

Matriculation for Students Admitting in Academic Year 2016-17

Matriculation



- [Academic Services](#)
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STEP 1: SUBMISSION OF PHOTOGRAPH & ONLINE DECLARATION

You are required to submit your recent passport-sized photograph before you can proceed with the online declaration. Please complete the photo submission and declaration [online](#) **within 2 working days after obtaining your matriculation number.**

The photograph is for your matriculation card. Hence, please submit by the prescribed timeline. Otherwise, you will be issued your matriculation card only after the scheduled collection period.

The photograph must meet the following requirements:

- 35 mm wide by 45 mm high without border and taken within the last three months;
- taken full face without headgear, unless the applicant habitually wears a headgear in accordance with religious or racial customs. The headgear must not hide the applicant's facial features;
- the facial image must be between 25 mm and 35 mm from chin to crown;
- coloured photograph taken against plain white background with a matt or semi-matt finish; and
- the image must not contain any shadow in the background.

STEP 2: ONLINE MATRICULATION & CHECKING ASSIGNED CLASS TIMETABLE

- You have to matriculate online to be formally registered as a student of the University.

The online matriculation period is from **Monday, 18 July 2016 to Friday, 22 July 2016 (10.00 am to 10.00 pm)**. Before you can matriculate, you must accept NTU's offer of admission first and receive your matriculation number, and have [changed the password of your IT network account](#).

Click [HERE](#) to matriculate.

If you obtain your matriculation number from 22 July 2016 onwards, please matriculate online one working day after you have created your computer network account.

- You will be assigned for class timetable for Semester 1 of Academic Year 2016-17 and do not have to register courses on your own unless you receive separate instruction from your School.

You may print your class timetable in the same matriculation link after you have matriculated. The timetable shows the courses and the lecture/tutorial/laboratory groupings that you are assigned to.

Please be advised that you have to remain in your courses and groupings as they have been assigned based on careful planning and in line with your curriculum requirements. You may however change your elective course if this is registered for you. If you wish to do so or add more courses which is optional, please consult your School's Registration Advisors first. The course registration guide for freshmen is [here](#).

STEP 3: COLLECTION OF MATRICULATION CARD

All new students will be issued the matriculation card. This must be collected in person according to the following:

- [Collection Schedule & Venue for Full-time Students](#)
- [Collection Schedule & Venue for Part-time Students](#)

You may check the locations of the collection venues from the [NTU Campus Map](#).

Please bring along your identity card (for Singaporeans, Singapore Permanent Residents or Malaysians) or passport (for International students who are non-Malaysians) for verification.

If you do not collect your matriculation card within the given schedule, you can only collect it later from **Thursday, 1 September 2016** at One Stop @ SAC.

One Stop @ SAC

50 Nanyang Avenue,
NS3-01-03, Academic Complex North
Singapore 639798
Tel: 6592 3623 / 6592 3624

Counter Operating Hours at One Stop @ SAC

- 8.30 a.m. to 5.00 p.m. (Monday – Thursday)
- 8.30 a.m. to 4.45 p.m. (Friday)

The office is closed on Saturday, Sunday & Public Holiday.

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USEFUL INFORMATION FOR NEW STUDENTS

- [Academic Unit System](#)
- [Examination Matters, Grade Point Average System, Examination Timetable](#)
- [Frequently Asked Questions](#)

Source URL : <http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Matriculation/Pages/Matriculationfornewstudents.aspx>