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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.</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>Overseas Travel Declaration (OTD)</td>
<td>From 01 June 2021 (in batches)</td>
<td>You will receive an email from the Registrar’s Office on the Registration Procedures. You can only proceed with OTD and Registration (Part One) upon receipt of the email. The OTD must be completed before you can proceed with Registration (Part One).</td>
</tr>
<tr>
<td>3</td>
<td>Registration (Part One)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Entry Approval Application (For international students only)</td>
<td>To submit at least two weeks before the week of arrival in Singapore, and up to two months in advance</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 be granted Entry Approval before you commence your travel to Singapore. You are advised not to travel to Singapore until approval has been granted. Please refer to Section 10.2 for more details.</td>
</tr>
<tr>
<td>5</td>
<td>Qualifying English Test (QET)</td>
<td>Registration for QET1 Briefing: 18 to 24 June 2021 Test Date: 06 July 2021 (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>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>6</td>
<td>Registration (Part Two) - Activation of NUS Student Card</td>
<td>Mid June 2021 onwards</td>
<td>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></td>
<td>Collection of Student Card at NUS Hostel/Registrar’s Office (For students without local mailing address)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Pre-Admission Medical Examination</td>
<td>To be completed by 30 Dec 2021</td>
<td>Please refer to Section 2 for more details.</td>
</tr>
<tr>
<td>8</td>
<td>Completion of Student’s Pass Formalities (For international students only)</td>
<td>26 to 30 July 2021</td>
<td>Please refer to Section 10.4 for more details.</td>
</tr>
<tr>
<td></td>
<td>Enrolment Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Issuance Session</td>
<td>12 and 13 August 2021</td>
<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](nus.edu.sg/registrar/academic-activities/registration)) for information on various registration-related activities;
- **Office of Student Affairs website** ([nus.edu.sg/osa](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](myaces.nus.edu.sg/photoVerification/PhotoVerificationNewLoginServlet?hAction=newStudent)). The specifications of the photograph required for your Student Card is available on the Online Photo Submission System website.

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.

Please be reminded that late submission of your photograph will delay the processing of your Student Card and completion of Registration formalities.

2. **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](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 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/uhcservices/medical-examination/pre-admission/pre-admission-medical-exam](nus.edu.sg/uhcservices/medical-examination/pre-admission/pre-admission-medical-exam)).

To minimise cross-infection risks of COVID-19 and adhering to safe distancing measures within the clinic, no in-person or walk-in submissions will be accepted.

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**.

2.1 **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.
3. **Overseas Travel Declaration (OTD)**

In view of the COVID-19 situation, all incoming students are required to declare their travel plans in the Overseas Travel Declaration (OTD) Applicants System (myaces.nus.edu.sg/OverseasTravelDecl/applicantLogin) before they can proceed with Registration (Part One).

Do note that the completion of OTD is mandatory for all incoming students.

Please login to OTD using the following:
1) Application Number
2) Application Password/PIN
3) Select your Student Category (i.e. Undergraduate (Full Time))

If you wish to make changes to your declaration after submission, please note that you will only be able to do so after completion of Registration (Part One), and after your NUSNET account is activated. Once that is completed, you may proceed to the OTD Students System (myaces.nus.edu.sg/OverseasTravelDecl) to make the changes.

4. **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 ugregistration@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**

**Note:**
If you are below 18 years of age as at the time of making the authorisations below, in addition to your online responses, you are also required to:

1. Have the authorisation(s) duly completed and signed by your parent/guardian; and
2. Refer to the administrative notes from your Faculty/School/Registrar’s Office on specific instructions for submission.

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.

5. **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).
6. **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](nus.edu.sg/registrar/academic-activities/registration/academic-related-matters/qet)).

7. **Registration (Part Two)**

In Registration (Part Two), students have to activate their Student Cards via the NUS Education Records System ([myedurec.nus.edu.sg](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.

7.1 **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](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](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 16 July 2021, please write to [ugregistration@nus.edu.sg](ugregistration@nus.edu.sg).

If you wish to withdraw from NUS after completion of Registration (Part Two), please complete and submit the Withdrawal Form to the Faculty/School's Dean’s Office before the second Instructional Week. Students who withdraw after the second Instructional Week is liable to pay fees for the whole semester.

7.2 **Collection of Student Card in Person**

For students without a valid Singapore mailing address, you will be collecting your Student Card either at your NUS Hostel or at the Registrar’s Office. 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](ugregistration@nus.edu.sg) before you can collect your Student Card.

If you wish to withdraw from NUS after completion of Registration (Part Two), please complete and submit the Withdrawal Form to the Faculty/School's Dean’s Office before the second Instructional Week. Students who withdraw after the second Instructional Week is liable to pay fees for the whole semester.
8. Module Registration

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

9. Measures Against COVID-19 on Campus

Please visit the Office of Safety, Health & Environment (OSHE)'s website (emergency.nus.edu.sg) for the latest updates on measures against COVID-19 on campus.

Students must declare their health and temperature status before they arrive on campus via the uNivUS app. Please download the app from either Google Play or Apple App Store.

To keep classrooms safe, only students who are shown to be fit for class in the Classroom Attendance System may attend face-to-face classes. Being fit means having made a health and temperature declaration and having a "Green Pass" in NUSafe, which is embedded within the uNivUS app. Please refer to the Overview of NUSafe for more details (nusu.sharepoint.com/sites/corporate/forms/safety_and_health/NUSafe/Overview_Of_NUSafe.pdf).

10. Information for International Students

10.1 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 (ica.gov.sg/pass/studentpass/ihl) 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 (eservices.ica.gov.sg/solar/index.xhtml) under navigation path: Student Main Menu > Print Outcome Letters. For students from a visa-required country (ica.gov.sg/enter-depart/entry_requirements/visa_requirements), 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.

10.2 Entry Approval & Stay-Home Notice (SHN)

In addition to obtaining the Student’s Pass or Student’s Pass In-principle Approval from ICA, international students will also need to obtain the Entry Approval before they commence their journey to Singapore.

Entry Approval application for STP and STP-IPA holders will be managed by the Safe Travel Office (STO) under the Immigration & Checkpoints Authority (ICA).
STP and STP-IPA holders are to apply for their Entry Approvals directly via the STO-STP website (safetravel.ica.gov.sg/stpl/requirements-and-process). A step-by-step guide on the application process, information on PCR Tests, SG Arrival Card and SHN are also available on the STO’s website.

As mentioned on the STO’s website, there is a Safe Travel Enquiries Helpline at 6812 5555 and an enquiry form (go.gov.sg/sto-enquiry) to help you with your queries. Those arriving in Singapore without the Entry Approval will not be allowed to clear immigration and will be required to fly out of Singapore within 48 hours at their own cost. Those who fail to comply will have their STP cancelled or STP-IPA rescinded by ICA.

For Singapore Citizens/Singapore Permanent Residents who are planning to return to Singapore, please refer to STO-SC/SPR website (safetravel.ica.gov.sg/sc-pr/requirements-and-process) for more information.

10.3 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 and 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) (nus.edu.sg/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 Passes, please check ICA’s website (ica.gov.sg/docs/default-source/ica/forms/medical-examination-report.pdf).

10.4 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 (ica.gov.sg/common/photo_guidelines) 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></td>
</tr>
<tr>
<td>3) Disembarkation/Embarkation (D/E) Card or copy of electronic Arrival Card or any valid passes (i.e. STP, LTVP, DP, EP)</td>
<td>The D/E card (ica.gov.sg/enteranddeparting/before) is granted upon entry into Singapore. Students who misplace the D/E card will need to prepare a self-written statement for submission to ICA officer.</td>
</tr>
</tbody>
</table>
### Documents/Items for Submission

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>4) In-Principle Approval (IPA) Letter</td>
</tr>
<tr>
<td>5) Payment Receipts of the following:</td>
</tr>
<tr>
<td>(i) $30 Processing Fee</td>
</tr>
<tr>
<td>(ii) $60 Issuance Fee</td>
</tr>
<tr>
<td>(iii) $30 Multiple-Entry Visa (for visa required nationals only)</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/ibook/index.do](eservices.ica.gov.sg/ibook/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.

### 10.5 Office of Student Affairs (OSA) Live Show 2021 for International Students

The 1-hour OSA Live Show 2021 for international freshmen on 19 July 2021 will bring you tips from seniors plus important administrative announcements. Details and registration at the OSA website ([nus.edu.sg/osa/student-life/international-students](nus.edu.sg/osa/student-life/international-students)).

### 11. Language Module Matters & Language Preparation Program

#### 11.1 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/courses/index.html#lpp](fas.nus.edu.sg/cls/courses/index.html#lpp)) for more information on the placement tests.

#### 11.2 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 students 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/ch/courses/index.html#lpp](fas.nus.edu.sg/ch/courses/index.html#lpp)).
12. Financial Matters

12.1 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-fee) as well as at Ministry of Education (MOE)'s website (tonline.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 Citizens**, you must print the form and mail it to or submit it via the collection box by **31 August 2021** at:

Office of Financial Aid c/o Office of Admission,  
National University of Singapore,  
University Town Stephen Riady Centre,  
2 College Avenue West, #01-03, Singapore 138607  
(Attention: Ms Azizah Binte Zam Zam)

If you are 21 years old and above, you may sign the form yourself; otherwise, your parent/guardian will have to sign the form.

For those who have already declared your tuition grant eligibility while applying for admissions, you will not be required to complete the 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 01 and 08 September 2021**. Application details will be sent to your NUS email account in August 2021. 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-fee) by NUS. Students who have successfully submitted the online application will have 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 2021. 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 (tonline.moe.gov.sg/normal/studentViewTuitionGrantSubsidyInfo.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).

12.2 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 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 and/or bursary 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/FAQStudentFinanceMatters.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).

12.3 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).

13. Updating Personal Particulars/Forgot Password

13.1 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.

13.2 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).
14. 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).