**What to do**

**AFTER BEING OFFERED ADMISSION**

**(COURSEWORK IN SPECIAL TERM)**

1. **ACCEPT/ DECLINE OFFER**
   - Within two weeks of receiving offer email
   - You will need to upload your photo upon accepting your offer. See the photo requirements on https://tinyurl.com/vbh8tqg
   - The photo will be printed on your student card.
   - You will receive an acknowledgment email thereafter.
   - Wait at least one week as indicated in the Registration Guide (https://tinyurl.com/wotmrzm) before starting on Registration Part One.

2. **STUDENT'S PASS APPLICATION**
   - End March to Early May
   - Does not apply to Singapore Citizens and PRs
   - At least one month before start of semester, Registrar's Office will send application instructions to your personal email.
   - Please check that all the details are correct before submitting your application on SOLAR (https://eservices.ica.gov.sg/solar/index.shtml).
   - Make payment for processing fees (SGD30). After the application is approved, make payment for issuance fees (SGD60) and (if applicable) multi-journey visa fees (SGD30).

3. **REGISTRATION PART ONE**
   - 10th April to 12th May (Special Term Part 1 intake)
   - 22nd May to 24th Jun (Special Term Part 2 intake)
   - by logging into the system on https://myregistration.nus.edu.sg with your application number and application password. You will receive your NUSNET ID, Student ID and a default password upon completion.
   - Reset your NUSNET default password on https://exchange.nus.edu.sg/passwordportal two days after completing this step.
   - Most communications from the university to student will be via the official NUS email account. Check your NUS email regularly.
   - Please refer to the payment guide to find out how much you need to pay to NUS for Miscellaneous Student Fees (for both Exchange and Non-Exchange coursework students*) and tuition fees (Non-Exchange coursework*) on: https://tinyurl.com/r9y9cm
   - *If your period of study extends to Semester 1 of the following academic year, Miscellaneous Student Fees and tuition fees for Semester 1 shall be payable.
   - *Payment of Tuition Fees (for non-exchange students) can be done after Instructional Week 2. Please check your Student Bill for the final amount.
   - For more information on student-related fee matters, please refer to http://www.nus.edu.sg/finance/students/student-finance-matters.html

4. **REGISTRATION PART TWO**
   - Please report for registration at the Registrar's Office 1 week before the official start date*
   - Special Term (Part 1) officially starts on 11 May 2020;
   - Special Term (Part 2) officially starts on 22 June 2020
   - All students are to bring this document on Registration Day: Passport or Identity Card
     - Students below 18 years old also bring:
       1. Risk Acknowledgment and Consent Form
       2. Authorization of Medical Procedures (for international students only)
       3. Appointment of Local Representative (for international students only)

5. **COMPLETION OF FORMALITIES FOR STUDENT'S PASS**
   - Go to the ICA Building @ 10 Kallang Road, Beside Lavender MRT at the appointed time.

6. **START OF INSTRUCTIONAL PERIOD**
   - Prepare for Week 1 of lessons in NUS by accessing LumiNUS (https://luminus.nus.edu.sg/) for course materials/announcements. Check with the department administrative staff on how you can register for tutorials and/or laboratory groups (where applicable) for your coursework modules on the first day of lecture.
   - For more information about the NUS academic calendar, please visit http://www.nus.edu.sg/registrar/academic-activities/academic-calendar

For more details, please refer to:
Questions? Contact us at:
http://www.nus.edu.sg/registrar/prospective-students/non-graduating/faq
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