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**
*10 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)**
*10 to 25 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](#)

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 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>Fees for JC 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>

*Payment of Tuition Fees (TF) is not required as TF will be sponsored by the Department of Electrical & Computer Engineering.

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 25 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 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 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 for processing.
☑ 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>10 May to 23 May 2021</td>
<td>Not applicable</td>
</tr>
<tr>
<td>24 May to 17 June 2021</td>
<td>“WU” grade will be assigned</td>
</tr>
</tbody>
</table>

*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.
11. 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 February 2021