

# Guidebook for International Students

## Pre-Departure Checklist

Before leaving your country, please ensure that you have completed the following:

1.	<b>Completed Forms to be Returned to the SMA Office:</b> <ul style="list-style-type: none"><li>• Reply of Offer of Admission and Graduate Fellowship together with the Acceptance Fee</li><li>• Flight Information</li><li>• Copy of your passport</li></ul>
2.	<b>Important documents:</b> <ul style="list-style-type: none"><li>• 2 passport-size photographs</li><li>• A valid passport</li><li>• All original academic transcripts</li><li>• In-principle Approval (IPA) letter (for visa-required countries like China, India, Bangladesh, Myanmar, etc)</li></ul>
3.	<b>Visa Requirements:</b> <ul style="list-style-type: none"><li>• Enquire at the Singapore Embassy/ Consulate/ High Commission in your country regarding visa requirements for entry into Singapore. More details are available at the Ministry of Foreign Affairs website at <a href="http://www.mfa.gov.sg">www.mfa.gov.sg</a>.</li><li>• Check with your Immigration Department if you are required to apply for an exit visa.</li></ul>
4.	<b>Medical Check-Up &amp; Immunisation:</b> <ul style="list-style-type: none"><li>• A medical report is required by the Immigration and Checkpoints Authority (ICA) for the application of the Student's Pass. You may choose to either have the medical examination done in your home country or in Singapore. The medical report must not be issued more than three months at the time of submission of application. If you decide to do your check-up overseas, please ensure that the medical report is completed in English, written legibly and the laboratory tests are attached with the ICA medical report form. We strongly advise you to take the medical examination in your home country.</li><li>• Please refer to the World Health Organisation (WHO) at <a href="http://www.who.int/countries/sgp/en">www.who.int/countries/sgp/en</a> for more information on immunisations needed to be in resident in Singapore.</li><li>• Obtain a copy of your medical records and vaccination record from your doctor.</li><li>• If glasses are required, obtain a prescription from your optician.</li><li>• If regular medication is needed, get an adequate initial supply and prescription from your doctor and bring any medical documentation you have access to.</li><li>• Take additional medical insurance coverage if desired.</li></ul>
5.	<b>Financial Preparation:</b> <ul style="list-style-type: none"><li>• Arrange for enough money to cover your travel expenses, miscellaneous fees and living costs on arrival.</li><li>• Check the procedures for transferring funds to a bank in Singapore.</li><li>• Arrange to have both personal and credit references (optional).</li></ul>

6.	<p><b>Travel Arrangements:</b></p> <ul style="list-style-type: none"> <li>• Complete your travel arrangements by using a reputable travel agency.</li> <li>• Check with the Singapore Customs Department at <a href="http://www.customs.gov.sg">www.customs.gov.sg</a> for assistance with customs arrival formalities (e.g. currency controlled and prohibited goods).</li> </ul>
7.	<p><b>Miscellaneous:</b></p> <ul style="list-style-type: none"> <li>• If you are arriving after office hours, do inform the SMA Office of your expected date and time of arrival. Arrangements will then be made for the late check-in.</li> <li>• If accommodation has not been assigned, arrange for an urgent overnight accommodation at either the Airport Transit Hotel or your friend or relative's home. You may also refer to the Singapore Tourism Board at <a href="http://www.visitsingapore.com/publish/stbportal/en/index.html">http://www.visitsingapore.com/publish/stbportal/en/index.html</a> for approved hotels.</li> <li>• Electrical voltage in Singapore is 230volts, 50cycles. The electrical outlets are mainly for 3 pin plugs. Adaptors can be easily purchased in Singapore allowing you to use the 2 pin plugs.</li> <li>• Please note that objectionable, controlled drugs and reproductions of copyright publications, videotapes and cassettes are prohibited from entry into the country.</li> <li>• If you require urgent overnight accommodation, you may book a room at the Singapore Hotel Association Counter (open daily from 7am to 11pm) in the arrival area of the Changi Airport.</li> </ul> <p>Alternatively, you can call Transit Hotel at Changi Airport Terminal 1 (Tel: 6542 5538) or Terminal 2 (Tel: 65428122) for rooms. They charge approximately S\$60 (Single) and S\$65 (Twin) for 6 hours' stay. Additional hours are charged at S\$13.75 per hour.</p>

## Adjusting your Mindset

A positive attitude is very important, as adjustments would have to be made. You may initially feel lonely and homesick and you may also experience some form of "culture shock". Rest assured that most new international students experience these feelings, but with a positive attitude and flexible thinking, you will overcome them. Maintain your perspective and check whether your expectations were too high. Keep an open mind, mix with others and participate in students' activities and sports.

Student counselors at the Personal Guidance and Counselling Services (PGCS) are available should you wish to speak to them. Please visit <http://www.nus.edu.sg/uahwc/counselling/> for more information. They can also be reach at 6516 2376 or email: [counseling@nus.edu.sg](mailto:counseling@nus.edu.sg).

- NUS, a smoke-free campus  
The university is a smoke-free campus. Please refrain from smoking near buildings and areas where groups of people are gathered.
- Attire  
There is a dress code for students while in Lecture theatres, Administrative Offices, and library. Should you be dressed inappropriately (some examples include singlet (tank tops), shorts, clothes with indecent words or pictures and slippers), you will be asked to return when more appropriately attired.
- Orientation

Orientation provides you with the opportunity to become acquainted. It is a time to make new friends and adjust to new surroundings. You are expected to attend orientation. The programme will be given to you during registration.

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## Arrival Checklist

1.	<b>Upon Arrival:</b> Complete the Disembarkation/ Embarkation (D/E) Form and present this with your passport to the Immigration Officers. Please retain the D/E Form as it is required for the Student's Pass application.
2.	<b>Singapore Currency:</b> Change your money at the currency exchange counters in the Changi Airport if necessary.
3.	<b>Getting to NUS/ NTU:</b> Take a taxi, bus or Mass Rapid Transit (MRT) train and make your way to your residence or SMA Office.
4.	<b>Orientation Programme:</b> Register at the respective SMA Office on the given date and attend the Orientation Programme.
5.	<b>Financial Matters:</b> Open a bank account and settle all other necessary financial matters.

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## Student's Pass Information

The Immigration & Checkpoints Authority (ICA) has implemented a web-based system for student pass application called the "Student's Pass **On-Line Application & Registration**" (**SOLAR**), which is designed to streamline current student pass procedures and reduce processing time. It can be access at <http://www.ica.gov.sg> as "Student's Pass Online Application & Registration"

Prior arrival to Singapore, an In-principle Approval (IPA) letter will be send to you after you have accepted our offer through SOLAR. This letter has to be presented to the Duty Officer at the Immigration Checkpoint upon arrival in Singapore. This letter is a single journey entry visa which allows you to stay in Singapore temporarily for a month, while you complete the procedure of Student's Pass application.

**Upon Arrival, please complete the Student's Pass Application at:**

**Immigration and Checkpoints Authority (ICA)**

10, Kallang Road, Singapore 208718, 4<sup>th</sup> floor

Working hours: 8.00am – 2.00pm on weekdays  
8.00am – 11.00am on Saturdays

**Documents Required:**

- A valid passport
- Letter of Offer of Admission from SMA Office
- Letter of Certification from SMA Office
- In-Principle Approval Letter from ICA (applicable only if you require visa to enter Singapore)
- Medical Report
- The printout of student's Pass application form (Form 16) that was submitted through the Student's Pass On-Line Application & Registration (SOLAR) system.
- 2 recent passport size photographs

**Fees (Please make payment by NETS or cashcard or ez-link card):**

S\$40.00	Student's Pass per year or part thereof
S\$20.00	Per issue where visa is applicable