User Guide on GIRO application (manual setup)

This section lists the steps to set up standing instruction with local banks for your payment of fees to NUS via GIRO (or General Interbank Recurring Order).

- Click “My Homepage” for drop-down menu and select “Financials”

- Click “Manage Student Financials”

- Click “Manage Bank Accounts” → “Apply for GIRO (manual setup)”
- Input the required information accordingly
- Please do not update your debit/credit card details in these fields.

- Click “Submit”

- Click ‘OK’
• The GIRO form will be pre-populated with the information you have provided earlier. Proceed to print the GIRO form. Thereafter, the bank account holder will have to sign or affix his/her thumbprint (duly verified in the presence of a bank officer) on the GIRO form in accordance with the bank’s records.

• Hand in the completed GIRO form (with bank account holder’s signature/verified thumbprint) to Student Service Centre, Level 1, Yusof Ishak House by the deadline stipulated at Student Finance webpage.
To update details of the GIRO Bank Account that has **NOT been approved** (i.e. Account Status = Submitted) (for manual applications only)

- Go to “Bank Account Details” page (“Financials> “Manage Bank Accounts”)
- Click “Cancel GIRO Bank Account”

- Update the cancellation reason and Click “Submit”, followed by “OK”

- Repeat the steps to “Add a new GIRO Bank Account” with new account details
To update details of the GIRO Bank Account that has been approved (i.e. Account Status = Approved) (for manual and online applications),

- Go to “Bank Account Details” page (“Financials” > “Manage Bank Accounts”)
- Click “Print GIRO Termination Form”

- Complete the “GIRO Termination Form” and submit it at Student Service Centre, Level 1, Yusof Ishak House.
- Once processed, the Office of Finance (OFN) will terminate the GIRO Bank Account accordingly and inform you via email when the termination is effective. If you have indicated a specific effective date for the termination in the form, OFN will update accordingly and the system will terminate the bank account on the effective date.
- After the old account has been terminated, repeat the steps to “Add a new GIRO Bank Account” with new account details.