



# **VISITING STUDENT PROGRAMME (VSP)**

Factsheet AY2025–2026

## OVERVIEW

Established in 2000, Singapore Management University (SMU) is internationally recognised for its highly interactive, collaborative and project-based approach to learning. This unique pedagogy creates the opportunity for students to immerse themselves in an array of multi-disciplinary courses that address Asian issues of global relevance.

Home to some 13,000 students, SMU comprises six schools specialising in Accountancy, Business, Computing and Information Systems, Economics, Law and Social Sciences, offering a wide range of bachelor's, master's and PhD degree programmes. SMU has added two colleges – College of Integrative Studies and College of Graduate Research Studies to its academic suite in 2022.

SMU's city campus enjoys strategic linkages with business, government and the wider community through its institutes, centres and labs.

## IMPORTANT DATES

	Term 1 (Fall)	Term 2 (Spring)
Nomination Deadline	15 April	15 September
Application Deadline	25 April	25 September
Issuance of Acceptance Letter	Mid-End May	Mid-End Oct
Expected Arrival in Singapore	11 August	4 January
Orientation Week (Mandatory)	11 – 17 August	5 – 11 January
Classes	18 August – 23 November	12 January – 19 April
Recess Week	6 – 12 October	2 – 8 March
Final Exams*	24 November – 7 December	20 April – 3 May
Expiry of Digital Student's Pass**	14 December	10 May
Issuance of Digital Transcript	Mid March	Mid July

\*All students are required to take the final examinations in-person on campus as scheduled by the University.

\*\*Students are required to leave Singapore before the expiration of the digital Student's Pass. Overstaying is a legal offence in Singapore.

Please refer to the detailed academic calendar [here](#).



## ADMISSION REQUIREMENTS

The Visiting Student Programme (VSP) is open to all undergraduate students. It is a fee-paying programme with a study period of one or two academic terms which consists of 16 weeks (inclusive of one-week of recess) for each term. To be eligible, applicants must fulfil the requirements below:

- Applicants must have completed at least one academic year of undergraduate studies and must be a registered undergraduate in their home university throughout the study term at SMU.
- Applicants must have obtained a cGPA of 3.0 out of 4.0, or equivalent. If your university has a different grading scale, please include the corresponding GPA legend/GPA conversion of your university along with the transcript.
- Applicants must be proficient in English (reading and writing) and fulfil SMU's English Language Proficiency requirement.

### English Language Proficiency:

The language of instruction at SMU is English. Students from non-English-speaking countries or from institutions whereby the language of instruction is not English, must fulfil at least one of the following English language proficiency certifications.

English Proficiency Test	Minimum Score
<b>TOEFL PBT (paper-based test)</b> Min. of 5.5 (Test of Written) & 50 (Reading)	583
<b>TOEFL iBT (internet-based test)</b> Min. of 22 (Reading) & 22 (Writing)	93
<b>International English Language Testing Systems (IELTS)</b> Min. of 7.0 (Reading) 6.5 (Writing)	7.0
<b>C1 Advanced</b> Min. of 185 (Reading) and 176 (Writing)	185

### NOTES:

- IELTS/ TOEFL/ C1 Advanced scores are valid for 2 years. Scores from tests taken must be within the validity period of two years at the point of application.
- Due to COVID-19 testing restrictions, scores from the TOEFL iBT® Special Home Edition and IELTS Indicator will also be accepted.



## TUITION FEE

The tuition fee applicable for one academic term is based on the:

- i. School offering the course and
- ii. Number of courses enrolled

School	Fee (per course, per academic term)*
Accountancy Business Integrative Studies Economics Computing and Information Systems Social Sciences	\$4,770.00
Law	\$5,280.00

*\*Inclusive of the prevailing Goods and Services Tax (GST). Fee is subject to change.*

- All students are required to pay a miscellaneous fee (approximately S\$280 for one term or S\$400 for one year) which covers registration, matriculation, medical insurance, IT services and student activities. This fee is mandatory and non-refundable under any circumstances including the outcome of the Student's Pass and any border restriction measures.
- The total payment will be divided into two parts. Upon the issuance of the Letter of Acceptance, a miscellaneous fee and a S\$5,000 deposit will be billed to the student. The remaining balance will be invoiced separately after the student finalises their course enrollment, typically in the third week of the term. Both payments are subject to the refund policy outlined below.
- The tuition fee does not include accommodation and meals. Students are to source and arrange for their own accommodation.

## TUITION FEE REFUND POLICY

The Miscellaneous Fees and Tuition Fees deposit will be billed to respective students of Home Institution once the Visiting Students are accepted by SMU (issued with the Letters of Acceptance), approximately two months before the start of an academic term.

The remaining Tuition Fees balance will be billed separately after the student finalizes their course enrollment, in the third week of the term (after the course add/drop period). The Tuition Fees are subject to the refund policy below.

Refunds may be considered under the following conditions:

- Withdrawal from the Visiting Student Programme before Week 3 of the study term
- Students who only managed to enroll in fewer number of courses than what they indicated in the Course Acknowledgement form prior to the start of the course bidding process

Refunds will **NOT** be applicable under the following conditions:

- Withdrawal from the Visiting Student Programme from Week 3 of the study term onwards
- Dropping of courses from Week 3 of the study term onwards
- Non-completion of the programme or course(s)
- Being dismissed by SMU before the end of the VSP



## APPLICATION

Application for the VSP is submitted via the [SMU VSP website](#), together with the required supporting documents listed below. Only valid documents in English will be accepted. Each file attachment should be less than **500KB**.

<b>Passport</b>	<p>Photo identification page of the passport with a validity period of no less than six months beyond the end date of the study term.</p> <p>If your new passport is being renewed and not ready at the point of application, please submit your existing passport and email the renewed one to us once completed. However, please take note that this may delay the subsequent procedures.</p>
<b>Academic Transcript</b>	<p>Latest academic transcript bearing the University's official letterhead or seal – please include the corresponding GPA legend of your university.</p>
<b>Passport Photograph</b>	<p>Photo taken within the last three months.</p>
<b>English Language Proficiency Certificate (if applicable)</b>	<p>Students from non-English-speaking countries or from institutions where the language of instruction is not English must provide a relevant certificate.</p>





## STUDENT'S PASS (VISA)

All international exchange and visiting students are required to hold a valid Student's Pass (STP) during their study term in Singapore. The Student's Pass is a legal document that enables the student to live and study in Singapore, as well as serves as a multiple-entry visa into Singapore (subject to terms and conditions). The cost for the STP ranges between S\$105 and S\$135 and includes the application fee, issuance fee and multiple-entry visa fee (if applicable).

SMU will initiate the application of the Student's Pass. Nevertheless, students bear the responsibility to complete and fulfil the application requirements for the STP before their arrival in Singapore. More information on the STP application process will be provided two months before the start of the study term.

### **IMPORTANT:**

*By regulation, STP holders (exchange and visiting students) are strictly not permitted to undertake any form of internship or work (paid or unpaid), including virtual engagements, during their study term in Singapore.*

## ENTERING SINGAPORE

There are no longer any COVID-19 measures for travellers arriving in Singapore from 13 Feb 2023, regardless of vaccination status or traveller profile, even if their In-principle Approval (IPA) letter has stated so. Travellers must ensure that they fulfil all other general entry requirements as stated on the ICA website.





## ACADEMIC INFORMATION

### Course Offerings

Only **Bachelor/undergraduate-level courses** are available for exchange students, except for those on Themis programme.

### Class Format & Size

Interactive seminar-style comprising 35 – 45 students.

### Course Load

Full course load per term: 4.0 SMU credits. Minimum course load per term: 2.0 SMU credits.

Students may be permitted to enrol for a maximum course load of 5.0 SMU credits per term, subject to approval by the home university and SMU.

### Credit Weightage

Each full-credit course is equivalent to 1.0 SMU credit, and consists of 39 contact hours per term. Each half-credit course is equivalent to 0.5 SMU credit, and consists of at least 18 contact hours per term.

### Course Assessment

Assessments can include, but not limited to (i) class attendance; (ii) class participation; (iii) individual project; (iv) group project; (v) presentation (individual/group); (vi) mid-term test; (vii) final examination.

### Class Attendance & Participation

Attendance and participation form part of the course assessment, hence attendance is mandatory for all classes. Absence from classes due to health/medical reasons must be validated by medical certification. Absence due to other reasons require prior approval by the course instructor.

### Mode of Delivery

Classes will be conducted in-person without any virtual alternative option.

### Final Examinations

All exams are in-person. Students are required to sit for the final exams as scheduled by SMU. No rescheduling of exams will be allowed.





## COURSE ENROLMENT

Course enrolments are conducted via a bidding exercise in July (Term 1) and December (Term 2) each year. Only **undergraduate** courses from a prescribed list will be offered to exchange and visiting students (**Course Codes 001-499, 1200-4038**).

Students will be allocated 100 e-dollars (e\$100) each term (**one-time only**), for bidding of all their required courses. This empowers them to draw up their own timetable based on their recommended study plan (subject to constraints of curriculum requirements and the supply and demand of classes). Details and instructions related to course bidding together with the list of courses offered, shall be made available to students two to four weeks before the course bidding exercise. It is important that students understand the information, policies and procedures to ensure a smooth bidding process.

Demand could be high for some courses, e.g. fundamental freshmen courses. Students are encouraged to be pro-active and flexible in their study plans to optimise their bidding opportunities.

### Course Catalogue:

For planning purposes, students may refer to the [Course Catalogue](#) for **undergraduate** course offerings from previous terms (**Course Codes 001-499, 1200-4038**). This catalogue serves as a reference only as not all courses listed will be offered to exchange and visiting students.

### IMPORTANT:

- *Course enrolment strictly adheres to the SMU academic policies and guidelines. It is subject to the vacancies available, fulfilment of course pre-requisites (if applicable) and bidding outcome of the student.*
- *Course enrolment is not guaranteed. It is strongly advised that students should not be completing their final term of studies during their study abroad at SMU. Their graduation may be at risk should they fail to secure their required courses.*

## How to Prepare for Course Bidding & Enrolment?

- 1 Read the Course-Bidding Guide**  
and review the prescribed list of course offerings for the intended study term.
- 2 Obtain pre-approvals**  
from students' home university to enrol for their desired courses at SMU. Students are encouraged to obtain pre-approval for more courses than necessary as contingency, in case their desired courses are fully subscribed.
- 3 Ensure you fulfilled the necessary pre-requisites**  
for the desired courses. Students are required to consult and seek approval from the respective SMU course instructors on the fulfilment of pre-requisites (if any), before bidding for their courses.

Students will not be allowed to enrol for, nor to continue with the course if the pre-requisites have not been met.

## EXAMINATIONS & GRADING SYSTEM

Final examinations are held at the end of every term. Students are required to sit for the examinations on the date and time scheduled by the University. Rescheduling of exam dates or special/early examination arrangements will not be permitted.

All SMU courses are graded in accordance to a 4-point grading system, as tabled below.

Grade	Grade Point	Mark Range
A+	4.3	86 and above
A	4.0	83 to 85
A-	3.7	80 to 82
B+	3.3	77 to 79
B	3.0	74 to 76
B-	2.7	70 to 73
C+	2.3	66 to 69
C	2.0	63 to 65
C-	1.7	60 to 62
D+	1.3	53 to 59
D	1.0	50 to 59
F	0.0	49 and below

## TRANSCRIPT

A digital transcript will be emailed to the student's SMU campus email, within three months after the release of the final examination results, i.e. **mid-March (Term 1)** and **mid-July (Term 2)**. The transcript will include the course title, course code and grade of the respective courses enrolled. No hardcopy of the transcript will be issued.

SMU does not send the digital transcript to any third party including the student's home university. Therefore, students are responsible for providing the transcript to their home university for credit transfer.

SMU is unable to accommodate requests for early release of the official digital transcript under any circumstances including students' graduation and higher education plan. Therefore, students are responsible to communicate and make their own arrangements with their home university based on the timeline stated above.

It is important for students to maintain their access to the SMU email account after they finish the programme. This is to ensure that they can retrieve the digital transcript before the email account expires. Charges are applicable if students need their digital transcript to be re-issued.

## ENHANCE YOUR EXCHANGE

Discover programmes that go beyond the classroom to enrich your exchange journey. Develop leadership skills in dynamic workshops or experience the culture of an ASEAN city during an exciting week-long adventure. These opportunities are crafted to help you grow, connect, and create lasting memories.

### Exchange Student Ambassador Training

Curated and sponsored by Centre for Global Education and Opportunities (GEO), this training includes a series of workshops designed to equip students with key skills to become effective leaders and ambassadors for both SMU and Singapore upon their return home.



The workshops cover topics such as networking in multicultural settings, public speaking, using AI tools in creative projects, sustainability, and more.

Currently offered free of charge, the training has limited capacity each term. Students who complete the full programme will receive a certificate. Beyond skill development, the training offers opportunities to build lasting friendships and networks that will extend well beyond their time at SMU. All students are welcome to register, but only selected individuals will be invited to attend.



## ACCOMMODATION

Nestled in the bustling city center, the SMU campus benefits from excellent connectivity through Singapore's efficient transportation systems. Positioned within walking distance of key subway stations like Bras Basah Station (Circle Line), Bencoolen Station (Downtown Line), City Hall Station (Interchange), and Dhoby Ghaut Station (Interchange), SMU provides seamless access to cultural attractions and amenities. As a result, there is an abundance of private housing options available, catering to a wide range of budgets and preferences.



Upon successful enrollment at SMU, students will be provided with a list of alternative private housing options that extend corporate discounts exclusively to SMU students. This resource will also include a comprehensive housing guide with tips and advice. Students have the flexibility to source and arrange for their own accommodation based on their needs and preferences. Arrangements are at the sole responsibility and discretion of the student.

For those considering the rental of private apartments/condominiums, it is important that you read and understand Singapore's governing policies on rental/leasing of accommodation, from the Singapore Urban Redevelopment Authority (URA) [website](#).

Students are also strongly advised to read and understand all terms and conditions of the leasing agreement before committing to the lease. Once the lease has been accepted and signed, the signatories have a legal obligation to fulfil all the terms stated in the agreement. Please note that residential properties in Singapore are not allowed to be used for short-term accommodation.

SMU does not act as a representative for either party in the event of disputes arising from the rental/lease of the property.

## HEALTH & SAFETY

It is mandatory for all students to purchase the [SMU Medical Insurance](#) for coverage during their study term in Singapore. It is included as part of the miscellaneous fee\*, which is applicable to all students. Students are strongly advised to purchase additional travel insurance at their own cost and discretion as necessary, for personal travel or leisure trips overseas. The SMU Student Travel Insurance only applies to students on official travels approved/sanctioned by SMU.

SMU has engaged the services of International SOS (ISOS) to provide 24-hour assistance for students. Students are encouraged to download the ISOS mobile app. In case of an emergency, students may seek assistance via the app or contact the ISOS 24-hour hotline at +65 6337 6517, or the SMU Campus Security at +65 6828 0343.

### NOTE:

*The miscellaneous fee\* is approximately S\$280 per term or S\$400 per year and covers registration, matriculation, medical insurance, IT services and student activities. This fee is mandatory and nonrefundable under any circumstances, regardless of the outcome of the Student's Pass and other border entry applications.*

## CAMPUS LIFE & FACILITIES

SMU has a vibrant campus life with many activities for students to complement their formal studies as well as to help build lasting friendships and global networks. SMU is also equipped with the following on-campus facilities that are available to students.

Food Court/Eateries

Student Locker

Gymnasium & Fitness Centre

Swimming Pool

Sports Hall

Student Services Hub

IT Help Centre

Learning Spaces

Libraries

Bank

Clinic & Dental Clinic

Student Wellness Centre

Find out more about SMU's campus life and facilities [here](#). View our [Campus Map](#) and its surroundings.



## SPECIAL NEEDS & SUPPORT SERVICES

SMU provides facilities, care and services for students with special needs/disabilities to support their wellbeing while studying at SMU. The support services available at SMU may differ from those received at the home university/country. Hence, students are encouraged to declare information on any special needs/assistance they may require, in the SMU online application form.

Alternatively, students may write to us at [isep.inbound@smu.edu.sg](mailto:isep.inbound@smu.edu.sg) or to their home university's Study Abroad Office or equivalent, for further enquiries. Visit SMU's website on our [Student Accessibility Support](#) and [Student Wellness Centre](#), to find out more about the care and support services available on campus.

## LIVING EXPENSES

The estimated monthly living expenses for an exchange/visiting student in Singapore is approximately S\$2,000–S\$3,500. Listed below are some expected monthly expense items.

Item	Amount / month
Accommodation (subjected to the type of accommodation)	S\$1,000 – S\$2,000
Food	S\$700 – S\$900
Transportation	S\$150 – S\$200
Telecommunications	S\$30 – S\$50
Book and Stationery	S\$20 – S\$50
Personal expenses (entertainment etc.)	S\$100 – S\$300

Actual expenses will differ depending on the choice of accommodation and lifestyle of each individual.

## CONTACT US



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