

NON-GRADUATING PROGRAMME 2020/2021 SPECIAL TERM

SPECIAL TERM FOR RETURNING NS (RNS) MEN



AFTER RECEIVING OFFER EMAIL

- For new RNSmen reading Special Term modules only, please refer to Page 2 to 6.
- For existing RNSmen reading iBLOCs and Special Term modules, please refer to Page 7 to 10.

**RNSmen refers to Returning NSmen*

QUESTIONS? CONTACT US AT:



<https://www.nus.edu.sg/registrar/docs/info/prospective-students---non-graduating/ng-strnsmen-faq.pdf>



nghelp@nus.edu.sg



6516 1476

All information accurate as of February 2021

For new RNSmen reading Special Term modules only

BEFORE ARRIVING AT NUS



1. ACCEPT/DECLINE OFFER

Within 1 week upon receiving offer email

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



2. UPLOAD PASSPORT-SIZED PHOTO

Within 1 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

12 April 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)

12 to 25 April 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](#) regular and be aware of the latest notices/circulars that may be posted on myPortal@NUS.



5. PAYMENT OF MISCELLANEOUS STUDENT FEES (MSF)

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

*Payment of Tuition Fees (TF) can be done after the start of Instructional Period. Refer to Step 12 for more details.

If you are in need of financial assistance to pay for your MSF and TF, refer to Step 6 for the financial assistance schemes.



6. FINANCIAL ASSISTANCE SCHEMES

If you are in need of financial assistance to pay for your tuition fees and miscellaneous fees, you may apply for the **Post-Secondary Education Account (PSEA) Scheme**, **Tuition Fee Loan** and **NUS Financial Aid Package**. More details on the application of these schemes can be found [here](#).

Take note of the application period for each scheme*:

- PSEA Scheme*: **17 to 24 May 2021 for Special Term (Part 1), 28 June to 5 July 2021 for Special Term (Part 2)**
- Tuition Fee Loan: **Date of admission offer to 3rd Friday of April 2021**
- NUS Financial Aid Package: **Date of admission offer to 1 April 2021**

*As the PSEA funds would not come in before the deadline of payment of tuition fees, you are advised to pay for your outstanding fees first even after you have submitted the PSEA application to avoid any late payment penalty. Once the PSEA funds are in, the amount withdrawn will be reimbursed to you.

For enquiries, please contact the Office of Financial Aid (within Office of Admissions) at financialaid@nus.edu.sg or 6516 2870.



7. RECEIVE NUS OFFER PACKAGE BY MAIL

After completion of Registration (Part One)

To receive your student card on time, complete Registration (Part One) by **25 April 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.



8. COMPLETE REGISTRATION (PART TWO)

3 to 23 May 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 **23 May 2021**.

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

ARRIVING & STUDYING AT NUS



9. START OF INSTRUCTIONAL PERIOD

10 May 2021 onwards

The official start date of NG Programme is 10 May 2021 (Special Term Part 1) / 21 June 2021 (Special Term Part 2). Class schedules and examination timetables are available [here](#).

- Check your NUS email account at the start of the course for **Welcome Emails** from your instructors.
- Access [LumiNUS](#) for details of the module(s) and course materials.
- Check that the lecture and tutorial/lab sessions for your approved module(s) are reflected correctly in your student record in [EduRec](#). Otherwise, approach the department administrative staff for assistance in tutorials and/or labs groups (where applicable) registration.
- 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.



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	Special Term (Part 1)	Special Term (Part 2)
Drop module(s) with no penalty	Fees not payable	10 May to 23 May 2021	21 Jun to 4 Jul 2021
Drop module(s) with “W” grade	Fees payable	24 May to 30 May 2021	5 Jul to 11 Jul 2021
Drop module(s) with “F” grade	Fees payable	From 31 May 2021 onwards	From 12 Jul 2021 onwards



12. PAYMENT OF TUITION FEES (TF)

24 May 2021 onwards for Special Term (Part 1), 5 July 2021 for Special Term (Part 2)

Access [EduRec](#) with your NUSNET ID and Password. Click [here](#) for the payment guide. **Tuition Fees* for Special Term RNSmen: S\$820.00 per module.**

**Please check your Student Bill for the actual fees charged before making the payment.*

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

Should fees remain outstanding after the fee payment deadline:

- Late payment charge will be imposed.
- A Negative Service Indicator (NSI) will be tagged against your student account as a “Hold” and you will not be able to view your exam results and receive your NUS transcript.

If you are in need of financial assistance to pay for your MSF and TF, refer to Step 6 for the financial assistance schemes.



13. 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](#).*



14. SIT FOR FINAL EXAMINATION

Final week of Special Term Part 1 and 2

Check the final examination timetable [here](#) and be familiar with the Examination Rules, details of which are published in the [Examination Directory](#).

Attend the final examinations (if any).

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.

For existing RNSmen reading iBLOCs and Special Term modules

BEFORE ARRIVING AT NUS



1. ACCEPT/DECLINE OFFER

Within 2 weeks upon receiving offer email

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

ARRIVING & STUDYING AT NUS



2. START OF INSTRUCTIONAL PERIOD

10 May 2021 onwards

The official start date of NG Programme is 10 May 2021 (Special Term Part 1) / 21 June 2021 (Special Term Part 2)*. Class schedules and examination timetables are available [here](#).

- Check your NUS email account at the start of the course for **Welcome Emails** from your instructors.
- Access [LumiNUS](#) for details of the module(s) and course materials.
- Check that the lecture and tutorial/lab sessions for your approved module(s) are reflected correctly in your student record in [EduRec](#). Otherwise, approach the department administrative staff for assistance in tutorials and/or labs groups (where applicable) registration.
- 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.

*Approved to read Special Term Part 2 module(s)? You will need to re-personalize your existing student card so that your access to certain facilities/services at NUS will not be affected until the end of Special Term Part 2. Affected students will receive an email on **22 June 2021** with further details.



3. UPDATE MAILING ADDRESS & CONTACT DETAILS

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

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



4. 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.
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5. PAYMENT OF FEES

24 May 2021 onwards for Special Term (Part 1), 5 July 2021 for Special Term (Part 2)

Access [EduRec](#) with your NUSNET ID and Password. Click [here](#) for the payment guide and refer to this [link](#) for the correct amount* to pay for both the Tuition Fees (TF) and Miscellaneous Student Fees (MSF).

**Please check your Student Bill for the actual fees charged before making the payment.*

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

Should fees remain outstanding after the fee payment deadline:

- Late payment charge will be imposed.
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You are not required to apply for the Tuition Fee Loan and/or NUS Financial Aid Package again **if** you have already done so for your iBLOCs programme.

For enquiries, please contact the Office of Financial Aid (within Office of Admissions) at financialaid@nus.edu.sg or 6516 2870.



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COMPLETING STUDIES AT NUS



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