

Pre-Arrival Services



Pre-Arrival Service Online Booking System



Student Pre Arrival Guide



A screenshot of the JCU Singapore website as viewed in a Windows Internet Explorer browser. The browser's address bar shows 'http://www.jcu.edu.sg/'. The website header includes the JCU Singapore logo and navigation links: 'About us | Enrolment | Contact us | Feedback | Ask a question | Staff profiles | News'. Below the header is a main navigation menu with categories: HOME, COURSES, CAREERS, CAMPUS LIFE, RESEARCH, EVENTS, BLOGS, and a SEARCH box. The 'CAMPUS LIFE' category is expanded, showing a sub-menu with the following items: 'Arrival in Singapore' (circled in red), 'Living in Singapore', 'Accommodation in Singapore', 'Calendars and Timetables', 'Student E-Services', 'Campus Facilities', 'Student Clubs and Societies', and 'Contests & Promotions'. On the left side of the page, there is a 'Find your course' section with three dropdown menus: 'Select a course', 'Select type of study', and 'Select a program'. Below this are sections for 'STUDENTS' and 'ALUMNI' with various links like 'Learn JCU Portal' and 'JCU Australia Web Mail'. At the bottom, there are sections for 'CAREERS', 'EMPLOYERS', 'NEWS', 'EVENTS', 'ABOUT US', and 'CONTACT US'. The 'NEWS' section features a red announcement: 'RSVP for our Course Previews! IT(18 Jan), Business (20 Jan), Psychology (25 Jan) & MGC/ME (27 Jan)! Click for more details'. The 'ABOUT US' section lists 'About JCU Singapore', 'Message from Vice Chancellor', 'Message from CEO', 'Campus Culture', and 'Our Quality Assurance'. On the right side, there is a list of services: 'Questions . Education . Master of Guidance & Counselling . Business Courses . Campus Activities . International Tourism . Psychology Clinic . @jcu_singapore . Psychology . JCU Singapore Official Facebook Fan Page . Student E-Services .'. The browser's taskbar at the bottom shows several open applications, including 'Public Entertainment Lice...', 'About me. In Point Form...', 'Online Help and Support...', and 'http--localhost8080-JCU...'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'.

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Arrival in Singapore - Windows Internet Explorer

http://www.jcu.edu.sg/Home/CampusLife/tabid/74/SuperStructureID/14/Default.aspx

File Edit View Favorites Tools Help

Arrival in Singapore

HOME COURSES CAREERS CAMPUS LIFE RESEARCH EVENTS BLOGS

Home · Campus Life · Arrival in Singapore

Arrival in Singapore

Welcome to JCU Singapore!

Before departing for Singapore, you should have made prior arrangement with JCU Singapore Airport Pick Up Service for a friend, smooth and seamless transfer to your accommodation in Singapore. When embarking on Singapore, there are important information that you should be aware of to ease the immigration and customs clearance process.

Do click on the respective below for useful information that you should know before departing from your home country and arriving in Singapore.

For more information, please contact us at meetngreet@jcu.edu.sg.

LEARN MORE

- Airport Pick Up Service**

All international students are eligible to request for an airport pick up service. Each student is granted access to our [Online Pre-arrival System](#) found on this page.

You are required to accomplish the details on required fields such as your flight details and accommodation preferences. If

STUDENT CLUBS

- Student Council
- Basketball Club
- Cricket Club
- Dragonboat Club
- Football Club
- Table Tennis Club
- Dance Club
- Language Club
- Toastmasters Club
- Volunteers Club
- Community Service Club
- Music Club
- Other

STUDENT'S SAY

A photograph showing a group of people sitting around a table in a dining or meeting area.

CONTACTS

DOWNLOADS

- Leave of Absence Form
- Lost & Found Report Form
- Locker Rental Form
- Student Referral Form

ASK A QUESTION

Done

Internet | Protected Mode: Off

100%

Student Pre Arrival Guide

Step 1. Select **Log In** button. Enter your Student ID (8 digit number) and date of birth (ddmmyyyy) and click



(Figure 1).

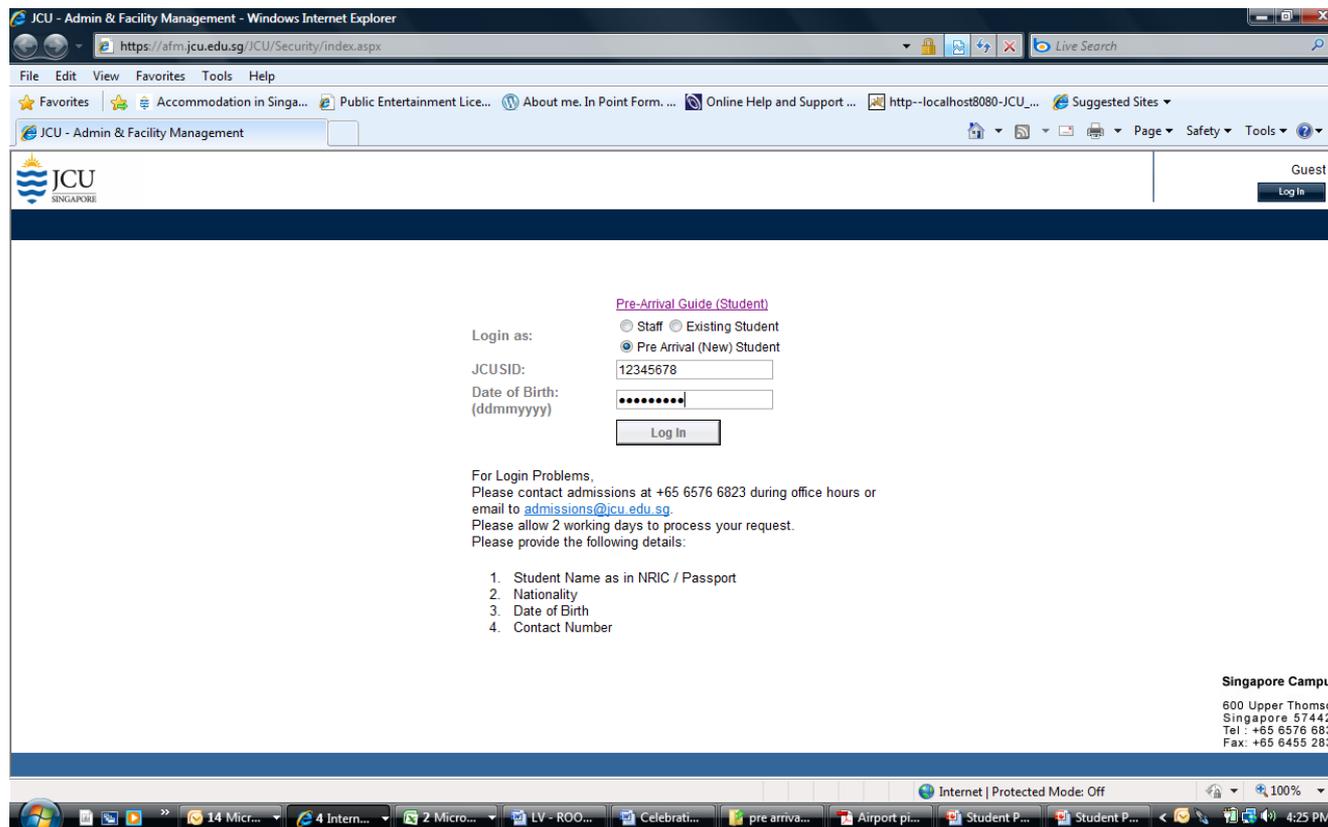
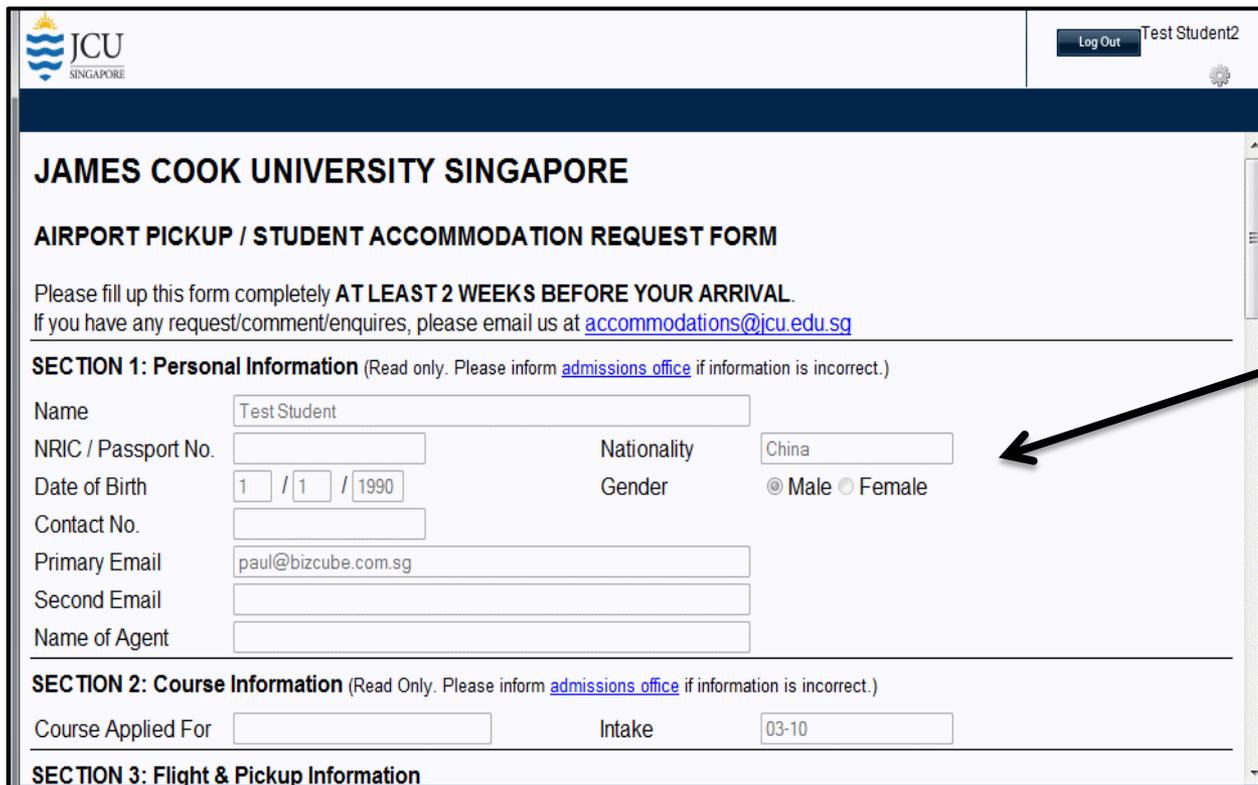


Figure 1. Login page

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Step 2. Upon successfully logging into to the JCU system, you will be directed to your pre-arrival form. Fill in the pre-arrival form as completely as possible.



The screenshot shows the JCU Singapore website interface for the 'AIRPORT PICKUP / STUDENT ACCOMMODATION REQUEST FORM'. The page header includes the JCU Singapore logo and a 'Log Out' button for 'Test Student2'. The main heading is 'JAMES COOK UNIVERSITY SINGAPORE' followed by the form title. A note instructs users to fill out the form at least 2 weeks before arrival and provides an email for inquiries. The form is divided into three sections: 'SECTION 1: Personal Information', 'SECTION 2: Course Information', and 'SECTION 3: Flight & Pickup Information'. Section 1 contains fields for Name, NRIC/Passport No., Date of Birth, Contact No., Primary Email, Second Email, Name of Agent, Nationality, and Gender. The 'Nationality' field is highlighted with a red box and an arrow pointing to it from a text box on the right.

Name	Test Student		
NRIC / Passport No.		Nationality	China
Date of Birth	1 / 1 / 1990	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Contact No.			
Primary Email	paul@bizcube.com.sg		
Second Email			
Name of Agent			
Course Applied For		Intake	03-10

Personal particulars have automatically been keyed in by Admissions. Student do not have permissions to edit his personal details, to avoid information being changed without prior notice to admissions staff. If students intend to make changes to their particulars, they are required to notify Admissions through admissions@jcu.edu.sg

Figure 2. Pre-Arrival Form

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Step 3. Fill in your arrival details, ensuring that fields marked with an asterisk (*) are accomplished, otherwise your submission will be unsuccessful. For students with accompanying guests, kindly ensure that the guest(s) particulars are completed especially the relevant travel document numbers and gender.

Arrival Details

I will arrive independently

I require arrival service *(* The following fields are mandatory)*

*** Arrival by :**

Airport Airline Flight No Terminal

Ferry Ferry No Terminal

Others

*** Arrival Date and Time**

Accompanying Family Members *(Only applicable for family members travelling along)*

Name Gender Male Female

NRIC/Passport No Relationship

If your arrival details change, please re-login and amend accordingly.

Apply for Student Accommodation (Off-campus Hostel) Yes No

Figure 3. Arrival Details page

Student Pre Arrival Guide

Step 4. Submit Accommodation Details

Apply for Student Accommodation (Off-campus Hostel) Yes No

Click [here](#) for accommodation options and rates. Choice is subjected to availability.

Contract Terms: 7 Days (Temp stay) 4 Months (One Semester stay)

Hostel Rate Type Check-in Date

Other Preferences (for student do not wish to stay at student hostel)

Please note that any other accommodation preferences you choose requires a temp stay till you have valid passes to enter an agreement.

Preference 1

Preference 2

Preference 3

Figure 4. Accommodation Details page

Note: Once the link is clicked for accommodation rates, there will be a pop window which shows all the possible options based on chosen criteria(figure shown next page)

Student Pre Arrival Guide



Note 1: You may search for options by choosing from each respective criterion.

Accommodation Search

Please search for your accommodation using the criteria below:

Type of Accommodation	<input type="checkbox"/> Hostel <input type="checkbox"/> Service Apartment
Rate Type / Duration of Stay	<input type="checkbox"/> 4 Mths <input type="checkbox"/> 6 Mths <input type="checkbox"/> 7 Days
Type of Room	<input type="checkbox"/> Single <input type="checkbox"/> Single w/ Toilet
	<input type="checkbox"/> Twin-sharing <input type="checkbox"/> Twin-sharing w/ Toilet
	<input type="checkbox"/> Quad-sharing <input type="checkbox"/> Sixth-sharing
Price Range <small>(Prices converted to monthly rate for comparison)</small>	between SGD\$ <input type="text"/> and SGD\$ <input type="text"/> per month
<input type="button" value="Search for matching criteria"/>	

Figure 5. Accommodation Search

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Note 2. The system will generate the best possible search matches based on what you have opted for.

Accommodation Search

Please search for your accommodation using the criteria below:

Type of Accommodation Hostel Service Apartment

Rate Type / Duration of Stay 4 Mths 6 Mths 7 Days

Type of Room Single Single w/ Toilet

Twin-sharing Twin-sharing w/ Toilet

Quad-sharing Sixth-sharing

Price Range (Prices converted to monthly rate for comparison) between SGD\$ and SGD\$ per month

1 record(s) found.

Location	Accom Type	Room Type	Rate Type	Amount	Deposit	Utility Deposit	Registration Fee	Approx. Monthly Rate	Additional details at
94 Student Hostel	Hostel	Twin-sharing	4 Mths	\$2,054.40	\$500.00		\$107.00	\$513.60	

Figure 6. Accommodation Match(es)

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Note 3. If you do not prefer to stay on any of the available accommodation options, you may indicate at least 3 preferences based on the below categories

Figure 6. Accommodation Categories Drop Down portion

Apply for Student Accommodation (Off-campus Hostel) Yes No

Click [here](#) for accommodation options and rates. Choice is subjected to availability.

Contract Terms:

7 Days (Temp stay)

4 Months (One Semester stay)

Hostel

Rate Type

Check-in Date

Other Preferences (for student do not wish to stay at student hostel)

Please note that any other accommodation preferences you choose requires a temp stay till you have valid passes to enter an agreement.

Preference 1

Preference 2

Preference 3

- Select --
- Select --
- Any service/private apartment with monthly rental range of S\$800 – S\$1000 for single room
- Any service/private apartment with monthly rental range of S\$650 – S\$800 for twin-sharing room
- Any service/private apartment with monthly rental range of S\$550 – S\$650 for quad-sharing room
- Any service/private apartment for female students only
- Any Housing Development Board (HDB) housing via external property agent service

Note 4. However, having chosen these categories still require you to book for a temp stay for 7 days, which serves as an interim period for you to collect your Student Pass. By Singapore Laws, any individual is not eligible to sign any form of binding document without a valid Singapore residence status.

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Note 5. If you do not wish to request for accommodation assistance, you may click NO. However, you are still required to indicate your complete drop off address for the pick up team's reference.

Apply for Student Accommodation (Off-campus Hostel) Yes No

Please indicate your drop off point if you choose our arrival service:

Apply for Family Member Accommodation (Off-campus Hostel) Yes No

Hostel 94 Student Hostel ▼

Rate Type Twin-sharing (7 Days \$266.00) ▼

Check-in Date 

*Choice is subjected to availability.

Save & Submit Form

Save Form Only

Unlock Form for Student Amendment

Figure 7. Drop off Address

Note 6. For students travelling with guest(s), you are also required to choose the guest(s) accommodation preferences should you require university accommodation assistance.

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Note 7. If prior arrangements for both you and your family have been made, you may click NO and declare both yours and your family's drop off address.

Apply for Student Accommodation (Off-campus Hostel) Yes No

Please indicate your drop off point if you choose our arrival service:

Apply for Family Member Accommodation (Off-campus Hostel) Yes No

Please indicate your drop off point if you choose our arrival service:

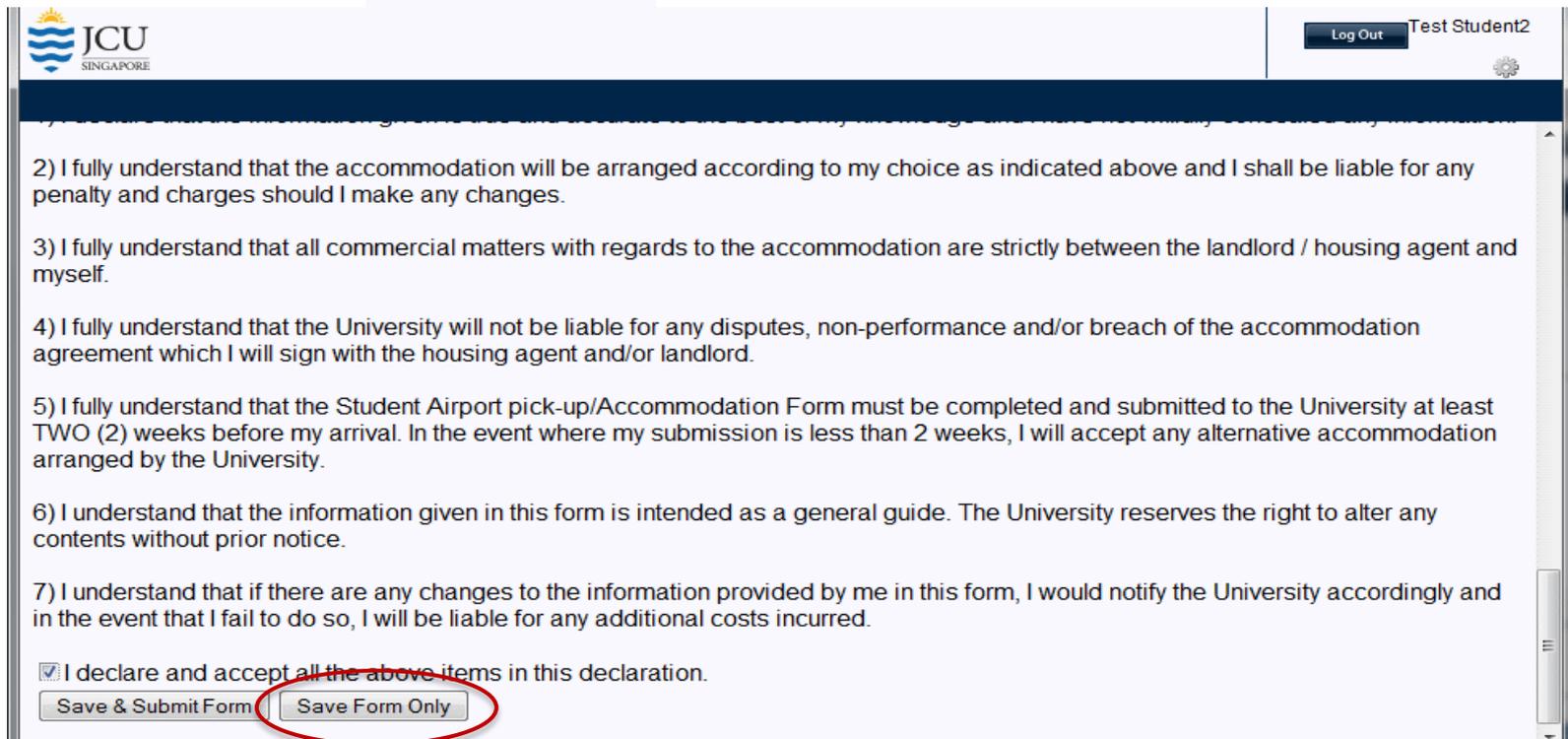
Save & Submit Form Save Form Only Unlock Form for Student Amendment

Figure 7. Drop off addresses for Student and Family

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Step 3A. Upon completion of the form, you have an option of saving the form for review, or if there are missing details you need to accomplish later by clicking on **“Save Form Only”**

Save Form Only



JCU SINGAPORE

Log Out Test Student2

2) I fully understand that the accommodation will be arranged according to my choice as indicated above and I shall be liable for any penalty and charges should I make any changes.

3) I fully understand that all commercial matters with regards to the accommodation are strictly between the landlord / housing agent and myself.

4) I fully understand that the University will not be liable for any disputes, non-performance and/or breach of the accommodation agreement which I will sign with the housing agent and/or landlord.

5) I fully understand that the Student Airport pick-up/Accommodation Form must be completed and submitted to the University at least TWO (2) weeks before my arrival. In the event where my submission is less than 2 weeks, I will accept any alternative accommodation arranged by the University.

6) I understand that the information given in this form is intended as a general guide. The University reserves the right to alter any contents without prior notice.

7) I understand that if there are any changes to the information provided by me in this form, I would notify the University accordingly and in the event that I fail to do so, I will be liable for any additional costs incurred.

I declare and accept all the above items in this declaration.

Save & Submit Form Save Form Only

Figure 8. Saving and / or Submitting the form

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Note 8. Kindly ensure to read the IMPORTANT NOTES carefully and fully understand the terms and conditions before submitting the form.

IMPORTANT NOTES

1. Bookings are made on a first-come, first-serve basis. Submission of Student Airport Pickup/ Accommodation Form as early as possible is encouraged.
2. The University does not have in-house hostel accommodation. Instead we provide exclusive accommodation rate through our hostel network. When space is available, such accommodation can be extended to parents on the short term and availability basis.
3. For hostel arrangement, students are required to pay:
 - Equivalent to One (1) month rental as deposit - refundable if student fulfilled the contractual obligations.
 - Three (3) months rental in advance
 - Hostel administration feeAll payments are subjected to prevailing Good and Services Tax.
4. For students who prefer private apartments or HDB Houses, the University will assist in introducing appointed Licensed Property Agents to source the preferred accommodation. Students need to be prepared for the following payments to be made:
 - One (1) month's rental as deposit – refundable at the end of lease term
 - One (1) month rental in advance
 - Property Agent's commission – up to one (1) month rental fee
 - Stamp Duty Fee

For more details or enquiries on student accommodation, please email to accommodations@jcu.edu.sg

Figure 9. Important Notes

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Step 3B. To submit the form, confirm the declaration and then click on “**Save & Submit Form**”. Once you have confirmed the form, most of your details will be locked. Ensure to read through the corresponding terms and conditions. To make changes to your form, please contact the accommodations@jcu.edu.sg after submission.

DECLARATION

1. I declare that the information given is true and accurate to the best of my knowledge and I have not willfully concealed any information.
2. I fully understand that the accommodation will be arranged according to my choice as indicated above and I shall be liable for any penalty and charges should I make any changes.
3. I fully understand that all commercial matters with regards to the accommodation are strictly between the landlord / housing agent and myself.
4. I fully understand that the University will not be liable for any disputes, non-performance and/or breach of the accommodation agreement which I will sign with the housing agent and/or landlord.
5. I fully understand that the Student Airport pick-up/Accommodation Form must be completed and submitted to the University at least TWO (2) weeks before my arrival. In the event where my submission is less than 2 weeks, I will accept any alternative accommodation arranged by the University.
6. I understand that the information given in this form is intended as a general guide. The University reserves the right to alter any contents without prior notice.
7. I understand that if there are any changes to the information provided by me in this form, I would notify the University accordingly and in the event that I fail to do so, I will be liable for any additional costs incurred.

I declare and accept all the above items in this declaration.

Save & Submit Form

Figure 10. Declaration

Upon clicking this button, the information you indicated on the form will be sent to respective pre-arrival staff for their action. An email acknowledgement notification for both airport pick up and accommodation arrangements will be sent to you within 2 working days upon **successful submission** of your application.