ISC)</b> Nanyang Technological University International House, #02-02 36 Nanyang Avenue, Singapore 639801</p>	<p><b>Office Hours:</b> Mon to Thur: 8.30am to 5.45pm Friday: 8.30am to 5.15pm Weekends/Public Holidays: Closed</p>
<p><b>NOTE!</b> Emergency contact at ISC</p>	<p>Tel: +65-6790-6823 (during office hours) Fax: +65-6793-4558 Email: <a href="mailto:isc@ntu.edu.sg">isc@ntu.edu.sg</a></p> <p><b>24-hour Crisis Hotline: +65-9721-8066 (strictly for emergencies only)</b></p>	
<p><b>Office dealing with accommodation</b></p>	<p><b>Office of Housing &amp; Auxiliary Services (HAS)</b> Nanyang Technological University Student Services Centre, #05-19 42 Nanyang Avenue, Singapore 639815</p> <p>Tel: (65) 6790-5155 Fax: (65) 6791-7801 Email: <a href="mailto:hso-exch@ntu.edu.sg">hso-exch@ntu.edu.sg</a></p>	<p><b>Office Hours:</b> Mon to Thur: 8.30am to 1:00pm 1:45pm to 5:45pm Friday: 8.30am to 1:00pm 1:45pm to 5.15pm</p> <p>Weekends/Public Holidays: Closed</p>