NON-GRAduATING PROGRAMME
2020/2021 SEMESTER 2

NUS H3 HUMANITIES AND SOCIAL SCIENCES RESEARCH (HSSR) PROGRAMME
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
14 December 2020 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)
14 December 2020 to 1 January 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 here
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 “Authorisation Requirements” section and have it duly signed by your parent/guardian. Scan and email the signed form(s) to 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. RECEIVE NUS OFFER PACKAGE BY MAIL

4 January 2021 onwards
To receive your student card on time, complete Registration (Part One) by 1 January 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.

6. COMPLETE REGISTRATION (PART TWO)

4 to 24 January 2021
Upon receipt of card, follow the instructions given to activate your NUS Student Card via the Education Records System (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 24 January 2021.

*Accidentally activated your student card or the online activation was not done by you? Inform us at reglinx@nus.edu.sg immediately.

7. ATTEND H3 HSSR BRIEFING WORKSHOP

7 January 2021
Attend* the H3 HSSR Briefing Workshop as scheduled below:
- Venue: To be conducted online. Details will be made known in due course.
- Time: 10:00am

*Attendance is compulsory; failure to attend the briefing will result in the lapse of the offer.
ARRIVING & STUDYING AT NUS

8. START OF INSTRUCTIONAL PERIOD
11 January 2021 onwards
Report to your NUS supervisor and contact him/her should you have questions regarding your research paper.

9. WITHDRAWAL FROM H3-HSSR PROGRAMME
If you decide to withdraw from the H3 programme, inform your School’s H3 Coordinator, who will then inform the University accordingly. For withdrawal fees payable, please liaise with your School’s H3 Coordinator.

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>11 – 24 January 2021</td>
<td>Not applicable</td>
</tr>
<tr>
<td>25 January 2021 and onwards</td>
<td>“Absent” grade will be issued by SEAB</td>
</tr>
</tbody>
</table>

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 November 2020