



# **NUS Education Records System (NUS EduRec)**

## **Global Education**

### ***Guide for Financial Aid Application***

*(information as at 16 November 2018)*

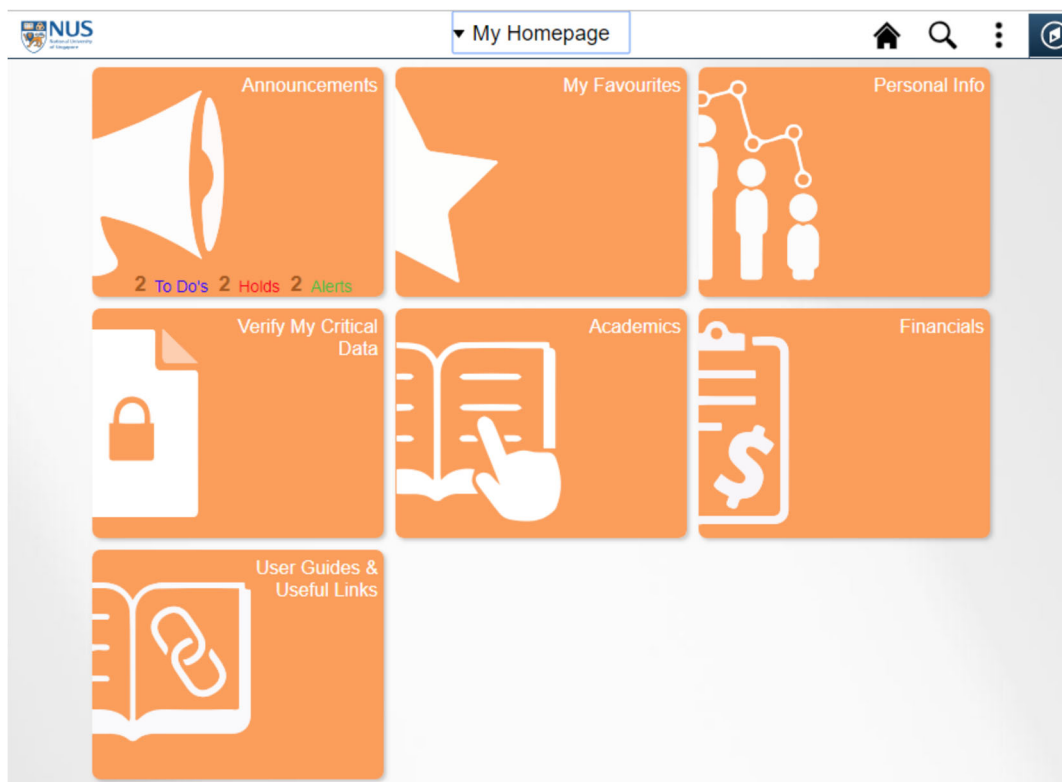
## 1. Access to myEduRec

### 1.1 Log in to the NUS Education Records System (myEduRec)

(<https://myedurec.nus.edu.sg>) using your **NUSNET ID and Password**.

The image shows the login page for the NUS Education Records System (EduRec). At the top left is the NUS logo with the text 'National University of Singapore'. Below it is an icon of a graduation cap and the text 'Education Records System (EduRec)'. There are two input fields: 'User ID' and 'Password'. Below the password field is a green 'Sign In' button.

### 1.2 Once you have logged in, you will see the default folder 'My Homepage', with tiles which you can select:



### 1.3 Select 'Academics' > 'Global Education' > 'External Study Application'

1.4 For more details on navigations refer to the User Guide on [Navigating EduRec for students.](#)

## 2 View My Application(s)



2.1 Click on 'My Application' icon.

2.2 You can view/search for the applications that you have submitted.

My Financial Aid Application										Find   View All	First	1-9 of 9	Last
FA Application ID	Ext. Study Academic Year	Ext. Study Type	Ext. Study	Study Period	FA Type	FA Name	Quantum	Applied On	Application Status	Amount Awarded	Required Actions	Possible Actions 1	Possible Actions
FA00072-00001-A00393141-00221-2	2030/2031	Student Exchange	SEP Test 2030/2031	NUS Sem 1	Bursaries	NASA Enhancement Bursary	5000	11-Jan-2017	Submitted	0.00	<a href="#">Modify Application</a>	<a href="#">Withdrawal</a>	NA

2.3 Click on the 'FA Application ID' link to view the application information or the 'Ext. Study' link to view the programme application information.

My Financial Aid Application										Find   View All	First	1-9 of 9	Last
FA Application ID	Ext. Study Academic Year	Ext. Study Type	Ext. Study	Study Period	FA Type	FA Name	Quantum	Applied On	Application Status	Amount Awarded	Required Actions	Possible Actions 1	Possible Actions
FA00072-00001-A00393141-00221-2	2030/2031	Student Exchange	SEP Test 2030/2031	NUS Sem 1	Bursaries	NASA Enhancement Bursary	5000	11-Jan-2017	Submitted	0.00	<a href="#">Modify Application</a>	<a href="#">Withdrawal</a>	NA

### 3 Apply for Financial Aid



#### 3.1 Click on 'Financial Aid' icon

3.2 Financial aid will only be listed if you have accepted a programme offer. It also depends if there are any financial aid scheme available for that programme. Click on the programme name to view the financial aid details or 'Apply Now' to submit your application.

Financial Aid								Find   View All    First 1 of 1 Last	
FA Setup ID	FA Type	FA Name	Applicable for Local/Overseas Ext. Study	Ext. Study Academic Year	FA Application Period	Quantum	Administered by	Action	
1 00072	Bursaries	<a href="#">NASA Enhancement Bursary</a>	Overseas & Local Programs	2030/2031	22-Dec-2016 to 11-Jan-2017	5000	International Relations Office	<a href="#">Apply Now</a>	

You are required to visit the financial aid website for detailed information on the financial scheme, eligibility criteria, etc.

#### 3.3 Complete all the mandatory fields as required in each section

#### Step 1: Application Information

##### Application for NASA Enhancement Bursary

##### Application Information

##### Application Information

There is a two-step process to apply for the NASA Enhancement Bursary.

Firstly, apply for NASA Enhancement Bursary via myISIS (click on Self Service > Global Education > External Study Applications > Financial Aid) upon acceptance of the programme.

Secondly, apply for financial aid via Office of Financial Aid's Undergraduate Financial Aid Portal and submit all relevant supporting documents for processing to the Office of Financial Aid for the academic year of the overseas programme.

Students who have applied for financial aid for the relevant academic year, prior to the application of the overseas programme, do not need to submit another financial aid application. Do note that the financial aid application is open from 1 February to 1 April for the following academic year. For example, students who apply for summer programme that starts on 12 June 2015, must apply financial aid for the academic year 2014/2015 which opens from 1 February 2014 to 1 April 2014.

If the financial aid application period for the academic year is closed, students can still apply by stating the reason(s) for the late application. The Office of Financial Aid will consider the application on a case-by-case basis.

The NASA Enhancement Bursary application will only be processed after the programme's participation is confirmed by the host university/organisation / programme provider, and the financial aid application is verified and approved by the Office of Financial Aid.

•Students may apply for more than one NASA Enhancement Bursary award but can receive at most ONE (1) NASA Enhancement Bursary award for ONE (1) programme during their undergraduate study in NUS.

•Awardees who are unable to go on the short term and spedal programme, must write to IRO at [iroawards@nus.edu.sg](mailto:iroawards@nus.edu.sg) and provide reasons of their withdrawal from the programmes. IRO reserves the right to withdraw the award in such cases and may impose an administrative fee.

•The award does not carry a bond. However, all awardees are expected to be NUS ambassadors. Awardees must complete the short term and spedal overseas programme questionnaire and report.

☒ I have read and understood the application requirements

[<<PREVIOUS STEP](#)

[RETURN TO MAIN MENU](#)

[NEXT STEP>>](#)

This web application is for the use by authorized users only. All users are subject ed to having all of their activities on this application monitored and recorded. Anyone using this application expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activity or policy violation, evidence of such monitoring may be provided to law enforcement or other officials.

- Read the Application Information carefully
- Check on the 'I have read and understand the application requirements'

- Click on the 'SAVE AND PROCEED' button
- Click on the 'NEXT STEP' button to proceed to the next page

## Step 2: Financial Aid Application

Application for NASA Enhancement Bursary

### Financial Aid Application

**Financial Aid Application**

\*Financial Aid Application for:

Reason for Applying:

Additional Information:

1 2 3

1	Application Information	✓
2	Financial Aid Application	◆
3	Application Confirmation	◆

☐ I have read and understood the application requirements

SAVE AND PROCEED

<<PREVIOUS STEP

RETURN TO MAIN MENU

NEXT STEP>>

This web application is for the use by authorized users only. All users are subject to having all of their activities on this application monitored and recorded. Anyone using this application expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activity or policy violation, evidence of such monitoring may be provided to law enforcement or other officials.

- Click on the magnifying glass button to link your financial aid application to the programme which you would like to apply for the financial aid. Please check the entry carefully as you are not allowed to change this value after saving the application. Should you require any changes to this field, you are required to withdraw and submit a fresh application.
- Complete the rest of the required information as displayed on your screen.
- Check your input and select the 'I hereby acknowledge that the above information is accurate'
- Click on the 'SAVE AND PROCEED' button. You will receive a message to confirm your input for the 'Financial Aid Application for' as you are not allowed to change this value after saving the application.
- Click on the 'NEXT STEP' button to proceed to the next page

## Step 3: Application Confirmation

Application for NASA Enhancement Bursary

### Application Confirmation

#### Financial Aid Application

**Financial Aid Application**

Financial Aid Application for: P00221-00002-A0034462M SEP Test 2030/2031

Reason for Applying: I come from a low income family and I need additional funds for this programme I am interested in.

Additional Information: I'm a student with good grades.

1 2 3

1	Application Information	✓
2	Financial Aid Application	✓
3	Application Confirmation	✓

<<PREVIOUS STEP

SUBMIT APPLICATION

PRINT

RETURN TO MAIN MENU

- Check on the application details

- Click on 'SUBMIT APPLICATION' button to submit your application

3.4 Financial Aid Administrator will review your application and you will be notified of the outcome via email. If you have been offered a financial aid, you will be asked to response to the offer within the stipulated timeline.

**Note:**

- You may be asked to submit another set of application to the donor/sponsor, depending on the financial aid requirements.
- You may apply for more than one financial aid for a programme but you can only accept one offer for that programme. The Financial Aid Administrator can also manually add another award for the student (in addition to what the student has received) but this is subjective to the financial aid guideline and student's needs.

## 4 Modify Financial Aid Application



4.1 Click on 'My Application' icon

4.2 Search for your financial aid application and click on 'Modify Application' link

My Financial Aid Application										Find   View All	First	1-9 of 9	Last
FA Application ID	Ext. Study Academic Year	Ext. Study Type	Ext. Study	Study Period	FA Type	FA Name	Quantum	Applied On	Application Status	Amount Awarded	Required Actions	Possible Actions 1	Possible Actions
FA00072-00001-00003141-00221-2	2030/2031	Student Exchange	SEP Test 2030/2031	NUS Sem 1	Bursaries	NASA Enhancement Bursary	5000	11-Jan-2017	Submitted	0.00	Modify Application	Withdrawal	NA

**Note:** You are allowed to modify your application as long as the timeline for the financial aid application is still active otherwise, approach the Financial Aid Administrator for assistance.



## 5 Submit Withdrawal Request



5.1 Click on 'My Application' icon

5.2 Search for your financial aid application and click on 'Withdrawal' link

My Financial Aid Application										Find   View All	First	1-9 of 9	Last
FA Application ID	Ext. Study Academic Year	Ext. Study Type	Ext. Study	Study Period	FA Type	FA Name	Quantum	Applied On	Application Status	Amount Awarded	Required Actions	Possible Actions 1	Possible Actions
FA00072-00001-00034462M-00221-2	2030/2031	Student Exchange	SEP Test 2030/2031	NUS Sem 1	Bursaries	NASA Enhancement Bursary	5000	11-Jan-2017	Submitted	0.00	<a href="#">Modify Application</a>	<a href="#">Withdrawal</a>	NA

5.3 Enter your reason for withdrawal

### Financial Aid Withdrawal Request

**FA Application ID:** FA00072-00001-A0034462M-00221-2  
**FA Category:** Bursaries  
**FA Code:** NASA Enhancement Bursary  
**Financial Aid Title:** NASA Enhancement Bursary  
**Application Status:** Submitted

**Administered by:** International Relations Office  
**Enquiry Address:** iroawards@nus.edu.sg

#### Financial Aid Application for:

**Ext. Study Application ID:** P00221-00002-A0034462M  
**Ext. Study Academic Year:** 2030/2031  
**Ext. Study Type:** Student Exchange  
**Ext. Study Name:** SEP Test 2030/2031  
**Administered by:** FoE Dean's Office  
**Enquiry Address:** irolr@nus.edu.sg

Study Location		
Host	Study Location	Ext. Study Period
University of Tokyo	Japan	NUS Sem 1

**Message for Financial Aid Administrator:**

Submit

Cancel

5.4 Click on 'Submit' button and you will receive an email acknowledgement of your request

5.5 An email will be sent to inform the Financial Aid Administrator to review your withdrawal request and you will be notified of the outcome.

## 6 Response to a Financial Aid Offer

If you are successful in your application, you will receive an email with details of the offer. You are required to access to this page to response to the offer.



6.1 Click on 'My Application' icon

6.2 Search for your financial aid application

6.3 Click on 'Accept/Decline Offer' link

My Financial Aid Application										Find   View All   First 1-9 of 9 Last			
FA Application ID	Ext. Study Academic Year	Ext. Study Type	Ext. Study	Study Period	FA Type	FA Name	Quantum	Applied On	Application Status	Amount Awarded	Required Actions	Possible Actions 1	Possible Actions 2
FA00059-00001-A0039314L-00222-2	2030/2031	Student Exchange	FOE SEP 2030/2031	NUS Sem 2	Bursaries	MAPLE TREE BURSARY	3000		Pending Submission	0.00	NA	<a href="#">Withdrawal</a>	NA
FA00072-00001-A0039314L-00221-2	2030/2031	Student Exchange	SEP Test 2030/2031	NUS Sem 1	Bursaries	NASA Enhancement Bursary	5000	11-Jan-2017	Offered	5000.00	<a href="#">Accept/Decline Offer</a>	<a href="#">Withdrawal</a>	NA

6.4 Indicate your acceptance by selecting the 'I accept the offer' radio button otherwise, select the 'I decline the offer' radio button

### Accept/Decline Financial Aid Offer

**FA Application ID:** FA00072-00001-A0039314L-00221-2  
**FA Type:** Bursaries  
**FA Code:** NASA Enhancement Bursary  
**Financial Aid Name:** NASA Enhancement Bursary  
**Administered by:** International Relations Office  
**Enquiry Address:** iroawards@nus.edu.sg  
**Deadline for Offer Acceptance:** 28-Feb-2017

**Financial Aid Application for:**

**Ext. Study Application ID:** P00221-00002-A0039314L  
**Ext. Study Academic Year:** 2030/2031  
**Ext. Study Name:** Student Exchange  
**Ext. Study Period:** SEP Test 2030/2031  
**Enquiry Address:** FoE Dean's Office  
**Enquiry Address:** irolr@nus.edu.sg

Study Location		
Host	Study Location	Ext. Study Period
1 York University	Canada	NUS Sem 1

☐ I accept the offer  
☐ I decline the offer

**Note:** Please check the information carefully before responding to the offer as you will not be allowed to accept another financial aid offer for that programme.

6.5 Click on 'Submit' button and you will receive an email acknowledgement