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
- Polytechnic Advanced Placement
- Internal Blended Learning Online Courses (iBLOCs)
- Special Term RNS Men
- Young Artist Programme

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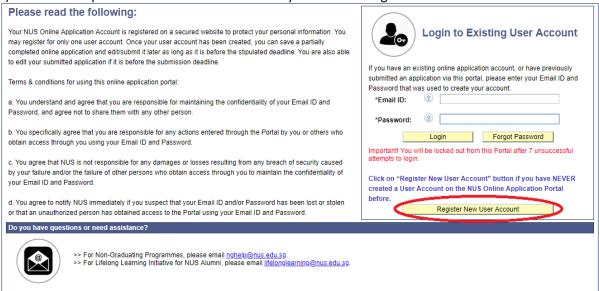
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1. Before Applying

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.

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



ii) Please note that all fields are mandatory. Please read the following: Your NUS Online Application Account is registered on a secured website to protect your personal information. You **Register New User Account** may register for only one user account. Once your user account has been created, you can save a partially completed online application and edit/submit it later as long as it is before the stipulated deadline. You are also able to edit your submitted application if it is before the submission deadline. Please enter the following details to register for a new NUS Online Application User Account. Terms & conditions for using this online application portal (if you have previously registered an account, please login as an existing a. You understand and agree that you are responsible for maintaining the confidentiality of your Email ID and Password, and agree not to share them with any other person. *Email ID: *Confirm Email ID: b. You specifically agree that you are responsible for any actions entered through the Portal by you or others who obtain access through you using your Email ID and Password. *National ID Type: c. You agree that NUS is not responsible for any damages or losses resulting from any breach of security caused by *NRIC/FIN/Passport No: your failure and/or the failure of other persons who obtain access through you to maintain the confidentiality of your (DD/MM/YYYY) *Date of Birth: Email ID and Password. *First Name: d. You agree to notify NUS immediately if you suspect that your Email ID and/or Password has been lost or stolen or Last Name/Surname: that an unauthorized person has obtained access to the Portal using your Email ID and Password. ? *Official Name: (as reflected in your NRIC/FIN/Passport) *Password: *Confirm Password: Register New User Account Back to Login Page

		Register New Account
Item	Field	Remarks
1.	Email ID	 Please use an email address that you commonly use. This will be your Email ID to login to your account and for correspondence on your application.
2.	National ID Type	 For International Students, please choose the option 'Passport No' from the drop-down list.
3.	NRIC/FIN/Passport No	 For International Students, 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.)
4.	Date of Birth (DD/MM/YYYY)	 Please ensure that the date of birth provided is as printed on your NRIC/FIN/Passport.
5.	 First Name [Given name and Middle Name (if applicable)] Last Name (Family name) Official Name 	 If your full name consists of middle name, please include it in the 'First Name' field. 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 text box. 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 have entered any non-English character(s), the system will prompt an error message.
6.	Password	 Your password <u>must</u> fulfill 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

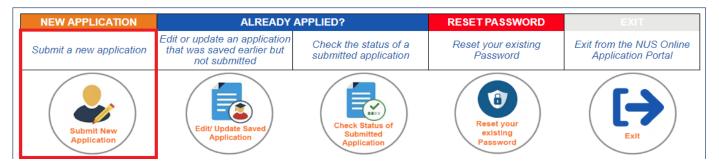
Once your account has been successfully created, you should receive an automated email informing you of the account creation in your email inbox or junk/spam folder. Please remember to check the junk/spam folder of the email you had indicated, as it may be sent to that folder instead of your inbox. If 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.



Welcome.



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> for exact dates.
	H3 Adv Placement Student	Applying for NUS H3 programmes – H3 (Coursework), H3 (SRP) and H3 (Research).
Chudout	NUSHS Adv Placement Student	NUS High School students.
Student Category	Poly Adv Placement Student	Applying for Polytechnic Preparatory Programme under School of Computing, NUS
	Internal BLOC	Non-RNS men applying for NUS Internal Blended Learning Online Courses (iBLOCs).

	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 - School of Design and Environment: SDE - Faculty of Engineering: FOE - Faculty of Law: LAW - Yong Siew Toh Conservatory of Music: MUS - Faculty of Science: FOS - Multidisciplinary Programme (Computer Engineering): CEG
	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 - School of Design and Environment: SDE - Faculty of Engineering: FOE - Faculty of Law: LAW - School of Nursing: NUR - Yong Siew Toh Conservatory of Music: MUS - Faculty of Science: FOS - Multidisciplinary Programme (Computer Engineering): CEG
	Young Artist Programme Student	Applying for the Young Artist Programme under Yong Siew Toh Conservatory of Music, NUS.
	H3 (Coursework)	Reading NUS module(s) as a H3 Taught subject.
Level of Study / Sub-Programme	H3 (SRP)	Refers to H3 Science Research (SRP) Programme
233	H3 (Research)	Refers to H3 Humanities & Social Sciences (HSSR) Programme

c) Click on 'Apply Now' to proceed.

3. Selection of Module(s)

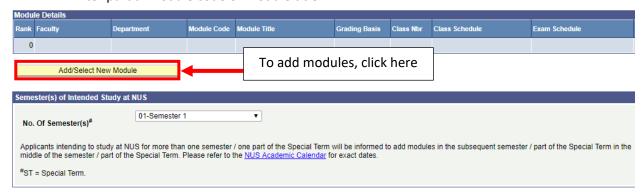
a) <u>All</u> applicants are required to indicate the intended semester of study from the drop-down list.



Student Category	Intended semester of study
H3 (Coursework)	Semester 2
H3 Science Research Programme (SRP)	Semester 1 & 2
H3 Humanities and Social Sciences (HSSR) Programme	Semester 2, ST Parts 1 & 2
NUSHS Adv Placement	Semester 1 or Semester 2 Please refer to the <u>NUS Academic Calendar</u> for exact dates.
Poly Prep Adv Placement	Semester 1
iBLOC	Semester 2 & ST Part 1
Special Term RNS	ST Part 1 or ST Part 2 or ST Parts 1 & 2 Please refer to the <u>NUS Academic Calendar</u> for exact dates.
Young Artist Programme	Semester 1 or Semester 2 Please refer to the <u>NUS Academic Calendar</u> for exact dates.

Note to H3 (SRP) and Young Artist Programme applicants: Please skip Steps 3b to 3f and proceed on to the next step of your application.

- b) 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.



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



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



e) The ranking order will be used to determine if you get priority for the module. You are required to rank the modules from "1" to "10" 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.

Nodul	lodule Details					
Rank	Faculty	Department	Module Code	Module Title	Grading Basis	Class Nbr
2	School of Computing	Dept of Computer Science	CS1010	Programming Methodology	Graded	693
10	School of Computing	Dept of Computer Science	CS2100	Computer Organisation	Graded	152
3	School of Computing	Dept of Computer Science	CS3235	Computer Security	Graded	898
1	Faculty of Arts & Social Sci	Dept of Economics	EC2101	Microeconomic Analysis I	Graded	303
9	Faculty of Arts & Social Sci	Dept of Geography	GE3231	Natural Hazards	Graded	643
8	Faculty of Arts & Social Sci	Dept of Southeast Asian Studies	GEH1045	World Religions	Graded	943
7	Faculty of Arts & Social Sci	Dept of History	HY3250	Approaches to Singapore History	Graded	385
5	Faculty of Arts & Social Sci	Centre for Language Studies	LAJ1201	Japanese 1	Graded	867
4	Faculty of Arts & Social Sci	Centre for Language Studies	LAK1201	Korean 1	Graded	626
6	Faculty of Arts & Social Sci	Dept of Political Science	PS1101E	Introduction to Politics	Graded	232

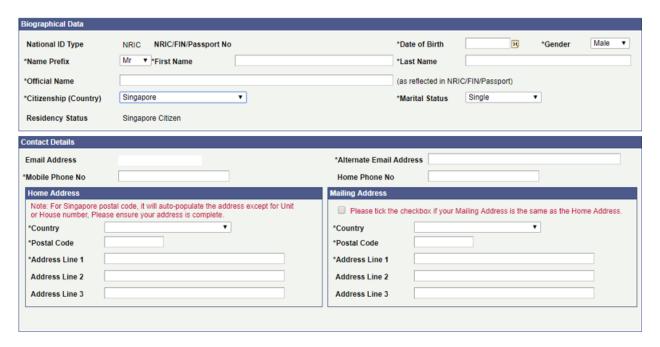
f) You should see your modules arranged in the order you had ranked them earlier.

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

ank	Faculty	Department	Module Code	Module Title	Grading Basis	Class Nbr
		Department .		a contract of the contract of	ording bosts	THE PERSON NAMED IN
1	Faculty of Arts & Social Sci	Dept of Economics	EC2101	Microeconomic Analysis I	Graded	3036
2	School of Computing	Dept of Computer Science	CS1010	Programming Methodology	Graded	6931
3	School of Computing	Dept of Computer Science	CS3235	Computer Security	Graded	8986
4	Faculty of Arts & Social Sci	Centre for Language Studies	LAK1201	Korean 1	Graded	6261
5	Faculty of Arts & Social Sci	Centre for Language Studies	LAJ1201	Japanese 1	Graded	8678
6	Faculty of Arts & Social Sci	Dept of Political Science	PS1101E	Introduction to Politics	Graded	2322
7	Faculty of Arts & Social Sci	Dept of History	HY3250	Approaches to Singapore History	Graded	3856
8	Faculty of Arts & Social Sci	Dept of Southeast Asian Studies	GEH1045	World Religions	Graded	9437
9	Faculty of Arts & Social Sci	Dept of Geography	GE3231	Natural Hazards	Graded	6434
10	School of Computing	Dept of Computer Science	CS2100	Computer Organisation	Graded	1523

4. Personal Particulars

Fields marked with * are mandatory.



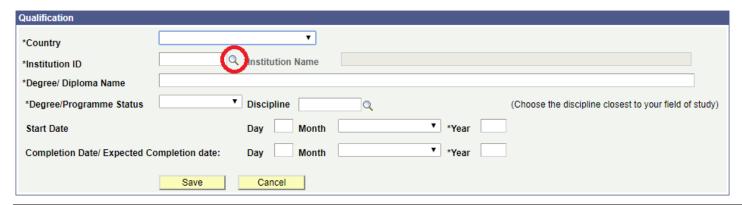
		Personal Particulars
Item	Field	Remarks
1.	Date of Birth (DD/MM/YYYY)	 This field will be auto-filled by the system based on the data entered when creating account. Please ensure that the date of birth provided is as printed on your NRIC/FIN/Passport.
2.	 First Name [Given name and Middle Name (if applicable)] Last Name (Family name) Official Name 	 If your full name consists of a middle name, please include it in the 'First Name' field. 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 have entered any non-English character(s), the system will prompt an error message.
3.	Citizenship (Country)	 For International Students, 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 dropdown 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 primary email address for post application-related matters, such as acknowledgement of application, request for additional supporting documents and outcome of application.

		 NUS <u>will not</u> be responsible for any undeliverable emails and the consequences that follow.
5.	Mobile / Home Phone No	 Add country and area codes for both numbers. Do not add dashes and other symbols.
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 and the duration of the programme/studies.
- b) Click on 'Add New Qualification' to proceed.

Add New Qualification



	Add New Qualification			
Item	Field	Remarks		
1.	Country	Select your School's Country from the drop-down list.		
2.	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".		
3.	Degree / Diploma Name	Please provide the full name of your programme. *H3 programme applicants, please indicate "A Levels".		
4.	Degree / Programme Status	Select the status of your programme from the drop-down list.		
5.	Discipline	Please select the discipline <u>closest</u> to your current field of studies.		
6.	Start / Completion / Expected Completion Date	Please complete all fields.		

6. **Uploading Supporting Documents**

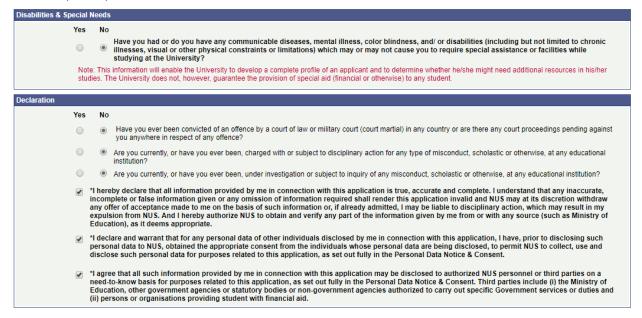
Students are required to upload supporting documents (where applicable). The maximum file size of each file should not exceed 1MB.

	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	 If you are a Singapore Citizen or Singapore Permanent Resident, upload a copy of the front <u>AND</u> back of your NRIC. If you are already holding to a valid pass which allows you to stay in Singapore, upload a copy of the front <u>AND</u> back of the pass. International Students should also upload a copy of your passport bio-data page. 		
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.

Please complete the questions below

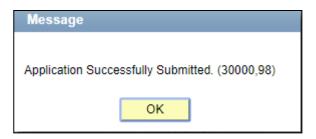


	Other Details & Declarations			
Item	Sub-section	Remarks		
1	Disabilities & Special Needs	 Select "Yes" if you have any disabilities that may cause you to require special assistance while studying at the University. If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters. 		
2	Declaration	- If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.		

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. You can only make changes during the stipulated application period and check your application status after the stipulated application period.

IMPORTANT:

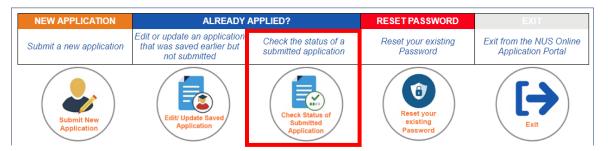
- Inaccurate or false information or omission of material information provided will render your application invalid, and if admitted based on such information, you may be expelled from NUS. The University reserves the right to reject applications that are incomplete or inaccurate.
- We will be communicating 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 <u>must</u> 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".

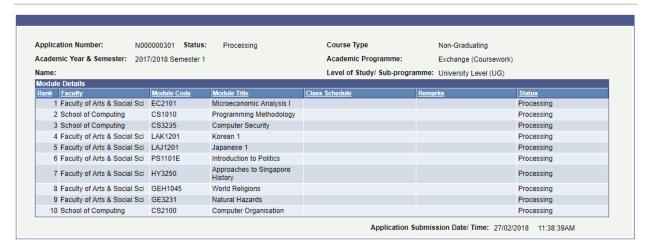


Welcome.



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





10. Enquiries

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

Updated as of March 2018