

# **Global Summer Programme 2024**

## **Important Information**

#### GSP 2024 Costs at a Glance:

Cost Category	Estimated Costs (Singapore Dollars)	Details (in approximation)
Programme Fees	3,650 – 5,830 <sup>[1]</sup>	<ul> <li>Application: 150</li> <li>Tuition: <ul> <li>1 course: 3,270</li> <li>2 courses: 5,450</li> </ul> </li> <li>Miscellaneous: 230</li> </ul>
Student Pass (Visa)	90 – 120 <sup>[2][3]</sup>	<ul> <li>Application Fee: 30</li> <li>Issuance Fee: 60 / 90</li> </ul>
Accommodation in Singapore (4 weeks)	From 1,600 <sup>[4]</sup>	
Living Expenses in Singapore (4 weeks)	From 900 <sup>[4]</sup>	Please factor in costs including, but not limited to, food, transportation, telecommunication, and entertainment.
2-way Air Ticket	Varied	

[1] There will be no refund at any point in time. All payments are to be made within 5 days of the first email received.

[2] All fees are paid to the Singapore Immigrant and Checkpoints Authority (ICA) and are non-refundable.

[3] SMU has no authority to intervene or appeal on behalf of students if their applications are rejected.

[4] Cost stated is an estimate and may vary for everyone depending on personal preferences and lifestyles.

### **Terms and Conditions**

1. The 'Early Bird Special' enables fee-paying students who had not been nominated by any universities or agency to reserve a spot on the popular Drone Flying Workshop if they complete their application for GSP and make all necessary payments **by 2359 hours on 29 February 2024 (Singapore Standard Time GMT+8)**. Spots are available on a first-come-first-serve basis and students who are successfully allocated a spot will be informed by June 2024.

SMU reserves the right to terminate or modify the 'Early Bird Special' without prior notification if the workshop is fully subscribed or cancelled due to unforeseen circumstances.

- 2. SMU reserves the right to
  - a. cancel a course in the event of insufficient enrollment. In such cases, affected applicants will be reassigned to an alternative course, which may not be their first preference. All fees paid to SMU are non-refundable if an applicant chooses to reject the reallocation.
  - b. withdraw an applicant at any time if the applicant fails to comply with the stipulated deadlines and payment requirements. All fees paid to SMU prior to the administrative withdrawal are non-refundable.
- 3. All applicants must have a passport with a minimum validity of 6 months from the date of arrival before submitting their application. Applicants who do not meet this criterion should only apply after obtaining their new passport.
- 4. All applicants are responsible for all associated costs and deadlines, including, but not limited to, applications and payments. SMU does not have the authority to intervene or appeal on behalf of any student if they miss any deadlines imposed by external organisations, such as ICA.



# **Global Summer Programme 2024**

## **Application Guide**

There are two parts to the GSP application and the whole process may take up to 30 minutes.

- Part 1: Completion and submission of application form
- Part 2: Payment for application fee

Before you proceed, ensure that you have all the documents in softcopy listed in A <u>and</u> you do not belong to any of the categories listed in B. You will be automatically logged out after **15** minutes of inactivity.

Look out for **I** in the guide to avoid common errors.

Part 1: Complete and submit your application form (Refer to Pages 3 - 16)

#### A: Documents Required

- Latest academic transcript or official acceptance letter from home university (in English)
- Photo identification page of a valid passport (minimum 6 months of validity from the date of arrival / 24 June 2024, whichever is earlier)
- TOEFL/IELTS test results (results obtained within last 2 years) if English is not the main language of instruction in your home university

## Do not submit the GSP application form until you have all the above.

#### **B: Categories of Students**

- Pending scholarship or subsidy approval. Submit the application after the scheme is granted.
- Pending passport renewal or application. Submit the application after the new passport is ready.
- Unable to pay the SGD150 application fee via Mastercard/ Visa. Submit the application after you have the card details for payment.
- Unsure of the ability to transfer credits. Submit the application after you have your home university's approval to transfer credits for the GSP course(s).
   Note: Your home university is responsible for the advice of your study plan and approval for credit(s)
- transfer
   Unsure of the ability to use the fund in PSEA (for Singaporean only). Submit the application after you have checked your fund balance.

## Do not submit the GSP application form if you belong to any of the above.

Part 2: Make application fee payment (Refer to Pages 17 - 20)

All applicants must pay the SGD150 (non-refundable) application fee upon completion of application. Your application will only be processed **after** the payment.

You will be informed about the outcome of your application via email **3 to 7 working days** after the application fee payment.



## **Create a New User Account**

### **IMPORTANT**

- Google Chrome (incognito) is the preferred browser for compatibility.
- Do not duplicate or open more than one application form tab at the same time.
- If you encounter an error message in accessing ISIS, please clear your browser's history, cache and cookies, re-start your computer and re-open the ISIS window.
- To begin your online application, <u>Click HERE</u>.
- Create a user ID and key in your school /institution's email address.
   Personal email address is only acceptable for those waiting for postgraduate programme admission.
- <u>Do not</u> attempt to create multiple accounts as each Passport Number can only be registered once.
- For students residing in the European Union, please remember to indicate so.

				Existing Account	Forgot User Id	Reset Passwo
gister New Account						
Thank you for your interest in apply	ying for admission to SML	L.				
Please create a User ID below. Yo be suffixed with ".apply".	ur User ID can be betwee	n 1 and 24 characters ir	length consistin	g of alphanumeric characters	only. Note that your U	lser ID will
An email with your User ID and page of the online application form (Pers		at the email address the	at you have indic	ated below. You will receive th	is email upon comple	ting Page 1
You will be required to use this Use	er ID and password the ne	ext time you access SMI	J's Applicant Sel	f Service Functions.		
Please indicate if you are makin are collecting this information to	g this application from identify applicants who	a location in the <mark>Euro</mark> are subject to the El	<u>pean Union</u> , Ico J General Data	eland, Lichtenstein or Norwa Protection Regulation.	ay. We	
🖸 Yes 🛛 🔿 No						
User ID:		apply				
User ID: Email address:		apply				
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Personal	Contact	Educational	Supporting	Supplementary	Declaration	
Details	Information	Work/Experience	Statements	Information		
Required	Required					
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Personal Details						
Name Prefix*	Ms ¥					
Full Name*	TAN JIN YI					
T un Manie		e NRIC/Passport)				
Family Name/Surname*	TAN					
	(Please indicat	e dash "-" if you do	not have a Fam	ily Name/Surname	)	
Gender*	Female V					
Date of Birth*			n			
Birth Country*	Singapore		•			
Ethnic Group*	Chinese		•			
Marital Status*	Married		•			
Religious Preference*	Buddhism		•			
Citizenship Status*	Singapore Ci	lizen	•			
Citizenship Country*	Singapore		•			
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FIN Expiry Date	1					
Pass Type						fields blank.
Passport Number*						
Email Address*						
Re-enter email address*	(					



- FULL name Type in your FULL name (including last name/surname). Refer to the next page for an example.
- Family name/Surname Surname is your family name, also called LAST NAME.
- Date of Birth Enter your date of birth in DD/MM/YYYY. E.g., 05/01/2008 (5 January 2008)
- Ethnic Group Choose your ethnicity.
   For students residing in the European Union, you are <u>not</u> required to indicate your ethnic group and religious preference.
- FIN Number & Pass Type Leave both fields blank.
   FIN Number are granted by ICA after successful application of student's pass.
- Passport Number Enter your passport number accurately.

#### NOTE:

**Do not submit the application form** if you are renewing passport. Submit the application **only after** your new passport is available.



## **MRZ** Section

Actual Name: VIGILIJA BRUŻAITÉ

Name to key in: VIGILIJA BRUZAITE

## **IMPORTANT**

Your full name and date of birth will be used by SMU to register you with Singapore Immigration Checkpoint Authority (ICA) for the application of Student's Pass. Incorrect information will result in rejection of student's pass registration and additional costs will be incurred for changes in information.

Please refer to the MRZ section for reference on the name format and ensure the following:

- Key in your **FULL NAME** exactly as shown in your passport, MRZ section.
- FULL NAME also consists of middle names not included in the MRZ section.
- Special characters are **NOT** permitted, e.g., Ä, Á, É, Ğ, Í, ß, Ł, Ñ, Ø, Ö, Ü. Special characters MUST be removed and replaced by universal characters ONLY.
- Commas, hyphens /dashes or symbols are **NOT** permitted.



The date of birth must be in the format of DAY / MONTH / YEAR (DD/MM/YYYY).



# **Email Confirmation - Successful SMU Registration Account**

- You will receive an email (image below) confirming that your account is successfully created.
- It will contain your Account User ID.
- Check your spam/junk folder if you cannot find the email.
- Log into your account using the link in the email to complete your application.

### NOTE:

- You will have to access this account again in the future.
- It is essential that you save the User ID, email and password.

SMU Applicant Registration 🔎 Index X
Singapore Management University <isis@smu.edu.sg> ≩ to me, isishelp ←</isis@smu.edu.sg>
Dear
Thank you for your interest in SMU.
Please use the following ID to access your saved application for submission via <u>https://publiceservices.smu.</u> edu.sg/psc/ps/EMPLOYEE/HRMS/c/SIS_MA.SIS_PGPP_APPLREG.GBL?&Apply=N&FormID=GSP
User ID: .apply
Email Address:
This message is for information purposes only.



# **Continue with your Application – Confirm your Programme**

#### SMU Global Summer Programme

I have read and une	derstand the SMU Non-Graduating	J Program Privacy Statement. <u>Click Here</u> .
Academic Programme	SMU Global Summer Program	ime
Academic Load	Full-Time	
Term	2023-24 Term 3B	Please ignore this start date, it is meant for
Start Date	17-JUN-2024	SMU Term 3B.
Academic Plan	Not Applicable (Default)	
		GSP 2024 will start on <b>24 June 2024.</b>



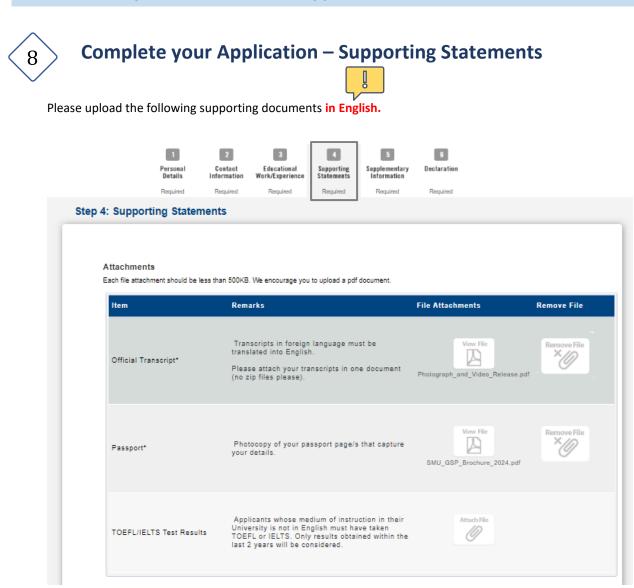
- Ensure that your personal details are accurate.
- Always <u>SAVE</u> your application at each section to avoid loss of information.

etails x* ne/Surname*	Ms  TAN JIN YI (as shown in the NRIC/Pa	issport)				
	TAN JIN YI (as shown in the NRIC/Pa	issport)				
e/Surname*	(as shown in the NRIC/Pa	issport)				
e/Surname*		issport)				
e/Surname*	TAN					
	(Please indicate dash "-" i	f you do not have a f	Family Name/Surname)			
	Female 🔻					
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ry*	Singapore	•				
up*	Chinese	•				
us*	Married	•				
	Buddhism	•				
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Date						
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Part One: Complete and Submit the Application Form
6 Complete your Application – Contact Information
1     2     3     4     5     6       Personal Details     Contact Information     Educational Work/Experience     Supporting Statements     Supporting Information     Supporting Declaration     Declaration
Step 2: Contact Information
Addresses
Home       Address         Country*       Singapore         Postal Code*       Image: Code*         House/Bik No.*       Image: Code*         Street Name*       Image: Code*         Unit No.       Unit No. (e.g. #04-12)         Building Name       Image: Code*         Image: Prove Address is my mailing address
Phone Numbers Please provide at least one contact number. For non-Singapore home or mobile numbers, please include the country code and area code.
Home (e.g. +91 80 12345678) (e.g. +91 80 12345678)
Mobile (e.g. +91 80 12345678) (e.g. +91 80 12345678)
Emergency Contact Please provide at least one emergency contact.
Emergency Contact 1
Name Drimary Contact
Relationship
Contact No. ((e.g. +91 80 12345678) Type ▼
Occupation Employer
Employer
Same home address as the applicant

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> Con	nplete	your	Applica	ition -	- Educa	tional	Work/Ex	perie
	1 Personal Details	2 Contact Information	3 Educational Work/Experience	4 Supporting Statements	5 Supplementary Information	6 Declaration		
Step 3: Educati	Required	Required	Required	Required				
*Home University	CI	ick on th	ne magnif	ying glas	ss to acce	ss a list of	<sup>f</sup> universitie	s.
*Home University Please indicate y *Program current	your current pro	ogram type		ying glas	ss to acce	ss a list of	funiversitie	s.
Program current *Program current *Present Year of : *Overall Grade Po *Are you required	your current pro thy enrolled in y Study pint Average / C	ogram type our Home Unive Cumulative Avera	rsity		•		funiversitie	s.

NO	TE:	
•	If your university is not listed as an option, choose name of your university in the blank field provided.	



#### 1. Latest Official Transcript / AcceptanceLetter from Home University (in English).

#### 2. Passport

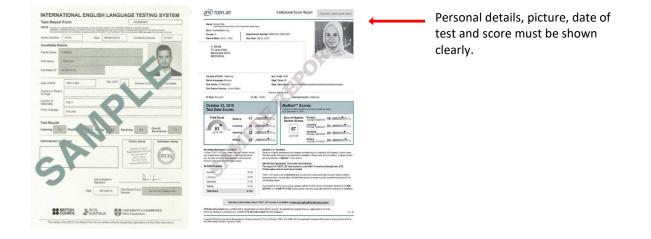
Passport must be valid till January 2025 and beyond. If you are renewing your passport, submit your application only after you have the new passport.

PASSPORT SPECIMEN	P Code of lasting / Code de //El State AUS insectour	PA0940443
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Validity must be till Jan 2025 or later

3. **TOEFL or IELTS English Proficiency Certification** (if English is not the main language of instruction in your home university)

Test results must be obtained within the last 2 years at point of application.



### NOTE:

You will not be able to proceed to the next page / submit your application if you did not upload the required documents.

	1 Personal	2 Contact	3 Educational	4 Supporting	5 Supplementary	6 Declaratio	n		
	Details	Information	Work/Experience	Statements	Information				
	Required	Required	Required	Required	Required	Required			
ep 5: Supple	mentary in	Iormation							
*Financial Sup	port								
Please provide at I		support.							
Company Sp	onsorship								
Self Support									
Scholarship/	Awards/Fellows	iip							
Others		If	you are a S	ingapore	an intendir	ng to			
					r PSEA, clic	k			
		"0	Others" ad s	specify P	SEA				
Supplementar	y Questions								
Do you have a	ny existing or p	est criminal co	nvictions, reprima	nds warnings	nolice cautions		O 1444	N-	
probationary (	orders or any per	nding prosecu		courts (includi	ng SAF military co	urts, SPF	○ Yes	INO NO	
							_	_	
than 3 months		om an educat	ional institution of	suspended for	an academic term	ormore	○ Yes	No	
If your answe	er is "Yes" for an	/ of the questi	ons above, please	provide more d	etails below.				
*How many c	ourses are you t	aking?							
*					~				
NOTE	the fol	lowing	:		)				
*1) Read thro	ugh the course o	utline for each			course preferences				
3) Check with 4) Rank cours	n your home univ ses accordingly i	ersity on the t n order of pre	ransfer of course c ferences. The most	redits for the c t top dropdown	is your most prefe				
of your choic	e will be allocate	d.			the next available o	course			
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Courses in C					d in the afternoon,	the			
	UP. II VOU WISH TO	Lake LWO COUL	ses, you will be all	ocated one cou	ise only in each of	ule			



# **Complete your Application – Supplementary Information**

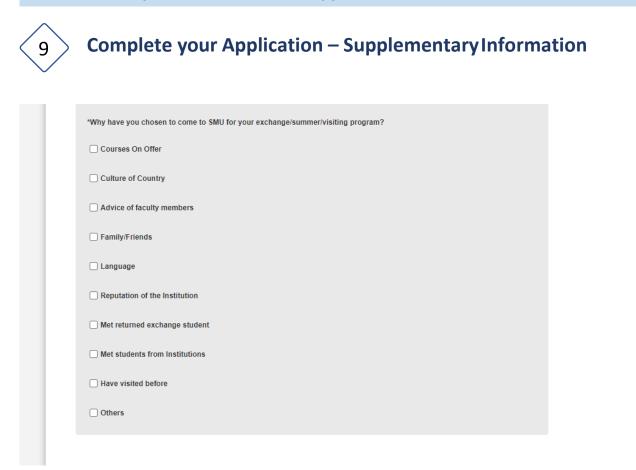
#### Example:

If you are taking **one course only** and your 3 preferred courses are 1<sup>st</sup>: Asia Pacific Business, 2<sup>nd</sup> Innovation for Asia's Smart Cities, 3<sup>rd</sup>: Cyber Threat Intelligence

Cluster	1 - Morning courses : 0815 - 1130HRS (GMT+8)
1 <sup>st</sup> Choice	Asia Pacific Business
2 <sup>nd</sup> Choice	Not Applicable
3 <sup>rd</sup> Choice	Cyber Threat Intelligence
*Cluster	r 2 - Afternoon courses : 1300 - 1615HR\$ (GMT+8)
1 <sup>st</sup> Choice	Not Applicable 🗸
2 <sup>nd</sup> Choice	Innovation for Asia's Smart Cities
3 <sup>rd</sup> Choice	Not Applicable 🗸

If you are taking two courses, choose **3** preferred courses in each cluster.

*If you are a summer exchange student nominated by your home university, please enter the exchange code provided to you.		
If you are an agent, please enter the agent code provided to you.		
For all other applicants, please enter "NA".		
You may only enter one code		
		Enter a code or NA
*Kindly indicate if you would like to receive information from SMU about its programmes and activities	○ Yes ○ No	



#### \*Special Needs

We seek your help to inform us if you have a disability, impairment or long-term medical condition (e.g. impairment of hearing, vision, speech, medical, mobility, or mental ailments or any other form of physical condition). Such information provided will assist SMU in monitoring and improving services to our students.

IMPORTANT: If you do require special assistance or facilities while studying at SMU, you must write to Disability Support Services at dss@smu.edu.sg, so that we can discuss your particular needs.

© Spr	Yes O No ecial Need/Condition						
lf yo	If you require special assistance, please highlight your condition(s).						
•	SMU provides facilities, care and services for students with special needs or disabilities to support their well-being while studying at SMU.						
•	Visit SMU's Mrs Wong Kwok Leong Student Wellness Centre to find out more.						

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The acknowledgement page shown after submitting indicates the application has been submitted.

## Acknowledgement

Your Application Nu	mber is:
Passport:	
Programme:	SMU Global Summer Programme
Tel (Home):	
Tel (Mobile):	
Email Address:	

## **IMPORTANT**



- Your application will only be processed <u>after</u> the SGD 150 application fee payment.
- See next page to Complete Part Two: Application Fee Payment.

## **Part Two: Application Fee Payment**

## **Application Fee Payment**

## **IMPORTANT**

Application submission will only be processed after the SGD 150 application fee payment.

Follow the steps below to access Self-Service functions for payment.



Login to <u>Applicant's Self Service</u> using the set of User ID (xxxx.apply) and password that you created for submission of the Online Application Form.

Or

Click on applicant's self service functions if you have not logged out after application form submission. See image below.

TUU	may use the applicant's self service functions to do the following. You need your User ID and Password to access these function
•	Update your address, contact information and email address.
•	Change your password.
•	Upload your photograph.
•	View submitted application.
•	View application status.
•	Make online credit card payment for application fee / registration fee / miscellaneous fee, if applicable.
•	View status of your payment.
•	View status of your payment.

Β.

In ISIS, select: "Self Service" -> "Student Admission" -> "Make Online Payment"

Favorites 🔻 Main Menu 🔻	
SMU   Integrated Student Information	on System
Menu	0 0 -
Self Service     Campus Personal Information	
Student Admission	
Upload Photo	
View Submitted Application	
View Application Status	
Make Online Payment	
View Payment Status	
Online Matriculation	
AWS Service Tester	
Review Transactions	
Manage Delegation	

# Part Two: Application Fee Payment

C.

Fill in all **details below** and click "Pay Fee", to proceed.

Make Online Payment						
This page may take a few r	minutes to load due to heavy traffic.					
All fees paid are non-refun	dable and non-transferable					
Academic Career Code:	Non-Graduating	*				
Academic Program:	SMU Global Summer Programme	*				
Application Number:	GSP					
Fee Type:	App Fee for Global Summer Programme	¥				
Amount to Pay:	150.00					
Amount Paid:	0.00					
Amount Due:	150.00					
Some users may ex	click on the "Pay Fee" button. Some users may experience problems with pop-up blockers during payment. Please ensure that the <u>pop-up blocker is disabled in your browser settings now</u> , before proceeding.					
Click here for the pop-up blocker FAQ.						
If your payment transaction was not successful, please click here for FAQ on Payment Response.						
All fees paid are n	All fees paid are non-refundable and non-transferable.					

Please click Next if you wish to make an online payment now.



## **Part Two: Application Fee Payment**

- Key in your **payment details** and proceed with payment.
- The fee is quoted in Singapore dollars (SGD) and has included the 9% Singapore Goods and Services Tax.
- All payment is to be made online via **Mastercard or Visa** only.
- After payment has been made, save a copy of your receipt.

Payment	Review	Receipt
Payment Details	Your Order	
* Required Card Type * Visa Mastercard	field Total amount	SGD 150.00
Card Number *	ł	
Cancel Order		

### **IMPORTANT**

D.



- All applications will only be processed after the application fee payment is made.
- You will be informed about the outcome of your application via email 3 to 7 working days after the submission of application fee payment.
- Email to <u>smusummer@smu.edu.sg</u> with your full name stated shouldyou encounter anyerrors.

## **Important Administrative Dates**

The table provides an overview of all Administrative Dates & Actions.

Please ensure your availability and ability to commit to the following dates.

Dates are subject to change.

Guidance to each step will be released in stages for successful applicants.

Failure to complete any action by deadline may result in administrative withdrawal.

Dates / Deadlines	Administrative Actions
15 April	GSP 2024 Application deadline
After application submission	Make SGD150 application fee payment (non-refundable)
5 days within SMU's email of conditional offer	<ul> <li>Reply email on course acceptance and make payment of SGD230 miscellaneous fees (non-refundable)</li> <li>Make payment of SGD1,000 deposit (only for fee-paying students)</li> </ul>
24 to 28 April	<ul> <li>Student's pass application in SOLAR and make payment of student visa processing fee to ICA (non-refundable), if applicable *</li> </ul>
2 weeks from date of student pass application	<ul> <li>Check student's pass / visa application status, if applicable * [If approved] Book appointment for student pass collection at ICA Building and make student visa issuance fee payment to ICA (non-refundable)</li> </ul>
27 to 29 May	Completion of the online matriculation and submission of an ID photo
3 to 9 June	Completion of Activity Survey
10 to 14 June	• Make payment for balance tuition fee (only for fee-paying students)
Prior to 24 June	<ul> <li>Completion of student pass formalities at ICA and collection of student pass, if applicable *</li> </ul>
24 June	Orientation (Mandatory)
24 June or 3 July	<ul> <li>Collection of SMU student card (Students requiring a Student's Pass issued by ICA must present it during collection)</li> </ul>
19 July	Farewell Party
22 July to 11 August	Post-programme survey (Mandatory)
26 July	<ul> <li>Results release</li> <li>Expiration of Student's Pass (stay in Singapore only allowed with valid pass)</li> </ul>
Mid September	• Digital transcript emailed directly to student's SMU campus email.

\* Students taking 2 courses or requiring an entry visa into Singapore must apply for a Student's Pass.

Please note that information is subject to change without prior notice.