NUS Education Records System (NUS EduRec)

Global Education

Guide for Financial Aid Application
(information as at 16 November 2018)
1. Access to myEduRec

1.1 Log in to the NUS Education Records System (myEduRec) (https://myedurec.nus.edu.sg) using your NUSNET ID and Password.

1.2 Once you have logged in, you will see the default folder ‘My Homepage’, with tiles which you can select:

1.3 Select ‘Academics’ > ‘Global Education’ > ‘External Study Application’
1.4 For more details on navigations refer to the User Guide on [Navigating EduRec for students](#).
2 View My Application(s)

2.1 Click on ‘My Application’ icon.

2.2 You can view/search for the applications that you have submitted.

<table>
<thead>
<tr>
<th>My Financial Aid Application</th>
<th>Find</th>
<th>View All</th>
<th>Edit</th>
<th>Print</th>
<th>Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA Application ID: 000012-001001-123456-123456</td>
<td>2020/2021 Student Exchange</td>
<td>SEE Test 2020</td>
<td>NUS Sem 1</td>
<td>Guarantee</td>
<td>NUS Exchange and Bursary</td>
</tr>
</tbody>
</table>

2.3 Click on the ‘FA Application ID’ link to view the application information or the ‘Ext. Study’ link to view the programme application information.
3 Apply for Financial Aid

3.1 Click on ‘Financial Aid’ icon

3.2 Financial aid will only be listed if you have accepted a programme offer. It also depends if there are any financial aid scheme available for that programme. Click on the programme name to view the financial aid details or ‘Apply Now’ to submit your application.

You are required to visit the financial aid website for detailed information on the financial scheme, eligibility criteria, etc.

3.3 Complete all the mandatory fields as required in each section

Step 1: Application Information

**Application for NASA Enhancement Bursary**

**Application Information**

There is a two-step process to apply for the NASA Enhancement Bursary.

- Firstly, apply for NASA Enhancement Bursary via GE (click on Self Service > Global Education > External Study Application > Financial Aid) upon acceptance of the programme.
- Secondly, apply for financial aid via office of financial aid’s undergraduate financial aid portal and submit all relevant supporting documents for processing to the Office of Financial Aid for the academic year of the overseas programme.

Students who have applied for financial aid for the relevant academic year, prior to the application of the overseas programme, do not need to submit another financial aid application. Do note that the financial aid application is open from 1 February to 1 April for the following academic year. For example, students who apply for summer studies (14 July to 31 August) in 2025, will apply financial aid for the academic year 2024/2025 which opens from 1 February 2024 to 1 April 2024.

If the financial aid application period for the academic year is closed, students can still apply but they need to notify the Office of Financial Aid, which will consider the application on a case-by-case basis.

The NASA Enhancement Bursary application will only be processed after the programme’s participation is confirmed by the host university/organisation/programme provider, and the financial aid application is verified and approved by the Office of Financial Aid.

Students may apply for one (or more) NASA Enhancement Bursary award but are restricted to a maximum of one (1) NASA Enhancement Bursary award per programme during their undergraduate study in NUS. Students who are unable to go on the short term and special programme, must refer to the NOC at Interim Results of the year to give reasons of their withdrawal from the programme. NUS reserves the right to withdraw the award in such cases and may be asked to reimburse the award.

The award does not carry a bond. However, all awardees are expected to be NUS ambassadors. Applicants must complete the short term and special overseas programme questionnaire and report.

I have read and understood the application requirements

- Read the Application Information carefully
- Check on the ‘I have read and understand the application requirements’
- Click on the ‘SAVE AND PROCEED’ button
- Click on the ‘NEXT STEP’ button to proceed to the next page

**Step 2: Financial Aid Application**

**Application for NASA Enhancement Bursary**

**Financial Aid Application**

*Financial Aid Application for:*

Reason for Applying:

Additional Information:

- I have read and understood the application requirements

**Application Confirmation**

**Financial Aid Application**

*Financial Aid Application for:*

Reason for Applying:

Additional Information:

- Check on the application details
• Click on ‘SUBMIT APPLICATION’ button to submit your application

3.4 Financial Aid Administrator will review your application and you will be notified of the outcome via email. If you have been offered a financial aid, you will be asked to respond to the offer within the stipulated timeline.

Note:
• You may be asked to submit another set of application to the donor/sponsor, depending on the financial aid requirements.
• You may apply for more than one financial aid for a programme but you can only accept one offer for that programme. The Financial Aid Administrator can also manually add another award for the student (in addition to what the student has received) but this is subjective to the financial aid guideline and student’s needs.
4 Modify Financial Aid Application

4.1 Click on ‘My Application’ icon

4.2 Search for your financial aid application and click on ‘Modify Application’ link

Note: You are allowed to modify your application as long as the timeline for the financial aid application is still active otherwise, approach the Financial Aid Administrator for assistance.
5 Submit Withdrawal Request

5.1 Click on ‘My Application’ icon

5.2 Search for your financial aid application and click on ‘Withdrawal’ link

5.3 Enter your reason for withdrawal

Financial Aid Withdrawal Request

<table>
<thead>
<tr>
<th>FA Application ID:</th>
<th>FA00072-00001-A0034462M-00221-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA Category:</td>
<td>Bursaries</td>
</tr>
<tr>
<td>FA Code:</td>
<td>NASA Enhancement Bursary</td>
</tr>
<tr>
<td>Financial Aid Title:</td>
<td>NASA Enhancement Bursary</td>
</tr>
<tr>
<td>Application Status:</td>
<td>Submitted</td>
</tr>
<tr>
<td>Administered by:</td>
<td>International Relations Office</td>
</tr>
<tr>
<td>Enquiry Address:</td>
<td><a href="mailto:faawards@nus.edu.sg">faawards@nus.edu.sg</a></td>
</tr>
</tbody>
</table>

Financial Aid Application for:

<table>
<thead>
<tr>
<th>Ext. Study Application ID:</th>
<th>P00221-00202-A0024462M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ext. Study Academic Year:</td>
<td>2030/2031</td>
</tr>
<tr>
<td>Ext. Study Type:</td>
<td>Student Exchange</td>
</tr>
<tr>
<td>Ext. Study Name:</td>
<td>SER Test 2030/2031</td>
</tr>
<tr>
<td>Administered by:</td>
<td>FoE Dean's Office</td>
</tr>
<tr>
<td>Enquiry Address:</td>
<td><a href="mailto:foedawards@nus.edu.sg">foedawards@nus.edu.sg</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Study Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host</td>
</tr>
<tr>
<td>Study Location</td>
</tr>
<tr>
<td>Ext. Study Period</td>
</tr>
<tr>
<td>University of Tokyo</td>
</tr>
<tr>
<td>NUS Sem 1</td>
</tr>
</tbody>
</table>

Message for Financial Aid Administrator:

5.4 Click on ‘Submit’ button and you will receive an email acknowledgement of your request
5.5 An email will be sent to inform the Financial Aid Administrator to review your withdrawal request and you will be notified of the outcome.

6 **Response to a Financial Aid Offer**

If you are successful in your application, you will receive an email with details of the offer. You are required to access this page to respond to the offer.

6.1 Click on ‘My Application’ icon

6.2 Search for your financial aid application

6.3 Click on ‘Accept/Decline Offer’ link

6.4 Indicate your acceptance by selecting the ‘I accept the offer’ radio button otherwise, select the ‘I decline the offer’ radio button
**Note:** Please check the information carefully before responding to the offer as you will not be allowed to accept another financial aid offer for that programme.

6.5 Click on ‘Submit’ button and you will receive an email acknowledgement