

## 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 due to IT issues. If you have issues, write to us before the deadline.
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.	Estimated Cost of Study	Only required for preferred choice. If no preferred choice, only required for one university (any). This document is to help you think through the related cost for exchange only and FASS will not be checking if your budgeting is feasible.
6.	Study Plan	Upload a tentative study plan for each partner university you applied for. Application 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. Instead, this is to help you research and let us see your plans. Students will need to ensure that the modules they apply for are open to exchange students. No mapping is needed at this stage.
7.	Undeclared Major	Students intending to read FASS discipline as first major, write to <a href="mailto:studyabroadfass@nus.edu.sg">studyabroadfass@nus.edu.sg</a> with the intended major so that the application will be processed.

Note: If the PDFs are too large, either resize it or send it to [studyabroadfass@nus.edu.sg](mailto:studyabroadfass@nus.edu.sg)