

## Application Checklist: Student Exchange Programme (SEP)

These are the documents needed to apply for exchange.

S/N	Item	Remarks
1.	Application Form	Please complete and submit the application form found in EduRec-GE. Application status should reflect as <b>“Submitted” under the right application ID and Run</b> if not, we will not be able to pick your application up. It is the student’s responsibility to ensure the status is reflected correctly before the deadline. We will not entertain any appeals.
2.	Unofficial Transcript	Unofficial Transcripts can be generated from EduRec. Please upload PDF into the upload box in the application form in EduRec-GE.
3.	Letter of Undertaking – Honours	This form needs to be submitted if you are applying to go in your last BA semester (i.e. semester before Honours year). Generally, 5 <sup>th</sup> for poly graduates and 6 <sup>th</sup> for the rest.  Please upload completed form in PDF into the upload box in the application form in EduRec-GE.  Template <a href="#">here</a>
4.	Letter of Undertaking – Tuition Fee beyond Normal Candidature	This form needs to be submitted if you are from 2016 cohort onwards.  Please upload completed form in PDF into the upload box in the application form in EduRec-GE.  Template <a href="#">here</a>
5.	Personal Statement	Please upload file in PDF into the upload box in the application form in EduRec-GE.  Please state your reasons for going on SEP and how you think you will be a good NUS ambassador. Please also state the reasons why you wish to go to the universities that you have selected and how you have identified courses that will benefit your academic training at NUS
6.	Study Plan	Upload a tentative study plan for each partner university you applied for. Partner university will not be processed if it lacks a study plan.  This plan is tentative and does not mean that NUS has approved these modules and the PU will register you in this modules. This study plan allows the department to understand your interest. Students will need to ensure that the modules they apply for are open to exchange students.
7.	Undeclared Major	Write to <a href="#">SEP Department Admin</a> of the intended major to inform them so that they will pick your application for processing.

Note: If the PDFs are too large, either resize it or send it to the [SEP Department Admin](#) of your major.