



INTERNATIONAL STUDENT EXCHANGE APPLICATION INFORMATION SHEET

Dear International Exchange student,

It is with great pleasure that we welcome, and thank you for making Nanyang Technological University, Singapore's leading science and technological university, as your choice for exchange. We hope that your time with us will be educationally and personally fulfilling, such that the time that you spend here in this garden campus will bring you fond memories and close and affectionate ties with the University.

This concise application guide provides information that will assist your completion of the application form and stay at NTU. We look forward to receiving your application for the coming semester. Please do not hesitate to contact us at the International Relations Office, and our Student Advisors will be most delighted to assist you in all your needs.

Contact Details

Office dealing with student exchange matters	International Relations Office
Mailing Address	Nanyang Technological University International Relations Office International House, #01-01 36 Nanyang Avenue, Singapore 639801
Fax Number	(65) 6792-6911
IRO Website	http://www.ntu.edu.sg/IRO/home/default.htm
Senior Assistant Director - Publicity and International Student Exchange Matters	Name : Ms. Pauline Ho Tel : (65) 6790-5088 Fax : (65) 6792-6911 Email : paulineho@ntu.edu.sg
Manager - NTU Student Outbound Matters	Name : Mr. Johnie Goh Tel : (65) 6790-6664 Fax : (65) 6792-6911 Email : johnie@ntu.edu.sg
Senior Student Advisor - NTU Outbound Exchange	Name : Ms Jeanne Teo Tel : (65) 6790-5878 Fax : (65) 6792-6911 Email : instep@ntu.edu.sg
International Student Exchange Advisor - International Student Exchange	Name : Ms. Pauline Ho Tel : (65) 6790-5088 Fax : (65) 6792-6911 Email : ixchange@ntu.edu.sg

Useful Websites

NTU Website	http://www.ntu.edu.sg
Academic Calendar	<p>Undergraduates http://www.ntu.edu.sg/OAS/Undergraduate+Studies/Academic+Calendar/2006-2007.htm</p> <p>Postgraduates http://www.ntu.edu.sg/GradStudies/Coursework+Programmes/Academic+Calendar/</p>
NTU Academic Unit System	http://www.ntu.edu.sg/OAS/Undergraduate+Studies/Registration+of+Subjects/Academic+Unit+System.htm
Course contents	<p>Undergraduates https://wis.ntu.edu.sg/webexe/owa/aus_subj_cont.main (updated course information will be available towards Nov 2006)</p> <p>Postgraduates http://www.ntu.edu.sg/GradStudies/Coursework+Programmes/Programmes+of+Study/</p>
Curriculum Structure	<p>For Other Subjects http://www.ntu.edu.sg/OAS/Undergraduate+Studies/Registration+of+Subjects/curriculum+structure.htm</p> <p>Nanyang Business School (For Business Subjects) http://www.nbs.ntu.edu.sg/student/Undergrad_portal/Curriculum_Share/Schedule_Subj_offered.asp http://www.nbs.ntu.edu.sg/student/Undergrad_portal/cs/course_outlines/course_outlines_free.asp</p>

Exchange-related Information

Prospective Incoming Exchange Students	<p><u>Undergraduates</u> Submit online application at http://www.ntu.edu.sg/IRO/exchange/apply_now.htm.</p> <p><u>Postgraduates:</u> Email and request for a Hardcopy at global@ntu.edu.sg or obtain from your university's Student Exchange Office * Check out our website http://www.ntu.edu.sg/IRO/exchange/visiting+int+student.htm for further details.</p> <p>* Send all printouts of application forms together with supporting documents to: NTU International Student Exchange International Relations Office Nanyang Technological University International House, #01-01 36 Nanyang Avenue Singapore 639801</p>
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Application deadlines	<p><u>Undergraduates:</u></p> <ul style="list-style-type: none"> • Semester 1 - 30th March • Semester 2 - 30th September <p><u>Postgraduates:</u></p> <ul style="list-style-type: none"> • Semester 1 - 15th March • Semester 2 - 15th September
Supporting documents required to be submitted with the exchange application	<ul style="list-style-type: none"> • Passport-size photograph • Certified true copies of Academic Transcripts from Home University • Particulars page of passport • Endorsement & Approval granted by Home University on Section L of printed form.
When will student receive their acceptance package?	<p><u>Semester 1:</u> In the month of June</p> <p><u>Semester 2:</u> In the month of December</p> <p>* Exchange students' home institution will also be notified of acceptance via email.</p>
Term Dates	<p><u>Semester 1:</u> 07 August – 01 December 2006</p> <p><u>Semester 2:</u> 08 Jan – 04 May 2007</p> <p>Academic Calendar: http://www.ntu.edu.sg/OAS/Undergraduate+Studies/Academic+Calendar/2006-2007.htm</p>
Restricted Programmes (not open to exchange students)	<ul style="list-style-type: none"> • Nanyang MBA programmes • Inter-semesteral sessions
Academic Transcripts	<p>Exchange students' academic transcripts will be mailed directly to their home institution within 1 – 2 months after the end of the semester.</p> <p>A copy of the academic transcripts will be emailed to the Student Exchange Office of the respective universities for file.</p>
Language of instruction	English

Arrival/Orientation Programme

When should I arrive?	10 days before the commencement of the semester
Is Airport Reception available?	Yes. Students to update flight details onto web portal http://wis.ntu.edu.sg/pls/webexe/isp.exchportallogin
Orientation Programme	Usually one week before the commencement of semester

Accommodation

Is on-campus accommodation available to exchange students?	Upon acceptance as an exchange student pre-arrangement will be made for you to stay in one of our 16 Halls of Residence based on double occupancy.
When can exchange students move-in to the Hall of Residence?	Anytime. Preferably one-two weeks prior the commencement of each semester.
Period of stay for on-campus accommodation	Period of stay in the hostel is determined by the approved period of exchange given on the NTU admission letter.
Cost of on-campus accommodation per month	<p>S\$160-S\$350 (double occupancy) depending on the halls and student status.</p> <p>In addition, S\$15.60 is payable for the hostel application fee.</p> <p>Bedlinen will not be provided in the hostel room. You may loan clean bed linen from the Hall Office when you arrive. The cost is S\$2.05 per month for a set of pillow, blanket and bed cover.</p>
How much do you pay if you move-in to the hostel in-between calendar month?	<p>From 1st to 7th : Full month fee</p> <p>From 8th to 14th : 3/4 month fee</p> <p>From 15th to 21st : 1/2 month fee</p> <p>From 22nd to 31st : 1/4 month fee</p>
When to make payment for the on-campus accommodation?	Payment should be made after student's arrived; approximately 2 weeks upon receipt of the invoice from the Hall Office.
Orientation Week organized by Halls of Residence	It is scheduled to take place one week before the commencement of our July semester. If student wish to participate, a fee is chargeable. Details should be obtained from the Hall Office upon your arrival.
Withdrawal policy	<p>2 weeks advance notice is required. Written notice should reach the Hall Office before 1st of the month or 16th of month.</p> <p>Refund will only be made based by half monthly basis in Singapore Dollars. Students are advised to plan their departure date in advance.</p> <p>Check-out from 1st to 15th: 1/2 month fee chargeable Check-out from 16th to end of month: 1 month fee chargeable</p>
Off-campus accommodation	<p>Students may request for off-campus accommodation list from our Student Affairs Office. They have to make direct contact with the homeowners and discuss on the rental terms.</p> <p>Offers from the homeowners fall within the 3 categories:</p> <ul style="list-style-type: none"> • Room only - the rooms may be unfurnished, semi-furnished or fully furnish. Rental ranges form S\$150 to S\$400 per month. • Full Board - This includes meal and laundry. The minimum charge is S\$800 per month • Apartment - this caters to a group of 4 - 6 students. Rental charge is about S\$1500 per month.

Visa Requirement/Student's Pass Application

Entry Visa	Visit this website to find out whether you need to have an entry visa : http://app.ica.gov.sg/travellers/entry/visa_requirements.asp
Student's Pass Application	<p>All students studying in Singapore need to possess a valid student pass.</p> <p>Please follow through the following procedures:</p> <ul style="list-style-type: none">• Provide a scanned copy of student's passport to NTU. Upon acceptance of the exchange study at NTU, a Student OnLine Application (SOLAR) Number will be emailed to the student.• With the SOLAR number, student has to complete the Immigration Form 16 online. Web link for online application will be provided in your NTU admission letter.• After completing the Immigration Form 16 online, print it out and bring it to NTU.• Upon your arrival at NTU, please follow-up on the payment and collection for the student pass. Further details will be furnished in the Welcome package for your students.
For students who require entry visa:	<p>After completing the "Student's Pass Application" procedures above, please wait for about 2 weeks for an In-principle of Approval (IPA) to be issued to you.</p> <p>Please note that students under this category need the IPA letter before they can enter Singapore. You will receive the IPA from NTU through mail.</p>

Medical Insurance

Are exchange students required to purchase the NTU Group Hospital & Surgical Insurance?	<p>All exchange students are required to purchase the NTU Group Hospital & Surgical Insurance even if you have already bought a similar insurance from your home country.</p> <p>This requirement is made to facilitate easier access for medical treatment here. Details of the NTU health insurance can be found at: http://www.ntu.edu.sg/ISC under Health Matters</p>
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Estimated expenses (in local currency)

On-campus Accomodation:	
Twin sharing for Undergraduate accommodation	S\$160 (without meal plan) S\$225 – S\$400 (without meal plan)
Graduate Housing depending on room type	
Food / meals	S\$250– S\$300 per month
Local transportation	S\$40 – S\$80 per month
Academic expenses (eg books, stationery)	S\$200 – S\$300 per year
Personal Expenses	S\$150 - S\$300 per month
Health Insurance (based on NTU Group Hospital & Surgical Insurance)	Optional : One semester : ~S\$34.50 Two semesters : ~S\$69.00 Premium payable is subject to revision on a yearly basis.
Other administrative fees	Compulsory payments Hostel application fee : S\$15.75 Registration Card : S\$10.50 Computer Accounts : S\$13.65 Sports Fee: S\$12.60 (per semester) Health Fee : S\$26.25 (per semester)

Banking Information

Is there any bank on NTU campus?	There is an OCBC Bank (Overseas Chinese Bank Corporation) located on-campus.
Must I open a bank account while studying in Singapore?	It is advisable to open a bank account while you are in Singapore. Your parents may also arrange to transfer monies into your account in Singapore by inter-bank telegraphic transfer. This is a cheaper option as compared with using your credit cards to withdraw monies.
What are the acceptable credit cards/bank cards in Singapore?	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.

Other Information

Services available to exchange students	<ul style="list-style-type: none"> • Internet access • Sports & Recreational facilities • Library • Medical services
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