

UNDERGRADUATE STUDENT EXCHANGE PROGRAMME

INCOMING EXCHANGE FAQs

Q1) How do I apply as an exchange student?

We welcome students nominated by our [partner universities](#) to join us for a semester or two. Students in their final year or semester are not recommended to come for exchange in case they are unable to secure the courses or grades they need to graduate on time. Please visit [NUS Non-Graduating Programme](#) page for more information and consult your student exchange advisor.

Q2) I am required to upload supporting documents in my *Online Application*. Can I upload documents that are not in English?

All supporting documents not written in English must be **accompanied by** an officially certified English translation. We are unable to process documents written in other languages.

Q3) How do I apply for on-campus housing?

Students are to indicate their interest for on-campus housing in the *Online Application*. These students will receive further application details in their Acceptance Letter. The Office of Students Affairs will process the on-campus housing application.

Please note that placement into on-campus housing is not guaranteed. Due to overwhelming demand for on-campus accommodation and a limited supply, we strongly encourage students to explore [off-campus options](#) early.

Q4) When should I be arriving in NUS?

Students are advised to arrive in Singapore in time for the official registration date at NUS. The registration date differs every semester. Please read the content in the [NUS Registration Guide](#) for detailed instructions.

A pre-arrival webinar will be organised by the [NUS Global](#), which addresses common questions relating to courses, housing, and visa that inbound students might have. Invitation for this webinar will be sent to students via email.

Q5) How many courses can I take per semester?

Exchange students are required to take a minimum workload of 12 units (approximately 3 courses). The maximum workload is 20 units (approximately 5 courses).

Students will be enrolled in 3 courses (12 units) during admission. Students are to participate in *Course Registration* exercise at the beginning of the semester to secure their remaining workload.

Course enrolment is **subject to availability and demand**, students are to exercise **flexibility** in their course selections as there is no guaranteed enrolment into any courses. Please **prepare some back-up courses** in the event of oversubscription or timetable clashes.

Q6) Can I take more than the 20 units (5 courses)?

Exchange students normally take 4 to 5 courses per semester as the workload could be very heavy. This is especially so if student wish to take part in activities beyond the classroom and experience student life to the fullest in Singapore.

Q7) Do I have to register for my courses prior to my arrival in NUS?

Yes, students are to apply for courses as part of the *Online Application*. The allocation of courses is not guaranteed. To maximise your chances of securing courses, please indicate the maximum possible courses.

Q8) Can I still change my courses after I arrive in NUS?

Student may participate in *Course Registration* exercise to change their courses. As Business School courses are usually very high in demand, there is no guarantee in the allocation of courses. Requests are subject to meeting the pre-requisite, approval and vacancy. Please consider carefully before dropping the courses you have secured.

Q9) Can I take courses from other faculties beside the NUS Business School?

Yes, enrollment is subject to the approval of the departments/ faculties offering the courses. As an incoming exchange student in the NUS Bachelor of Business Administration (BBA) programme, **student is expected to take at least 50% of your courses within the NUS BBA curriculum programme.**

Q10) Can I request for Real Estate courses?

Incoming exchange students under the NUS BBA exchange agreement have priority registration for BBA courses, while those under the NUS Real Estate exchange agreement have priority for real estate courses.

Incoming exchange students under the NUS BBA exchange agreement may appeal for real estate courses during *Course Registration* exercise appeal period.

Q11) Can I request for master's degree courses?

Undergraduate students should select courses with course code starting from level 1000 to 4000. The graduate-level courses starting from 5000 & above are not available to students nominated for undergraduate student exchange.

Q12) Can I swap courses with another student?

All requests to add and drop courses must be submitted and will be processed through the *Course Registration* system during the *Course Registration* exercise. Swapping of courses with another student is not allowed.

Q13) Where can I find out more about Course Registration?

Please visit [Course Registration website](#). Do also check out the [Course Registration FAQs](#).

Q14) Is class attendance mandatory?

Student's performance will be assessed throughout the semester. Continuous assessment may take the form of class participation, individual assignments, group projects, quizzes, tests, etc, as may be determined by the course coordinator.

Students are expected to attend classes regularly. Students should inform their instructors if they are to be absent from classes.

Q15) Will there be a transcript for the courses I have completed in NUS?

Official e-transcript will be emailed to you or your exchange advisor 2 months upon the end of the end of the semester. Details will be provided to all students towards the end of the exchange semester.

Q16) Whom should I approach to endorse documents from my home university?

Please refer to Q19.

Q17) My home university requires me to promote my university during my exchange. Whom should I approach?

Please refer to Q19. Please inform us of this requirement at the start of the semester so that we can look out for suitable opportunities for you.

Q18) Can I do an internship during the exchange semester?

Students who would like to embark on an internship opportunity in Singapore can do so after the end of their exchange semester and seek their employer's assistance to apply for a valid work pass. Please visit [Centre for Future-ready Graduates](#) website for more information.

Q19) Who should I contact if I have further queries on the exchange programme?

North & South Americas	Asia, Oceania & Middle East	Europe
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