

Registration Guide

For Undergraduate Students



Semester 1, Academic Year 2020/2021
July 2020

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Overview of Important Registration Activities and Timelines:

Please note that the following is a general guide. If you are:

- An RNS applicant or;
- given a late offer or;
- given late disruption by MINDEF to study Medicine,

Please refer to the emails sent by Registrar’s Office for specific instructions.

S/N	Activity	Period/Date	Remarks
1	Online Photograph Submission for Student Card. Please ensure your photo meets the requirements .	Within two working days of acceptance of offer of admission	
2	Overseas Travel Declaration (OTD)	From 08 June 2020 (in batches)	An email will be sent from the Registrar’s Office to students on the Registration Procedures.
3	Registration (Part One)		The OTD must be completed before students can proceed with Registration (Part One)
4	Entry Approval by MOE (For international students only)	NA	All students who are planning to enter Singapore must be granted Entry Approval by Ministry of Education (MOE) before commencing their travel to Singapore. NUS will be submitting the Entry Approval request on your behalf to MOE. However, please note that requests can only be submitted if you have completed the Overseas Travel Declaration (OTD), and it will be based on information you have declared in the OTD (e.g. arrival date). Please note that the Entry Approval is only valid for 14 days and the approval document will be sent to your NUS email account. You are advised not to travel to Singapore until approval has been granted by MOE.
5	Qualifying English Test (QET) Registration	Registration for QET1: From 19 June 2020 Test Date: 07 July 2020 (9am and 1pm)	Please refer to the QET website for more details. QET1 is for the following groups of students: 1. Students residing in Singapore, e.g. Singapore Citizens and Singapore Permanent Residents.

S/N	Activity	Period/Date	Remarks
			<p>2. International students who have been informed by the faculties that they are required to take QET1.</p> <p>All other international students are to take QET2 in November 2020.</p>
6	Registration (Part Two) - Activation of NUS Student Card	Delivery of Student Card to Residence (For Singapore Citizens/Permanent Residents with local mailing address)	July 2020 An email will be sent from the Registrar's Office to students on the collection procedures. Students are to activate their Student Card immediately via the NUS Education Records System upon receiving the Student Card.
		Student Card Activation by Registrar's Office (For international students)	
7	Pre-Admission Medical Examination	To be completed by 30 Sep 2020	
8	Completion of Student's Pass Formalities (For international students)		More details will be provided at a later date.

Preamble:

The purpose of this Guide is to highlight the activities significant to the incoming undergraduate student for completing the various formalities towards being officially registered as a student of the National University of Singapore (NUS). You may wish to refer also to the following:

- **Registration website** (nus.edu.sg/registrar/academic-activities/registration) for the latest deadlines of various registration-related activities;
- **Office of Student Affairs website** (nus.edu.sg/losa) for helpful information on services such as hostel admission and other student administration matters.

If you have any queries, you may write to UGRegistration@nus.edu.sg.

1. Photograph for Student Card

You are required to submit your photograph within two working days of acceptance of offer of admission. You can do so via the Online Photo Submission System (myaces.nus.edu.sg/photoVerification/PhotoVerificationNewLoginServlet?hAction=newStudent). The specifications of the photograph required for your Student Card is available on the Online Photo Submission System website.

It is your responsibility to access this same system again two working days after you have submitted your photograph to check whether it has been approved for use. Resubmission of a new photograph (which meets the specifications) is required if your photograph is not approved.

Please be reminded that late submission of your photograph will delay the processing of your Student Card and completion of Registration formalities.

2. Pre-Admission Medical Examination

As an admission condition, all incoming students are required to undergo a medical examination. The University reserves the right to refuse admission to or exclude a student from any particular course of study if they decline to undergo such health examinations or refuse any prescribed tests.

Medical report forms may be downloaded from the UHC's website (nus.edu.sg/uhcdservices/medical-examination/pre-admission/pre-admission-medical-exam). For enquiries, please write to uhc_health@nus.edu.sg.

The medical examination may be done (i) at the University Health Centre, UHC (nus.edu.sg/uhc); (ii) by students' own physician in Singapore or (iii) in students' home country. If students choose to do (ii) or (iii), they will need to submit the completed medical examination form, written in **ENGLISH** to UHC.

In lieu of the Coronavirus Disease 2019 (COVID-19) situation, the resumption of pre-admission medical examination services has been deferred until a later time. Please check UHC's website for updates on when the medical examination appointment bookings open and information on submission of the completed medical examination form.

For enquiries, please write to uhc_health@nus.edu.sg.

Full-time international students are also required to fulfil an additional medical screening requirements for their Student's Pass application. For more information, please see [Point 10](#).

2.1 Additional Screening for Students Admitted to Medicine, Dentistry, Nursing, Public Health and Pharmacy

If you are an undergraduate student entering the field of Medicine, Nursing, Pharmacy or Dentistry, kindly note that there are additional screenings and immunisation requirements. Please refer to your respective Faculty or School for further information and deadlines for such screenings.

Medical examinations for Dentistry students (undergraduate and graduate) are carried out by the Occupational Health Clinic. If you are an incoming Dentistry student, please call +65 6601 1781 / 6516 7333 to schedule an appointment.

3. Overseas Travel Declaration (OTD)

In view of the Coronavirus Disease 2019 (COVID-19) situation, all incoming students from Semester 1, AY2020/2021 **are required to declare their travel plans in the Overseas Travel Declaration (OTD) Applicants System** (myaces.nus.edu.sg/OverseasTravelDecl/applicantLogin) before they can proceed with Registration (Part One).

Do note that the completion of OTD is mandatory for all incoming students.

Please login to OTD using the following:

- 1) Application Number
- 2) Application Password/PIN
- 3) Select your Student Category

If you wish to make changes to your declaration after submission, please note that you will only be able to do so after completion of Registration (Part One), and after your NUSNET account is activated. Once that is completed, you may proceed to the OTD Students System (myaces.nus.edu.sg/OverseasTravelDecl/) to make the changes.

4. Registration (Part One)

In Registration (Part One), students have to update their personal particulars, agree to abide by the policies which form their Acceptance Record; and complete the specified Authorisation Requirements (nus.edu.sg/registrar/academic-activities/registration/administrative-matters/acceptance-record).

Registration (Part One) has to be completed online via the Registration System (myregistration.nus.edu.sg) using your application number and password. The entire registration process consists of a few steps which will take about 15 minutes.

If you are under 18 years of age at the time of completing Registration (Part One), you must print the following forms from the "Authorisation Requirements" section (see Figure 1), have your parent/guardian sign the forms and email the scanned copy to ugregistration@nus.edu.sg. If we do not receive your forms, we will not be able to let you proceed with Registration (Part Two).

- Risk Acknowledgement and Consent – *compulsory for all students*
- Authorisation of Medical Procedures – *compulsory for international students only*
- Nomination of Local (Singapore-based) Representative – *compulsory for international students only*

Figure 1: Screenshot of the Authorisation Requirements

Authorisation Requirements

Note:
If you are below 18 years of age as at the time of making the authorisations below, in addition to your online responses, you are also required to:

1. Print a hardcopy of your response;
2. Have it duly completed and signed by your parent/guardian; and
3. Submit it to the Student Service Centre, Yusof Ishak House (or refer to the administrative notes from your Faculty/School/Registrar's Office on specific instructions for submission).

Please note that you will not be able to proceed to the next page if any option for a required authorisation is left blank.

[Risk Acknowledgement and Consent](#)

[Authorisation of Medical Procedures for International Students](#)

[Appointment of Local Representative for International Students](#)

Note:
After completion, please click 'PROCEED TO DECLARATION OF FAMILY FINANCIAL BACKGROUND' to proceed to the next step.

Upon completion of Registration (Part One), you will be issued your Student ID, PIN, NUSNET ID and NUSNET Password (see Figure 2):

Figure 2: Screenshot of Confirmation Page for Completion of Registration (Part One)

Student ID/PIN/NUSNET ID/NUSNET Password

Student ID:

PIN:

NUSNET ID:

NUSNET Password:

You may wish to print a copy of this page for reference. To print, go to File >> Print.

You will require your NUSNET ID and NUSNET Password to access the majority of online resources via the NUS intranet. Please keep the above information strictly confidential as you are responsible for maintaining the security of your NUSNET Password/PIN and all functions performed from your account. Sharing or revealing your NUSNET Password/PIN may result in disciplinary action taken against you.

Please note that your NUSNET account will only be activated 1 to 2 days after you complete your Registration (Part One).

Before you can access NUS Email, NUS Education Records System, module registration systems, LumiNUS and other NUS online services, you are required to first change your default NUSNET Password at <https://exchange.nus.edu.sg> by clicking on "Change NUSNET Password".

Please use your NUSNET account to connect to the "NUS_STU" wireless network. If your device does not support 5GHz, you can connect to "NUS_STU_2-4GHz" instead.

E-Modules on Student Essentials and "A Culture of Respect and Consent"

As a world-class University committed to nurturing an environment conducive for the exchange of ideas, advancement of knowledge and intellectual development, there are fundamental skills and basic information for students to learn and be aware of as they embark on their journey with NUS.

The e-module on Student Essentials will allow students to appreciate the importance of maintaining academic integrity and research ethics in their areas of study and research. You will be required to complete the e-module on Student Essentials e-module **within four weeks after completion of Registration (Part One).**

The e-module on "A Culture of Respect and Consent" is intended to raise awareness on sexual misconduct and to build a safer campus based on a culture of respect and consent. You will be required to complete the e-module on "A Culture of Respect and Consent" **by 22 August 2020.**

Do note that the completion of both e-modules is compulsory, and failure to do so will adversely impact your access to certain services such as the ability to view your examination results, ability to register for modules, requests for official/unofficial transcripts amongst others. These e-modules are available to all students and staff as resources on LumiNUS.

Please login to LumiNUS after you have successfully changed your default NUSNET Password, and complete the above e-modules before the stipulated deadline. For first time users of NUSync, you may register your details, before proceeding to sign up for any face-to-face workshops.

You may contact studentconduct@nus.edu.sg if you have any queries pertaining to the e-training package.

Registrar's Office
National University of Singapore

[RETURN TO MAIN MENU](#)

These are personal and confidential information which should not be shared with anyone else. The NUSNET account and NUS email will be activated **one to two days after** completion of Registration (Part One).

If you wish to withdraw from NUS after completion of Registration (Part One) but has yet to complete Registration (Part Two), please write to the Director of the Office of Admissions, with your reasons(s) for withdrawal, at:

Office of Admissions
National University of Singapore
University Town
Stephen Riady Centre
2 College Avenue West, #01-03
Singapore 138607

5. Change NUSNET Password/Access NUS Email

Please note that access to NUS systems like LumiNUS and Module Registration (ModReg) will be activated one to two days after completion of Registration (Part One). Students are required to change their default NUSNET password via the NUS Password Portal (exchange.nus.edu.sg/passwordportal/) before they can access any NUS online services such as NUS Email (outlook.com@nu.nus.edu), NUS Education Records System (myedurec.nus.edu.sg) and LumiNUS (luminus.nus.edu.sg).

Students are also required to access their NUS Email account as it serves as the official point of contact. Most communications from the University to students will be via the official email account. As such, students are expected to check this account regularly. Students are also expected to be aware of the latest notices/circulars that may be posted on myPortal@NUS (myportal.nus.edu.sg).

6. Qualifying English Test (QET)

– QET1 will be held on 7 July 2020

All students are to sit for the Qualifying English Test (QET) set by the Centre for English Language Communication (CELC) except for those who meet the exemption criteria. Details of the exemption criteria, as well as the test registration procedures can be found on the QET website (nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/qet).

QET1 is for the following groups of students:

1. Students residing in Singapore, e.g. Singapore Citizens and Singapore Permanent Residents.
2. International students who have been informed by the faculties that they are required to take QET1.

All other international students are to take QET2 in November 2020.

7. Registration (Part Two)

In Registration (Part Two), students have to activate their Student Cards via the NUS Education Records System (myedurec.nus.edu.sg). Failing which, they may face issues with access to facilities within the campus. Students would obtain their Student Cards either by delivery to their residence OR collection in person.

7.1 Delivery of NUS Student Card to Residence

The Student Card will be delivered by post to the student's residence if he/she meets all of the following requirements:

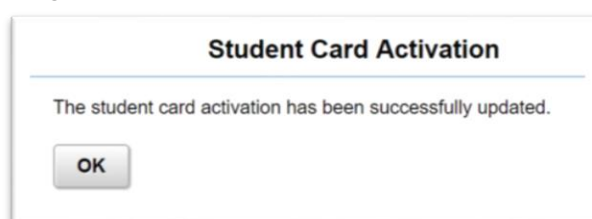
- i) Is a Singapore Citizen or Permanent Resident
- ii) Has a valid Singapore mailing address in our records
- iii) Has completed Registration (Part One)
- iv) Is NOT a student admitted to SCALE's Bachelor of Technology programme, Yale-NUS College (Yale-NUS) or Yong Siew Toh Conservatory of Music (YSTCM)

Students who do not meet the above requirements will be informed by email on the collection of their Student Card.

For Singapore Citizens or Permanent Residents under 18 years of age at the point of completion of Registration (Part One), you are required to email us (ugregistration@nus.edu.sg) the scanned copy of your Risk Acknowledgement and Consent Form, signed by your Parent/Guardian, before we can proceed to mail the card to you.

Upon receipt of the Student Card, students are to activate their card by logging in to the NUS Education Records System (myedurec.nus.edu.sg) using their NUSNET ID and password. (Navigation Path: Academics > Registration & Declarations > Student Card Activation). Please note that access to any NUS facilities, hostels, libraries and book loans will take effect one day after activation of the NUS student card. You should see the following screenshot (see Figure 3) after you have activated your Student Card.

Figure 3: Screenshot after activation of Student Ca



If you have completed Registration (Part One) but have not received your Student Card by 31 July 2020, please write to UGRegistration@nus.edu.sg.

If you wish to withdraw from NUS after completion of Registration (Part Two), please complete and submit the [Withdrawal Form](#) to the Faculty/School's Dean's Office before the [second Instructional Week](#).

7.2 Collection of Student Card in Person

In lieu of COVID-19 situation, we will assist International Students to activate your NUS Student Cards on your behalf, with your consent.

After completing Registration (Part One), please write to us at ugregistration@nus.edu.sg to provide your consent for our office to activate your NUS Student Card on your behalf.

For International students under 18 years of age at the point of completion of Registration (Part One), you are also required to email the scanned copy of the following forms from Registration (Part One), signed by your parent/guardian, before we can activate your Student Card on your behalf:

1. Risk Acknowledgement and Consent
2. Authorisation of Medical Procedures
3. Nomination of Local (Singapore-based) Representative

We will follow-up with an email to your NUS Email Account on the collection of your Student Card after arriving in Singapore.

If you wish to withdraw from NUS after completion of Registration (Part Two), please complete and submit the [Withdrawal Form](#) to the Faculty/School's Dean's Office before the [second Instructional Week](#).

8. Module Registration

At the beginning of each semester, all students must enroll in the modules they will read during the semester.

Students select their modules through ModReg@EduRec. Please check the latest information at the ModReg website (nus.edu.sg/ModReg).

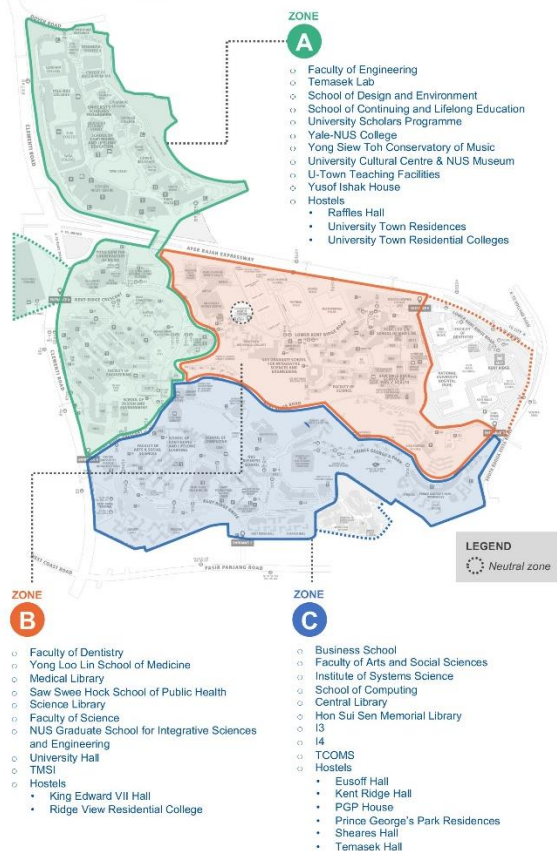
For international students who may not be able to arrive in Singapore in time for face-to-face lessons, please check with your respective Faculties on whether your modules offer e-learning options (nus.edu.sg/ModReg/docs/UGFac_Contacts.pdf).

9. Measures against COVID-19 on Campus

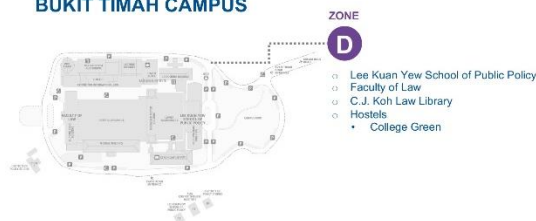
Please visit the Office of Safety, Health & Environment (OSHE)'s website (emergency.nus.edu.sg/) for the latest updates on measures against COVID-19 on campus.

The campus is also divided into zones to minimize over-crowding and intermingling, as well as to contain the infection swiftly and efficiently:

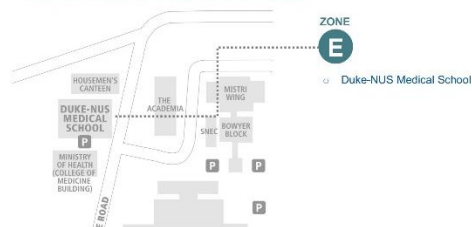
KENT RIDGE CAMPUS



BUKIT TIMAH CAMPUS



DUKE-NUS MEDICAL SCHOOL



Students who stay on campus will be assigned a Study Zone (based on their Faculty/School) and a Residential Zone (based on the location of their hostels). These student residents can purchase food and dine at canteens and food outlets in their Study Zone. They may only purchase food at canteens and food outlets in their Residential Zone and specific/approved canteens near their hostels. While each hostel is within a particular zone, these student residents are allowed to travel to their Study Zone which may not be in their Residential Zone to attend face-to-face lessons/visit laboratories, where required.

10. Information for International Students

10.1 Immigration & Checkpoints Authority (ICA) – Student’s Passes

All full-time international students will require a Student’s Pass issued by the Immigration & Checkpoints Authority (ICA) during their candidature in NUS. Students should be familiar with ICA’s

requirements regarding Student's Pass matters by checking ICA's web-published information (ica.gov.sg/pass/studentpass/ihl) on Student's Passes for University students. It is important for students to take action promptly when they receive email notification to access the SOLAR system to verify their details, as not doing so will delay the application of the In-Principle Approval (IPA) letter and subsequent NUS registration procedures.

If the application is approved, ICA shall grant the student an IPA letter, which will be available for printing via ICA SOLAR system (eservices.ica.gov.sg/solar/index.xhtml) under navigation path: Student Main Menu > Print Outcome Letters. For students from a visa-required country (ica.gov.sg/#/visitor/visitor_entryvisa), the IPA letter also serves as a single-entry visa to enter Singapore.

If students are not issued with an IPA letter, they would not be able to apply for a Student's Pass and their admission offer will be withdrawn.

10.2 Entry Approval by Ministry of Education (MOE) & Stay-Home Notice (SHN)

In addition to obtaining the Student's Pass or Student's Pass In-principle Approval from the ICA, international students will also need to obtain approval from the Ministry of Education (MOE) before they commence their journey to Singapore. Each application will be assessed by MOE on a case-by-case basis, and approval is not guaranteed.

NUS will apply for your Entry Approval with MOE on your behalf, based on your Overseas Travel Declaration (OTD). Hence, it is important that you declare your travel plans at the OTD system (myaces.nus.edu.sg/OverseasTravelDecl/applicantLogin). You must update your OTD immediately if there are changes, including travel plan cancellations.

Students should not proceed with their trip to Singapore unless they have received the Entry Approval letter. The MOE Entry Approval letter, which is valid for two weeks, will be conveyed to your NUS email account separately. Students must produce this Entry Approval letter to airline staff upon check-in at the departure airport, and to the immigration officer at the checkpoint upon arrival in Singapore. Students who arrive without the Entry Approval letter from MOE will not be allowed to clear Singapore immigration, and will be required to fly out of Singapore within 48 hours, at their own cost. Their Student's Pass may also be rescinded by ICA.

Students who are granted entry into Singapore will be issued with a 14-day Stay-Home Notice (SHN) (ica.gov.sg/covid-19/shn). Prior to arrival, students are to submit their health status and recent travel history, as well as personal particulars and contact details via the SG Arrival Card (SGAC) e-Service (icaeservices.ica.gov.sg/sqarrivalcard/).

Please refer to the FAQs on Entry Approvals and Stay-Home Notice (nus.edu.sg/registrar/docs/infocademic-activities/registration/FAQ_for_Entry_Approval.pdf) for more information.

10.3 Medical Examination for Students' Passes

The issuance of the Student's Pass is subject to the outcome of the medical examination required by ICA, which includes a HIV test. Students who fail to fulfil the medical requirements will not be issued with a Student's Pass.

The medical examination and HIV test can be done in students' home country or in Singapore. Students may also opt to complete this medical examination together with the Pre-Admission Medical Examination at the University Health Centre (UHC) (nus.edu.sg/uhc/). If students choose to do this, they need to note that the results of the various laboratory tests will only be ready for collection after five working days.

The medical report must be completed in English. For more information on the medical examination requirements for Student's Pass, please check ICA's website (ica.gov.sg/docs/default-sourcelicalfiles/docs/visitor_services_medicalreport.pdf).

10.4 Issuance of Students' Passes

More details on the completion of Student's Pass formalities will be provided in due course.

Meanwhile, students are advised to read the IPA letter carefully and prepare the required documents/items for submission to ICA to convert their social visit pass to a Student's Pass.

Please arrange the documents/items in the following order, with item 1 on top:

Documents/Items for Submission	Remarks
1) Recent colour passport-sized photo	Refer to ICA's website (ica.gov.sg/common/photo_guidelines) for specific requirements on photo submission. Please do not fold, paste or staple the photo.
2) Disembarkation/Embarkation (D/E) Card or copy of electronic Arrival Card or any valid passes (i.e. STP, LTVP, DP, EP)	The D/E card (ica.gov.sg/enteranddeparting/before/de) is granted upon entry into Singapore. Students who misplace the D/E card will need to prepare a self-written statement for submission to ICA officer.
3) In-Principle Approval (IPA) Letter	To be printed from ICA's SOLAR system (eservices.ica.gov.sg/solar/index.xhtml) under navigation path: Student Main Menu > Print Outcome Letters
4) Original and Photocopy of Passport Particulars Page	
5) eForm 16	To be printed from ICA's SOLAR system (eservices.ica.gov.sg/solar/index.xhtml), duly completed and signed.
6) ICA Medical Report Form & Original copy of the Laboratory Report	Refer to Medical Examination for Students' Passes for more information.
7) Payment Receipt of the following: (i) \$30 Processing Fee (ii) \$60 Issuance Fee (iii) \$30 Multiple-Entry Visa (for visa required nationals only)	All payments are to be made online through ICA's SOLAR system (eservices.ica.gov.sg/solar/index.xhtml), prior to the student's appointment with ICA.
8) One copy of the Terms and Condition of Student's Pass <i>(Version as at May 2020)</i>	To be printed from ICA's Website (ica.gov.sg/docs/default-source/icalfiles/docs/terms_-_conditions_stp.pdf) and signed in the presence of ICA officer. Please note that you will need to provide the application ID, e.g. IHL-2020-APP-XXXXXXXXX in the space provided on Para 7 of the first page. In addition, students will need to provide the following information on the last page of the Terms and Conditions: (i) Singapore Residential Address Students who do not have a Singapore Residential Address at the point of submission to ICA, please indicate the address of the interim NUS hostel or other interim accommodation under the Residential Address field. Students can refer to ICA's website (ica.gov.sg/pass/studentpass/changelocaladdress)

Documents/Items for Submission	Remarks
	<p>subsequently, if they wish to update any changes to their Singapore address.</p> <p>(ii) Contact Number</p> <p>Student are also required to indicate the Email address which they frequently check under the Contact Number field.</p>
<p>ADVISORY: As ICA will be enrolling applicants' iris images, please do not wear coloured, patterned or cosmetic contact lenses. Students are required to remove their glasses/spectacles before capturing of iris images.</p>	

Students must make an e-appointment (eservices.ica.gov.sg/libook/index.do) and report in person at ICA Office, 4th Storey, ICA Building to complete the Student's Pass enrolment formalities if they are:

- currently holding a full-time job (students should make an e-appointment upon cessation of their full-time employment).

Please refer to the IPA letter for specific instructions on how to do so.

10.5 Office of Student Affairs (OSA) Live Show 2020 for International Students

The 1-hour OSA Live Show 2020 for international freshmen on 27 July 2020 will bring you tips from seniors plus important administrative announcements. Details and registration at Bit.ly/osaliveshowU2020.

11. Language Module Matters & Language Preparation Program

11.1 Language Module Placement Test

Undergraduate students who wish to read either Arabic, Bahasa Indonesia, Chinese, French, German, Hindi, Korean, Japanese, Malay, Spanish, Tamil, Thai or Vietnamese offered by the Centre for Language Studies and who have previous knowledge of the language that they intend to study are required to take a test for advance placement and may be admitted into a module at a higher level. Please refer to the Centre for Language Studies website (fas.nus.edu.sg/cls/) for more information on the placement tests.

11.2 Language Preparation Program (LPP)

The French, German and Korean Language Preparation Programme (LPP) is designed to prepare students for the Student Exchange Programme (SEP) in French, German and Korean-speaking countries such as Austria, France, Germany, Switzerland and South Korea. Undergraduate student who have no knowledge in French, German and Korean are eligible to apply for French, German and Korean LPP.

Undergraduates can apply for LPP when they have completed the Registration Part 1. More information on LPP can be found at (fas.nus.edu.sg/cls/courses/index.html#lpp)

12. Financial Matters

12.1 Tuition Grant

The Singapore Government provides subsidies for the cost of undergraduate degree programmes at NUS. This subsidy is known as the Tuition Grant. Information on the Tuition Grant is available on the Registrar's Office website (nus.edu.sg/registrar/administrative-policies-procedures/undergraduate/undergraduate-fees) as well as at Ministry of Education (MOE)'s website (tgonline.moe.gov.sg/). Students who are reading Medicine and Dentistry will separately sign the Tuition Grant Agreement with the Ministry of Health Holdings (MOHH) and the information below is not applicable to you. More details will be sent to you by MOHH in July.

For those who have applied for admission before 13 October 2017

Please complete a Tuition Grant Eligibility Declaration Form when doing Registration (Part One). For **Singapore Citizens**, you must print the form and mail it to or submit it via the collection box by **31 August 2020** at:

Office of Financial Aid c/o Office of Admission,
National University of Singapore,
University Town Stephen Riady Centre,
2 College Avenue West, #01-03, Singapore 138607
(Attention: Ms Azizah Binte Zam Zam)

If you are 21 years old and above, you may sign the form yourself; otherwise, your parent/guardian will have to sign the form.

For those who have already declared your tuition grant eligibility while applying for admissions, you will not be required to complete the Tuition Grant Eligibility Declaration Form when doing Registration (Part One).

For **Singapore Permanent Residents and International Students** who are eligible and wish to apply for the Tuition Grant, you must submit an online application via the MOE website **between 02 and 09 September 2020**. Application details will be sent to your NUS email account in August 2020. Students who do not submit the online application by the stipulated deadline will be charged non-subsidised fees (nus.edu.sg/registrar/administrative-policies-procedures/undergraduate/undergraduate-fees) by NUS. Students who have successfully submitted the online application will have to sign a Tuition Grant Agreement. More details including signing dates will be sent to you by the Office of Financial Aid via your NUS email account in August 2020. You should check your NUS email account regularly for the notification.

If you have changed your citizenship recently and wish to update it, details can be found at the Askstudentservice portal (askstudentservice.nus.edu.sg/app/answers/detail/a_id/2037/kw/citizenship).

For queries on Tuition Grant, please refer to MOE's FAQs website (tgonline.moe.gov.sg/tgis/normal/student/view/tuitiongrant/subsidy/info.action). Alternatively, you may contact the Office of Financial Aid at 6516 2870 or submit your query at their enquiry portal (askadmissions.nus.edu.sg/).

12.2 Payment of Tuition Fees

Please pay your Tuition and Miscellaneous Student Fees before the stipulated deadline.

Interbank GIRO is an arrangement where you authorize the Bank to deduct money from your bank account (or your parents' bank account if the bank account indicated in your GIRO Application Form belongs to your parents) and pay to NUS.

This arrangement requires no further action from you once it has been set up. However, you should ensure there are sufficient funds in the bank account at the time of deduction.

For more details on GIRO application and deadlines, please visit Office of Finance website (nus.edu.sg/finance/students/student-finance-matters.html).

12.3 Financial Assistance

The Office of Financial Aid (OFA) within the Office of Admissions administers the various financial assistance schemes available to NUS undergraduates. Financial aid will be offered to eligible applicants who have been assessed to be needy. This will be in the form of a financial aid package which is designed based on the recognition that an education in the University is a partnership involving the student, his/her family and the University. The financial aid package that is offered may comprise a combination of loans, bursaries and work-study assistance, depending on nationality and extent of the student's level of neediness which is assessed based on the declared family income and mitigating factors, if any. Please visit OFA's website (nus.edu.sg/oam/financial-aid) for more details.

Disbursement of Financial Aid Funds

Disbursement of financial aid funds is subject to students' fulfilment of all the loan and/or bursary requirements. The financial aid funds will first be used to clear all outstanding tuition fees, miscellaneous student fees and hostel fees (if applicable) before any balance is credited to students' bank account. Students must update their Receiving Bank Account Details and Payment Address via the NUS Education Records System (myedurec.nus.edu.sg) for any balance to be credited to their bank account. More information can be found at the FAQ section of the Office of Finance website (nus.edu.sg/finance/FAQStudentFinanceMatters.html). For queries on disbursement of financial aid funds, you may contact the Office of Financial Aid at 6516 2870 or submit your query at their enquiry portal (askadmissions.nus.edu.sg).

13. Updating Personal Particulars/Forgot Password

13.1 Updating Personal Particulars

Throughout their candidature, students are responsible for keeping their personal particulars (including citizenship, official/legal name*, identity card/passport details, permanent and correspondence contact details, and next-of-kin details) updated in the University's records in a timely manner (nus.edu.sg/registrar/administrative-policies-procedures/undergraduate/responsibility-for-notices-circulars-and-updates-of-personal-particulars). This means that students must notify the University within 5 working days of the effective date of change of the affected personal particulars. The University will not be accountable for delayed or lost mail due to incorrect or obsolete students' addresses and contacts. Students may check their particulars or amend their contact details via the NUS Education Records System (myedurec.nus.edu.sg).

*Please note that the Official Name in the University's Education Records System will be printed on the degree scroll and academic transcript. If students have changed their name during their course of study but failed to inform the University in a timely manner and they have already been conferred your degree, then their name as presently reflected in our official records, will be inscribed on their degree scroll. No further requests for name changes will be entertained.

13.2 Forgot Password

- Students who have forgotten their NUSNET password but have not changed it yet can access the Registration System (myregistration.nus.edu.sg) to retrieve their password.
- Students who have forgotten their NUSNET password after changing it can seek help by sending an email to ITCare@nus.edu.sg, stating their full name and Student ID, as well as attach a scanned image of their Student Card. Alternatively, they may reset it through a short message service (SMS). A step-by-step guide to use the SMS service is accessible at NUS IT's website (nusit.nus.edu.sg/services/mobile/nusnet-password-reset-via-mobile).

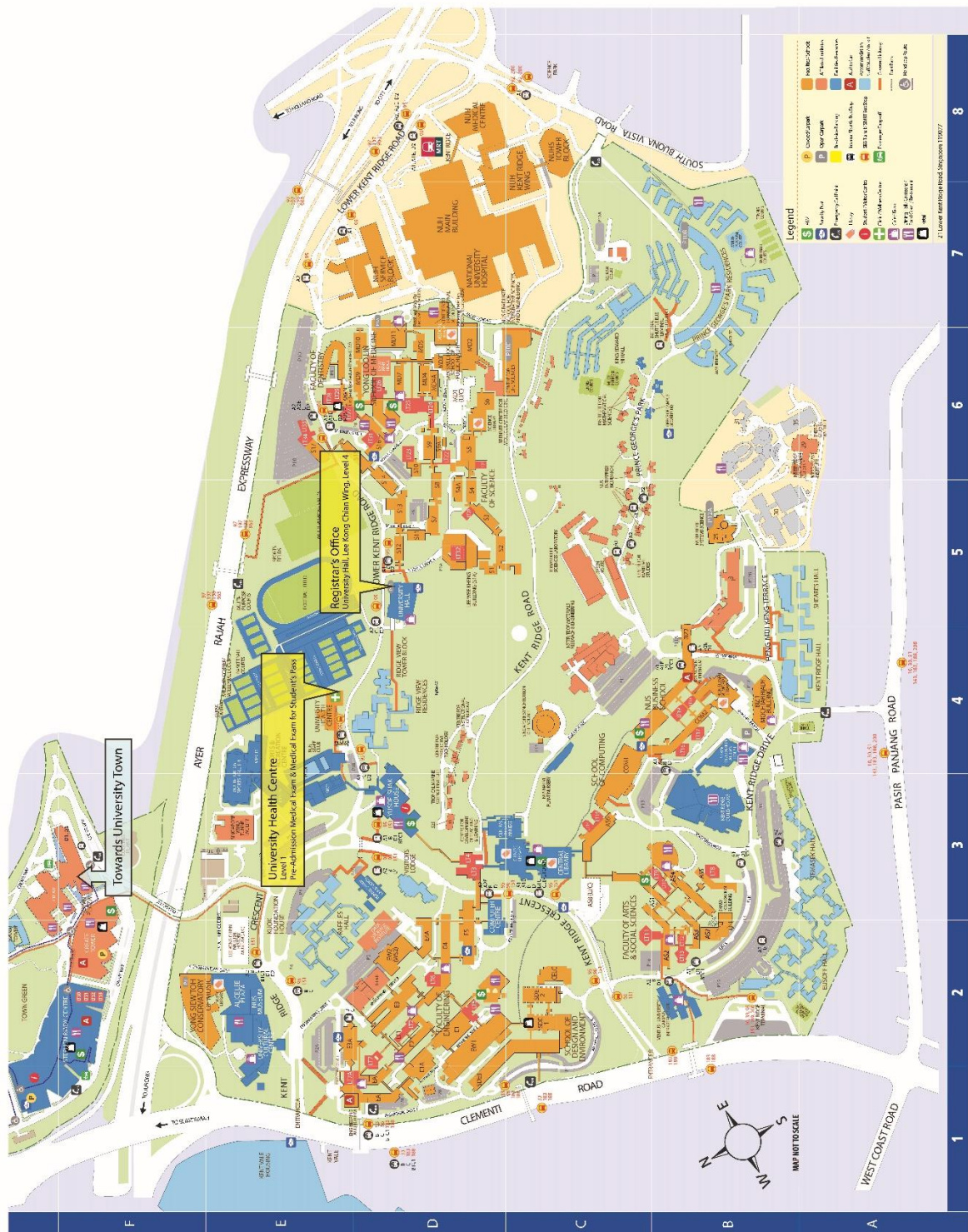
14. Registrar's Office

The Registrar's Office (nus.edu.sg/registrar) coordinates this Registration Exercise. If you need assistance on registration matters, you may email or call as follows:

Email: UGRegistration@nus.edu.sg
Telephone: (65) 6601 2749
From 9.00 am – 12.30 pm and 2.00 pm – 5.30 pm
(Mondays to Fridays, except Public Holidays)

NUS Campus Map

The full NUS campus map is available online at the NUS website (map.nus.edu.sg/index.php).



Registrar's Office
National University of Singapore
University Hall
Lee Kong Chian Wing
#UHL-04-01
21 Lower Kent Ridge Road
Singapore 119077