

OA/0431

Candidates who have accepted our offer to read the Part-Time Engineering Programme will find the following details useful. You are advised to read the information and instructions carefully:

1. ACCEPTANCE FORM

If you accept the offer of admission, you should complete the on-line Acceptance Form by **23 May 2025**.

Please take note of the following when filling up the form:

- All fields with asterisk (*) are mandatory.
- Your parent(s)' NRIC(s) or FIN(s) or Passport Number(s) are required for entry unless for deceased. If deceased, please leave all fields completely blank.
- Guardian / Next-of-kin Particulars for emergency contact are optional if parent(s)' particulars are provided. You may however fill in your preferred Guardian/Next-of-kin. System will auto capture father's particulars if left blank. If father's particulars are blank, system will capture mother's particulars.
- Guardian / Next-of-kin Particulars are compulsory if both parents are deceased.

If you are rejecting the offer, you are still required to reject using the On-line Acceptance Form.

A matriculation number will be assigned to you after you have accepted the offer. You are to use the matriculation number to matriculate online.

2. PHOTOGRAPH SUBMISSION, CONFIRMATION OF NAME & DECLARATION OF CODES AND CONDUCT AND COMPLIANCES

All new students will receive a matriculation card.

More than just a form of identification, your matriculation card is enabled with NETS Flashpay, which means you can use it to make cashless payments at shops within and outside campus, and when taking public buses and MRT trains. The card also enables you to borrow books and other library resources, as well as to access computer labs and other campus facilities.

Please perform the following actions **here** in the given order:

- (i) **Confirm that your name (including its sequence) matches the one printed on your NRIC/ passport:**

Please proceed to upload an image of your NRIC (for Singapore Citizens and Permanent Residents)/ passport information page (for other nationalities) at the item titled 'Upload NRIC' or 'Provide Passport Details' within **2 working days after obtaining your matriculation number**. If the above step is not completed, your matriculation card will not be ready in time, and you will only receive your card after the scheduled collection period.

If there is any subsequent amendment after you have confirmed your name, you will need to apply for a replacement matriculation card with a fee.

- (ii) **Upload a recent passport-sized photograph for your matriculation card.**

Click **here** for the photo image specifications.

- (iii) **Declare that you acknowledge the University's Codes of Conduct, NTU Personal Data Privacy Statement and Consent for Students, and IT Acceptance Use Policy for the University's computing facilities.**

3. ONLINE MATRICULATION

Matriculation is a formal process where a person registers to study at the University and thus becomes a member of the University student community. Matriculation carries with it the agreement to abide by the University rules and regulations and codes of conduct. This includes payment of any fees required by the University.

Matriculation is done online at <https://www.ntu.edu.sg/admissions/matriculation> and the matriculation period is from **(Dates to be announced)**. After you have successfully matriculated, you will be able to print your class timetable.

If you accept our offer of admission from **(Date to be announced)** onwards, please matriculate one working day after you have created your network account. Please note that your name will not be in the University's register if you do not matriculate online.

4. REGISTRATION OF COURSES

Courses for Semester 1

As this is your first semester in NTU, you will be assigned your class timetable. You do not have to register courses on your own unless you receive separate instructions from your School. After you have matriculated, you will be able to print your class timetable at the same matriculation link. If you do not intend to register for additional courses, you can proceed to attend your classes.

Note: For subsequent semesters, you have to register your courses on your own through the Student Automated Registration System (STARS).

Adding or Dropping Courses

The Add/Drop period (Teaching Week 1) provides an opportunity for students to assess whether the courses and load that they have registered suit their pace, interest and learning needs. During this period, students may drop courses that do not meet their needs and try another.

As this is your first semester of enrolment, it may not be wise to add additional course(s) as you are still adjusting to University's life and curriculum demand. Please seek your School's advice/approval and read the specific instructions for your programme in your School's webpage, before adding or dropping courses. You can find your School's contact info from the Office of Academic Services (OAS) Course Registration intranet.

A course that is dropped during the add/drop period will not appear in the official transcript. A student who is still registered for a course after the Add/Drop period but did not subsequently sit for the examination will be deemed to have read and failed the course. An 'F' grade will appear on his official transcript.

More Information on Course Registration

The Add/Drop schedule, overview of the curriculum structure, Step-by-Step Guide to Course Registration and user guide for STARS are available in the OAS Course Registration intranet. Accessing the intranet requires login using your network account.



<https://www.ntu.edu.sg/admissions/undergraduate/freshmen/course-registration>

Enquiries

For enquiries on class timetabling, curriculum and other academic matters, please contact the respective Part-time Programme Office:

School of Electrical & Electronic Engineering

Tel: 6592 2572

Email: eeept@ntu.edu.sg

Website:

[https://www.ntu.edu.sg/eee/admissions/programmes/undergraduate-programmes/detail/bachelor-of-engineering-in-electrical-and-electronic-engineering-\(part-time\)](https://www.ntu.edu.sg/eee/admissions/programmes/undergraduate-programmes/detail/bachelor-of-engineering-in-electrical-and-electronic-engineering-(part-time))

School of Mechanical & Aerospace Engineering

Tel: 6790 6417

Email: askmae@ntu.edu.sg

Website:

<https://www.ntu.edu.sg/mae/admissions/current-students/undergraduate/part-time-programme>

College of Computing and Data Science

Tel: 6513 8040

Email: ccds-pt@ntu.edu.sg

Website:

<https://www.ntu.edu.sg/computing/admissions/undergraduate-programmes/detail/bachelor-of-technology-in-computing-skillsfuture-work-study-degree>

5. ACADEMIC STRUCTURE HANDBOOK

This [handbook](#) is an important starting point for you. It contains information on candidature and graduation requirements, curricular requirements, registration of courses, examinations and grading systems in NTU.

6. PAYMENT OF FEES AND GIRO APPLICATION FORM

Payment of tuition fees will be deducted through GIRO. Please click on [this link](#) (Date to be announced) to submit bank details online before printing the Application Form for Interbank GIRO. You will be prompted to log in using your Network User Name and Password. Please ensure you have **activated your Network account**. Once printed, please sign it before submission to One Stop @ Student Activities Centre, [NS3-01-03 North Academic Complex, 50 Nanyang Avenue, Singapore 639798](#). Please refer to the following website for more details. <https://www.ntu.edu.sg/admissions/undergraduate/freshmen/freshmen-info/financial-matters/apply-for-interbank-giro>

7. STUDENT DISCIPLINE, UNIVERSITY RULES & REGULATIONS AND COMPUTER ACCOUNT

As a student of the University, you must comply with the University Statutes and Regulations, and the requirements of the University in the exercise of its authority thereunder. At all times you are obliged to uphold the good name of the University.

Your attention is drawn in particular to the **Acceptance IT usage policy** and also the rules and regulations governing examinations which will be given to you before each semestral examination. The University takes a very serious view on any breach of its regulations. Students found to have breached any of the University regulations will be subjected to disciplinary action and may to be expelled from the University. Please read the **Acceptance IT usage policy** at <https://www.ntu.edu.sg/life-at-ntu/internet-account-and-policy>

8. DRESS CODE FOR STUDENTS ON CAMPUS

To maintain the good image of the University, you are reminded that you must be properly attired in a manner befitting the status of university students when you are on campus.

You are not allowed to wear the following in lecture theatres/tutorial rooms/laboratories/workshops/library/offices:

Attire:	sleeveless T-shirts, singlets, shorts, attire printed with offensive or obscene wordings revealing attire or miniskirts.
Footwear:	slippers and sandals without heel straps.

In addition to the above, you have to adhere to the guidelines issued by your School on the appropriate attire and footwear for various laboratories/workshops for safety reasons. The University will take disciplinary action against students who do not comply with the above guidelines.

9. LEAVE OF ABSENCE AND WITHDRAWAL FROM UNIVERSITY

Please click [here](#) for more details

10. CHANGE OF PERSONAL PARTICULARS

Throughout their studies, students are responsible for keeping their personal particulars updated in the University's records in a timely manner. The University will not be accountable for delayed or lost correspondence due to incorrect or outdated students' addresses or contacts. Students should update any changes in their address or contacts or guardian's details electronically through StudentLINK > Administrative Matters > Change of Personal Particulars.

For procedures on changes of student particulars, please click [here](#).

After accepting your offer, please follow through with each of the activities in the checklist below and keep track of the important administrative and academic deadlines.

Activity	Singapore Citizens/ Singapore Permanent Residents	Foreigners	Action / Forwarding Address/Website
Complete Bridging Modules (Only applicable for B.Tech in Computing programme)	To register for the bridging modules by 10 February 2025 and complete by 1 July 2025		To complete the five pre-requisite bridging modules https://www.ntu.edu.sg/computing/admissions/cet-programmes/bridging-modules-ccds
Complete NTU Acceptance Form	By 23 May 2025		https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login You will receive your Matriculation Number on screen after acceptance.
Upload NRIC / Valid Immigration Pass	Upload front and back of NRIC within 2 working days after accepting offer, if not uploaded at application	Upload your Valid Immigration Pass	https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login
Provide Passport Details	Not applicable	Within 2 days after acceptance	https://wis.ntu.edu.sg/pls/webexe/adm_passport.login If you are renewing your passport, DO NOT upload your old passport. Upload the new passport immediately when it is available.
Activate Student Account (Network Account and Office365 EDU Account)	One working day after selecting the network account. (Selection of account can be done immediately after acceptance)		https://www.ntu.edu.sg/life-at-ntu/internet-account-and-policy Select network account here . Activate network account here Self-check after activation: Office365 EDU Account - Able to logon Office 365 Mail Network account – Able to logon Student Intranet but most services will not be available till you have completed Online Matriculation in July.
Submission of Photograph, Confirmation of Name & Online Declaration	Within 2 working days after obtaining your matriculation number		https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login

Activity	Singapore Citizens/ Singapore Permanent Residents	Foreigners	Action / Forwarding Address/Website
Provide Health Information	Within 3 days after obtaining your matriculation number		https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login
Online Declaration for Ministry of Education Tuition Fee Subsidy (If applicable)	By 23 May 2025	Not applicable	https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login
Submit English Language Proficiency Result Slip for Qualifying English Test (QET) Exemption	Date to be announced		https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login Upload your result slip if you have not met the QET exemption criteria based on the qualification you applied for admission but sat for IELTS, TOEFL or SAT or other qualifications listed in the exemption criteria (not submitted during application) and your results qualify you to be exempted from QET.
GIRO Application Form (After opening of a bank account in Singapore and activated your Network Account.)	Dates to be announced		Please click here to submit bank details before printing the GIRO application form. Once printed, please sign and submit the form to the following venue: One Stop @ SAC (map) Nanyang Technological University NS3-01-03 North Spine 50 Nanyang Avenue Singapore 639798
Online Matriculation and Timetable	Dates to be announced If you obtain your matriculation number from (date to be announced) onwards, please matriculate online two working days after you have created your computer network account		https://www.ntu.edu.sg/admissions/matriculation/matriculation
Sit for Qualifying English Test (QET) (if not exempted)	Date to be announced (Only test date, will be required to take "Introduction to Academic Communication (HW0001)" as a subject of study if missed the test date.)		Check whether required to sit at https://wis.ntu.edu.sg/webexe/owa/web_get.login from (Dates to be announced)
Collection of Matriculation Card	Dates to be announced		Check the collection schedule at https://www.ntu.edu.sg/admissions/matriculation/student_matriculation_card
Inform NSS-Finance on Sponsorship Status (Only applicable for students under company sponsorship)	After obtaining matriculation number		Students under company sponsorship requiring an invoice to be billed to the sponsoring company are required to write to ubs@ntu.edu.sg