NON-GRADUATING PROGRAMME
2021/2022 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
   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 November 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 Section(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) 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></td>
<td>2 Semesters</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

20 December 2021 onwards
To receive your student card on time, complete Registration (Part One) by 19 December 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.
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 (nusu\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.

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).

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 Young Artist 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).
 Take note of the withdrawal period and the corresponding fee policy as stated in the table below:

<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>Fee Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – 23 January 2022</td>
<td>Fees not payable</td>
</tr>
<tr>
<td>24 January 2022 and onwards</td>
<td>Fees payable</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**

11\textsuperscript{th} 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](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*