NON-GRADUATING PROGRAMME
2021/2022 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 April 2022
For new RNSmen reading Special Term modules only

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)
   11 to 24 April 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.
4. 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 13 for more details.

If you need financial assistance to pay for your MSF and TF, refer to Step 5 for the financial assistance schemes.

5. FINANCIAL ASSISTANCE SCHEMES
If you need 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*: 16 to 23 May 2022 for Special Term (Part 1), 27 June to 4 July 2022 for Special Term (Part 2)
- Tuition Fee Loan: Date of admission offer to 3rd Friday of April 2022
- NUS Financial Aid Package: Date of admission offer to 1 April 2022

*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.

6. RECEIVE NUS OFFER PACKAGE BY MAIL
After completion of Registration (Part One)
To receive your student card on time, complete Registration (Part One) by 24 April 2022.

- 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 regjudy@nus.edu.sg and include your Student ID and new mailing address.
7. COMPLETE REGISTRATION (PART TWO)

2 to 22 May 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 22 May 2022.

*Accidentally activated your student card or the online activation was not done by you? Inform us at regjudy@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 (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 5 (Non-Graduating students are classified under ‘Pre-Employment Training (PET) students’) for more details about the FET ART Self-Test Programme and Vaccination-differentiated Safe Management Measures (VDS).
ARRIVING & STUDYING AT NUS

10. START OF INSTRUCTIONAL PERIOD

9 May 2022 onwards

The official start date of NG Programme is 9 May 2022 (Special Term Part 1) / 20 June 2022 (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.

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>
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<td>9 May to 22 May 2022</td>
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<td>Drop module(s) with “W” grade</td>
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<td>4 Jul to 10 Jul 2022</td>
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<td>Fees payable</td>
<td>From 30 May 2022 onwards</td>
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13. PAYMENT OF TUITION FEES (TF)

23 May 2022 onwards for Special Term (Part 1), 4 July 2022 onwards 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 need financial assistance to pay for your MSF and TF, refer to Step 5 for the financial assistance schemes.

14. 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](#).

15. 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

16. 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 one week upon receiving offer email**
   Access the [NUS Online Application Portal](#) to accept/decline the admission offer.

2. **UPDATE VACCINATION STATUS IN uNivUS APP**
   You are required to re-upload your latest vaccination certificate (retrieved from HealthHub) in uNivUS, regardless of whether you have received only the primary series or have taken a booster shot. Refer to this circular [here](#).

   Refer to [NUS Circular 5](#) (Non-Graduating students are classified under ‘Pre-Employment Training (PET) students’) for more details about the FET ART Self-Test Programme and Vaccination-differentiated Safe Management Measures (VDS).

**ARRIVING & STUDYING AT NUS**

3. **START OF INSTRUCTIONAL PERIOD**
   **9 May 2022 onwards**
   The official start date of NG Programme is 9 May 2022 (Special Term Part 1) / 20 June 2022 (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-personalise 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 **21 June 2022** with further details.
4. UPDATE MAILING ADDRESS & CONTACT DETAILS
Ensure that your personal particulars* are updated in EduRec in a timely manner.
*Click here for more information.

5. MODULE DROP & WITHDRAWAL
To drop your registered module(s) or withdraw from the NG programme:
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6. PAYMENT OF FEES
23 May 2022 onwards for Special Term (Part 1), 4 July 2022 onwards 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:
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*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.

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.

8. 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.

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