Matriculation Details For Higher Degree Students  
AY 2012/2013 (August Intake)

1. **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 Fee, Matriculation Card Fee, Group Hospitalisation & Surgical Insurance (GHSI) where applicable at the **Office of Finance, Level 3, Student Services Centre**.

To locate a venue or facility, you may want to visit the University’s detailed interactive online campus map at [http://maps.ntu.edu.sg/maps](http://maps.ntu.edu.sg/maps).

2. **Important Matriculation Dates and Times**

Please ensure that you attend the matriculation on the assigned date and time. This is to help you go through the matriculation process without any delay.

<table>
<thead>
<tr>
<th>Date of Matriculation</th>
<th>Type of Students</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Jul 2012 (Wednesday)</td>
<td>All</td>
<td>S. Rajaratnam School of International Studies</td>
</tr>
</tbody>
</table>

**Matriculation Hours**: 9.30 am to 11.30 am

**Venue**: GSO counter

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<thead>
<tr>
<th>Date of Matriculation</th>
<th>Type of Students</th>
<th>School</th>
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<tbody>
<tr>
<td>24 Jul 2012 (Tuesday)</td>
<td>International</td>
<td>School of Civil and Environmental Engineering</td>
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<td>School of Electrical and Electronic Engineering</td>
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<td>School of Computer Engineering</td>
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<td></td>
<td>All</td>
<td>Nanyang Business School</td>
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<tr>
<td>Date of Matriculation</td>
<td>Type of Students</td>
<td>School</td>
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| 25 Jul 2012 (Wednesday) | International | School of Chemical and Biomedical Engineering  
School of Mechanical and Aerospace Engineering  
School of Materials Science and Engineering  
School of Biological Sciences  
School of Physical and Mathematical Sciences |
| Matriculation Hours | 9.30 am to 11.30 am  
2.30 pm to 4.00 pm |
| Venue | LT2A |

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<tr>
<th>Date of Matriculation</th>
<th>Type of Students</th>
<th>School</th>
</tr>
</thead>
</table>
| 26 Jul 2012 (Thursday) | All  
Local graduates, Singapore Citizens & Singapore Permanent Residents | Interdisciplinary Graduate School  
All |
| Matriculation Hours | 9.30 am to 11.30 am  
2.30 pm to 4.00 pm |
| Venue | LT2A |
3. **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) The payment receipt of your fees; eg. Matriculation Fee, Matriculation Card Fee, Group Hospitalisation & Surgical Insurance (GHSI) where applicable  

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

d) In-Principle Approval (IPA) letter for Student Pass from Immigration and Checkpoints Authority of Singapore (ICA) (for full-time international student)

e) Original transcripts of academic results and degree certificates (the transcripts must bear the valid stamp of the University and 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

f) TOEFL/IELTS & GRE/GMAT/GATE Scores (for international students), if applicable.
g) Letter from employer stating the last day of your service (for full-time students only).

h) Declaration of evidence holding any other scholarship or fellowship (if any).

i) Employment Pass (Part Time International Students working in Singapore only)

j) Deferment of Bond (if any)

k) Verification of your degree class of honours by the school Associate Chair Research (where applicable)

l) Letter from University stating withdrawal of programme if you are currently taking another post-graduate programme in Nanyang Technological University of Singapore

m) Medical clearance certification from NTU medical centre, where applicable

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 “… is awaiting for conferment of 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.

Note : 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 3e.

4. Former MOE / GLC Scholars

Please produce the letter of approval from the Office of Admissions & Financial Aid or Ministry of Education, Singapore (MOE).

If you are admitted for the full-time research programme and were previously awarded an undergraduate scholarship by 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
Please produce the letter of approval from the Office of Admissions & Financial Aid or MOE when you matriculate with us.

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.