



An Institute of



# Freshmen Guide

## Bachelor of Science in Sport Science & Management

INSPIRING LEARNING  
TRANSFORMING TEACHING  
ADVANCING RESEARCH

**NANYANG TECHNOLOGICAL UNIVERSITY (NTU)  
NATIONAL INSTITUTE OF EDUCATION (NIE)**

**BACHELOR OF SCIENCE (SPORT SCIENCE AND MANAGEMENT)  
AY2024 ADMISSION**

## **1 Conditions of Admission**

The offer of a place at the National Institute of Education, Nanyang Technological University, Singapore (NIE NTU, Singapore) is made to you subject to the following conditions:

- a) NTU is satisfied that you are certified fit to study by NTU's doctor at NTU's Medical Center.
- b) The information you have given in your application form is valid, true, and accurate and you have not withheld any material information from NTU.

## **2 Matriculation**

Matriculation involves the following:

- a) Obtain matriculation number
- b) Submission of documents
- c) E-matriculation
- d) Obtain NIE Login Account Details
- e) Obtain NTU E-mail Account
- f) Obtain Student Matriculation Card

### **a) Obtain Matriculation Number**

A matriculation number will be given to you upon completing the NTU online acceptance form. E-matriculation with NIE is still required (see point 2c).

### **b) Submission of Documents**

All new students are required to submit the following documents:

Document	Where to submit
1. Form for Student Card	Email to <a href="mailto:nieitpdoc@nie.edu.sg">nieitpdoc@nie.edu.sg</a> upon acceptance of offer
2. Passport Size Photograph (in JPG format)	
3. Photocopy of your Identity Card ( <i>If you are a foreigner, please submit a photocopy of your FIN Card. If you do not have a FIN Card, then submit a photocopy of the relevant page of your passport where your particulars are listed.</i> )	

Email Subject: SSM July 2024 intake

Email Body Format: Name (as per NRIC):  
Contact Number:

Example:

Name (as per NRIC): TAN HUI LENG (CHEN HUILING)

Contact Number: 91234567

Attachment Filename Format:

Type of Documents	Filename Format
Form for Student Card	Student_Card
Passport Size Photograph (in JPG format)	Name_Photo
Copy of Identity Card ID	ID

Please ensure the images are clear and in one of the following formats:  
jpeg, jpg, pdf, png, doc, docx.

Document	Where to submit
4. Application Form for Interbank GIRO	<p>Mail this form (original signed hard copy as required by the bank) to reach this office by <b>1 July 2024</b> or within 1 week after <u>acceptance, whichever is later</u>:</p> <p>Ref : GIRO Form NIE Student Services Centre (SSC) Office of Academic Administration &amp; Services Block 1, Level 1 National Institute of Education 1 Nanyang Walk Singapore 637616</p>
5. Tuition Grant Form	<p>To be done <u>after</u> e-matriculation and <u>after</u> you receive the NIE Login account. Declare by logging in to the NIE Portal <a href="https://portal.nie.edu.sg">https://portal.nie.edu.sg</a>, under Student Dashboard &gt; Favourites, click on e-Forms. Expand the Tuition Grant Declaration and click on the "Tuition Grant Declaration" to access and submit the form by <b>10 July 2024</b>, or within 1 week <u>after acceptance, whichever is later</u>.</p> <p>Only for Singapore Permanent Resident (SPR)/ International Student (IS): If you are accepting the admission programme offer with Tuition Grant, please register online for Tuition Grant at the MOE website. After Tuition Grant registration period closed, SPR/IS students who had registered for Tuition Grant are to download their personalised Tuition Grant Agreement (TGA) from the TGOnline system. Students and their sureties are to sign on the TGA and email a softcopy of the signed TG agreement and sureties' ID to <a href="mailto:finaid@ntu.edu.sg">finaid@ntu.edu.sg</a> by <b>23 Sep 2024</b>. Please refer to the <a href="#">website</a> for more information.</p>

c) E-Matriculation

New students are required to do e-matriculation through <https://portal.nie.edu.sg/ereg/register/stdregform.jsp>.

Those who complete the NTU online acceptance form on or before 2 June 2024 can e-matriculate from 6 June 2024.

Those who complete the NTU online acceptance form from 3 June 2024 onwards can e-matriculate 3 days after, e.g., 3 June+3 days=6 June 2024; 5 June+3 days=8 June 2024.

You are encouraged to matriculate promptly to obtain the NIE Portal login account and NTU email account.

If you encounter problems accessing the website, please contact the ACIS Service Desk at 6790 3033 or visit the IT & Infra Services Hub at NIE Student Hub (UiD), Level 1.

d) Obtain NIE Login Account Details

During the e-matriculation, you will be advised to provide a valid email address and local mobile number. Your NIE Login account details will be sent to you via email. If you do not receive your NIE Login account details within 3 days after you have successfully completed the e-matriculation or if you encounter problems accessing the NIE Portal, please contact the ACIS Service Desk at 6790 3033 or visit UiD, Level 1.

e) Obtain NTU E-mail Account

Students will be issued an NTU email account (i.e., an educational account ending with @e.ntu.edu.sg) 7 days after e-matriculation. This email account is proof of your identity as a student of the University and will be the primary communication channel between you and the University. Students can log in to the NIE portal, click on your name at the top right corner, and click on 'About Me' to retrieve the NTU email account details (ID and Password) 7 days after e-matriculation.

f) Student Matriculation Card

Student card can be collected by SSM students on:

<u>Date</u>	<u>Time</u>
13 or 14 August 2024 (tentative)	TBC

Collection of Student Matriculation Card is STRICTLY by appointment basis. More information will be sent out via email closer to the collection period. Please ensure the name on the card is as per your full name in NRIC. Any discrepancy will result in reprinting at the cost of \$32.70.

### **3 Health Screening**

All students must undergo a health screening prior to admission to determine their medical fitness to pursue the programme of study at the University. Refer to <https://www.ntu.edu.sg/admissions/undergraduate/freshmen/health-screening> for details.

### **4 Apply for Student's Pass (For Full-Time International students only)**

The offer of admission is conditional upon you being issued a valid Student's Pass by the Singapore Immigrations and Checkpoints Authority (ICA).

The instructions on how to apply for Student's Pass will be given to newly matriculated students. If you do not have a passport, you should apply for one to facilitate your travel arrangements.

If your application for the Student's Pass is successful, it will be approved together with the required visa for entry to Singapore. ICA will inform you separately via e-mail when your Student's Pass application has been approved.

The above information on Student's Pass application and ICA's restrictions are subject to the prevailing Singapore Government's regulations at the material time.

### **5 Student Housing on NTU Campus**

The undergraduate freshmen hall application period starts from **4 June 2024, 9 am (SGT) till 24 June 2024, 5 pm (SGT)**. You will need the NTU e-mail account to apply for housing. As it takes about 7 days after e-matriculation to get your NTU e-mail account, freshmen should complete the NTU acceptance and NIE e-matriculation as early as possible. Should you experience any login issue, please write to [nieitpdoc@nie.edu.sg](mailto:nieitpdoc@nie.edu.sg)

For those who can only e-matriculate after 16 June 2024 and therefore do not get the NTU e-mail account in time to apply for housing, you may write to [och-housing@ntu.edu.sg](mailto:och-housing@ntu.edu.sg).

Information on student housing is available at <https://www.ntu.edu.sg/life-at-ntu/accommodation/undergraduate-housing>.

## 6 Qualifying English Test

The Qualifying English Test (QET) will be held on **Wednesday, 7 August 2024** in the afternoon. This will be an in-person online test, held in the test venues and details on preparation for the e-test will be updated on the website in June 2024. Please visit the website for more details about the QET.

Students will be admitted into the test hall **twenty (20) minutes** before the start of the e-test to check and ensure there are no technical issues before commencement of the QET.

Please access [https://wis.ntu.edu.sg/webexe/owa/web\\_qet.login](https://wis.ntu.edu.sg/webexe/owa/web_qet.login) from **Monday, 22 July 2024 to Tuesday, 6 August 2024** (from 10.00 am to 10.00 pm) to check whether you are required to take the QET. If you are required to take the QET, the details of the e-test will be displayed on the screen. It is crucial that you check the details before the e-test.

## 7 Orientation

The Sport Science & Management (SSM) Society will be organising the SSM Transition Orientation Programme (TOP) for the Bachelor of Science (Sport Science & Management) students from **5 to 8 August 2024**. Attending the SSM TOP is the first step for you to get to know your fellow schoolmates better and make your transition into the programme as smooth as possible.

More information on the programme will be announced on the NIE e-Orientation microsite (<https://tinyurl.com/NIEOrientation2024>) on **19 June 2024**.



## 8 ARChive Orientation Programme for Malay/Muslim Freshmen

The ARChive Orientation Planning Committee (from the Malay Language and Cultural Society as well as the NTU Muslim Society) will be organising the ARChive orientation programme. This programme welcomes all Malay/Muslim Freshmen from the Bachelor of Arts/Science (Academic Discipline and Education), Bachelor of Science in Sport Science & Management, Diploma and Postgraduate Diploma in Education (Physical Education) programmes. More information on the programme will be announced on the NIE Orientation microsite <https://tinyurl.com/NIEOrientation2024> on **19 June 2024**.

## 9 Commencement of Programme

Lessons for the programme will commence on **12 August 2024**. Student who are coming to NIE by MRT can either:

- (a) Alight at Boon Lay Station and then use SBS Service Number 199 or 179; or

(b) Alight at Pioneer Station and then use SBS Service Number 179.

If you are coming by car, you are strongly advised to car-pool as there are limited parking lots available on campus. A map of the NIE Campus is enclosed.

## 10 Financial Matters

For AY 2024/2025 freshmen, the amount of direct fees payable are as follows:

<b>Citizenship</b>	<b>Singaporean (excl GST)</b>	<b>Singapore PR (excl GST)</b>	<b>International Student (incl GST)</b>
Fees (Per Annum)	S\$	S\$	S\$
Direct Tuition Fee Payable	8,250	11,550	17,960

GST on the subsidized fees is subsidized by MOE for Singapore Citizens and Permanent Residents

The Singapore Government provides tuition grants to assist students in paying a substantial part of the full tuition fees chargeable by NIE. Students who wish to receive the tuition grant may declare by logging in to the NIE Portal. Under Student Dashboard > Favourites, click on e-Forms. Expand the Tuition Grant Declaration and click on the "Tuition Grant Declaration" to access and submit the form.

For Singapore Permanent Residents/ International Students accepting their admission programme offer with Tuition Grant, please register online for Tuition Grant at the MOE website. After TG registration period closed, students who had registered for TG are to download their personalised Tuition Grant Agreement (TGA) from the TGOnline system. Students and their sureties are to sign on the TG agreement and email a softcopy of the signed TG agreement and sureties' ID to [finaid@ntu.edu.sg](mailto:finaid@ntu.edu.sg) by **23 September 2024**.

For Singaporean students who have accepted both their admission programme offer and MOE TG offer, there is no need to register for TG at the Ministry of Education's website. Please refer to the website for more information.

<https://www.ntu.edu.sg/admissions/undergraduate/financial-matters/tuition-grants>.

For AY 2024/2025 freshmen under non-subsidised tuition fee scheme (not applying for tuition grant), the full tuition fees payable per annum are as follow:

<b>Citizenship</b>	<b>All Non-Subsidised Students (Inclusive of GST)</b>
Fees (Per Annum)	S\$
Full Tuition Fee Payable	36,060

In addition to the tuition fee payable (as indicated in the preceding paragraphs), the other costs are as follows:

<b>Miscellaneous Fees per annum</b>	<b>S\$</b>
<b>Singapore Citizens</b>	
- Health Service Fee	66.02
- Student Service Fee	269.20
<b>Total for Singapore Citizens</b>	<b>335.22</b>
<b>Singapore Permanent Residents/ International Students</b>	
- Health Service Fee	148.54
- Student Service Fee	309.74
<b>Total for Singapore Permanent Residents/ International Students</b>	<b>458.28</b>

Note: (1) Fees reflected are GST inclusive  
(2) Fees quoted are subject to change

Students who apply for leave after the first two weeks of the semester are required to pay the fees for that entire semester. Please refer to important notes on fees in [guideline-on-tuition-fees\\_accepted-offer-effective-from-ay2018.pdf \(ntu.edu.sg\)](https://www.ntu.edu.sg/guideline-on-tuition-fees-accepted-offer-effective-from-ay2018.pdf).

Please note that all fees quoted are subject to change.

In connection with the above, students who have recently become Singapore citizens must submit a copy of the Singapore Citizenship Certificate and Singapore Identity Card together in order for their citizenship to be updated in the database.

## 11 GIRO Application

Students are required to pay fees through GIRO. Similarly, credits, if any, will be received through GIRO. In view of this, a GIRO application form is enclosed for your use. You are required to complete the form and submit the original signed hard copy (as required by the bank) to NIE Student Services Centre. Digital signatory is not acceptable by the bank. Kindly note not to use correction fluid/tape and all amendments must be countersigned. You are requested to submit only one GIRO application form for the whole programme of study unless there is a change in the standing instruction from the Finance Department.

Students will be informed of the exact date of GIRO deduction or credit via e-Invoice in the NIE Portal (<https://portal.nie.edu.sg>) or in the MOE notification letters. Please note that only banks domiciled in Singapore are to be used for GIRO.

Possible GIRO transactions include deduction for tuition fees, credit for reimbursements and allowances, if any.



## **12 Financial Assistance Schemes**

### CPF Education Loan Scheme

This is for students who are interested to withdraw CPF funds from parents/own CPF account to pay tuition fees.

#### **How to apply**

Please complete these application forms:

- 1) [Student Data Sheet](#)
- 2) [CPF Education Loan Scheme Instructions & Terms and Conditions \(AES/F1-A\)](#) (read before filling up the application form)
- 3) [Procedures and Guidelines \(AES/F1-B\) & Application Form](#)

(Source – OAAS Financial Aid > CPF Education Loan for BA/BSc(Ed) Student Teachers and SSM Students)

[https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid#Content\\_C013\\_Col00](https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid#Content_C013_Col00)

If the guarantor is currently not contributing to his CPF Account, you are required to furnish a copy of his Notice of Tax Assessment for the current year or a duly signed letter from his employer, as well as a photocopy of his identity card. Please submit the form and supporting documents to NIE Student Services Centre within the submission period.

### Mendaki Tertiary Tuition Fee Subsidies

Mendaki Tertiary Tuition Fees Subsidy (TTFS) Scheme is an education subsidy for Singaporean/Singapore Permanent Resident Malay students pursuing full-time undergraduates programme, which covers up to their subsidized tuition fee. Apply online at Mendaki's website <https://my.mendaki.org.sg> during application period. Please select "National Institute of Education" as the Institution.

### Tuition Fee Loan Scheme

Full-time undergraduates of all nationalities regardless of family income can obtain a Tuition Fee Loan (TFL) of up to 90% of the subsidised tuition fee payable by Singapore Citizens for the same programme. The loan does not cover miscellaneous fees and hall rental charges. Interest free during study years with interest and repayment commence upon graduation. Please refer to instructions for SSM students at <https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid>.

### Post Secondary Education Account (PSEA)

PSEA scheme is administered by the Ministry of Education (MOE) which allows students to utilize the funds in their own and/or their siblings' PSEA accounts for the payment of tuition/miscellaneous fees, selected fees and costs.

For student using his/ her own PSEA, click [here](#) for Online Adhoc application. For student using his/ her sibling PSEA, click [here](#) for Online Adhoc application.

Students below 21 years old at the point of submission, please inform your parent to submit your online application on your behalf.

Please refer to more information on the above in

<https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid>.

#### Loans and Bursaries Administered by NTU Shared Services Financial Aid

The Study Loan must be held concurrently with one or combination of the schemes – MOE Tuition Fee Loan/CPF Education Loan Scheme / Mendaki Tertiary Tuition Fee Subsidy / Mendaki Loan / Post Secondary Education Account, where applicable. It will provide a loan to finance the part of the subsidised fees payable by Singapore Citizens not covered by the above Scheme and offers an optional living allowance loan of up to S\$3,600 per academic year. Loan is interest free during study years with interest and repayment commencing upon graduation.

Bursaries are open for application to financially needy full-time undergraduates of all nationalities with family's gross monthly PCI/GHI  $\leq$  \$2,500/\$10,000.

Please refer to the website for details of eligibility, application period and submission of application forms and supporting documents. You may apply 1 week after you have gotten your NIE portal login account details.

<https://venus.wis.ntu.edu.sg/FAS2/Apply/Login.aspx>.

#### Other Financial Assistance Schemes

For the other financial assistance schemes available, please refer to:

<https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid>.

### **13 Verification of Original Documents for Students with International Qualifications**

#### **For SG & SPR students**

1. NRIC of the students
2. High school graduation results \*

#### **For International Students**

1. Passport of the students
2. Student Pass (STP)
3. High school graduation results \*

\* applicable to international qualifications only as local qualifications results are obtained directly from source (MOE or Polytechnics)

\* VOD will be conducted by NTU's Office of Admissions.

## 14 Attire

Every student is expected to wear suitable clothing and maintain a hairstyle that gives an appearance of neatness and decorum. Outlandish and flashy clothing as well as long and unkempt hairstyles are prohibited on campus; likewise for inappropriate footwear such as sandals and slippers. Information on the dress code for students can be found in the NIE Portal.

## 15 Absence from Class

Students who cannot attend classes for any valid reason must apply for leave.

If advanced notification of lecturers/tutors is not possible, it is the onus of students to contact their lecturers/tutors to explain the reasons for their absence no later than 2 working days from the date of absence. Those who fail to do so will be issued with a notice of absence letter.

Applications for leave must be made on the appropriate leave application forms which can be obtained from the NIE Portal at <https://portal.nie.edu.sg> under *Academics > Non-ITP Programme > Sport Science & Management (SSM)*. Applications for leave of absence must be submitted at least 7 days in advance to the SSM programme office at [ssm@nie.edu.sg](mailto:ssm@nie.edu.sg). Where the leave is for the purpose of participating in competitions, the application should be submitted at least one month in advance to allow for processing. Students should not go on leave until approval has been obtained. Late leave applications will not be considered.

Where the absence is due to medical reasons, students are required to produce medical certificates issued by medical practitioners registered under the Medical Registration Act. Students are required to upload a clear picture of their medical certificate (MC) via the NIE Portal or the NIE mobile app within 1 week from the date of issue of the MC and submit a copy of it to [ssm@nie.edu.sg](mailto:ssm@nie.edu.sg). They must also show the original MC to the lecturers/tutors when they are back in class. After 1 week, a notice of absence from class will be issued to students who fail to explain the reasons for absence.

Students who are likely to be on long absence (i.e. semester leave of absence) during semester/curriculum time are required to inform SSM programme office at [ssm@nie.edu.sg](mailto:ssm@nie.edu.sg) about their intentions before applying, after which, the Assistant Dean, SSM will advise them on any implications of their absence before it commences. Implications include but are not limited to additional semester(s) required to complete the programme of study and hence may result in additional cost to the students.

Students may leave for holidays overseas during public holidays, weekends and the NIE vacation as long as there are no programme commitments to fulfill during the period concerned.

## 16 Withdrawal

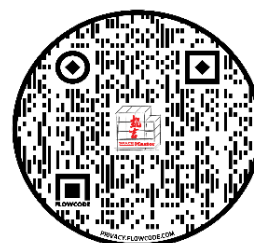
Students leaving the programme prematurely will be required to immediately inform SSM programme office at [ssm@nie.edu.sg](mailto:ssm@nie.edu.sg) of their withdrawal in writing. The withdrawal will take effect only from the date of endorsement by NIE. Matriculated students who submit their withdrawal after Teaching Week 2 of the semester will be liable to pay the tuition and miscellaneous fees for the entire semester.

## 17 Locker @ NIE

Where: 1) Arts Block (Block 3 Basement 1 Stairway 3)  
2) Science Block (Block 7 Basement 1 Stairway 4)  
3) Physical Education & Sports Science (PESS) (Block 5, Basement 3, Ladies/Gents changing room)

How: Students are encouraged to apply for rental of lockers by scanning the QR code or via [www.rent-a-locker.com](http://www.rent-a-locker.com) from NIE's contractor, Kaichi Spacemaster Pte Ltd.

Kaichi Spacemaster Pte Ltd (Locker Rental Department) can be contacted at 6282 0868.



## 18 Notices to Students

Please note that important notices pertaining to examinations such as dates of examinations, registration of calculators and results, registration of courses as well as other matters such as dress code, dates of semesters and other student matters are regularly broadcast on the NIE Portal. The NIE Portal is a website that provides information and services to NIE's students. Hence, you should constantly refer to the NIE Portal for important notices and messages. The address for the NIE Portal is <https://portal.nie.edu.sg>.

## 19 General

All students will be bound by other Rules and Regulations of the Institute in force from time to time.

## Summary of Important Dates for BSc (SSM)

Date	Activity	Address
From 1 Jun or as stated in offer	Complete NTU acceptance form	<a href="https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login">https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login</a>
Upon accepting offer	Submit form for student card, passport size photo and copy of ID	<a href="mailto:nieitpdoc@nie.edu.sg">nieitpdoc@nie.edu.sg</a>
From 6 Jun 2024	E-matriculation	<a href="https://portal.nie.edu.sg/ereg/register/stdregform.jsp">https://portal.nie.edu.sg/ereg/register/stdregform.jsp</a>
Within 3 days after e-matriculation	Obtain NIE Login Account details via email	-
7 days after e-matriculation	Obtain NTU E-mail Account	-
SC & SPR: 3 Jun – 5 Jul 2024  IS: 1 Jul 2024 onwards	Book Health Screening appointment  (Please print Health Screening Form <a href="#">MC1</a> on both sides of paper & complete Part I. Print <a href="#">MC1A</a> too. Bring both for the health screening at Fullerton Healthcare @ NTU located at the University Health Service Building)	<a href="https://www.ntu.edu.sg/admissions/undergraduate/freshmen/health-screening">https://www.ntu.edu.sg/admissions/undergraduate/freshmen/health-screening</a>  Please obtain an official receipt from the medical center for your reference.
4 Jun (9 am) – 24 Jun (5 pm) 2024	Application for Student Housing	<a href="https://www.ntu.edu.sg/life-at-ntu/accommodation/undergraduate-housing">https://www.ntu.edu.sg/life-at-ntu/accommodation/undergraduate-housing</a>
By 1 Jul 2024 or within 1 week after acceptance, whichever is later	Application Form for Interbank GIRO	Mail to NIE (see Page 2)
By 10 Jul 2024 or within 1 week after acceptance, whichever is later	Tuition Grant Declaration Form	<a href="https://portal.nie.edu.sg">https://portal.nie.edu.sg</a>
22 Jul 2024 to 6 Aug 2024 (from 10 am to 10 pm)	Check if required to sit for QET	<a href="https://wis.ntu.edu.sg/webexe/owa/web_get.login">https://wis.ntu.edu.sg/webexe/owa/web_get.login</a>
By 30 Jul 2024	Mendaki Tertiary Tuition Fee Subsidy (MTTFS) – Application for subsidy	<a href="https://my.mendaki.org.sg">https://my.mendaki.org.sg</a>
1 Jun – 31 Jul 2024	CPF Education Scheme – Application for withdrawal of CPF	Mail original signed hard copy form to NIE Student Services Centre

Date	Activity	Address
1 Jun – 31 Jul 2024	Post Secondary Education Account (PSEA) – Application for withdrawal of PSEA funds	For student using his/ her own PSEA ( <a href="#">IHL</a> ) <a href="#">PSEA Ad Hoc Withdrawal - NTU</a>   <a href="#">FormSG</a>  For student using his/ her own PSEA ( <a href="#">IHL</a> ) <a href="#">PSEA Ad Hoc Withdrawal - NTU (S)</a>   <a href="#">FormSG</a>
By 15 Aug 2024	Tuition Fee Loan (TFL) – Application for loan	<a href="https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid">https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid</a>
10 Jul to 15 Aug 2024	Study Loan (SL) - Application for loan	<a href="https://venus.wis.ntu.edu.sg/FAS2/Apply/Login.aspx">https://venus.wis.ntu.edu.sg/FAS2/Apply/Login.aspx</a>
10 Jul to 15 Aug 2024	NTU administered Bursaries – Application for bursary	<a href="https://venus.wis.ntu.edu.sg/FAS2/Apply/Login.aspx">https://venus.wis.ntu.edu.sg/FAS2/Apply/Login.aspx</a>
5 – 8 Aug 2024	SSM Transition Orientation Programme	<a href="https://tinyurl.com/NIEOrientation2024">https://tinyurl.com/NIEOrientation2024</a>
7 Aug 2024	Qualifying English Test	<a href="https://www.ntu.edu.sg/admissions/matriculation/qualifying-english-test-(get)">https://www.ntu.edu.sg/admissions/matriculation/qualifying-english-test-(get)</a>
12 Aug 2024	Start of Teaching Week	-
13 or 14 Aug 2024 (Tentative)	Collection of Student Matriculation Card	Collection of Student Matriculation Card is STRICTLY by appointment basis.  More information will be sent out via email closer to the collection period.
4 – 8 Sep 2024 By 23 Sep 2024	For SPR & IS - Register for MOE Tuition grant - Download personalised Tuition Grant Agreement (TGA) from the TGOnline system. Students and their sureties are to sign on the TG agreement and submit via email	Register for MOE Tuition Grant online. <a href="https://tgonline.moe.gov.sg">https://tgonline.moe.gov.sg</a>  Sign Tuition Grant agreement For more details: <a href="https://www.ntu.edu.sg/admissions/undergraduate/financial-matters/tuition-grants#Content_C056_Col00">https://www.ntu.edu.sg/admissions/undergraduate/financial-matters/tuition-grants#Content_C056_Col00</a>



Office of Academic Administration and Services

Dear Student,

### **STUDENT MATRICULATION CARD**

Welcome to NIE. We hope you will have a rewarding experience studying at NIE and we look forward to seeing you on campus.

All new students will receive a student matriculation card.

More than just a form of identification, your student 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 the public transport.

The card also enables you to borrow books and other library resources, as well as to access computer labs and other campus facilities.

Upon the successful verification of all your original educational documents, you will be issued your student matriculation card. More information will be provided in due course.

Meanwhile, do take good care of your card as it will cost \$32.70 to have it replaced.

Thank you.

Office of Academic Administration & Services

# Design for Student Card

Please refer to page 3 for the sample of NIE card design.

NAME OF STUDENT : \_\_\_\_\_  
(Please write your name legibly in **CAPITAL LETTERS** as it appears in your NRIC or FIN Card)

APPLICATION NO : \_\_\_\_\_  
(Please indicate 'N.A' if not applicable)

PROGRAMME : \_\_\_\_\_

## Personal Data Protection

I understand, acknowledge, agree and consent that:

National Institute of Education (NIE) is permitted to collect, use, disclose and/or process my personal data/personal information set out in this form and any other personal information provided by me or possessed by NIE for the purpose(s) of:

- (i) Processing, handling and/or dealing with this application
- (ii) Carrying out and/or dealing with my instructions or responding to any enquiries by me
- (iii) Contacting me or communicating with me via various modes of communication such as phone/voice call, text message and/or fax message, email and/or postal mail. I acknowledge and agree that such communication by NIE could be by way of the mailing of correspondence, documents or notices to me, which could involve disclosure of certain personal data about me to bring about delivery of the same as well as on the external cover of envelopes/mail packages.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

## Declaration

By signing and submitting this form :

- (i) I declare that all information provided by me in this form is true, correct and accurate.
- (ii) I declare that I have not amended/ changed/ tampered/ with the information in this form in any way.

## Important Note

Please forward the completed form together with a **White Background Digital Passport** size photo to [nieitpdoc@nie.edu.sg](mailto:nieitpdoc@nie.edu.sg). Selfie photo with coloured background is not acceptable.



# DESIGN 1



**NANYANG  
TECHNOLOGICAL  
UNIVERSITY**  
**SINGAPORE**

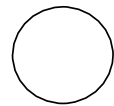
**STUDENT**



**Matric No.**

Name





**PART 1: FOR STUDENT'S COMPLETION (fill in the blanks)**

**Please complete Part I & return the form to NIE Finance Dept**

Date:	Programme / Year of Intake
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
To: Name of Bank:	Billing Organisation's Customer's Name: (Student's Name)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Billing Organisation's Customer's Ref No. (NRIC/PP no.):
	<input style="width: 100%;" type="text"/>

- (a) I/We hereby instruct the Bank to process the BO's instructions to debit my/our account.
- (b) The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this.  
The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (c) This authorisation will remain in force until terminated by the Bank's written notice sent to my/our address last known to the Bank or upon the Bank's receipt of my/our written revocation through the BO.

Name(s) As in Bank Account:	Contact Number(s):
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Bank Account Number:	Signature(s)/Thumbprint(s)*:
<input style="width: 100%;" type="text"/>	<input style="width: 100%; height: 60px;" type="text"/>

(As in Bank's records)

\* For thumbprints, please go to the branch with your identification. # Please delete where inapplicable.

**PART 2: FOR BILLING ORGANISATION'S COMPLETION (NIE)**

SWIFT BIC	Billing Organisation's Account No. (NIE)	Billing Organisation's Customer Ref
O C B C S G S G X X X	5 1 8 0 4 1 2 7 2 0 0 1	
SWIFT BIC		
Account No. to Be Debited		

**PART 3: FOR BANK'S COMPLETION**

To: **NATIONAL INSTITUTE OF EDUCATION**  
**1 NANYANG WALK, SINGAPORE 637616**

This Application is hereby REJECTED (please tick) for the following reason(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Signature/Thumbprint# differs from Financial Institution's records | <input type="checkbox"/> Wrong account number Signature/Thumbprint# |
| <input type="checkbox"/> incomplete/unclear#  | <input type="checkbox"/> Amendments not countersigned by customer   |
| <input type="checkbox"/> Account operated by signature/thumbprint#                          | <input type="checkbox"/> Others: _____                              |

Name of Approving Officer	Authorised Signature	Date
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## FREQUENTLY RAISED QUESTIONS ON GIRO

GIRO is a convenient, cashless mode of payment. To help you better understand the GIRO payment method, here are some answers to the most frequently raised questions on GIRO:

### 1. How do I get started?

Complete this GIRO application form, with your customer/account/bill number. Please submit the GIRO form in hardcopy with original ink signature. Digital signatory is not acceptable by the bank. Kindly note not to use correction fluid / tape and all amendments must be countersigned. Send it back to us at:

NATIONAL INSTITUTE OF EDUCATION  
1 NANYANG WALK, SINGAPORE 637616  
OFFICE OF ACADEMIC ADMINISTRATION & SERVICES  
BLOCK 1, LEVEL 1

### 2. How long do I need to wait before my GIRO arrangement is effective?

Continue paying by cash or cheque for all your bills until your GIRO arrangement is effected. Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyy' appears on your bill.

### 3. Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

Yes, you can by stating his/her name and contact number, and the customer/account/bill number on the GIRO form.

### 4. What happens if there are insufficient funds in my bank account?

We will inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account for the subsequent due date.










Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

### 5. I have existing financial aid (CPF, Mendaki, Bank Loan (TFL and/or Study Loan), Sponsorships and etc) for payment of tuition fees and/or miscellaneous fees. Why do I still need to submit GIRO application form?

Certain financial aid can only pay for tuition fees (e.g. CPF, Mendaki, TFL). GIRO is the most convenient method to pay for the remaining tuition fees, miscellaneous fees and hostel fees. Students are required to pay fees through GIRO. Similarly, credits, if any, will be received through GIRO. Possible GIRO transactions include credit for reimbursements, bursaries and other allowances, if any.

# NIE Location Map

## LEGEND

	Assembly Area for Emergency Evacuation	
	Bus Stop	Bus Service 199 & 179
	Cash Card Top Up	Blocks 2, 3, 5 & 7 Basement level
	Canteen	Block 4, Basement 1
	Emergency Phone	Dial 3999 or 3000
	Lift	
	Toilet	All levels at lift lobby and both ends of building
	Nursing Room	Blocks 2, 3 & 7, Level2
	Automated External Defibrillator	Blocks 1, 2, 3, 7 & the Student Hub Level 1

