NON-GRADUATING PROGRAMME
2020/2021 SEMESTER 2

YOUNG ARTIST 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
   3 December 2020 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)
   3 to 20 December 2020
   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.

   For students **below 18 years old**, print out the following form(s) from the “Authorisation Requirements” 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) 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>Miscellaneous Student Fees</th>
<th>Amount Payable (S$ inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Semester</td>
</tr>
<tr>
<td>Student Services Fee (SSF)</td>
<td>76.97</td>
</tr>
<tr>
<td>Health Services Fee (HSF)</td>
<td>68.35</td>
</tr>
<tr>
<td><strong>Total Fees Payable:</strong></td>
<td><strong>145.32</strong></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

21 December 2020 onwards

To receive your student card on time, complete Registration (Part One) by 20 December 2020.

- 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.

7. COMPLETE REGISTRATION (PART TWO)

21 December 2020 to 24 January 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 24 January 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

8. START OF INSTRUCTIONAL PERIOD
11 January 2021 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.

Check with Ms Chiam Hui Li from the Yong Siew Toh Conservatory of Music (YSTCM) on how you can register for modules and tutorials (where applicable).

9. 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

10. 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 2020