

## Online Application for Spring 2016 (Term 2, 2015 – 2016)



### Application close: 30 September 2015

Online application will close on **30 September 2015, 2359 hours (Singapore time)**.  
Late applicants will not be entertained.

You are required to login using a User ID and Password to access the Online Application System. Please download the quick guide for the online application via the following link:

<https://www.dropbox.com/s/8ftrwpf52d9mw6r/Applying%20for%20Admissions.pdf?dl=0>

You may register for a new account at:

[http://eservices.smu.edu.sg/psp/ps/EMPLOYEE/HRMS/c/SIS\\_MA.SIS\\_GADM\\_APPLREG.GBL?&FormID=ISEP](http://eservices.smu.edu.sg/psp/ps/EMPLOYEE/HRMS/c/SIS_MA.SIS_GADM_APPLREG.GBL?&FormID=ISEP)

To submit the online application, the following documents must be attached in the online application;

- Latest official transcripts (Transcripts must be official with university seal/letterhead, results printed via your home university student portal will not be accepted)
- Passport page/s that capture your details
- TOEFL / IELTS score report, if applicable

When creating the User ID, select an ID which is easy to remember.  
The User ID can be the same as your home university User ID.

Fields such as "Full name", "Country of Birth" and "Race" should be phrased clearly.

Full name should be indicated as exactly the same as it appears on the passport. Pay careful attention when filling out your name as any error may cause your student pass/visa application to be rejected. You may end up having to re-apply and re-pay for your student pass/visa later thus leading to inconvenience.

We need your complete full name as how it appears in your passport, do not exclude any middle names or initials in-between your first name and last name.

Please pay attention to the fields on the on-line application form. You will first be prompted for your FULL NAME: Jacqueline Nicole Smith and then you will be prompted to repeat your last name only, Smith.

Example is as follows;

Name as it appears on passport

Last Name: Smith

First Name: Jacqueline Nicole

On-line application form fields:

Full Name: Jacqueline Nicole Smith

Last Name: Smith

An example is shown below.:

### Personal Details

Name Prefix*	<input type="text" value="Ms"/>
Full Name*	<input type="text" value="JACQUELINE NICOLE SMITH"/> <small>(as shown in the NRIC/Passport)</small>
Family Name/Surname*	<input type="text" value="SMITH"/> <small>(Please indicate dash "-" if you do not have a Family Name/Surname)</small>
Gender*	<input type="text" value="Female"/>
Date of Birth*	<input type="text" value="01/01/2000"/> <input type="text" value="01"/> <input type="text" value="01"/> <small>(DD/MM/YYYY)</small>

Do not give alias, short-form or nick names. Also do not shorten or leave out any of your middle names. Do note that special characters are not allowed, eg; Å, Á, É, Ğ, Í, ß, Ł, Ñ, Ø, Ö, Ü. You need to remove all special characters and use universal characters instead. You are also not allowed to put commas, hyphens/dashes or symbols. If you are unsure, you may refer to your name in the barcodes at the bottom of your passport particulars page.



Actual Name: VIGILJA BRUŽAITĖ  
 Passport: VIGILJA BRUŽAITE

Source: Sample passport image extracted from Wikipedia

The date of birth must be in DATE / MONTH / YEAR (dd / mm/ yyyy) format. Information input on the online application will be used for registration of the student pass.

Incorrect information will cause a processing delay of the student pass and you will be required to re-apply and make payment again. Upon submitting the online application, you will receive the user ID and password via e-mail. Please save the e-mail as the user ID and password will be required for other administrative procedures after you're accepted. The photograph for the SMU student card must be submitted by **30 April 2015**. You may only upload the photograph upon submission of the online application. To upload the photograph, please login to <https://eservices.smu.edu.sg> to access the 'Applicant Self Service' function. Please download the guidelines for the photograph at <https://www.dropbox.com/s/yxcufou5t3n7m5c/SMU%20Guidelines%20on%20Taking%20Photograph.pdf?dl=0>

You may update the following via the Applicant Self Service Page;

1. Update your home and mailing addresses
2. Update your contact phone numbers
3. Update your e-mail address
4. Upload your photo

The guide for the applicant self-service can be downloaded here: <https://www.dropbox.com/s/Ondoqquyff3lkuw/Applicant%20Self%20Service.pdf?dl=0>

## Academic Calendar



All one-credit courses at SMU last for an entire term (13 weeks), with the rest (0.5-credit courses) being held over a period of half a term or for the full term. The period of exchange is usually one or two terms. Classes run intensively from Week 1 onwards. It is university policy for students to attend classes when term starts. Attendance is compulsory. Late arrivals are not accepted

**Fall Term/Term 1** = 17 August 2015 to 4 December 2015

- |             |                                       |
|-------------|---------------------------------------|
| Recess week | = 5 October 2015 to 11 October 2015   |
| Exam week   | = 23 November 2015 to 4 December 2015 |

**Spring Term/Term 2** = 4 January 2016 to 22 April 2016

- |             |                                       |
|-------------|---------------------------------------|
| Recess week | = 22 February 2016 – 28 February 2016 |
| Exam week   | = 11 April 2016 – 22 April 2016       |

The academic calendar for 2015 – 2016 is available at <https://www.dropbox.com/s/6br1iao3xq1edm3/Academic%20Calendar%20AY2015-16.pdf?dl=0>

## Entry Requirements



Courses in SMU are rigorous and we would like all exchange students to experience success academically. It is recommended that students meet the following minimum academic requirements:

- (i) GPA of at least 3.0 (out of 4.0), or equivalent AND;
- (ii) Fulfil ONE of the following English language proficiency (if student's first language is not English):
  - IELTS – 7, with reading score 7 and writing score 6.5.
  - TOEFL IBT (Internet-based TOEFL) – 93, with 22 for both reading and writing.
  - TOEFL PBT (Paper-based TOEFL) – 583.



Exchange students are strongly encouraged to enroll for a course load of 4 SMU credits per semester. The minimum course load of 2 SMU credits per semester remains unchanged. The maximum (non-negotiable) workload per semester is 5 SMU credits, and this has to be requested by the home university's coordinator.

## Courses Available for Exchange Students

Only undergraduate programmes/schools (Accountancy, Business, Economics, Information Systems, Law, Social Sciences) are open to exchange students. A list of courses available for exchange students will be sent to applicants about two weeks before course registration.

Postgraduate courses are not open to exchange students and graduate students may only take undergraduate courses.

### Areas of concentration

- Arts and Language
- Accountancy
- Corporate Communication
- Economics and Statistics
- Finance
- Information Systems
- Law and Legal Studies
- Marketing
- Operations Management
- Organisational Behaviour and Human Resources
- Political Science
- Psychology
- Quantitative Finance
- Sociology
- Strategic Management
- Science and Technology

To view the course catalogue and course descriptions for a specific semester, please visit: [Undergraduate Student Information \(http://info.smu.edu.sg/courses/index.asp\)](http://info.smu.edu.sg/courses/index.asp) - Course Catalogue Class Search -> select the term searching for and Courses with sections offered -> select the corresponding letter of the course name -> view class section -> course outline (More information about the courses can be obtained in the course outline).

To assist students with their planning, the previous year's term course list (Spring 2014/15) is provided at

<https://www.dropbox.com/s/6xqa5h1qbelx8h5/Final%20Course%20List%20-%20AY2014-15%20Term%202%20%28For%20Partners%29.pdf?dl=0>

### Pre-requisites

Some courses require students to fulfil pre-requisites before reading. The pre-requisites are listed in the online course catalogue.

If you have done similar pre-requisites in your home university, you should check with the SMU course instructors if they will accept these pre-requisites.

Pre-requisites may be checked by the SMU course instructors during the first week of the term. Students should prepare a course outline (in English) of the courses they have taken that meet the pre-requisite for the SMU course instructor's review.

If you would like to try registering earlier (during your assigned window period for online registration) about your pre-requisite courses, you may contact the instructor earlier. A list of the instructors is available via the Faculty Directory at the SMU website.

## Grading



SMU adopts a 4-point grading system. The following grade notations are used in calculating the Grade Point Average (GPA), which is the quotient of total grade points divided by total course units attempted:

Grade	Grade Point	Mark Range	Grade	Grade Point	Mark Range
A+	4.3	86 and above	C+	2.3	66 to 69
A	4.0	83 to 85	C	2.0	63 to 65
A-	3.7	80 to 82	C-	1.7	60 to 62
B+	3.3	77 to 79	D+	1.3	53 to 59
B	3.0	74 to 76	D	1.0	50 to 52
B-	2.7	70 to 73	F	0.0	49 and below

## Health and Accident Insurance



It is compulsory for all incoming exchange students to purchase the *Student Personal Accident Policy* and *Medical Insurance* as recommended by SMU. Cost for this insurance is included as part of the miscellaneous fees.

Insurance details can be found via the following link:

<http://studentlife.smu.edu.sg/student-life/student-insurance-coverage>.

Please consult your insurance agent in your home country for additional insurance coverage.

## Welcome Orientation



Orientation session for International Exchange students is scheduled on the week of **28 to 30 December 2015**. Exact date will be advised.

Orientation is compulsory. Only students with valid reasons surfaced to us by the partner university's coordinator may be excused from this orientation. Students who are absent from the orientation without a valid reason, will not receive assistance to matters covered during the orientation.

### **Latest arrival date: 28 December 2015**

*Early arrival is a must for student pass processing and collection of the SMU student card.*

It is university policy for students to attend classes when term starts. Late arrivals are NOT accepted.

Students are advised to arrive 1 week prior to orientation date to facilitate the application of the Student's Pass at Immigration and Checkpoints Authority (ICA). There will be a huge processing delay at ICA during the peak period (may take more than 3 days) as there will be a large number of foreign students coming to Singapore during the start of a new term. The Student's Pass will be required for signing the housing contract, purchase of SIM card etc.

Students may not collect the SMU student card without verifying the Student's Pass. For students who arrive after the orientation, please take note of the following regarding courses;

- No special arrangements will be made to register for courses
- No further assistance will be given by the Office of Global Learning
- If courses are fully taken up, no extra seats will be made available
- No special assistance will be given on *BOSS* bidding as this will be covered during orientation

More details will be included in the Acceptance Information Package.

## Estimated Expenses



Living conditions in Singapore are amongst the best in Asia with state-of-the-art facilities for education, shopping, sports and recreation. Singapore has one of the highest living standards in the South East Asia. Daily necessities and luxuries are readily available. Below are estimations of how much is required during your stay in Singapore. They do not include tuition fees and travel expenses from your home country to Singapore.

Exchange students can expect to spend approximately S\$7500 – S\$9000 per term (including housing rental).

### **Estimated monthly expenses**

- Accommodation: S\$900 - S\$1800 (assuming three to four students share a private apartment)
- Food: S\$300 - S\$500
- Local transportation: S\$100 - S\$150
- Telecommunications: From S\$30 (varies with usage and packages subscribed)
- Books and stationery: S\$30 - S\$100
- Personal expenses: S\$100 - S\$300

Students are required to pay a compulsory Miscellaneous Fees of approximately S\$250+. This includes insurance coverage, IT services and sports facilities fees. The miscellaneous fee is NON-REFUNDABLE.

## Visa and Study Permits



Exchange students studying in SMU are required to apply for a student pass prior to arrival in Singapore.

Upon arrival in Singapore, you will be granted a Social Visit Pass stamp in your passport or Disembarkation/ Embarkation card. This allows them to stay for at least 30 days in Singapore. Before expiry of the entry visa, you must collect your student pass from the immigration office.

The SMU Office of Global Learning will apply the student's pass on their behalf before your arrival. Please refer to the Singapore [Immigration and Checkpoints Authority's](http://www.ica.gov.sg/) website (<http://www.ica.gov.sg/>) for more information about visas and immigration matters.

## Accommodation



### Sun Vista City Lodge

Sun Vista City Lodge is a student hostel, catering only to students, which provides a greater sense of security. Although the lobby is modestly decorated, all rooms have been recently renovated, and are comfortable.

All rooms are doubles, and have attached bathrooms, giving students additional privacy. There are 4 types of rooms: (i) Twin Standard (2 single beds), (ii) Super Standard, (iii) Deluxe & (iv) Super Deluxe (2 singles/1 Queen bed for options ii to iv). With a subway station across the street (just three minutes away) that brings you into the city in two stops and near SMU, this is an ideal option for our international students.

Sun Vista City Lodge is a small establishment, so book early to avoid disappointment. Quote "SMU" to get a discounted rate of SGD800/month (for their Twin Standard room). In order to get this discount, you should email them directly at [enquiries@sunvistalodge.com](mailto:enquiries@sunvistalodge.com), or book directly via their website: <http://www.sunvistalodge.com/> - do not book via other booking websites (e.g. Agoda, Hostels.com etc.). SMU will not be handling any booking requests.

SMU will not also be responsible or liable for any issues that may arise from staying at Sun Vista Hostel.

### Private accommodation

Most exchange students make arrangements with private accommodations. For more information about private accommodation and housing options, please visit: <http://www.smu.edu.sg/smu/programmes/exchange-programme/international-exchange/incoming-students/international-exchange>.

## Other Useful Information



### Location and campus facilities

The SMU campus is situated at the heart of the central business district and the arts and heritage precincts. The campus is easily accessible via public transportation, and there is a wide variety of food outlets, shopping and entertainment centres conveniently located around campus.

SMU is well-equipped with various facilities – wireless laptop connection, state-of-the-art learning facilities and resources, library, swimming pool, fitness gym etc.

### Distance to city from airport

By bus or train = 45 minutes

By taxi = 25 minutes

### Student diversity

Percentage of full-time international students = About 20%

Percentage of exchange students = About 12%

### Internships and working part-time

Internships and career services offered by SMU Dato' Kho Hui Meng Career Centre (eg. career talks) are not open to exchange students.

Exchange students are also not allowed to work part-time in Singapore.

For more information regarding working in Singapore, please refer to the following link: [www.mom.gov.sg/foreign-manpower/working-in-singapore/Pages/default.aspx](http://www.mom.gov.sg/foreign-manpower/working-in-singapore/Pages/default.aspx).

## Contact Information



<b>University Name:</b>	Singapore Management University
<b>Mailing Address:</b>	Office of Global Learning Singapore Management University Administration Building, Level 10 81 Victoria Street Singapore 188065
<b>Generic e-mail:</b>	<a href="mailto:oglinbound@smu.edu.sg">oglinbound@smu.edu.sg</a>
<b>Telephone:</b>	(+65) 6828 0400
<b>Website (SMU):</b>	<a href="http://smu.edu.sg">http://smu.edu.sg</a>
<b>Website (Incoming students):</b>	<a href="http://www.smu.edu.sg/programmes/exchange-programme/incoming-students">http://www.smu.edu.sg/programmes/exchange-programme/incoming-students</a>

## Timeline (Spring Semester: *Jan – May, Term 2 2015/16*)



<b>22 September</b>	<ul style="list-style-type: none"> <li>Home University informs SMU about nominated students on exchange</li> </ul>
<b>30 September</b>	<ul style="list-style-type: none"> <li>SMU sends application information to nominated students via e-mail</li> <li>Online application with SMU</li> <li>Upload photo for SMU student card</li> </ul>
<b>October/ November</b>	<ul style="list-style-type: none"> <li>SMU sends acceptance information package via e-mail to all successful applicants</li> <li>SMU sends acceptance letter and student's SOLAR details to home university</li> <li>Online registration with ICA for the Student's Pass. Students must apply online immediately upon receiving the acceptance letter and SOLAR details</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>University coordinator to request for 5 credits (if required)</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Online miscellaneous fee payment</li> </ul>
<b>1 and 2 December</b>	<ul style="list-style-type: none"> <li>Online matriculation</li> </ul>
<b>Early December</b>	<ul style="list-style-type: none"> <li>BOSS Bidding</li> </ul>
<b>No later than <u>28 December</u></b>	<ul style="list-style-type: none"> <li>Student's arrival in Singapore</li> </ul>
<b>Verification of documents &amp; collection of SMU student card: 29 December</b>	<ul style="list-style-type: none"> <li>Schedule and venue will be advised at a later date</li> </ul>
<b>Orientation: Week of 28 – 30 December Exact date to be informed</b>	<ul style="list-style-type: none"> <li>Exact venue to be informed</li> </ul>