NON-GRADUATING PROGRAMME
2022/2023 SEMESTER 1

NON-EXCHANGE PROGRAMME FOR PRE-UNIVERSITY STUDENTS
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)
1 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 FEES
You are not required to pay any fees to NUS as both your Tuition Fee (TF) and Miscellaneous Student Fees (MSF) will be sponsored by NUS Department of Electrical & Computer Engineering.
5. COMPLETE MANDATORY E-MODULE SE1000

**Before the start of Instructional Period**

Access LumiNUS (via NUS User Login*) to complete 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 the NUS Department of Electrical & Computer Engineering*.
- Your offer package will consist of:
  - NUS Student Card
  - Instruction Notes for Student Card Activation

*Please wait for instructions from the NUS Department of Electrical & Computer Engineering regarding the collection of your NUS offer package.

7. COMPLETE REGISTRATION (PART TWO)

**18 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.
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., 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.

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 this circular here.

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

ARRIVING & STUDYING AT NUS

10. 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).

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:

<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>1 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>

13. CRITICAL DATA VERIFICATION EXERCISE

*Early October 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(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
6516 1476

All information accurate as of June 2022