

# **NON-GRADUATING PROGRAMME 2020/2021 SPECIAL TERM (PART 1)**

## **SPECIAL TERM FOR PRE-UNIVERSITY STUDENTS**



# 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

*15 April 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)

*15 to 30 April 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.

**For students below 18 years old**, print out the following form(s) from the "View User Profile and Download Form(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 FEES

You are **not required** to pay any fees to NUS as your Tuition Fee (TF) and Miscellaneous Student Fees (MSF) will be sponsored by the NUS Department of Electrical & Computer Engineering and your JC respectively.

Fees for JC Students	Amount Payable (S\$ inclusive of GST)
	Special Term (Part 1)
Miscellaneous Student Fees (MSF)	38.52
Tuition Fee (TF)	636.00 per module

For more information on student-related fee matters, click [here](#).



## 6. RECEIVE NUS OFFER PACKAGE BY MAIL

26 April 2021 onwards

To receive your student card on time, complete Registration (Part One) by **30 April 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)

3 to 23 May 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 **23 May 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.

# ARRIVING & STUDYING AT NUS



## 8. START OF INSTRUCTIONAL PERIOD

*10 May 2021 onwards*

Prepare for Week 1 of lessons at NUS. Refer to the [NUS Academic Calendar](#) for more information.

Access [LumiNUS](#) for details of the module(s) and course materials/announcements from your instructors.



## 9. MODULE DROP & WITHDRAWAL

To drop your registered module and withdraw from the Non-Graduating programme:

- Complete the [Non-Graduating \(NG\) Withdrawal Form](#)
- Email the completed form to Registrar’s Office at [nghelp@nus.edu.sg](mailto:nghelp@nus.edu.sg) for processing.
- Take note of the withdrawal period\* and the corresponding grade assignment as stated in the table below:

Withdrawal	Grade Assignment
10 May to 23 May 2021	Not applicable
24 May to 17 June 2021	“WU” grade will be assigned

\*Withdrawal after 17 June 2021 (i.e. during examination period) will not be processed.



## 10. 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



## 11. 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 April 2021*