

**PAYMENT INSTRUCTIONS
FOR
MISCELLANEOUS FEES (UNDERGRADUATE EXCHANGE/NON-GRADUATING STUDENTS)**

Please read the following instructions carefully before you proceed to make payment.

Payment options

1) Payment over-the-counter

Please bring along the following documents to make payment at One Stop @ SAC:

- a) Letter of Enrolment stating your Matriculation Number starts with 'N' (You would need to key in your Matriculation Number in the Queue Ticketing machine). The Letter of Enrolment can be downloaded from your [Exchange Portal](#).
- b) Letter indicating the total Miscellaneous Fees payable for AY2016-17

Note on payment: No Cash. Only cashless modes of payment (Credit card, NETS, cash card, EZ-Link, cheque, bank draft and cashier's order) are accepted.

Location

One Stop @ SAC
Nanyang Technological University
North Spine, NS3-01-03
50 Nanyang Avenue
Singapore 639798

Counter Operating Hours

Mondays to Thursdays : 8.30 a.m. to 5.00 p.m.
Fridays : 8.30 a.m. to 4.45 p.m.
Closed on Saturdays, Sundays and Public Holidays

Location Map

<http://maps.ntu.edu.sg/maps#q:one%20stop>

Please request for a payment receipt and bring it as a proof of payment to collect your matriculation card when you register with the Student Support with your original passport, embarkation card and letter of enrolment later.

2) Online payment

To use this option, you have to activate your NTU network account and NTU email account.

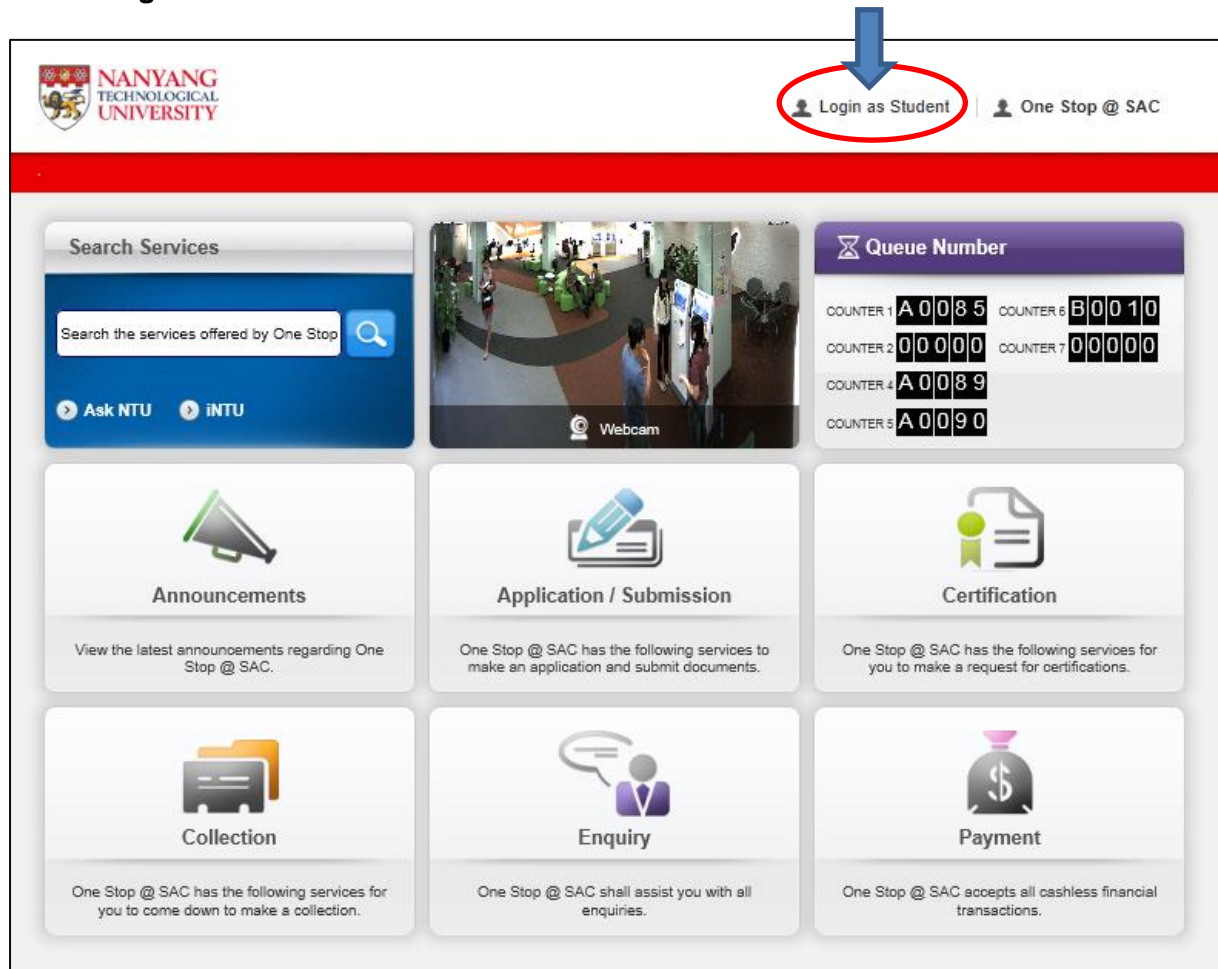
Step 1

Access the following website of One Stop @ SAC

<https://ossac.wis.ntu.edu.sg/NTUSACSSWPWeb/Home/Public>

Step 2

Click to **login as student**



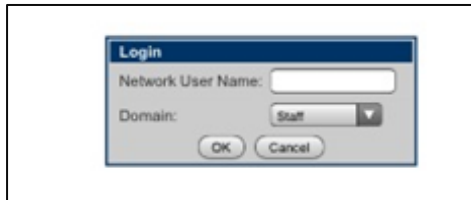
Step 3

Log in your NTU network account

Network User Name : Your matriculation number (e.g. N1234567A)

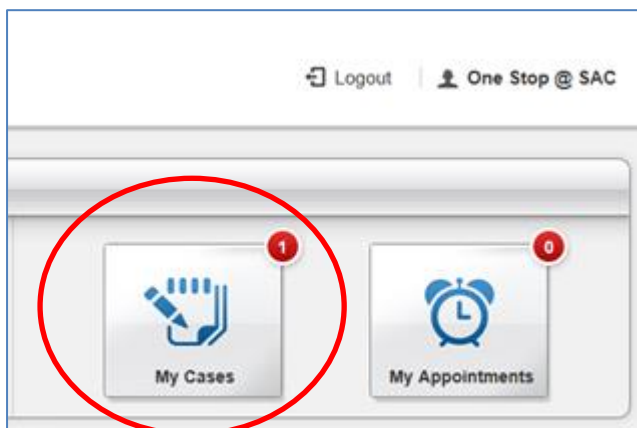
Password : Your password

Domain : **Student**



Step 4

Click on **My Cases**



Step 5

You would see a case under '**Miscellaneous Fees (Undergraduate: Exchange/NG students)**'. Please write to us at ng_prog@ntu.edu.sg if you do not see the case in your account.

Click on **ePayment**.

My Cases

Service Type

--Please select one--

Department

--Please select one--

Case Type

--Please select one--

Case Status

Open

Date of Creation From

23-Jun-2015

To

23-Dec-2015


Search

S/No.	Case No. ▼	Service Type	Department	Case Type	Case Status	Date/Time of Creation	
1	C20151223-P000001	Payment	Office of Academic Services	Miscellaneous Fees (Undergraduate: Exchange/NG students)	Open	23-Dec-2015 14:09	<div><div></div><div>ePayment</div></div>

Total 1 item(s)

Step 6

Click on **Make Payment** to proceed

NTU Online Payment Confirmation

Close

Personal Particulars

Name	TEST ACCOUNT
Matric Number	999999999
School	School of Computer Science and Engineering
NTU Email	IGEMSUGS@NTU.EDU.SG
NRIC	S9999999A
Contact No	4591940557
Email	chenyr_85@test.ntu.edu.sg

Payment Information

Payment For	Exchange Miscellaneous Fees for 1 semester
Payment Amount (S\$)	223.49
Payment Option	Credit/Debit Card

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Close

Step 7

Follow the step-by-step instructions in the Internet Payment page to complete your online payment.

NANYANG TECHNOLOGICAL UNIVERSITY
Internet Payment using VISA/MasterCard

NTU accepts only internationally recognised credit cards issued by VISA and MasterCard. NTU uses OCBC to process internet credit cards payment. Kindly note the following information before proceeding to confirm your payment details:

Note 1: This application is best viewed with : Internet Explorer 10 and above, Google Chrome, Mozilla Firefox. If you experience any issue with access, please try to use a different browser or revert back to your previous browser version.

Note 2: VISA and MasterCard have introduced International Service Charge (ISA fees) for cross border transactions. This extra fees chargeable by card issuers varies but some card issuers even waived this charge so as to promote electronic payments. If your transacted amount is affected as a result, you may wish to verify with your card issuer before proceeding.

Transaction Number with NTU: **NTU818967** Transaction Time: **20160711 151131**

Name: **TEST ACCOUNT (999999999)**
Postal Code: **School of Computer Science and Engineering**
Telephone: **4591940557**
Email Addr: **IGEMSUGS@NTU.EDU.SG**

Please deduct this amount from my VISA/MasterCard: **SGD 223.49**
Description of charges requested: **OSSAC- Miscellaneous Fees (UG : Exchange/NG students)**

If your wish to proceed, kindly click once on the "Make Payment" button.
If you do not wish to pay by VISA/MasterCard, kindly click once on either "Back" button to return back to earlier screen or "Cancel" button to close this window and return back to application window.



Secure Payment Page

Please key in your card details to complete your purchase. All fields are mandatory and must be completed before your payment can be processed. All information exchange is secured.

Payment window timeout 04:26

Please enter your card details

Name On Card

Please enter name as stated on card

Card Number

Card Type

☐ VISA ☐ MasterCard

Expiry Date

Month Year

Card CVV2/CVC2

Card Issuer Country

Cancel

Clear

Pay

Before you proceed:

- Disable pop-up blockers.
- Enable cookies & javascript on your browser.
- Browser compatibility: Internet Explorer 8.0 and above, Mozilla Firefox and Chrome.

NOTE:

Upon clicking on Submit, you will be redirected to the Payment Gateway Provider system. Please do not refresh or close your browser until your transaction is completed.

Your transaction summary

Merchant Name	NANYANG TECHNOLOGICAL UNIVERSITY
Amount	SGD 223.49
Description	OSSAC- Miscellaneous Fees (UG : Exchange/NG students)
Payment Ref.	NTU818966

We comply with all applicable privacy laws. All information collection on our web pages will remain private and confidential. Please note that by submitting your personal information to us, you consent to our privacy statement that governs your account.

Step 8

After you complete your online payment:

- Check your NTU mailbox for the acknowledgement email of the payment made.
- Print and bring a copy of this email as a proof of payment when you register with our Student Support with your original passport, embarkation card and letter of enrolment.

From: One Stop @ SAC
Sent: DAY, DATE, TIME
To: #TEST ACCOUNT #
Subject: Case No. CXXXXXXX-XXXXXXX: Acknowledgement for Miscellaneous Fees (Undergraduate: Exchange/NG students)

This email is to acknowledge the receipt of the above payment made through E-Payment.

Item for Payment: Exchange Miscellaneous Fees for 1 semester

Address of One Stop @ SAC

One Stop @ SAC
Nanyang Technological University
North Spine, NS3-01-03
50 Nanyang Avenue
Singapore 639798

One Stop @ SAC Counter Operating Hours

Mondays to Thursdays: 8.30 a.m. to 5.00 p.m.
Fridays: 8.30 a.m. to 4.45 p.m.

Eve of major PH: 8.30 a.m. to 12 p.m.
Closed on Saturdays, Sundays and Public Holidays

Location Map

<http://maps.ntu.edu.sg/maps>

Last updated: 11 July 2016