

# **NON-GRADUATING PROGRAMME 2022/2023 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 REGISTRATION (PART ONE)

*10 to 30 April 2023*

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)

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



## 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](mailto: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

*2 May 2023 onwards*

To receive your student card on time, complete Registration (Part One) by **30 April 2023**.

- Your offer package will be sent to the NUS Department of Electrical & Computer Engineering\*.
- Your offer package will consist of:
  - NUS Student Card
  - Instruction Notes for Student Card Activation

\*Please wait for instructions from the NUS Department of Electrical & Computer Engineering regarding the collection of your NUS offer package.



## 7. COMPLETE REGISTRATION (PART TWO)

*2 to 21 May 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 **21 May 2023**.

\*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. DECLARE VACCINATION STATUS IN uNivUS APP

Download '[uNivUS](#)' from Google Play or iOS app stores.

All students **are required** to declare their vaccination status in uNivUS (via NUS User Login\*). Refer to instructions [here](#).

\*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

*8 May 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.



## 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 and withdraw from the Non-Graduating programme:

- Complete the [Withdrawal Application via EduRec](#) (for dropping all modules, i.e. withdrawal).
- Take note of the withdrawal period\* and the corresponding grade assignment as stated in the table below:

Withdrawal	Grade Assignment
8 May to 21 May 2023	Not applicable
22 May to 15 June 2023	“WU” grade will be assigned

\*Withdrawal after 15 June 2023 (i.e. during examination period) will not be processed.



## 12. 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.

# COMPLETING STUDIES AT NUS



## 13. 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:



<https://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 March 2023*