

There is a students' exchange programme at NUS during **Academic Year (AY) 2018/19 Semester 1 (August to December 2018)** or **Full Year (August 2018 to May 2019)**. We will call for Semester 2 (January to May 2019) nomination separately at a later date this year.

1. Student exchange numbers for AY2018/19

Ms. May, agreed in July 2017 that we could accept 4 semester places of students in AY2018/19 semester 1. **2. NUS Student Exchange Information Sheet**

Please find the latest **NUS Student Exchange Information Sheet** (http://www.nus.edu.sg/iro/doc/prog/sep/nus_sep_information_sheet.pdf) which contains important information on module restrictions, application procedures, required supporting documents, deadlines, visa application, etc. We encourage you to share the information sheet with your students or refer your students to our website (<http://www.nus.edu.sg/iro/prog/sep/incoming-exchange-students.html>) at the point of nomination so they are familiar with the policies and procedures at NUS.

3. Important things to note:

a. Nomination Sheet: NUS will only process students' applications for fee-waiver Non-Graduating Exchange (NGE) programme if they are nominated by office. **Please include the relevant information using the attached Nomination Sheet and return it to the Global Relations Office by 21 March 2018.**

Students' names in the nomination/application must be identical to their passports for visa application purpose. If the student goes by a name other than the one indicated on his or her passport, please include this name under "Remarks" column in the nomination template. The year of studies while they are on exchange in NUS as well as the students' major of studies need to be included in the nomination sheet so that we can provide relevant advice on modules.

b. Workload requirements: Exchange students are required to take a minimum workload of **12 modular credits (approximately 3 modules) per semester** in order to be eligible for a Student's Pass (Student Visa). The list of available modules can be found at this link <http://www.nus.edu.sg/registrar/info/ng/NG-Modules.pdf> (please note the list of modules for AY2018/19 will be updated around March 2019). Students are advised to request as many relevant courses as possible (up to 10) on their online application to increase their chances of securing the required modules.

c. Module restrictions: Undergraduate exchange students are encouraged to consider Level 1000 to 3000 modules. Level 4000 modules are mostly reserved for NUS students who are in their graduating year. Modules of Level 5000 and above are graduate modules and are not offered to undergraduate students. The graduate modules found in the module list are reserved for students coming under specific graduate exchange agreements.

NUS is not able to guarantee any module for incoming exchange students before and during the exchange. Therefore, it is important for all students to read the module restrictions at NUS before applying for the exchange. The list of limited or restricted modules can be found at this link http://www.nus.edu.sg/iro/doc/prog/sep/nus_sep_information_sheet.pdf. NUS Business School modules are reserved to exchange students with faculty/school-level exchange partnership with NUS Business School. Please note that Economics modules are offered by NUS Faculty of Arts and Social Sciences instead of NUS Business School.

d. Housing: On-campus housing is **not** guaranteed at NUS. If students require on-campus housing, they must indicate that they are “**Exchange**” students and select “**Yes**” for housing in their initial application in order to be considered for on-campus accommodation. Students who have correctly indicated the above will receive instructions on how and when to apply for housing in their Acceptance Letter from Registrar’s Office.

Prospective exchange students are encouraged to do their research on the housing options available to them, and ensure that they are satisfied with all aspects of the accommodation before committing to stay on or off campus.

Students will be notified of their housing status as early as possible, and the NUS Exchange Information Sheet recommends various on and off-campus housing options. Otherwise, students may refer to NUS Office of Student Affairs’s guides for on-campus (<http://nus.edu.sg/osa/has/non-graduating/hostel-options>) and off-campus (<http://nus.edu.sg/osa/housing/other-accommodation.html>) housing.

e. Application: The **online** application system will open from **21 March to 15 April 2018** for Semester 1 and Full-Academic-Year intake. Students will not be able to submit an online application before 21 March 2018. All deadlines mentioned in official communications from NUS are based on Singapore time (GMT + 8 hours).

	DEADLINE(S)	RESPOND TO
Nomination Sheet	21 March 2018	Ms. YAP Wei Lin (weilin@nus.edu.sg)

SEP Online application

**15 April 2018
(application)**

Online application system is open from **21 March to 15 April 2018**

- Passport photo for NUS Student Card (file size 125KB in jpg format)
- Original copy of the latest academic transcript in English and with home university stamp, including grade legend
- Copy of passport page showing nationality and personal details
- Additional supporting documents (applicable if student would like to take the following modules):

	Supporting document needed
Language modules with prefix "LAXXXX" code	A. A letter from home university to certify applicant's level of proficiency in the foreign language
Law modules (for applicants from non-English medium universities, unless otherwise stated)	B. Valid TOEFL or IELTS certificates IETLS score of at least 6.5 TOEFL score of at least: 250 for the paper-based test; or 250 for the computer-based test; or 100 for the internet based test
Architecture modules	C. A letter of confirmation from home university stating the year of design module that they should be enrolled in during their exchange at NUS (e.g. Year 1, 2, 3, or 4)

**1 May 2018
(supporting documents)**

- All necessary supporting documents should be uploaded to the online application system by **1 May 2018**.
- Each item mentioned above should not exceed 1MB for successful online uploading.

- | | | |
|--|--|---|
| | | <ul style="list-style-type: none">• Late and incomplete applications might not be processed in time for admission in the respective semester. |
|--|--|---|

For more information on the application procedures, please refer to <http://www.nus.edu.sg/registrar/education-at-nus/non-graduating-programme.html#16>.

f. Application Outcome: The admission notice will be sent to students via email in **mid-June 2018** for Semester 1. As we try our best to inform students of their application status by mid-June and to allow sufficient time for them to make travel plans, we regret to inform you that late or incomplete applications may be rejected.

g. Temasek Foundation International Leadership Enrichment and Regional Networking (TFI LEaRN) Programme @ NUS: Please note that the TFI LEaRN Programme will be running again in AY2018/19 Semester 1. up to 2 students can be nominated for the programme. For more information on the programme, please refer to the following website, <http://nus.edu.sg/iro/prog/others/tfilearn.html>.

Students must fulfil the following requirements to be eligible for the programme.

Are nominated by their home university

Are undergraduates who completed at least one year of study in their home universities

Are studying in their country of citizenship

Are in the top 10% of their cohort in academic performance

Are fluent in English

Are interested in community service and have served in leadership positions

Fully commit to all aspects of the programme (refer to link above for more information)