

NON-GRADUATING PROGRAMME 2021/2022 SEMESTER 1

NUS-MINDEF CYBER NSF WORK-LEARN PROGRAMME



BEFORE ARRIVING AT NUS



1. ACCEPT/DECLINE OFFER

Within one week upon receiving offer email

Access the [NUS Online Application Portal](#) to accept/decline the admission offer.



2. UPLOAD PASSPORT-SIZED PHOTO

Within one week upon receiving offer email

If you are accepting the offer, upload* your recent passport-sized photo via the portal. Ensure that your photo meets the photo requirements [here](#).

*wait at least 4 days before proceeding to Registration (Part One).



3. COMPLETE OVERSEAS TRAVEL DECLARATION

11 June 2021 onwards

Access the [Overseas Travel Declaration \(OTD\) System](#) with your Application Number (e.g. N000012345) and Password* to declare your travel plans.

*Forgot your password? Reset it [here](#).

In view of the COVID-19 situation, all incoming students are to declare their travel plans in the OTD System **before** they can proceed with online Registration (Part One).



4. COMPLETE REGISTRATION (PART ONE)

11 June to 20 July 2021

Access the [Registration System](#) with your Application Number (e.g. N000012345) and Password. You will receive your Student ID, Student PIN, NUSNET ID and default password upon completion. E.g:

- Student ID:** starts with letter "A"
- NUSNET ID:** starts with letter "E"
- Wait 2 days and reset your **NUSNET Password** [here](#)

Ensure that you note down your Student ID, NUSNET ID and the respective passwords for access to a variety of online resources via NUS intranet.

Most communications from the University to students will be via the official NUS email account. Check your [NUS email](#) regularly and be aware of the latest notices/circulars that may be posted on [myPortal@NUS](#).



5. PAYMENT OF MISCELLANEOUS STUDENT FEES (MSF)

Prior to Registration (Part Two)

Access [Education Records System \(EduRec\)](#) with your NUSNET ID and new NUSNET Password. Click [here](#) for the payment guide and refer to the table below for the correct amount* to pay.

Miscellaneous Student Fees	Amount Payable (S\$ inclusive of GST)	
	1 Semester	2 Semesters
Student Services Fee (SSF)	76.97	153.94
Health Services Fee (HSF)	68.35	136.70
Total Fees Payable:	145.32	290.64

*Payment of Tuition Fees (TF) can be done after Instructional Week 2. Please check your Student Bill for the final amount.

For more information on student-related fee matters, click [here](#).



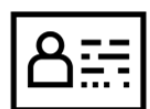
6. RECEIVE NUS OFFER PACKAGE BY MAIL

21 July 2021 onwards

To receive your student card on time, complete Registration (Part One) by **20 July 2021**.

- Ensure that your **mailing address** in the Registration System is correct, as your offer package will be posted to that address*.
- Your offer package will consist of:
 - NUS Student Card
 - Instruction Notes for Student Card Activation

*Change in address after completion of Registration (Part One)? Write to reglinx@nus.edu.sg and include your Student ID and new mailing address.



7. COMPLETE REGISTRATION (PART TWO)

21 July to 22 August 2021

Upon receipt of card, follow the instructions given to activate your NUS Student Card via [EduRec](#).

- Navigation: *Academics > Registration & Declarations > Student Card Activation*
- An auto-generated email confirmation will be sent to your NUS email upon completion of the card activation*.
- You are **not required** to physically register at NUS before the start of the Instructional Period.
- Your offer will be withdrawn if you do not acknowledge receipt of your NUS student card by **22 August 2021**.

*Accidentally activated your student card or the online activation was not done by you? Inform us at reglinx@nus.edu.sg immediately.



8. DOWNLOAD uNivUS APP

Download 'uNivUS', which includes NUSafe, from Google Play or iOS app stores.

You **are required** to sign in* the uNivUS app and comply with the following to obtain a **GreenPass** on your NUSafe app when you are on campus:

- Install the Trace Together app on your mobile device;
- Turn on the Bluetooth function;
- Connect* to NUS Wi-Fi network from your mobile device;
- Adhere to all existing requirements for a GreenPass, e.g., complete your health and temperature declaration.
- Show the NUSafe's in-app "GreenPass" when you attend/use/access in-person classes, general NUS facilities, purchase food/drinks at all on-campus food establishments, etc.

*When prompt to sign in with your organisational account, enter your **NUSNET ID** (nusstu\e0XXXXXX) and **new NUSNET password**.

ARRIVING & STUDYING AT NUS



9. START OF INSTRUCTIONAL PERIOD

10 August 2021 onwards

Prepare for Week 1 of lessons at NUS. Access [LumiNUS](#) for course materials/announcements and refer to the [NUS Academic Calendar](#) for more information.

Refer to the [Module Registration \(ModReg\) schedule](#) on when and how you can register for tutorials and/or lab groups (where applicable) for your module(s).



10. UPDATE MAILING ADDRESS & CONTACT DETAILS

Ensure that your personal particulars* are updated in [EduRec](#) in a timely manner.

*Click [here](#) for more information.



11. MODULE DROP & WITHDRAWAL

To drop your registered module(s) or withdraw from the NG programme:

- Complete the [Academic Profile Updates \(APU\) Form](#) (for dropping of module) or the [NG Withdrawal Form](#) (for dropping all modules, i.e. withdrawal) and return the completed form to Registrar's Office at nghelp@nus.edu.sg for updating.
- Deadline for dropping modules *without* paying fees is as below:

Activity	Fee Payment	Dates
Drop module(s) with no penalty	Fees not payable	2 Aug to 22 Aug 2021
Drop module(s) with "W" grade	Fees payable	23 Aug to 26 Sep 2021
Drop module(s) with "F" grade	Fees payable	From 27 Sep 2021 onwards



12. UNDERGRADUATE DEGREE REQUIREMENTS

Refer to the [NUS Bulletin](#) to have an overview of the undergraduate degree programme that you have been accepted for admission in August.

**Questions regarding the fulfilment of degree requirements? Contact the relevant Faculty or Department [here](#).*



13. CRITICAL DATA VERIFICATION EXERCISE

Early October 2021 (Instructional Week 8)

Check your NUS email for emails from the Registrar's Office.

Access [EduRec](#) and ensure that all critical personal and academic-related data are correct* for the purpose of providing effective and efficient services.

**Discrepancies? Inform us at nghelp@nus.edu.sg.*



14. SIT FOR FINAL EXAMINATION

Ensure that you are able to attend the final examinations (if any). Refer to the [Examination Directory](#) for the exact schedule and venue closer to the examination period.

COMPLETING STUDIES AT NUS



15. RECEIVE NUS ELECTRONIC TRANSCRIPT

11th calendar day from the day of results release

Refer to this [link](#) with your NUSNET ID and Password for more details.

QUESTIONS? CONTACT US AT:



<https://www.comp.nus.edu.sg/cugresource/per-cohort/isc/isc-mindef/>



nghelp@nus.edu.sg



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All information accurate as of June 2021