APPLICATION GUIDE

TRANSFER APPLICANTS WITHIN NATIONAL UNIVERSITY OF SINGAPORE

ACADEMIC YEAR 2023-2024, SEMESTER 1

NATIONAL UNIVERSITY OF SINGAPORE
OFFICE OF ADMISSIONS | UNIVERSITY TOWN, 2 COLLEGE AVENUE WEST, STEPHEN RIADY CENTER, #01-03, SINGAPORE 138607

Updated as of 31 January 2023
Application Introduction

This application is only applicable to current undergraduates in NUS.
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.

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

The Admissions Selection Committee will review the applicant’s academic merits, university standing, reason for transfer and choice of study before making an offer of transfer to the student.

Some programmes require 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 transfer. The offer letter will indicate how and when to reply to the offer.

Don’t miss the deadline!

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.

(2) You would be required to login using your NUSNET ID to authenticate your credentials.

(3) You can 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

(4) If you have opted to use Myinfo function initially, but would like to proceed to fill up the application form without pre-filled information retrieved from Myinfo, follow the steps below to proceed:
  - Close browser
  - Re-login with the same social account
  - 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.

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 study after application submission, you may do so via the Applicant Portal by the application closing date.

(7) Students are only allowed to select **THREE Single Degree** choice of programme.
(6) 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 navigate to a previous section to review or amend any information. Do note that you will 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?

Application for applicants seeking transfer opens from 1 February to 21 February 2023. Follow these instructions to apply. You can only apply once in each academic semester window. Start your application by completing the online application form:

- **Personal Details – Myinfo**
  - You can pre-fill your personal details using Myinfo that retrieves government-verified data from relevant government agencies.
  - Please provide a valid email address and mobile number for the University to contact you if 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 Information**
  - A person to contact in case of emergency.

- **NUS College**
  - Select “Yes” if you wish to be considered for admission into NUS College.
  - You will be required to answer additional questions and submit an essay for the holistic admissions review by NUS College. This section will display after you have selected your Choice of Study.

- **Choice of Study**
  - You can apply for a maximum of THREE Single Degree programme choices.
  - “#” indicates programmes available with NUS College.
  - If you wish to be considered for admission to the College of Humanities and Sciences (CHS), please select 'Humanities and Sciences' as one of your choices and indicate a preferred major.
  - To be considered for the Common Admissions Engineering programme, you must rank ‘Engineering’ as one of your choices and indicate a preferred major.

  ![Single Degree Programmes](image)

  - Click the ‘+’ button to add your programme choices.

- **Education – High School Qualification**
  - Provide your High School academic particulars with accordance to the qualification that you are presenting for admissions consideration.
Education – University / Tertiary Education

This section requires details of your university credentials and an opportunity to indicate your reasons for seeking transfer or admission to NUS.

Achievement

This section is Mandatory.

As part of our admissions process, the University would like to get to know you better through a series of 5 short response questions.

You may indicate up to 3 Achievements. If you do not have any achievements, click “Not Applicable”.

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 an applicant’s need for support/resources during his/her studies in NUS, and to ascertain if provisions required are available, in an effort to make the student’s experience a positive one.

Other Information

Please indicate if you have 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.

If you wish to apply for financial aid, please visit http://www.nus.edu.sg/oam/financial-aid.

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.

Documents

Based on your information declared, you will be prompted to upload specific supporting documents to support your undergraduate admission application.

Click on to upload the relevant documents.
If you wish to submit additional documents after you have submitted the online application, you may do so via the Applicant Portal by the application closing date.

**Declaration**

Please declare that all information provided in the application form is correct.

**Personal Identification Number (PIN)**

You must create a confidential 8-digit alphanumeric PIN. The PIN and Application Number will allow you to log in to the Applicant Portal to track your application and to submit additional supporting documents online.

**Submission Summary**

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 clicking the Submit button.

**Acknowledgement**

Once submitted successfully, the Application Acknowledgement page with your Application Number will be displayed. 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 Process for Transfer Applicants within NUS:

1. **Submit a transfer application by 21 February 2023.**

2. **Complete all the necessary sections.**

3. **Wait for outcome.**

4. **Accept our offer.**

   - Your application will be only be considered after you complete the application process. This includes successful submission of application form, receiving 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.

   - You have to reply to the NUS offer of admission by the specified deadline.

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

Depending on the programme you have applied for, an interview may be required before a transfer outcome can be made.

The Admission Selection Committee will holistically consider your application before releasing an outcome between May to July via Applicant Portal.

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