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	3
2.	Application Main Page	6
3.	Selection of Course(s)	8
4.	Personal Particulars	12
5.	Academic Qualifications	14
6.	Uploading Supporting Documents	15
7.	Other Details & Declarations	16
8.	Confirmation Page	18
9.	Check Application Status	19
10.	Fnguiries	20

#### 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. Also, add the domain '@nus.edu.sg' to your safe senders list in your email app.

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



- b) Select **Non-Graduating (NG) Programme** to proceed.
- c) You are required to create a new account if you have not registered before.



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



		Register New Account
Item	Field	Remarks
1.	Email ID	<ul> <li>Please use an email address that you commonly use. This will be your User</li> <li>Name to log in to your account and for correspondence on your application.</li> </ul>
2.	Residency Status	<ul> <li>Please indicate if you are an International, Singapore Citizen or Singapore PR student.</li> </ul>
3.	National ID Type	<ul> <li>For International Students who have a <u>valid</u> Student's Pass, please choose the option '<u>Foreign Identification No</u>' from the drop-down list. Otherwise, please choose 'Passport No'.</li> </ul>
4.	National ID (NRIC/FIN/Passport No)	<ul> <li>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 contact us <a href="here">here</a> as soon as you have it.)</li> </ul>
5.	Date of Birth (DD/MM/YYYY)	<ul> <li>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 and in the format DD/MM/YYYY.</li> </ul>
6.	<ul> <li>First (Given Name)</li> <li>and Middle Names</li> <li>Last Name/Surname</li> <li>(Family Name)</li> <li>Official Name</li> </ul>	<ul> <li>The field for 'Official Name' will be auto-filled by the system based on the first, middle (if any) and last names you had provided. It should be in the order as reflected in your NRIC/ FIN/ Passport. If it is not, please change accordingly in the textbox.</li> <li>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. Refer to your passport's MRZ field.</li> <li>If you try to use any non-English character(s), the system will prompt an error message.</li> </ul>
7.	Password	<ul> <li>Your password must fulfil the following rules:</li> <li>a) at least 8 characters in length</li> <li>b) contain at least one alphabet</li> <li>c) contain at least one number</li> <li>d) contain at least one uppercase letter</li> <li>e) contain at least one lowercase letter</li> <li>f) contain at least one symbol</li> <li>g) Cannot contain any part of your name</li> </ul>

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 contact us here for assistance.

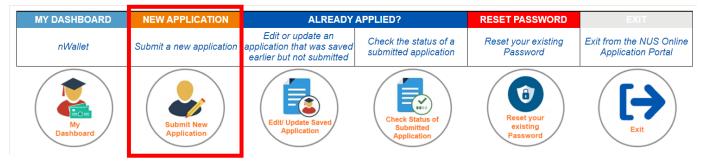
### 2. Application Main Page

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

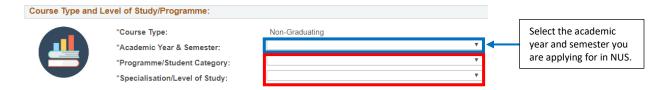


#### Welcome,

Click on ONE of the options below:



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 <u>NUS Academic Calendar</u> (Quicklinks) for exact dates.	
	H3 Adv Placement Student	Applying for NUS H3 programmes – H3 (SRP), H3 (Coursework) and H3 (Research).	
	NUSHS Adv Placement Student	NUS High School students.	
Programme/ Student	Young Artist Programme Student	Applying for the Young Artist Programme under Yong Siew Toh Conservatory of Music, NUS.	
Category	Non-Exchange (Pre-University) Student	Applying for the Non-Exchange (Pre-University) Programme under:  College of Design and Engineering  Chemical and Biomolecular Engineering: Pre-U CHBE  Electrical & Computer Engineering: Pre-U ECE  Materials Science and Engineering: Pre-U MSE  The Built Environment: Pre-U DBE  CDE Dean's Office: Pre-Univ CDEOUP	

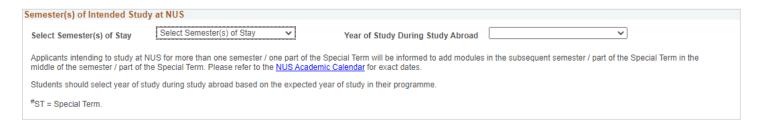
		Faculty of Science - Science Dean's Office: Pre-U FOS
	NGNE (SoC MINDEF Cyber NSF)	Applying for NUS-MINDEF Cyber NSF Work-Learn Programme under School of Computing, NUS.
	Internal BLOC (Faculty)	RNS men applying for NUS iBLOCs with reserved Undergraduate placement at:  - Faculty of Arts and Social Sciences: 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 courses 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
	H3 (SRP)	Refers to H3 Science Research Programme (SRP).
Specialisation/ Level of Study	H3 (Coursework)	Reading NUS course(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 Course(s)

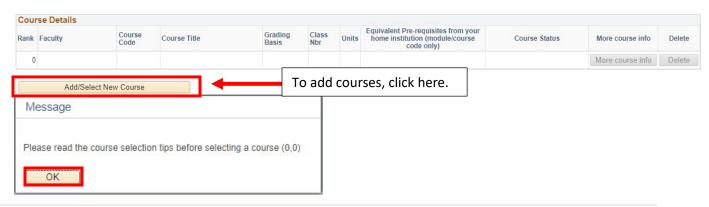
a) All applicants are required to indicate the intended **Semester(s) of Stay**. Please refer to the <u>NUS Academic Calendar</u> (Quicklinks) for exact dates.

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



Programme/ 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 & 2 or Semester 2 & 1
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

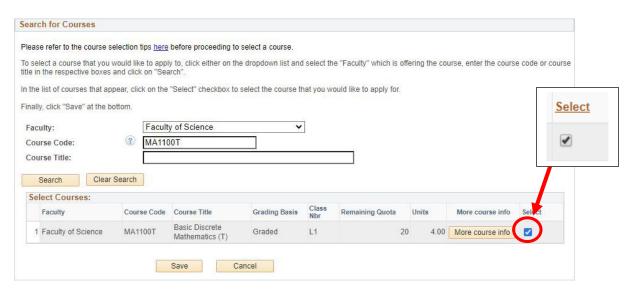
b) You will need to click on "Add/Select New Course" button to add new courses. Upon clicking the button, a notification will prompt you to read the course selection tips before selecting a course. Click OK.



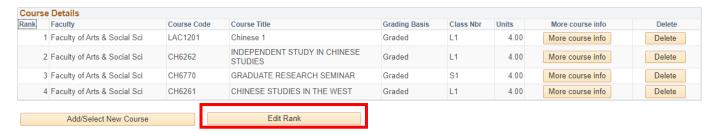
- c) You can search for courses as follows:
  - If you know the course code, enter the course code.
  - Select the "Faculty" which is offering the course.
  - Enter partial course code or course title.

Student Category	Course(s) Available		
H3 Science Research Programme (SRP)	Not required to select course. Please skip Steps 3c to 3g and proceed on to the next step of your application.		
H3 (Coursework)	GEC1007 Geopolitics: Geographies of War & Peace		
H3 Humanities and Social Sciences Research (HSSR) Programme	<ol> <li>ASP1201CH (for Chinese Studies)</li> <li>ASP1201EC (for Economics)</li> <li>ASP1201EN (for English Literature)</li> <li>ASP1201GE (for Geography)</li> <li>ASP1201HY (for History)</li> <li>ASP1201MS (for Malay Studies)</li> </ol>		
NUSHS Adv Placement	Please refer to the email from your NUSHS coordinator for more details.		
Young Artist Programme	Not required to select course. 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 College of Design and Engineering (CDE), CDE Departments, or Faculty of Science for more details.		
NGNE (SoC MINDEF Cyber NSF)	NSF) Please refer to the email from NUS School of Computing or MINDEF for more details.		
Internal BLOC (Faculty)	Please refer to this <u>link</u> .		
Special Term RNS	Please refer to this <u>link</u> .		

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



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



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

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



g) You should see your courses arranged in the order you had ranked them earlier.

Once you are satisfied with your courses, proceed on to the next step of your application.

Cours	Course Details				
Rank	Faculty	Course Code	Course Title	<b>Grading Basis</b>	Class Nbr
	1 Faculty of Arts & Social Sci	LAC1201	Chinese 1	Graded	L1
	2 Faculty of Arts & Social Sci	CH6770	GRADUATE RESEARCH SEMINAR	Graded	S1
	3 Faculty of Arts & Social Sci	CH6262	INDEPENDENT STUDY IN CHINESE STUDIES	Graded	L1
	4 Faculty of Arts & Social Sci	CH6261	CHINESE STUDIES IN THE WEST	Graded	L1

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

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



## 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

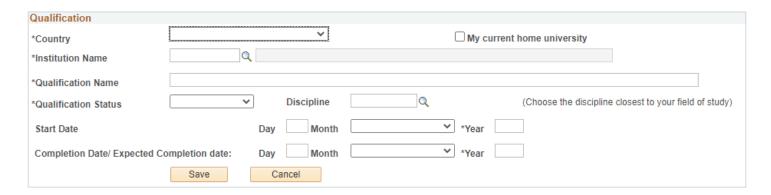
Biographical Data									
National ID Type									
*NRIC/FIN/Passport No		Display full *NRIC/FIN/ F	Passport No	*Date of E	Birth		<u>*</u>	Gender	~
*Name Prefix	✓ *First & Middle Names			*Last Nan	me				
*Official Name				(as reflect	ed in NRIC	/FIN/Passport	)		
*Birth Country		~		*Marital S	Status		~		
*Citizenship (Country)		~		Residen	cy Status				
Contact Details									
Email Address			*Alternate Email	Address					
*Mobile Phone No			Home Phone No	[					
Home Address			Mailing Address	;					
	stal code, it will auto-populate the er, Please ensure your address is		Please tick t	he checkb	ox if your l	Mailing Addre	ess is the	same as the	Home
*Country	~		*Country				~		
*Postal Code			*Postal Code						
*Address Line 1			*Address Line 1						
Address Line 2			Address Line 2						
Address Line 3			Address Line 3						

	Personal Particulars				
Item	Field	Remarks			
1.	Date of Birth (DD/MM/YYYY)	<ul> <li>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.</li> </ul>			
2.	<ul> <li>First (Given Name) and Middle Names</li> <li>Last Name (Family Name)</li> <li>Official Name</li> </ul>	<ul> <li>The three fields will be auto-filled by the system based on the first, middle (if any) and last names you had provided at the point of creation of account. It should be in the order as reflected in your NRIC/ FIN/ Passport. If it is not, please change accordingly in the textbox.</li> <li>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. Refer to your passport's MRZ field.</li> <li>If you try to use any non-English character(s), the system will prompt an error message.</li> </ul>			
3.	Birth Country	The country where you were born. It should be printed on your NRIC or passport.			

4.	Citizenship (Country)	<ul> <li>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.</li> <li>If you are holding a dual citizenship, please indicate only one from the dropdown menu. You will enter Singapore using the passport of the citizenship indicated here.</li> </ul>
5.	Alternate Email Address	<ul> <li>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.</li> <li>NUS <u>will not</u> be responsible for any undeliverable emails and the consequences that follow. Add the domain '@nus.edu.sg' to your safe senders list in your email app.</li> </ul>
6.	Mobile / Home Phone No	<ul> <li>Add country and area codes for both numbers (for overseas numbers only).</li> <li>Do not add dashes and other symbols.</li> <li>This field should <b>only</b> contain numeric values.</li> </ul>
7.	Home / Mailing Address	<ul> <li>Ensure that you provide a valid and complete address.</li> <li>For <u>Singapore addresses</u>, 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.</li> <li>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.</li> <li>NUS <u>will not</u> be responsible for any unsuccessful mail deliveries due to incorrect/incomplete addresses provided.</li> </ul>

## 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.



	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	<ul> <li>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".</li> <li>If you can't find your institution name in the list, search for 'Others' and enter your home university.</li> </ul>			
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 <u>closest</u> 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). All supporting documents that are not in English <u>must</u> be accompanied by an official certified English translation of the contents. Documents that are not accompanied by an official certified English translation <u>will be rejected</u>.

The maximum file size of each file should not exceed 1MB. If they exceed 1 MB, search for "Compress PDF file for free" in Google to reduce your documents to 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	<ul> <li>International Students should upload a copy of your passport biodata page.</li> <li>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 AND back of the pass.</li> <li>If you are a Singapore Citizen or Singapore Permanent Resident, upload a copy of the front AND back of your NRIC.</li> </ul>			
3.	Other Supporting Documents				

## 7. Other Details & Declarations

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.	
*Other Declara	ations	
	Declaration of past offences, current criminal or disciplinary proceedings, etc.	
	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	
	= 1 understand that enrolment into NUS courses are not guaranteed and I will exercise flexibility in course 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.	

Other Details & Declarations			
Item	Sub-section	Remarks	
1.	Health and Support	<ul> <li>Select "Yes" if you have any medical, mental health, disability or learning needs that may or may not cause you to require support or facilities while studying at the University.</li> <li>If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.</li> </ul>	
2.	Other Declarations	<ul> <li>If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.</li> <li>Enrolment of NUS courses are not guaranteed. Students are to exercise flexibility in course selection and their study plans at any point of time.</li> <li>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.</li> </ul>	

#### 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 around 12am (Singapore time). If you try to edit your submitted application during the application period, you will need to click the "Save and Submit" button again to receive another acknowledgement email. Otherwise, your application will be deemed as "not submitted" despite you had already submitted before.

#### **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.

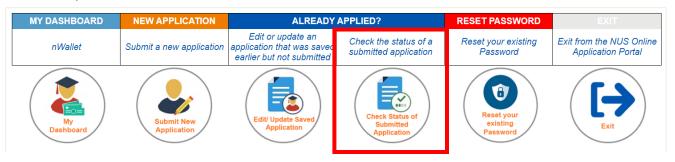
#### 9. Check Application Status

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



#### Welcome,

Click on ONE of the options below:



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



## 10. Enquiries

For further enquiries, you may fill up the enquiry form <u>here</u>.

Updated as of August 2024