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
- Young Artist Programme
- Internal Blended Learning Online Courses (iBLOCs)
- Special Term RNS Men
# User Guide for NUS Online Application Portal

## For Non-Graduating Local Programmes

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User Guide for NUS Online Application Portal
For Non-Graduating Local Programmes

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) Select **Non-Graduating (NG) Programme**.

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

iii) Please note that all fields are mandatory.
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.

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.

<table>
<thead>
<tr>
<th>Word(s)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year &amp; Semester</strong></td>
<td>Please refer to the NUS Academic Calendar for exact dates.</td>
</tr>
<tr>
<td>H3 Adv Placement Student</td>
<td>Applying for NUS H3 programmes – H3 (Coursework), H3 (SRP) and H3 (Research).</td>
</tr>
<tr>
<td>NUSHS Adv Placement Student</td>
<td>NUS High School students.</td>
</tr>
<tr>
<td>Poly Adv Placement Student</td>
<td>Applying for Polytechnic Preparatory Programme under School of Computing, NUS</td>
</tr>
<tr>
<td>Young Artist Programme Student</td>
<td>Applying for the Young Artist Programme under Yong Siew Toh Conservatory of Music, NUS.</td>
</tr>
<tr>
<td>Internal BLOC</td>
<td>Non-RNS men applying for NUS Internal Blended Learning Online Courses (iBLOCs).</td>
</tr>
<tr>
<td>Level of Study / Sub-Programme</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>H3 (Coursework)</strong></td>
<td>Reading NUS module(s) as a H3 Taught subject.</td>
</tr>
<tr>
<td><strong>H3 (SRP)</strong></td>
<td>Refers to H3 Science Research Programme (SRP)</td>
</tr>
<tr>
<td><strong>H3 (Research)</strong></td>
<td>Refers to H3 Humanities &amp; Social Sciences Research (HSSR) Programme</td>
</tr>
</tbody>
</table>

- RNS men applying for NUS Internal BLOCs 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

- 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

c) Click on ‘Apply Now’ to proceed.
3. **Selection of Module(s)**

a) **All** applicants are required to indicate the intended semester of study from the drop-down list.

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Intended semester of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>H3 (Coursework)</td>
<td>Semester 2</td>
</tr>
<tr>
<td>H3 Science Research Programme (SRP)</td>
<td>Semester 1 &amp; 2</td>
</tr>
<tr>
<td>H3 Humanities and Social Sciences Research (HSSR) Programme</td>
<td>Semester 2 &amp; ST Parts 1 &amp; 2</td>
</tr>
<tr>
<td>NUSHS Adv Placement</td>
<td>Semester 1 or Semester 2</td>
</tr>
<tr>
<td>Poly Prep Adv Placement</td>
<td>Semester 1</td>
</tr>
<tr>
<td>iBLOC</td>
<td>Semester 2 &amp; ST Part 1</td>
</tr>
<tr>
<td>Special Term RNS</td>
<td>ST Part 1 or ST Part 2 or ST Parts 1 &amp; 2</td>
</tr>
<tr>
<td>Young Artist Programme</td>
<td>Semester 1 or Semester 2</td>
</tr>
</tbody>
</table>

Please refer to the [NUS Academic Calendar](#) for exact dates.

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.

To add modules, click here
### Student Category | Module(s) Available
---|---
**H3 (Coursework)** | 1. GEH1022 Geopolitics: Geographies of War & Peace

**H3 Science Research Programme (SRP)** | Not required to select module. Please skip Steps 3b to 3f and proceed on to the next step of your application.

**H3 Humanities and Social Sciences Research (HSSR) Programme** | 1. ASP1201CH (for Chinese Studies)
2. ASP1201EC (for Economics)
3. ASP1201EN (for English Literature)
4. ASP1201GE (for Geography)
5. ASP1201HY (for History)
6. ASP1201MS (for Malay Studies)

**NUSHS Adv Placement** | Please refer to the email from your NUSHS coordinator for more details.

**Poly Prep Adv Placement** | 1. CS2040C Data Structures and Algorithms
2. MA1301 Introductory Mathematics

**Young Artist Programme** | Not required to select module. Please skip Steps 3b to 3f and proceed on to the next step of your application.

**Internal BLOC** | Please refer to this [link](#).

**Internal BLOC (Faculty)** | Please refer to this [link](#).

**Special Term RNS** | Please refer to this [link](#).

c) Check the box(es) at the last column of the table, and click ‘Save’ to confirm the module(s) you had selected. If 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.

![Module Details Table]

- Click on 'Add/Select New Module' to select your modules.
- Click on 'Edit Rank' to rank your modules.

**Check your module ranking order preference.**
**Click on “Edit Rank” to change or rectify your module order preference.**

- The ranking order will be used to determine if you get priority for the module. You are required to rank the modules 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.

![Module Details Table]

- 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.

![Module Details Table]
4. Personal Particulars

Fields marked with * are mandatory.

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date of Birth (DD/MM/YYYY)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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, i, 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 without a Student’s Pass, 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 drop-down menu. |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 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 **will not** 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.  
– This field should **only** contain numeric values. |
| 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 press on the ‘Populate Address’. The system will auto-populate the address **except** for the Unit/House number.  
– 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 or Edit Qualification

<table>
<thead>
<tr>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Country</em></td>
</tr>
<tr>
<td><em>Institution Name</em></td>
</tr>
<tr>
<td><em>Qualification Name</em></td>
</tr>
<tr>
<td><em>Qualification Status</em></td>
</tr>
<tr>
<td>Discipline</td>
</tr>
<tr>
<td>Start Date</td>
</tr>
<tr>
<td>Completion Date/ Expected Completion Date</td>
</tr>
</tbody>
</table>

**Add New Qualification**

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Country</td>
<td>Select your School’s Country from the drop-down list.</td>
</tr>
<tr>
<td>2.</td>
<td>Institution Name</td>
<td>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”.</td>
</tr>
<tr>
<td>3.</td>
<td>Degree / Diploma Name</td>
<td>Please provide the full name of your programme. *H3 programme applicants, please indicate “GCE A Levels”.</td>
</tr>
<tr>
<td>4.</td>
<td>Degree / Programme Status</td>
<td>Select the status of your programme from the drop-down list.</td>
</tr>
<tr>
<td>5.</td>
<td>Discipline</td>
<td>Please select the discipline closest to your current field of studies.</td>
</tr>
<tr>
<td>6.</td>
<td>Start / Completion / Expected Completion Date</td>
<td>Please complete all fields.</td>
</tr>
</tbody>
</table>
6. **Uploading Supporting Documents**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Official Transcript with grade legend</td>
<td>Your latest academic transcript/end-of-year results with grade legend in PDF format.</td>
</tr>
</tbody>
</table>
| 2.   | NRIC/ FIN/ Passport | - If you are a Singapore Citizen or Singapore Permanent Resident, upload a copy of the front **AND** back of your NRIC.  
  - If you are an International Student and already holding to a valid pass which allows you to stay in Singapore, upload a copy of the front **AND** 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Sub-section</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1    | Health and Support | - Select “Yes” if you have any disabilities or learning needs 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.

![Message]

Application Successfully Submitted. (30000,98)

OK

An acknowledgement email will be sent to your registered primary email. Please ignore the “NUS Non-Graduating Student Admission Application Document Checklist” indicated in the acknowledgement email as this list is **NOT APPLICABLE** to students applying for Non-Graduating (Local) Programmes.

**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 **must** 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”.

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 February 2020*