



## SMU Exchange Application Guide

For optimal use of the online application portal, please follow the guidelines below:

- Use a laptop or personal computer to access the online application portal, as the system may not be compatible with mobile devices e.g. tablet or mobile phone.
- Use Internet Explorer or Google Chrome (Incognito Window) as the preferred browser.
- If you encounter access issues, clear your browser's cookies/cache/history, and try again.



### Create a New User Account

- To begin your online application, ***Click HERE.***  
For students who have already created an account with SMU, please click on the **Existing Account** in the **LOGIN page**.
- Create a User ID and key in your email address. It is essential that you take note of the User ID, email and password used to avoid creating multiple accounts.
- For students residing in the European Union, please remember to indicate so.



[Existing Account](#)   [Forgot User Id](#)   [Reset Password](#)

### Register New Account

Thank you for your interest in applying for admission to SMU.

Please create a User ID below. Your User ID can be between 1 and 24 characters in length consisting of alphanumeric characters only. Note that your User ID will be suffixed with ".apply".

An email with your User ID and password will be sent to you at the email address that you have indicated below. You will receive this email upon completing Page 1 of the online application form (Personal Details).

You will be required to use this User ID and password the next time you access SMU's Applicant Self Service Functions.

Please indicate if you are making this application from a location in the [European Union](#), Iceland, Lichtenstein or Norway. We are collecting this information to identify applicants who are subject to the EU General Data Protection Regulation.

☒ Yes   ☐ No

User ID: .apply

Email address:

Re-enter email address:

Password:

Re-enter Password:

Password Instructions  
 • Your password must be between 8 and 32 characters in length.  
 • Your password must contain at least 1 uppercase and 1 lowercase character(s).  
 • Your password must contain at least 2 digit(s) (1234567890).  
 • Your password must contain at least 1 special character(s) (!@#%&\*()\_+<=>).

☐ I have read and understand the SMU Non-Graduating Program Privacy Statement. [Click Here.](#)

[CONTINUE](#)



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☒ Yes
 ☐ No

User ID: .apply

Email address:

Re-enter email address:

Password:

Re-enter Password:

**Password Instructions**

- Your password must be between 8 and 32 characters in length.
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☐ I have read and understand the SMU Non-Graduating Program Privacy Statement. [Click Here](#).

[CONTINUE](#)

## 2

## Key in your Personal Details

## Personal Details

Name Prefix\*

Full Name\*   
(as shown in the NRIC/Passport. Please include commas "," if it is indicated in NRIC/Passport.)

Family Name/Surname\*   
(Please indicate dash "-" if you do not have a Family Name/Surname)

Gender\*

Date of Birth\*  (DD/MM/YYYY)

Birth Country\*

Ethnic Group\*

Marital Status\*

Religious Preference\*

Citizenship Status\*

Citizenship Country\*

FIN Number  (e.g. F1234567A)

FIN Expiry Date

Pass Type

Passport Number\*

Email Address\*

Re-enter email address\*

Please indicate full name, including your family name/surname

You may leave these fields blank if you do not have the details

- For students residing in the European Union, the 'Ethnic Group' and 'Religious Preference' fields are not applicable to you under the GDPR.
- Full Name:** Complete with Full Name as shown in passport in standard English alphabets (Refer to page 3 for guide on name format to use)
- NRIC/Passport Number:** Enter your passport number (you will be required to upload a copy of the personal identification page of your passport at a later stage)
- Pass Type:** Please do not choose the Student Pass type. You may leave the FIN number field blank and proceed with the rest of the fields.

**NOTE:** Expired passport, or passport with less than the required validity period of six-months beyond the end-date of the study term, **WILL NOT** be accepted. If your passport is being renewed and not available at the time of application, you may submit your current passport and email a soft copy of your new passport to us as soon as it is available. Please note that this might delay your subsequent processes.



**Name Format to use: VIGILIJA BRUZAITE**

Refer to the **MRZ section** above for reference on the name format and follow the guidelines below:

- 4

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## Confirm your Programme

### International Students Exchange

#### Programme Details

☒ I have read and understand the SMU Non-Graduating Program Privacy Statement. [Click Here.](#)

10/09/24 9:07AM

Academic Programme	International Student Exchange Programme
Academic Load	Full-Time
Term	2024-25 Term 2
Start Date	13-JAN-2025
Academic Plan	Not Applicable (Default)

MODIFY PROGRAM SELECTION

CONTINUE

Click here

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## Receive Registration Confirmation Email

- You will receive an email containing your account details (**please do check your spam / junk folder**).

### Sample E-mail:

SMU Applicant Registration

 Singapore Management University <isis@smu.edu>  
 To: ISEP\_Inbound  
 Cc: ISIS Admin Support  
 You forwarded this message on 21/3/2022 11:49 am.

Reply Reply All Forward

Thu 17/3/2022 4:34 pm

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=ISEP](https://publicservices.smu.edu.sg/psc/ps/EMPLOYEE/HRMS/c/SIS_MA.SIS_PGPP_APPLREG.GBL?&Apply=N&FormID=ISEP)

User ID: [REDACTED].apply

Email Address: [Lisa-Mary-Presley@gmail.com](mailto:Lisa-Mary-Presley@gmail.com)

This message is for information purposes only.

Please do not reply to this e-mail.

- Log-in to your account via the link in the email, using the created User ID and password to complete your exchange application.
- It is essential that you remember the USER ID and password for subsequent log-in.

### Existing Account

User ID: .apply

Password:

LOGIN

## 5

## Complete your Application – Personal Details

- You would have completed this section when you created your account.
- Ensure and confirm that all submitted information is accurate and correct.
- Always **SAVE** your application at the end of each section to avoid loss of 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 1: Personal Details**

You have indicated that you are applying from the following location:

☐ EU, Iceland, Lichtenstein, Norway or the UK
 ☒ Non EU

(Please amend the selection if your location has changed.)

**Personal Details**

Name Prefix*	<div>Ms</div>
Full Name*	<div>LISA MARY PRESLEY</div> <small>(as shown in the NRIC/Passport. Please include commas "," if it is indicated in NRIC/Passport.)</small>
Family Name/Surname*	<div>PRESLEY</div> <small>(Please indicate dash "-" if you do not have a Family Name/Surname)</small>
Gender*	<div>Female</div>
Date of Birth*	<div>01/04/2000</div> <small>(DD/MM/YYYY)</small>
Birth Country*	<div>Australia</div>
Ethnic Group*	<div>Caucasian/White</div>
Marital Status*	<div>Single</div>
Religious Preference*	<div>Christianity - Others</div>
Citizenship Status*	<div>Foreign Passport Holder Non PR</div>
Citizenship Country*	<div>Australia</div>
FIN Number	<div>FIN Number (e.g. F1234567N)</div> <small>(e.g. F1234567A)</small>
FIN Expiry Date	<div>DD/MM/YYYY</div>
Pass Type	<div></div>
Passport Number*	<div>012345678</div>
Email Address*	<div>Lisa-Mary-Presley@gmail.com</div>
Re-enter email address*	<div>Lisa-Mary-Presley@gmail.com</div>

Thank you for your interest in SMU.

To apply, please proceed to fill in all the application details. Note that an inaccurately completed form will render your entire application invalid.

PREVIOUS

SAVE

NEXT

VALIDATE

Click here

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## Complete your Application – Contact 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

### Step 2: Contact Information

#### Addresses

Home Address

Country\*

Postal Code

Address 1\*

Address 2

Address 3

Address 4

City\*

☒ Home Address is my mailing address

#### Phone Numbers

Please provide at least one contact number. For non-Singapore home or mobile numbers, please include the country code and area code.

Home

Mobile

#### Emergency Contact

Please provide at least one emergency contact.

Emergency Contact 1

Name  ☐ Primary Contact

Relationship

Contact No.  Type

Occupation

Employer

Email Address

☒ Same home address as the applicant



# 7 Complete your Application – Educational Work/Experience




## Step 3: Educational/Work Experience

Click on the magnifying glass for the list of universities.

- Only applicable for ISEP students
- Kindly ensure you select the same home university name as what is stated in the application email sent to you
- For visiting students, please leave this field blank

### Academic Data

\*Home University 

\*Please indicate your current program type

\*Program currently enrolled in your Home University

\*Present Year of Study

\*Overall Grade Point Average / Cumulative Average Point

\*Are you required to complete a specific number of course units during your stay at SMU?  
☐ Yes ☐ No

\*Please indicate the duration of study at SMU.  
 The miscellaneous fees payable will be based on the duration selected.

Look Up \*Home University

Academic Institution SMUSG  
 External Study Program ISEP

External Org ID begins with

Description begins with

Formal Description begins with

Country begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-291 of 291 Last

External Org ID	Description	Formal Description	Country
4408	Univ of Melbourne Fac of Business and Economics	University of Melbourne, Faculty of Business and Economics	Australia
4407	Univ of Melbourne Faculty of Arts	University of Melbourne, Faculty of Arts	Australia
4405	Univ of Mannheim Sch of Soc Sci/Humanities	University of Mannheim School of Social Sciences/Humanities	(blank)
4400	Peking University (School of International Studies)	Peking University (School of International Studies)	China
4399	Peking University (Guanghua School of Management)	Peking University (Guanghua School of Management)	China
4397	National Taiwan University College of Management	National Taiwan University College of Management	Taiwan
4396	University College Dublin Sutherland School of Law	University College Dublin Sutherland School of Law	Ireland
4395	University of London (SOAS)	University of London (The School of Oriental and African Studies)	United Kingdom
4394	University of Glasgow	University of Glasgow	United Kingdom
4392	City University of New York - Baruch College	City University of New York - Baruch College	United States of America
4391	Monash University	Monash University	Australia
4390	University of Bath Department of Economics	University of Bath Department of Economics	United Kingdom
4389	University of Maryland	University of Maryland	United States of America
4378	China University of Political Science and Law	China University of Political Science and Law	China
4376	EMLYON Business School	EMLYON Business School	France
4375	Univ of St Gallen (Fac of Law-Themis)	University of St Gallen (Faculty of Law - Themis)	Switzerland
4374	Kozminski University (School of Law)	Kozminski University (Law)	Poland
4372	Osaka University	Osaka University	Japan
4369	Universita degli Studi Di Milano	Universita degli Studi Di Milano	Italy
4368	Renmin University of China	Renmin University of China	China
4366	University of Edinburgh	University of Edinburgh	United Kingdom
4364	University of British Columbia Faculty of Arts	University of British Columbia - Faculty of Arts	Canada
4363	Grad Sch of Econ and Fac of Econ, Kyoto Univ	Graduate School of Economics and Faculty of Economics, Kyoto University	Japan
4362	University of British Columbia-Sauder Sch of Bus	University of British Columbia - Sauder School of Business	Canada
4361	City University of Hong Kong, School of Law	City University of Hong Kong, School of Law	Hong Kong
4360	National Research University Higher School of Econ	National Research University Higher School of Economics	Russian Federation
4358	University of Alberta	University of Alberta (Alberta School of Business)	Canada
4357	Erasmus Univ., School of History, Culture & Comm	Erasmus University, School of History, Culture & Communication	Netherlands
4356	University of Amsterdam	University of Amsterdam	Netherlands
4355	Vienna Univ of Economics and Business (Themis)	Vienna University of Economics and Business (School of Law - Themis)	Austria
4352	Sciences Po - Reims Campus	Sciences Po - Reims Campus	France
4351	University of Konstanz	University of Konstanz	Germany
4350	University of Toulouse 1 Capitole, Toulouse School	University of Toulouse 1 Capitole, Toulouse School of Economics	France
4349	University of Pretoria, Faculty of Law	University of Pretoria, Faculty of Law, Republic of South Africa	South Africa
4347	University College London, Dept of MSI	University College London, Department of Management Science and Innovation	United Kingdom
4346	Rikkyo University, College of Law & Politics	Rikkyo University, College of Law & Politics	Japan
4345	Ritsumeikan University	Ritsumeikan University	Japan
4344	Hitotsubashi Univ, Grad SICS	Hitotsubashi University, Graduate School of International Corporate Strategy	Japan
4343	Saint Petersburg State Univ, Grad Sch of Mgmt	Saint Petersburg State University, Graduate School of Management	Russian Federation





## Complete your Application – Supporting Statements

Please upload the following supporting documents. Only documents in English will be accepted.

- **Official Transcript**

Transcript must be a formal copy bearing the University's official letterhead or seal.

- **Passport**

Photo identification page of a valid passport with a validity period of **no less than six-months beyond the end-date of the study term**. If your passport is being renewed and not available at the time of application, you may submit your current passport and email a soft copy of your new passport to us as soon as it is available. Please note that this might delay your subsequent processes.

- **TOEFL, IELTS or C1 Advanced (Cambridge) English Proficiency Certification**




ONLY applicable to students from universities whereby English is NOT the language of instruction. Certification must be within two years at the point of application.



### Step 4: Supporting Statements

#### Attachments

Each file attachment should be less than 500KB. We encourage you to upload a pdf document.

Item	Remarks	File Attachments	Remove File
Official Transcript*	Transcripts in foreign language must be translated into English. Please attach your transcripts in one document (no zip files please).		
Passport*	Photocopy of your passport page/s that capture your details.		
TOEFL/IELTS Test Results	Applicants whose medium of instruction in their University is not in English must have taken TOEFL or IELTS. Only results obtained within the last 2 years will be considered.		

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# 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

than 3 months?

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

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

\*Passport expiry date (dd-mm-yyyy):



## Complete your Application – Declaration

- **Ensure and confirm** that all information and supporting documents provided are correct and accurate before you click **‘SUBMIT’**.

### IMPORTANT:

Once the application has been submitted, you will not be able to make any changes/edits.



### Step 6: Declaration

#### Declaration

Please verify that your details and choices are correctly entered by clicking on PREV button or click on the Steps above before proceeding to submit. Note that you will not be able to make changes to your application form after submission.

I declare that all the information I have given in this application is true and correct.

I have obtained approval from my home university to enrol as an exchange student at SMU. However, I understand that SMU reserves the right to reject my application.

I must inform SMU International Office immediately if there is any change to the information given in this application.

I agree to pay the administrative and miscellaneous fees to SMU if I am successful in my application and I am responsible for paying my own personal expenses such as course materials, accommodation, transport, etc.

I recognise that by taking part in the Student Exchange Program, I commit myself to behave according to both host and home universities' rules and regulations.

☒ I Agree

**SUBMIT**

Thank you for your interest in SMU.

To apply, please proceed to fill in all the application details. Note that an inaccurately completed form will render your entire application invalid.

PREVIOUS

SAVE

NEXT

VALIDATE



## Receive a Confirmation E-mail

- You will receive a confirmation email upon successful submission of your application.
- You may also begin to use SMU's Self-Service Functions, using your USER ID (xxxxx.apply) and password sent to you previously.
- For questions pertaining to your application, please email to [isep.inbound@smu.edu.sg](mailto:isep.inbound@smu.edu.sg) quoting the following details:
  - Application number beginning with 08xxxxxx
  - Issue(s) encountered
  - Screenshot (if applicable)

### Sample Confirmation E-mail:

Dear [REDACTED]

Your application to SMU has been submitted successfully. Your application number is 08374120. Please refer to this number when submitting or requesting information regarding your application.

You may proceed with the self-service functions via <https://eservices.smu.edu.sg/ps/ps/?cmd=login>.


Do note that you will need your user ID and password which was previously sent to your email address.

#### Applicant's Self Service Functions:

You may use the applicant's self service functions to do the following:

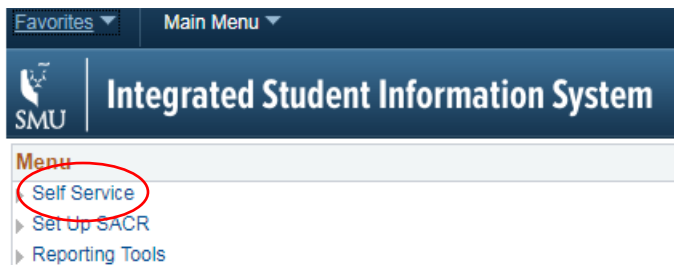
- Update your address, contact information and email address.
- Change your password.
- Upload your photograph.
- View submitted application.
- View application status.
- Make online credit card payment for

## 12 Upload your Photo

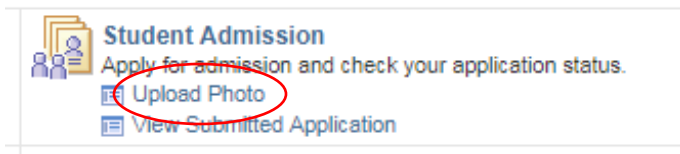


All students will be issued a photo identification card (SMU Student Card). Please follow the steps to upload your photo:

1. Log-in to the Integrated Student Information System (ISIS) website:  
<https://eservices.smu.edu.sg> using your **User ID** (xxxxx.apply) and **password**.



2. On the Menu, select **'Self Service'**.



3. On Student Admission, select **'Upload Photo'**.

### Guidelines for Photo:

- Photo taken **MUST** be within the last three-months.
- Photo **MUST** be in colour. Black & white photos will NOT be accepted.
- Background **MUST** be plain white.
- You **MUST** face the camera directly.
- Facial features **MUST** be clearly evident. Headgear worn in accordance with religious or racial customs **MUST NOT** hide any facial features.
- Spectacles worn **MUST NOT** be reflective.
- Photo **MUST** have even exposure (No shadows).
- Photo **MUST NOT** be cropped off.

