

Guide to Application Form [Local Polytechnic Diploma Holders/Current Final Semester Polytechnic Students]

Office of Admissions



[8 pages including cover page]

Dear applicant, thank you for taking time to fill up an application for admissions for undergraduate courses to the **National University of Singapore (NUS)**.

We understand the anxiety of looking into your next step in life. Our admissions professionals have travelled the path, and are glad to assist you with this application guide. This guide explains the sections contained within our application form. You should read through the guide to prepare yourselves sufficiently for filling in the application.

We believe you will find it useful.

Preparation advice for completion of application form:

To cut down on your application time, you are advised to have the following documents ready:

1. Secondary Education results – GCE 'O' Level results slip to fill in subjects and grades; ITE Certificate (if applicable); SPM results (if applicable)
2. High School Education results (if applicable; especially for international qualifications)
3. Polytechnic results – to count the number of grades obtained for all semesters or first 5 semesters (for final semester students)
4. Essay of 1800 characters (approximately 300 words) under the Discretionary Admissions section. It is advisable that you craft the essay in word document first before copying it into this section. This section is an opportunity for you to list the activities that you have been involved besides your academic work. If you choose not to fill in this section, you will not be considered under the Discretionary Admissions Scheme.
5. National Service (male applicants only/if applicable) – for Date of Enlistment and Operationally Ready Date

The completion of the application form takes about 15 to 20 mins if you have the above documents ready

Section 1 - Personal Particulars

Section	Explanation	Contribution to admissions decisions/ remarks
<u>Fields required:</u> a) Name (Family Name, Given Name, Full Name) b) Date of Birth c) Gender d) Citizenship e) Passport Number f) Marital Status g) Race/Ethnic Group h) Religion	The fields in this section seek to identify yourself to us. Applicants who do not have passports at the point of application, may leave the passport field empty. Must submit a photocopy of your NRIC.	No contribution.

Section 2 - Contact Information

Section	Explanation	Contribution to admissions decisions/ remarks
<p>Fields required: Postal Address</p> <p>a) Block/House No (e.g. Apt Blk 42) b) Street Name/ Building Name c) Unit No. (e.g. #12-12) c) State/ City (Do not need to fill "Singapore" if you have a Singapore address) d) Country e) Singapore Postal Code f) Email and Alternate email which must be valid for at least next 12 months g) Home Telephone h) Handphone / Pager</p>	<p>The fields in this section seek to inform us of the ways to contact you on any further documentations or clarifications our admissions professionals might require from you.</p> <p>Applicants not residing in the Republic of Singapore should leave the Singapore Postal Code field empty.</p>	No contribution.

Section 3 - Academic Qualifications

Section	Explanation	Contribution to admissions decisions/ remarks
<p>Sub section - Secondary Education</p> <p>Fields required:</p> <p>a) Name of Secondary School b) City / Country c) Attended from and to d) Examination (name) e) Year taken f) Subjects taken and grades obtained</p> <p><u>Sub section - ITE Education (if applicable)</u></p> <p>a) Name of ITE b) City/Country c) Attended from and to</p>	<p>The fields in this section seek to inform us of your education experience.</p> <p>Secondary Education - refers to GCE 'O' Level results/ SPM is equivalent to GCE 'O' Level.</p> <p>Subjects taken - requires you to fill in the grades of the subjects taken. Fill in the fields only if your Year 10 education certification (GCE 'O' Level results) indicates the exact same words as stated. (Do not fill in for GCE 'N' Level results)</p> <p>Do not fill in grades for subjects not clearly stated as "Additional Mathematics" under Additional Mathematics.</p> <p>Do not fill in grades for subjects stated as Science under Physics.</p>	<p>The Singapore-Cambridge GCE 'O' level / SPM grades are counted towards the admission scores.</p> <p>ITE Education – No contribution</p>
<p>Sub section – Polytechnic Education</p> <p>a) Polytechnic Student Number/ Admission Number b) Name of Polytechnic by clicking on the '○' provided. c) Diploma course attended/attending (use drop- list given)</p>	<p>The Student Number and Admission Number can be found on the Polytechnic Results Slip or Transcript.</p> <p>It is very important to ensure that you have indicated your</p>	Highly

<p>d) If diploma not listed in drop- list, indicate in the box next to "Others"</p> <p>e) Diploma Plus (If any and use drop-list)</p> <p>f) Admission Month/Year and Graduation Month/ Year</p> <p>g) Number of Years taken for diploma course</p> <p>h) Diploma Taken – full time or part time</p> <p>i) Indicate if repeat years/semesters</p> <p>j) Indicate any change of diploma course</p> <p>k) Indicate taken any leave from studies</p> <p>l) Indicate if obtained Diploma with Merit/ Diploma with Distinction</p> <p>m) Indicate if awarded prizes/awards</p> <p>n) Indicate Final GPA (graduated) / Cumulative first 5 semesters GPA (if current final semester student)</p> <p>o) Indicate the total number of individual grades obtained throughout your course of study</p>	<p>Polytechnic and Diploma correctly because it will affect the eligibility of the choices of course that you have chosen.</p> <p>Ensure that the final GPA/ Cumulative 1st five semesters GPA is correct as it will affect the processing of your application.</p> <p>All information in this section must be accurate if not it will slow down the processing of your application as this is a VERY IMPORTANT section.</p>	
<p><u>Sub section – University School Education</u> Are you a current or former student of National University of Singapore, Nanyang Technological University, Singapore Management University or an overseas university?</p>	<p>If you are already an existing undergraduate or formerly from National University of Singapore, Nanyang Technological University, Singapore Management University or an overseas university, you must use another application form.</p>	
<p><u>Sub section – Additional Information</u> High School Education</p> <p>a) Name of High School</p> <p>b) City / Country</p> <p>c) Attended from and to</p> <p>d) Examination (name)</p> <p>e) Year taken</p> <p>f) Indication if it is Actual Official High School qualification results; or Forecasted results; or Most recent school examination results (Year 11)</p> <p>g) Subject taken and grades obtained</p>	<p>High School Education refers to Year 12 education.</p> <p>Applicants whose national pre-university education system is for 10 years (eg Philippines) should fill in their 10th Year national qualification results.</p> <p>Applicants who are sitting for their national or official Year 12 in the same year of application and expecting their results only after the application deadline should fill in their Year 11 results.</p>	No.
<p><u>Sub section – Other results (if applicable)</u></p> <p>a) IETLS</p> <p>b) TOEFL</p> <p>c) EL1119</p> <p>d) MUET</p> <p>e) SAT I</p>	<p>Applicants with any of these results may fill them in.</p> <p>Applicants who do not have these results should leave them empty.</p> <p>Applicants submitting the EL1119 are required to fill in the</p>	Not necessary.

	grade under "O" level grading, not the "SPM" grading. Applicants submitting the MUET should key in the numerical grade (eg 221) instead of the band.	
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Section 4 – Discretionary Admissions

Section	Explanation	Contribution to admissions decisions/ remarks
<u>Sub section</u> Fields required: a) Different Activities taken part in b) Level of achievement c) Name of activity/organisation/employer d) Level of participation e) Position Held f) From and to (year of achievement) f) Name of contact person (for verification) g) Position of contact person h) Telephone number (of g) i) Fax number (of g) <u>Short written submission</u> Fields required: 1,800 characters field for a short written submission	Applicants who want to highlight their personal achievements/ talent/ activities or representations in competitions for schools/polytechnic/ Singapore should fill up this section.	Applicants who wish to be considered under the Discretionary Admissions criteria should complete this section to be assessed in addition to their academic performance.

Section 5 - Choice of Courses

Section	Explanation	Contribution to admissions decisions/ remarks
Sub section - Single degree courses Fields required: a) 1st Choice b) 2nd Choice c) 3rd Choice d) 4th Choice e) 5th Choice	Applicants must select at least 1 (1st Choice) choice for a single undergraduate degree course for our assessment. You may select up to a maximum of 5 choices. All courses available for undergraduate studies are listed on a dropdown menu for easy selection. It is important to check if your diploma is accredited to the courses that you are applying for.	High contribution. Applicants will be assessed according to competition for all the courses they have applied for and be offered the applicants' prioritized choices, for applicants who meet the competitive cutoff points. Applicants who do not meet the competitive cutoff points nor offer any competitive achievements listed in sections 4 and 5, will be rejected.

		Applicants whose listed achievements in sections 4 and 5 are not assessed to be sufficiently competitive and also not met the competitive cutoff points, will be rejected.
Sub section - Double degree courses Fields required: a) 1st Choice (one choice) (drop down list)	This sub section is optional. Applicants who wish to undertake a double degree course (in 5 years) at NUS will use this sub section. Applicants can also apply for double degree (DDP) courses at the end of year 1.	High contribution for DDP only. Applicants will be assessed according to competition for all the courses they have applied for and be offered the applicants' prioritized choices, for applicants who meet the competitive cutoff points. Applicants do not meet the competitive cutoff points nor offer any competitive achievements listed in sections 4 and 5, will be rejected. Applicants whose listed achievements in sections 4 and 5 are not assessed to be sufficiently competitive and also not met the competitive cutoff points, will be rejected.

Section 6 – National Service

Section	Explanation	Contribution to admissions decisions/ remarks
Fields required: a) Indicate National Service Status (drop down list) b) Enlistment date c) Estimated ORD	It is important to indicate your National Service status clearly as it will affect the offer year.	Affect matriculation year.

Section 7 – Consideration as mature candidate

Section	Explanation	Contribution to admissions decisions/ remarks

Fields required: a) Indicate if you are above 25 years as at July (year of application) with at least 4 months of work experience b) Particulars of Refferals b) Employment History c) SAT I scores (compulsory to submit SAT I scores)	SAT I scores and submission of referees' reports are compulsory to be considered as mature candidate	Yes
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Section 8 - Disabilities and Special Needs

Section	Explanation	Contribution to admissions decisions/ remarks
Fields required: a) Selection for "yes" or "no"	Applicants who have disabilities and special needs must indicate them to us. Applicants whose conditions are within the University's estate and medical support capacities will compete as per normal applicants for admissions. Applicants with colour blindness will not be considered for admissions to Pharmacy. Applicants are required to submit documentation and paper explanations of their disabilities and special needs.	No contribution.

Section 9 - Next-of-Kin Information

Section	Explanation	Contribution to admissions decisions/ remarks
Fields required: a) Name of next of kin (NOK) / Guardian b) Relationship of NOK (a) to applicant c) Occupation (of a) d) Telephone (of a) e) Handphone / Pager (of a)	Country & area codes are required only for non-Singaporean numbers for the Home Telephone and Handphone / Pager fields.	No contribution.

Section 10 - Other Information

Section	Explanation	Contribution to admissions decisions/ remarks
Fields required: a) Criminal conviction	Applicants are required to declare all convicted criminal offenses by a court of law in any country.	No contribution.

Section 11 - Admission PIN

Section	Explanation	Contribution to admissions decisions/ remarks
Fields required: a) Enter an Admission PIN (8 alpha-numeric characters) b) Re-enter the admission PIN (as in a)	Applicants are required to self create an admission PIN . This admission PIN will be the personal password for the applicant to login to our online application status check. Admissions PIN must be in alpha-numeric. This means it must contain both alphabet(s) and number(s).	No contribution.

Section 12 - Application Fee

Section	Explanation	Contribution to admissions decisions/ remarks
Fields required: a) Choice of payment mode for one of the below: i) S\$10 through any DBS or POSBank ATM ii) S\$10 by Visa or Master credit card/ Internet Banking iii) S\$10 by NETS at the Office of Admissions iv) S\$10 by cheque made payable to 'National University of Singapore' iv) S\$10 by bank draft made payable to 'National University of Singapore'	Applicants must pay a non-refundable application fee of S\$10.00. NUS does not allow more than 1 application per academic year. Application will not be processed as application will be considered incomplete with payment of application fee.	No contribution.

Section 13 – Financial Aid

Section	Explanation	Contribution to admissions decisions/ remarks
Fields required: Yes/ No	Applicants who are interested to apply for financial aid may indicate 'Yes' in this section, otherwise click on "No".	No contribution.

Section 14 – Declaration

Section	Explanation	Contribution to admissions decisions/ remarks
Fields required: Nil	This section is a declaration clause where the applicant indicates that all information contained is correct.	No contribution.