Welcome! This PDF serves to guide you through the steps of submitting your application if you are applying under one of the following Non-Graduating (Local) programmes:

- H3 Advanced Placement
- NUSHS Advanced Placement
- Young Artist Programme
- Non-Exchange (Pre-University) Programme
- NUS-MINDEF Cyber NSF Work-Learn Programme
- Internal Blended Learning Online Courses (iBLOCs)
- Special Term RNS Men

Contents

1. **Before Applying**

Please read the instructions before proceeding with your application.
Note: Remember to add the site https://myapplications.nus.edu.sg to your allowed/trusted sites in your internet browser if you are using a pop-up blocker.

a) Select **Exchange/Non-Exchange Student** from the drop-down list.

Please identify yourself: I am

NUS Alumnus (no R&G voucher)
NUS Alumnus (with R&G voucher)
NUS Trainees (with SGUnited Traineeship vouchers)
Member of the Public
Corporate Sponsored Staff
NUS E&A Staff
Exchange/ Non-Exchange Student

▸ **Do you have question**

b) Select **Non-Graduating (NG) Programme** to proceed.

c) You are required to create a new account if you have not registered before.

Login to Existing User Account

If you have an existing online application account, or have previously submitted an application via this portal, please enter your Email ID and Password that was used to create your account.

*Email ID: [?]

*Password: [?]

| Login | Forgot Password |

Important! You will be locked out from this Portal after 7 unsuccessful attempts to login.

Click on "Register New User Account" button if you have NEVER created a User Account on the NUS Online Application Portal before.

| Register New User Account |

d) Please note that all fields are mandatory, except for NUS Email ID.

User Guide for NUS Online Application Portal
For Non-Graduating Local Programmes
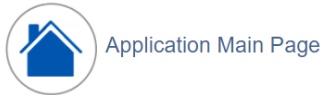
Item	Field	Remarks
	Register New Account	
1.	Email ID	− Please use an email address that you commonly use. This will be your User Name to log in to your account and for correspondence on your application.
2.	Residency Status	− Please indicate if you are an **International**, **Singapore Citizen** or **Singapore PR** student.
3.	National ID Type	− For International Students who have a <u>valid</u> Student's Pass, please choose the option '**Foreign Identification No**' from the drop-down list. Otherwise, please choose '**Passport No**'.
4.	National ID (NRIC/FIN/Passport No)	− For International Students who do not have a valid pass, please ensure that your passport has a valid expiry date before departing to Singapore. (If your passport has expired and you are in the process of getting a new passport, please indicate your old passport number when registering a new account and email a scan copy of your new passport to nghelp@nus.edu.sg as soon as you have it.)
5.	Date of Birth **(DD/MM/YYYY)**	− This field will be auto-filled by the system based on the data entered when creating account. Please ensure that the date of birth provided is as printed on your NRIC/FIN/Passport.
6.	• First (Given Name) and Middle Names • Last Name/Surname (Family Name) • Official Name	− The field for 'Official Name' will be auto-filled by the system based on the first and last names you had provided. If it is not in the order as reflected in your NRIC/ FIN/ Passport, please change accordingly in the textbox. − If your name consists of non-English letters/vowels/characters (e.g. |, ö, ä, æ, ï, β), please replace them with the corresponding English alphabetical character(s) when you enter it in the online application form. − If you try to use any non-English character(s), the system will prompt an error message.
7.	Password	− Your password <u>must</u> fulfil the following rules: a) at least **8** characters in length b) contain at least **one** alphabet c) contain at least **one** number d) contain at least **one** uppercase letter e) contain at least **one** lowercase letter f) contain at least **one** symbol g) **Cannot** contain any part of **your name**

Once your account has been successfully created, you should receive an automated email informing you of the account creation in your email inbox or junk/spam folder. **Please remember to check the junk/spam folder of the email you had indicated, as it may be sent to that folder instead of your inbox. If you did not receive the email after one day, please write to nghelp@nus.edu.sg for assistance.**

2. Application Main Page

a) Once you have successfully logged in, click on 'Submit New Application' to start your application.
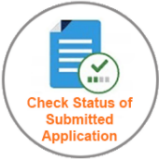

b) Select from the drop-down list the correct programme that you are applying for.

Below are the description for the words used in the lists.

	Word(s)	Remarks
Academic Year & Semester	-	Please refer to the NUS Academic Calendar (Quicklinks) for exact dates.
Student Category	H3 Adv Placement Student	Applying for NUS H3 programmes – H3 (SRP), H3 (Coursework) and H3 (Research).
	NUSHS Adv Placement Student	NUS High School students.
	Young Artist Programme Student	Applying for the Young Artist Programme under Yong Siew Toh Conservatory of Music, NUS.
	Non-Exchange (Pre-University) Student	Applying for the Non-Exchange (Pre-University) Programme under Department of Electrical & Computer Engineering, NUS.
	NGNE (SoC MINDEF Cyber NSF)	Applying for NUS-MINDEF Cyber NSF Work-Learn Programme under School of Computing, NUS.

	Internal BLOC (Faculty)	RNS men applying for NUS iBLOCs with reserved Undergraduate placement at: - Faculty of Arts and Social Sciences: FASS - School of Business: BIZ - School of Computing: SOC - College of Design and Engineering: CDE - Faculty of Law: LAW - School of Nursing: NUR/MED - Yong Siew Toh Conservatory of Music: MUS - Faculty of Science: FOS - Multidisciplinary Programme (Computer Engineering): CEG - College of Humanities and Sciences: CHS
	Special Term RNS (Faculty)	RNS men applying for NUS Special Term modules with reserved Undergraduate placement at: - Faculty of Arts and Social Sciences: FASS - School of Business: BIZ - School of Computing: SOC - College of Design and Engineering: CDE - Faculty of Law: LAW - School of Nursing: NUR - Yong Siew Toh Conservatory of Music: MUS - Faculty of Science: FOS - Multidisciplinary Programme (Computer Engineering): CEG - College of Humanities and Sciences: CHS
Level of Study / Sub-Programme	H3 (SRP)	Refers to H3 Science Research Programme (SRP).
	H3 (Coursework)	Reading NUS module(s) as a H3 Taught subject.
	H3 (Research)	Refers to H3 Humanities & Social Sciences Research (HSSR) Programme.

c)   Click on 'Apply Now' to proceed.

3. Selection of Module(s)

a) All applicants are required to indicate the intended **Semester(s) of Stay**. Please refer to the NUS Academic Calendar (Quicklinks) for exact dates.

Year of Study during Study Abroad field is not required for Non-Graduating (Local) programmes.

Semester(s) of Intended Study at NUS

Select Semester(s) of Stay   [Select Semester(s) of Stay ▼]   Year of Study During Study Abroad   [▼]

Applicants intending to study at NUS for more than one semester / one part of the Special Term will be informed to add modules in the subsequent semester / part of the Special Term in the middle of the semester / part of the Special Term. Please refer to the NUS Academic Calendar for exact dates.

Students should select year of study during study abroad based on the expected year of study in their programme.

#ST = Special Term.

Student Category	Intended Semester(s) of Stay
H3 Science Research Programme (SRP)	Semester 1 & 2
H3 (Coursework)	Semester 2
H3 Humanities and Social Sciences Research (HSSR) Programme	Semester 2 & ST Parts 1 & 2
NUSHS Adv Placement	Semester 1 or Semester 2
Young Artist Programme	Semester 1 or Semester 2
Non-Exchange (Pre-University) Programme	Semester 1 or Semester 2 or ST Part 1
NGNE (SoC MINDEF Cyber NSF)	Semester 1 or Semester 2
iBLOC	Semester 2 & ST Part 1
Special Term RNS	ST Part 1 or ST Part 2 or ST Parts 1 & 2

b) You will need to click on "Add/Select New Module" button to add new modules. Upon clicking the button, a notification will prompt you to read the module selection tips before selecting a module. Click OK.

Module Details

Rank	Faculty	Module Code	Module Title	Grading Basis	Class Nbr	MCs	More module info	Delete
0							More module info	Delete

[Add/Select New Module]   ← To add modules, click here.

Message

Please read the module selection tips before selecting a module (0,0)

[OK]

c) You can search for modules as follows:
- If you know the module code, enter the module code.
- Select the "Faculty" which is offering the module.
- Enter partial module code or module title.

Student Category	Module(s) Available
H3 Science Research Programme (SRP)	Not required to select module. Please skip Steps 3c to 3g and proceed on to the next step of your application.
H3 (Coursework)	1. GEC1007 Geopolitics: Geographies of War & Peace
H3 Humanities and Social Sciences Research (HSSR) Programme	1. ASP1201CH (for Chinese Studies) 2. ASP1201EC (for Economics) 3. ASP1201EN (for English Literature) 4. ASP1201GE (for Geography) 5. ASP1201HY (for History) 6. ASP1201MS (for Malay Studies)
NUSHS Adv Placement	Please refer to the email from your NUSHS coordinator for more details.
Young Artist Programme	Not required to select module. Please skip Steps 3c to 3g and proceed on to the next step of your application.
Non-Exchange (Pre-University) Programme	Please refer to the email from NUS Department of Electrical & Computer Engineering for more details.
NGNE (SoC MINDEF Cyber NSF)	Please refer to the email from NUS School of Computing or MINDEF for more details.
Internal BLOC (Faculty)	Please refer to this link.
Special Term RNS	Please refer to this link.

d) Check the box(es) at the last column of the table, and click 'Save' to confirm the module(s) you had selected. <u>If you did not check the box, the module will not appear in the module summary page</u>.

e) Click on 'Edit Rank' to rank your modules in order of your preference.

f) The ranking order is used to determine if you get priority for the module. You are required to rank the modules before you can proceed with the application. Image below shows an example of how to rank your modules. Once you have ranked the modules, click on 'Save Edit Rank' to save the ranking order.

Note: You are required to rank the module "1" even if you have only selected 1 module.

g) You should see your modules arranged in the order you had ranked them earlier.
Once you are satisfied with your modules, proceed on to the next step of your application.

Module Details

Rank	Faculty	Module Code	Module Title	Grading Basis	Class Nbr
1	Faculty of Arts & Social Sci	EC2101	Microeconomic Analysis I	Graded	L1
2	School of Computing	CS2100	Computer Organisation	Graded	L1
3	School of Computing	CS3240	Interaction Design	Graded	L1
4	Faculty of Science	PC1142	Introduction to Thermodynamics and Optics	Graded	L1
5	Faculty of Arts & Social Sci	LAK1201	Korean 1	Graded	L2

h) If the selected module(s) has/have pre-requisites, the following field will appear next to the selected module(s). Please enter the equivalent modules/courses you had taken in your school/institution. You may click on the "More module info" button for the pre-requisite details.

Note: The equivalent modules/courses **must** be indicated in your uploaded academic transcript/end-of-year results.

Equivalent Pre-requisites (module/course code only)	More module info
	More module info

4. Personal Particulars

Fields marked with * are **mandatory**. You may click on 'Retrieve Myinfo with Singpass' if your personal details in Singpass are updated.

Please fill in or amend your personal particulars as below.

Retrieve Myinfo with singpass

Biographical Data

National ID Type

*NRIC/FIN/Passport No [   ] ☐ Display full *NRIC/FIN/ Passport No   *Date of Birth [   ] 📅 *Gender [▾]

*Name Prefix [▾] *First & Middle Names [   ]   *Last Name [   ]

*Official Name [   ]   (as reflected in NRIC/FIN/Passport)

*Birth Country [▾]   *Marital Status [▾]

*Citizenship (Country) [▾]   Residency Status   Singapore Citizen

Contact Details

Email Address   *Alternate Email Address [   ]

*Mobile Phone No [   ]   Home Phone No [   ]

Home Address

Note: For Singapore postal code, it will auto-populate the address except for Unit or House number, Please ensure your address is complete.

*Country [▾]

*Postal Code [   ] *Unit No [   ] (e.g. #02-118)

[Populate Address]

*Address Line 1 [   ]

*Address Line 2 [   ]

Address Line 3 [   ]

Mailing Address

☐ Please tick the checkbox if your Mailing Address is the same as the Home Address.

*Country [▾]

*Postal Code [   ] *Unit No [   ] (e.g. #02-118)

[Populate Address]

*Address Line 1 [   ]

*Address Line 2 [   ]

Address Line 3 [   ]

Personal Particulars		
Item	**Field**	**Remarks**
1.	Date of Birth (DD/MM/YYYY)	− This field will be auto-filled by the system based on the data entered when creating account. Please ensure that the date of birth provided is as printed on your NRIC/FIN/Passport.
2.	• First (Given Name) and Middle Names • Last Name (Family Name) • Official Name	− The field for 'Official Name' will be auto-filled by the system based on the first and last names you had provided. If it is not in the order as reflected in your NRIC/ FIN/ Passport, please change accordingly in the textbox. − If your name consists of non-English letters/vowels/characters (e.g. |, ö, ä, æ, ï, β), please replace them with the corresponding English alphabetical character(s) when you enter it in the online application form. − If you try to use any non-English character(s), the system will prompt an error message.
3.	Citizenship (Country)	− For International Students without a Student's Pass, the application of your Student's Pass will be based on the citizenship you have selected here. − If you are holding a dual citizenship, please indicate only one from the drop-down menu.

4.	Alternate Email Address	- Please provide a valid and accurate email address that you will check regularly. NUS will correspond with you through the <u>primary</u> email address for post application-related matters, such as acknowledgement of application, request for additional supporting documents and outcome of application. - NUS **will not** be responsible for any undeliverable emails and the consequences that follow.
5.	Mobile / Home Phone No	- Add country and area codes for both numbers (for overseas numbers only). - Do not add dashes and other symbols. - This field should **only** contain numeric values.
6.	Home / Mailing Address	- Ensure that you provide a valid and complete address. - For **Singapore addresses**, fill in the Postal Code and Unit No (if applicable), and click on '**Populate Address**'. The fields will be filled automatically for Address Line 1 and 2. - If your Mailing Address is the same as your Home Address, ticking the checkbox will copy your Home Address to your Mailing Address. Otherwise, fill up the fields accordingly. - NUS **will not** be responsible for any unsuccessful mail deliveries due to incorrect/incomplete addresses provided.

5. Academic Qualifications

a) You are required to indicate the name of the institution which you are still attending/last attended and the duration of the programme/studies.

b) Click on 'Add New Qualification' to proceed.

Qualification

*Country	☐ My current home university
*Institution Name	
*Qualification Name	
*Qualification Status	Discipline (Choose the discipline closest to your field of study)
Start Date	Day Month *Year
Completion Date/ Expected Completion date:	Day Month *Year

Save   Cancel

	Add New Qualification	
Item	**Field**	**Remarks**
1.	Country	Select your School's Country from the drop-down list.
2.	My current home university	Check this box if you are currently studying/last studied in the institution you have entered.
3.	Institution Name	Click on the magnifying glass. The available institutions will show up in the pop-up window. If the list is too long, click on 'Advanced Lookup' and search by "Institution Name".
4.	Qualification Name (Degree / Diploma Name)	Please provide the full name of your programme. *H3 programme applicants, please indicate "GCE A Levels".*
5.	Qualification Status (Degree / Programme Status)	Select the status of your programme from the drop-down list.
6.	Discipline	Please select the discipline closest to your current field of studies.
7.	Start / Completion / Expected Completion Date	Please complete all fields.

6. Uploading Supporting Documents

ALL students are required to upload supporting documents (where applicable). The maximum file size of each file should not exceed 1MB.

	Uploading Supporting Documents	
Item	**Field**	**Remarks**
1.	Official Transcript with grade legend	Your latest academic transcript/end-of-year results **with grade legend** in PDF format.
2.	NRIC/ FIN/ Passport	- International Students should upload a copy of your passport bio-data page. - If you are an International Student and already holding on to a valid pass which allows you to stay in Singapore, upload a copy of the **front <u>AND</u> back** of the pass. - If you are a Singapore Citizen or Singapore Permanent Resident, upload a copy of the **front <u>AND</u> back** of your NRIC.
3.	Other Supporting Documents	

7. <u>Other Details & Declarations</u>

All the sections in this page are mandatory. You will receive an error message if you leave any of them unchecked.

Health and Support

*Do you have any **past or current** 1) medical, *e.g. epilepsy, allergies, tuberculosis,* 2) mental health, *e.g. anxiety, eating disorder, depression,* 3) disability or learning needs, *e.g. autism, dyslexia, visual impairment,* which may or may not cause you to require support or facilities while studying at the University?

Students with colour-blindness are advised to indicate their condition here as they may face challenges in certain programmes in Engineering, Science and Design & Environment.

○ Yes   ○ No

If you are taking any **medications**, please provide details of medication in the box below.

[   ]

If you have a **drug or food allergy**, please provide details of allergies and briefly describe your reaction.

[   ]

Note: Disclosure will not disadvantage your application. The information will enable the University to develop a better understanding of an applicant's need for support/resources during his/her studies in NUS, and to ascertain if provisions required are available, in an effort to make the student experience a positive one. As such, accurate information is vital for the University to make reasonable adjustments where possible to support specific needs.

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*Other Declarations

<u>Declaration of past offences, current criminal or disciplinary proceedings, etc.</u>

Have you ever been convicted of an offence by a court of law or a military court (court martial) in any country, suspended or expelled from an educational institution or terminated from your employment for any reason, or are there any court or disciplinary proceedings pending against you in any country?

If your answer to the above question is **'No'**, please click **'No'** below.

○ **No**

OR

If your answer to the above question is **'Yes'**, please click **'Yes'** below and provide a full statement of the relevant information in the box below and/or upload details as a supporting document. Other relevant documents should also be uploaded.

○ **Yes**

[   ]

☐ *I understand that enrolment into NUS modules are not guaranteed and I will exercise flexibility in module selection at any point of time.

☐ *I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information given or any omission of information required shall render this application invalid and NUS may at its discretion withdraw any offer of acceptance made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from NUS. And I hereby authorise NUS to obtain and verify any part of the information given by me from or with any source (such as Ministry of Education), as it deems appropriate.

☐ *I declare and warrant that for any personal data of other individuals disclosed by me in connection with this application, I have, prior to disclosing such personal data to NUS, obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit NUS to collect, use and disclose such personal data for purposes related to this application, as set out fully in the **NUS Personal Data Notice**.

☐ *I agree that all such information provided by me in connection with this application may be disclosed to authorised NUS personnel or third parties on a need-to-know basis for purposes related to this application, as set out fully in the **NUS Personal Data Notice**. Third parties include (i) the Ministry of Education, other government agencies or statutory bodies or non-government agencies authorised to carry out specific Government services or duties and (ii) persons or organisations providing student with financial aid.

☐ *If I am an International applicant, I understand that I am required to adhere to the regulations of the Immigration & Checkpoints Authority (ICA) of Singapore on having a valid residency status in Singapore to study at NUS.

☐ *By submitting this application, I acknowledge and agree that I will be required to comply with any **Vaccination-Differentiated Safe Management Measures (VDS) requirements**, that may be imposed by NUS from time to time, in order to enter the campus, attend in-person components of the course or participate in any on-campus activities. I acknowledge and agree that, if I do not meet any such VDS requirements, I may not be allowed to enter the campus, attend in-person components of the course or participate in any on-campus activities and that alternative learning arrangements may not be provided for me.

Other Details & Declarations		
Item	**Sub-section**	**Remarks**
1.	Health and Support	- Select "Yes" if you have any disability or learning needs that may cause you to require special assistance while studying at the University. - If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.
2.	Other Declarations	- If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters. - Enrolment of NUS modules are not guaranteed. Students are to exercise flexibility in module selection and their study plans at any point of time. - The clause in the red box is only applicable if you are an International Student. If you are Singapore Citizen/Singapore PR, you should not see this clause.

8. Confirmation Page

Please check all the details provided before clicking "Save and Submit". You can click the "Edit" button of the respective sections to make changes if required.

After clicking the "Save and Submit" button, you will receive a pop-up notification.
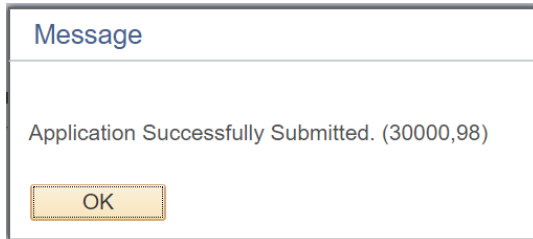
An acknowledgement email will be sent to your registered primary email.

IMPORTANT:
- Inaccurate or false information or omission of material information provided will render your application invalid, and if admitted based on such information, you may be expelled from NUS. The University reserves the right to reject applications that are incomplete or inaccurate.
- We will be communicating with you mainly via email. To prevent our emails from being blocked or filtered into the Junk/Spam folder, please add our domain "nus.edu.sg" to your safe senders list.
- All supporting documents that are not in English must be accompanied by an official certified English translation of the contents.
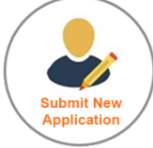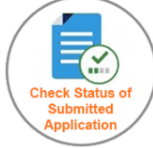
9. Check Application Status

To check on the status of your application, return to the main page and click on "Check Application Status".

Application Main Page
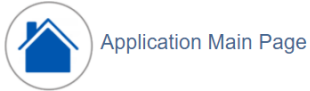
Welcome,

Click on ONE of the options below:

MY DASHBOARD	NEW APPLICATION	ALREADY APPLIED?		RESET PASSWORD	EXIT
nWallet	Submit a new application	Edit or update an application that was saved earlier but not submitted	Check the status of a submitted application	Reset your existing Password	Exit from the NUS Online Application Portal
My Dashboard	Submit New Application	Edit/ Update Saved Application	Check Status of Submitted Application	Reset your existing Password	Exit

You will be able to see the status of your applied modules, as well as the submission date and time.

Check Application Status
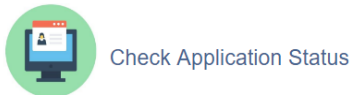
APPLICATION OUTCOME

Application Number:	N000012295	**Application Status:**	Submitted	**Course Type**	Non-Graduating
Academic Year & Semester:	2018/2019 Semester 2			**Academic Programme:**	Exchange (Coursework)
Name:				**Level of Study/ Sub-programme:**	University Level (UG)

Module Details

Rank	Faculty	Module Code	Module Title	Grading Basis	MCs	Status	Reason	More module info
1	Faculty of Arts & Social Sci	EC2101	Microeconomic Analysis I	Graded	4.00	Processing	Processing	More module info
2	School of Computing	CS2100	Computer Organisation	Graded	4.00	Processing	Processing	More module info
3	School of Computing	CS3235	Computer Security	Graded	4.00	Processing	Processing	More module info
4	Faculty of Arts & Social Sci	PS1101E	Introduction to Politics	Graded	4.00	Processing	Processing	More module info
5	Faculty of Arts & Social Sci	LAK1201	Korean 1	Graded	4.00	Processing	Processing	More module info

Application Submission Date/ Time: 06/09/2018   7:10:26PM

10. <u>Enquiries</u>

For further enquiries, please email us at nghelp@nus.edu.sg.

Updated as of September 2022