

NON-GRADUATING PROGRAMME 2022/2023 SEMESTER 2

NUS HIGH SCHOOL ADVANCED PLACEMENT 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 REGISTRATION (PART ONE)

9 November to 11 December 2022

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.

For students below 18 years old, print out the following form(s) from the "Authorisation Requirements" section and have it duly signed by your parent/guardian. If you did not upload the signed form(s) during Registration (Part One), please upload them onto [Education Records System \(EduRec\)](#) (via NUS User Login*) **within 3 days** of completing Registration (Part One).

- Risk Acknowledgement and Consent
- Authorisation of Medical Procedures (For International Students only)
- Appointment of Local Representative (For International Students only)

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



4. 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.

Fees for NUSHS Students	Amount Payable (S\$ inclusive of GST)
	1 Semester
Miscellaneous Student Fees (MSF)	78.29
Tuition Fee (TF)*	642.00 per module

*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](#).



5. COMPLETE MANDATORY E-MODULE SE1000

Before the start of Instructional Period

Access [Canvas](#) (via NUS User Login*) to complete mandatory e-module **SE1000 Student Essentials** assigned by the Office of Student Conduct.

You may contact studentconduct@nus.edu.sg if you have any queries pertaining to the e-module.

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



6. RECEIVE NUS OFFER PACKAGE BY MAIL

12 December 2022 onwards

To receive your student card on time, complete Registration (Part One) by **11 December 2022**.

- Your offer package will be sent to NUS High School*.
- Your offer package will consist of:
 - NUS Student Card
 - Instruction Notes for Student Card Activation

*Please wait for instructions from Ms Celestine Arlando from the Student Affairs Office regarding the collection of your NUS offer package.



7. COMPLETE REGISTRATION (PART TWO)

12 December 2022 to 22 January 2023

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 January 2023**.

*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 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 on your mobile device;
- Adhere to all existing requirements, e.g., declare and update health status via uNivUS (where required).

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



9. UPDATE VACCINATION STATUS IN uNivUS APP

You are **strongly encouraged** to be vaccinated against COVID-19 and update your vaccination status in uNivUS. Refer to instructions [here](#).

Refer to [NUS Circular 11](#) for more details about the Safe Management Measures (SMMs) on campus.

ARRIVING & STUDYING AT NUS



10. START OF INSTRUCTIONAL PERIOD

9 January 2023 onwards

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

Refer to the [Module Registration \(ModReg\) Schedule and Timeline](#) for **Non-Graduating students** on when and how you can register for tutorials and/or lab groups (where applicable) for your module(s).



11. UPDATE MAILING ADDRESS & CONTACT DETAILS

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

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



12. MODULE DROP & WITHDRAWAL

To drop your registered module and withdraw from the Non-Graduating programme:

- Complete the [Academic Profile Updates \(APU\) Form](#) (for dropping of module) or the [Withdrawal Application via EduRec](#) (for dropping all modules, i.e. withdrawal).
- Deadline for dropping modules *without* paying fees is as below:

Activity	Fee Payment	Dates
Drop module(s) with no penalty	Fees not payable	9 Jan to 22 Jan 2023
Drop module(s) with "W" grade	Fees payable	23 Jan to 26 Feb 2023
Drop module(s) with "F" grade	Fees payable	From 27 Feb 2023 onwards



13. CRITICAL DATA VERIFICATION EXERCISE

Early March 2023 (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(S)

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.nus.edu.sg/registrar/prospective-students/non-graduating/pre-university-students-from-local-institutions>



nghelp@nus.edu.sg



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All information accurate as of January 2023