APPLICATION GUIDE FOR POLYTECHNIC STUDENTS

ACADEMIC YEAR 2023/ 2024

APPLICATION OVERVIEW

You will need to complete all relevant sections of your application before submitting it online. Do make sure you have sufficient time to apply, submit supporting documents (if applicable) and complete application fee payment by **21 February 2023**.

You can refer to the Supporting Document Guide for the list of supporting documents to prepare for submission.

Keep to the **Timeline**

The Admissions Selection Committee will review your academic merits, achievements and choice of programmes to make a decision.

Some programmes require you to undergo additional assessments (such as interviews, selection tests and portfolios) – you will be notified accordingly if you need to attend one.

Wait for your
Application Outcome

The admission offer letter will be available online after you have been offered admission. The offer letter will indicate how and when to reply to the offer.

Don't miss the deadline!

Accept our **Offer**

Visit the admissions website for more details.

Alternatively, you may send us your questions at www.askadmissions.nus.edu.sg!

Questions and
Enquires?

Before you start...

Here are a few things to note:

(1) For best user experience, please use **Google Chrome** or **Mozilla Firefox**. Other browsers (such as Internet Explorer, Microsoft Edge versions before version 44.17763) may experience compatibility issues.

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(2) You can use one of the following **social accounts** to proceed with your undergraduate admissions application:
- Facebook
- Google (e.g. Gmail)
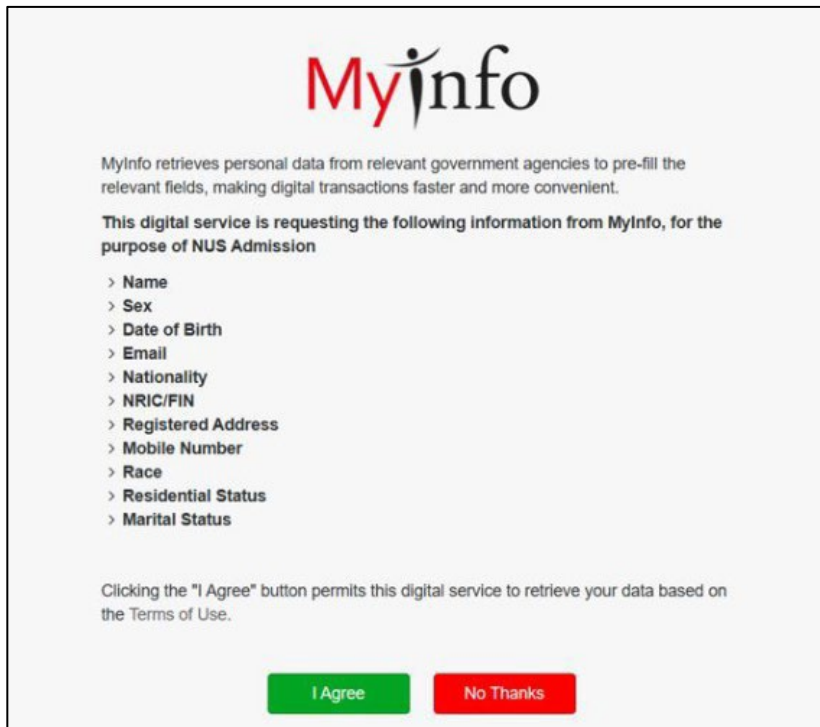- Microsoft Account (e.g. Outlook or Hotmail)
- LinkedIn

By using your social account for login, information entered in the application form will be automatically saved. As you will be logged out if your session idles for more than 30 minutes, using your social account for login ensures that information previously entered can be retrieved when you resume the session again.

You are encouraged to create an email account which you can use for this application purpose.

If you do not have any of the above social accounts, you can create a NUS Account for Undergraduate Admission Application [here](#).

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(3) You can now use [Myinfo](#) to pre-fill the relevant fields in your application form, making submission of accurate data faster and more convenient. Click on '**Retrieve MyInfo with Singpass**' to proceed.

If you use the Myinfo function, you will only be allowed to make changes to the following fields:
- Marital Status
- Email
- Mobile number

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(4) If you have opted to use MyInfo function initially, but would like to proceed filling up the application form without pre-
filled information retrieved from MyInfo, follow the steps below to proceed:
a) Close browser
b) Re-login with same social account and
c) Click on 'Start New Application' button

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(5) Students residing in Singapore are encouraged to use the **Postal Code search function** so that accurate residential address information such as Block/House Number and Street Name can be pre-loaded in one-click.

Note: This function is only applicable to residential addresses in Singapore.
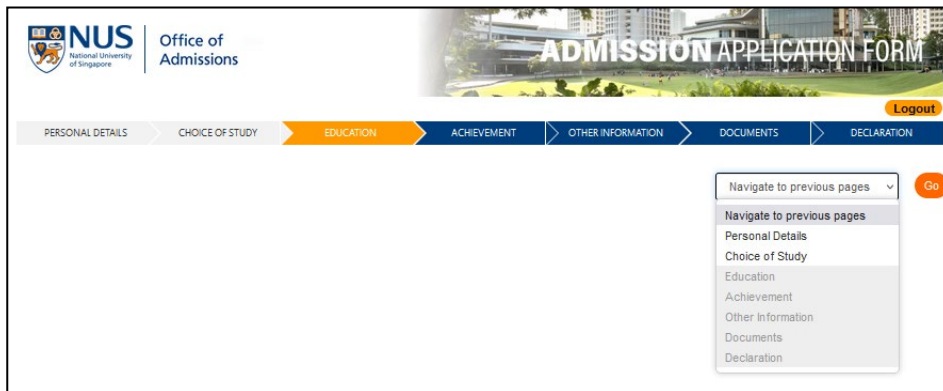
(7) You are required to select at least one Single Degree choice of study. Based on the selected Single Degree programme choice, Double Degree (DDP), Concurrent Degree (CDP), Double Major, Minor and Specialisation Programmes that are related to the Single Degree programme choice(s) will be listed in the drop-down menu for selection.

If you decide to revise your Single Degree programme choice(s) before application submission, you will be required to re- select your DDP, CDP, Double Major, Minor and Specialisation Programmes as your earlier selection will be **reset**. The list of relevant DDP, CDP, Double Major, Minor and Specialisation Programmes for selection will be revised in accordance to the new Single Degree programme choice(s).

(8) The top Navigation Bar indicates you have completed a specific section based on the colors presented.
- Completed section = Grey
- Section in-progress = Orange
- Section to be completed = Blue

The Navigation Drop-down Menu allows you to return to a previous section to review or amend the information. Do note that you will then have to review the remaining sections again before resuming from where you had previously stopped.

To ensure information entered is saved, you are required to use the ⬤ **Save and Next** button to proceed to the next page of the application form.

Applying to NUS?

Before you start your admissions application, you should:
1. Understand the admissions requirements
2. Check the Subject pre-requisites
3. Do your research on the NUS programmes

Start your application by completing the online application form.

After you have logged in using one of your social accounts, ensure that you have selected the correct qualification (that is, Polytechnic Diploma from Singapore).

There are 7 main sections that you need to complete.

Prelude Section: Declaration of University Candidature
- If you are a current or former university student, you should apply via www.nus.edu.sg/oam/apply-to- nus/transfer-applicants
- Otherwise, select "No" to proceed.

✎ Section 1: Personal Details
- You can pre-fill your personal details using Myinfo that retrieves government-verified data from relevant government agencies.
- If you are unable to use MyInfo to pre-fill your details, you can still enter your particulars for this section.
- **Personal particulars:**
  - Fill in your full name and nationality as per your NRIC, Passport or Birth Certificate.
  - Indicate a valid email address and mobile number in order for the University to contact you when necessary. Applicants who provide a **valid Singapore mobile number** will receive SMS alerts for admission updates (e.g. shortlist notification for interview programme(s) or offer of admission).
- **National Service (NS) in Singapore:**
  - You should choose 'Not Applicable' if you are not required to fulfil the mandatory national service in Singapore.
- **Alternative Contact**:
  - A contact person in the case of emergency

✎ Section 2: Choice of Study
- You can apply for a maximum of **8 Single Degree** programme choices and another **8 Double Degree (DDP), Concurrent Degree (CDP), Double Major, Minor and Specialisation Programmes**.
- Click the '**+**' button to add your programme choices.
- If you have selected the Engineering and/or Computer Engineering programme(s) in your Single Degree programme choices, you will be prompted to indicate your interest to be considered for Engineering Scholars Programme.
- If you indicate interest to be considered for NUS College, you will be required to answer additional questions and submit an essay for the holistic admissions review by NUS College.

✎ Section 3: Education
- **Polytechnic Education:**
  - Indicate your polytechnic/institute academic details in this page.
  - If your diploma programme is not found in the Diploma Course drop-down menu, please select 'Others' and indicate the diploma name in the box that will appear.

- If you have attained additional certificates (such as Diploma-Plus Programme) or Certificate of Merit (COM) or have completed the Polytechnic Foundation Programme, please indicate the details in the corresponding fields.
- For students who wish to fulfil the Mathematics requirement using a certificate from a polytechnic that they did not graduate from, please inform us via www.askadmissions.nus.edu.sg after submitting the online application form. Students should have already obtained the certificate.
- For graduated students who do not have a GPA, please indicate 0 in the GPA field and fill up the grades obtained for all semesters in the diploma programme.

- **Secondary Education**
  - Declaration of the relevant Secondary Education subjects is important to fulfil subject pre-requisites of certain programmes.
  - You are not required to complete this section if you did not take these subjects.
- **ITE Education:**
  - If you have completed Higher Nitec and/or Nitec offered by the Institute of Education (ITE). Otherwise, you should indicate as 'Not Applicable'.
- **Other Education (Optional):**
  - You may indicate any additional test scores (e.g. SAT) if applicable.

✍ Section 4: Achievement

- As part of our admissions process, we would like to get to know you better through a series of 5 short response questions. Each question has a character reply limit, so avoid verbose answers and write straight to the point.
- You may list up to three achievements by using the **Add Achievement** button. To save the details entered and proceed with the next achievement, please click on **Add** button. If you do not have any relevant achievements, you should select the **Not Applicable** button.
- The 5 short response questions are where you can express your interests, character, aptitudes, skills and experiences for the colleges, faculties and schools to get a better understanding of you as a person and your suitability for your selected programme(s) in the University.

✍ Section 5: Other Information

- **Health and Support:**
  - Share you have medical or mental health condition and/or physical disabilities; and/or drug or food allergies.
  - The information will enable NUS to develop a better understanding of your need for support/resources during your studies, and to ascertain if provisions required are available, in an effort to make your experience a positive one.
- **Other Information:**
  - Please indicate if you have ever been arrested, charged in court, put on probation or convicted of an offence; suspended or expelled from an educational institution; terminated from your employment for any reason; or have any court or disciplinary proceedings pending.
  - The information will enable the University to provide support during your studies in NUS. All information submitted will be treated confidentially.
- **Tuition Grant:**
  - Singapore Permanent Residents and International Students are to indicate their intention to apply for Tuition Grant.
  - Singapore Citizens should declare accordingly.
- **Financial Aid:**
  - This is not an application for financial aid, but for you to indicate your intention to apply for it.
  - You will need to submit a separate online application here.

- **Household Income:**
  - o The University is collecting household income information of all applicants to assess the levels of financial aid necessary for needy applicants and to increase the awareness of financial aid. It has no impact or implication on your application outcome.

✍ Section 6: Documents

- Based on the information declared, you will be prompted to upload specific supporting documents to support your undergraduate admission application.
- You can click on the ⊕ to upload the relevant documents.
- The acceptable file formats for online document submission are .jpg, .jpeg and .pdf.
- If you wish to submit additional documents after you have submitted the online application, you may do so via the Applicant Portal by 21 February 2023.

✍ Section 7: Declaration

- You have to declare that all information provided is correct and you have read and agreed to the terms and conditions stated in the Personal Data Notice & Consent.
- **Personal Identification Number (PIN):**
  - o You must create a confidential 8-digit alpha-numeric PIN. Your PIN is case sensitive.
  - o If you wish to make any amendments, you should click on the **Navigation Drop-down Menu** or the **Back** button to return to the relevant section. After the change is made, click on **Save and Next** icon to save the revised information. Click the **Submit** button to proceed with the application.

Do check your details before you click the Submit button!

✍ Final Section: Acknowledgement Page

- Once submitted successfully, the Application Acknowledgement page with your **Application Number** will be displayed**.**
- The application number and PIN would enable you to log in to the Applicant Portal to track your application and to submit additional supporting documents.
- A non-refundable application fee of SGD 10 is payable via various modes.
- You will also receive an email titled "Acknowledgement of Application to NUS Undergraduate Programmes" if your application has been received.

APPLICATION FLOWCHART

Prepare application

Read up on all NUS programmes offered. Shortlist those that you are interested in and ensure that your diploma is accredited to them and/or you fulfil the programme eligibility.

Prepare all necessary documents so that you can reduce your application time.

Apply online

Submit an admission application online from **9 January to 21 February 2023.**

Verify application before submission as the outcome will be adversely affected by inaccurate information.

Complete application

Your application will be only be considered after you complete the application process.

A complete application includes:
- ➢ Successful submission of online application form;
- ➢ Receive an email titled "Acknowledgement of Application to NUS Undergraduate Programmes",
- ➢ Submission of supporting documents; and
- ➢ Making the S$10 application fee payment.

Incomplete application will affect the outcome of your application.

Wait for outcome

The Admissions Selection Committee will consider your application (academic merits and choice of study) before releasing an outcome by end May.

Depending on the programme(s) you have applied for, an interview and/or test may be required before an admission outcome can be made.

Outcome of your application will be released online.

Reply to offer

If your application is successful, you have to reply to the NUS offer of admission by the stipulated deadline.

Your electronic offer letter will indicate the deadline, and how you can do it.