NON-GRADUATING PROGRAMME
2021/2022
SPECIAL TERM (PART 1)

SPECIAL TERM FOR
PRE-UNIVERSITY STUDENTS
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)

7 to 30 April 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 “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 regjudy@nus.edu.sg.

- Risk Acknowledgement and Consent
- Authorisation of Medical Procedures (For International Students only)
- Appointment of Local Representative (For International Students only)
4. PAYMENT OF MISCELLANEOUS STUDENT FEES (MSF)
You are not required to pay any fees to NUS as your Miscellaneous Student Fees (MSF) and Tuition Fee (TF) will be sponsored by your JC and the NUS Department of Electrical & Computer Engineering respectively.

<table>
<thead>
<tr>
<th>Fees for Pre-University Students</th>
<th>Amount Payable (S$ inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Student Fees (MSF)</td>
<td>38.52</td>
</tr>
<tr>
<td>Tuition Fee (TF)</td>
<td>636.00 per module</td>
</tr>
</tbody>
</table>

For more information on student-related fee matters, click here.

5. RECEIVE NUS OFFER PACKAGE BY MAIL
2 May 2022 onwards
To receive your student card on time, complete Registration (Part One) by 30 April 2022.

- 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.

6. COMPLETE REGISTRATION (PART TWO)
2 to 22 May 2022
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*.
- Your offer will be withdrawn if you do not acknowledge receipt of your NUS student card by 22 May 2022.

*Accidentally activated your student card or the online activation was not done by you? Inform us at regjudy@nus.edu.sg immediately.
7. 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 on your mobile device;
- Adhere to all existing requirements for a GreenPass, e.g., valid FET result and health status via uNivUS. Refer to this circular to staff and students here.
- 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 (where required).

*When prompt to sign in with your organisational account, enter your NUSNET ID (nusstu\e0XXXXXX) and new NUSNET password.

8. 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 this circular here.

Refer to NUS Circular 5 (Non-Graduating students are classified under ‘Pre-Employment Training (PET) students’) for more details about the FET ART Self-Test Programme and Vaccination-differentiated Safe Management Measures (VDS).

ARRIVING & STUDYING AT NUS

9. START OF INSTRUCTIONAL PERIOD

9 May 2022 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.

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:

<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>Grade Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 May to 22 May 2022</td>
<td>Not applicable</td>
</tr>
<tr>
<td>23 May to 16 June 2022</td>
<td>“WU” grade will be assigned</td>
</tr>
</tbody>
</table>

*Withdrawal after 16 June 2022 (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
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 April 2022