Our Schedule for Tonight:

- Central Narcotics Bureau on Misuse of Drugs Act
- Ogem briefing
- NTU Well Being Centre
- International S.O.S
- Ice Breaker Game
WHAT TO EXPECT?

- Diversity of Academic Teachings
- Experience a New Culture
- Learn a New Language
- Global Networking
Phase 1: Find out eligibility
Phase 2: E-Application
Phase 3: Submit Documents
Phase 4: Receive Admission
Phase 5: Get your visas & Off you go!

You are heading out soon....
BEFORE YOU LEAVE...
Before you leave: THE RIGHT MINDSET

- Approach the experience with an open mind.
- Accept that things will change and will be different.
- Build networks – international networks. Friends from all over THE WORLD!
- Build support system while you are there. Exert effort to connect!
- A good experience to achieve Cultural Intelligence.
- What kind of ROI are you expecting from this experience? Given the time, effort and cost involved?

Qualities you may gain from this experience:
- a. Open-mindedness
- b. Sense of responsibility, maturity
- c. Independence
- d. Cultural sensitivity
- e. Street-smartness (survival skills)
- f. Resourcefulness
HAVE YOU DONE THESE?

1. GEM Mobility Portal
2. Risk Assessment
3. Health & Travel Insurance
4. International SOS Services
5. Register with MFA
6. Travel Documents
7. Overseas Trip Notification (MINDEF)
8. Health Check-Up & Medications
9. Accommodation
10. Money & Currency
11. Know The Local Conditions and Customs
12. Minimising Jet Lag
Before you leave:
Post-decision Questionnaire via GEM Mobility Portal

- **MUST** complete the following Questionnaires via GEM Mobility Portal Link: [https://gem.ntu.edu.sg/](https://gem.ntu.edu.sg/)

<table>
<thead>
<tr>
<th>Questionnaire Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEM Explorer: Emergency Contact Information (Version #8)</td>
<td></td>
</tr>
<tr>
<td>GEM Explorer: Flight Information (Version #10)</td>
<td></td>
</tr>
<tr>
<td>GEM Explorer: Host University Acceptance Letter (Date Received) (Version #13)</td>
<td></td>
</tr>
<tr>
<td>GEM Explorer: Withdrawal Form (if applicable) (Version #5)</td>
<td></td>
</tr>
</tbody>
</table>
Before you leave: Risk Assessment

- Go through the GEM Explorer Overseas Travel Guide and Checklist, which can be found in the GEM Explorer website > Student Resources

- Complete the Risk Assessment Checklist to assess potential health, safety, crime, and political instability factors in the countries where you intend to travel.

- Read thoroughly the Travel Guide for information that will be helpful throughout the different phases of your exchange journey.

Appendix 1: Risk Assessment Checklist

<table>
<thead>
<tr>
<th>Risk Hazard</th>
<th>Likelihood of Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theft of laptop/computer/mobile phone</td>
<td>n/a</td>
</tr>
<tr>
<td>Theft of passport or other identification</td>
<td>Low, Medium, High</td>
</tr>
<tr>
<td>Theft of credit cards</td>
<td></td>
</tr>
<tr>
<td>Theft of Luggage</td>
<td></td>
</tr>
<tr>
<td>Travelling alone in buses/trains</td>
<td>Low, Medium, High</td>
</tr>
<tr>
<td>Arriving after dark/late night</td>
<td></td>
</tr>
<tr>
<td>Risky/dangerous locations</td>
<td>Low, Medium, High</td>
</tr>
<tr>
<td>Risk of accident/breakdown (e.g., hiring a car)</td>
<td></td>
</tr>
<tr>
<td>Possibility of assault</td>
<td></td>
</tr>
<tr>
<td>Possibility of mugging</td>
<td></td>
</tr>
<tr>
<td>Risk of sickness from food/drink</td>
<td>Low, Medium, High</td>
</tr>
<tr>
<td>Risk of altitude or travelling sickness</td>
<td></td>
</tr>
<tr>
<td>Risk of location-related illness (specific)</td>
<td>Low, Medium, High</td>
</tr>
</tbody>
</table>

If there are any other specific hazards that are not listed above, please list them below.
Risk Assessment: Take Note of the Following:

- Travel Risks: health risks, safety risks – crimes, violence, unrest, or natural disasters (Check ISOS for alerts)
- Risks involving personal travel before actual start of exchange programme e.g., local insurance coverage not enforced
- Non-familiarity with local rules, regulations and laws
- Financial Risks due to pre-existing condition not covered under group insurance
- Travel Ban
- Required Courses Not Available
**Before you leave: Health & Travel insurance**

- NTU Group Travel Insurance is **MANDATORY**.
- Under the Group Travel Insurance, risk exposure is mitigated and an enhanced coverage is provided. **Students will be advised on the premium to be paid via One Stop @ SAC by OGEM within these two weeks.**
- Please refer to the following link for more information regarding the Group Travel Insurance scheme:
  
  [https://www.ntu.edu.sg/OneStop/OurServices/Insurance/Pages/Travel-Insurance.aspx](https://www.ntu.edu.sg/OneStop/OurServices/Insurance/Pages/Travel-Insurance.aspx)

- Is Health Insurance required by your Host University apart from Travel Insurance? (eg. Dong-A, Aarhus, TUM...)
- Does your Host University require you to purchase insurance from them? (eg. Queens, UCLA...)
Before you leave:
International SOS Services

**NTU Membership:** 02AYCA089601

- Download mobile app ‘International SOS Assistance’
- Read country profiles and travel advisories on website [https://www.internationalsos.com](https://www.internationalsos.com)

**Important Numbers**
- Tel: +65 6338 7800 (Call to Singapore. Request for call collect if using land line)

**24/7 Assistance Centres.** Refer to iSOS website for centre numbers.

- Authorized Personnel: Ms Pauline Ho, Ms Anna Guerrero, Ms Priscilla Phang

- Outpatient Handling Fee, please take note! $ USD 215
Before you leave: Register with MFA

• Download ‘SGSecure’ app
• eRegister with MFA
• Ensures quick retrieval of vital information on the whereabouts of Singaporeans to be contacted for assistance in times of crisis such as civil unrest or natural disasters.
• The MFA will be able to contact Singaporeans in affected areas in the shortest possible time.
• Read Travel Notices & Updates
### Before you leave: Travel Documents

<table>
<thead>
<tr>
<th>Passport:</th>
<th>Air tickets:</th>
<th>Visas:</th>
<th>Itinerary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• validity - at least 6 months prior to entering foreign country is necessary.</td>
<td>• Confirm all air and transport tickets and schedule</td>
<td>• Ensure you have all the visas for the countries you plan to visit. Obtain them in advance from Singapore before departure.</td>
<td>• Leave a copy of your schedule with your family and how you may be contacted.</td>
</tr>
<tr>
<td>• Loss of Passport Abroad - Report incident to local police and nearest Singapore Mission for replacement. Update GEM Explorer.</td>
<td>• Bring a photocopy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Take note of arrival time, especially at night (past midnight)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Check your airline baggage allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Allow ample traveling time before check-in time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• When possible, travel in groups</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Before you leave:

VISA for [AUSTRIA]

- Students will need to apply for a **National Visa "D" (3-6 months)**.


- The acceptance of visa applications have been outsourced to an external service provider, VFS Global [https://www.vfsglobal.com/Austria/Singapore/](https://www.vfsglobal.com/Austria/Singapore/)

- What documents do you need when submitting a National Visa "D" visa application?
  - Visa application form
  - 1 passport picture 3.5 x 4.5 cm (color, high resolution, light background, frontal view, neutral facial expression, mouth closed)
  - Passport
  - Singapore residence permit / student pass for non-Singaporeans
  - Copy of birth certificate
  - Original admission documents from educational institution (i.e. university etc.) in Austria
Before you leave:
VISA for [AUSTRIA]

• What documents do you need when submitting a National Visa "D" visa application? (con’t)

  • Proof of accommodation in Austria
  • Proof of travel and health insurance (medical insurance coverage for the whole period of stay in Austria; minimum amount covered = € 30,000)
  • Up to date financial statement (bank statement in student’s name or parents name showing the equivalent of approx. € 400 living expense per month of stay in Austria if they are below 24 years or € 690 per month of stay if they are above 24 years plus costs for accommodation and study fees, etc..)
  • Travel itinerary
Before you leave:
VISA for [CZECHIA]

• Students will need to apply for a **Student Visa (more than 90 days)**.

• Note that the procedure for a visa takes a minimum of 2 months.

• Singaporean and Malaysian Passport holders could apply the student visa at the Embassy of the Czech Republic in Kuala Lumpur.

• Other passport holders would need to apply Czech Embassy in Jakarta or any Czech Mission abroad.

Before you leave:
VISA for [GERMANY]

- Students will need to apply for a **National D-type visa (more than 90 days)**.
- Note that the procedure for a visa takes a minimum of 2 months.
- German Embassy website: [https://singapur.diplo.de/sg-en/service/05-VisaEinreise/-/1349502](https://singapur.diplo.de/sg-en/service/05-VisaEinreise/-/1349502)
- After entering Germany, you will have to apply for a Residence Permit at the local "Auslaenderbehörde" (Immigration Office) if you are staying for more than three months.
- What documents do you need when submitting a National Visa application? *original copies*
  - 2 duly completed visa application forms (please ensure that you sign the forms)
  - Passport (valid at least 3 months longer than the intended stay, at least 2 free pages)
  - Employment pass, dependant’s pass, student pass, blue IC with re-entry permit or Singapore IC (please bring along a printout of your current Singaporean residence permit validity (no QR-Code)).
  - 2 recent passport photographs according to biometric specifications
  - recognized entitlement to university admission (e.g high school diploma or graduation examination certificate)
  - evidence of previous academic performance
Before you leave:

VISA for [GERMANY]

• What documents do you need when submitting a National Visa application? *original copies* (con’t)
  
  • letter of acceptance by a German university
  • curriculum vitae and degree certificate
  • proof of health insurance (travel health insurance) valid at least for the first 3 months of the stay
  • proof of German language knowledge (if lectures being held in German language; if lectures will be held in English: a confirmation of the university)
  • proof of finance of your stay in Germany with a minimum of Euro 853 per month by:
    • a blocked account at a German bank showing a minimum amount according to the duration of your intended stay (withdrawal limit of € 853 per month). OR
    • proof of sponsorship/stipend by a German institution.
    • a formal letter of obligation, according to paragraph §§66,68 of the Aliens Act, from a resident of Germany and for the duration of the applicant’s stay in Germany

**Proof of Finances** (equivalent to at least 10,000 € at your disposal for one year): When applying for a visa, you can provide evidence that you are able to meet your living costs in Germany by opening a blocked account (Sperrkonto).
Before you leave:  
VISA for [ITALY]

- You must apply and obtain a multiple entry study visa prior to your arrival in Italy.
- It is strongly recommended to start your visa application upon receipt of your Acceptance Letters/well in advance before your departure date, as the visa issuing procedure can and will take a while.
- Please contact the Italian Consulate for reference: [http://vistoperitalia.esteri.it/home/en](http://vistoperitalia.esteri.it/home/en)
- Non-EU students intending to stay in Italy for more than 90 days must apply for a "Permesso di Soggiorno" (Permit of Stay) within 8 working days following their arrival in Italy.
- What documents do you need for the visa application?
  - Entry visa application form
  - Recent passport-size photograph
  - Valid travel document (passport) whose expiry date is three months longer than that of the visa requested
  - Health insurance, if the foreign national is not entitled to health care in Italy by virtue of agreements or conventions in force with their country
  - Enrolment in approved or authorised programmes of Exchange/partnership/mobility resulting from national or European programmes (including Erasmus Plus), and collaborations between academic, scientific and educational establishments, and within the framework of agreements, conventions and implementing protocols with foreign universities
Before you leave:

**VISA for [LUXEMBOURG]**

- Home insurance: All students must take out a home insurance for their university accommodation. You can either choose an insurance company registered in the Grand duchy of Luxembourg (private insurance) but we strongly recommend you to take out the multi-risk insurance ALLIA offered by the University of Luxembourg.

- Health insurance: Please consider that all students in Luxembourg need to be covered by health insurance. Once you are in Luxembourg you will have to register at the Caisse Nationale de Santé (CNS) or Centre commun de la sécurité sociale (CCSS).

- The Embassy of Belgium in Singapore represents Luxembourg and therefore issues visas on its behalf. For long stay applications to Luxemburg, an original letter from the authorities in Luxemburg is necessary; refer to: [https://singapore.diplomatie.belgium.be/en/travel-to-belgium/visa/faq](https://singapore.diplomatie.belgium.be/en/travel-to-belgium/visa/faq)
Before you leave:
VISA for [POLAND]

• Students will need to apply for a National D-type visa (more than 90 days).
• Note that the procedure for a visa takes a minimum of 2 months.
• Other foreigners (from non-EU countries) are required to register their temporary address no later than in the 4th day of their stay in Poland.
• What documents do you need when submitting a D-type national visa application?
  • Travel document / Passport
  • Completed and signed visa application form
  • Biometric photo
  • Visa fee
  • Health insurance
  • Supplementary documents confirming:
    - the purpose of the visit,
    - possession of sufficient funds to cover the cost of entry, stay and departure from the territory of Poland;
    - the necessity of staying in the territory of Poland for more than 90 days within a half-year period.
Before you leave:  
VISA for [SPAIN]

- You will need to apply for a **Long Term Visa/National Visa (more than 90 days)**.
- You will be advised by the host Universities on how to apply for the Visa upon receiving the Acceptance/Offer Letter.
- Generally, the documents would include on the following:
  - Completed application form (completed, dated and signed) and ONE passport-sized photograph glued to application
  - Passport with required validity *(minimum of three months from the date of completion of their stay in the Schengen territory, with at least two blank pages available.)*
  - Acceptance Letter from host university
  - Letter of Participation from NTU *(to download via Student Resources, complete the necessary details and send word doc/bring hardcopy to our office for endorsement)*
  - Financial Proof *(please note the specific required amount/ period of deposit/ format)*
  - International Health Insurance (Please provide the NTU Group Travel Insurance COI and policy coverage details)

Please refer to the Embassy website for the latest update:  
Before you leave:
VISA for [SPAIN]

• Book an appointment with the Embassy online and you may proceed to present on the slot provided your completed application at CONSULAR SECTION at the following address:

7 Temasek Boulevard #39-00
Suntec City Tower 1
Singapore 038987.

• A non-refundable fee is required to process the application. FEE: 90.60 SGD. CASH ONLY. EXACT CHANGE. The fee will not be refunded in case of refusal. All applications must be submitted in the Embassy of Spain by the applicant in PERSON.
- The Embassy has full authority to evaluate, deny and request more documents than those submitted by the applicant.
- Processing Time: 10 working days approximately once all the information and documents are complete.
- Note that you can be requested for a personal interview to clarify some aspects of your application/travel.

Opening hours for application: Monday to Thursday - 9:30 to 12:00
For collection: Monday to Friday - 12:00 to 13:00.
Before you leave:
VISA for [SWITZERLAND]

- Non-EU citizens need a National Visa, and an early application is essential (immediately after receiving the letter of acceptance).
- You will be advised by the host Universities on how to apply for the Visa upon receiving the Acceptance/Offer Letter.
- **Singaporeans and Malaysians** do not need to apply for a National Visa. However, you must apply for a residence permit L for educational purposes within 14 days from your arrival in Switzerland. You will also be asked for a brief motivation letter and a standard CV in Italian. Your host University will assist you on this.
- Visa and residence permit fees usually amount to approx. CHF 350.
- Proof of financial solvency (~CHF 1’750. per month) is required for both visa and residence permit applications.

- Check if you need to apply for the National Visa:
  https://www.eda.admin.ch/countries/singapore/en/home/visa/entry-ch/more-90-days.html
- **Fees:** ~SGD 93, Processing time is approx. 8 – 12 weeks.
- Book an appointment with the Embassy to submit your application via VFS Global (online)
  **Embassy of Switzerland**
  1 Swiss Club Link
  Singapore 288162
  Opening hours: Mondays to Fridays except Public Holidays – 09:00 – 12:00
Before you leave:

VISA for [SWITZERLAND]

Please ensure that you keep a soft copy (take photo or scan), or photocopy after you got your Letter of Participation endorsed and have it with you during your full exchange period and travel, including the Acceptance Letter/Email from host University.

Letter of Participation can be downloaded via Student Resources https://global.ntu.edu.sg/GMP/gemexplorer/BeforeApplying/Pages/BrochuresStudentResources.aspx for your completion and bring to our office/through email for endorsement after receiving the Acceptance/Offer Letter.
Before you leave:
Health Insurance for [SWITZERLAND]

- Basic health insurance is mandatory by law in Switzerland and can be obtained after the student’s arrival. Detailed information will be provided during the Orientation Week.

- Non-EU residents must purchase Swiss health insurance (currently approx. CHF 65 per month); international health insurance obtained in the home country is usually not sufficient.

- Please provide the NTU Group Travel Insurance COI and policy coverage details to your host University to be exempted from Swiss health insurance. So far, we did not hear any feedback that students are required to purchase additional health insurance.
Before you leave:

VISA for [UNITED KINGDOM]

- Depending on the nationality, you may not be required to apply for VISA in advance.
- For Singaporean students, you do not need to apply for a VISA in advance.

You will be issued a Short-Term Study Visa (if attending exchange for less than 6 months) upon arrival to the UK Border. For more information, you may visit the following link [https://www.gov.uk/check-uk-visa/y/singapore/study/six_months_or_less](https://www.gov.uk/check-uk-visa/y/singapore/study/six_months_or_less). Please note that this will be a single entry visa.

For other Nationalities, you may visit the following website [https://www.gov.uk/check-uk-visa](https://www.gov.uk/check-uk-visa) to check if you need to apply for a visa. If you do not need to apply for a visa, it means that you will be issued a stamp (Short-Term Study Visa) upon arrival, just like Singaporean students.

**Note:** You cannot get the stamp via ePassport gates. In other words, you will have to enter UK through the manual counter upon arrival.

Following documents will be required:
- Acceptance/Office Letter from host University
- Letter of Participation (which can be downloaded via Student Resources [https://global.ntu.edu.sg/GMP/gemexplorer/BeforeApplying/Pages/BrochuresStudentResources.aspx](https://global.ntu.edu.sg/GMP/gemexplorer/BeforeApplying/Pages/BrochuresStudentResources.aspx) for your completion and bring to our office/through email for endorsement after receiving the Acceptance/Offer Letter)

Please ensure that you keep a soft copy (take photo or scan), or photocopy after you got your Letter of Participation endorsed and have it with you during your full exchange period and travel, including Acceptance Letter/Email from host University.

If you are applying for the Short-Term Study Visa, you may need original Letter of Participation.
Before you leave:

VISA for [UNITED KINGDOM]

- The application for Short-term study visa could take from 15 days to 3 months.
- There is a requirement for financial documentation.
- **Fee: £97 for a 6 month visa**
- For latest information, please visit [https://www.gov.uk/study-visit-visa](https://www.gov.uk/study-visit-visa).
Before you leave:
Overseas Trip Notification (MINDEF)

- Apply for your Exit Permit, if necessary.
- NSmen and Regulars only
- NS Portal – www.ns.sg
Before you leave: Health Check-up & Medications

- Does your Host University require a medical check-up?

- Recommended to take a health check-up in Singapore as medical care abroad is costly.

- Does the area that you travel to require any type of vaccinations required? Eg. Typhoid, Tetanus...

- Extra supplies of regular medications. Bring ORIGINAL doctor’s prescription for customs clearance.
Before you leave: Accommodation

- Are you staying on-campus or off-campus?

- Have you secured your accommodations?

- Book accommodation as early as possible

- If you are considering off-campus accommodations, check with seniors who have been on exchange in the same area/school previously
Before you leave: Money & Currency

- Check on local **currency regulations**. The country you are visiting might require a currency declaration upon arrival and departure.
- Ensure that you have **enough funds** for the entire stay, including extensions.
- Check if it’s possible to **open a local bank account** in host country.
- Carry **some local currency** of your host country and do not carry too much cash.
- Use of credit cards. **Activate debit/credit card** for overseas use. Keep all receipts in case of fraud.
- Use of travelers’ cheques. Keep a separate record.
- **Departure Taxes** (if applicable). Ensure you have **enough local currency to pay this tax** before departing the country.
Before you leave: Quick Tips

- Pack appropriately for the weather conditions.
- Monitor media reports on your destinations.
- Be sensitive to local customs and dress codes.
- Use good judgment. If in doubt, consult your buddy, group leader or host coordinator.
- Do not hitch-hike. It is not a safe way of travelling.
- Bring suitable power adaptors. Do you need laptops?
- Store local emergency numbers
- Store soft copies of your passport, visa, identity cards in secured but easily retrievable platforms
- When travelling, be more aware of your surroundings and belongings.
Before you leave: Know the Conditions and Customs

- Comply with local laws concerning alcohol consumption, driving, protection of wild life etc.,

- Take note of amount of alcohol intoxication that would result in legal implications and/or compromise your welfare and safety.

- Do note that Singapore has very strict laws on controlled/illegal drugs. Cannabis is illegal in Singapore but legal in Canada, some states in the US and some parts of Europe and Asia.

- The possession and consumption of illegal drugs outside of Singapore by Singapore citizens and Permanent Residents are still considered offences punishable by Singaporean law.
OGEM STRICLY ADVISE AGAINST:

• OGEM/NTU strictly advise against use of any controlled/illegal drugs.
• This is crucial for all outbound exchange students to note, as the consequences are severe:

Imprisonment for up to ten (10) years;
A fine of up to (but not more than) S$20,000;
Or both of the above penalties.
WHILE YOU ARE THERE...
WHILE YOU ARE THERE...

1. GEM Mobility Portal
2. Be An Ambassador for NTU
3. Academic Matters
4. Personal Safety and Security
5. Chain of contact
6. Sanitary and Health Conditions
While you are there:
Post-decision Questionnaire via GEM Mobility Portal

• **MUST** complete the following Questionnaires via GEM Mobility Portal Link:
  [https://gem.ntu.edu.sg/](https://gem.ntu.edu.sg/)

<table>
<thead>
<tr>
<th>Questionnaire Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEM Explorer: Overseas Contact Details and Address (Version #4)</td>
<td></td>
</tr>
</tbody>
</table>
• Be punctual for classes and participate fully in official activities ie. Study Abroad Fair

• Do not miss classes without valid reasons.

• Exhibit ambassadorial qualities as you represent NTU and Singapore.

• Attend Host University’s Orientation

• Seize any opportunity to promote NTU and Singapore to your new friends

• When travelling, surround yourself with people you can trust. Keep your families updated of your whereabouts.

• Be alert and ensure you don’t lose any of your travel documents.
While you are there:
Be An Ambassador for NTU

GEM Trailblazer Brochure

Exchange Info Sheet
While you are there: Academic Matters

- Add courses **only after you have obtained school’s approval**.
- Dropping courses. Check if this will affect your visa status. There is a minimum number of credits/courses required tagged to your student visa/ stay in the country. Do not compromise your stay by taking less courses than required.
- Students are required to complete the full exchange programme at the Host University including examinations.
- Successful completion of program is needed for credit transfer. Your personal trips should not jeopardize your studies.
- NTU course registration for the new semester.
Avoid isolated, unfamiliar places, or places with a high crime rate.

Plan carefully. Bring enough cash for the day. Do not flaunt expensive jewellery.

Travel in groups. Watch out for each other.

Share the driving load. Note local norms.

Always work within the legal framework of the host country. If in doubt, try to give in even if it costs more money.

**Misuse of Drugs Act (CHAPTER 185)**

Consumption of drug outside Singapore by citizen or permanent resident

8A.—(1) Section 8(b) shall have effect in relation to a person who is a citizen or a permanent resident of Singapore outside as well as within Singapore where he is found as a result of urine tests conducted under section 31 to have smoked, administered to himself or otherwise consumed a controlled drug or a specified drug.

(2) Where an offence under section 8(b) is committed by a person referred to in subsection (1) in any place outside Singapore, he may be dealt with as if that offence had been committed within Singapore.
1. While it is good to make new friends during your exchange, please remain vigilant if you plan for weekend travel together. Surround yourself with people you know very well and trust.

2. Learn to keep a distance and be more cautious of the kind of information you share.

3. Always keep your families and trusted friends of your whereabouts and travel plans.
Nominate a leader!

1. As most of you may be heading to the same host university, it may be helpful to form a common group chat
2. Nominate a leader and a deputy for your host university group
3. Inform GEM Explorer!
4. The leader and deputy will be the point of contact for OGEM
Who to contact should something unexpected happen??

1. Assess the *seriousness* of the situation
2. Always keep your family updated!
3. Inform your Host Coordinator and then GEM Explorer!

Contact your Host Coordinator → Inform GEM Explorer and Student Leader → Call Police? iSOS?
While you are there:
Chain of contact CONT’

IMPORTANT Contacts you MUST have!

1. **Your Host University’s Emergency Number**
   (Please get hold of this number as soon as you arrive at your Host University)

2. **Insurance 24/7 Hotline**
   (You will be informed once the travel insurance details are confirmed.)

3. **International SOS**: +65 6338 7800
   (NTU Membership No.: 02AYCA089601)

4. **GEM Explorer Hotline**: +65 6790 5878
   (working hours only)

5. **Ministry of Foreign Affairs**: +65 6379 8800 / 8855
   (24-hour hotline)
While you are there:
Sanitary and Health Conditions

• Know your body and **watch what you eat**
• Bring a **basic first-aid kit**.
• If possible, avoid contact with wild birds and animals.
• Wash your hands regularly with soap and water.
• Overseas Singaporeans Networks
  • SIF ([www.sif.org.sg](http://www.sif.org.sg))
  • Overseas Singaporean Unit ([www.overseassingaporean.sg](http://www.overseassingaporean.sg))
WHEN YOU RETURN TO NTU...
When you return to NTU...

1. Academic Transcript and Credit Transfer
2. Pay Outstanding Fees
3. Stay Involved and Spread the Word
4. Share your journey
When you return to NTU: 
Academic Transcript & Transfer of Credit

- **Different system** for issuing transcript. Some universities send transcripts to NTU directly (i.e. Berkeley). Others require you to order the transcript (i.e. UCLA).

- Mailing address to indicate OGEM’s office:
  
  Office of Global Education and Mobility  
  Nanyang Technological University  
  42 Nanyang Avenue,  
  Student Services Centre, Level 1,  
  Singapore 639815

- If transcript is sent to OGEM, you will be notified by One Stop when it is ready for collection. If transcript is sent to you directly, please send OGEM a copy for verification purposes.

- Upon receiving your transcript, kindly upload it onto the system via GEM Mobility Portal for credit transfer. You would be informed on the instructions in due course.
When you return to NTU:
Pay Outstanding Fees

- Transcript may be *withheld* if you have *outstanding fees* owed to the Host University or service providers.

- Double-check your library, telephone and rent accounts.
When you return to NTU:
Stay Involved and Spread the Word

• Keep up the international outlook and spread the experience to your juniors.

• Participate in outreach activities such as information sessions, GEM Fair and buddy programs

• Join GEM Club! – note that auto membership to all GEM Explorers.
When you return to NTU: Share your journey

- Pay it Forward - You are required to fill-up a survey form when you return. These information will greatly help OGEM to review the programme and continuously improve to benefit NTU Students even more!

- Photos! Snap away! Good photos may be showcased!
Before you leave…

- GEM Mobility Portal
- Health and Travel Insurance
- iSOS
- Register with MFA
- Travel Documents
- Overseas Trip Notification (MINDEF)
- Health Check-Up & Medications
- Accommodation
- Money & Currency
- Know The Local Conditions and Customs
- Minimising Jet Lag

While you are there…

- GEM Mobility Portal
- Academic Matters
- Personal Safety and Security
- Sanitary and Health Conditions
- Be An Ambassador for NTU

When you return to NTU…

- Academic Transcript and Credit Transfer
- Pay Outstanding Fees
- Stay Involved and Spread the Word
- Share your journey
Our Schedule for Tonight:

- Central Narcotics Bureau on Misuse of Drugs Act
- **OGEM briefing**
- NTU Well Being Centre
- International S.O.S
- Ice Breaker Game
Our Schedule for Tonight:

- Central Narcotics Bureau on Misuse of Drugs Act
- OGEM briefing
- **NTU Well Being Centre**
- International S.O.S
- Ice Breaker Game
Our Schedule for Tonight:

- Central Narcotics Bureau on Misuse of Drugs Act
- OGEM briefing
- NTU Well Being Centre
- **International S.O.S**
- Ice Breaker Game
WE WISH YOU A PLEASANT JOURNEY~