Welcome! This PDF serves to guide you through the steps of submitting your application if you are applying under one of the following Non-Graduating (Local) programmes:

- H3 Advanced Placement
- NUSHS Advanced Placement
- Polytechnic Advanced Placement
- Young Artist Programme
- Non-Exchange (Pre-University) Programme
- NUS-MINDEF Cyber NSF Work-Learn Programme
- Internal Blended Learning Online Courses (iBLOCs)
- Special Term RNS Men
User Guide for NUS Online Application Portal
For Non-Graduating Local Programmes

Contents

1. Before Applying ................................................................................................................................... 3
2. Application Main Page ......................................................................................................................... 5
3. Selection of Module(s) ......................................................................................................................... 7
4. Personal Particulars ............................................................................................................................ 10
5. Academic Qualifications ...................................................................................................................... 12
6. Uploading Supporting Documents ....................................................................................................... 13
7. Other Details & Declarations ............................................................................................................... 14
8. Confirmation Page ............................................................................................................................... 15
9. Check Application Status ..................................................................................................................... 16
10. Enquiries .............................................................................................................................................. 17
1. **Before Applying**

Please read the instructions before proceeding with your application.

*Note: Remember to add the site [https://myapplications.nus.edu.sg](https://myapplications.nus.edu.sg) to your allowed/trusted sites in your internet browser if you are using a pop-up blocker.*

a) Select **Exchange/Non-Exchange Student** from the drop-down list.

Do you have questions?
- For Non-Graduating (NG) Programme
- For NUS Exchange
- For NUS Entree

b) Select **Non-Graduating (NG) Programme** to proceed.

c) You are required to create a new account if you have not registered before.

d) Please note that all fields are mandatory, except for NUS Email ID.
Once your account has been successfully created, you should receive an automated email informing you of the account creation in your email inbox or junk/spam folder. **Please remember to check the junk/spam folder of the email you had indicated, as it may be sent to that folder instead of your inbox.** If you did not receive the email after one day, please write to nghelp@nus.edu.sg for assistance.
2. Application Main Page

a) Once you have successfully logged in, click on ‘Submit New Application’ to start your application.

b) Select from the drop-down list the correct programme that you are applying for.

Below are the description for the words used in the lists.

<table>
<thead>
<tr>
<th>Word(s)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year &amp; Semester</strong></td>
<td>Please refer to the <a href="#">NUS Academic Calendar</a> (Quicklinks) for exact dates.</td>
</tr>
<tr>
<td>H3 Adv Placement Student</td>
<td>Applying for NUS H3 programmes – H3 (SRP), H3 (Coursework) and H3 (Research).</td>
</tr>
<tr>
<td>NUSHS Adv Placement Student</td>
<td>NUS High School students.</td>
</tr>
<tr>
<td>Poly Adv Placement Student</td>
<td>Applying for Polytechnic Preparatory Programme under School of Computing, NUS.</td>
</tr>
<tr>
<td>Young Artist Programme Student</td>
<td>Applying for the Young Artist Programme under Yong Siew Toh Conservatory of Music, NUS.</td>
</tr>
<tr>
<td>Non-Exchange (Pre-University) Student</td>
<td>Applying for the Non-Exchange (Pre-University) Programme under Department of Electrical &amp; Computer Engineering, NUS.</td>
</tr>
<tr>
<td>NGNE (SoC MINDEF Cyber NSF)</td>
<td>Applying for NUS-MINDEF Cyber NSF Work-Learn Programme under School of Computing, NUS.</td>
</tr>
</tbody>
</table>
| Internal BLOC (Faculty) | RNS men applying for NUS iBLOCs with reserved Undergraduate placement at:  
- Faculty of Arts and Social Sciences: FASS  
- School of Business: BIZ  
- School of Computing: SOC  
- School of Design and Environment: SDE  
- Faculty of Engineering: FOE  
- Faculty of Law: LAW  
- Yong Siew Toh Conservatory of Music: MUS  
- Faculty of Science: FOS  
- Multidisciplinary Programme (Computer Engineering): CEG |
|---|---|
| Special Term RNS (Faculty) | RNS men applying for NUS Special Term modules with reserved Undergraduate placement at:  
- Faculty of Arts and Social Sciences: FASS  
- School of Business: BIZ  
- School of Computing: SOC  
- School of Design and Environment: SDE  
- Faculty of Engineering: FOE  
- Faculty of Law: LAW  
- School of Nursing: NUR  
- Yong Siew Toh Conservatory of Music: MUS  
- Faculty of Science: FOS  
- Multidisciplinary Programme (Computer Engineering): CEG |
| **Level of Study / Sub-Programme** | **H3 (SRP)** | Refers to H3 Science Research Programme (SRP).  
**H3 (Coursework)** | Reading NUS module(s) as a H3 Taught subject.  
**H3 (Research)** | Refers to H3 Humanities & Social Sciences Research (HSSR) Programme. |
| c) Click on ‘Apply Now’ to proceed. |
3. Selection of Module(s)

a) All applicants are required to indicate the intended Semester of Study. Please refer to the NUS Academic Calendar (Quicklinks) for exact dates.

Year of Study during Study Abroad field is not required for Non-Graduating (Local) programmes.

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Intended semester of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>H3 Science Research Programme (SRP)</td>
<td>Semester 1 &amp; 2</td>
</tr>
<tr>
<td>H3 (Coursework)</td>
<td>Semester 2</td>
</tr>
<tr>
<td>H3 Humanities and Social Sciences Research (HSSR) Programme</td>
<td>Semester 2 &amp; ST Parts 1 &amp; 2</td>
</tr>
<tr>
<td>NUSHS Adv Placement</td>
<td>Semester 1 or Semester 2</td>
</tr>
<tr>
<td>Poly Adv Placement</td>
<td>Semester 1</td>
</tr>
<tr>
<td>Young Artist Programme</td>
<td>Semester 1 or Semester 2</td>
</tr>
<tr>
<td>Non-Exchange (Pre-University) Programme</td>
<td>ST Part 1</td>
</tr>
<tr>
<td>NGNE (SoC MINDEF Cyber NSF)</td>
<td>Semester 1 or Semester 2</td>
</tr>
<tr>
<td>iBLOC</td>
<td>Semester 2 &amp; ST Part 1</td>
</tr>
<tr>
<td>Special Term RNS</td>
<td>ST Part 1 or ST Part 2 or ST Parts 1 &amp; 2</td>
</tr>
</tbody>
</table>

b) You will need to click on “Add/Select New Module” button to add new modules. Upon clicking the button, a notification will prompt you to read the module selection tips before selecting a module. Click OK.
c) You can search for modules as follows:
   - If you know the module code, enter the module code.
   - Select the “Faculty” which is offering the module.
   - Enter partial module code or module title.

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Module(s) Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>H3 Science Research Programme (SRP)</td>
<td>Not required to select module. Please skip Steps 3c to 3g and proceed on to the next step of your application.</td>
</tr>
<tr>
<td>H3 (Coursework)</td>
<td>1. GEH1022 Geopolitics: Geographies of War &amp; Peace</td>
</tr>
</tbody>
</table>
| H3 Humanities and Social Sciences Research (HSSR) Programme | 1. ASP1201CH (for Chinese Studies)  
2. ASP1201EC (for Economics)  
3. ASP1201EN (for English Literature)  
4. ASP1201GE (for Geography)  
5. ASP1201HY (for History)  
6. ASP1201MS (for Malay Studies) |
| NUSHS Adv Placement                                   | Please refer to the email from your NUSHS coordinator for more details.                                                                                |
| Poly Prep Adv Placement                               | 1. CS2040C Data Structures and Algorithms  
2. MA1301 Introductory Mathematics                                                                   |
| Young Artist Programme                                | Not required to select module. Please skip Steps 3c to 3g and proceed on to the next step of your application.                                      |
| Non-Exchange (Pre-University) Programme               | 1. EE1111B Electrical & Computer Engineering Principles & Practice                                                                                  |
| NGNE (SoC MINDEF Cyber NSF)                           | 1. CS1010 Programming Methodology  
2. CS1231S Discrete Structures  
3. IS1103 Ethics in Computing  
4. MA1521 Calculus for Computing                                                                      |
| Internal BLOC (Faculty)                               | Please refer to this [link](#)                                                                                                                      |
| Special Term RNS                                      | Please refer to this [link](#)                                                                                                                      |
d) Check the box(es) at the last column of the table, and click ‘Save’ to confirm the module(s) you had selected. If you did not check the box, the module will not appear in the module summary page.

![Module Selection Table]

Note: If you have only selected 1 module, you are required to rank the module “1”

e) Click on ‘Edit Rank’ to rank your modules in order of your preference.

![Module Ranking]

f) The ranking order is used to determine if you get priority for the module. You are required to rank the modules before you can proceed with the application. Image below shows an example of how to rank your modules. Once you have ranked the modules, click on ‘Save Edit Rank’ to save the ranking order.

**Note:** You are required to rank the module “1” even if you have only selected 1 module.

![Module Details]

You should see your modules arranged in the order you had ranked them earlier. Once you are satisfied with your modules, proceed on to the next step of your application.
4. **Personal Particulars**

Fields marked with * are mandatory.

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Date of Birth (DD/MM/YYYY)</td>
<td>This field will be auto-filled by the system based on the data entered when creating account. Please ensure that the date of birth provided is as printed on your NRIC/FIN/Passport.</td>
</tr>
</tbody>
</table>
| **2.** | • First (Given Name) and Middle Names  
• Last Name (Family Name)  
• Official Name | The field for ‘Official Name’ will be auto-filled by the system based on the first and last names you had provided. If it is not in the order as reflected in your NRIC/ FIN/ Passport, please change accordingly in the textbox.  
– If your name consists of non-English letters/vowels/characters (e.g. |, ö, ä, æ, ï, β), please replace them with the corresponding English alphabetical character(s) when you enter it in the online application form.  
– If you try to use any non-English character(s), the system will prompt an error message. |
| **3.** | Citizenship (Country) | For International Students without a Student’s Pass, the application of your Student’s Pass will be based on the citizenship you have selected here.  
– If you are holding a dual citizenship, please indicate only one from the drop-down menu. |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **4. Alternate Email Address** | – Please provide a valid and accurate email address that you will check regularly. NUS will correspond with you through the primary email address for post application-related matters, such as acknowledgement of application, request for additional supporting documents and outcome of application.  
– NUS **will not** be responsible for any undeliverable emails and the consequences that follow. |   |
| **5. Mobile / Home Phone No** | – Add country and area codes for both numbers.  
– Do not add dashes and other symbols.  
– This field should **only** contain numeric values. |   |
| **6. Home / Mailing Address** | – Ensure that you provide a valid and complete address.  
– **For Singapore addresses**, fill in the Postal Code and Unit No (if applicable), and press on the ‘Populate Address’. The fields will be filled automatically for Address Line 1 and 2.  
– If your Mailing Address is the same as your Home Address, ticking the checkbox will copy your Home Address to your Mailing Address. Otherwise, fill up the fields accordingly.  
– NUS **will not** be responsible for any unsuccessful mail deliveries due to incorrect/incomplete addresses provided. |   |
5. **Academic Qualifications**

a) You are required to indicate the name of the institution which you are still attending/last attended and the duration of the programme/studies.

b) Click on ‘Add New Qualification’ to proceed.

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Country</td>
<td>Select your School’s Country from the drop-down list.</td>
</tr>
<tr>
<td>2.</td>
<td>My current home university</td>
<td>Check this box if you are currently studying/last studied in the institution you have entered.</td>
</tr>
<tr>
<td>3.</td>
<td>Institution Name</td>
<td>Click on the magnifying glass. The available institutions will show up in the pop-up window. If the list is too long, click on ‘Advanced Lookup’ and search by “Institution Name”.</td>
</tr>
</tbody>
</table>
| 4.   | Qualification Name (Degree / Diploma Name) | Please provide the full name of your programme. “H3 programme applicants, please indicate “GCE A Levels”.

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Qualification Status (Degree / Programme Status)</td>
<td>Select the status of your programme from the drop-down list.</td>
</tr>
<tr>
<td>6.</td>
<td>Discipline</td>
<td>Please select the discipline closest to your current field of studies.</td>
</tr>
<tr>
<td>7.</td>
<td>Start / Completion / Expected Completion Date</td>
<td>Please complete all fields.</td>
</tr>
</tbody>
</table>
6. **Uploading Supporting Documents**

**ALL** students are required to upload supporting documents (where applicable). The maximum file size of each file should not exceed 1MB.

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Official Transcript with grade legend</td>
<td>Your latest academic transcript/end-of-year results <strong>with grade legend</strong> in PDF format.</td>
</tr>
</tbody>
</table>
| 2.   | NRIC/ FIN/ Passport | - International Students should upload a copy of your passport biodata page.  
- If you are an International Student and already holding on to a valid pass which allows you to stay in Singapore, upload a copy of the front **AND** back of the pass.  
- If you are a Singapore Citizen or Singapore Permanent Resident, upload a copy of the front **AND** back of your NRIC. |
| 3.   | Other Supporting Documents | |
7. Other Details & Declarations

All the sections in this page are mandatory. You will receive an error message if you leave any of them unchecked.

Health and Support

*Do you have any past or current 1) medical, e.g. epilepsy, allergies, tuberculosis, 2) mental health, e.g. anxiety, eating disorder, depression, 3) disability or learning needs, e.g. autism, dyslexia, visual impairment, which may or may not cause you to require support or facilities while studying at the University?

Students with colour-blindness are advised to indicate their condition here as they may face challenges in certain programmes in Engineering, Science and Design & Environment.

☐ Yes  ☐ No

If you are taking any medications, please provide details of medication in the box below.

If you have a drug or food allergy, please provide details of allergies and briefly describe your reaction.

Note: Disclosure will not disadvantage your application. This information will enable the University to develop a better understanding of an applicant’s need for support/resources during higher studies in NUS, and to ascertain if provisions required are available, in an effort to make the student experience a positive one. As such, accurate information is vital for the University to make reasonable adjustments where possible to support specific needs.

*Declaration

☐ Yes  ☐ No

☐ Have you ever been convicted of an offence by a court of law or military court (court martial) in any country or are there any court proceedings pending against you anywhere in respect of any offence?

☐ Are you currently, or have you ever been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?

☐ Are you currently, or have you ever been, under investigation or subject to inquiry of any misconduct, scholastic or otherwise, at any educational institution?

☐ I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information given or any omission of information required shall render this application invalid and NUS may at its discretion withdraw any offer of acceptance made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from NUS. And I hereby authorise NUS to collect and verify any part of such information given by me from or with any course (such as Ministry of Education), as it deems appropriate.

☐ I hereby declare and warrant that for any personal data of other individuals disclosed by me in connection with this application, I have, prior to disclosing such personal data to NUS, obtained the appropriate consent from the individuals whose personal data are being disclosed to NUS to collect, use and disclose such personal data for purposes related to this application, as set out fully in the NUS Personal Data Notice.

☐ I agree that all such information provided by me in connection with this application may be disclosed to authorised NUS personnel or third parties on a need-to-know basis for purposes related to this application, as set out fully in the NUS Personal Data Notice. Third parties include (i) the Ministry of Education, other government agencies or statutory bodies or non-government agencies authorised to carry out specific Government services or duties and (ii) persons or organisations providing student with financial aid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Sub-section</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1.         | Health and Support | - Select “Yes” if you have any disability or learning needs that may cause you to require special assistance while studying at the University.  
- If you select “Yes”, please provide all relevant information in the box provided. The information should not exceed 300 characters. |
| 2.         | Declaration      | - If you select “Yes”, please provide all relevant information in the box provided. The information should not exceed 300 characters.  
- Enrolment of NUS modules are not guaranteed. Students are to exercise flexibility in module selection and their study plans at any point of time. |
8. **Confirmation Page**

Please check all the details provided before clicking “Save and Submit”. You can click the “Edit” button of the respective sections to make changes if required.

After clicking the “Save and Submit” button, you will receive a pop-up notification.

![Message](image)

Application Successfully Submitted. (30000,98)

OK

An acknowledgement email will be sent to your registered primary email. Please ignore the “NUS Non-Graduating Student Admission Application Document Checklist” indicated in the acknowledgement email as this list is **NOT APPLICABLE** to students applying for Non-Graduating (Local) Programmes.

**IMPORTANT:**
- Inaccurate or false information or omission of material information provided will render your application invalid, and if admitted based on such information, you may be expelled from NUS. The University reserves the right to reject applications that are incomplete or inaccurate.
- We will be communicating with you mainly via email. To prevent our emails from being blocked or filtered into the Junk/Spam folder, please add our domain “nus.edu.sg” to your safe senders list.
- All supporting documents that are not in English **must** be accompanied by an official certified English translation of the contents.
9. **Check Application Status**

To check on the status of your application, return to the main page and click on “Check Application Status”.

You will be able to see the status of your applied modules, as well as the submission date and time.
10. **Enquiries**

For further enquiries, please email us at nghelp@nus.edu.sg.

*Updated as of March 2021*