

Pre-Departure and Arrival Checklist

Pre-Departure

- If you require a visa to enter Singapore, SMU will arrange one to be issued. The student's pass in-principal approval (IPA) letter that you will receive will include a single-entry visa. Please ensure that you have received the IPA letter before you leave for Singapore. Please read [here](#) before you start the student's pass application process.
- All students are required to undergo a compulsory medical examination with Raffles Medical Group (RMG) in Singapore prior to starting their studies at SMU. Please visit the matriculation website for more details.
- Please ensure that you have a valid passport for international travel with a validity of at least six months.
- International full-time undergraduates must bring along their original high school results and/or transcripts, SAT I report etc. for verification at the Office of Undergraduate Admissions and Financial Assistance at SMU upon arrival into Singapore. Official translations of documents are required if they are not in English. Postgraduates are to bring their relevant documents with them for verification on the specific date stated by their respective Graduate Offices.
- Please ensure that you have confirmed all your housing arrangements and that you have a place to stay upon your arrival in Singapore.
- You must bring enough money to cover the expenses incurred in the first few weeks of your stay in Singapore. It is advisable to carry a cash amount of approximately S\$1,000, supplemented with larger amounts in bank drafts or travellers' cheques during your settling-in period. Please note that bank drafts drawn on overseas banks take about three weeks to clear.
- You must pack your personal belongings such as clothing and toiletries, although most things can be purchased in Singapore. As Singapore is generally humid and hot throughout the year, most students usually wear jeans, bermudas and T-shirts. You may want to bring some formal clothing for formal functions and presentations.
- Feel free to pack your national costume.

Arrival

- Complete the Disembarkation/ Embarkation card, which you will receive while on the plane. Copies are also available at the immigration Checkpoint at Singapore Changi Airport. You must present this with your passport and the original copy of your Student's Pass approval letter (application for those who require a visa to enter Singapore) to the Duty Officer at the Immigration Checkpoint upon your arrival in Singapore. Please retain the portion of the Disembarkation/ Embarkation card and your Student's Pass approval letter which will be returned to you, as these are required for the completion of your Student's Pass formalities at the Immigration Checkpoints Authority.
- Change your money at the currency exchange counters at Changi Airport if necessary.
- Taxi service in Singapore is easily available, convenient, and reasonably priced. If this is your first time in Singapore, we strongly advise you to take a taxi to your hostel from Changi Airport. Taxi bays are available at the Changi Airport arrival halls. Taxis are metered and fares start from S\$3.20. A list of possible additional surcharges can be found posted in the taxis. For trips originating from the airport, there is a surcharge of between S\$3 to S\$5. Between midnight and 6 a.m., there is an additional surcharge of 50% of the fare shown on the meter. Tipping is not expected. Most taxi drivers are conversant in both English and Mandarin.

If you are dissatisfied with the taxi service for whatever reasons, please note down the taxi number and time of boarding so that you can provide feedback to the respective Taxi Companies.

- Complete your medical examination. Remember to make a photocopy of your medical examination report for the ID verification exercise at SMU.
- Complete your Student's Pass formalities at the Immigration Checkpoints Authority (ICA).
- Required documents:
 - IPA Letter
 - Passport
 - Disembarkation/ Embarkation card
 - Form 16
 - Medical report from approved hospitals/clinics in Singapore
- Open a bank account.
- Finalise your Tuition Fee Loan application (if pending).
- Attend SMU Matriculation.
- Getting to SMU

Singapore Management University
Administration Building, 81 Victoria Street, Singapore 188065
By Mrt – alight at Bras Basah Station
By Bus – 7, 14, 16, 36, 111, 131, 162, 167, 171, 502, 518, 700,
700A
By Taxi
Click [here](#) for map.

- Verify your original academic documents at:
Office of Undergraduate Admissions and Financial Assistance
SMU Administration Building, Level 3
For enquiry, you may contact us at:
Tel: 6828 0980
Email: admissions@smu.edu.sg

For further assistance on pre-departure and arrival procedures, please contact:

Diversity, Inclusion & Integration
SMU Administration Building, Level 10
Tel: 6808 5430
Email: dii@smu.edu.sg