Global Summer Programme 2022

Important Information

1. It is mandatory for all successful applicants to be fully vaccinated and be responsible for the planning and fulfillment of all requirements on the safetravel website for entry into Singapore. Use this checker and choose I am a "Student Pass Holder (incl. IPA)" to check on the SafeTravel lane(s) you can use to enter Singapore.

2. The default teaching mode is face-to-face on campus teaching. In view of the fluidity of the COVID-19 situation, SMU may arrange for the Global Summer Programme (GSP) 2022 to be conducted fully online. All successful applicants will be duly informed by SMU should there be a change to course delivery.

3. With the prevailing border health control measures, all successful applicants would incur additional COVID-19 related costs when entering Singapore for GSP 2022. Please ensure the financial means to support the additional costs and all GSP 2022 costs involved (see table below).

4. It is highly recommended that successful applicants
   a. purchase their own travel insurance that covers the uncertainties of COVID-19, and
   b. book flights and accommodation with flexible dates and refund policy.

GSP 2022 Costs At A Glance (all costs in Singapore Dollars):

Cost Category	Estimated Costs	Details (in approximation)

Programme Fees	3,590 – 5,730 [1][2]	• Application Fee: 150
		• Tuition Fee:
		  ○ 1 course: 3,210
		  ○ 2 courses: 5,350
		• Miscellaneous Fee: 230

Student Pass (Visa)	90 – 120 [3][4]	• Application Fee: 30 • Issuance Fee: 60 / 90

Entry into Singapore / COVID-19 travel health control measures fees (if required)	From 1,500 [3][5]	• Pre-departure COVID-19 PCR Test in country of departure
		• On-arrival COVID-19 Polymerase Chain Reaction (PCR) test: 160
		• Stay-Home Notice (SHN) at govt. designated facilities / arrival quarantine:
		  ○ 7 days: 1,000
		  ○ 10 days: 1,450
		• COVID-19 tests during and after SHN:
		  ○ End-of-SHN PCR test: 125
		  ○ Antigen Rapid Test (ART) during SHN:
		  ❖ 7 days: 20
		  ❖ 10 days: 40

Accommodation in Singapore (4 weeks)	From 1,500 [5]	
Living Expenses in Singapore (4 weeks)	From 800 [5]	Please factor in costs including, but not limited to, food, transportation, telecommunication, and entertainment.
2-way air ticket	Varied cost	

[1] *There will be no refund at any point of time. All payments are to be made within 5 days from the first email received.*
[2] *Should GSP 2022 be converted into an online mode due to the worsening COVID-19 situation, only the tuition fee component will be adjusted to S$2140 for 1 course / S$3210 for 2 courses.*
[3] *All fees are paid to the Singapore Immigrant and Checkpoints Authority (ICA) and are non-refundable.*
[4] *SMU has no authority to intervene / appeal for students should their application be rejected.*
[5] *Cost stated is an estimate and may vary for each individual depending on entry requirements and/or personal preferences.*

SMU
SINGAPORE MANAGEMENT UNIVERSITY

Global Summer Programme 2022

BACK IN SINGAPORE EDITION

Terms and Conditions

Before the programme

1. SMU reserves the right to
    a. cancel a course if there is insufficient enrollment to start classes. Affected applicants would be reallocated to a course that might not be of their first few choices. All paid fees to SMU are non-refundable should applicant choose to reject the reallocation.

    b. **automatically** convert the 4 weeks in-person programme to a fully online programme should the COVID-19 situation worsen closer to the programme start date. All fees paid to SMU are non-refundable and all applicants should be prepared to accept this conversion.

    c. withdraw applicant at any time, if the applicant has failed to comply with the provisions of deadlines and payments. All fees paid to SMU prior to the administrative withdrawal are non-refundable.

2. All applicants' passport must have a minimum 6 months of validity from the date of arrival before their application. Applicants who do not meet this criterion should only apply **after** their new passport is available.

3. All applicants shall be liable and accountable for all costs and deadlines - including, but not limited to, applications and payments. SMU does not have the authority and will not intervene or appeal on behalf of any student should any deadline from external organisations, such as ICA, is missed. Likewise, SMU does not have the authority and will not intervene or appeal on behalf of any student for rejected applications by an external organisation.

4. All applicants are fully responsible for their entry preparations, including pre-departure COVID-19 related test, quarantine requirements in Singapore and prevailing entry measurements.

During the programme

5. The use of mask that closely and completely cover the nose and mouth will be required as a default in Singapore (not just in SMU classes). Students who fail to comply with this governmental regulation will be denied entry to and participation in all classes and activities. No refund will be given to students due to such non-compliance of regulations.

6. Prevailing safe management measures in Singapore must always be complied to.

7. SMU reserves the right to remove any student from the programme on disciplinary grounds should the student repeatedly fail to adhere to COVID-19 related regulations in Singapore. No refund will be given to students due to such non-compliance of regulations.

SMU
SINGAPORE MANAGEMENT UNIVERSITY

BACK IN SINGAPORE EDITION

Global Summer Programme 2022

Application Guide

There are two parts to the GSP application and the whole process may take up to 60 minutes.

Part One: Complete and submit the application form
Part Two: Make payment for application fee

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

Look out for ⚠ in the guide to avoid common errors.

Part One: Complete and submit your application form (Refer to Page 4 - Page 19)

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 / 27 June 2022, whichever is earlier)
- Screenshot of the medium of instruction for the program you are enrolled in
- 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 application after the new passport is ready.
- ❑ Unable to pay the S$150 application fee via Mastercard/ Visa within 5 days of application. Submit the application after you have the card details for payment.
- ❑ Unsure of the ability to transfer credits. Submit 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 application after you have checked your fund balance.

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

Part Two: Make application fee payment (Refer to Page 20 - Page 22)

All applicants **must** send the S$150 application payment receipt to smusummer@smu.edu.sg upon completion of payment. Your application will only be processed with the payment receipt.

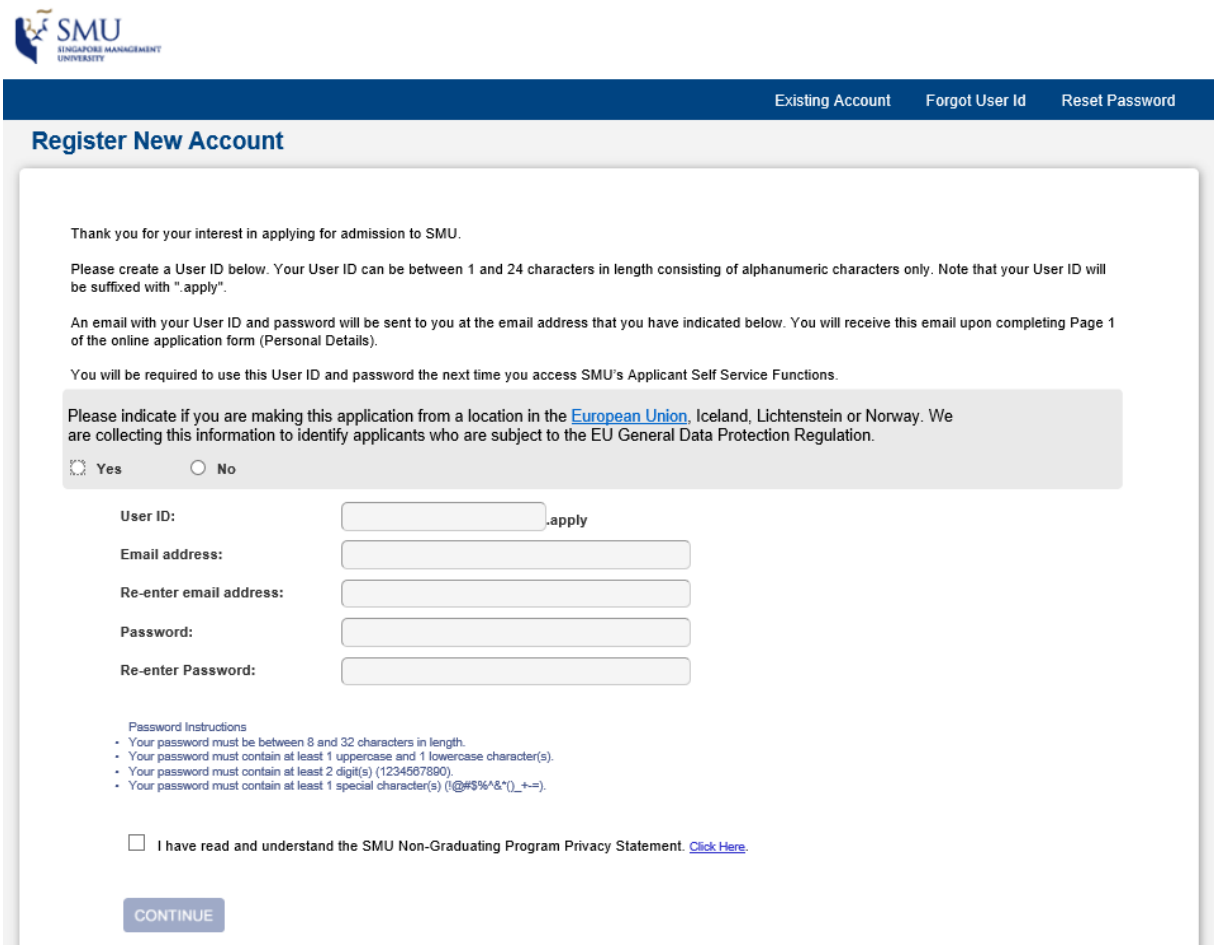
You will be informed about the outcome of your application via email 3 to 7 working days after the application fee payment.

1 Create a New User Account

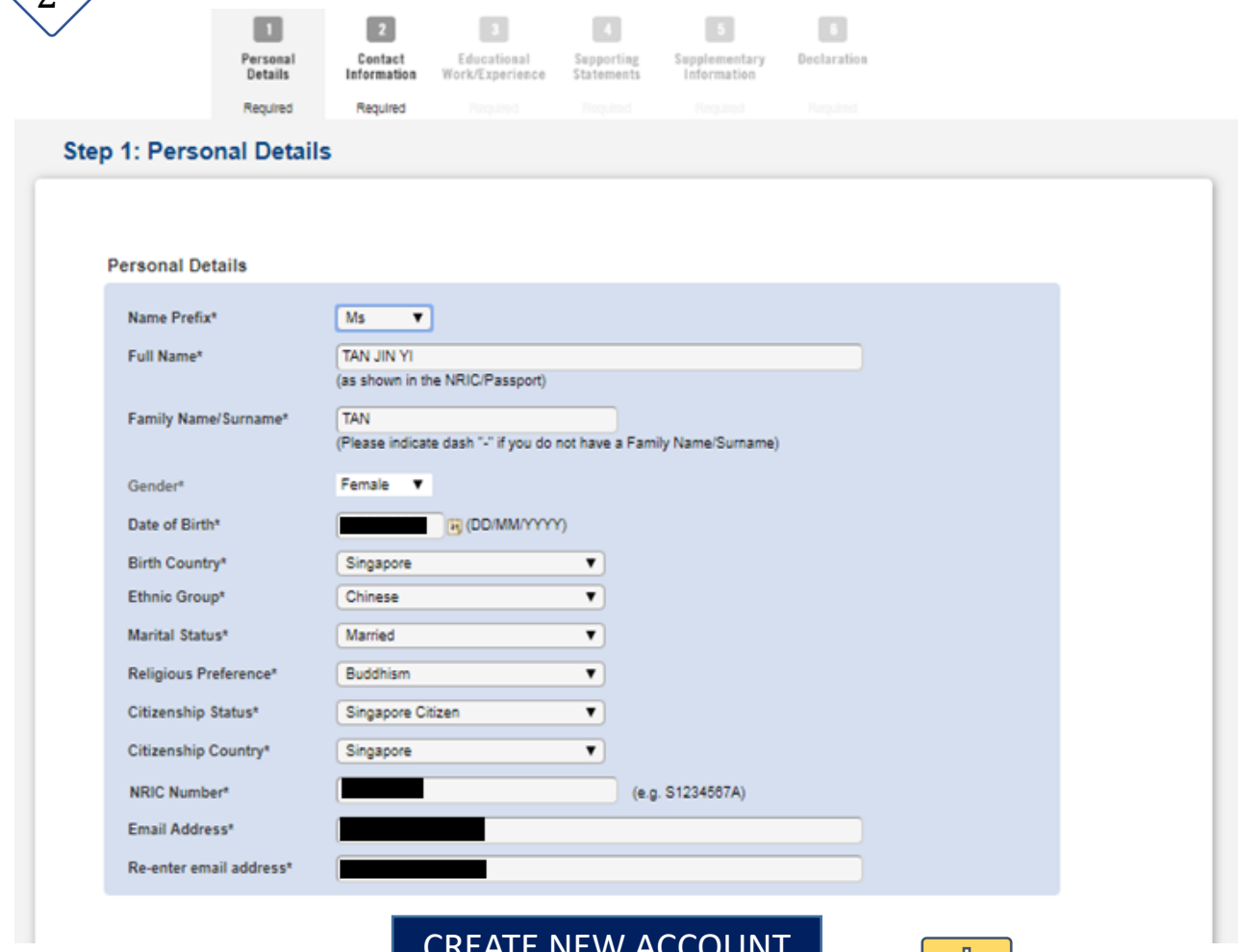
IMPORTANT

- ❖ 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, **Click HERE**.
- 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.
- Do not attempt to create multiple accounts as each Passport Number could only be registered once.
- For students residing in the **European Union**, please remember to indicate so.



2 Create a New Account - Key in your Personal Details



- **FULL** name – Type in your **FULL name (including last name/surname).** Refer to the next page for information on how to key in your full name correctly.

- Family name / Surname – Surname is your family name, also called **LAST NAME.** Fill in your surname / last name as it appears on your passport.

- Ethnic Group - to choose the relevant option of your ethnicity
  (Example: Eurasians refer to people of mixed European + Asian descent)

  For students residing in the European Union, you are not required to indicate your ethnic group and religious preference.

- Passport Number - enter your passport number. You will need to upload a copy of the personal details page of your passport later in your application.

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

2 Create a New Account - Key in your Personal Details

Picture source: Wikipedia

MRZ Section

Actual Name: VIGILIJA BRUŽAITĖ
Name to key in: VIGILIJA BRUZAITE

IMPORTANT

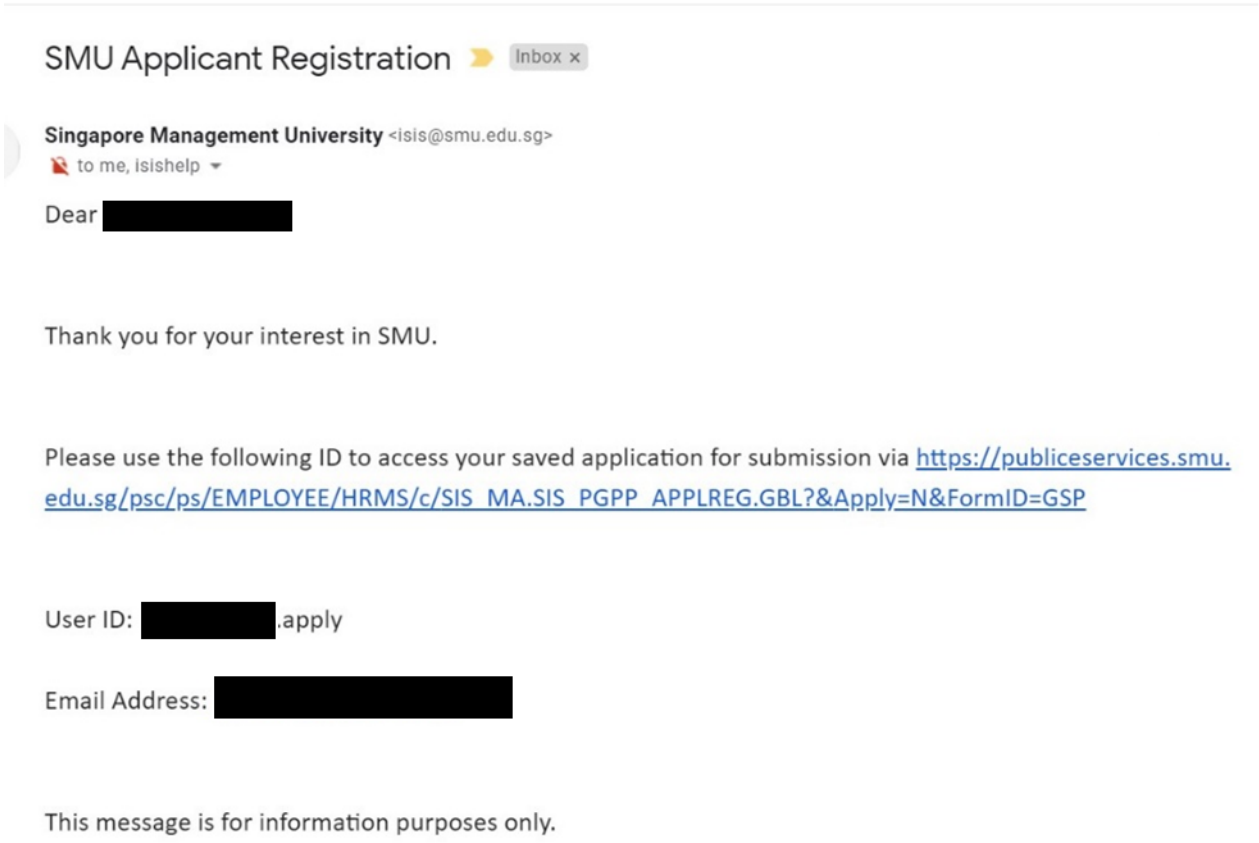
Your full name and date of birth will be used by SMU to verify your identity and apply for Student's Pass (visa). Incorrect information will result in rejection of your application. Additional costs will be incurred for changes in visa application information.

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.
- Do not shorten or leave out any of your middle names.
- 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)**.

3 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 in your account using the link in the email to **complete your application.**



SMU Applicant Registration Inbox ×

Singapore Management University <isis@smu.edu.sg>
to me, isishelp

Dear [redacted]

Thank you for your interest in SMU.

Please use the following ID to access your saved application for submission via https://publicservices.smu.edu.sg/psc/ps/EMPLOYEE/HRMS/c/SIS_MA.SIS_PGPP_APPLREG.GBL?&Apply=N&FormID=GSP

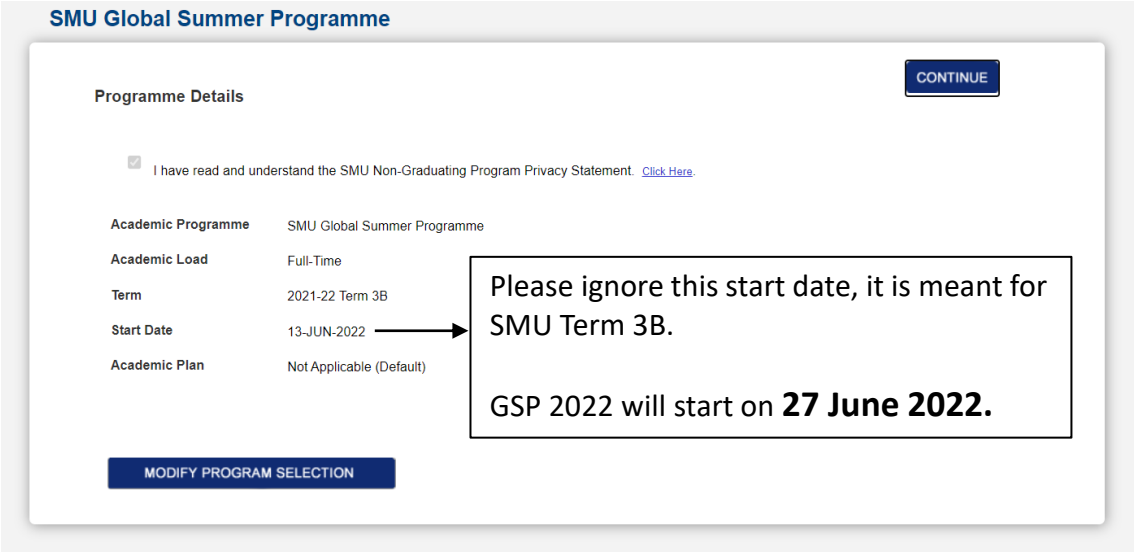
User ID: [redacted].apply

Email Address: [redacted]

This message is for information purposes only.

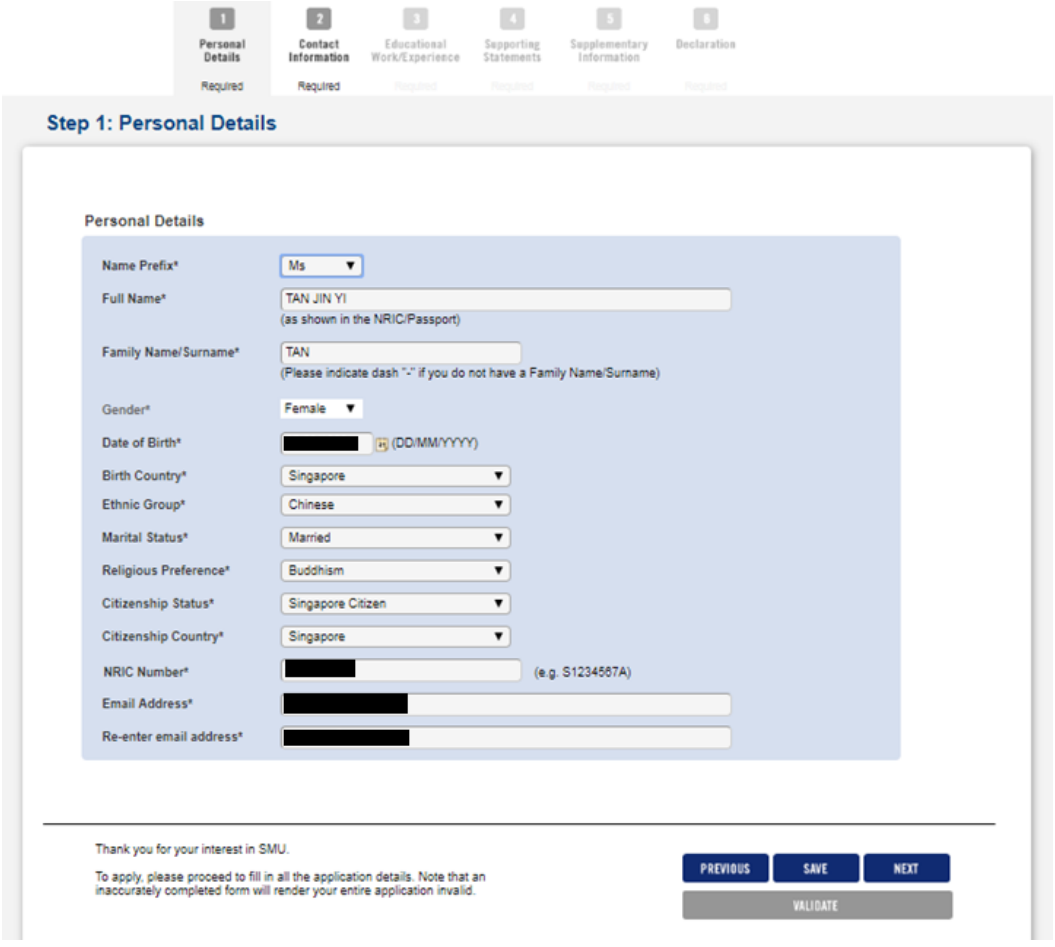
NOTE:
You will have to access this account again in the future. It is essential that you remember the User ID, email and password

4 Continue with your Application – Confirm your Programme

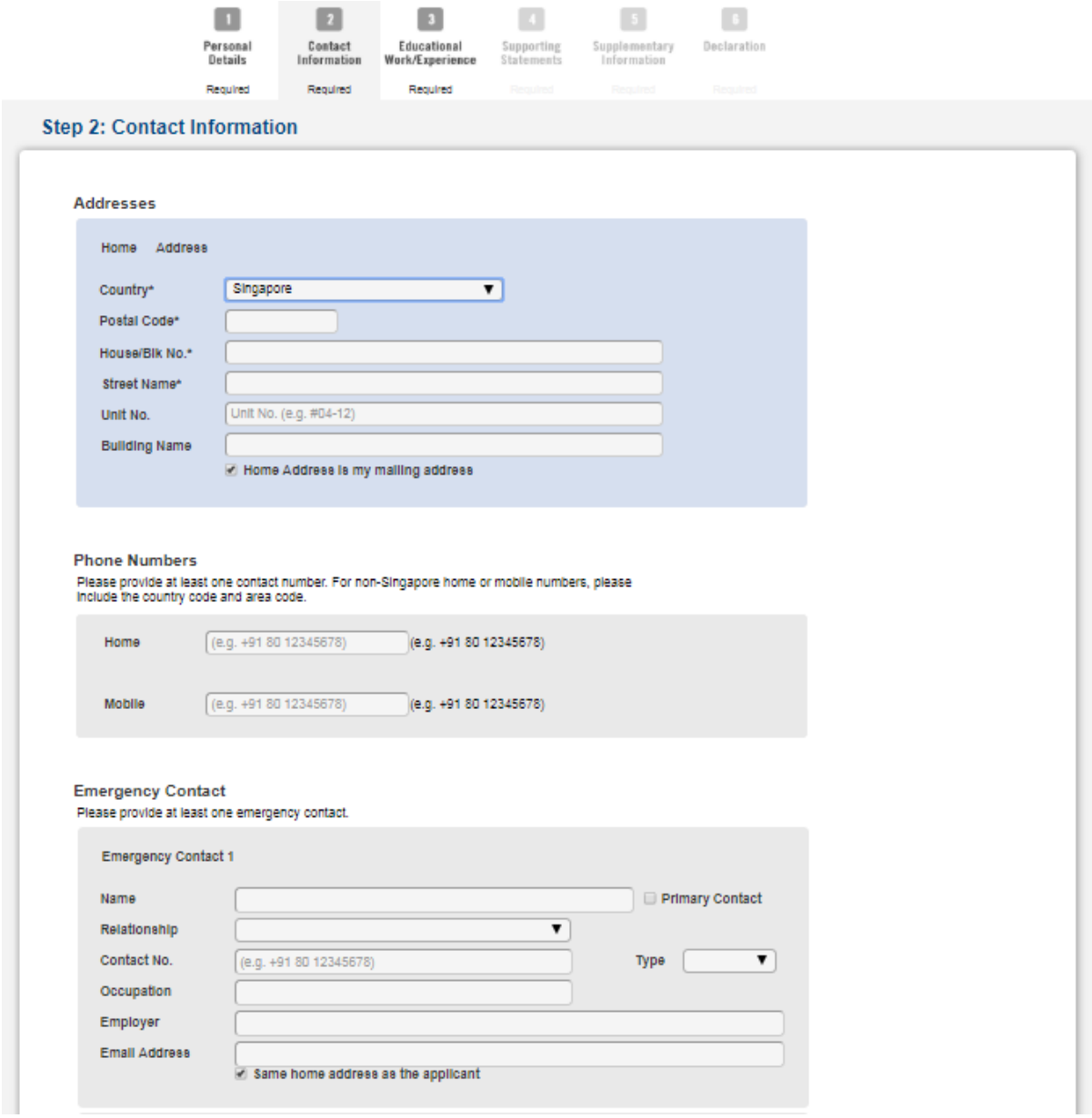


5 Complete your Application – Personal Details

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



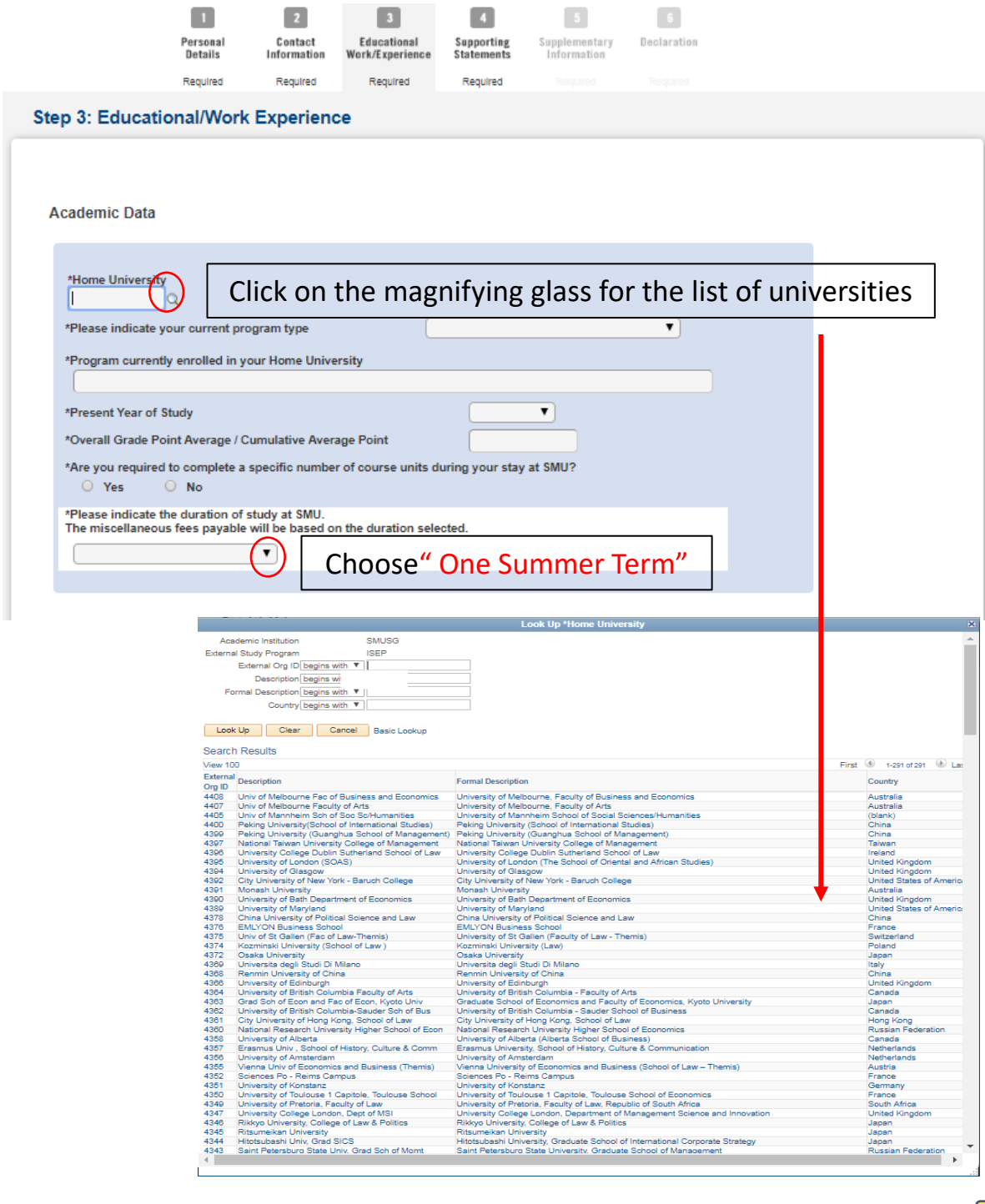
6 Complete your Application – Contact Information



SAVE your application at each section to avoid loss of information.

7

Complete your Application – Educational Work/Experience



NOTE:

- If your university is not listed as an option, choose "9994 Other University" and type in the name of your university in the blank field provided.

SAVE your application at each section to avoid loss of information.

8 Complete your Application – Supporting Statements

Please upload the following supporting documents in English.

- **Latest Official Transcript / Acceptance Letter from Home University**

Only transcripts with the official University letterhead or seal will be accepted

- **Passport**

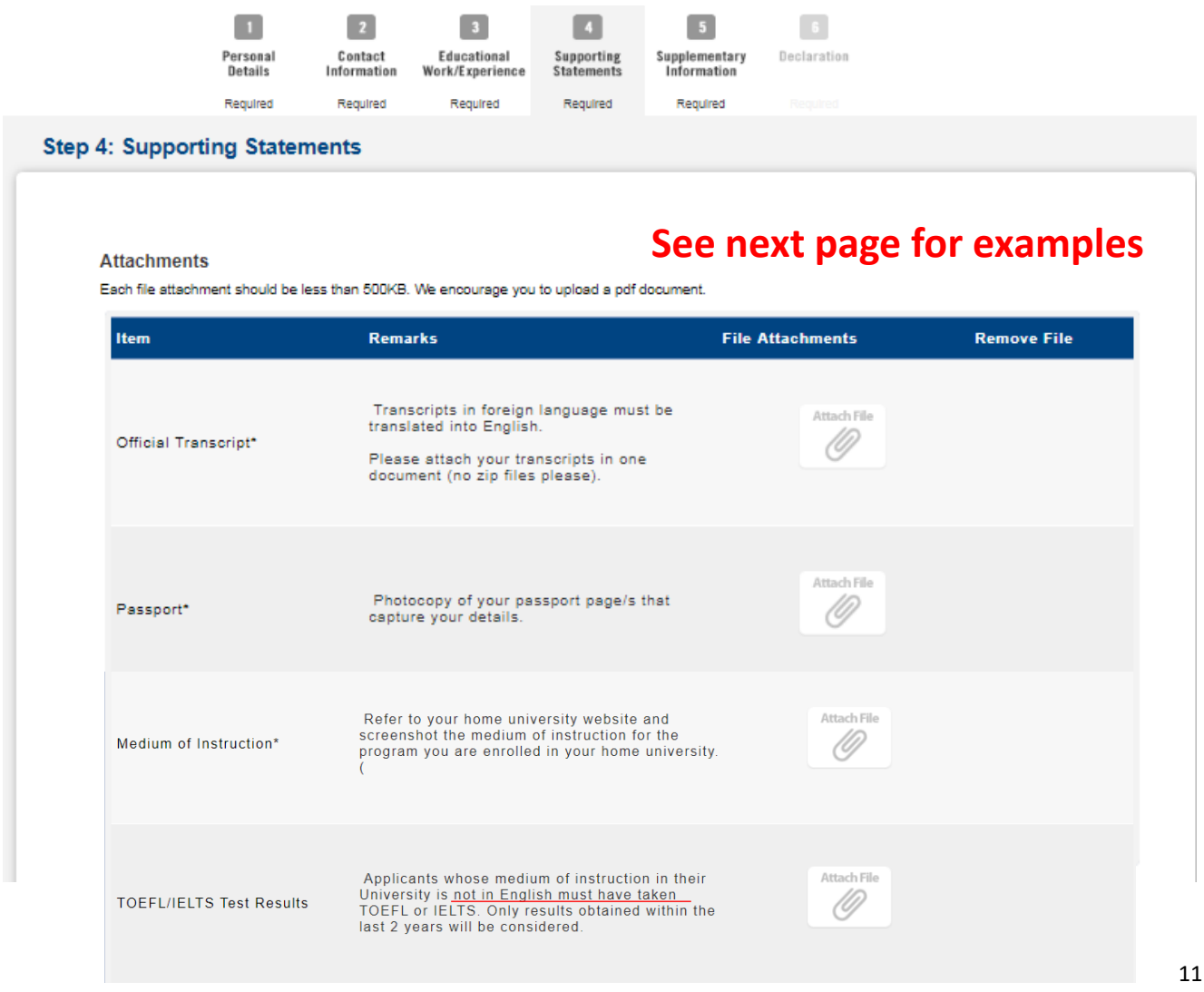
Validity must be at least till Jan 2023. If you are renewing your passport, submit your application **only after** you have the new passport.

- **Screenshot of the medium of instruction of the program you are enrolled in**

The screenshot must contain the link you access, preferably from your home university's website.

- **TOEFL or IELTS English Proficiency Certification**

Your certificate must be valid at the point of application.

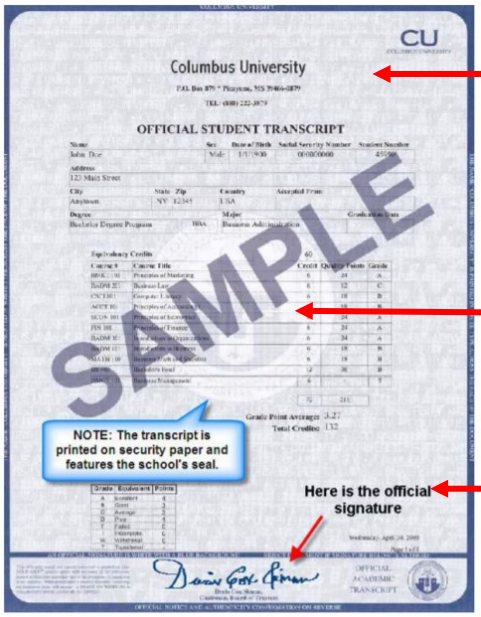


8 Complete your Application – Supporting Statements

All submitted documents must be in English.

- **Latest Official Transcript / Acceptance Letter from Home University**

Only transcripts with the official University letterhead or seal will be accepted



Official University letterhead

Official Seal

Official Signature

In view of the pandemic, we understand that some of you might only have electronic transcript. We accept electronic transcript if it contains official university letterhead / seal **and** the official signature.

- **Passport**

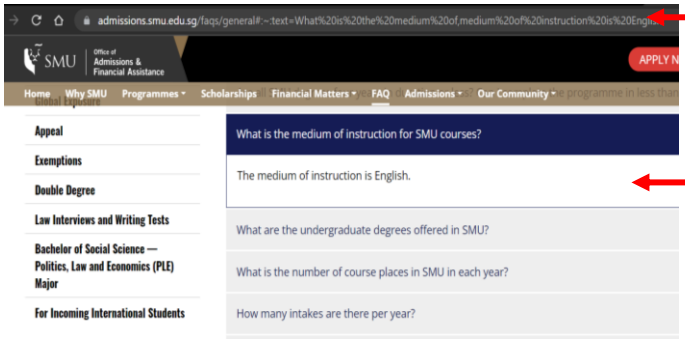
Validity must be till Jan 2023 or later.

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

8 Complete your Application – Supporting Statements

All submitted documents must be in English.

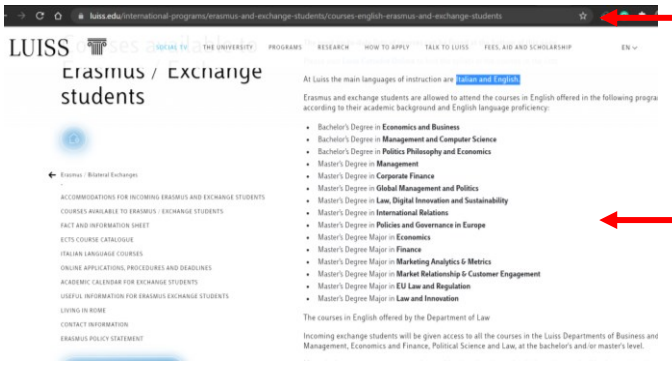
- **Screenshot of the medium of instruction of the program you are enrolled in**



The website / link accessed

The medium of instruction for the **program** you are enrolled in

If your home university conducts programs in its native language as well as English, the screenshot must show your **program name.**

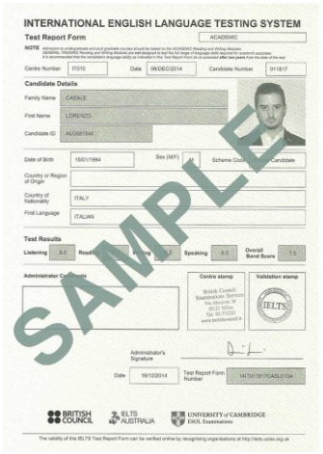


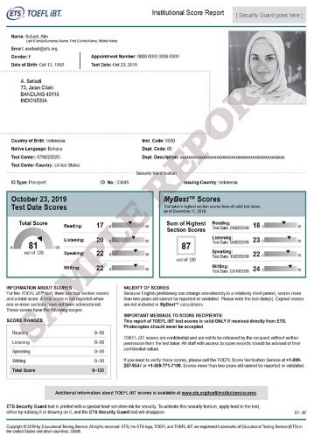
The website / link accessed

Specific programs in English

- **TOEFL or IELTS English Proficiency Certification**

Your certificate must be valid at the point of application.





Personal details, picture, date of test and score must show clearly

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

SAVE your application at each section to avoid loss of information.

9

Complete your Application – Supplementary Information

1 Personal Details Required | 2 Contact Information Required | 3 Educational Work/Experience Required | 4 Supporting Statements Required | 5 Supplementary Information Required | 6 Declaration Required

Step 5: Supplementary Information

*Financial Support

Please provide at least one financial support.

- ☐ Company Sponsorship
- ☐ Self Support
- ☐ Scholarship/Awards/Fellowship
- ☐ Others

If you are a Singaporean intending to utilize the fund in your PSEA, click "Others" and specify PSEA

Do you have any existing or past criminal convictions, reprimands, warnings, police cautions, probationary orders or any pending prosecutions in Singapore courts (including SAF military courts, SPF or SCDF Disciplinary Boards) or courts of law in any other country? ○ Yes ○ No

Have you ever been expelled from an educational institution or suspended for an academic term of more than 3 months? ○ Yes ○ No

If your answer is "Yes" for any of the questions above, please provide the details below.

If "Yes", please specify

Word Count: 0

*Kindly indicate if you would like to to receive information from SMU about its programmes and activities.

Word Count: 0

Answer: Yes / No

*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.

*If you are referred by another participant, please enter the participant referral programme code provided to you.

*For all other applicants, please enter "NA".

You may only enter one code.

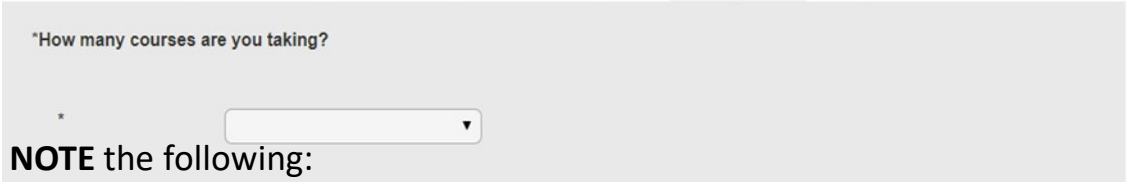
Word Count: 0

Enter a code or NA

SAVE your application at each section to avoid loss of information.

9

Complete your Application – Supplementary Information



NOTE the following:

1) Read through the course outline for each course before deciding on your course preferences
2) Consider the workload intensity before deciding on taking 1 or 2 courses
3) Check with your home university on the transfer of course credits for the courses of interest at SMU
4) Rank courses accordingly in order of preferences. The most top dropdown is your most preferred course, i.e., your first choice. Should your first-choice course be unavailable, the next available course of your choice will be allocated. As such, only indicate courses that you are prepared or could take.
5) You can only select each course ONCE. Do not select the same course in all options.
6) If you are taking one course only, do not specify 6 preferences. For example, if your first choice is in Cluster 1, but second choice is in cluster 2, click NA in Cluster 1 second choice. You should only have 3 choices of course in total in both clusters.
7) Courses in Cluster 1 are held in the morning, and courses in Cluster 2 are held in the afternoon, Singapore Standard Time (GMT+8). If you wish to take two courses, you will be allocated one course only in each of the two clusters.
8) SMU reserves the right to amend, change or cancel a course at any point of time.
9) SMU will endeavour to accommodate applicants with the courses of their choice wherever possible. However, applicants should note that not all requests could be met.

Example:

If you are taking **one course only** and your 3 preferred courses are
1st: Asia Pacific Business 2nd: Global Megatrends 3rd: Screening Asia

Indicate your preferences as follows in the image below.
You **should not** have two 1st choices / 2nd choices / 3rd choices

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

SAVE your application at each section to avoid loss of information.

9

Complete your Application – Supplementary Information

1	2	3	4	5	6
Personal Details	Contact Information	Educational Work/Experience	Supporting Statements	Supplementary Information	Declaration
Required	Required	Required	Required	Required	Required

*As part of the application, you are required to answer all of the following questions. Your response to each question should not be more than 100 words.

All questions must be answered. If there are missing fields, your application will be considered as incomplete and you will not be offered any courses.

NOTE

A. Why do you want to join the SMU Global Summer Programme and study in SMU?

Word Count: 0

*B. Why and how did you select and prioritise your course selection? Share with us your motivation and reasoning behind the selection.

Word Count: 0

*C. What do you hope to experience or achieve during the SMU Global Summer Programme, and why?

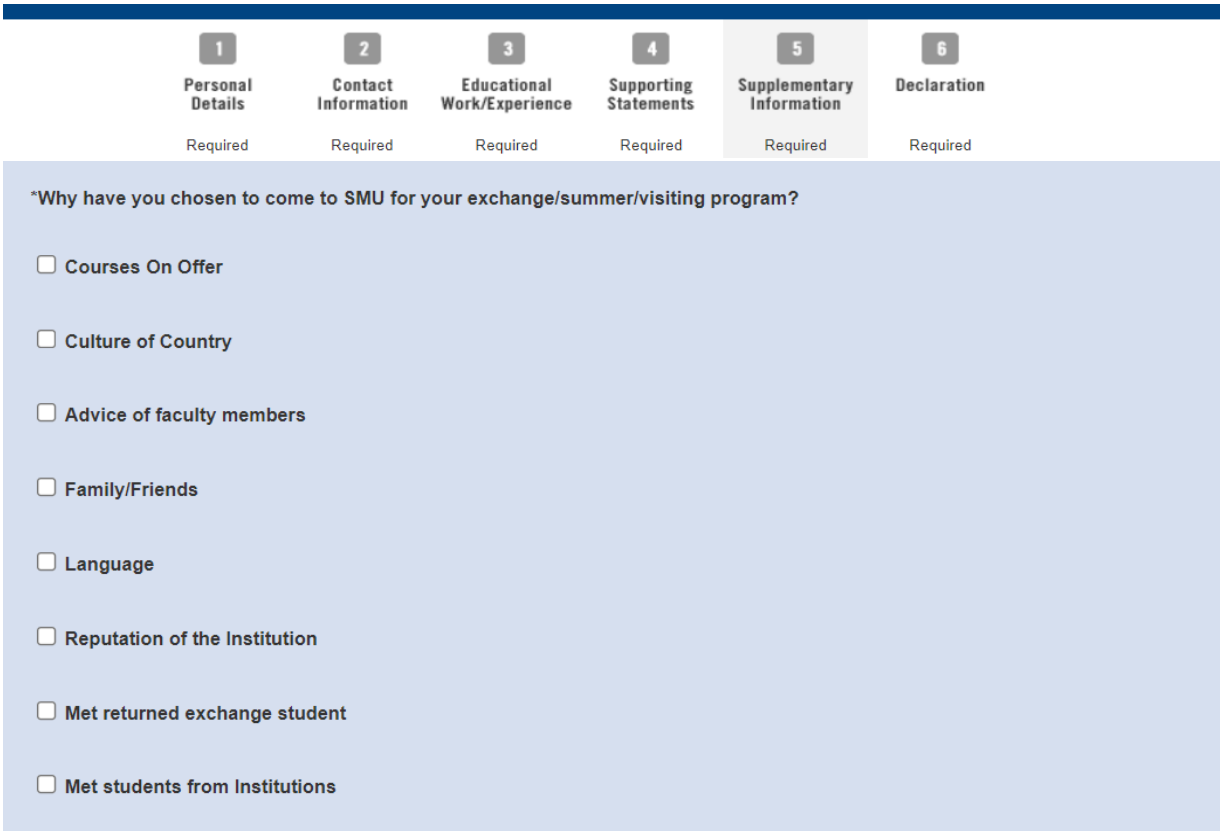
Word Count: 0

*D. Tell us more about yourself. You may share with us what makes you unique, what you are passionate about, what your accomplishments are and what your story is.

Word Count: 0

SAVE your application at each section to avoid loss of information.

9 Complete your Application – Supplementary Information



***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.

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 website on our **Diversity, Inclusion & Integration Unit** and **Student Wellness Centre**, to find out more.

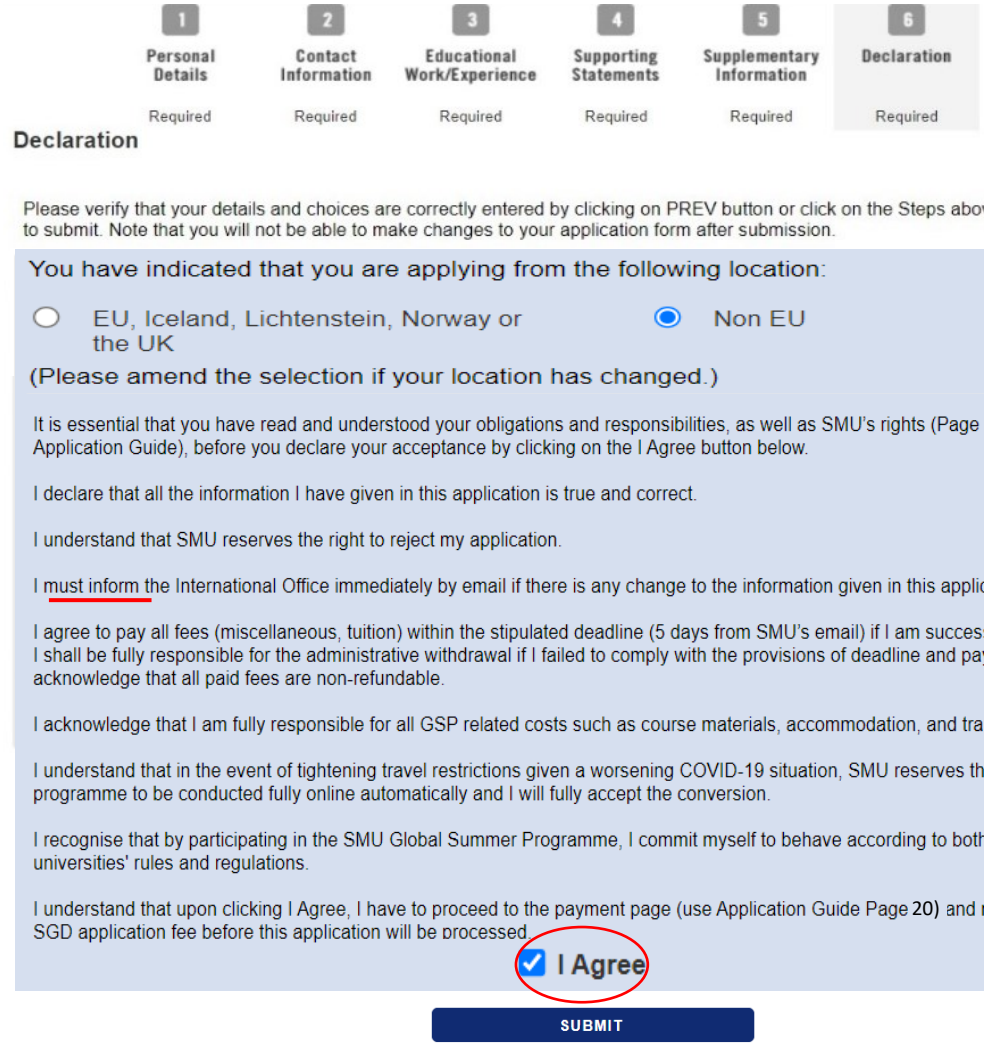
SAVE your application at each section to avoid loss of information.

10 Complete your Application – Declaration

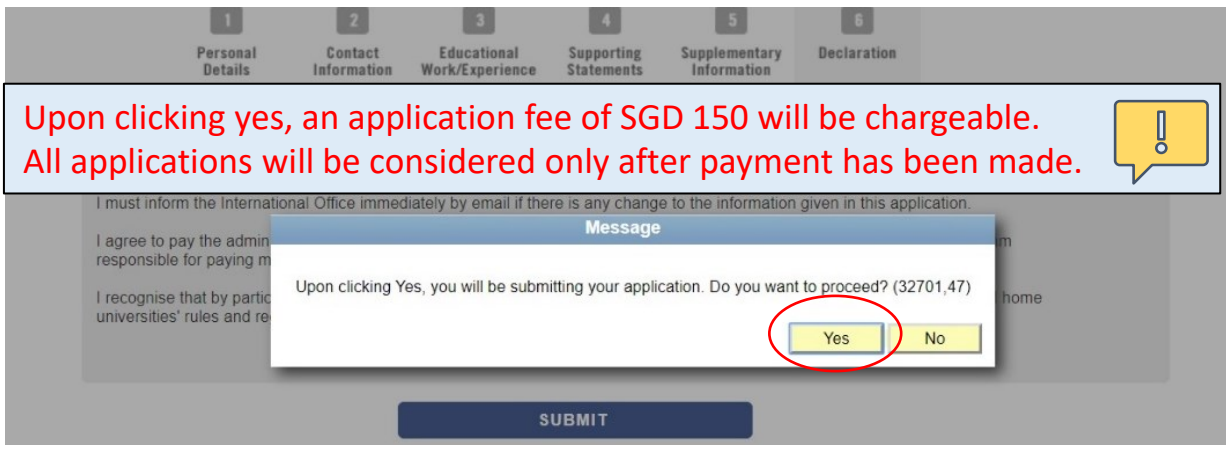
Ensure all information is correct, and all supporting documents required are uploaded

IMPORTANT

Once the application has been submitted, you will **not** be able to edit your application.



"I Agree" must be checked for the "SUBMIT" button to appear



11 Application Submission – Acknowledgement

The acknowledgement page indicates that your application has been submitted.

Acknowledgement

Your Application Number is: [redacted]

[redacted]

Passport: [redacted]

Programme: SMU Global Summer Programme

Tel (Home): [redacted]

Tel (Mobile): [redacted]

Email Address: [redacted]

IMPORTANT

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

See next page to Complete Part Two: Make application fee payment

Application Fee Payment

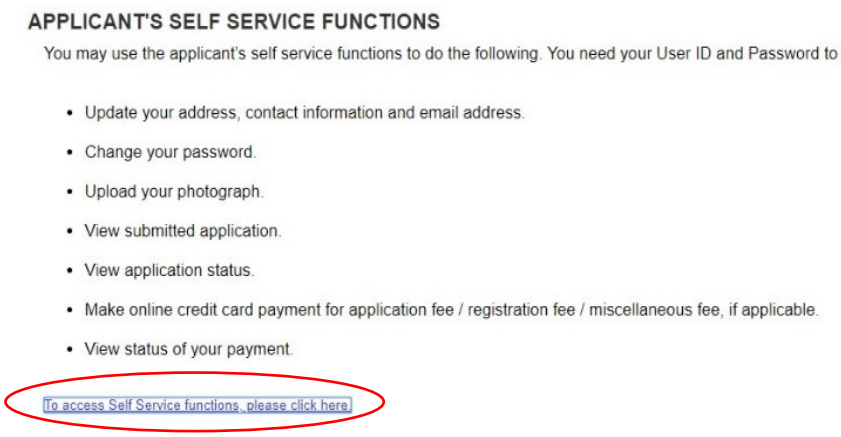
IMPORTANT
Application submission will only be processed **after** the SGD 150 application fee payment. Payment must be made **within 3 days** of application submission.

Follow the steps below to access Self-Service functions to pay for application fee

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

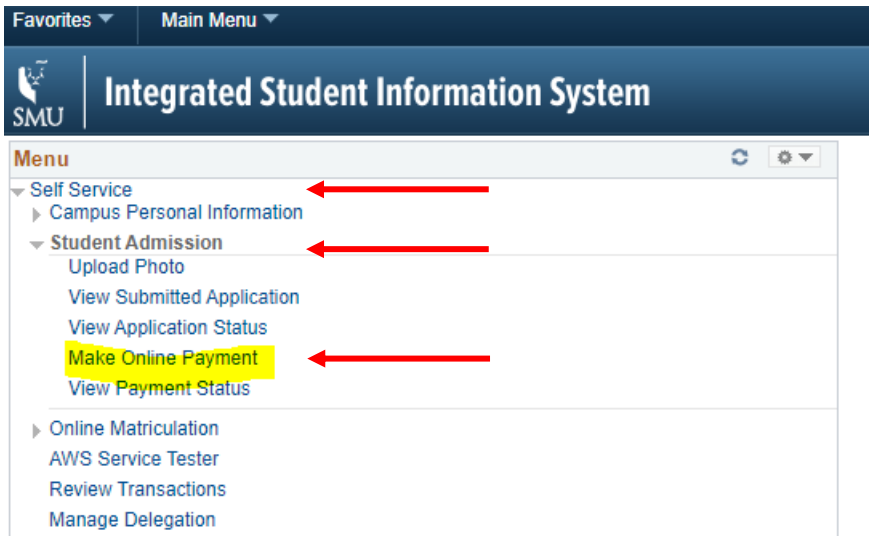
or

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



B. In ISIS, select

"Self Service"
> "Student Admission"
> "Make Online Payment"



Part Two: Application Fee Payment

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

Make Online Payment

This page may take a few minutes to load due to heavy traffic.

All fees paid are non-refundable and non-transferable

Academic Career Code:	Non-Graduating
Academic Program:	SMU Global Summer Programme
Application Number:	GSP [redacted]
Fee Type:	App Fee for Global Summer Programme
Amount to Pay:	150.00
Amount Paid:	0.00
Amount Due:	150.00

*** Please read this message before making payment. ***

You will be redirected immediately to an external payment page in a new pop-up window when you click on the "Pay Fee" button.

Some users may experience problems with pop-up blockers during payment.

Please ensure that the pop-up blocker is disabled in your browser settings now, 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 non-refundable and non-transferable.

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

PAY FEE

Proceed to pay

You are leaving this site. Click continue to proceed to the external payment page.

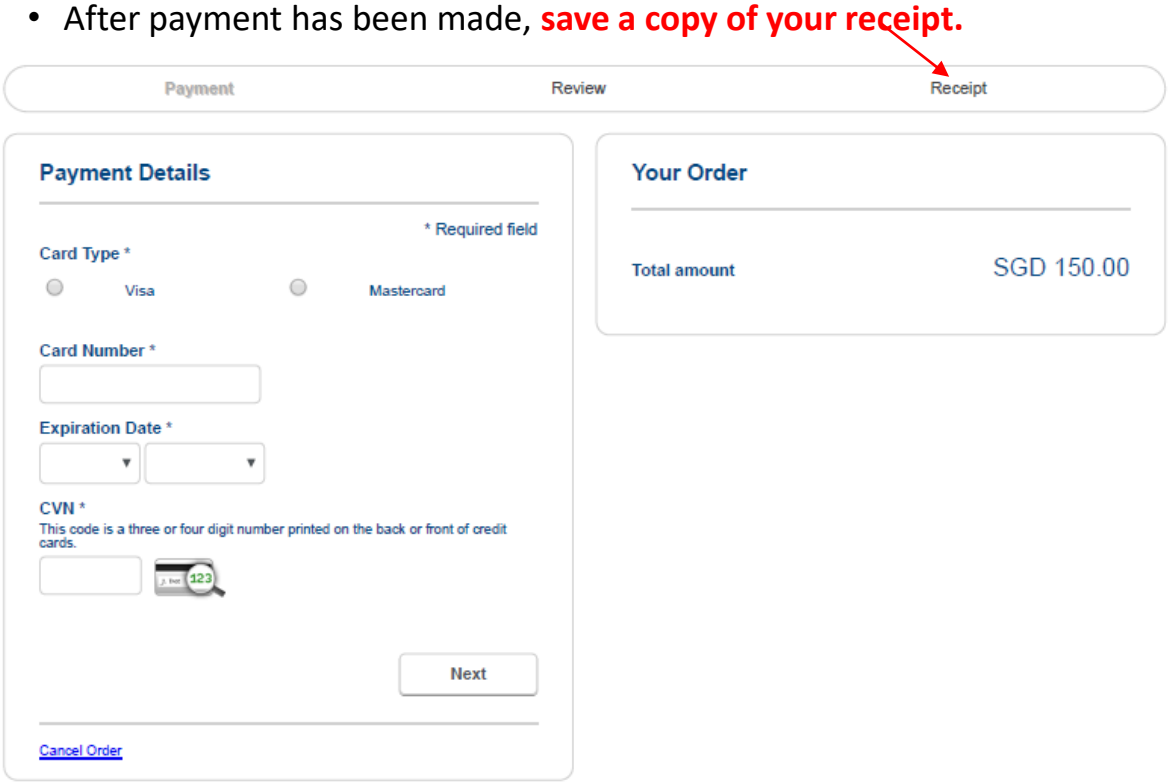
CONTINUE

Click on the blue box to continue to payment page.

Part Two: Application Fee Payment

D. Key in your **payment details** and proceed with payment.

- The fee is quoted in Singapore dollars (SGD) and has included the 7% 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.**



IMPORTANT

E. **Email** your application payment receipt to **smusummer@smu.edu.sg** with your full name stated.

- All applications will only be processed after the application fee payment receipt is submitted.
- You will be informed about the outcome of your application via email 3 to 7 working days after the submission of application fee receipt.

Glossary

- Accommodation

SMU do not provide on-campus accommodation to exchange students. However, there are many housing options (e.g., private apartments, condominiums) located within walking distance to the campus. We will provide an Accommodation and Housing Options guide to successful applicants later for some useful tips in sourcing for accommodation in Singapore.

- In-Principle Approval

The In-Principle Approval (IPA) is an electronic letter granted by Singapore Immigration and Checkpoint Authority (ICA) should your student visa / pass be approved. This letter will be used for the SafeTravel Entry Application and served as your temporary student pass / visa when you enter Singapore. You must bring this letter to Singapore ICA to exchange for the student visa later.

- SafeTravel Entry Application

Once you received the IPA for your successful student pass application, you are required to apply for a SafeTravel Entry using the Student's Pass Holder status before travelling to Singapore.

The SafeTravel Entry can **ONLY** be applied directly through the SafeTravel online portal, at least **two weeks and up to five weeks in advance** from your planned date of entry. More details on the requirements and application process can be found on the SafeTravel website. SMU would **NOT** accept or process any entry approval applications.

- Student's Pass / Visa Application

All International students are required to hold a valid Student's Pass during their term of study in Singapore. The application fee is SG$30 (non-refundable), to be paid via credit card directly to the ICA. The IPA issuance will cost SG$60, and an additional multiple journey visa fee of SG$30 (for selected nationalities if applicable) to be paid online with a credit card to ICA and is non-refundable. More guidance on Student's Pass application process will be provided in **mid April** to successful applicants.

- Travel Health Control Measures (Border Restrictions)

All travelers entering Singapore **must be fully vaccinated with** WHO Emergency Use Listing vaccine **at least 14 days before arrival.** Details of the vaccination requirements can be found here.

Duration of your quarantine (if required) and other entry requirements (e.g., ART/PCR tests) may vary depending on where you travel from before entering Singapore. However, due to the fluid situation, the entry requirements are subject to change.

A Guide with FAQs will be provided to successful applicants on the entry restrictions and health control measures, but applicants are required to check the SafeTravel website regularly for the latest updates.

NOTE:

- Student's Pass is the Student Visa issued by the Immigration and Checkpoints Authority of Singapore
- Student Card is issued by SMU as student identification and access card for buildings and facilities on SMU campus

BACK IN SINGAPORE EDITION

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 will result in withdrawal automatically.

Dates / Deadlines	Administrative Actions
10 April	• GSP 2022 Application deadline
3 days within application submission	• Make SGD 150 application fee payment (non-refundable) and submit receipt to smusummer@smu.edu.sg
5 days within SMU's email of conditional offer	• Reply email on course acceptance and photography consent and make payment of SGD 230 miscellaneous fees (non-refundable) • Make payment of SGD 1000 deposit (only for fee-paying students)
14 to 20 April	• Student pass / visa application in SOLAR and make payment of student visa processing fee to ICA (non-refundable)
Up to 2 weeks from date of student visa application	• Check student pass / visa application status [If approved] Book e-appointment for student pass collection at ICA and make student visa issuance fee payment to ICA (non-refundable)
At least 2 weeks (up to 5 weeks in advance) before planned date of entry	• SafeTravel Entry application (can only apply with approved IPA letter) For students who must serve Stay-Home-Notice (SHN) / arrival quarantine: ➢ 10 days SHN: Must reach by 17 June to attend orientation on 27 Jun. Apply SafeTravel Entry 13 May to 2 June ➢ 7 Days SHN: Arrive by 20 June. Apply SafeTravel Entry 16 May to 5 June All others to apply SafeTravel Entry from 23 May to 12 June (last day)
30 May to 3 June	• Completion of the online matriculation and ID verification exercise
13 June to 17 June	• Make payment for balance tuition fee (only for fee-paying students)
21 June to 23 June	• Completion of Activity Survey
27 June	• Orientation (Mandatory)
From 27 June	• Collection of SMU student card at SMU Registrar Office (by appointment ONLY via Registrar Office email invitation to student's SMU Email account) • Completion of student pass formalities at ICA and collection of student pass (based on your e-appointment date)
25 July to 5 August	• Post-programme survey (Mandatory)
29 July	• Results release • Expiration of Student's Pass (stay in Singapore only allowed with valid pass)
6 to 8 weeks after 29 July	• Digital transcript emailed directly to student's SMU campus email.