

Things to take note:

A) How do I prepare the submission?

1. To participate in the student exchange programme [SEP], ensure you have accepted the internal offer by your faculty via EduRec under Global Education – External Study Application.
2. When browsing through this SharePoint, find the intended exchange partner university and read the application guide carefully.
3. Ensure that you can find the latest application form or URL link before you begin to complete the application process.
4. If the latest partner university's fact sheet is not available, please check the partner's website for application information. Some partner universities send application instructions to students after receiving nominations from NUS.

Please see below for the different type of submission mode and the actions to be taken by students.

Options	Remarks	Action by Students
A	Purely online application and upload supporting documents. No hardcopies or softcopies required.	Students to request for their own transcript. Students are to complete the application before the given deadline. Any hardcopies received by Registrar's Office will be returned to students via Faculty.
B	Online application and uploading of softcopy supporting documents with softcopy submission Or Softcopy submission only. No hardcopy submission required.	Students to request for their own transcripts and scan together with their supporting documents to faculty. Any hardcopies received by Registrar's Office will be returned to students via Faculty.
C	Online application and hardcopy submission.	Students to request for their own transcripts and submit it together with their supporting documents to faculty.
D	Hardcopy submission only	Registrar's Office prints transcript for student and put together with student's hardcopy documents for mailing. The printing cost - \$5.35 will billed to the student.

5. Students may request for their NUS transcript via EduRec under Academics - Transcripts. Each copy of the hardcopy transcript is chargeable at \$5.35, excluding courier charges. Please note that there will be a processing duration of 4 working days for current students. Alternatively, on-the-spot printing of the official transcript is available at Student Service Centre. A service fee for walk-in requests applies. Refer to <https://www.nus.edu.sg/registrar/student-records/transcripts/official-transcripts> for more information.
6. Kindly noted that for selected partner universities with early nomination deadlines and require uploading of students' transcripts, Registrar's Office will print the transcript for students and bill the cost - \$5.35 to students. Your faculty will inform you if this applies to you.

7. If the partner university requires you to submit a Certificate of Enrolment, you may request for a Student Status Letter via EduRec. Refer to the user guide [here](#) or [video guide](#) if you need help to generate the letter.
8. Kindly note that your faculty will assist to certify documents issued by NUS only. For documents not issued by NUS, you may wish to approach either the original issuer of the document, the Commissioner for Oaths or Notary Public at any law firm for this certification service. We will not be able to certify documents not issued by NUS.
9. Please follow closely to the checklist of submission materials. Do not hand in unnecessary documents not mentioned in the Partner University checklist.
10. If you submitting a passport size photo, please remember to write your NAME and STUDENT ID behind it. Stick the photo onto the application form if required. Otherwise, put into a small envelope or plastic holder and staple to your documents.
11. Do remember to write your NAME clearly on your personal statement if this is required by the partner university.
12. Take note if the application form requires to be handwritten or in digital. Ensure the application form are sign at the required fields.
13. Make a copy (scanned/photocopy) of all the documents before submitting to the respective faculty coordinator.

(B) After submission

1. SEP Certification letter will be issued to students as part of the supporting documents if required during the application stage with Host University. Else, the letter will only be issued upon request through your Faculty SEP coordinators. Please state the purpose (e.g. NS deferment, 3rd party scholarship requirement, etc) of the letter in your email to the Faculty SEP coordinators.
2. By default, the SEP Certification Letter will be issued in electronic format to your NUS email address. If you require the letter to be in hardcopy format, please indicate this requirement in your email to the SEP Faculty coordinators.
3. Please ensure your mailing address recorded in EduRec is up-to-date. You may refer to the User Guide [here](#) on how to update your Personal Data in EduRec, including your mailing address.

*Note: For International Students, please input your mailing address in the following format.

[Block Number] [Street Name]
#[Unit Level]-[Unit Number] [Building Name]
Singapore **[Postal Code]**

4. The SEP Certification letter issued by NUS is **not** an official acceptance from Host University. The letter serves to certify that you accepted an offer to participate on Student Exchange Programme (SEP) organised by NUS.

5. Official Acceptance/Admission letter will be issued by to the Host University. Please ensure you have the required documents (e.g. DS 2019 for US, JW202 for China, etc) including the Acceptance/Admission letter before proceeding with your Visa application to the Host Country.