APPLICATION FOR STUDENT PASS (STP)
FOR NON-GRADUATING / NON-EXCHANGE STUDENTS
(SHORT TERM PROJECT)

The following documents are required for the Application Procedures / Student Pass (STP):

1. **Application Procedures for Applicants**
   Students should complete the NTU online application. (remember to choose the correct category – Non-exchange/ Fee-paying)

Documents Required for OGEM's processing via *GEM T* application portal :

No.	Upload Document	Requirement	Format	Remarks
a.	Photo	✓ Most recent ✓ Clear and coloured passport-sized photo ✓ White background	• JPG only • <100kb • 35mm wide by 45mm high	-
b.	Transcript (Postgraduate)	✓ Latest official transcript in English ✓ Registrar's signature ✓ University seal ✓ Reflect all courses taken	• PDF only • <2MB	• Upload in **one single document** (transcripts and certificate, if any) • Please name your file as *PostGradTranscript_[Name]*
c.	Degree (Bachelor)	✓ Degree Certificate in English ✓ University seal	• PDF only • <2MB	• Upload in **one single document** (Transcript and certificate) • Please name your file as *BachelorDegree_[Student's Name]*
d.	Passport	✓ Scanned copy of full passport information ✓ Must display all details on the bio-page information ✓ Clear and coloured ✓ Passport is valid for at least 6 months from commencement of research at NTU	• JPG only • <200kb	• Please name your file as *Passport_[Student's Name]*
e.	Curriculum Vitae (CV)	✓ Up-to-date	• Word format • <600kb	• Please name your file as *CV_[Student's Name]*
f.	Submitted Document	✓ Scholarship document, if any		• Please name your file as *Scholarship_[Student's Name]*

NOTE:
1. An application with incomplete information and missing documents will be reset. Then, students will need to resubmit. To avoid delay in processing, please check your form carefully before submission.
2. **Endorsement form:** After submitting the application form successfully, student will receive an "Acknowledgement of Application" email. Do refer to item 2 of the email. It is compulsory to download, complete and email the form back to us within 2 days. Please name the form as *[Application No.]_Student's Name*. e.g. T2182532B_ZHU CHENXI.

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(For non-English certificates or documents, a copy of the original certificates / documents and the official English translation certified by the respective embassy, must be submitted)

2. **Student Pass (STP) Application – One Stop@NTU**

Applicant Name	Application No	Matric No.	Gender	Date of Birth	Nationality	Home University	Program / School of Computer Science and Engineering	SCSE Supervisor	Research Project Title	Start Date	End Date

One Stop will create student's information in ICA's system and provide the SOLAR form for STP application to disseminate to student. It will take ICA up to 2 weeks to process the application. Some application may take longer, subjected to ICA's approval. Students to log in online to ICA portal and submit the eform16 to kick start the STP application. One Stop will not be able to expedite any outcome process as it is subjected to ICA's assessment.

For more information on STP application/One Stop website, including the self-help guide where the student can access and refer to, please click HERE