APPLICATION GUIDE FOR POLYTECHNIC STUDENTS

ACADEMIC YEAR 2021 / 2022

NATIONAL UNIVERSITY OF SINGAPORE
OFFICE OF ADMISSIONS | UNIVERSITY TOWN, 2 COLLEGE AVENUE WEST, #01-03 (STEPHEN RIADY CENTRE), SINGAPORE 138607

How can I apply?

If you have completed your diploma from a polytechnic in Singapore, you can apply online during our application period, i.e. **1 to 21 February 2021**.

You can submit an application using your first 5 semesters' results if you are in your final semester of study. You will be required to submit your final semester results by end May to confirm the admission offer if you are being offered admissions.

If you are serving your 2-year full-time National Service (NS) in Singapore after your diploma studies, you can apply for admission during the same application period. You have to provide your NS details (e.g. status, enlistment date) so that a place will be reserved for you in the year that you have completed your NS if you are successful in your application.

How am I being evaluated?

You will be assessed on the competitiveness of your Polytechnic academic performance.

In addition, the University will then evaluate you on a case-by-case basis with assessment based on the polytechnic results and other academic and non-academic achievements presented. You may also be reviewed by additional means such as interviews, aptitude tests etc.

Let's Begin!

Do your research

Explore the list of courses offered by NUS & shortlist those that you are interested in. Check them out & ensure that your diploma is accredited to them and/or you fulfil the course eligibility. You can refer to here for the list of accredited diplomas from each polytechnic or institute.

Read up on the admission information from our website.

Lastly, we advise that you prepare all relevant reference documents before the application window so that you will have them on-hand when you start to fill in the online application form. Refer to Annex for the list of documents that you should get ready for your application. You can upload the required supporting documents immediately as part of the online application process.

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

After you have logged in using one of your social accounts, please ensure that you have selected the correct qualification (that is, Polytechnic Diploma from Singapore) so that the relevant sections will be displayed. You will not be able to change the qualification type after you begin to input information in the application form.

There are 7 main sections that you need to fill in.

Click the **Next** icon when you have completed each page so that your details will be saved and proceed to the next page.

✑ Section 1: Personal Details
- ✎ You can now use [MyInfo](#) to retrieve and pre-populate your personal details!
- ✎ If you are unable to use [MyInfo](#) to pre-fill your details, you can still enter your particulars for this section.
- ✎ **Personal particulars:**
    - o Fill your full name and nationality as per your NRIC, Passport or Birth Certificate.
    - o Retrieve your Singapore address details by clicking on the **Search** icon at the Postal Code field
    - o A valid email address is required for the University to contact you.
    - o A valid Singapore mobile number to receive SMS alert for admission updates such as shortlist notification for interview course(s) or offer of admission.
- ✎ **National Service:**
    - o If you are required to fulfil the mandatory national service in Singapore, you have to indicate your status accordingly.
- ✎ **Alternative Contact**:
    - o Provide information for a contact person in the case of emergency

✑ Section 2: Choice of Courses
- ✎ You are advised to list your choices in order of your preference.
- ✎ **Single Degree Courses**:
    - o You can apply for a maximum of <u>five</u> single degree choices.
    - o If you wish to be considered for admission to the College of Humanities and Sciences (CHS), please select 'Humanities and Sciences' as one of your choices and indicate a preferred major. Click [here](#) for more information.
- ✎ **Double Degree (DDP), Concurrent Degree (CDP), Double Major and Minor programmes:**
    - o You can select up to five choices for [double degree](#), [double major](#), [minor](#) programmes.
    - o The list of programmes reflected will be in accordance to the single degree courses that you have selected in the earlier page.
    - o You will be evaluated for admission to one of your course choices if you are successful in gaining admission into the faculty /school that offers the programme.
- ✎ **Special Programme:**
    - o If you have selected an Engineering course in your single degree choices, you will be prompted this page whereby you can also indicate your interest to the special programme offered by the Faculty of Engineering.

✎ Section 3: Education
- ✢ Provide your secondary and polytechnic academic details to support your application.
- ✢ **Secondary Education**
  - o If you have taken O Level or equivalent examination or you are from the Integrated Programme, you may wish to provide your results for subjects such as English, Mathematics and Additional Mathematics. These subjects are required to fulfil the subject pre-requisites for selected courses.
  - o If you have not taken any of these subjects, you may leave this page blank.
- ✢ **ITE Education:**
  - o Please complete this section if you have completed Higher Nitec and/or Nitec offered by the Institute of Education (ITE). Otherwise, you may indicate as 'Not Applicable'.
- ✢ **Polytechnic Education:**
  - o Please provide your polytechnic/institute academic details in this page.
  - o If your diploma programme is not found in the Diploma Course drop-down menu, please select 'Others' to type in the diploma name in the field that will appear.
  - o If you have attained additional certificates (such as Diploma-Plus Programme) or Certificate of Merit (COM), please indicate the details in the corresponding fields.
  - o If you have completed the Polytechnic Foundation Programme prior to your diploma, please indicate Yes for this field.
  - o For graduated students who do not have a GPA, please indicate 0 in the GPA field and fill up the grades obtained for all semesters in the diploma programme.
- ✢ **Other Education:**
  - o You may indicate any additional test scores (e.g. SAT) that you may have. Otherwise you can leave this page empty.

✎ Section 4: Achievements
- ✢ If you wish to be considered under Aptitude Based Admissions (ABA) Scheme, this section is your opportunity to showcase and highlight your personal achievement/ talents/ activities or representations in competitions.
- ✢ You can share your achievement(s) by using the **Add Achievement** button. To save the details entered and proceed with the next achievement, please click on **Add** button.
- ✢ The 2,000 characters Personal Statement is where you describe your ambitions, skills and experiences to show the faculties and schools why you should be selected for your choice of study and/or how you will make a valuable contribution to the University.

✎ Section 5: Other Information
- ✢ **Health and Support:**
  - o Share if you have medical or mental health condition and/or physical disabilities; and/or drug or food allergies.
  - o The information will enable us to develop a better understanding of your need for support/resources during your studies, and to ascertain if provisions required are available, in an effort to make your experience a positive one.

- **Other Information:**
  - o Please share if you have ever been convicted of any offence/disciplinary action by a court of law, military court or educational institution.
- **Tuition Grant:**
  - o Based on your citizenship/nationality type, you will need to either indicate your intention to apply for Tuition Grant or declare your information accordingly.
- **Financial Aid:**
  - o This is not an application for financial aid, but for you to indicate your intention to apply for it.
  - o You will need to submit a separate online application here.

Section 6: Documents

- Based on the information declared, you will be prompted of the specific supporting documents to support your University application.
- You can click on the **Upload** icon to submit the document.
- The acceptable file formats for online document submission are .jpg, .jpeg and .pdf.

Section 7: Declaration

- You have to declare that all information provided is correct and you have read and agreed to the terms and conditions stated in the Personal Data Notice & Consent.
- **Personal Identification Number (PIN):**
  - o You must create a confidential 8-digit alpha-numeric admission PIN. Please note that your PIN is case sensitive.
- In the **Submission Summary** page, you are able to view all the details entered in the online application. If you wish to make any amendments, you can either click on the **Section** on the top menu bar or click the **Back** button to go back to the page. After the change is updated, please click on **Next** icon to save the revised details and proceed with the application.

Do check your details before you click the Submit button!

Final Section: Acknowledgement Page

- Once you have submitted the application successfully, you will be able to see an Application Acknowledgement page with your application number.
- The application number and PIN would enable you to track your application, make application fee ($10), submit additional supporting documents as per requested by the University via the Online Application Status Facility (OASF).
- You will also receive an acknowledgement email to indicate that your application has been received.

APPLICATION OVERVIEW

Keep to the timeline

You will need to submit a set of supporting documents for your application, so do make sure you've got enough time to apply online, upload supporting documents and make application fee payment online before **21 February 2021**!

You can refer to the Annex for the list of supporting documents to be submitted.

Wait for your application outcome

Our Admission Selection Committee will review your academic merits, achievements and choice of courses to make a decision.

Some courses will require you to undergo additional assessments (such as interviews, selection tests and portfolios) – you will be notified accordingly if you need to attend one.
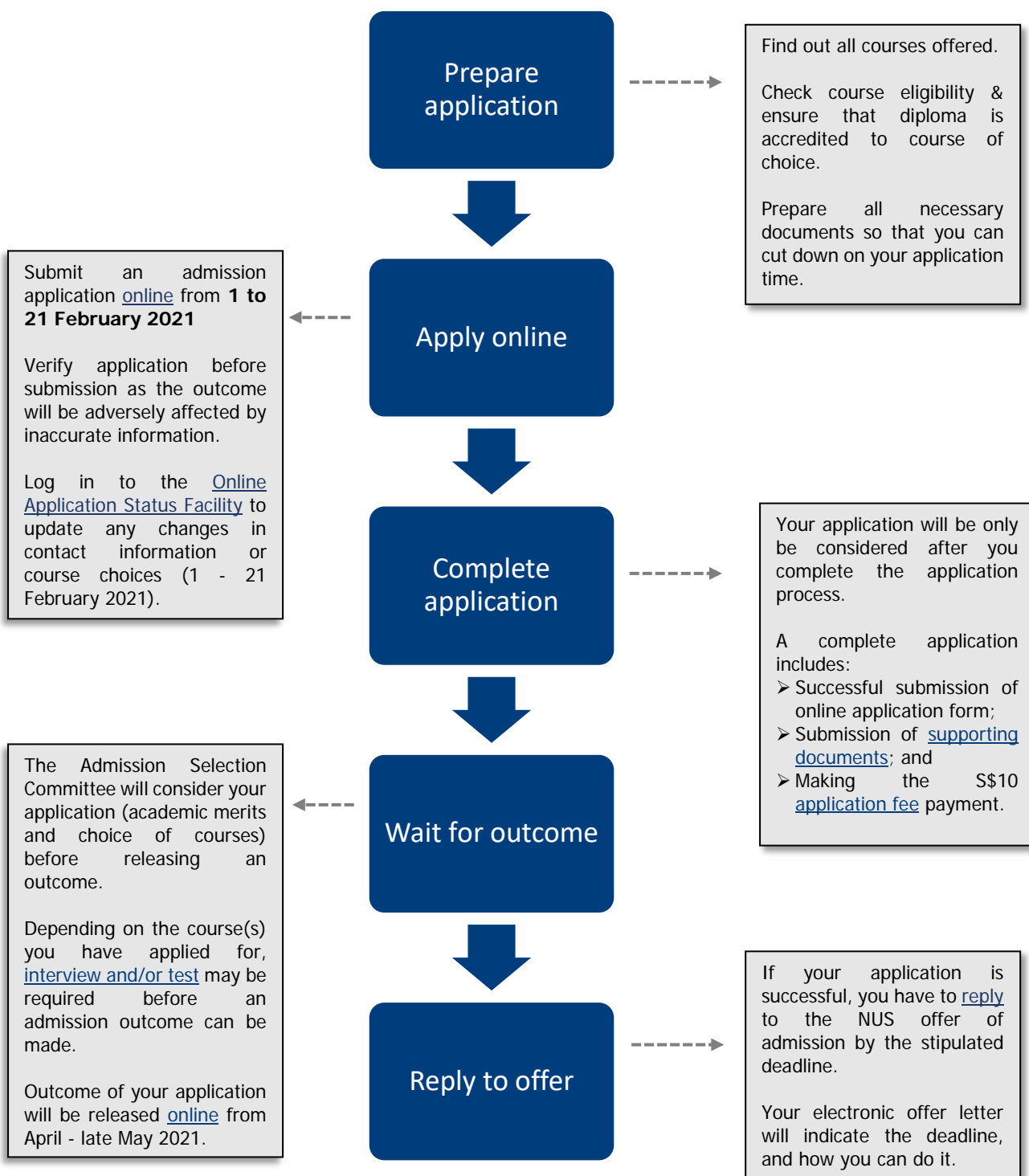
Reply to our offer

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

Don't miss our reply deadline!

APPLICATION FLOWCHART

Find out all courses offered.

Check course eligibility & ensure that diploma is accredited to course of choice.

Prepare all necessary documents so that you can cut down on your application time.

Prepare application

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Submit an admission application online from **1 to 21 February 2021**

Verify application before submission as the outcome will be adversely affected by inaccurate information.

Log in to the Online Application Status Facility to update any changes in contact information or course choices (1 - 21 February 2021).

Apply online

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Complete application

Your application will be only be considered after you complete the application process.

A complete application includes:
➢ Successful submission of online application form;
➢ Submission of supporting documents; and
➢ Making the S$10 application fee payment.

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The Admission Selection Committee will consider your application (academic merits and choice of courses) before releasing an outcome.

Depending on the course(s) you have applied for, interview and/or test may be required before an admission outcome can be made.

Outcome of your application will be released online from April - late May 2021.

Wait for outcome

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Reply to offer

If your application is successful, you have to reply to the NUS offer of admission by the stipulated deadline.

Your electronic offer letter will indicate the deadline, and how you can do it.

What else do I need to know?

If you are interested to find out more on the following, please do not hesitate further; with just a finger click on your mouse, it will bring you the details and information that you are looking for!

Our exciting courses, ranging from Single Degree programmes to Double Degree (DDPs), Double Major and Minor programmes @ https://www.nus.edu.sg/oam/undergraduate-programmes

Indicative Grade Profile (IGP) @
https://www.nus.edu.sg/oam/undergraduate-programmes/indicative-grade-profile-(igp)

Modules exemptions for polytechnic students @
http://www.nus.edu.sg/oam/apply-to-nus/polytechnic-diploma-from-singapore/module-exemptions

Our scholarships available @
http://www.nus.edu.sg/oam/scholarships.html

Our comprehensive financial aid package @
https://www.nus.edu.sg/oam/financial-aid

Still having Doubts on Admissions?

Check out the FAQs at www.askadmissions.nus.edu.sg
Or
Post an email query via this website!

Contact Us
Office of Admissions
National University of Singapore
University Town
2 College Avenue West, #01-03 (Stephen Riady Centre)
Singapore 138607
Undergraduate General Line: (65) 6516 1010
Fax: (65) 6778 7570
General Enquiries Email: www.askadmissions.nus.edu.sg

ANNEX

Relevant Supporting Documents for Your NUS Application

You should get ready the following supporting documents before you proceed with your online application:

1) Personal Particulars
   - NRIC (front and back) / Birth Certificate / Passport
   - Re-entry permit if you are a Singapore Permanent Resident
   - National Service exemption letter (if applicable)

2) Academic Results
   - Complete set of polytechnic examination results (or first 5 semester results for current final-semester student)
   - Diploma-Plus Programme certificate / transcript (if applicable)
   - Certificate of Merit (if applicable, only for those graduated students)
   - Polytechnic Foundation Programme transcript / certificate (if applicable)
   - Secondary school (e.g. Singapore-Cambridge GCE 'O' Level, Integrated Programme Secondary 4) result slip (all sittings, if applicable)
   - ITE certificate / Singapore-Cambridge GCE 'N' Level result / certificate (if applicable)
   - High School Examinations (e.g. Singapore-Cambridge GCE 'A' Level results) (if applicable)
   - Additional result slips e.g. IELTS, TOEFL, AP, SAT and SAT Subject Tests (if applicable)

3) Additional Information
   - Achievement details (e.g. awards obtained) (optional)
   - Write-up of personal statement consisting of not more than 2,000 characters (about 300 words) (optional)
   - Medical reports if you have or had any major illnesses or disabilities (if applicable)
   - Criminal records (if applicable)