Matriculation Details For AY 2010/2011 (August intake)

**What is Matriculation?**

Matriculation is an important event for you to confirm and register your student status upon arrival in NTU. It officially places you as a student of NTU.

Before proceeding for matriculation, you are required to pay the *Matriculation and Student Matriculation Card Fees, Group Hospitalisation Insurance Scheme Fees (if applicable)* as stated on the [fees website](http://www.street-directory.com/ntu) at the Office of Finance, Level 3, Student Services Centre, before proceeding for matriculation.

To locate a venue or facility, you may want to visit the University’s detailed interactive online campus map at [http://www.street-directory.com/ntu](http://www.street-directory.com/ntu). Simply search using the drop down options at the bottom of the map, and click “GO”.

**Important Matriculation Dates and Times**

Please ensure that you attend the correct matriculation day and time. This is to help you go through the matriculation process without any delays.

<table>
<thead>
<tr>
<th>Date of Matriculation</th>
<th>School</th>
</tr>
</thead>
</table>
| Monday 26 Jul 2010    | Nanyang Business School  
                       | S Rajaratnam School of International Studies |
| Tuesday 27 Jul 2010   | S Rajaratnam School of International Studies |

**Matriculation Hours**

- 9.30 am to 11.30 am  
- 2.30 pm to 4.00 pm

**Venue**

- Graduate Studies Office  
- Student Services Centre, Level 4  
- Strategy Room
## For August 2010 Intake

<table>
<thead>
<tr>
<th>Date of Matriculation</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 17 Aug 2010</td>
<td>School of Electrical and Electronic Engineering</td>
</tr>
<tr>
<td></td>
<td>School of Civil and Environmental Engineering</td>
</tr>
<tr>
<td>Wednesday 18 Aug 2010</td>
<td>School of Mechanical and Aerospace Engineering</td>
</tr>
<tr>
<td></td>
<td>School of Computer Engineering</td>
</tr>
<tr>
<td></td>
<td>School of Materials Science and Engineering</td>
</tr>
<tr>
<td>Thursday 19 Aug 2010</td>
<td>School of Biological Sciences</td>
</tr>
<tr>
<td></td>
<td>Wee Kim Wee School of Communication and Information</td>
</tr>
<tr>
<td></td>
<td>School of Physical and Mathematical Sciences</td>
</tr>
<tr>
<td></td>
<td>School of Humanities and Social Sciences</td>
</tr>
<tr>
<td></td>
<td>School of Chemical and Biomedical Engineering</td>
</tr>
</tbody>
</table>

Matriculation Hours : 9.30 am to 11.30 am  
                     2.30 pm to 4.00 pm  

Venue : Tan Chin Tuan Lecture Theatre  
        (Opposite Administration Building)
Documents required during Matriculation

During matriculation, you must produce the following original documents for our verification:

(a) NTU’s offer letter for admission
   - Note: Applicants whose bachelor degree does not have a class of honours classification, will be required to submit the complete transcripts (including the final semester’s results) to the Dean/Associate Chair of the school that you are enrolling into for him/her to verify. **Please do not register your candidature (or come for matriculation) until Dean/Associate Chair has confirmed his/her acceptance of your degree in writing as the validity of the offer of admission hinges on his/her approval.**

(b) Payment receipt of your fees

(c) Identity card for Singaporeans and Singapore Permanent Residents, or passports / valid entry / re-entry permit for non-Singaporeans

(d) Original transcripts of academic results and degree certificates (the transcripts must bear the University’s official seal, with the name and signature of the authorised person):
   (i) Bachelor’s degree transcripts of full academic results
   (ii) official English translation of the Bachelor’s degree transcripts if item (i) are not in English
   (iii) Bachelor’s degree certificates
   (iv) official English translation of the Bachelor’s degree certificates if item (iii) are not in English
   (v) Master’s degree transcripts of full academic results
   (vi) official English translation of the Master’s degree transcripts if item (v) are not in English
   (vii) Master’s degree certificates
   (viii) official English translation of the Master’s degree certificates if item (vii) are not in English

For applicants who are not able to obtain the necessary certificates & transcripts ready during matriculation, please request from your former University a **Letter of Certification** (with the stamp of the University) stating the following:

- degree awarded to you
- period of study
- when the original documents would be granted to you
For current NTU postgraduates under the Masters Programme by Coursework eg. Master of Science (M.Sc), the Letter of Certification must state that “he/she is awaiting for conferment of her degree”

For current NTU postgraduates under the Masters Programme by Research eg. Master of Engineering (M.Eng), please produce the letter “Submission of Thesis” which will be issued to you after the submission of thesis.

# We would accept the above stated Letter of Certification for matriculation. You will need to declare a date during matriculation when you can show us the original documents in part d.

(e) TOEFL / IELTS & GRE/GMAT/GATE Scores (for international students), if applicable.

(f) Letter from employer stating the last day of your service (for full-time students only), if applicable.

(g) Declaration of evidence holding any other scholarship or fellowship, if applicable.

(h) Former MOE –GLC Scholars (Please produce the letter of approval from the Office of Admissions & Financial Aid or MOE)

If you are admitted for the full-time research programme and were previously awarded an undergraduate scholarship by the Ministry of Education, Singapore (MOE), you need to write to the following Office/Ministry for approval to pursue the research programme at NTU:

i. Those admitted into NTU Undergraduate Course from Academic Year 2001 onwards:
   
   Office of Admissions & Financial Aid
   Nanyang Technological University
   42 Nanyang Avenue
   Student Services Centre, Level 2
   Singapore 639815

ii. Those admitted into NTU Undergraduate Course before Academic Year 2001:

   Ministry of Education
   School Placement and Scholarships Branch
   3rd Level, Podium Block, 1 North Buona Vista Drive
   Singapore 138675
YOUR MATRICULATION IS NOT COMPLETE IF ANY OF THE ABOVE-STATED ORIGINAL DOCUMENTS IS NOT PRODUCED FOR VERIFICATION. For those who are awarded scholarship, the stipend cannot be released if the matriculation is not complete.