GUIDE TO FILLING UP ONLINE APPLICATION

For students participating in the BIODIVERSITY SUMMER PROGRAMME 2015

Participants of the Biodiversity Summer Programme will be registered as Non-graduating students of NUS. To complete the online application please assess the following web link:
https://myaces.nus.edu.sg/ngAdmForm/

The table below will guide you through the online application process. It highlights handy tips and important points that you should take note of when filling up certain fields/sections in this form.

https://aces01.nus.edu.sg/ngAdmForm/index.jsp [Page 0]

Please note the following instructions:
(a) Instead of sending the hardcopy Application to the Registrar’s Office, Biodiversity Summer Programme participants should submit the application with the supporting documents to their Home Institution’s summer exchange coordinators.

(b) Please do not submit your application for housing through the online application system. You will be contacted regarding the accommodation at a later date. All Biodiversity Summer Programme participants will be staying in the same on-campus accommodation.

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<th>Section A. Home University [Page 1]</th>
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<th>Section B. Personal Particulars [Page 2]</th>
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| 1.   | Full Name | • Please ensure that your name entered corresponds to that printed on your passport/identity card. (The application of your Student’s Pass will be based on the name that you have stated in the online application form.)
| | | • If your name consists of non-English letters/vowels/characters (e.g |, ö, à, æ, ï) please replace them with the corresponding English alphabetical character(s) when you input it in the online form.
| | | • If you have used a non-English character(s), the system will prompt an error message. |
| 2/3. | Permanent / Mailing Address | • Please provide a valid and complete address, as correspondences from NUS will be mailed to the address provided in this form (if applicable).
| | | • NUS will not be held responsible for unsuccessful mail deliveries due to incorrect/incomplete addresses provided. |
| | | • The ‘Singapore postal code’ is required only if you are providing an address in Singapore. For foreign addresses, please leave this field blank. |
| 4e. | E-mail address | • Our Office will correspond with you primarily through e-mail for post application-related matters, such as acknowledgement of receipt of documents, request for outstanding documents and any other follow-up action deemed necessary.
| | | • Please ensure that you have provided a valid and accurate e-mail address and ensure that your account is maintained regularly. |
| | | • NUS will not be held responsible for undeliverable e-mails and the consequences that follow. |

This guide on online application has been adapted from https://share.nus.edu.sg/registrar/info/ng/General-Instructions-for-Application-to-NUS-NG-Programme.pdf specially for students participating in the Biodiversity Summer Programme @ NUS Faculty of Science.
5. Date of birth (DD-MM-YYYY)  
• Please check and ensure you have provided the correct dates in the form (as printed on your passport) as the application of your Student's Pass will be based on the dates indicated here.

7. Citizen of  
• If you are holding dual citizenship, please indicate either one from the drop-down menu.

10d. Identity card type  
• For Malaysians and non-Singaporeans, please select ‘No NRIC’.

### Section C. Academic Qualifications

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| 1. | Completed and current education | • Please indicate the name of the college and University you have attended/are attending, as well as the corresponding periods (in this format: DD-MON-YYYY).  
• If the ‘second degree’ field is not applicable, please leave it blank. |
| 2. | English Language proficiency (TOEFL/IELTS) | • Please leave these fields blank. These are not required for the summer programme. |

### Section D: Mode, area and duration of study [Page 4 & 5]

Coursework/Research/Internship options [Page 4]  
• Please put a check on the option “coursework” and proceed to the next page.

Coursework [Page 5]  
• For the purpose of the summer programme application, please select “2014/2015 Semester 4 (Jun - Aug)”  
• The courses that are available to summer programme participants may be found on [http://www.science.nus.edu.sg/undergraduate-studies/ugsap/ugsap-in/183-undergraduate/ugsap/sap-in/220-biodiversity-academic#lsm4263](http://www.science.nus.edu.sg/undergraduate-studies/ugsap/ugsap-in/183-undergraduate/ugsap/sap-in/220-biodiversity-academic#lsm4263)  
• The modules available for selection and the corresponding Faculty that offers the module are as follows:  
1. LSM4263 Field Studies in Biodiversity: Faculty of Science  
2. Choose EITHER  
   LAB1201 Bahasa Indonesia 1: Faculty of Arts and Social Sciences; OR  
   LAC1201 Chinese 1: Faculty of Arts and Social Sciences  
• Please select only 1 of the language modules (LAC1201, LAB1201).  
• Please check the “Compulsory” box beside these 2 modules that you chose.

### Confirmation Page

• Please verify and ensure all information provided in the form is correct.  
• If you need to make any modifications, please click on the ‘back’ button in the window toolbar to move to the desired page.  
• After the necessary amendments have been made, click on ‘continue’ to proceed to the confirmation page and verify that all changes are reflected.  
• At the bottom of the page, you will be prompted to enter a password (of 8 characters). Your password is important and can be used, together with your application number, to access the online system to check the status of your application. You are advised to use an alphanumeric password for security reasons (e.g. abcd1234).  
• If all information is correct, click on ‘Print Application Form’ to print out a copy of the form (to be submitted together with the required supporting documents later on).  
• Once you are ready to submit your application, click on ‘Submit’.  
• If you are not ready to submit your application, you can save it for later changes. However, please remember to submit your application later on as saved drafts that are not properly submitted will not be processed.
**Application Checklist for Non-graduating Students**

- If you have submitted your online application successfully, the system will bring you to the next page which shows the application checklist and your unique application number (displayed at the top). **Please take down your application number and other login details (if any) as you will need it for tracking purposes.**
- Click on ‘Print Checklist’.
- Click on ‘Logout’ to end the application process.

**Things to Note for Submission of Supporting Documents**

The checklist provided at the end of your online application form gives you a summary of the required hard copy supporting documents to be mailed to the Faculty of Science, Dean’s Office through your respective coordinators.

For more details on the individual items, please refer to the table below. **Please note that online applications submitted without hard copy supporting documents will not be processed.**

Note:
- i. All supporting documents which are not in English must be accompanied by an official certified English translation of the contents.
- ii. Supporting documents submitted are not returnable.
- iii. Please do not submit your supporting documents electronically, enclosures via e-mails will NOT be considered.

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<td>1.</td>
<td>Printout of completed Online Application Form, attached with a recent passport-sized photograph</td>
<td>• Compulsory for all applicants.</td>
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| 2.  | Nomination letter from home university (& letter from internship organisation for exchange applicants, if applicable) | • The letter can be from your Student Exchange Office, International Office, or Registrar’s Office.  
• For Exchange applicants, It should certify your approved exchange status and the period of exchange |
| 3.  | Bachelor’s Degree Transcript                                          | • Compulsory for all applicants.                                        |
|     |                                                                      | • Please provide an original copy of the transcripts of all degrees you have completed or are currently pursuing. |
| 4.  | Photocopy of passport particulars page                                | • Compulsory for all applicants.                                        |