NON-GRADUATING PROGRAMME
2022/2023 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 REGISTRATION (PART ONE)
   9 November to 11 December 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 “Authorisation Requirements” section and have it duly signed by your parent/guardian.
   If you did not upload the signed form(s) during Registration (Part One), please upload them onto Education Records System (EduRec) (via NUS User Login*) within 3 days of completing Registration (Part One).
   - Risk Acknowledgement and Consent
   - Authorisation of Medical Procedures (For International Students only)
   - Appointment of Local Representative (For International Students only)

   *When prompt to sign in with your organisational account, enter your NUSNET ID (nusstu\e0XXXXXX) and new NUSNET password.
4. 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>78.69</td>
</tr>
<tr>
<td>Health Services Fee (HSF)</td>
<td>69.00</td>
</tr>
<tr>
<td><strong>Total Fees Payable:</strong></td>
<td><strong>147.69</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.

5. COMPLETE MANDATORY E-MODULE SE1000

Before the start of Instructional Period

Access Canvas (via NUS User Login*) to complete mandatory e-module SE1000 Student Essentials assigned by the Office of Student Conduct.

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

12 December 2022 onwards

To receive your student card on time, complete Registration (Part One) by 11 December 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 reglinx@nus.edu.sg and include your Student ID and new mailing address.
7. COMPLETE REGISTRATION (PART TWO)

12 December 2022 to 22 January 2023

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 January 2023**.

*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., declare and update 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 instructions [here](#).

Refer to NUS Circular 11 for more details about the Safe Management Measures (SMMs) on campus.
ARRIVING & STUDYING AT NUS

10. START OF INSTRUCTIONAL PERIOD
9 January 2023 onwards
Prepare for Week 1 of lessons at NUS. Access Canvas (via NUS User Login) 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>9 – 22 January 2023</td>
<td>Fees not payable</td>
</tr>
<tr>
<td>23 January 2023 and onwards</td>
<td>Fees payable</td>
</tr>
</tbody>
</table>

13. CRITICAL DATA VERIFICATION EXERCISE
Early March 2023 (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.

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:
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 December 2022