

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 “Submitted” under the correct application ID and Run if not, we will not be able to access your application. It is the student’s responsibility to ensure the status is reflected correctly before the deadline. If you have IT issues, write to us before the deadline. Do also check in your application email receipt that the partner universities you want to apply for are all listed. Only choices listed will be processed.
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 <i>(Pre-CHS cohort only)</i>	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 th for poly graduates and 6 th for the rest. Please upload completed form in PDF into the upload box in the application form in EduRec-GE.
4.	Letter of Undertaking – Tuition Fee beyond Normal Candidature <i>(For all cohorts)</i>	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.
5.	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 courses nor the PU will register you in these courses. Instead, this is to help you research and let us see your plans. Students will need to ensure that the courses they list are open to exchange students. No mapping is needed at this stage.
6.	Undeclared Major	Students intending to read FASS discipline as first major or change major, write to studyabroadfass@nus.edu.sg with the intended major when on SEP so that the application will be processed.
7.	Personal Statement	Students should aim to write quite specifically, why they choose the universities/locations and the reason for applying from both the academic and non-academic perspective. A thoughtful and mature statement will help in your application greatly.

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