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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.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Activity</th>
<th>Period/Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Online Photograph Submission for Student Card. Please ensure your photo meets the requirements.</td>
<td>Within two working days of acceptance of offer of admission</td>
<td>You are required 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.</td>
</tr>
<tr>
<td>2</td>
<td>Registration (Part One)</td>
<td>From 31 May 2022 (in batches)</td>
<td>You will receive an email from the Registrar’s Office on the Registration Procedures.</td>
</tr>
<tr>
<td>3</td>
<td>Vaccinated Travel Framework for International Students</td>
<td></td>
<td>If you are a Student’s Pass (STP) or In-Principle Approval for STP (STP-IPA) holder who are planning to enter Singapore, you must ensure that you comply with the border measures under the Vaccinated Travel Framework listed on the Safe Travel Office.</td>
</tr>
<tr>
<td>4</td>
<td>Qualifying English Test (QET)</td>
<td>Registration for QET1 Briefing: 13 June to 23 June 2022 Test Date: 5 July 2022 (9am and 1pm)</td>
<td>QET1 is for all local and international students informed by the Registrar’s Office of the requirement to take the QET. Please refer to the QET website for more details.</td>
</tr>
<tr>
<td>5</td>
<td>Registration (Part Two) - Activation of NUS Student Card</td>
<td>Delivery of Student Card to Residence (For students with local mailing address) Collection of Student Card at Student Service Centre</td>
<td>Mid June 2022 onwards Students are to activate their Student Card immediately via the NUS Education Records System upon receiving the Student Card. Please refer to the registration email for details.</td>
</tr>
<tr>
<td>S/N</td>
<td>Activity</td>
<td>Period/Date</td>
<td>Remarks</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------</td>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>(For students without local mailing address)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Pre-Admission Medical Examination</strong></td>
<td>Must be completed by 30 Sep 2022</td>
<td>Please refer to <a href="#">Section 2</a> for more details.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Completion of Student’s Pass Formalities (For international students only)</strong></td>
<td>Enrolment Session 28 July to 3 August 2022</td>
<td>Please refer to <a href="#">Section 10.3</a> for more details.</td>
</tr>
<tr>
<td></td>
<td>Issuance Session 17 and 18 August 2022</td>
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<td></td>
</tr>
</tbody>
</table>
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 information on various registration-related activities;
- Office of Student Affairs website (nus.edu.sg/osa) for 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.

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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). Please ensure that the following specifications (https://nus.edu.sg/registrar/docs/info/academic-activities/registration/requirements-of-photograph-for-online-submission.pdf) are met before uploading the photo:

- The photo should be a direct view of your face and shoulders.
- Facial features should be clearly shown
- The background should be plain and light in colour
- The photo must be saved in .jpg format
- The dimension must be (width by height) must be 340 by 453 pixels with an aspect ratio of 0.75.
  (Aspect ratio is width/height which is 340 / 453 = 0.75)
- The file size of the photo should be less than 125kb.

Please 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.

CAUTION: Failure to submit a photograph that meets the requirements will delay the processing of the student card and registration formalities.

2. Mandatory Requirements

2.1 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.

The medical examination may be done (i) at UHC by appointment only (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 save the completed medical examination and chest x-ray form (in ENGLISH) in PDF, and email to preadm_med@nus.edu.sg.

Medical report forms may be downloaded from the University Health Centre (UHC)'s website (nus.edu.sg/uhc/services/medical-examination/pre-admission/pre-admission-medical-exam).

CAUTION: If you do not complete the Medical Examination by the deadline stipulated by UHC, a hold will be placed on your student’s record. As a consequence, you may be locked out of access to certain key student services, including examination results, transcripts, etc.

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 Section 10.
2.2 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.

2.3 NUS Respect and Consent

As part of NUS' commitment to nurture a safe, inclusive and respectful environment for teaching and learning, NUS conducts a Respect and Consent (R&C) course for students through the Office of Student Conduct. This course has been compulsory since Academic Year 2019/2020. From Academic Year 2022/2023, NUS has enhanced the course with a workshop component where students can discuss and reflect on scenarios with trained facilitators.

All new undergraduate and graduate students in academic degree programmes would be required to complete this course in the semester that they enrol. Non-graduating students would be strongly encouraged to attend the course to understand Singapore regulations and NUS community standards. Continuing professional education students who enrol by semesters would also be allowed to attend the course if they wish.

The R&C course comprises three components: online-learning video, workshop, followed by a Declaration of Conformance.

CAUTION. If you do not complete the R&C course by end of the semester, a hold will be placed in your student's record. As a consequence, you may be locked out of access to certain key student services, including examination results, transcripts, module registration, etc. Furthermore, if you are a RC/Hall/SR/House resident, and you do not complete the R&C course by the date stipulated by your RC/Hall/SR/House, you may be evicted from residence.

2.4 SE1000 Student Essentials e-module

As part of NUS' commitment 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. This e-module is available on LumiNUS at here. You are required to complete this within two weeks of the date of this email.

Do note that the completion of this e-module is compulsory, and failure to do so will adversely impact your access to certain key student services such as the ability to request unofficial transcripts, amongst others.

3. 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 below 18 years of age at the point of completing Registration (Part One), you must print the following form(s) from the "Authorisation Requirements" section (see Figure 1), have your parent/guardian sign the form(s) and email the signed copy (in PDF) to ugresgistration@nus.edu.sg.
• 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**

<table>
<thead>
<tr>
<th>Note:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are below 18 years of age as at the time of making the authorisations below, in addition to your online response(s), you are also required to:</td>
<td></td>
</tr>
<tr>
<td>1. Have the authorisation(s) duly completed and signed by your parent/guardian; and</td>
<td></td>
</tr>
<tr>
<td>2. Refer to the administrative notes from your Faculty/School/Registrar’s Office on specific instructions for submission.</td>
<td></td>
</tr>
</tbody>
</table>

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

Upon completion of Registration (Part One), you will be issued your Student ID, PIN, NUSNET ID and NUSNET Password (see Figure 2):
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 ugregistration@nus.edu.sg immediately.
4. 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/u.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).

5. Qualifying English Test (QET)

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. Students who are required to take the QET will be informed by the Registrar’s Office.

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).

6. 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.

6.1 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) Has a valid Singapore mailing address in our records

ii) Has completed Registration (Part One)

iii) Has submitted the Authorisation Requirements form(s), signed by their parent/guardian, to ugregistration@nus.edu.sg if they are below 18 years of age at the point of completion of 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.

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.

If you have completed Registration (Part One) and your submitted photo has been approved, but have not received your Student Card by 15 July 2022, please write to ugregistration@nus.edu.sg.

If you wish to withdraw from NUS after completion of Registration (Part Two), the Application for Withdrawal is to be submitted via the online Withdrawal System at NUS Education Records System. Students who withdraw after the second Instructional Week are liable to pay fees for the whole semester.
6.2 Collection of Student Card in Person

For students without a valid Singapore mailing address, you will be collecting your Student Card at Student Service Centre. Please refer to the registration email for details.

If you are below 18 years of age at the point of completion of Registration (Part One), you must print the form(s) from the “Authorisation Requirements” section (see Figure 1), have your parent/guardian sign the form(s) and email the scanned copy (in PDF) to ugregistration@nus.edu.sg before you can collect your Student Card.

If you wish to withdraw from NUS after completion of Registration (Part Two), the Application for Withdrawal is to be submitted via the online Withdrawal System at NUS Education Records System. Students who withdraw after the second Instructional Week are liable to pay fees for the whole semester.

7. Module Registration

At the beginning of each semester, all students must enrol 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).

8. Measures Against COVID-19 on Campus


Staff and students are to exercise personal responsibility and test themselves using the FET kits if they are unwell or are exposed to an infected person. Should they test positive, they are to update their health status on uNivUS, inform their close contacts, and adhere to COVID-19 health protocols. Please refer to the ORMC Circular 7 (2022-0426-ORMC-COVID-19-Circular-07-9.40.pdf) for more details.

9. Information for International Students

9.1 Vaccinated Travel Framework

Under the Singapore’s Vaccinated Travel Framework, fully vaccinated travellers (including Singapore Citizens and Permanent Residents) entering Singapore can do so without quarantine, testing or entry approvals if they meet the requirements as listed on the SafeTravel Office (STO) website (safetravel.ica.gov.sg/arriving/overview). Please make sure to read through the travel checklist for Fully Vaccinated individuals.

Travellers who do not meet the vaccination requirements mentioned are considered non-fully vaccinated travellers, and will be subject to entry approvals, tests and quarantine. All costs will be
borne by students and all payments are to be made prior to entry into Singapore. Please click here to read through the travel checklist for Non-Fully Vaccinated individuals.

9.2 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 on Student’s Passes for University students.

You must monitor the status of your Student’s Pass application regularly as you will be required to upload documents and make payments at different junctures of the application process (notably during submission of eForm16, and Completion of Formalities (COF)) on the portal within the stipulated deadlines by ICA. Failure to do so will result in your Student’s Pass application being withdrawn.

If the application is approved, ICA shall grant you an IPA letter, which will be available for printing via ICA’s Student’s Pass (STP) Application System under navigation path: Student Main Menu > Print Outcome Letters. For students from a visa-required country, 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.

You will need to complete the Student’s Pass formalities before the IPA letter, or the validity of the visit pass expires, whichever is earlier.

Warning: An international student who does not have a valid Student’s Pass for studies will be treated as overstaying, which, is a punishable offence under the Immigration Act. Students who have overstayed in Singapore have been subjected to a composition of fine or even prosecution in Court. Students are to ensure that they have a valid pass for their stay in Singapore at all times to avoid being penalised for overstaying.

9.3 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). 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.

9.4 Issuance of Students’ Passes

ICA has arranged an Offsite Enrolment Exercise (OSE) in NUS for the completion of Student’s Pass formalities and issuance of Student’s Passes. Students are required to report for the OSE according to the slot that they have booked via the online system. Details on booking of OSE appointment slots will be sent via email from the Registrar’s Office.

Please note that if your status in the STP Application System is IPA (Pending Document Submission) or IPA (Pending Issuance Fee), you will have to submit the outstanding documents and/or make the necessary payments online at least 3 days before the OSE.

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:

<table>
<thead>
<tr>
<th>Documents/Items for Submission</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Recent colour passport-sized photo</td>
<td>Refer to ICA’s website (<a href="https://ica.gov.sg/common/photo_guideline">ica.gov.sg/common/photo_guideline</a>) for specific requirements on photo submission. Please do not fold, paste or staple the photo.</td>
</tr>
<tr>
<td>2) Original Passport or Travel Document</td>
<td>The e-Pass is sent to the email address indicated in the SG Arrival Card. Please find the email with header ‘Notification of Electronic Visit Pass’ and show it to the officer at the counter.</td>
</tr>
<tr>
<td>3) Electronic Visit Pass (e-Pass)</td>
<td>To be printed from ICA’s STP Application System (<a href="https://eservices.ica.gov.sg/solar/index.xhtml">eservices.ica.gov.sg/solar/index.xhtml</a>) under navigation path: Student Main Menu &gt; Print Outcome Letters</td>
</tr>
<tr>
<td>4) In-Principle Approval (IPA) Letter</td>
<td>All payments are to be made online through ICA’s STP Application System (<a href="https://eservices.ica.gov.sg/solar/index.xhtml">eservices.ica.gov.sg/solar/index.xhtml</a>), prior to the student’s appointment with ICA.</td>
</tr>
<tr>
<td>5) Payment Receipts of the following:</td>
<td></td>
</tr>
<tr>
<td>(i) $30 Processing Fee</td>
<td></td>
</tr>
<tr>
<td>(ii) $60 Issuance Fee</td>
<td></td>
</tr>
<tr>
<td>(iii) $30 Multiple-Entry Visa (for visa required nationals only)</td>
<td></td>
</tr>
</tbody>
</table>

**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.

Students must make an e-appointment ([eservices.ica.gov.sg/sbi/book/index.do](https://eservices.ica.gov.sg/sbi/book/index.do)) and report in person at ICA Office, 4th Storey, ICA Building to complete the Student’s Pass enrolment formalities if they are:
- Unable to attend the OSE in NUS OR
- 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.

### 9.5 Updating of Vaccination Information

Students are required to update their vaccination status with (1) the National Immunization Registry, and (2) the University.

**Step 1: Updating the National Immunisation Registry**


**Step 2: Updating Vaccination Record in uNivUS**

- International students will not be required to do FET test (requirement by NUS for those ‘unvaccinated’ in uNivUS) during period from 18 Jul – 2 Sep 2022 (both dates inclusive).
This is to give time to have their vaccination status (student’s pass, Singpass, serology test) finalised and Singapore National Immunisation Registry (NIR) for them to sync into uNivUS.

During the exemption period, their vaccination status in the system will be ‘Unvaccinated’, until they upload a valid Vaccination Cert (from HealthHub (https://www.healthhub.sg/) or Notarise (https://www.notarise.gov.sg/) into uNivUS. Students are required to login via use of Singpass (Singapore’s digital ID).

You can register for Singpass only after your Student’s Pass Card has been issued (https://www.singpass.gov.sg/home/ui/register/instructions). As part of the process involves a mail containing your password being sent to your residential address in Singapore, you must provide your residential address in Singapore on your Student’s Pass Terms & Conditions form when you are completing your Student’s Pass formalities.

After setting up your Singpass, you can then download a copy of your Singapore vaccination certificate for submission on the uNivUS App. To reset your Singpass password, please refer to the Singpass website (https://www.singpass.gov.sg/home/ui/online-reset-password/user-detail) and make the necessary arrangements.

9.6 Office of Student Affairs (OSA) Live Show 2022 for International Students

Get a glimpse of university life as an international student in the OSA Live Show for International Students on 19 July 2022, 11am – 12.15pm via Zoom. Learn from the experiences of seniors on the topics of academics, wellness as well as student life. The session will also include administrative matters that would be useful for international students. Details and registration at OSA website (https://nus.edu.sg/osa/student-life/international-students)

10. Language Module Matters & Language Preparation Program

10.1 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.

10.2 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 One). More information on LPP can be found at (fas.nus.edu.sg/cls/courses/index.html#lpp)

11. Financial Matters

11.1 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 (goonline.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.

Please complete a 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 31 August and 07 September 2022. Application details will be sent to your NUS email account in August 2022. 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 are required 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 2022. 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 (toponline.moe.gov.sg/qa/normalStudentViewTuitionGrantSubsidyInfo.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).

11.2 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, grants 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, bursary and/or grant 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/FAQsStudentFinanceMatters.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).

11.3 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. Updating Personal Particulars/Forgot Password

12.1 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.

12.2 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).

13. 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 – 5.00 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).