NUS Education Records System (NUS EduRec)

Global Education

Guide for Financial Aid Application

(information as at 16 November 2018)

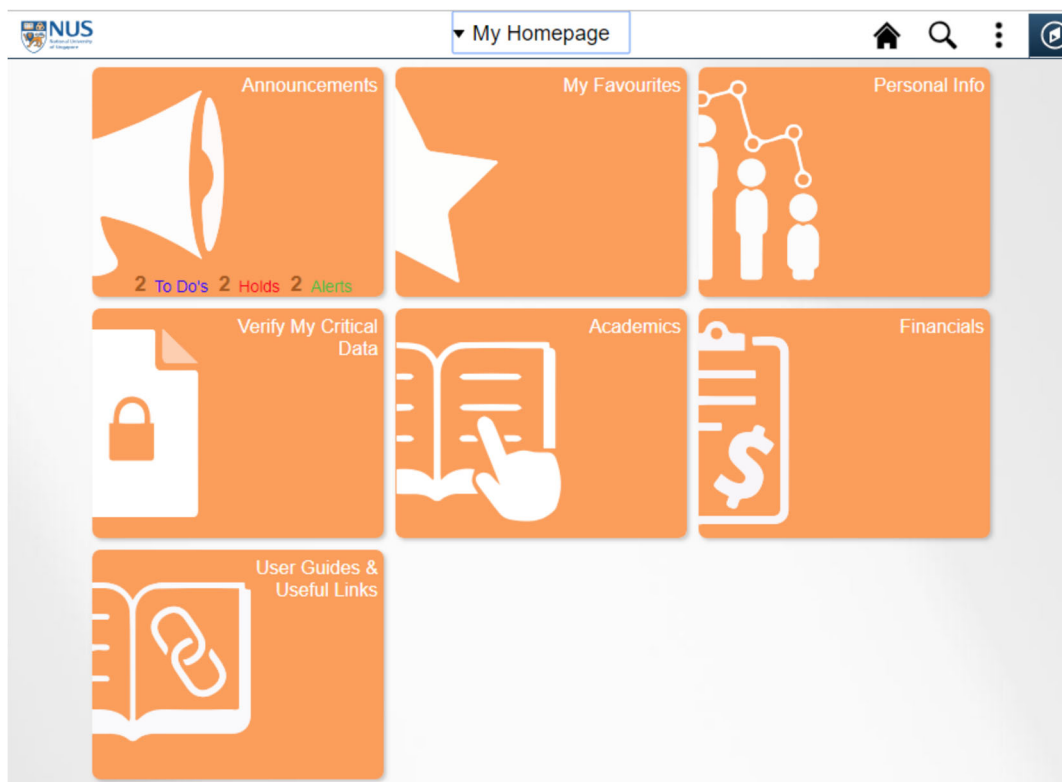# 1. Access to myEduRec

1.1 Log in to the NUS Education Records System (myEduRec)
(https://myedurec.nus.edu.sg) using your **NUSNET ID and Password**.

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.

	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
1	FA00072-00001-A0039314L-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

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.

	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
1	FA00072-00001-A0039314L-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

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.

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	NASA Enhancement Bursary	Overseas & Local Programs	2030/2031	22-Dec-2016 to 11-Jan-2017	5000	International Relations Office	Apply Now

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

- 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

- 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

- 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

	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
1	FA00072-00001-A0039314L-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

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

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

Finanancial Aid Application for:

Ext. Study Application ID:	P00221-00002-A0039314L
Ext. Study Academic Year:	2030/2031
Ext. Study Name:	Student Exchange SEP Test 2030/2031
Enquiry Address:	FoE Dean's Office 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

Submit   Cancel

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