

REQUEST FOR CHANGE OF ENROLMENT YEAR

Please complete and return this form, along with all relevant supporting documents, via the [Enquiry Portal](#) by **30 June**. Your request will be reviewed within 14 working days. The outcome will be sent to the email address provided in your admissions application. You should ensure that the email address is valid and check your email regularly, including your spam or junk folders.

Full Name: _____

NRIC:
(If applicable)

S / T	X	X	X	X				
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Application No: _____

I am requesting a change of enrolment year to _____.

Reason for Change of Enrolment Year (Please tick the appropriate box)	Documents to submit
Approved National Service Leave from (Date) _____ to _____ [Complete Part A] <i>Note: Projected off-days cannot be used for consideration of request.</i>	Submit leave approval document(s)
Approved National Service Disruption from (Date) _____ to _____ [Complete Part A] <i>Note: The disruption must cover the entire candidature.</i>	Submit a screenshot of your enlistment date and ORD from OneNS and relevant approval document, if applicable
Serving National Service	
Contract with SAF / SPF / SCDF / RSAF [Complete Part A]	Submit a screenshot of your enlistment date and ORD from OneNS and Letter of Enlistment for regular service, if applicable
Completed National Service	Service transcript
Exempted / Early Release from National Service (specify reason in the space provided below)	Notice of Exemption
Others (specify reason in the space provided below)	To be advised

Specify your reason:

PART A: TO BE COMPLETED BY UNIT COMMANDING / ADMIN OFFICER

I certify that the above information is correct and that the above-mentioned person **is able / unable*** to enrol for study at NUS at the commencement of the academic year this year.

(*Please delete where applicable)

Date

 Name in BLOCK Letters
 (Unit Commanding / Admin Officer)

Signature and Unit Stamp