NON-GRADUATING PROGRAMME
2022/2023 SEMESTER 1

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)
   13 June to 15 July 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 “View User Profile and Download Form(s)” section and have it duly signed by your parent/guardian. Scan and email the signed form(s) to reglinx@nus.edu.sg.
   - Risk Acknowledgement and Consent
   - Authorisation of Medical Procedures (For International Students only)
   - Appointment of Local Representative (For International Students only)
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.

<table>
<thead>
<tr>
<th>Fees for NUSHS Students</th>
<th>Amount Payable (S$ inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Student Fees (MSF)</td>
<td>77.57</td>
</tr>
<tr>
<td>Tuition Fee (TF)*</td>
<td>636.00 per module</td>
</tr>
</tbody>
</table>

*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
Before the start of Instructional Week 1
Access LumiNUS (via NUS User Login*) to complete the mandatory e-module SE1000 Student Essentials assigned by the Office of Student Conduct.

- Navigation: My Modules > Non-Academic Modules
- Refer to the self-help guide should you have issues completing the e-module.
- For more information about the e-module, click here

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
18 July 2022 onwards
To receive your student card on time, complete Registration (Part One) by 15 July 2022.

- Your offer package will be sent to NUS High School*.
- Your offer package will consist of:
7. COMPLETE REGISTRATION (PART TWO)
21 July to 21 August 2022
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 21 August 2022.

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

7. 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., valid FET result and 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.

8. 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 this circular here.
ARRIVING & STUDYING AT NUS

9. START OF INSTRUCTIONAL PERIOD
8 August 2022 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 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).

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 Withdrawal Application via EduRec (for dropping all modules, i.e. withdrawal)
 Deadline for dropping modules without paying fees is as below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee Payment</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop module(s) with no penalty</td>
<td>Fees not payable</td>
<td>2 Aug to 21 Aug 2022</td>
</tr>
<tr>
<td>Drop module(s) with “W” grade</td>
<td>Fees payable</td>
<td>22 Aug to 25 Sep 2022</td>
</tr>
<tr>
<td>Drop module(s) with “F” grade</td>
<td>Fees payable</td>
<td>From 26 Sep 2022 onwards</td>
</tr>
</tbody>
</table>

12. CRITICAL DATA VERIFICATION EXERCISE
Early October 2022 (Instructional Week 8)
Check your NUS email for emails from the Registrar’s Office.

Refer to NUS Circular 7 for more details about the FET ART Self-Test Programme and Vaccination-differentiated Safe Management Measures (VDS) on campus.
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.

13. 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

14. 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
6516 1476

All information accurate as of May 2022