

# APPLICATION GUIDE FOR TRANSFER WITHIN NUS

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ACADEMIC YEAR 2024-2025, SEMESTER 2

**NATIONAL UNIVERSITY OF SINGAPORE**

OFFICE OF ADMISSIONS | UNIVERSITY TOWN, 2 COLLEGE AVENUE WEST, #01-03, SINGAPORE 138607

# Application to Transfer within NUS

This application form is intended for current NUS undergraduates who wish to transfer to another undergraduate programme within NUS.

Students who wish to change majors within the College of Design and Engineering (CDE), the College of Humanities and Sciences (CHS) or NUS Business School (AY2024 cohort), are required to consult the respective College or School's Dean's Office directly.

Current undergraduates in NUS College (NUSC) who wish to transfer to another major (except Dentistry, Medicine, Nursing and Pharmacy) while remaining in NUSC, are required to consult the NUSC Academic Team for advice.

Current undergraduates in NUS College (NUSC) who wish to transfer out of NUSC while remaining in the current programme are required to consult the NUSC Academic Team directly for advice.

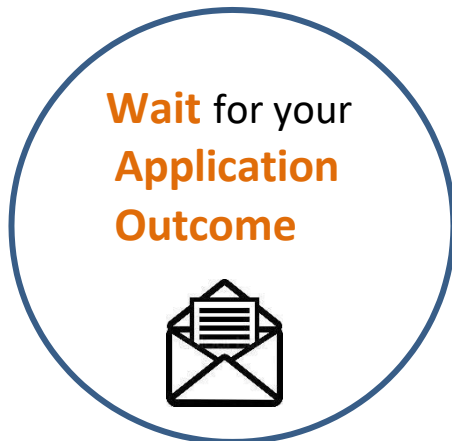
You must complete all relevant sections of the application form before submission.

Supporting documents must be uploaded and submitted within the online application form. Please refer to the [Supporting Documents Guide](#) for the list of documents to prepare.

## Application Overview

You will need to complete all relevant sections of your application before submitting it online. Do make sure you have sufficient time to apply, submit supporting documents (if applicable) and complete application fee payment by **12 November 2024**.

Please refer to the [Supporting Document Guide](#) for the list of documents to prepare for submission.



The admission offer letter will be available online after you have been offered a transfer. The offer letter will indicate how and when to reply to the offer.

Don't miss the deadline!

The Admissions Selection Committee will review the applicant's academic merits and non-academic achievements before making a transfer offer.

Some programmes require additional assessments such as interviews, selection tests and portfolios. You will be notified accordingly if you need to attend any of these.



Visit the [Admissions Website](#) for more details.

Alternatively, you may send us your questions at [www.askadmissions.nus.edu.sg](http://www.askadmissions.nus.edu.sg)!



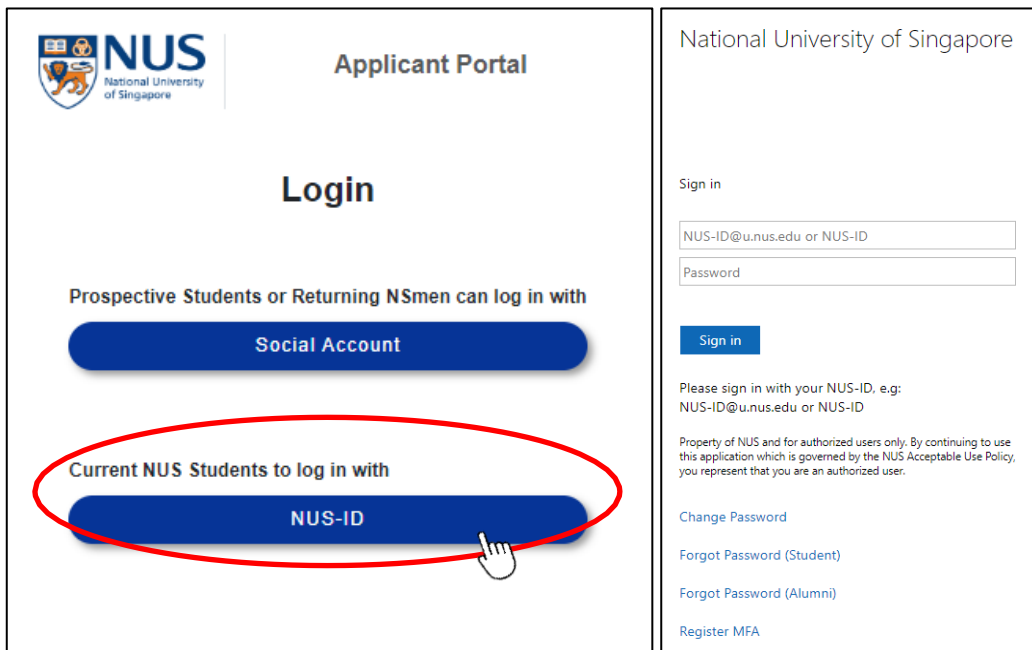
# How to apply?

Here are a few things to note:

(1) For best user experience, please use the latest version of **Google Chrome** or **Mozilla Firefox**. Older browsers may experience compatibility issues.

(2) Applicants can apply via the [NUS Applicant Portal](#). To begin the application, you should log in using your **NUS-ID** to authenticate your credentials. You will be logged out if your session idles for more than 30 minutes. However, logging in with your **NUS-ID** ensures that previously entered information can be retrieved when you resume the session.

You may save your application and return to the application form later to complete your submission using your **NUS-ID**.



National University of Singapore

Applicant Portal

Login

Prospective Students or Returning NSmen can log in with

Social Account

Current NUS Students to log in with

NUS-ID

Sign in

NUS-ID@u.nus.edu or NUS-ID

Password

Sign in

Please sign in with your NUS-ID. e.g:  
NUS-ID@u.nus.edu or NUS-ID

Property of NUS and for authorized users only. By continuing to use this application which is governed by the NUS Acceptable Use Policy, you represent that you are an authorized user.

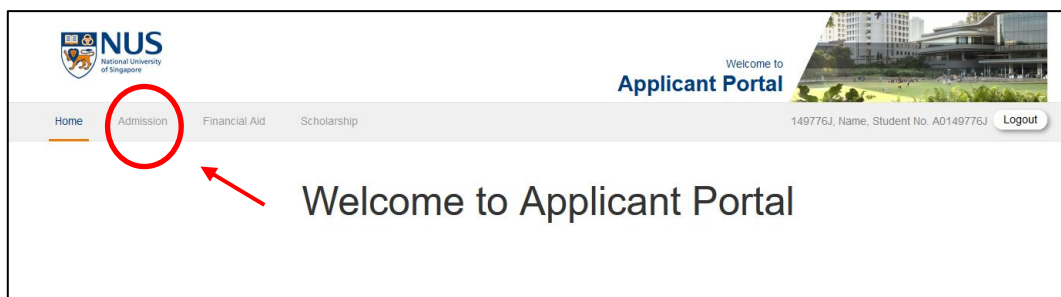
Change Password

Forgot Password (Student)

Forgot Password (Alumni)

Register MFA

Upon login with your NUS-ID, select **“Admission”**.



NUS National University of Singapore

Welcome to Applicant Portal

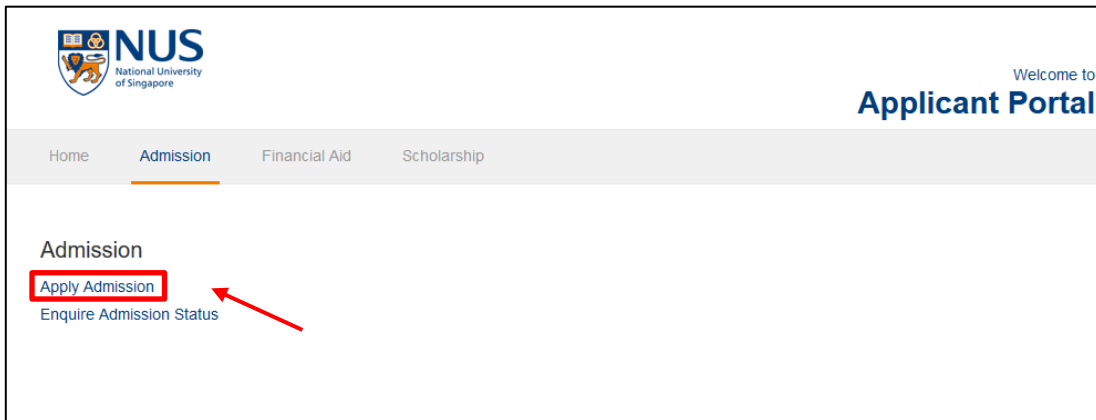
Home Admission Financial Aid Scholarship

149776J, Name, Student No. A0149776J Logout

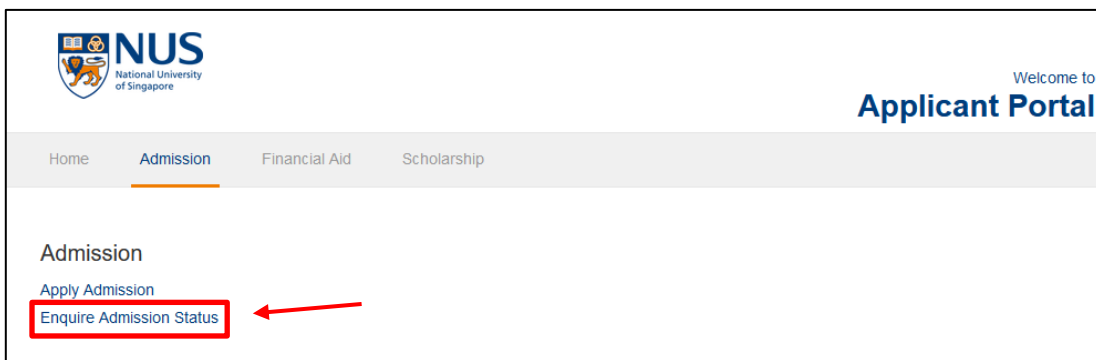
Welcome to Applicant Portal

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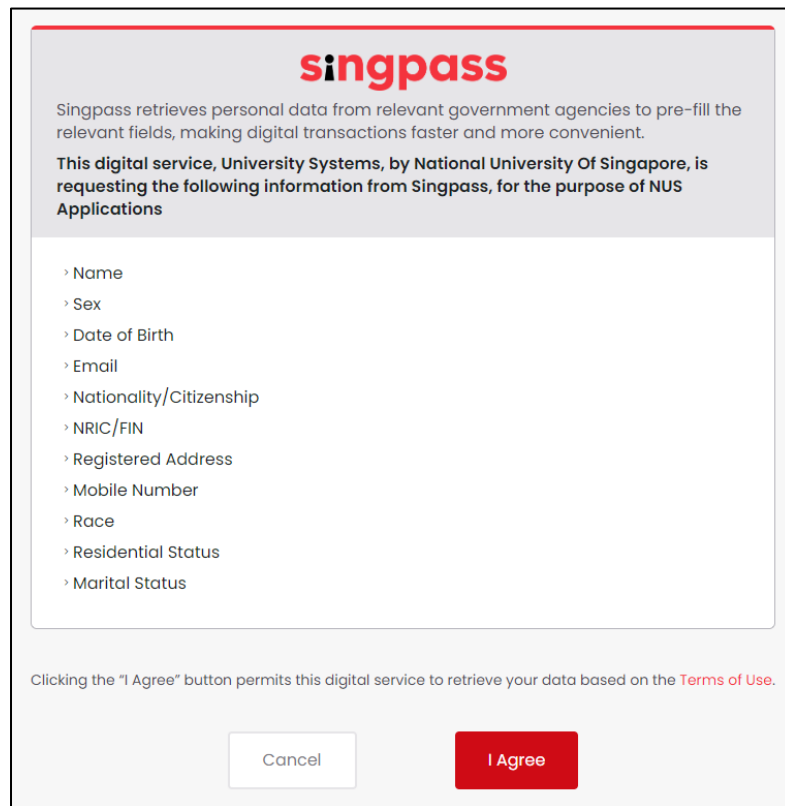
Click **“Apply Admission”** to proceed with your transfer application.



After submitting your transfer application, you can log in to the [Applicant Portal](#) using your **NUS-ID** to track your application under **“Enquire Admission Status”**.



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- (3) You can now use **Myinfo** to pre-fill your personal particulars. Myinfo retrieves personal data from relevant government agencies to populate the relevant fields, making the application process faster and more convenient. Click on **Retrieve Myinfo with singpass** to proceed.



The screenshot shows a dialog box with the Singpass logo at the top. Below the logo, there is a paragraph explaining that Singpass retrieves personal data from government agencies to pre-fill fields. A second paragraph states that this digital service, University Systems, by National University of Singapore, is requesting information for NUS Applications. A list of fields to be retrieved is shown with expandable arrows: Name, Sex, Date of Birth, Email, Nationality/Citizenship, NRIC/FIN, Registered Address, Mobile Number, Race, Residential Status, and Marital Status. At the bottom, there is a disclaimer: "Clicking the 'I Agree' button permits this digital service to retrieve your data based on the Terms of Use." Two buttons are at the bottom: a white "Cancel" button and a red "I Agree" button.

The purpose of using Myinfo is to populate your personal particulars to expedite the processing of your application with accurate data entries, you will only be allowed to make changes to the following fields:

- Marital Status
- Email
- Mobile

Please ensure that your Full Name is entered as it appears on your Passport or Identification Card. You may refer [here](#) on explanation of name format and how to fill in your name accordingly.

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(4) If you would like to reset the information keyed in your application or have initially opted to use the Myinfo function, but now wish to redo the application form without pre-filled information retrieved from Myinfo, follow the steps below to reset your application:

- a) Log out by clicking the Logout button on the top right corner of the form
- b) Re-log in with your **NUS-ID**
- c) Click on **Delete Draft**, followed by **Continue to apply** to submit a fresh application

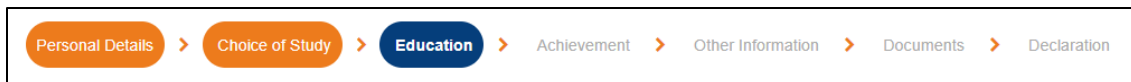


(5) Applicants with a Singapore residential address are encouraged to use the **postal code search function**. This allows accurate residential address information such as Block/House Number and Street Name can be pre-loaded with one click.

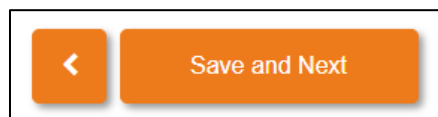


(6) You can amend information such as contact details, choice of study, achievements, answers to short response questions, and household income declaration via the [Applicant Portal](#) by **12 November 2024**.

(7) The top navigation bar indicates the sections of the application form. Sections in progress will be highlighted in blue. You can use the navigation bar to return to the previous sections of the application form to review or amend any information you have previously entered.



To ensure that information entered is saved, click on the **Save and Next** icon to proceed to the next page of the form. To return to the previous page, click on the **back arrow**.



# Application Steps

Application for those seeking a transfer within National University of Singapore opens from **29 October to 12 November 2024**.

Follow these guidelines to apply. You can only apply once in each academic semester cycle.

**Start your application** by completing the [online application form](#):



## ● Personal Details – Myinfo

- You can populate your personal details using Myinfo, which retrieves government-verified data from relevant government agencies.
- Please provide a valid email address and mobile number for the University to contact you if necessary. Applicants who provide a **valid Singapore mobile number** will receive SMS alerts for admission updates, such as notification for admission offer.

## ● National Service (NS) in Singapore

- Select “Not Applicable” if you are not required to fulfil full-time national service in Singapore.
- Select “Exempted” if you have been granted exemption from full-time national service by MINDEF/MHA and submit the relevant supporting document(s).

## ● Alternative Contact Information

- A person to contact in case of emergency.

## ● Choice of Study

- For common admission programmes offered by the College of Humanities and Sciences (CHS), the College of Design and Engineering (CDE) and the Business School, select the relevant programme as your choice (Humanities and Sciences, Engineering or Business Administration) and indicate a preferred major.

## ● Education – High School Qualification

- All applicants should provide their high school academic details according to the qualification that they are presenting for admission consideration.

## ● Education – University/ Tertiary Education

- This section requires details of your university credentials and provides an opportunity to indicate your reasons for seeking a transfer within NUS.

## ● Education – Other Education

- It is mandatory to declare if you have taken a Singapore-Cambridge GCE Mother Tongue Language subject.
- If you have been granted an exemption from the Mother Tongue Language by MOE, choose “Exempted” and submit the relevant supporting document(s).



### ● Achievement

- It is mandatory to complete this section by answering all five short response questions.
- You may list up to four achievements/activities in the “List of Achievements” section of the application form.
- If you do not wish to list any achievements/activities, please select the “Not Applicable” option.

### ● Health and Support

- Share if you have any medical condition, mental health condition, physical disability, drug allergy or food allergy.
- The information you provide will help the University understand your needs for support and resources during your studies at NUS. This information will be used to determine the availability of provisions you need to provide you with positive learning experience.

### ● Other Information

- Please indicate if you have been arrested, charged in court, put on probation, or convicted of an offence; suspended or expelled from an educational institution; terminated from your employment for any reason; or have any pending court or disciplinary proceedings.
- This information will enable the University to provide support during your studies at NUS. All information submitted will be treated confidentially.

### ● Tuition Grant

- Singapore Permanent Residents and International Students should indicate their intention to apply for Tuition Grant.
- Singapore Citizens should declare accordingly.
- MOE Tuition Grant or other Government sponsorship/subsidy previously received will be taken into consideration in assessing the MOE Tuition Grant eligibility for the new programme. Applicant will pay non-subsidised fees for the new programme if he/ she is assessed to be ineligible for MOE Tuition Grant.

### ● Financial Aid

- This is not an application for financial aid, but for you to indicate your intention to apply for it.
- If you wish to apply for financial aid, please visit <http://www.nus.edu.sg/oam/financial-aid>.

### ● Household Income

- The University collects household income information of all applicants to assess the levels of financial aid necessary for needy applicants and to increase the awareness of financial aid. This information has no impact on your application outcome.

### ● Documents

- Based on the information you have declared, you will be prompted to upload specific supporting documents to support your transfer application.
- If you wish to submit additional documents after submitting the online application, you may do so via the [Applicant Portal](#) by the application closing date.

### ● Declaration

- Please declare that all information provided in the application form is correct.

### ● Application Confirmation page

- If you wish to make any amendments, click on the **Back** icon and use the top navigation bar to return to the relevant section. After making changes, click on the **Save and Next** icon to save the revised information. Click the **Submit** icon to proceed with the application **submission**.
  - **Do check your details before clicking the Submit button.**

### ● Application Acknowledgement - Admission

- Once submitted successfully, your **Application Number** will be displayed.
- A non-refundable [application fee](#) of SGD 10 is payable via various modes.
- You will also receive an email titled “Acknowledgement of Application to NUS Undergraduate Programmes” confirming receipt of your application.

# Application Process for Transfer within NUS

