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.

- 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 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 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 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 for updating.
- 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>2 – 22 August 2021</td>
<td>Fees not payable</td>
</tr>
<tr>
<td>23 August 2021 and onwards</td>
<td>Fees payable</td>
</tr>
</tbody>
</table>

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.
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
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 June 2021