

Step 1: Submit Application Form & Supporting Documents

- Review the Terms and Conditions before submitting your application.
- Email the completed application form and required documents to acip-diploma@ntu.edu.sg. Original documents and identification must be presented during the verification. Refer to the Application Form for the list of required documents.

Submission Guidelines:

- If you are unable to sign electronically, please print, sign the form, and email a scanned copy. Retain the original for future submission.
- Submit all pages of documents, including the explanatory notes and grading systems (if applicable).
- Documents must be in colour, upright, and in PDF format (≤2MB per file).
- Name files as **[Document Type]_[Your Full Name]**, e.g., **DegreeScroll_LimXiaoMing.pdf**.

Step 2: Pay Application Fee

- Pay the **non-refundable fee of S\$54.50** (incl. 9% GST). See **Payment Methods** for details.
- Payment must be completed before document verification and entrance test (if applicable). This fee is for processing and does not guarantee acceptance. CI-NTU will notify successful applicants.

Step 3: Document Verification

- After submitting your documents, you will be contacted for verification arrangements. Have your original documents and identification ready.
- A **30-minute session** will be conducted **via Zoom**, which will include document verification and a briefing on course T&C. Applicants taking the entrance test(s) will verify documents in person on the test day.

Zoom Sessions Availability (by appointment only):

	Morning	Afternoon
Mon – Thu	9:30 AM – 12:30 PM (<i>last appointment: 12:00 PM</i>)	2:00 PM – 5:30 PM (<i>last appointment: 5:00 PM</i>)
Fri	9:30 AM – 12:30 PM (<i>last appointment: 12:00 PM</i>)	2:00 PM – 5:00 PM (<i>last appointment: 4:30 PM</i>)

Step 4: Entrance Test (if applicable)

- Applicants who do not meet the admission requirements or are unable to provide the required proof of language proficiency must take the entrance test in **English and/or Chinese** (1.5 hours each, free of charge).
- Tests are conducted Monday – Friday at 9:30 AM or 2:00 PM.

Step 5: Offer & Acceptance

- Applicants will be notified of their results within one month. Successful applicants will receive a Letter of Offer and Form of Acceptance via email.
- To confirm your acceptance, email the following by the deadline:
 - Signed Form of Acceptance and PDPA
 - Scanned copy of identity document
- CI-NTU reserves the right to reject any application.

Step 6: Payment

- Pay tuition and miscellaneous fees **within 15 days** after receiving the Letter of Offer, or **at least 10 days** before the course commences, whichever is earlier.
- SkillsFuture Credit and PSEA claims must be submitted before the course commences.

Payment Methods

- PayNow** – UEN: **200511211D** (Confucius Institute, NTU Pte Ltd)
- Bank Transfer** – OCBC Bank, A/C No.: **537124125001** (Confucius Institute, NTU Pte Ltd)
For PayNow and Bank Transfer: Indicate **Course Title - Your Name** (e.g., DTCL - Lim Xiao Ming or DBTS - Lim Xiao Ming). **Email a screenshot of the payment as proof.**
- VISA / MASTER / NETS:** Payment at reception (Monday - Friday, 9:00 AM – 5:30 PM), by **appointment only**.

Funding Support

Eligible Singaporean applicants may use SkillsFuture Credit (Base Tier) and PSEA fund to offset tuition fee:

- Check SkillsFuture Credit balance via [MySkillsFuture](#)
- Check PSEA balance by calling 6260 0777