

**Graduate School of Asia-Pacific Studies
WASEDA University
NTU Nanyang Centre for Public Administration
Fact Sheet for Waseda Exchange Students**

School Information

Name of Institution	Nanyang Technological University, School of Social Sciences
Address	Nanyang Centre for Public Administration Nanyang Technological University, Singapore 50 Nanyang Avenue S3-B4 Singapore 639798
Contact	Ms Josephine Wan , Email: jaywan@ntu.edu.sg Ms Angeline Ng , Email: angelineng@ntu.edu.sg Graduate Programmes (English) Role-Base: NCPA_EnglishProg@ntu.edu.sg
Website	https://www.ntu.edu.sg/ncpa

Application Information

Period of exchange	12 January to 08 May 2026 (AY2025-2026 Semester 2)
Nomination Window	1-15 September 2025
Application Deadline	30 September 2025
Required Documents (To be submitted to NTU, Nanyang Centre for Public Administration)	<ol style="list-style-type: none"> 1. Application for Admission of Exchange Student 2. Curriculum Vitae 3. Academic Transcripts from all universities that the student have attended (Original Language) 4. Academic Transcripts from all universities that the student have attended (Translated to English) 5. English Proficiency Test Score (If English is not the medium of instruction in the home institution.) 6. Passport information (A photocopy of the passport) 7. Passport Photos 8. A Photocopy of Student Card 9. Write Up on desired achievements for this exchange 10. Official Nomination from Partner School (Letter from Supervisor)

Program Information

English Proficiency Requirements	<p>Proof of English proficiency is required where English is not the medium of instruction in the home institution. These guidelines are in place to ensure that exchange students are suited to cope with the rigorous curriculum conducted in English.</p> <p>We accept the following English proficiency tests and indicative grades:</p> <ul style="list-style-type: none">• IELTS/IELTS Indicator: a minimum 6 (Overall) and 6 (Writing)• TOEFL/TOEFL iBT® Special Home Edition: a minimum of 570 (paper) or 90 (internet) or 237 (computer) <p>For other English proficiency tests that are accepted by NTU, please refer to the Office of Admissions' website. Alternatively, if you do not have any of the tests above, you may provide a letter issued by your home university, confirming your English proficiency and ability to follow classes in English.</p> <p>Note:</p> <ul style="list-style-type: none">• TOEFL MyBest® scores are not accepted.• For IELTS and TOEFL, only scores obtained in the 2 years leading up to the application deadline will be considered.																											
Course List	<p>Please click on the following for the list of courses from the specialized programme areas.</p> <p>For Master of Public Administration For Master of Science (Managerial Economics) For Master of Social Sciences (China and Global Governance)</p> <p>Please note that not all courses listed on these websites will be offered in the semester. On average, about 20 graduate courses are being offered by the Nanyang Centre for Public Administration in a semester.</p> <p>Do write to the administrator (jaywan@ntu.edu.sg) for the confirmed courses that will be offered.</p>																											
Academic Calendar	Please click here.																											
Class Size	25-60 (Average)																											
Grading	<table><tr><th>Indication on Transcript</th><th>Grade Point Average (out of 5.00)</th><th>Evaluation</th></tr><tr><td>A+</td><td>5.00</td><td rowspan="10">Passed</td></tr><tr><td>A</td><td>5.00</td></tr><tr><td>A-</td><td>4.50</td></tr><tr><td>B+</td><td>4.00</td></tr><tr><td>B</td><td>3.50</td></tr><tr><td>B-</td><td>3.00</td></tr><tr><td>C+</td><td>2.50</td></tr><tr><td>C</td><td>2.00</td></tr><tr><td>D+</td><td>1.50</td></tr><tr><td>D</td><td>1.00</td></tr><tr><td>F</td><td>0.00</td><td>Fail</td></tr></table>	Indication on Transcript	Grade Point Average (out of 5.00)	Evaluation	A+	5.00	Passed	A	5.00	A-	4.50	B+	4.00	B	3.50	B-	3.00	C+	2.50	C	2.00	D+	1.50	D	1.00	F	0.00	Fail
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Grade Report Transcript	<p>At the end of each semester, the Nanyang Centre for Public Administration at NTU will send the official transcript of each student who has participated in the exchange programme to the partner institution or students' indicated address.</p>																											

Other Information

Living Expenses	Please click here.						
Accommodation and Lodging	<p>Students can source for their own accommodation via the links below. They will need to prepare 1st month's rental amount as deposit for their accommodation. Arrangements can be made with the person in charge to make payment for the deposits <i>before</i> they arrive or on arrival.</p> <p>Some service providers may also require students to pay the 1st month's utilities bill together with the rental deposit. Students can check with the service provider in the respective websites for more information.</p> <p><u>Graduate Housing</u> Website: https://www.ntu.edu.sg/life-at-ntu/accommodation/graduate-housing</p> <p><u>Off-Campus Housing</u> Website: https://www.ntu.edu.sg/life-at-ntu/accommodation/off-campus-housing</p> <p>Website for Japanese living in Singapore “シンガポールお役立ちウェブ” (http://www.singaweb.net/)</p>						
VISA	<p>Find out more about passes/visas application before you visit NTU on the Waseda-NTU Exchange Programme here.</p> <p>The pass that incoming Waseda students should be applying for is either the Student's Pass (STP) or Training Employment Pass (TEP).</p>						
Student's Pass (STP)	<p>Applications for a Student's Pass must be submitted at least 2 months but not more than 3 months before the commencement of the course through ICA's Student's Pass Online Application and Registration (SOLAR) system.</p> <ol style="list-style-type: none"> <u>Registering for a Student's Pass</u> Before you submit an application for a Student's Pass through SOLAR, NTU will register you through SOLAR. Once NTU has successfully registered your information, you will be informed to login to SOLAR to submit eForm 16. <u>Application Fees and Charges</u> <table border="1" data-bbox="523 1352 1353 1543"> <tbody> <tr> <td>Processing Fee (online payment through credit/debit card upon submission of eForm 16)</td><td>\$45</td></tr> <tr> <td>Issuance Fee</td><td>\$60</td></tr> <tr> <td>Multiple-Entry Visa Fee (for required nationals)</td><td>\$30</td></tr> </tbody> </table> <p><i>A replacement fee of S\$100 will be imposed if the Student's Pass is lost or stolen. An additional S\$30 processing fee will be imposed for amendments to eForm 16 after submission.</i></p> <p>#Please note that the application fees and charges are subject to revision.</p> 	Processing Fee (online payment through credit/debit card upon submission of eForm 16)	\$45	Issuance Fee	\$60	Multiple-Entry Visa Fee (for required nationals)	\$30
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Training Employment Pass (TEP) Application	<p>Processing Fee, amount required to pay: S\$105. Issuance Fee, amount required to pay: S\$225. Multiple Journey Visa Fee (if applicable), amount required to pay - S\$30. Total payment: S\$360 (subject to revision)</p> <p>From July 2012 onwards, TEP duration is valid till maximum of 3 months only. However, the International Students Centre will request through MOM for a longer duration for students coming on exchange. The period requested will be in line with the students' intended period of stay.</p> <p>Under the TEP Pass, you are only allowed to take coursework and doing research during the period of stay in the School of Humanities and in the School of Social Sciences. Please note that TEP holders are allowed to take a maximum of 2 courses only.</p>						
Medical Examination	<p>Students who will be studying at NTU for 6 months or more will need to undergo a medical examination before they can be issued the TEP by the Singapore government authority. For approved Training Employment Pass (TEP) application, an In-Principle Approval (IPA) letter will be sent to the School. A medical examination form will be included in the IPA letter if the student is required to go for medical examination.</p> <p>The medical examination includes the Human Immunodeficiency Virus (HIV) and chest X-ray, as required by Singapore government authority.</p> <p>The medical examination must be done at the University Health Service Building.</p> <p><i>University Health Service Building 36 Nanyang Avenue Singapore 639801</i></p> <p>Total payment: approximately \$50 (excluding prevailing GST).</p>						
Facilities	<p>Upon arrival, each incoming exchange student will be issued a student matriculation card. With this card, the student can use the facilities on campus such as the library, gymnasium, swimming pool, etc.</p>						
Orientation	<p>Exchange students are advised to arrive in Singapore at least 1 week before the start of the teaching week, for example by 04 August 2025, to cater some time for adapting to the environment etc.</p>						
Miscellaneous Fees	<p>Miscellaneous fees are applicable to both local and international students.</p> <table border="1"> <tr> <th rowspan="2">Miscellaneous Student Fee</th><th>AY2025/26 Sem 2 (excluding prevailing GST)</th></tr> <tr> <th>Full-time students</th></tr> <tr> <td>Health Service Fee (HSF)</td><td rowspan="2">S\$305.00</td></tr> <tr> <td>Student Service Fee (SSF)</td></tr> </table>	Miscellaneous Student Fee	AY2025/26 Sem 2 (excluding prevailing GST)	Full-time students	Health Service Fee (HSF)	S\$305.00	Student Service Fee (SSF)
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FAQs

Q1. Do you accept students of any nationalities? If not, who are not eligible?

A1. Singaporeans are not allowed to apply.

Q2. Will exchange students be allowed and able to take courses offered by other schools at the University?

A2. Yes. However, other schools may have policies on accepting exchange students. Hence, the approval of course registration is subject to the approval and availability of the selected schools.

Q3. Are there any academic requirements for MA exchange students while at the University? (e.g. Exchange students are required to take X number of courses and can take up to X number of courses.)

A3. Students can choose to do coursework only. Students doing coursework will need to do at least one course but they will need to submit 10 courses for approval. The maximum courses that exchange students can take is five. Students who have received Bachelor's degree are not allowed to take undergraduate courses.

Q4. Are there any academic requirements for Ph.D. exchange students while at the University?

A4. Students can choose to do coursework only. Students doing coursework will need to do at least one course but they will need to submit 10 courses for approval. The maximum courses that exchange students can take is five. Students who have received Bachelor's degree are not allowed to take undergraduate courses

Q5. Are there any additional application documents to be submitted if the applicant is Ph.D. student?

A5. No additional documents are required.

Q6. Will exchange students be able to take local language classes free of charge at the University?

A6. Yes; however the classes are offered to a limited number of students only.

Q7. Tell us the required language proficiency.

A7. Proof of English proficiency is required where English is **not** the medium of instruction in the home institution. These guidelines are in place to ensure that exchange students are suited to cope with the rigorous curriculum conducted in English.

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- IELTS/IELTS Indicator: a minimum 6 (Overall) and 6 (Writing)
- TOEFL/TOEFL iBT® Special Home Edition: a minimum of 570 (paper) or 90 (internet) or 237 (computer)

For other English proficiency tests that are accepted by NTU, please refer to the [Office of Admissions' website](#). Alternatively, if you do not have any of the tests above, you may provide a letter issued by your home university, confirming your English proficiency and ability to follow classes in English.

Q8. Will students with an academic degree from an institution in an English-speaking country be exempted from submitting a certificate of English language proficiency?

A8. Please refer to A7 above.

Q9. Are there any requirements/regulations at the University exchange program applicants should be particularly aware of?

A9. (1) Some courses may have pre-requisites. Students may check the respective websites for the pre-requisites when selecting courses to register or contact the instructor of the course.

(2) Courses selected are not guaranteed for the student. Approval of courses will be conveyed to the students prior to their arrival at NTU.

(3) Language courses offered in are of undergraduate-level. Credits earned cannot be transferred to GSAPS.

Q10. Are there any requirements regarding enrolment period at the University exchange program applicants should be particularly aware of? (Minimum or Maximum study period in Waseda University before participating in exchange program)

A10. No. However, home university is expected to assess applicants if they are suitable to attend exchange programmes in view of cultural differences etc.

Q11. Will exchange students be able to do internship at a company or international organization during the semester exchange program? If so, is there any support to find the institute from the University?

A11. Students are not allowed to do internship while on exchange program.

Q12. Do you have any dormitories where exchange students are allowed to stay?

A12. Yes, there are graduate housing/dormitories for exchange students to apply. However, as applications for these graduate housing/dormitories are highly competitive, applicants are advised to check out the links at the 'Accommodation and Lodging' portion of the fact sheet.

Q13. Please describe the procedure for obtaining the visa and the required documents.

A13. The requirement to apply for visa will depend on the nationality of the applicants. Applicants are advised to check with their respective embassies for the requirement for visa application. Meanwhile, NTU will assist in the application for a student pass (for coursework) or a training employment pass (for research).

Q14. Please send us the list or URL of the courses which exchange students can take.

A14. The list of courses available for the particular semester will only be confirmed at a later date. As such, applicants can email to administrator (jaywan@ntu.edu.sg) from April onwards for the confirmed list of courses.