Guide to using the Applicant Portal

NATIONAL UNIVERSITY OF SINGAPORE
OFFICE OF ADMISSIONS
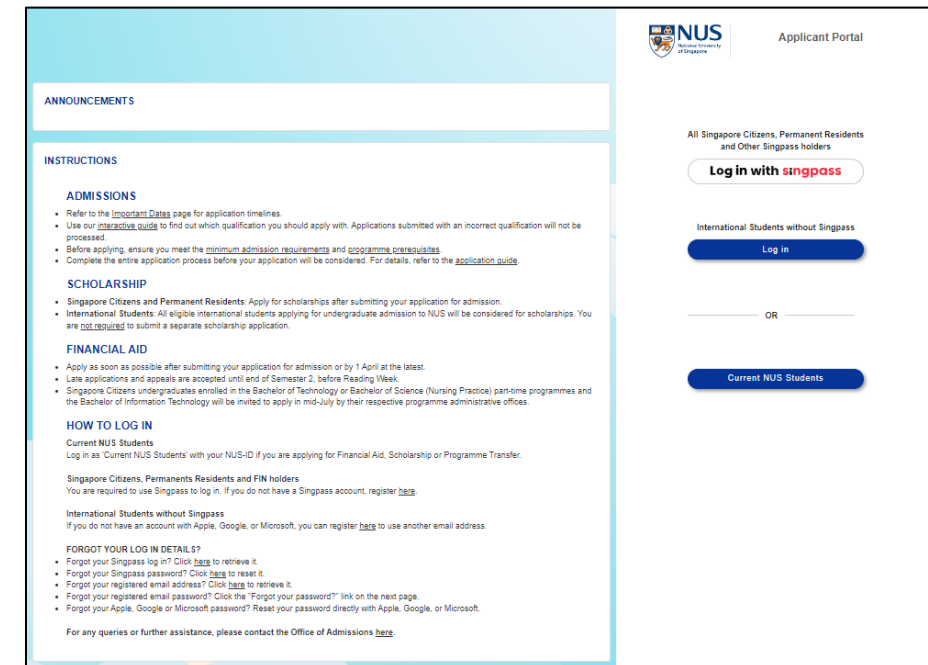
Applicant Portal

The Applicant Portal is a one-stop self-service platform which allows you to perform the following actions:

- Submit Admissions Application
- Update information after applying
  - Contact information
  - Choice of study
  - Achievements
  - Answers to short response questions
  - Indicate interest for NUS College
  - Household income declaration
- Upload supporting documents
- Make application fee payment
- Track application outcome
- Respond to admissions outcome
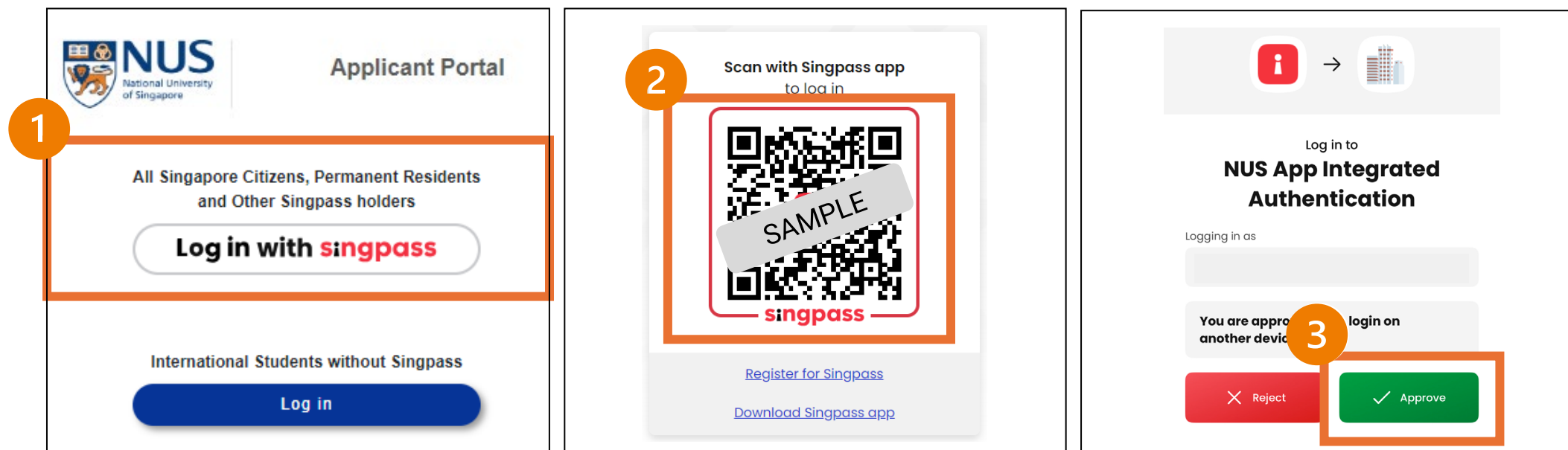- RNS Confirmation of Enrolment Exercise

Content Page

How to log in using Singpass?

> Applicable only for Singapore Citizens, Singapore Permanent Residents and FIN holders
> (including International Students with Student's Pass)

1 You should select "*Log in with Singpass*" to access the Applicant Portal

2 Launch the Singpass app and scan the QR code to log in or *Register for Singpass* if you do not have an account

3 Click on "*Approve*" to authenticate the login

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How to log in using Google or Microsoft Account?

For International Students without a FIN and/ or Singpass account

1 You should log in to Applicant Portal under "*International Students without Singpass*"

2 Use one of the following social accounts:
- Google (e.g. Gmail)
- Microsoft Account (e.g. Outlook or Hotmail)

If you do not have any of the above-mentioned social accounts, click here to register using another email address to proceed with the login.

How to log in using Apple in a Web Browser?

To log in with Apple,

1 Select "*Apple*" under "*Sign in with your social account*"

2 Key in your email or phone number and password

3 Enter the verification code prompted on your phone for Two-Factor Authentication

4 Click "*Trust*" when prompted "*Trust this browser?*" and "*Continue*"

5 Select "*Share My Email*" and "*Continue*"

⚠️ NUS Office of Admissions require your actual email address to send you important updates and communications about your NUS application. The "Hide My Email" option prevents us from receiving your real email, which is required for the application process.

# How to **remove** "Sign in with Apple" on **Browser**?
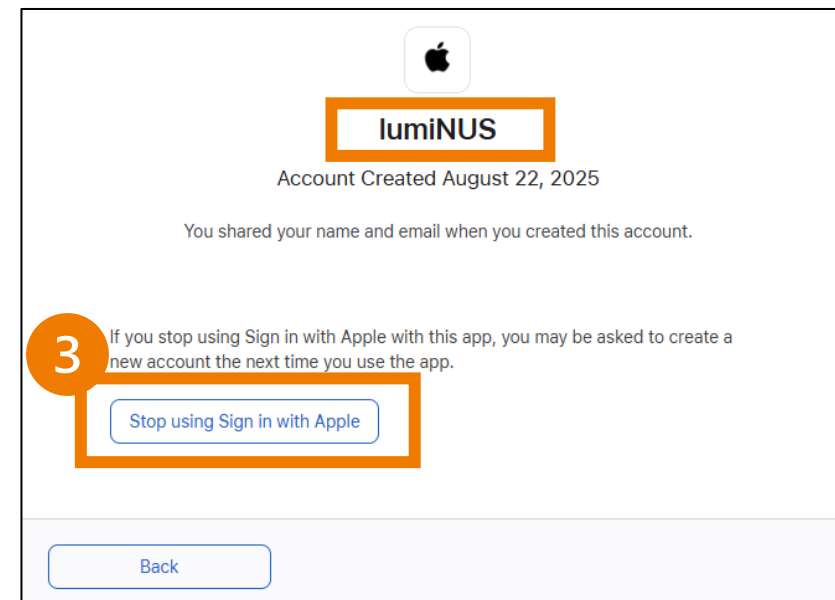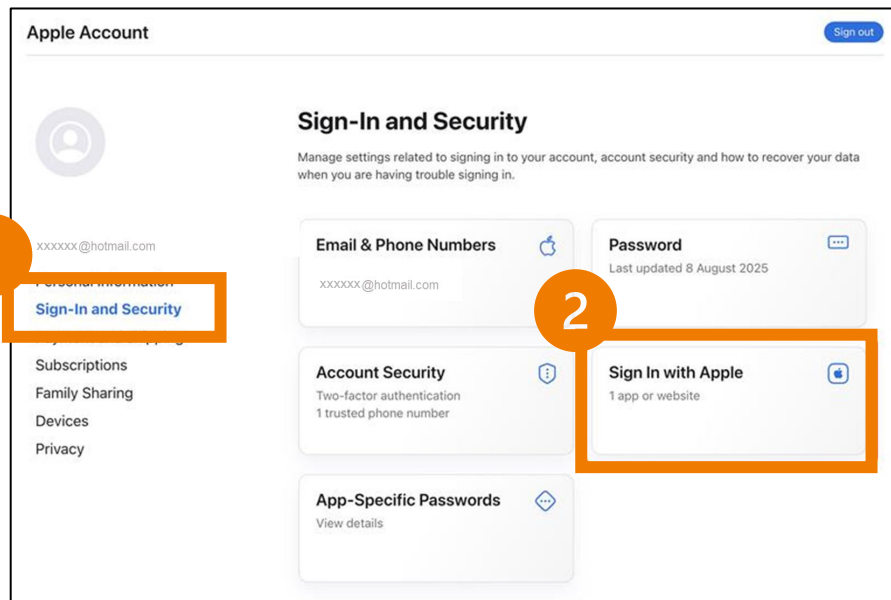
To remove your connection to the lumiNUS app,

1   Log in to your Apple Account and select "*Sign-In and Security*"

2   Click on "*Sign in with Apple*"

3   Select "*lumiNUS*", click on "*Stop using Sign in with Apple*" and confirm your changes by selecting "*Stop using*"

Refer to the instructions here under *"Stop using Sign in with Apple with an app"* for more information.

How to log in using Apple on iPhone?
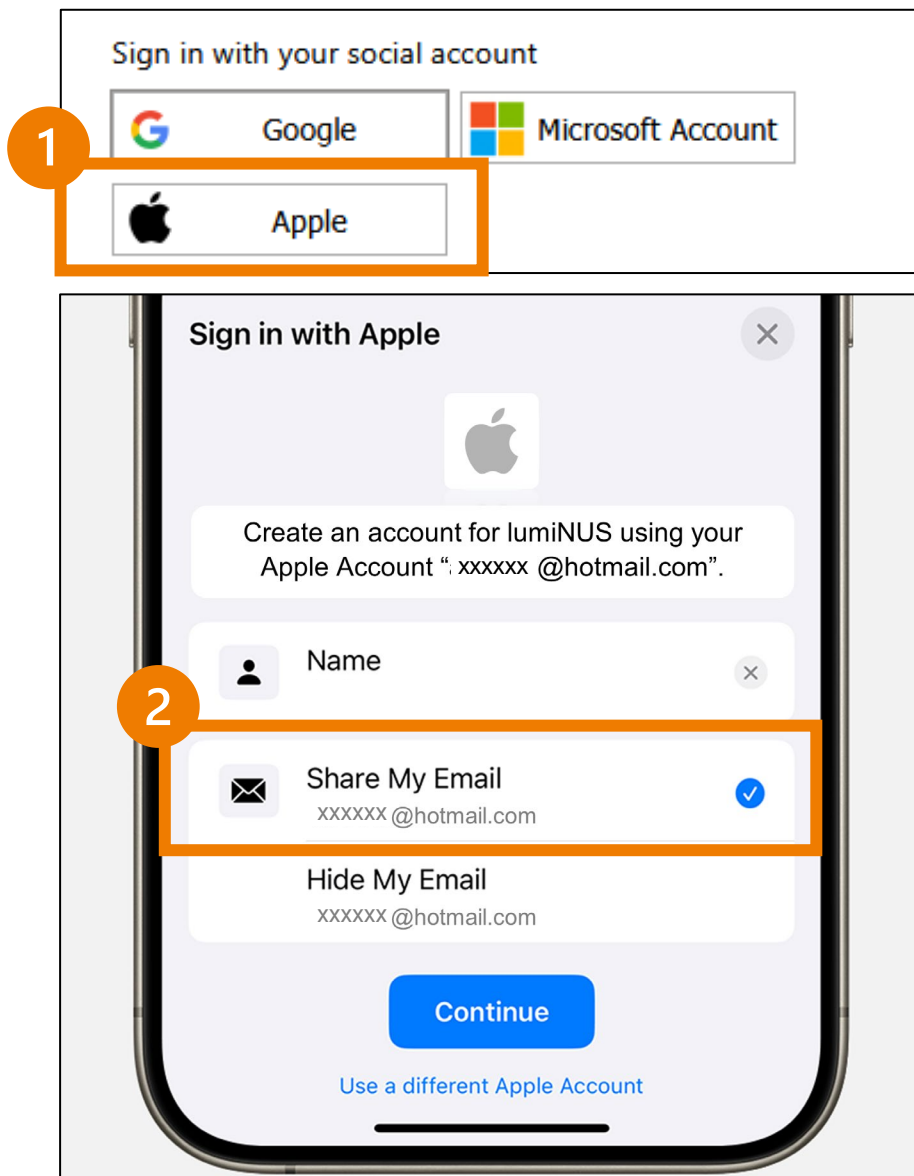
To log in with **Apple**,

1 Click "*Apple*" under "*Sign in with your social account*"

2 Select "*Share My Email*" and "*Continue*"

3 Confirm your Display Name and "*Continue*"

4 Proceed with your application

⚠️ NUS Office of Admissions require your actual email address to send you important updates and communications about your NUS application. The "Hide My Email" option prevents us from receiving your real email, which is required for the application process.

How to remove "Sign in with Apple" on iPhone?
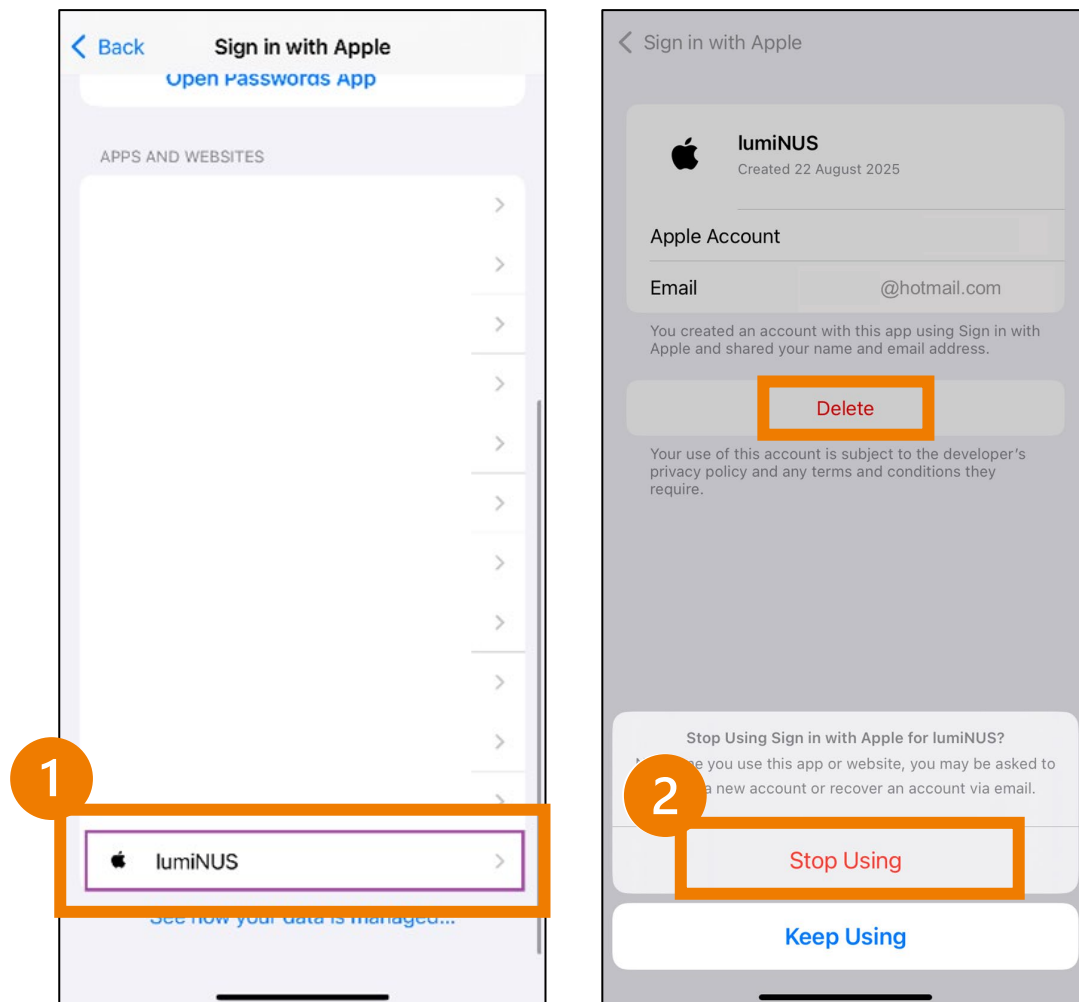
To remove your connection to the lumiNUS app,

1 Open the Settings app and select the Apple account that you have linked to lumiNUS

2 Click "*Sign in with Apple*" and select "*lumiNUS*"

3 Click on "*Delete*" and "*Stop Using*"

Refer to the instructions here under *"Stop using Sign in with Apple with an app"* for more information.

How to log in as a Current NUS Student?

For Current NUS Students

1 You should log in to Applicant Portal under "*Current NUS Students*"

2 Enter your **NUS-ID** to authenticate your credentials

3 Upon login, select "*Admission*"

4 Select "*Apply Admission*" facility to proceed with your application
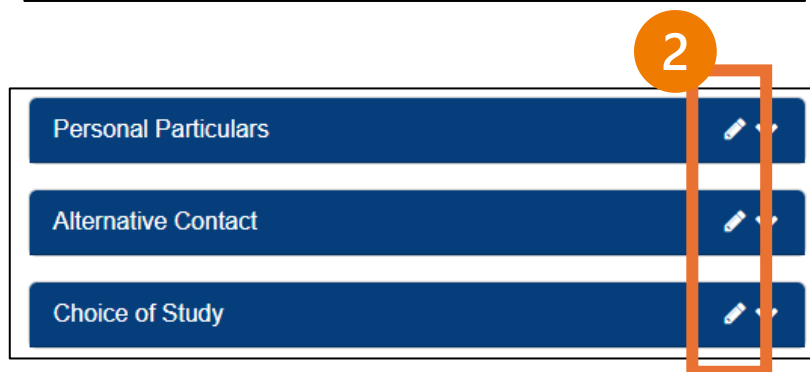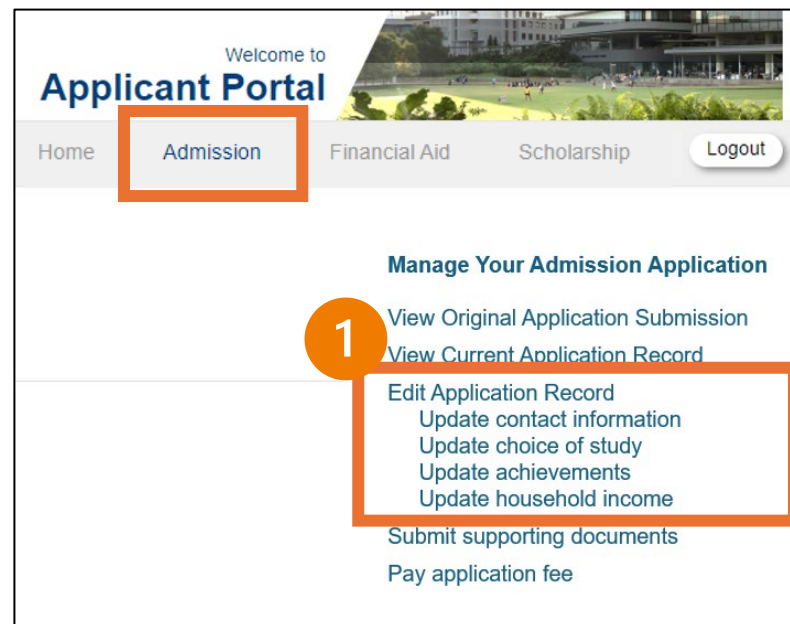
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How to reset or start a fresh application?

If you would like to reset or start a fresh application, follow the steps below:

1 **Log out of Applicant Portal and log in again** with your Singpass or Social account

2 Click on "*Delete Draft*" to delete your current draft

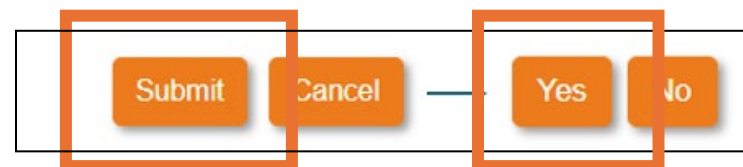**3** Select "*Continue to apply*" to submit a fresh application

How to update the information submitted?

After submitting the application, you may amend the following information via Applicant Portal by the closing date applicable to your qualification:

Contact information, Choice of study, Achievements, Answers to short response questions, Interest for NUS College, Household income declaration

1 Under the "*Admission*" tab, select the "*Edit Application Record*" facility on the right

2 Click on the **pencil icon** to update the relevant section on the application form

3 Remember to click on "*Submit*" followed by "*Yes*" when prompted to confirm your changes!

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How to save my application and complete it later?

To save your application as draft and submit it later,

1 Click on "*Save and Next*" to save the information entered

2 **Log out of** Applicant Portal **and log in again** with your Singpass or the same social account later to complete your submission before the application window closes

Application Advice:
Always click on "*Save and Next*" to save the information entered before going back to the previous page or closing the Applicant Portal.

You may also use the top *Navigation Bar* for quick return to the previous sections of the application form to review or amend any information that you have previously keyed in.

# How to upload supporting documents after applying?
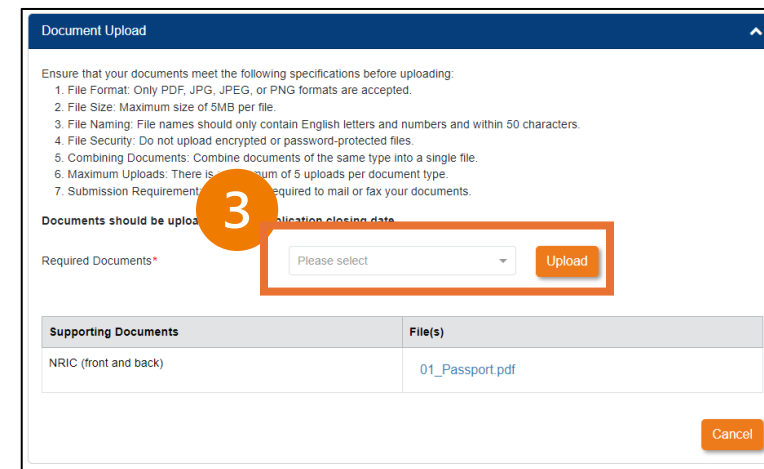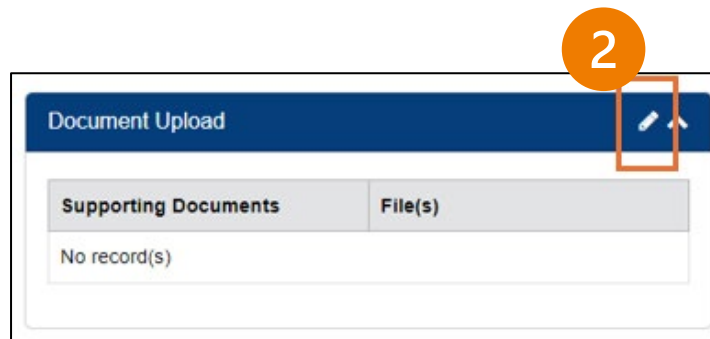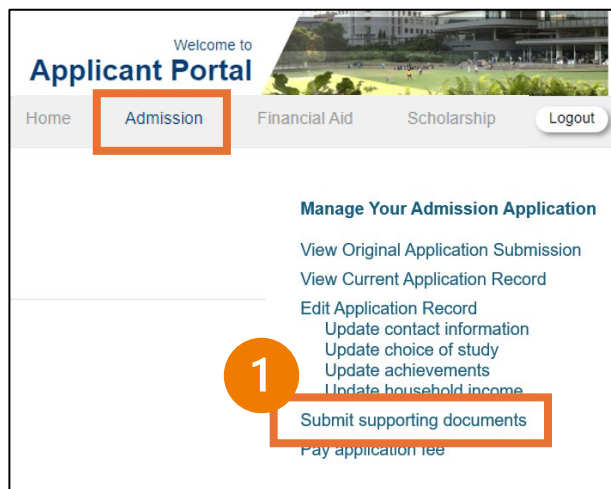
1 Under the "*Admission*" tab, click on the "*Submit supporting documents*" facility in <u>Applicant Portal</u> by the closing date of your qualification group

2 Click on the pencil icon to update the Document Upload section on the application form

3 Select the type of document and proceed with uploading the file(s). To confirm if you have successful submitted the document(s), return to "*Admission*" and select either the "*View Current Application Record*" or "*Submit Supporting Documents*" facility on the right.

⚠
- Only PDF, JPG, JPEG or PNG formats are accepted, maximum of 5MB per file
- File names should only contain English letters and numbers (within 50 characters)
- Do not upload encrypted or password-protected files
- Combine documents of the same type into a single file. You can upload a maximum of 5 documents under the same document type (e.g. Up to 5 documents for "Most Recent High School Examination Result Slip").
- Upload under document type "Other document" if the type of document is not included in the dropdown list.

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How can I view documents that have been uploaded?
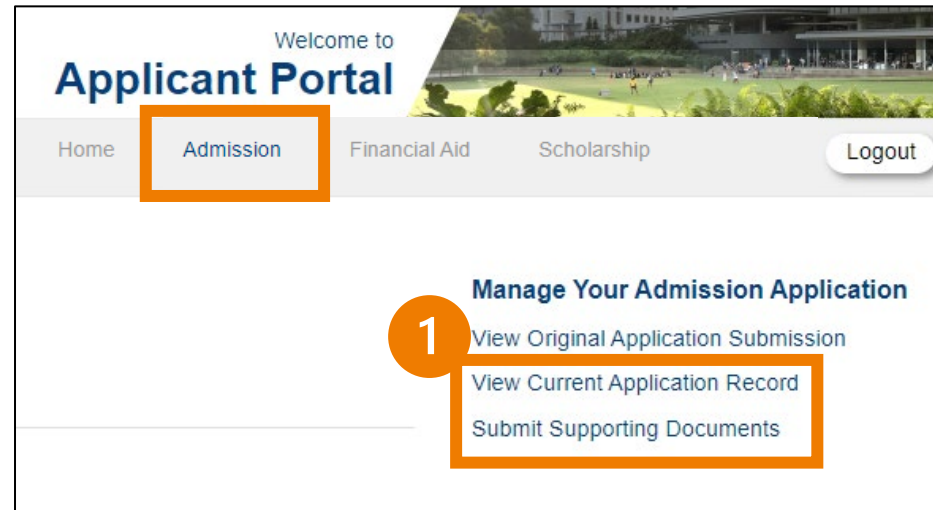
To view the documents submitted, follow the steps below:

1 Under the "*Admission*" tab, select either the "*View Current Application Record*" or "*Submit Supporting Documents*" facility on the right

2 Under the *Document Upload* section, you will be able to download and view the documents submitted.

Application Advice:
Under the "*Admission*" tab, select "*View Original Application Record*" to view the list of documents required for your qualification group.

How to make application fee payment?

1 Click on the *"Pay application fee"* facility in Applicant Portal and make payment by the closing date of your qualification group.

2 Payment can only be made electronically via **Visa, Mastercard, AMEX, AliPay, or PayNow**. Bank transfer, cash, overseas debit cards, internet banking or NETS are **not** accepted.
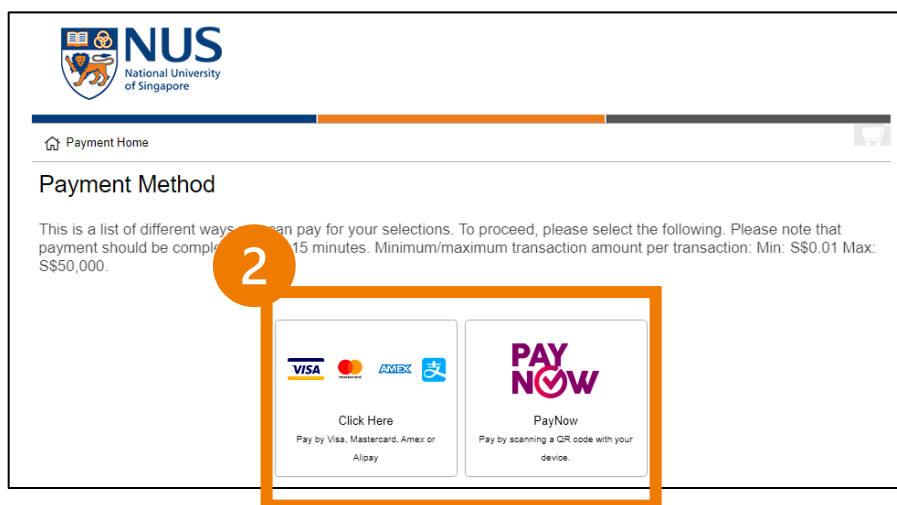
The payment status will be updated **one working day after** the payment has been received.
This payment processing time will still apply to payments made on day of the application closing.

Applicants must ensure that only one payment is made, as duplicate or multiple payments are non-refundable.
It is the applicant's responsibility to check the payment status before making another payment.

Your application will not be considered if application fee payment is not received.

How to track my application status?

To track your application status, log in to *Applicant Portal,*

1 Click on "*Admissions*" at the top left corner

2 Select the "*Application Status*" tab and remember to check the "*Remarks from Office of Admissions*" tab as well!
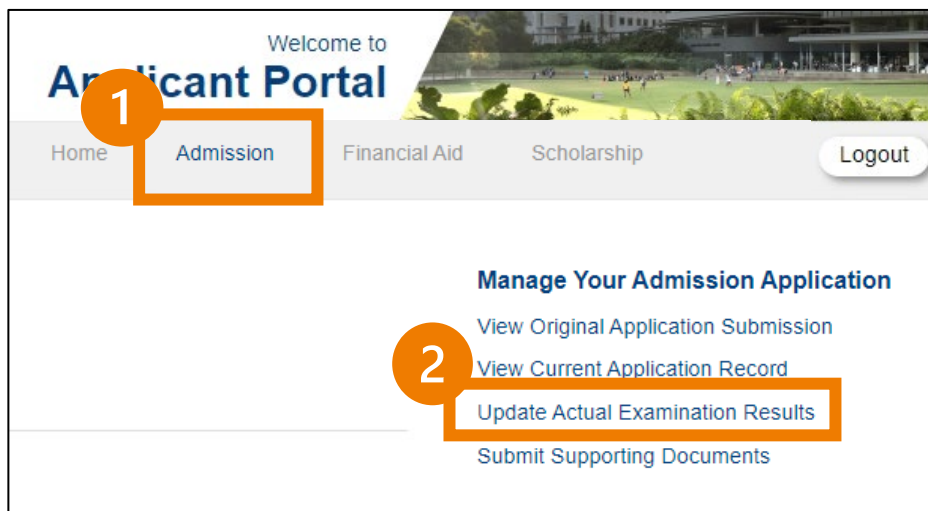
Application Advice:
If your application is successful, remember to download and save a copy of your electronic offer letter! **The offer letter will only be available until August of the year of application.**

If you have submitted an online appeal, you can also track your Appeal status on this page, under the "Appeal" tab.

How to update my Actual Examination Results?

Only for applicants who are sitting for Gao Kao/ HKDSE/ Indian Standard 12 (CBSE/ ISC)/ STPM **final examinations in 2026**

To update your Final/ Actual/ Graduation Examination Results, log into Applicant Portal:

1 Click on "*Admissions*" at the top left corner

2 Select the "*Update Actual Examination Results*" facility

3 **Upload** your Final/ Actual/ Graduation Result slips or Transcripts

4 **Input all subject results** from your Final/ Actual/ Graduation Examination and click on "*Submit*"
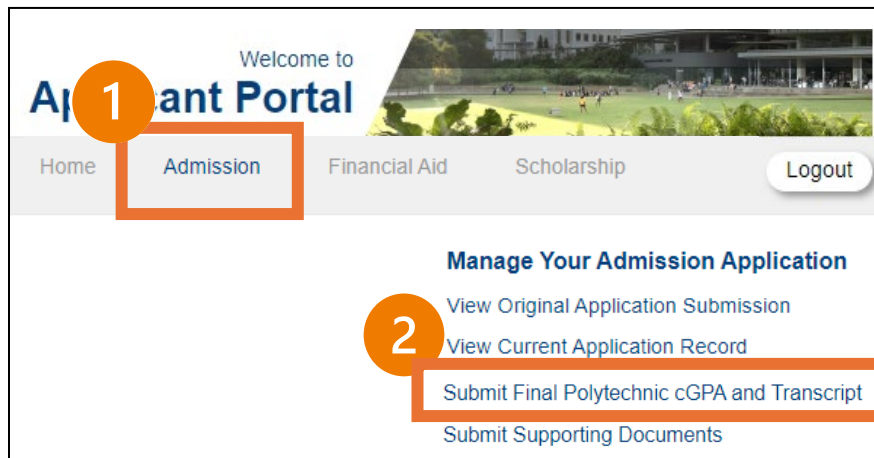
🔍 To view the documents submitted, select either the "*View Current Application Record*" or "*Submit Supporting Documents*" facility.

Under the Document Upload section, you will be able to download and view the documents submitted.

How to update Final Polytechnic cGPA?
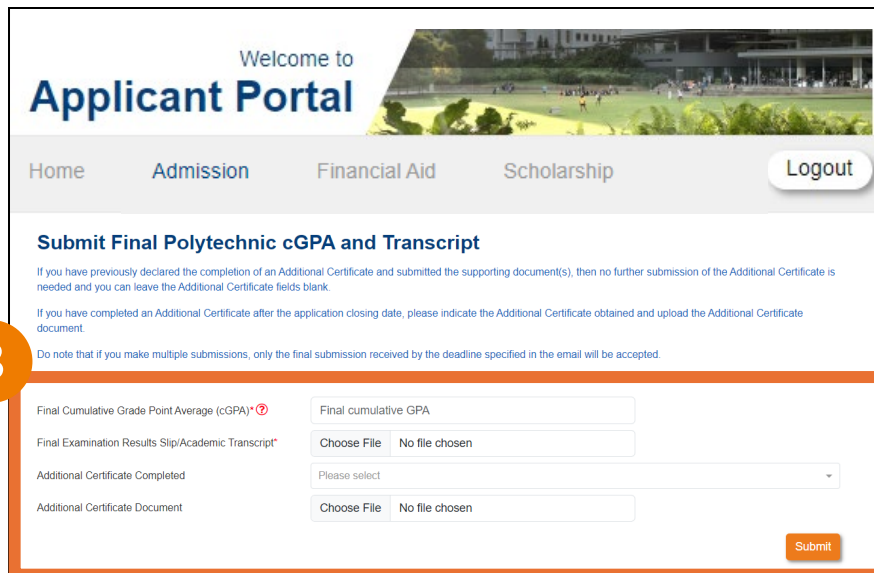
To update your Final Polytechnic cGPA and Transcript, log into Applicant Portal:

1 Click on "*Admissions*" at the top left corner

2 Select the "*Final Polytechnic cGPA and Transcript*" facility

3 Input your Final Polytechnic cGPA, upload your Final Transcript and click on "*Submit*"

⚠️ If you have completed an Additional Certificate after the application closing date, please indicate the Additional Certificate obtained and upload the Additional Certificate document.

Otherwise, you can leave the Additional Certificate fields blank.

How to update my IB Personal Code?
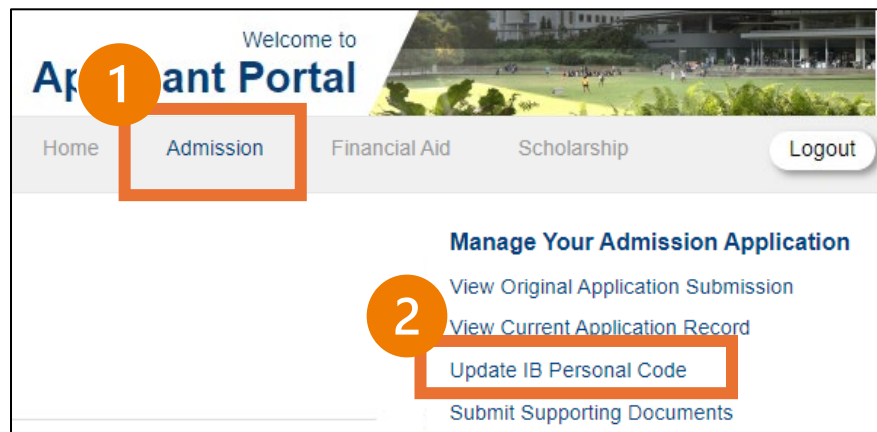
To update your IB Personal Code, log into Applicant Portal:

1 Click on "*Admissions*" at the top left corner

2 Select the "*Update IB Personal Code*" facility

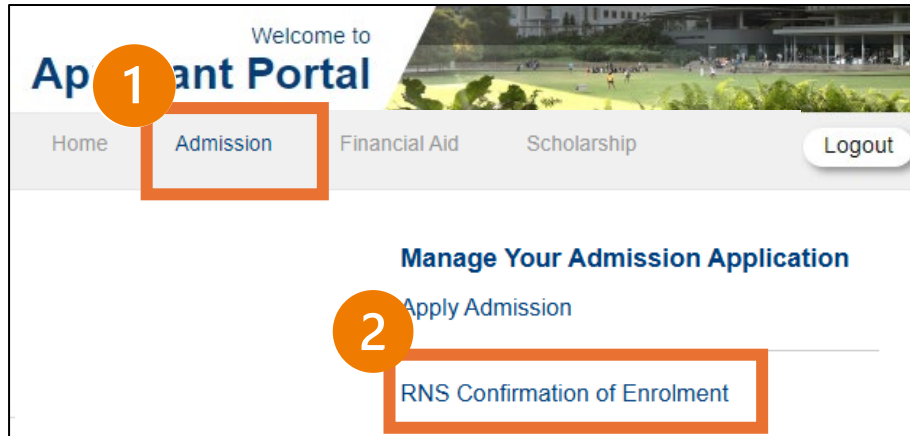**3** Input your alphanumeric IB Personal Code in lowercase only and click on "*Submit*"

To check if your IB Personal Code has been successfully updated, return to "*Admission*" tab, select the "*Submit Supporting Documents*" facility and check under "*Education – High School*" section.
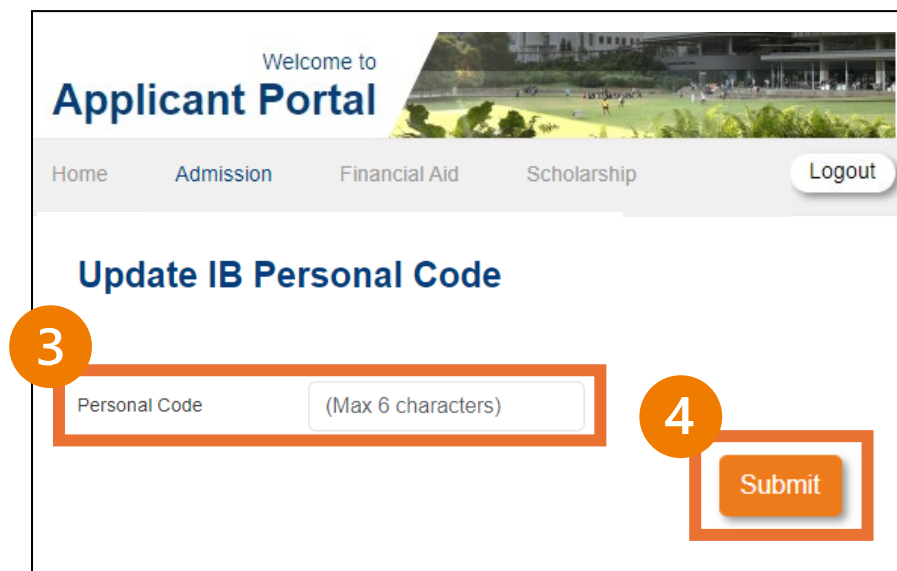
⚠️ It is mandatory for all applicants to authorise the International Baccalaureate (IB) to release their IB transcripts to the '**National University of Singapore' (Institute Code 000690).**

Applicants can do so by informing their school's IB coordinator. Please refer to the IB website for details.

How do I complete the RNS Confirmation of Enrolment?

To confirm your enrolment, log in to Applicant Portal with Singpass,

1 Click on "*Admissions*" at the top left corner

2 Select the "*RNS Confirmation of Enrolment*" facility

3 Click on "*Edit*" to verify your personal particulars, offered programme and input your ORD/ projected ORD

⚠️ If there are changes to your personal particulars such as postal address, contact number and email address, you are required to update it via Applicant Portal during the RNS Confirmation of Enrolment exercise (November/ December).

How do I complete the RNS Confirmation of Enrolment?

4 Indicate your enrolment decision and proceed with the form accordingly.
Refer to Information for RNS (Point 6 to 10) for more details.

5 Click "*Submit*" to complete your RNS Confirmation of Enrolment exercise.
Upon submission, you will receive an acknowledgement email.