

SMU Visiting Student Programme Application Guide

- Use a laptop or personal computer to access the online application portal, as the system may not be compatible with mobile devices e.g. tablet or mobile phone.
- If you encounter access issues, clear your browser's cookies/cache/history, and try again.



Create a New User Account

- To begin your online application, <u>Click HERE</u>.
 For students who have already created an account with SMU, please click on the Existing Account in the <u>LOGIN page</u>.
- Create a User ID and key in your email address. It is essential that you take note of the User ID, email and password used to avoid creating multiple accounts.
- For students residing in the European Union, please remember to indicate so.

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An email with your User ID an of the online application form	l password Personal D	will be sent to yo etails).	u at the email ad	dress that you have	indicated bel	ow. You will receive th	is email upon comple	ting Page 1
You will be required to use th	User ID ar	nd password the r	ext time you acc	ess SMU's Applica	nt Self Service	Functions.		
Please indicate if you are r are collecting this informati	aking this n to identi	application from fy applicants wh	a location in the	ne <u>European Unic</u> o the EU General	n, Iceland, L Data Protect	ichtenstein or Norwa tion Regulation.	ay. We	
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Email address:								
Re-enter email addr	ss:							
Password:								
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Your password must co Your password must co	ain at least 1 ain at least 2	uppercase and 1 low digit(s) (1234567890	ercase character(s).					
 Your password must con 	ain at least 1 :	special character(s) (!@#\$%^&*()_+-=).					
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Declaration



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	Required	Required			
p 1: Perso	nal Detail	s			

Ms V		
LISA MARY PRESLEY		
(as shown in the NRIC/Passport. Please	nclude commas "," if it is indic	cated in NRIC/Passport.)
PRESLEY		
(Please indicate dash "-" if you do not ha	e a Family Name/Surname)	
Female 🗸		
01/04/2000 (DD/MM/YYYY)		
Australia	1	
)	
Caucasian/White 🗸	ļ	
Single 🗸)	
Christianity - Others 🗸)	
Foreign Passport Holder Non PR 🗸)	
Australia 🗸 🗸)	
FIN Number (e.g. F1234567N)	(e.g. F1234587A)	You may leave these
DD/MM/YYYY B		fields blank if you d
· · ·)	not have the details
012345878		
Lisa-Mary-Presley@gmail.com		
	Ms LISA MARY PRESLEY (as shown in the NRIC/Passport. Please if PRESLEY (Please indicate dash "-" if you do not hav Female 101/04/2000 10(DD/MM/YYYY) Australia Caucasian/White Single Christianity - Others Foreign Passport Holder Non PR Australia FIN Number (e.g. F1234567N) DD/MM/YYYY 3 012345678 Lisa-Mary-Presley@gmail.com	Ms IISA MARY PRESLEY (as shown in the NRIC/Passport. Please include commas "," if it is indic PRESLEY (Please indicate dash "." if you do not have a Family Name/Surname) Female 01/04/2000 (DD/MM/YYYY) Australia Caucasian/White Single Christianity - Others Foreign Passport Holder Non PR Australia FIN Number (e.g. F1234567N) (e.g. F1234567A) D0MM/YYYY O12345678 Lisa-Mary-Presley@gmail.com

- For students residing in the <u>European Union</u>, the 'Ethnic Group' and 'Religious Preference' fields are not applicable to you under the GDPR.
- Full Name: Complete with Full Name as shown in passport in standard English alphabets (Refer to page 3 for guide on name format to use)
- **NRIC/Passport Number:** Enter your passport number (you will be required to upload a copy of the personal identification page of your passport at a later stage)
- **Pass Type:** Please do not choose the Student Pass type. You may leave the FIN number field blank and proceed with the rest of the fields.

NOTE: Expired passport, or passport with less than the required validity period of six-months beyond the end-date of the study term, **WILL NOT** be accepted. If your passport is being renewed and not available at the time of application, you may submit your current passport and email a soft copy of your new passport to us as soon as it is available. Please note that this might delay your subsequent processes.

- Your **FULL NAME** and **DATE OF BIRTH** will be used for your Student's Pass (visa) application. Please ensure the details are the same as reflected on your passport without any special characters (refer to the following example).
- Incorrect information will result in delay and additional costs if changes are required.



MRZ Section

Picture source: Wikipedia

Name: VIGILIJA BRUŻAITÉ Name Format to use: VIGILIJA BRUZAITE

IMPORTANT:

Refer to the **MRZ section** above for reference on the name format and follow the guidelines below:

- Key in your **FULL NAME** as shown in your passport MRZ section.
- If your name has special characters e.g. Ä, Á, É, Ğ, Í, ß, Ł, Ñ, Ø, Ö, Ü, please use the name format in the MRZ section.
- Please omit commas, hyphens/dashes or symbols in your name.
- > Do not shorten or leave out any of your middle names.
- The date of birth must be in the format of DAY/MONTH/YEAR (DD/MM/YYYY).



Visiting Student Programme

Academic ProgrammeVisiting Student ProgrammeAcademic LoadFull-TimeTerm2022-23 Term 1Start Date15-AUG-2022Academic PlanNot Applicable (Default)	Details e read and understand	e SMU Non-Graduating Program Privacy Statement. <u>Click Here</u> .	Click here
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 You will receive an email containing your account details (please do check your spam / junk folder).

Sample E-mail:



- Log-in to your account via the link, using the User ID and password in the email to complete your exchange application.
- It is essential that you remember the USER ID and password for subsequent log-in.

Existing Account						
User ID:		annly				
Password:		apply				



- You would have completed this section when you created your account.
- Ensure and confirm that all submitted information is accurate and correct.
- Always SAVE your application at the end of each section to avoid loss of information.

	Personal Details	2 Contast Information	3 Educational Work/Experience	4 Supporting Statements	5 Supplementary Information	Destaration	
	Required	Required	Required				
You have indica		applying from the	following location:				_
O EU, Icelar the UK	id, Lichtenstein, N	lorway or	Non EU				

Personal Details

Name Prefix*	Ms V
Full Name*	LISA MARY PRESLEY
	(as shown in the NRIC/Passport. Please include commas "," if it is indicated in NRIC/Passport.)
Family Name/Surname*	PRESLEY
	(Please indicate dash "-" if you do not have a Family Name/Surname)
Gender*	Female 🗸
Date of Birth*	01/04/2000 🔃 (DD/MM/YYYY)
Birth Country*	Australia V
Ethnic Group*	Caucasian/White
Marital Status*	Sinole V
Paliniana Professorat	
Religious Preference*	
Citizenship Status*	Foreign Passport Holder Non PR V
Citizenship Country*	Australia
FIN Number	FIN Number (e.g. F1234567N) (e.g. F1234567A)
FIN Expiry Date	DD/MM/YYYY B
Pass Type	×
Passport Number*	012345678
Email Address*	Lisa-Mary-Presley@gmail.com
Re-enter email address*	Lisa-Mary-Presley@gmail.com

Thank you for your interest in SMU.

To apply, please proceed to fill in all the application details. Note that an inaccurately completed form will render your entire application invalid.



SMU Classification: Restricted

Complete your Application – Contact Information



Required

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Contact

Information

Required

Educational Work/Experience

Required

Supporting Statements Supplementary Information



Step 2: Contact Information

Addresses

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Home Address	
Country*	Australia 🗸
Postal Code	
Address 1*	
Address 2	
Address 3	
Address 4	
City*	
	Home 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 Conta	ot 1	
Name		Primary Contact
Relationship		T
Contact No.	(e.g. +91 80 12345678)	Туре
Occupation		
Employer		
Email Address		
	Same home address as the applicant	

SMU Classification: Restricted

7

Complete your Application – Educational Work/Experience

	1 Personal Details	2 Contact Information	3 Educational Work/Experience	4 Supporting Statements	5 Supplementary Information	6 Declaration	
	Required	Required	Required	Required			
p 3: Educatio	onal/Work	Experien	ce				
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*Home University	2						
*Please indicate v		ogram type	ſ			•	
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*Program currentl	ly enrolled in ye	our Home Univ	ersity				
*Present Year of S	Study				•		
*Overall Grade Po	oint Average / C	umulative Ave	rage Point				
*Are you required	to complete a	specific numb	er of course units (during your stay	at SMU?		
Yes	O No						
*Please indicate the	he duration of s	study at SMU. will be based (on the duration sel	ected			
	s rees payable	-	on the duration set	cotca.			
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Please upload the following supporting documents. Only documents in English will be accepted.

Official Transcript

Transcript must be a formal copy bearing the University's official letterhead or seal.

Passport

Photo identification page of a valid passport with a validity period of no less than six-months beyond the end-date of the study term. If your passport is being renewed and not available at the time of application, you may submit your current passport and email a soft copy of your new passport to us as soon as it is available. Please note that this might delay your subsequent processes.

• TOEFL, IELTS or C1 Advanced (Cambridge) English Proficiency Certification

ONLY applicable to students from universities whereby English is NOT the language of instruction. Certification must be within two years at the point of application.



Attachments

Each file attachment should be less than 500KB. We encourage you to upload a pdf document.

Item	Remarks	File Attachments	Remove File
Official Transcript*	Transcripts in foreign language must be translated into English. Please attach your transcripts in one document (no zip files please).	Attach File	
Passport*	Photocopy of your passport page/s that capture your details.	Attach File	
TOEFL/IELTS Test Results	Applicants whose medium of instruction in their University is not in English must have taken TOEFL or IELTS. Only results obtained within the last 2 years will be considered.	Attach File	

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Complete your Application – Supplementary Information

	Personal Details	Contact Information	3 Educational Work/Experience	4 Supporting Statements	5 Supplementary Information	6 Declarati	on	
Step 5: Supple	ementary In	formation	Required	Required	Required	Required	1	
*Financial Sup Please provide at	port least one financial	support.						
🗌 Company Sp	oonsorship							
Self Support	t							
🗌 Scholarship	/Awards/Fellowsl	hip						
Others								
Supplementar	y Questions							
Do you have a probationary or SCDF Disc	any existing or pa orders or any per iplinary Boards)	ast criminal conv nding prosecutio or courts of law	victions, repriman ons in Singapore o in any other count	ds, warnings, p courts (includir try?	police cautions, ng SAF military co	ourts, SPF	○ Yes ○ No	
Have you eve than 3 month	r been expelled f s?	rom an educatio	nal institution or s	suspended for	an academic term	of more	○ Yes ○ No	
If your answe	er is "Yes" for an	y of the question	is above, please p	orovide more de	etails below.			
*Kindly indic	ate if you would I	like to to receive	information from	SMU about its	programmes and			
activities.								
Please indicate the cou course list.	rse code that yo	ou wish to enro	l during your exc	change from t	he reference		()	
Note: (1) Not all courses liste students.	d on the SMU co	ourse catalogue	e/course offering	js will be oper	n to exchange			
(2) The reference cours the last academic year, Courses are subject to	e list indicates (which serves a changes and th	courses that an s a guide on the ere is no guara	e open to exchar e courses to be o ntee that the san	nge students i offered for the me courses wi	in the same term upcoming term. ill be offered this	;		
(3) The desired courses possible, exchange stu (4) The final list of cour	are for plannin dents should ex ses that are ope	g purposes on opect that not a en to exchange	ly. While SMU wil II the demand ca students for the	II try to meet t in be met. upcoming ter	the demand wher rm will be sent vi	re ia		
email about a week bef will be provided later, in	ore the course r I the acceptanc	egistration dat e package.	e. Information on	the course re	egistration proce	255	The course	lists are froi
For Spring (January - A	pril intake), plea s/courses/Documa	ase refer to the ents/Exchange/Ex	preliminary cour	rselist: CourseList T2.p	df		the previou	is terms, and
							serve only	as
							approximat	te reference.
For Fall (Aug- Dec intal	e), please refer	to the prelimin	ary courselist:		>		The final co	ourse list sha
https://inet.smu.edu.sg/site	s/courses/Docume	ents/Exchange/Ex	<u>changeReferenceC</u>	CourseList T1.p			be availabl	e 2-4 weeks
							before cou	rse enrolmei



• Ensure and confirm that all information and supporting documents provided are correct and accurate before you click 'SUBMIT'.

IMPORTANT:

Once the application has been submitted, you will not be able to make any changes/edits.





- You will receive a confirmation email upon successful submission of your application.
- You may also begin to use SMU's Self-Service Functions, using your USER ID (xxxxx.apply) and password sent to you previously.
- For questions pertaining to your application, please email to <u>isep.inbound@smu.edu.sg</u> quoting the following details:
 - Application number beginning with 08xxxxxx
 - Issue(s) encountered
 - Screenshot (if applicable)

Sample Confirmation E-mail:

Dear

Your application to SMU has been submitted successfully. Your application number is 08374120. Please refer to this number when submitting or requesting information regarding your application.

You may proceed with the self-service functions via https://eservices.smu.edu.sg/psp/ps/? cmd=login.

Do note that you will need your user ID and password which was previously sent to your email address.

Applicant's Self Service Functions: You may use the applicant's self service functions to do the following:

- 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



	SINGAPORE MANAGEMENT UNIVERSITY
	Integrated Student Information System
	User ID
	Password
	Sign In
	Forgot User ID and Password
	Create/Reset Password
TERMS O	F USE PRIVACY STATEMENT PERSONAL DATA STATEMENT

All students will be issued a photo identification card (SMU Student Card). Please follow the steps to upload your photo:

- Log-in to the Integrated Student Information System (ISIS) website: <u>https://eservices.smu.edu.sg</u> using your User ID (xxxxx.apply) and password.
- Integrated Student Information System

 Self Service

 Self Service

 Set Up SACR

 Reporting Tools
- 2. On the Menu, select 'Self Service'.
- 3. On Student Admission, select *'Upload Photo'.*

Guidelines for Photo:

Upload Photo

View Submitted Application

Main Menu

- Photo taken **MUST** be within the last three-months.
- Photo MUST be in colour. Black & white photos will NOT be accepted.
- Background **MUST** be plain white.
- You MUST face the camera directly.
- Facial features **MUST** be clearly evident. Headgear worn in accordance with religious or racial customs **MUST NOT** hide any facial features.
- Spectacles worn **MUST NOT** be reflective.
- Photo **MUST** have even exposure (No shadows).
- Photo **MUST NOT** be cropped off.



SMU Classification: Restricted

