

**SCHOOL OF CONTINUING & LIFELONG EDUCATION
(SCALE)**

Pre-Admission Guide



**SEMESTER 1
ACADEMIC YEAR 2026/2027
AUGUST 2026 INTAKE**

Information is correct as of 25 November 2025

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1. NUS PRE-ADMISSION MEDICAL EXAMINATION (PAME)

Admission to the National University of Singapore (NUS) is conditional upon you being in good health and free from organic diseases. All admitted students are required to undergo a medical examination. You may choose to have your medical check-up done at NUS University Health Centre or at any registered health physician.

If you do not complete the Medical Examination by the deadline, a **Negative Service Indicator (NSI)** will be checked against your student account. As a consequence, you may be locked out of access to certain key student services, including examination results, transcripts, etc.

a) NUS University Health Centre (UHC)

The [PAME](#) (with Chest X-ray) can be performed at NUS University Health Centre (UHC), Level 1, 20 Lower Kent Ridge Road. Please ensure that you have accepted the offer of admission before proceeding with the medical examination.

UHC is open between 8.30am – 10.30am or 1.30pm – 3.30pm on Tuesday, Wednesday, or Thursday (closed on Public Holidays and University Holidays) for PAME. You may be required to make an appointment, please check the UHC website for updates prior to coming down. Do note that the whole medical examination will take approximately 2 hours.

Refer to [UHC website](#) and the [FAQ](#) page for comprehensive information on the services offered, and medical charges.

b) Any Registered Physician outside UHC

Please download the “[Admission Medical Examination Report](#)” and complete Part 1 of the report. You will need to request your physician to complete Part 2 of the report to certify that you are fit to study in NUS.

Submission of the completed report:

- Save completed Medical Examination Form and Chest X-ray report in PDF and email to preadm_med@nus.edu.sg. Please provide your student number (e.g. A1234567X) and full name in your email.
- Walk-in submissions will NOT be accepted.
- Ensure all information is completed in the Medical Examination Form (Part I and II) before submission. Any missing information will be deemed incomplete, and students will be asked to check back with the clinic for corrections.

If you have recently performed a medical check-up by any registered physician, the completed medical and X-ray reports must have a **validity date of 6 months or less**.

Please note that you may be required by the University and UHC to undergo further medical examinations or tests if your earlier medical results are incomplete or unsatisfactory. The University reserves the right to refuse your admission if you decline to undergo such health examinations or if you are tested positive for any organic or communicable disease.

c) Additional Medical Examination for Student's Pass Application (for international students only)

The issuance of the Student's Pass is subject to the outcome of the medical examination required by ICA, which includes the HIV test. Students who fail to fulfil the medical requirements will not be issued a Student's Pass.

The medical examination can be done in your home country if you have never resided in Singapore on any long-term immigration passes previously. If you are currently residing in Singapore and holding on to any type of long-term immigration passes, you are required to undergo the medical examination in Singapore, if the last medical examination was submitted to ICA **more than two years ago**.

Students may opt to have this medical examination done together with their NUS PAME at the UHC. If you choose to do so at UHC, do note that the results of the various laboratory tests will only be ready for collection after **five working days**. It is your responsibility to plan the timing of their medical examination so that all the necessary documents are ready in good time for your appointment with ICA to complete their Student's Pass formalities.

2. STUDENT ONBOARDING PROCESS

All new incoming students are required to complete the onboarding process to be officially enrolled as a NUS student to embark their journey with NUS. Once the onboarding process is successfully completed, you will gain access to essential university systems, student resources, and communication channels that support your academic and campus life.

Onboarding Process Flow Step-by-Step Guide

Step 1 Login via uNivUS

- Student will receive an email with a personalised link one day before the onboarding open date.
- Incoming students to input application number and DOB and click on submit button.
- A 6-digit OTP will then be sent to the student's registered email address for login.

Step 2 Accept User Policy T&C

- Students to read and accept user policy T&C upon login.

Step 3 NUS-ID & Password Creation

- Students to create a NUS-ID & password (please take note of the guideline in creating NUS-ID & password).
- The NUS ID is subject to approval, and NUS may change it if it is determined to be inappropriate or unprofessional.
- Students will be notified via email once the NUS-ID has been approved.

Step 4 Upload Photo and Photo Verification

- Students to proceed to upload a photo (format: JPEG or JPG file 323-357x75 pixels, max 2MB).
- Students will need to take a selfie for verification purposes. The system will prompt users to blink to verify that the person is real.

Step 5 Complete Mandatory Onboarding Tasks

- Students will be directed to onboarding portal to continue with the onboarding tasks.
 - 1) Verification of Academic Information
 - 2) Personal Details
 - 3) Acknowledgement & Consent
 - 4) Declarations

Step 6 Additional Requirements to be Completed According to Nationalities

- Students are required to fulfil the **additional requirements/tasks** according to the nationalities and study mode respectively.
- Please review all the tasks outlined in the list in your account and ensure that you complete it by the given deadlines.
- Failure to complete the mandatory onboarding tasks and additional requirements may result in the withdrawal of your admission offer.

Step 7 Account Successfully Set Up

- Once the NUS-ID has been approved, students will receive an email to proceed to activate the account and instructions to set up NUS Multi-Factor Authentication (MFA).
- Students will receive a confirmation email with NUS student number (e.g. A1234567X).

Do note that the NUS email account serves as the official channel of communication. **All communications from the University to students will be via the official email account.** As such, students are expected to check this account regularly.

For any technical issue related to account creation or photo upload error, please contact **NUS IT Care** itcare@nus.edu.sg for support. To help the IT team address the issue promptly, do quote your application number in the email and attach with relevant screenshots showing the errors.

Please contact scale.admissions@nus.edu.sg if you have any questions. Do quote your application number in the email correspondence.

3. MANDATORY COURSES

a) THE1001: A Culture of Respect and Consent

As part of NUS' commitment to nurture a safe, inclusive and respectful environment for teaching and learning, NUS conducts a Respect and Consent (R&C) course for students through the Office of Student Conduct. This course has been compulsory since Academic Year 2019/2020. From Academic Year 2022/2023, NUS has enhanced the course with a workshop component where students can discuss and reflect on scenarios with trained facilitators.

Students are required to complete this course **by the end of the semester that they enrol**. The R&C course comprises three components: online-learning video, in-person workshop, followed by a Declaration of Conformance. More details will be sent via email.

b) THE1002: Student Essentials

This course helps students to appreciate the importance of maintaining academic integrity and research ethics in their areas of study. Students will also develop a deeper understanding of best practices in academia, and the support systems available at NUS to uphold these standards. Students are required to complete this **within two weeks after completing the onboarding process**.

CAUTION! If you do not complete the mandatory courses within the stipulated deadlines, a hold will be placed in your student record. As a consequence, you may be locked out of access to certain key student services, including examination results, transcripts, course registration, etc.

4. INTERNATIONAL STUDENTS (FULL-TIME)

All full-time international students must have a valid Student's Pass issued by the Immigration & Checkpoints Authority (ICA) during their candidature in NUS. Admission is contingent upon the successful application of Student's Pass. NUS will facilitate your Student's Pass application and email you to confirm your details in the Student Pass Application system before the application can be processed.

Your admission offer will be withdrawn, and you will be unable to start or continue your studies at NUS if your Student's Pass application is **not approved**.

If the application is approved, ICA shall grant you the In-Principle Approval (IPA) letter. If you are coming from a visa-required country, you can use the IPA letter, which can be downloaded and printed from the Student Pass Application system, as a single-entry visa to enter Singapore.

You are required to follow all given instructions and to familiarise yourself with ICA's requirements regarding Student's Pass matters. For other relevant e-services and forms which are managed by ICA, please visit this [link](#). You can also explore the [NUS Office of the University Registrar's](#) comprehensive overview of Student's Pass matters, offered as part of its broad suite of services for NUS students.

a) Completion of Student's Pass Formalities

All International students are required to complete their Student's Pass Formalities at NUS. Please refer to the schedule of activities [here](#).

Details for the completion of Student's Pass Formalities will be sent to your [NUS email](#) closer to date.

Please note that if your status in the Student Pass Application System is shown as "IPA (Pending Document Submission)" or "IPA (Pending Issuance Fee)", you will have to submit the outstanding documents and/or make the necessary payments online at least 3 days before the Off-site Enrolment (OSE) session.

Students are required to prepare and bring the documents/items listed below for verification and/or submission to ICA. Please arrange the documents/items in order from 1 to 8, with item 1 on top:

Documents for Verification and/or Submission	Remarks
1. Recent Colour Passport-sized Photo	Refer to ICA website for specific requirements on photo submission. Please do not fold, paste, or staple the photo. If your photo is not acceptable by ICA, there will be a photo taking service at OSE. The amount has to be paid <u>in cash</u> .
2. Original Passport	Photocopy or Digital copy of your passport is NOT acceptable.
3. Electronic Visit Pass (e-Pass)	[Requires hardcopy – please print the document] The e-Pass is sent to the email address in the SG Arrival Card (SGAC) . Please find the email with the header 'Notification of Electronic Visit Pass' and show it to the officer at the counter.
4. IPA Letter	[Requires hardcopy – please print the document] Write your Singapore Mobile Number on the first page of the IPA letter. This is required for digital Student's Pass issuance.
5. eForm 16	[Requires hardcopy – please print the document] Retrieve the eForm 16 from the Student's Pass Application system , duly completed and signed.
6. ICA Medical Examination Report Form & Original copy of the Laboratory Report	Both the student and a qualified practitioner must complete the prescribed ICA's Medical Examination Report Form and attach it with the relevant laboratory reports for the HIV test and x-ray. An official translation of the laboratory reports is required if they are <u>not</u> in the English language. At the time of submission to ICA, the laboratory reports must <u>not be more than three months</u> from the date of issue.

Documents for Verification and/or Submission	Remarks
<p>7. Payment Receipt of the following:</p> <ul style="list-style-type: none"> i. \$45 Processing Fee ii. \$60 Issuance Fee iii. \$30 Multiple-Entry Visa (for visa-required nationals only) <p><i>Note: All fees are subject to changes at ICA's discretion.</i></p>	<p>[Requires hardcopy – please print the receipt] All payments should be made online via the Student's Pass Application System.</p>
<p>8. One copy of the Terms and Conditions of Student's Pass (Version as at 27 May 2024)</p>	<p>Please note that you will need to provide the application ID, e.g. IHL-2025-APP-XXXXXXXXX in the space provided on Para 7 of the first page.</p> <p>In addition, students will need to provide the following information on the last page of the Terms and Conditions:</p> <p>(i) Singapore Residential Address If you do not have a Singapore Residential Address at the point of submission to ICA, please indicate the address of the interim NUS hostel or other interim accommodation under the Residential Address field. You can refer to ICA's website subsequently, if you wish to update any changes to your Singapore address.</p> <p>(ii) Contact Number You are also required to indicate the Email address which you frequently check under the Contact Number field.</p>
<p>ADVISORY: As ICA will be enrolling applicants' iris images, please do not wear coloured, patterned, or cosmetic contact lenses. Students are required to remove their glasses/spectacles before capturing of iris images</p>	

b) For Employment Pass and Other Work Pass Holders

Employment Pass (EP) and other Work Pass holders can only study part-time as full-time study requires a Student's Pass. LTVP, EP and other Work Pass holders who wish to study full-time will have to surrender their LTVP, EP or Work Pass and apply for a Student's Pass. International students who are pursuing the degree as a part-time registered student must have a valid Long-Term Immigration Pass, such as Dependant's Pass, LTVP, EP or other work pass to stay in Singapore. Short-term SVP is not acceptable.

c) For Long-Term Visit Pass and Dependant's Pass Holders

With effect from 15 November 2023, Long-Term Visit Pass and Dependant's Pass holders are no longer required to obtain a Student's Pass (STP) or Letter of Consent to pursue full-time, non-religious related

studies in Singapore. However, upon expiry/cancellation of the pass, the student will need to apply for an STP to continue his/her studies. The prevailing STP criteria will apply.

8. NUS STUDENT INSURANCE SCHEME (FOR FULL-TIME STUDIES ONLY)

It is **compulsory** for all full-time graduate students to subscribe to our NUS Student Insurance Scheme. Only students who (i) pass their final examination and complete their course, (ii) convert to part-time, or (iii) are on term Leave of Absence, are exempted. The benefits are as follows:

- (a) Personal Accident Insurance Coverage
- (b) Hospitalisation, Surgical & Mental Health Insurance Scheme
- (c) Outpatient Specialist Care

Please refer to our University Health Centre (UHC) [website](#) for more information on the insurance coverage. The NUS Medical Scheme does not cover all forms of overseas outpatient medical treatment and you are strongly advised to have adequate medical coverage while travelling overseas for exchange or study programmes. You may wish to contact your preferred insurer for a detailed information on coverage that suits your needs during overseas exchange, study programmes or any other related activities.

9. COURSE REGISTRATION

Before the start of each semester, students will be pre-allocated to the core courses where applicable. All students are expected to select their elective courses through CourseReg@EduRec. Please check the latest information at the Course Registration [website](#).

The Course Registration exercise is scheduled to commence in July for Semester 1 and December for Semester 2. You are reminded to take note of the respective periods to register for your courses. More information will be sent to you via their NUS email.

All elective course spaces are **highly competitive**, and course selection does not guarantee placement due to the limited quota and resources. Therefore, you are **strongly encouraged to be flexible in your elective course choices**.

10. STUDENT ORIENTATION

All students must attend the orientation (refer to the date under [Schedule of Activities](#)). You will be introduced to the key academic and administrative staff as well as important details to facilitate your candidature as a NUS student. Details will be sent to you about 2 weeks before the event.

11. TUITION FEES AND FINANCIAL ASSISTANCE

Details on the Tuition Fees, Financial Assistance and other fees payable can be found at your respective programme websites (*navigation: <https://scale.nus.edu.sg/> > "Programmes" > "Graduate"*).

In addition to tuition fees, students must pay Miscellaneous Student Fees, as published by the [Office of the University Registrar \(OUR\)](#), each regular semester.

12. PAYMENT OF FEES

The NUS Student Bill will be available in the EduRec by instructional week four of the regular semester unless otherwise stated. To avoid late fee charges, payment must be made **within two weeks** from the date of email notification from NUS SCALE.

In the event a student does not settle outstanding fees by the deadline, **a LATE FEE will be charged**, and the University reserves the right to take further action as deemed necessary.

For enquiries, please contact NUS SCALE Finance at scale.finance@nus.edu.sg. Please provide your student number (e.g. A1234567X) and full in your email.

13. ACADEMIC CALENDAR

Unless specified otherwise, the programme follows the standard NUS Academic Calendar, which can be found [here](#).

14. CANDIDATURE (FULL-TIME)

The minimum candidature is two semesters (12 months), and the maximum candidature is four semesters (24 months).

Generally, full-time students complete the degree programme in 12 to 18 months, or about one to one-and-a-half years.

15. CANDIDATURE (PART-TIME)

The minimum candidature is four semesters (24 months), and the maximum candidature is six semesters (36 months).

Note: Part-time candidature may not be available for all programmes. Please check the respective programme website (navigation: <https://scale.nus.edu.sg/> > “Programmes” > “Graduate”).

16. LEAVE OF ABSENCE

Medical leave will be granted to students on submission of a medical certificate from the University’s Student Health Physician or any other Singapore-registered medical practitioner.

Students seeking leave other than medical leave must apply via EduRec and provide supporting document(s) to obtain approval.

You are advised to plan ahead to decide if you want to take term (semester) leave, taking into consideration the impact on fees, maximum candidature, financial aid, courses, insurance coverage, etc, where applicable. You are strongly advised to consult SCALE on the possible impact to your programme.

It is your responsibility to notify the relevant course instructors regarding absences from scheduled academic activities. Students who are absent for an extended period without first obtaining approval for

leave will be regarded as being absent without permission and are liable to have their registration status terminated.

Any student who applies for leave of absence after the second instructional week of a regular semester or the first instructional week of the Special Term is liable to pay full fees for that regular semester or Special Term.

More information can be found [here](#).

17. WITHDRAWAL

If you wish to withdraw from NUS after the onboarding process but have yet to activate your NUS card, please write to scale.gdstudents@nus.edu.sg. Please provide your student number (e.g. A1234567X) and full name in your email.

If you wish to withdraw from NUS after activating your NUS card, please complete and submit your withdrawal application via EduRec (refer to the user guide at the [student portal](#)) before the second instructional week to avoid any fee liability. An email confirming your withdrawal from the University will be sent to you after your withdrawal application is processed.

Any student who registers for courses and subsequently withdraws from the University after the second instructional week of the regular semester or the first instructional week of the Special Term is liable to pay full fees for that regular semester or Special Term.

More information can be found [here](#).

18. LIBRARY MATTERS

NUS Libraries, the university library, will be an integral part of your student life in NUS, providing you with a host of academic resources, services, and experiences.

It comprises six libraries, including Central Library, C J Koh Law Library, Hon Sui Sen Memorial Library, Medicine+Science Library, Music Library, and the Wan Boo Sow Chinese Library. The Central Library is the largest and primarily serves the College of Design & Engineering, Faculty of Arts and Social Sciences and the School of Computing.

For more information on booking of library facilities, opening hours, services and resources available at NUS libraries, visit their [website](#) or contact askalib@nus.edu.sg.

19. STUDENT DISCIPLINE AND UNIVERSITY RULES & REGULATIONS

Student discipline is governed by the University's Statutes and Regulations. Details can be found [here](#). As a student at this University, you are required, at all times, to behave honourably to uphold the good name of the University. Please familiarise yourself with the rules and regulations of the University and, in particular, the rules on examinations found [here](#).

Please take note that the University takes a very serious view of any breach of its examination regulations. Any student found to have breached any of these regulations will be subjected to disciplinary action, which may result in his/her expulsion from the University. At no time will the University authorities accept a plea of ignorance as an excuse for a breach of any of its rules.

20. TRAFFIC REGULATIONS

Parking of student cars is regulated. The University regards the violation of traffic regulations as a serious disciplinary offence.

Students are required to park their vehicles in areas designated for them. These areas are clearly demarcated. Students should not park their cars in reserved parking areas or in areas where parking is prohibited. Campus security officers are issued with mechanical means, including wheel clamps, to help them enforce the parking rules.

Fines will be imposed for violating any of the parking regulations. Offences will be reported to the Traffic Police for appropriate action, the campus being a gazetted area. Offenders may also be dealt with by their respective Deans under Clause 9 of Statue 25 governing Discipline. Your cooperation will go a long way in ensuring a satisfactory parking system in the campus.

21. NUS CAMPUS MAP

The [NUS campus map](#) is available online at the NUS website.

The location of NUS SCALE's office at AS8 is indicated below:



Address: 10 Kent Ridge Crescent, AS8 Building, #03-01, Singapore 119260.

Take a virtual tour [here](#).

22. CONTACT US

For any student-related enquiries pertaining to the MSc programmes, you may reach out to the NUS SCALE Graduate Programmes Team via email or phone. Please provide your student number (e.g. A1234567X) and full name.

Email:	scale.gdstudents@nus.edu.sg
Hotline:	6601 5686 Press "1" for Graduate Programmes

- End -