

SMU SUSEP INFORMATION SHEET

For Semester 2 of AY2021/2022 (January 2022 intake)

1. Important Dates

Date	Activity
To be advised at a later date	Online application period
22 to 29 November 2021	Outcome of application

2. Online Application Period

- a. Only nominated students can submit an application online.
 - Online Application Link for New Applicants: Apply [here](#).
 - Online Application Link for Returning Applicants (those who applied to SMU before): Apply [here](#).
- b. Refer to Annex A for the **“Apply Online for SMU Admission”** guide.
- c. Applicants are to upload softcopies of their latest transcript and identification documents via the online application.

3. Applicant Self Service

- a. After submitting the application, students may access the **‘Applicant Self Service Functions’** to update their contact information, upload photograph and check their application status.
- b. Refer to Annex B for the **“Applicant Self Service”** guide.
Note: No. 7 and 8 are not applicable at this stage as fees would only be payable after the acceptance of offer.

4. Application Outcome

- a. Successful applicant will receive an acceptance package via email which will include details of the course registration process.

5. Supporting Document

- a. No hardcopy is required by SMU.
- b. Identity document
 - NRIC for Singaporeans
 - Passport, Blue NRIC and Re-entry Permit for Singapore PRs
 - Passport and Student Pass for International Students
- c. Latest transcript

6. List of Courses Available at SMU

- a. Applicants are expected to have met the stated pre-requisites when they register for SMU courses.
- b. Pre-requisites may be checked by the schools/instructors at their discretion, and students will **not be allowed** to continue with the course if they are found not to have met the pre-requisites.
- c. The finalized list of courses available for exchange students will be released as part of the acceptance email package about a week before the online matriculation.
- d. Exchange students will need to enrol for classes via a bidding system called the Bidding Online SyStem (BOSS). A e\$100 will be allocated to each student for the course bidding. Instructions on the course bidding will be contained in the acceptance package.
- e. Course outlines may be checked via online class search [here](#) - click on the course [catalogue](#) link.

*(Please choose a similar semester in the previous Academic Year as reference for courses that may be offered. The actual course offerings may change and **not all courses** listed in the similar semester will open to exchange students).*

IMPORTANT:

- Exchange students are encouraged to indicate at least 5 SMU course codes that they wish to enrol in, by order of priority, during the application form completion. The desired courses are for planning purposes only – while the university will try to meet the demand where possible, exchange students should expect that not all the demand can be met.
- Please note that specific SMU courses are very popular even for SMU students, in particular those courses in the areas of Finance and Accounting. Students should plan to take core courses at their home university. Core courses are extremely popular and typically oversubscribed. Exchange students should expect that they may not be able to secure core courses at SMU. E.g.s. of such courses include Corporate Finance, Entrepreneurial Finance, Company Law, Accounting Information Systems, Taxation, Management Communication. Priority will be given to SMU students for such high demand courses.
- Students should be flexible when planning for courses and are strongly advised to have sufficient options and back up courses that they could take at SMU. Students cannot insist on being enrolled in specific courses for whatever reasons. All rules of BOSS have to be adhered to.
- Only a limited number of full exchange applications would be accepted. Students on full exchange will be allowed to enrol in a maximum of 5 course units during the bidding period prior to term start.
- For students on partial exchange, only a maximum of 4 course units will be allowed to be enrolled during the bidding period prior to term start. Students who wish to

undertake a 5th course unit will have to reserve a minimum of e\$10 and bid during BOSS 2 (first week of term). You will also need to get approval from your university to change your exchange mode to full exchange.

- Full exchange student who wish to undertake more than 5 CUs of courses must seek permission from their home university and must reserve a minimum of e\$10 to bid for the additional courses during BOSS 2A (second week of term).
- Students who may choose partial exchange to SMU need to make sure that their class and exam schedule **does not** clash between SMU and their home university. Re-scheduling of exam due to time-table clashes is strictly not **allowed**.
- The compulsory registration fee will be refunded for any SUSEP withdrawals up until week 2 from the start of term.

For further enquiries, please email the SMU Office of Registrar at susep@smu.edu.sg

Updated as of 25 August 2021