NON-GRADUATING PROGRAMME
2021/2022 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 OVERSEAS TRAVEL DECLARATION
18 November 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)
18 November to 19 December 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.
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)

### 5. PAYMENT OF MISCELLANEOUS STUDENT FEES (MSF)

**Prior to Registration (Part Two)**

Access [Education Records System (EduRec)](http://edurec.nus.edu.sg) 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></td>
<td>1 Semester</td>
</tr>
<tr>
<td>Miscellaneous Student Fees (MSF)</td>
<td>76.97</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](#).

### 6. RECEIVE NUS OFFER PACKAGE BY MAIL

20 December 2021 onwards

To receive your student card on time, complete Registration (Part One) by **19 December 2021**.

- 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)

20 December 2021 to 23 January 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 **23 January 2022**.

*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 on your mobile device;
- Adhere to all existing requirements for a GreenPass, e.g., valid FET result and health status via uNivUS. Refer to this circular to staff and students here.
- 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.

9. UPDATE VACCINATION STATUS IN uNivUS APP

You are strongly encouraged to be vaccinated against COVID-19 and update your vaccination status in uNivUS. Click here for the instruction guide.

You **are required** to do regular Fast and Easy Testing (FET) and have a valid FET test result uploaded onto uNivUS before coming to campus. Click here for the steps and here for the locations of the vending machines.

Refer to Annex A of NUS Circular 34 for more details about the frequency of FET testing and vaccinated differentiated Safe Management Measures (SMMs).
ARRIVING & STUDYING AT NUS

10. START OF INSTRUCTIONAL PERIOD

10 January 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 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(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>10 Jan to 23 Jan 2022</td>
</tr>
<tr>
<td>Drop module(s) with “W” grade</td>
<td>Fees payable</td>
<td>24 Jan to 27 Feb 2022</td>
</tr>
<tr>
<td>Drop module(s) with “F” grade</td>
<td>Fees payable</td>
<td>From 28 Feb 2022 onwards</td>
</tr>
</tbody>
</table>

13. CRITICAL DATA VERIFICATION EXERCISE

Early March 2022 (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:
http://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 November 2021