

APPLICATION GUIDE FOR POLYTECHNIC STUDENTS

ACADEMIC YEAR 2022 / 2023

NATIONAL UNIVERSITY OF SINGAPORE

OFFICE OF ADMISSIONS | UNIVERSITY TOWN, 2 COLLEGE AVENUE WEST, #01-03 (STEPHEN RIADY CENTRE), SINGAPORE 138607

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 2022**.

You can refer to the [Supporting Document Guide](#) for the list of supporting documents to prepare for submission.



Keep to the Timeline

Wait for your Application Outcome



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

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

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



Questions and Enquires?

Visit the admissions [website](#) for more details.

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

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.
-

- (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](#).

- (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.

MyInfo

MyInfo retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from MyInfo, for the purpose of NUS Admission

- > Name
- > Sex
- > Date of Birth
- > Email
- > Nationality
- > NRIC/FIN
- > Registered Address
- > Mobile Number
- > Race
- > Residential Status
- > Marital Status

Clicking the "I Agree" button permits this digital service to retrieve your data based on the Terms of Use.

If you use the Myinfo function, you will only be allowed to make changes to the following fields:

- Marital Status
 - Email
 - Mobile number
-

- (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:
- Close browser
 - Re-login with same social account and
 - Click on 'Start New Application' button
-

- (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.

A screenshot of the postal code search function. It features a text input field labeled "Postal Code" with a search icon (magnifying glass) to its right.

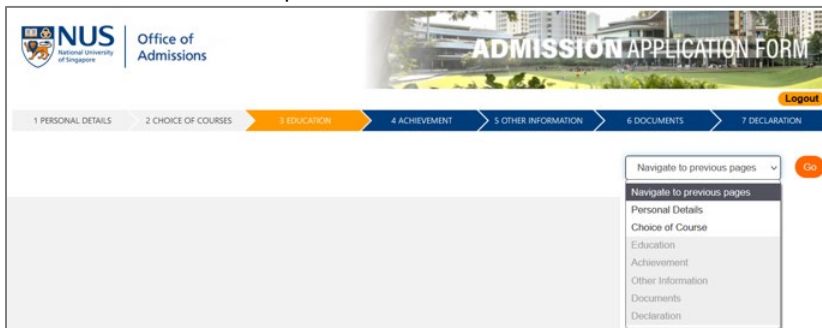
Note: This function is only applicable to residential addresses in Singapore.

- (6) If you wish to amend details such as contact information and/or choice of courses after application submission, you may do so via the [Applicant Portal](#) by 21 February 2022.
-

- (7) You are required to select at least one Single Degree choice of courses. Based on the selected Single Degree course choice, Double Degree (DDP), Concurrent Degree (CDP), Double Major, Minor and Specialisation Programmes that are related to the Single Degree course choice(s) will be listed in the drop-down menu for selection.

If you decide to revise your Single Degree course 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 course 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 courses](#)



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 now use [MyInfo](#) to retrieve and pre-populate your personal details!
- ↪ 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 course(s) or offer of admission).
- ↪ **National Service:**
 - If you are required to fulfil the mandatory national service in Singapore, you have to indicate your status accordingly.
 - Female applicants and non-citizens should select “Not Applicable” to proceed with the application.
- ↪ **Alternative Contact:**
 - Provide information for a contact person in the case of emergency



Section 2: Choice of Courses

- ↪ **NUS College**
 - If you indicate interest to be considered for [NUS College](#), you must provide additional information such as essays and a recommendation letter which will be used for holistic assessment.
- ↪ **Single Degree Courses:**
 - You can apply for a maximum of eight single degree choices.
 - Click the ‘+’ button to add your course choices
- ↪ **Double Degree (DDP), Concurrent Degree (CDP), Double Major, Minor programmes & Specialisation Programmes:**
 - You can select up to eight choices for [double degree](#), [double major](#), [minor](#) and Specialisation programmes.
 - The list of programmes displayed will be in accordance to the single degree courses that you have selected in the earlier page.
- ↪ **Special Programme:**
 - If you have selected the Engineering and/or Computer Engineering course(s) in your Single Degree course choices, you will be prompted this page where you can also indicate your interest to be considered for Engineering Scholars Programme.

Section 3: Education

↩ Provide your polytechnic and secondary academic details to support your application.

↩ **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 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**

- If you have taken 'O' Level or equivalent examination or you are from the Integrated Programme, you may provide your English, Mathematics and Additional Mathematics results. These subjects are required to fulfil the subject pre-requisites for selected courses.
- If you have not taken any of these subjects, you may leave this page blank.

↩ **ITE Education:**

- If you have completed Higher Nitec and/or Nitec offered by the Institute of Education (ITE). Otherwise, you may indicate as 'Not Applicable'.

↩ **Other Education (Optional):**

- You may indicate any additional test scores (e.g. SAT) that you may have.

Section 4: Achievements (Optional)

↩ If you wish to be considered under [Aptitude Based Admissions](#) (ABA) Scheme, this section is your opportunity to showcase and highlight your personal achievement/ talents/ activities or representations in competitions.

↩ You can share your achievement(s) by using the **Add Achievement** button. To save the details entered and proceed with the next achievement, please click on **Add** button.

↩ The 2,000 characters Personal Statement is where you describe your ambitions, skills and experiences to show the faculties and schools why you should be selected for your choice of study and/or how you will make a valuable contribution to the University.



Section 5: Other Information

↩ **Health and Support:**

- Share if 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:**

- Based on your citizenship/nationality type, you will need to either indicate your intention to apply for Tuition Grant or declare your information 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:

- 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 of the specific supporting documents to support your University application.
- ↩ You can click on the **Upload** icon to submit the relevant document.
- ↩ The acceptable file formats for online document submission are .jpg, .jpeg and .pdf.
- ↩ If you wish to submit additional documents not listed in the section and/or after you have submitted the online application, you may do so via the [Applicant Portal](#) by 21 February 2022. You may choose 'Other document' if the type of document is not available in the list of document type submissions.

✂ 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):**
 - You must create a confidential 8-digit alpha-numeric admission PIN. Please note that your PIN is case sensitive.
- ↩ In the **Submission Summary** page, you are able to view all the details entered in the online application. If you wish to make any amendments, you can either click on the **Navigation Drop-down Menu** or click the **Back** button to return to the relevant section. After the change is updated, please click on **Save and Next** icon to save the revised details. Click the **Submit** icon to proceed with the application.

Do check your details before you click the **Submit button!**

✂ Final Section: Acknowledgement Page

- ↩ Once you have submitted the application successfully, you will be able to see an Application Acknowledgement page with your application number.
- ↩ 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 S\$10 is payable via various modes.
- ↩ You will also receive an acknowledgement email to indicate that your application has been received.

APPLICATION FLOWCHART

