

# **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](mailto: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](mailto: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](mailto: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:

Withdrawal	Grade Assignment
11 – 24 January 2021	Not applicable
25 January 2021 and onwards	"Absent" grade will be issued by SEAB

## QUESTIONS? CONTACT US AT:



<http://www.nus.edu.sg/registrar/prospective-students/non-graduating/pre-university-students-from-local-institutions>



[nghelp@nus.edu.sg](mailto:nghelp@nus.edu.sg)



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*All information accurate as of November 2020*