

## **Prospective incoming students - FAQ**

### **Q1) How do I apply as an exchange student?**

Prospective exchange students selected from our respective partner universities can access the application form from this website: <https://myaces.nus.edu.sg/ngAdmForm/>

Students are advised to read the application details thoroughly before applying as an exchange student in the NUS Business School. Students must also ensure that all required documents are submitted to the Registrar's Office to facilitate smooth processing.

### **Q2) How do I apply for housing on campus?**

Prospective exchange students should apply for housing at the same time that they fill up their application form at: <https://myaces.nus.edu.sg/ngAdmForm/>. Upon receiving your application, the Registrar's Office will pass your housing application to the Office of Student Affairs (OSA) for processing.

For enquiries on housing matters, please contact the Office of Student Affairs at: <http://nus.edu/osa> directly.

### **Q3) Do I have to register for my modules beforehand prior to my arrival in NUS?**

Yes, students have to pre-register for their modules. Students will need to indicate the modules which they wish to take while on exchange in the online application form.

### **Q4) Can I still change my modules after I arrive in NUS?**

Exchange students are strongly encouraged to stick to their modules as appears on the offer letter, as there is no guarantee that they can change their modules upon arrival at the NUS Business School. We seek the understanding of all our exchange students on this issue as business modules in the school are very high in demand every semester.

However, there is an online add/drop exercise of business modules in the first week upon their arrival in NUS.

### **Q5) How many modules can I take per semester?**

Exchange students normally take 4 to 5 modules in NUS. They are strongly advised not to take more than 5 modules per semester, as the workload could be very heavy. This is especially so if they wish to experience student life to the fullest in Singapore and take part in other activities besides schoolwork.

Exchange students are responsible for ensuring that the modules which they read here in Singapore can be transferred back as credits in their home universities.

#### **Q6) Can I take modules from other faculties besides the NUS Business School?**

Yes, students are allowed to, subject to the approval of the various departments and faculties. However, please note that we have a 50-50 rule whereby exchange students cannot read more than 50% of their modules outside their home faculty.

For example, if a faculty exchange student in the business school is taking 4 modules, he/she cannot take more than 2 modules outside of the NUS Business School.

The reverse is true. For example, students from other home faculties other than the NUS Business School are not allowed to read more than 50% of their modules in the NUS Business School.

#### **Q7) When should I be arriving in NUS?**

Exchange students normally arrive 1-2 weeks before term starts for each semester.

The Office of Student Affairs and the NUS Business School will be holding their orientation briefings before the official term starts.

Exchange students are strongly encouraged to attend these briefings as they touch on important issues pertaining to academic and administrative matters. It is also a good opportunity to meet up with other exchange students from other universities around the world.

#### **Q8) Who should I contact if I have further queries on the exchange programme?**

If you have further queries on the exchange programme, please contact

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