REQUEST FOR CHANGE OF ENROLMENT YEAR

Please complete and submit this form, together 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 and made available on the Applicant Portal. Please check your email regularly, including your spam or junk folders, and ensure that your email address remains valid.

Full Name: _____
(as per NRIC)

Application Number:

I am requesting a change of enrolment year to _____(YYYY).

MANDATORY SUPPORTING DOCUMENT FOR ALL REQUESTS

Submit a screenshot^ from OneNS showing your:

- Full Name
- Enlistment Date
- Operationally Ready Date (ORD)

You must also submit the additional supporting document(s) specified below for your NS status, where applicable.

Please ✓ the appropriate box		**Required supporting documents to submit**
	Approved National Service Leave from (Date) _____ to _____ *Note: Projected off-days will not be considered. Only officially approved leave will be accepted.*	One of the following: • Official leave approval email; *or* • Official letter of leave approval on letterhead; *or* • Screenshot of leave approval from OneNS showing your name,
	Approved National Service Disruption from (Date) _____ to _____ *Note: Your approved NS disruption must cover the entire duration of your studies at NUS.*	Official approval letter issued by MINDEF / MHA via LetterSG
	Exempted / Early Discharge from National Service	• Notice of Exemption *and* • Service transcript (not applicable if you are exempted before enlistment)
	Signed on for Regular Service (DIS / SAF / SCDF / SPF / RSAF)	Letter of Enlistment for regular service
	Completed National Service	Service transcript
	Serving National Service	No additional document required.

^ Applicants who are exempted from NS are not required to provide dates that are not available in OneNS.

I declare that the information provided in this form is true and accurate, and that I have submitted all required supporting documents. I confirm that I will be able to commence my studies at NUS from Week 0 of the academic year for which I am requesting enrolment.

Date	Full Name as per NRIC	Signature