

Admissions Portal

User Guide for NUS Non-Graduating Programme Applicants

version Mar 2026

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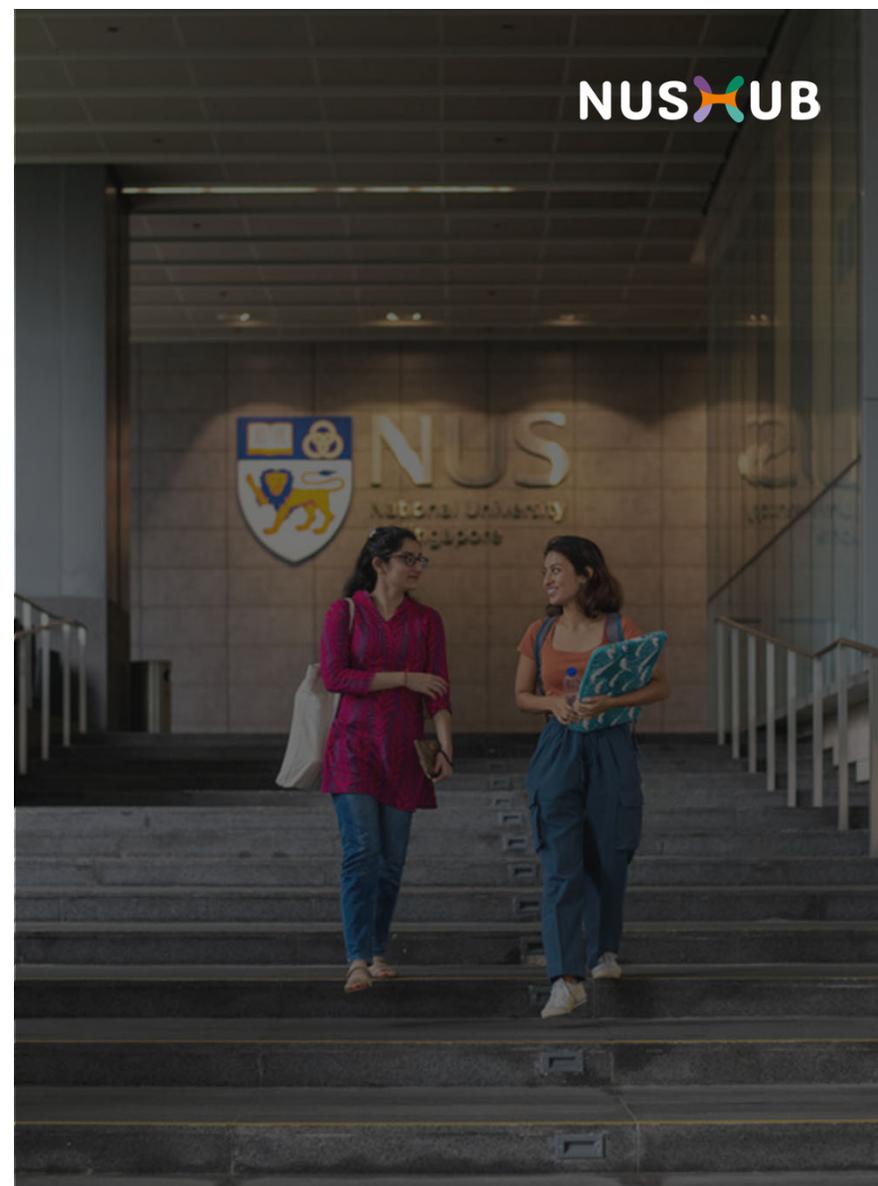
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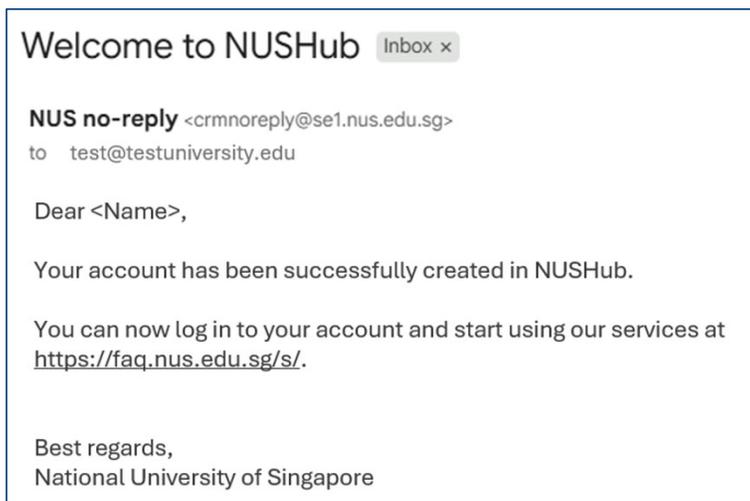


Login to Admissions Portal

(nominated applicant)

Nominated Applicants – Nomination submission by your Institution

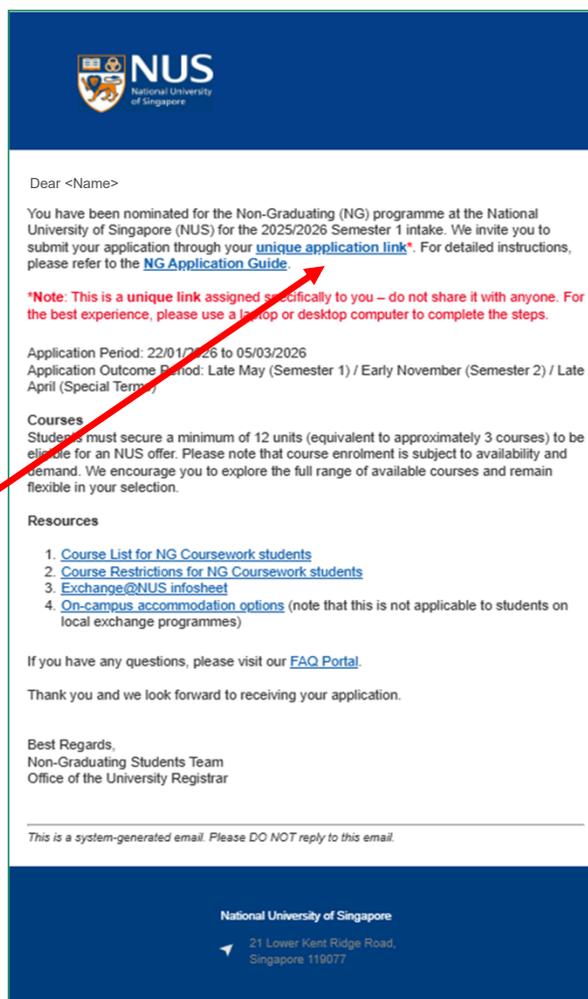
- If you are nominated by your institution, your institution administrator will submit your name to the NUS Affiliates Portal.
- Upon successful submission, an account will be automatically created in the NUS Admissions Portal for you, and you will receive this email notification.



- You may navigate the [NUS FAQ Portal](#) to learn more about NUS services and submit enquiries if you have any. Note that the link is NOT the Admissions Portal link.
- You will receive an email notification with the Admissions Portal link one day before the start of the Application Period (see next page).

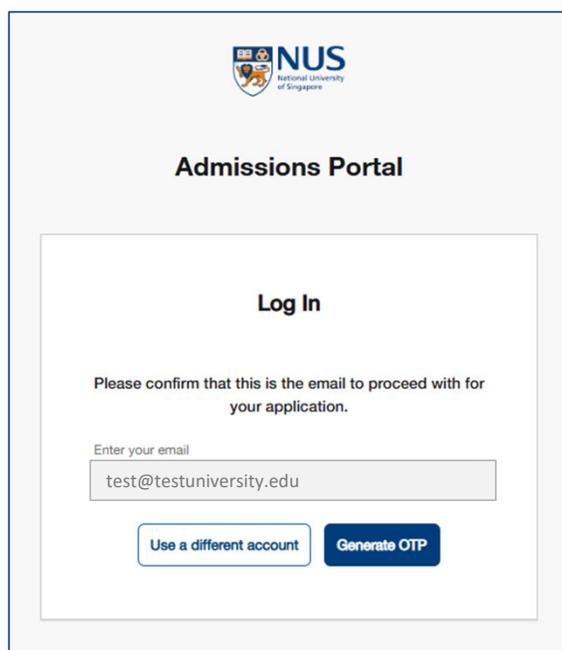
Nominated Applicants – Invitation to Apply

- For **nominated applicants**, you will receive an email to your institution's email account one day before the application open date.
 - Can't find the email? Try checking your spam/junk folder. Add the email address to your safe senders list.
- After reading the email, click on the **unique application link** which will bring you to NUS Admissions Portal. **DO NOT SHARE** the link with anyone.
- For the best experience, please use a laptop or desktop computer to complete the steps.

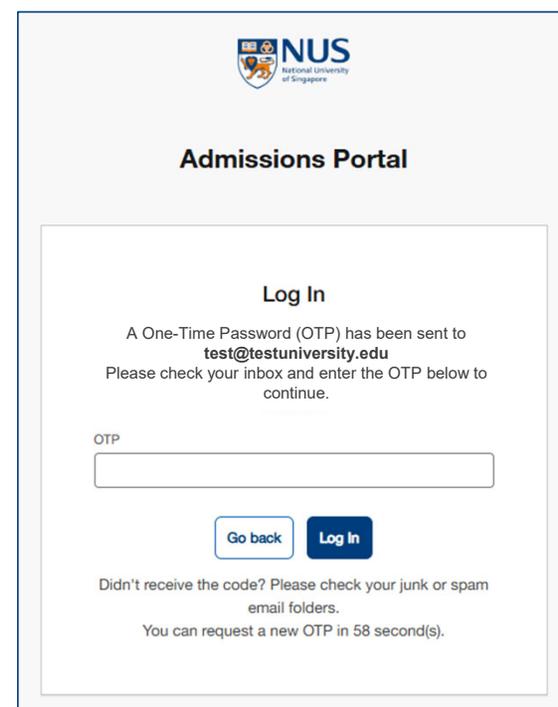


Nominated Applicants – Invitation to Apply (cont'd)

- Your institution email address will be pre-populated in the Admissions Portal Log In page.
- Click on the “**Generate OTP**” button to obtain the OTP.
- Enter the OTP and click “**Log In**”.

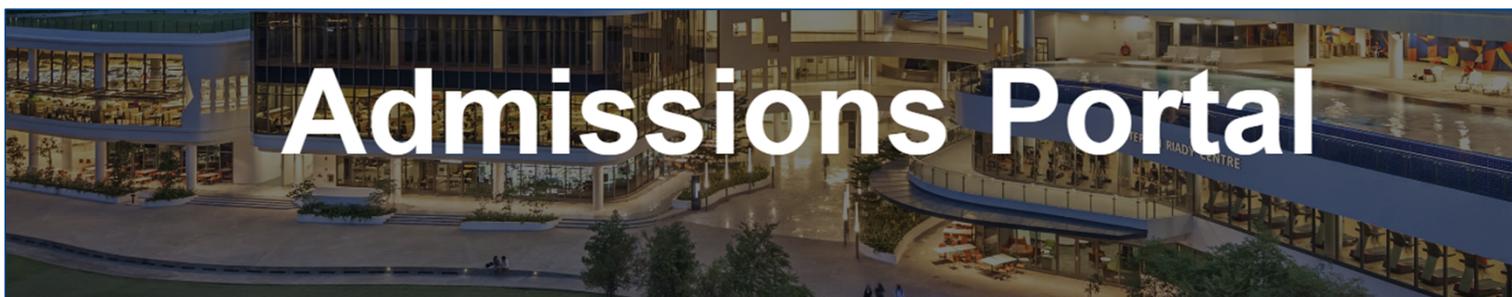


The screenshot shows the NUS Admissions Portal Log In page. At the top is the NUS logo. Below it is the heading "Admissions Portal". The main content area is titled "Log In" and contains the text: "Please confirm that this is the email to proceed with for your application." Below this text is a text input field labeled "Enter your email" with the value "test@testuniversity.edu" pre-filled. At the bottom of the form are two buttons: "Use a different account" and "Generate OTP".



The screenshot shows the NUS Admissions Portal Log In page after the OTP has been generated. At the top is the NUS logo. Below it is the heading "Admissions Portal". The main content area is titled "Log In" and contains the text: "A One-Time Password (OTP) has been sent to test@testuniversity.edu. Please check your inbox and enter the OTP below to continue." Below this text is a text input field labeled "OTP". At the bottom of the form are two buttons: "Go back" and "Log In". Below the buttons is a message: "Didn't receive the code? Please check your junk or spam email folders. You can request a new OTP in 58 second(s)."

Nominated Applicants – Login to the Portal (cont'd)



Applications

IA-000621703
**Non-graduating Exchange Coursework
University-level (Undergraduate)**

[Manage Application](#)

Application Status	Academic Terms	Programme Duration	Nominated Application	Application Close Date
Draft	2025/2026 Semester 1	1 Semester	Yes	20/03/2026

0 of 5 Required Tasks Completed

Need Help? Get in touch!

[NUS FAQ Portal](#)

You will see the programme that you have been nominated.

Click on the **“Manage Application”** button to start your application.

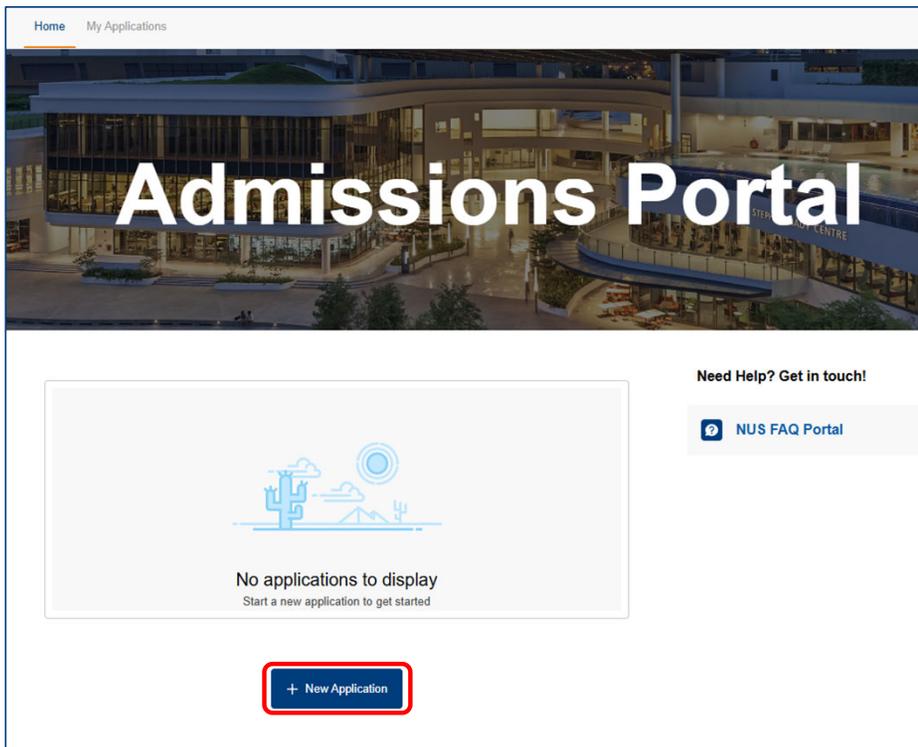
Login to Admissions Portal

(non-nominated applicant)

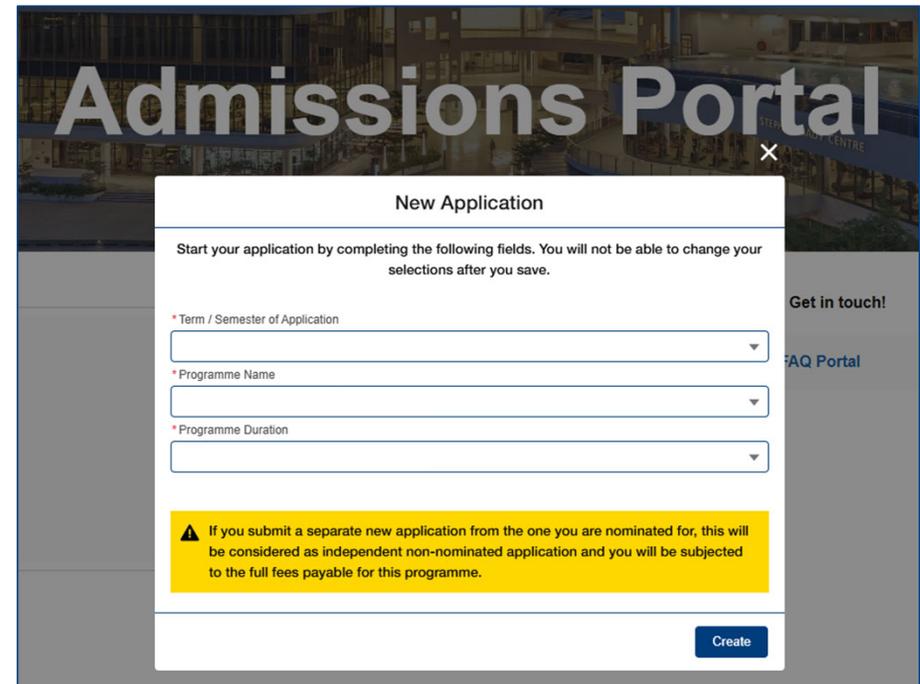
Non-Nominated Applicants – Login to the Portal

- Enter your email in the [Admissions Portal](#).
- You will be prompted to create an account if this is your first time accessing the portal. Enter your First Name and Last Name and click "Create Account".
- You will receive a "Welcome to NUSHub" email acknowledging your account creation, as well as an OTP email.
- Key in the OTP and click "Confirm".

Non-Nominated Applicants – Login to the Portal (cont'd) NUSXUB



- Click on “+ New Application” button to create a new Application. If there is an existing application, you will also see it on this page when you login.



- Fill in the required information and click “Create”.

Manage/Submit Application

Manage/Submit Application

- Upon successful log in and selection of programme, you will see the tasks that you need to complete before submitting the application.
- Do note that the tasks may differ for different programmes (e.g. Research programme will have a “Research Details” task).
- Click on the “**Start Task**” button to start each new task.
- Note: You have to complete the “Personal Details” task before proceeding to the other tasks.

The screenshot displays the 'Manage Application' page for a 'Non-graduating Exchange Coursework University-level (Undergraduate)' application. The application ID is IA-0000621703. The application status is 'Draft', and it is for the '2025/2026 Semester 1' with a '1 Semester' duration. The application is nominated, and the close date is 20/03/2026. A progress bar shows '0 of 5 tasks completed'. The tasks listed are:

Task Name	Status	Required	Action
Personal Details	Not Started	Required	Start Task
Qualifications	Not Started	Required	Start Task
Course Selection & Ranking	Not Started	Required	Start Task
Upload Documents	Not Started	Required	Start Task
Declarations	Not Started	Required	Start Task

The 'Start Task' button for the 'Personal Details' task is highlighted with a red box.

Manage/Submit Application

Home My Applications

My Applications > Manage Application

Manage Application

IA-0000621703
Non-graduating Exchange Coursework University-level (Undergraduate)

Withdraw Application Submit Application

Application Status	Academic Terms	Programme Duration	Nominated Application	Application Close Date
Draft	2025/2026 Semester 1	1 Semester	Yes	20/03/2026

5 of 5 tasks completed

- Personal Details**
Status: Completed
Description: Provide biographical and contact information.
Required Edit Task
- Qualifications**
Status: Completed
Description: List current and previous qualifications.
Required Edit Task
- Course Selection & Ranking**
Status: Completed
Description: To capture Course Selection and Ranking
Required Edit Task
- Upload Documents**
Status: Completed
Description: Upload personal and educational documents.
Required Edit Task
- Declarations**
Status: Completed
Description: To capture all declarations applicable
Required Edit Task

➤ Once you complete each respective task, there will be a **green tick** against the task. You can still make changes by clicking the **“Edit Task”** button if required.

➤ Upon completion of all the tasks, the **“Submit Application”** button will be activated. **Please do remember to click **“Submit Application”**, otherwise your application will NOT be processed.**

➤ For Nominated Applicants, should you wish to withdraw, please approach your institution's administrator.

Application Tasks

Task: Personal Details

- Firstly, select your **Residency Status** accordingly.
- If you are a **Foreigner**, please answer the next question on FIN. If you **do not have a FIN**, you will need to **scan/upload your passport** to fill in your personal details.
- If you are a **Foreigner and have a FIN**, OR if you are a **Singapore Citizen OR Singapore Permanent Resident**, click on the **“Retrieve MyInfo with SingPass”** to fill in your details.
- Edit your First/Given Name and Last Name if they are not in the correct order (for NRIC/FIN holder only).
- Enter your Alternative Email Address (optional) and Mobile Number (mandatory).
- Click **“Next”** when done.

My Applications > Manage Application > Personal Details

Personal Details

*Residency Status

Select Residency Status

Singapore Citizen

Singapore Permanent Resident

Foreigner/International

*Residency Status

Foreigner/International

*Do you already have a valid Foreign Identification No. (FIN) issued by Singapore?

No

Automatically fill in my information from my passport

Scan Passport with Mobile Or Upload Passport

My Applications > Manage Application > Personal Details

Personal Details

*Residency Status

Foreigner/International

*Do you already have a valid Foreign Identification No. (FIN) issued by Singapore?

Yes

Automatically fill in my information

Retrieve Myinfo with singpass

Or fill in manually

*Full Name (as shown in NRIC/Passport)

Amy Anthonio

Please note the following before proceeding:
• The First Name and Last Name should strictly match with your Full Name. For more information, please refer to this [article](#) for details.

*First Name/Given Name

Amy

*Last Name

Anthonio

*National ID Type

Singapore Foreign Identification No (FIN)

*National ID (NRIC/FIN)

Enter National ID

*Citizenship Country

Please Select

*Date of Birth

DD/MM/YYYY

*Gender

Please Select

*Pass Type

Please Select

Race

Please Select

Alternate Email Address

Enter Alternate Email Address

*Mobile Number

Enter Mobile Number

Need help? Get in touch: [NUS FAQ Portal](#)

Save for later Next

Task: Personal Details (cont'd)

- Fill in your addresses and click **“Complete Task”** when done.

My Applications > Manage Application > Personal Details

Personal Details

Please enter your home and mailing address details. Kindly note that all address fields should only be filled out in English.

Addresses

▼ Home Address

*Country
Singapore

*Postal Code
Search a postal code to fill in Address Lines 1, 2, 3 & 4

Please note the following before proceeding:
• If the postal code that you searched for is not found, please fill in Addresses Line 1, 2, 3 and 4 manually.

*Address Line 1
Enter Block

Address Line 2
Enter Street

Address Line 3
Enter #Floor-Unit Number

Address Line 4
Enter Building

Select if mailing address is identical to home address

▼ Mailing Address

*Country
Select Country

Need help? Get in touch: [NUS FAQ Portal](#)

Save for later Previous Complete Task

Task: Qualifications

- Fill in the details of the qualifications that you are currently pursuing or have in the past. Click **“Complete Task”** when done.

My Applications > Manage Application > Qualifications

Qualifications

Please list all academic qualifications relevant to you below.

▼ Current Qualification

*Country of Institution

*Institution Name

Other Institutions

*Qualification Name

*Qualification Status

*Start Date

*Completion/Expected Completion Date

*Discipline

I have past qualification(s)

Need help? Get in touch: [NUS FAQ Portal](#)

Task: Course Selection & Ranking

(for Coursework-related programmes only)

- Before you select the courses that you wish to read in NUS, please visit **NUSMods** for the course details and pre-requisites.
- Use the **search field** to add the courses for the application.
- Fill in the Class Selection, and Equivalent Pre-requisites where required.
- You may adjust the **Rank** in the order of your preference.
- Click “**Next**” to preview your course selection and ranking on the next page.
- Click “**Complete Task**” when done.

My Applications > Manage Application > Course Selection & Ranking

Course Selection & Ranking

Search and select courses you'd like to register for. Then, rank your courses selection with 1 being the highest priority and N (N being the maximum number of courses selected) being the lowest priority. For updated details on course information and pre-requisites, visit [NUSMods](#). For information specific to your enrolled program, refer to the list of offered courses [here](#).

Add courses by searching for course name or code
eg. EC1101 or Introduction to Psychology

Please note the following for Course Selection & Ranking Round 1:
1. Minimum of 12 Units required
2. Maximum of 24 Units selected

Course with pre-requisite
Selected: 8 / 24 units filled

⚠ You have not met the minimum 12 units required for Course Selection & Ranking (Round 1).

Rank	Course Code	Course Name	Units	Faculty/Department	Class Selection
1	CS1010	Programming Methodology	4	COMPUTER SCIENCE	Select class
2	CS3211	Parallel and Concurrent Programming	4	COMPUTER SCIENCE	Select class

* Equivalent Pre-Requisites URL to Equivalent Pre-Requisites

Equivalent Pre-Requisites Upload
 Or drop files
Maximum upload size per file: 10MB
Supported file types: .pdf, .jpeg, .png, .jpg

Need help? Get in touch: [NUS FAQ Portal](#)

Task: Research Details (for Research-related programmes only)



- Fill in the Research Details in the respective fields.
- Click “**Complete Task**” when done.

My Applications > Manage Application > Research Details

Research Details

Please provide the details of the research activity you wish to engage in. For more information on the appropriate 'Research Start Date', please refer to this [page](#).

* Proposed Research Title

* Proposed Advisor's Name * Proposed Advisor's NUS Email

* Research Start Date

* Faculty/Research Institute * Department

Need help? Get in touch: [NUS FAQ Portal](#)

Steps

- Research Details
- Complete Task

Task: Upload Required Documents

- Upload the required documents as listed in the task.
- Do note that the required documents may differ for different applicants/programmes.
- Click “**Complete Task**” when done.

My Applications > Manage Application > Upload Required Documents

Upload Required Documents

To attach a document for upload, please click on Upload File and select your desired file. Alternatively, drag and drop your desired file in the area beside the Upload File button. Please note that you are only allowed to upload one document per upload.

Please ensure you are uploading a document of 10 MB or less, and the document is one of the following types: .jpeg, .jpg, .pdf, .png

Steps

- Upload Documents
- Complete Task

*** Official Transcript with Grade Legend** Upload Documents

Upload Files Or drop files

Please note the following before proceeding:

- Upload latest academic transcript with grades (in English only).

*** Record of Courses Taken in Current Semester/Term** Upload Documents

Upload Files Or drop files

Please note the following before proceeding:

- Upload list of all courses enrolled in the current academic period.

*** NRIC/ FIN/ Passport** Upload Documents

Upload Files Or drop files

Please note the following before proceeding:

- Upload the front and back of Identity Card (NRIC/FIN/Passport).

Declaration Form for Level 1000 Language Courses Upload Documents

Upload Files Or drop files

Please note the following before proceeding:

- Upload the declaration form for enrolment into introductory language courses confirming no prior knowledge of the selected language
- Format of the file should be aligned to the template file.

[Download template](#)

Letter for Design Courses Upload Documents

Upload Files Or drop files

Please note the following before proceeding:

- Upload formal letter related to enrollment or participation in design courses.

TOEFL/ IELTS Test Scores Upload Documents

Upload Files Or drop files

Please note the following before proceeding:

- Upload official scores from English proficiency tests (TOEFL/IELTS).

Other Supporting Documents Upload Documents

Upload Files Or drop files

Please note the following before proceeding:

- Upload additional relevant documents.

Need help? Get in touch: [NUS FAQ Portal](#)

Save for later

Complete Task

Task: Declarations

- Make declarations for the various declaration items as displayed. Do note that the declaration items may differ for different applicants/programmes.
- Click “**Next**” to go to the next declaration item.
- Click “**Complete Tasks**” when all declarations are done.

My Applications > Manage Application > Declarations

Health Declaration

* Do you have any **past or current** 1) medical, e.g. *epilepsy, allergies, tuberculosis*, 2) mental health, e.g. *anxiety, eating disorder, depression*, 3) disability or learning needs, e.g. *autism, dyslexia, visual impairment*, which may or may not cause you to require support or facilities while studying at the University?

Students with colour-blindness are advised to indicate their condition here as they may face challenges in certain programmes in Science, Design and Engineering.

Yes No

* If you are taking any **medications**, please provide details of medication in the box below.

Please provide NA if not applicable.

* If you have a **drug or food allergy**, please provide details of allergies and briefly describe your reaction.

Please provide NA if not applicable.

Note: Disclosure will not disadvantage your application. The information will enable the University 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 experience a positive one. As such, accurate information is vital for the University to make reasonable adjustments where possible to support specific needs. If required, the University will contact you to provide relevant supporting documents that may include a doctor's note to confirm your suitability to study overseas.

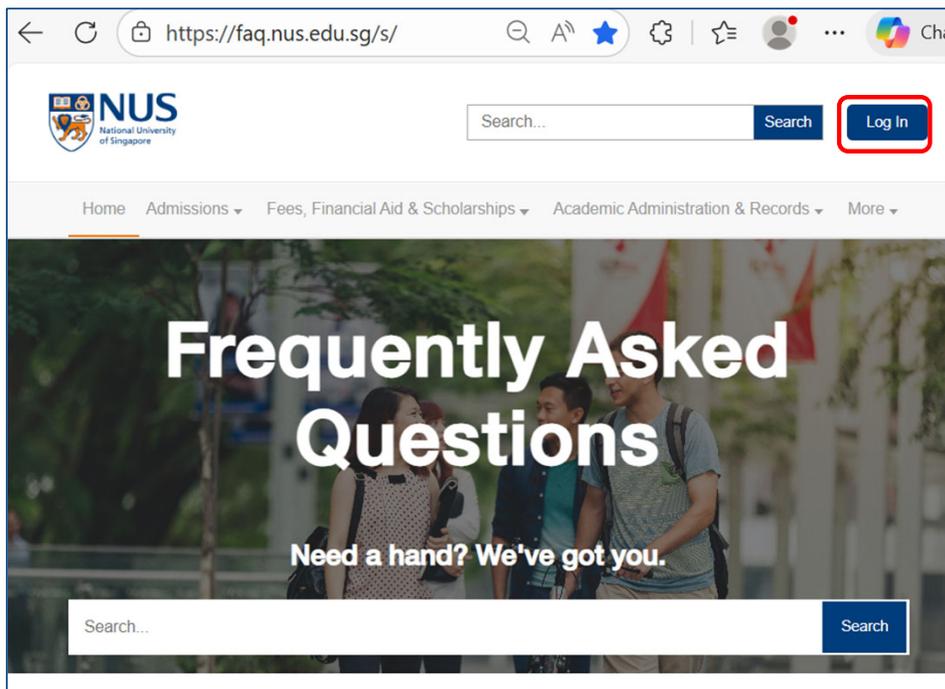
Need help? Get in touch: [NUS FAQ Portal](#)

Steps

- Health Declaration
- Housing Declarations
- Past Offences/Criminal/Disciplinary Proceedings
- Other Declarations
- Complete Task

Support / Useful Links

Admissions Portal Support



Should you have any questions whilst submitting your application, check out the [NUS FAQ Portal](#) > **Admissions tab** > **Non-Graduating Admissions**

If you wish to get in touch with us, click the “Ask A Question” button at the bottom of the page. **Login using the same email address** as your application so that we can serve you better.

Useful Links

For more information on NUS Non-Graduating Programmes, please refer to the specific webpages:

➤ **For coursework applicants:**

<https://www.nus.edu.sg/registrar/prospective-students/non-graduating/coursework>

➤ **For Research applicants:**

<https://www.nus.edu.sg/registrar/prospective-students/non-graduating/research>

➤ **Pre-University Students from Local Institutions:**

<https://www.nus.edu.sg/registrar/prospective-students/non-graduating/pre-university-students-from-l...>

Thank You!