

# **NON-GRADUATING PROGRAMME 2021/2022 SEMESTER 1**

## **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

*11 June 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)

*11 June to 20 July 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](mailto: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.

Miscellaneous Student Fees	Amount Payable (S\$ inclusive of GST)	
	1 Semester	2 Semesters
Student Services Fee (SSF)	76.97	153.94
Health Services Fee (HSF)	68.35	136.70
<b>Total Fees Payable:</b>	<b>145.32</b>	<b>290.64</b>

\*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 July 2021 onwards*

To receive your student card on time, complete Registration (Part One) by **20 July 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](mailto:reglinx@nus.edu.sg) and include your Student ID and new mailing address.



## 7. COMPLETE REGISTRATION (PART TWO)

21 July to 22 August 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 **22 August 2021**.

\*Accidentally activated your student card or the online activation was not done by you? Inform us at [reglinx@nus.edu.sg](mailto: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 from your mobile device;
- Adhere to all existing requirements for a GreenPass, e.g., complete your health and temperature declaration.
- 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** (`nusstu\e0XXXXXX`) and **new NUSNET password**.

# ARRIVING & STUDYING AT NUS



## 9. START OF INSTRUCTIONAL PERIOD

*10 August 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).



## 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 Young Artist 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](mailto:nghelp@nus.edu.sg) for updating.
- Take note of the withdrawal period and the corresponding fee policy as stated in the table below:

Withdrawal	Fee Policy
2 – 22 August 2021	Fees not payable
23 August 2021 and onwards	Fees payable



## 12. CRITICAL DATA VERIFICATION EXERCISE

*Early October 2021 (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](mailto:nghelp@nus.edu.sg).



### 13. 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



### 14. RECEIVE NUS ELECTRONIC TRANSCRIPT

*11<sup>th</sup> 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](mailto:nghelp@nus.edu.sg)



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*All information accurate as of June 2021*