WHAT TO DO AFTER BEING OFFERED ADMISSION
NUS NON-GRADUATING (NG) PROGRAMME

• For new RNSmen reading Special Term modules only, please refer to Page 2 to 5.
• For existing RNSmen reading iBLOCs and Special Term modules, please refer to Page 6 to 8.

*RNSmen refers to Returning NSmen

QUESTIONS? CONTACT US AT:

http://www.nus.edu.sg/registrar/info/ng/NG-STRNSmen-FAQ.pdf
nghelp@nus.edu.sg
6516 1476

All information accurate as of February 2020
WHAT TO DO AFTER BEING OFFERED ADMISSION
NUS NON-GRADUATING (NG) PROGRAMME

For new RNSmen reading Special Term modules only

1. ACCEPT/DECLINE OFFER
Within one week upon receiving offer email
Access the NUS Online Application Portal to accept/decline the admission offer.

2. UPLOAD PASSPORT-SIZED PHOTO
Within one week upon receiving offer email
If you are accepting the offer, upload your recent passport-sized photo via the portal. Ensure that your photo meets the photo requirements here.
*wait at least 4 days before proceeding to Registration (Part One).

3. COMPLETE REGISTRATION (PART ONE)
13 to 22 April 2020
Access the Registration System with your Application Number (e.g. N000012345) and Password*. You will receive your Student ID, Student PIN, NUSNET ID and default password upon completion. E.g:
- Student ID: starts with letter “A”
- NUSNET ID: starts with letter “E”
- Wait 2 days and reset your NUSNET Password here
*Forgot your password? Reset it here.

Ensure that you note down your Student ID, NUSNET ID and the respective passwords for access to a variety of online resources via NUS intranet.

Most communications from the University to students will be via the official NUS email account. Check your NUS email regularly and be aware of the latest notices/circulars that may be posted on myPortal@NUS.
4. PAYMENT OF MISCELLANEOUS STUDENT FEES (MSF)
Access Education Records System (EduRec) with your NUSNET ID and Password. Click here for the payment guide and refer to this link for the correct amount* to pay.

*Payment of Tuition Fees (TF) can be done after the start of Instructional Period. Refer to Step 11 for more details.

If you are in need of financial assistance to pay for your MSF and TF, refer to Step 5 for the financial assistance schemes.

5. FINANCIAL ASSISTANCE SCHEMES
If you are in need of financial assistance to pay for your tuition fees and miscellaneous fees, you may apply for the Post-Secondary Educational Account (PSEA) Scheme, Tuition Fee Loan and NUS Financial Aid Package. More details on the application of these scheme can be found here.

Take note of the application period for each scheme:
- **PSEA Scheme**: 18 to 24 May 2020 for Special Term (Part 1), 29 June to 5 July 2020 for Special Term (Part 2)
- **Tuition Fee Loan**: Date of admission offer to 3rd Friday of April 2020
- **NUS Financial Aid Package**: Date of admission offer to 1 April 2020

*As the PSEA funds might not come in before the deadline of payment of tuition fees, you are advised to pay for your outstanding fees first even after you have submitted the PSEA application to avoid any late payment penalty. Once the PSEA funds are in, the amount withdrawn will be reimbursed to you.

For enquiries, please contact the Office of Financial Aid (within Office of Admissions) at financialaid@nus.edu.sg or 6516 2870.

6. RECEIVE NUS OFFER PACKAGE BY MAIL
After completion of Registration (Part One)
To receive your student card on time, complete Registration (Part One) by 22 April 2020.
- Ensure that your mailing address in the Registration System is correct, as your offer package will be posted to that address*.
- Your offer package will consist of:
  - NUS Student Card
  - Instruction Notes for Student Card Activation

*Change in address after completion of Registration (Part One)? Write to nghelp@nus.edu.sg and include your Student ID and new mailing address.
7. COMPLETE REGISTRATION (PART TWO)
4 to 18 May 2020
Upon receipt of card, follow the instructions given to activate your NUS Student Card via EduRec.
- Navigation: Academics > Registration & Declarations > Student Card Activation
- An auto-generated email confirmation will be sent to your NUS email upon completion of the card activation*.
- You are not required to physically register at NUS before the start of the Instructional Period.
- Your offer will be withdrawn if you do not acknowledge receipt of your NUS student card by 18 May 2020.

*Accidentally activated your student card or the online activation was not done by you? Inform us at nghelp@nus.edu.sg immediately.

8. START OF INSTRUCTIONAL PERIOD
11 May 2020 onwards
The official start date of NG Programme is 11 May 2020 (Special Term Part 1) / 22 June 2020 (Special Term Part 2). Class schedules and examination timetables are available here.
- Check your NUS email account at the start of the course for Welcome Emails from your instructors.
- Access LumiNUS for details of the module(s) and course materials.
- Check with the department administrative staff on how you can register for tutorials and/or lab groups (where applicable) for your registered module(s).
- Ensure that you are able to attend the final examinations (if any). Refer to the Examination Directory for the exact schedule and venue closer to the examination period.

9. UPDATE MAILING ADDRESS & CONTACT DETAILS
Ensure that your personal particulars* are updated in EduRec in a timely manner.
*Click here for more information.
10. MODULE DROP & WITHDRAWAL

To drop your registered module(s) or withdraw from the NG programme:
- Complete the Academic Profile Updates (APU) Form
- Obtain the respective Department’s approval (with signature and stamp) before returning the completed form to Registrar’s Office at nghelp@nus.edu.sg for updating.
- Deadline for dropping modules without paying fees is as below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee Payment</th>
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<td>Drop module(s) with “W” grade</td>
<td>Fees payable</td>
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<td>Drop module(s) with “F” grade</td>
<td>Fees payable</td>
<td>From 25 May 2020 onwards</td>
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11. PAYMENT OF TUITION FEES (TF)

18 May 2020 onwards for Special Term (Part 1), 29 June 2020 onwards for Special Term (Part 2)
Access EduRec with your NUSNET ID and Password. Click here for the payment guide.
Tuition Fees* for Special Term RNSmen: S$820.00 per module.
*Please check your Student Bill for the actual fees charged before making the payment.

For more information on student-related fee matters, click here.

Should fees remain outstanding after the fee payment deadline:
- Late payment charge will be imposed
- A Negative Service Indicator (NSI) will be tagged against your student account as a “Hold” and you will not be able to view your exam results and receive your NUS transcript.

If you are in need of financial assistance to pay for your MSF and TF, refer to Step 5 for the financial assistance schemes.

12. UNDERGRADUATE DEGREE REQUIREMENTS

Refer to the NUS Bulletin to have an overview of the undergraduate degree programme that you have been accepted for admission in August.
*Questions regarding the fulfilment of degree requirements? Contact the relevant Faculty or Department here.

13. RECEIVE NUS TRANSCRIPT

11th calendar day from the day of results release
Refer to this link with your NUSNET ID and Password for more details.
WHAT TO DO AFTER BEING OFFERED ADMISSION
NUS NON-GRADUATING (NG) PROGRAMME

For existing RNSmen reading iBLOCs and Special Term modules

1. ACCEPT/DECLINE OFFER
   Within one week upon receiving offer email
   Access the NUS Online Application Portal to accept/decline the admission offer.

2. START OF INSTRUCTIONAL PERIOD
   11 May 2020 onwards
   The official start date of NG Programme is 11 May 2020 (Special Term Part 1) / 22 June 2020 (Special Term Part 2)*. Class schedules and examination timetables are available here.
   - Check your NUS email account at the start of the course for Welcome Emails from your instructors.
   - Access LumiNUS for details of the module(s) and course materials.
   - Check with the department administrative staff on how you can register for tutorials and/or lab groups (where applicable) for your registered module(s).
   - Ensure that you are able to attend the final examinations (if any). Refer to the Examination Directory for the exact schedule and venue closer to the examination period.

*Approved to read Special Term Part 2 module(s)? You will need to re-personalize your existing student card so that your access to certain facilities/services at NUS will not be affected until the end of Special Term Part 2. Affected students will receive an email on 23 June 2020 with further details.

3. UPDATE MAILING ADDRESS & CONTACT DETAILS
   Ensure that your personal particulars* are updated in Education Records System (EduRec) in a timely manner.

*Click here for more information.
Non-Graduating (NG) Programme
Special Term 2020 intake

4. MODULE DROP & WITHDRAWAL
To drop your registered module(s) or withdraw from the NG programme:
- Complete the Academic Profile Updates (APU) Form
- Obtain the respective Department’s approval (with signature and stamp) before returning the completed form to Registrar’s Office at nghelp@nus.edu.sg for updating.
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5. PAYMENT OF FEES
18 May 2020 onwards for Special Term (Part 1), 29 June 2020 onwards for Special Term (Part 2)
Access EduRec with your NUSNET ID and Password. Click here for the payment guide and refer to this link for the correct amount* to pay for both the Tuition Fees (TF) and Miscellaneous Student Fees (MSF).

*Please check your Student Bill for the actual fees charged before making the payment.

For more information on student-related fee matters, click here.

Should fees remain outstanding after the fee payment deadline:
- Late payment charge will be imposed
- A Negative Service Indicator (NSI) will be tagged against your student account as a “Hold” and you will not be able to view your exam results and receive your NUS transcript.

If you are in need of financial assistance to pay for your MSF and TF, refer to Step 6 for the financial assistance schemes.
6. FINANCIAL ASSISTANCE SCHEMES

If you are in need of financial assistance to pay for your tuition fees and miscellaneous fees, you may apply for the Post-Secondary Educational Account (PSEA) Scheme, Tuition Fee Loan and NUS Financial Aid Package. More details on the application of these scheme can be found here.

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*As the PSEA funds might not come in before the deadline of payment of tuition fees, you are advised to pay for your outstanding fees first even after you have submitted the PSEA application to avoid any late payment penalty. Once the PSEA funds are in, the amount withdrawn will be reimbursed to you.*

You are not required to apply for the Tuition Fee Loan and/or NUS Financial Aid Package again if you have already done so for your iBLOCs Programme.

For enquiries, please contact the Office of Financial Aid (within Office of Admissions) at financialaid@nus.edu.sg or 6516 2870.

7. UNDERGRADUATE DEGREE REQUIREMENTS

Refer to the NUS Bulletin to have an overview of the undergraduate degree programme that you have been accepted for admission in August.

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11th calendar day from the day of results release

Refer to this link with your NUSNET ID and Password for more details.