Instructions for RNSmen Application to read Internal Blended Learning Online Courses (iBLOCs) at the National University of Singapore

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>1.</td>
<td>Access the Non-Graduating Students Online Application System: <a href="https://myaces.nus.edu.sg/ngAdmForm">https://myaces.nus.edu.sg/ngAdmForm</a></td>
</tr>
</tbody>
</table>
| 2.   | Fill in the following information:  
|      | 1. Full Name* (as in your passport or identity card)  
|      | 2. Gender*  
|      | 3. Nationality/Citizenship* |
| 3.   | **A. Home university**  
|      | 1. Select **iBLOC student** under “Student Category”. Select the “Home Faculty” which you have been admitted to in NUS.  
|      | ![Home Faculty Image](image)  
|      | 2. **Singapore** will be automatically shown as Country of your “Home University”. Select the respective Ministry (e.g. Ministry of Home Affairs/ MHA-SCDF/ Ministry of Defence) under “Home university” field.  
|      | ![Ministry Select Image](image)  
|      | 3. Select the relevant Discipline (optional)  
|      | 4. Ignore “Exchange Type” as it is not applicable for iBLOC students  
|      | 5. Select **High School Graduate Student/ Polytechnic Graduate Student** under “Current Level of Study”  
|      | 6. Select **Coursework** under “Mode and Area of Study”  
|      | 7. “**Semester 2 AND Special Term Part 1**” will be the only option available for iBLOC applicants for “Semester(s) of intended stay in NUS”  
|      | ![Semester Select Image](image)  
|      | 8. Enter **8-character password** under “Password* (8 characters)”  
|      | Please record this password as it can be used together with your online application ID (refer to the next page).  
<p>|      | Click <strong>Save &amp; Continue</strong> |</p>
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<td>4.</td>
<td><strong>An application ID number</strong> that starts with “A” (e.g. A130003386) will be generated at this juncture. Please record your application ID number and your 8-character password, both of which are required to retrieve your application or to check the status of a ‘submitted’ application via the <a href="#">online system</a>.</td>
</tr>
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</table>

Step 4 Image: 
![Application ID Number Example](#)

*Application form for admission as a non-graduating student
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**Important:** Remember your application ID A130003386 and password so that you can login to modify your application and submit it for processing. Your application will not be processed until you have submitted your application. Until then, you are free to modify your application.

| 5.   | **B. Personal Particulars**  
Fill in the following information: |
<table>
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<tr>
<td>1.</td>
<td>Full Name*/Given Name*/Family Name* (as in your passport or identity card)</td>
</tr>
</tbody>
</table>
| 2.   | Permanent home address*  
   a. **Country of permanent home address**  
   b. **Note:** If “Singapore” is selected, it is compulsory to fill in the postal code. |
| 3.   | Mailing address (if different from item 2) |
| 4.   | Contacts (add country and area codes for telephone numbers)  
   **Note:**  
   a. For Singapore registered mobile numbers, you are not required to add the country and area codes.  
   b. It is compulsory to fill in the primary and alternative e-mail addresses. Ensure that you have provided valid and accurate e-mail address.  
   c. In the ‘Primary e-mail address’ textbox, indicate an e-mail address which you check frequently.  
   d. The alternative e-mail address will be used if we receive bounced emails from your primary e-mail address. |
| 5.   | Date of birth* |
| 6.   | Gender* |
| 7.   | Nationality/Citizenship*  
   **Note:** If you are a Singapore Citizen/Singapore Permanent Resident, please leave No. 9 “Passport Number” blank. |
| 8.   | Marital status* |
| 9.   | Passport number* (If you have a Singapore IC, please enter IC Number below at 10 ) |
| 10.  | Singapore NRIC number (for Singapore Citizen and Singapore Permanent Resident) * (e.g. S8012345X)  
   a. Identity card type |

Click **Save & Continue**
6. **C. Academic Qualifications**

   1. Upload your latest passport size photo in jpg/jpeg format (file size 1 MB max)*
   
   (this photo will be used to print your NUS Student Card)

   2. Fill in Completed and current education

   Level of study
   Pre-university / college education*

   **Note:**
   
   (a) Please fill in the name of your last attended institution under “Name of Institution” and the period
   
   (b) Ignore First and Second degree.

   3. Ignore English Language proficiency+ (TOEFL/IELTS):

   Click

   **Save & Continue**

7. **D. Mode, area and duration of study**

   1. Coursework option should be already selected. Ignore Research and Internship.

   2. Click

   and proceed to the next page to choose your module.

   3. Select **Semester 2 (Jan – May)** under “TABLE 1” drop-down menu.

   4. Select the Faculty

   5. Select your choice of iBLOC module(s). You will need to select at least 1 module and up to a maximum of 5 modules from the drop-down menu in the “Coursework” table. The “Seq” column below indicates your module preference ranking.

   You can read up to 4 iBLOCs.

   ![Coursework Table]

   Click

   **Save & Continue**
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<td>8.</td>
<td><strong>E. Source of Funds to Finance Studies</strong>  &lt;br&gt; Select <strong>Self-Support</strong> under “Source”.  &lt;br&gt; Click <strong>Save &amp; Continue</strong></td>
</tr>
<tr>
<td>9.</td>
<td><strong>F. Emergency Contact</strong>  &lt;br&gt; Fill in the following information:  &lt;br&gt; 1. Full Name*  &lt;br&gt; 2. Relationship  &lt;br&gt; 3. Postal address*  &lt;br&gt; 4. Contacts (add country and area codes for telephone numbers)  &lt;br&gt;   a. Mobile*  &lt;br&gt; Click <strong>Save &amp; Continue</strong></td>
</tr>
<tr>
<td>10.</td>
<td><strong>G. Disabilities &amp; Special Needs</strong>  &lt;br&gt; 1. Select either “Yes” or “No” if you have any disabilities that may or may not cause you to require special assistance or facilities while studying at the University.  &lt;br&gt; 2. If your answer is “Yes”, provide all relevant information in the box provided.</td>
</tr>
<tr>
<td>11.</td>
<td><strong>H. Declaration</strong>  &lt;br&gt; Read and understand the information under the Declaration and tick all the boxes for items (a) to (d) before clicking on: Next</td>
</tr>
<tr>
<td>12.</td>
<td><strong>I. Personal Data Notice &amp; Consent</strong>  &lt;br&gt; Read through the terms set out in the Personal Data Notice &amp; Consent before clicking on: Acknowledge</td>
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| 13.  | **Confirmation Page**  
Go through the online application form (from Sections A to H) to verify that the information are correct and there are no missing or incorrect information.  
If you are ready to submit your application, please click on:  
[Submit Application]  
If you are not ready to submit your application, you can click on:  
[Save as Draft]  
so that you can make further changes until you are ready to submit it. Please note that applications that are “Save as Draft” will **not** be processed. You may access [https://myaces.nus.edu.sg/ngAdmForm/nga_login.jsp](https://myaces.nus.edu.sg/ngAdmForm/nga_login.jsp) using your application ID number and 8-character password to print out a copy of your application form for reference.  
If you have submitted your online application successfully, the system will bring you to the next page which shows the application checklist and your **unique application number** (displayed at the top of the page). Please **ignore** the “NUS NON-GRADUATING STUDENT ADMISSION APPLICATION DOCUMENT CHECKLIST” as all relevant supporting documents will be retrieved from the Office of Admissions.  

*Updated: 31 August 2016*