User Guide on NUS Online Application Portal for Non-Graduating (NG) Students

Welcome! This PDF serves to guide you through the steps of submitting your application.

Thank you for your interest in the Global Science Summer Programme 2023 (GSSP 2023).
Please use this guide to aid you in your application for GSSP 2023.

Please note that the module offerings are as such, you can choose from Session A &/or B:
Session A: 19 June 2023 - 7 July 2023
DSA1361 Introductory Data Science with Python and Tableau (2units)**
DSA2362 Decision Trees for Machine Learning and Data Analysis (2units)**
** You can take both DSA1361 and DSA2362 concurrently.

Session B: 10 July 2023 - 28 July 2023
FSC3101 Evidence in Forensic Science (4units)
FSC4203 Forensic Toxicology and Poisons (4units)
FSC4205 Criminalistics: Authenticity, Fraud and Counterfeit (4units)
PC1346 A Basic Introduction to Medical Physics (4units)
PC3251 Nanophysics (4units)
>> You can only take one course from Session B as they are running at the same time.

If you are applying for both Sessions A & B, a Student Pass will be required (which we will provide further instructions), but otherwise if you are applying for only one session, you do not need a Student Pass (the social visitor/tourist pass lasts for 30 days).

Please note the fees for GSSP:
Registration fees: $100 (incl. GST) - This is to be paid at the point of application.

Tuition fees and Miscellaneous fees (to be charged after you have been accepted into NUS):
2 units = $1,382.80 (student from partner university) / $1,728.50 (non-partner university)
4 units = $2,765.60 (student from partner university) / $3,457 (non-partner university)
Miscellaneous fees = $73.65
>> Tuition fees will be charged according to the module(s) taken and your home university.

If you encounter any issues with the system or have any questions with regards to the programme, please feel free to email scisap@nus.edu.sg and we will assist accordingly.

User Guide on NUS Online Application Portal for Non-Graduating (NG) Students
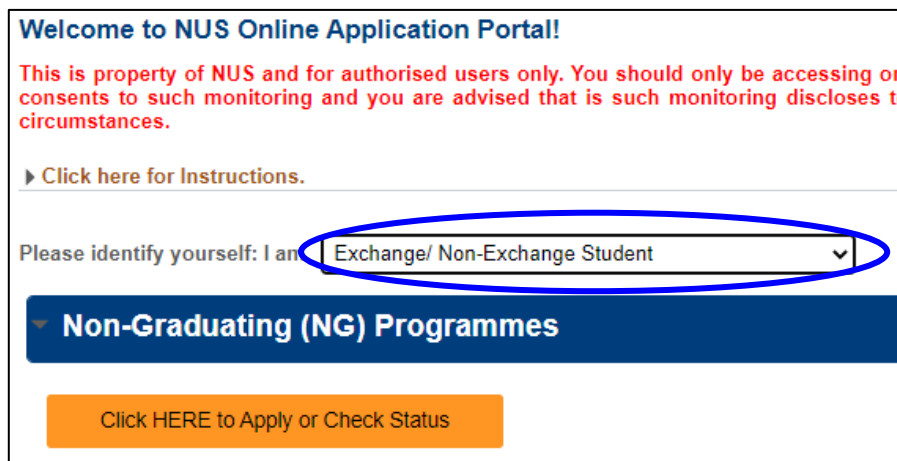
Contents

User Guide on NUS Online Application Portal for Non-Graduating (NG) Students

1. Before Applying
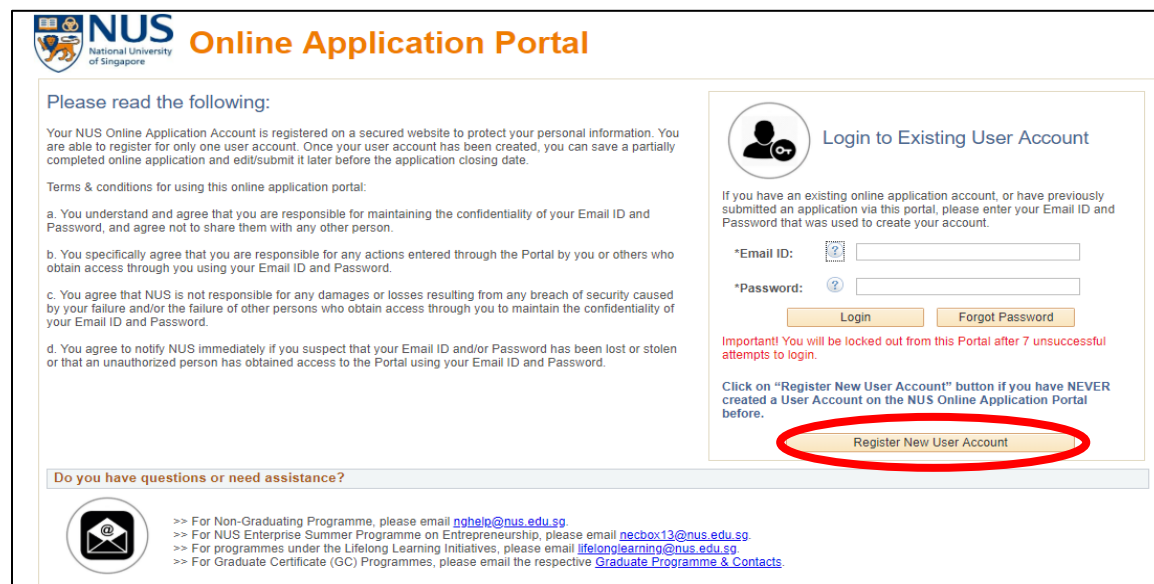
Please read the instructions before proceeding with your application.
*Note: Remember to add the site **https://myapplications.nus.edu.sg** to your allowed/trusted sites in your internet browser if you are using a pop-up blocker.*

i) Select **'Exchange/ Non-Exchange Student'**.

ii) You are required to create a new account if you have not registered before.

User Guide on NUS Online Application Portal for Non-Graduating (NG) Students

iii) Please note that all fields are <u>mandatory</u>.

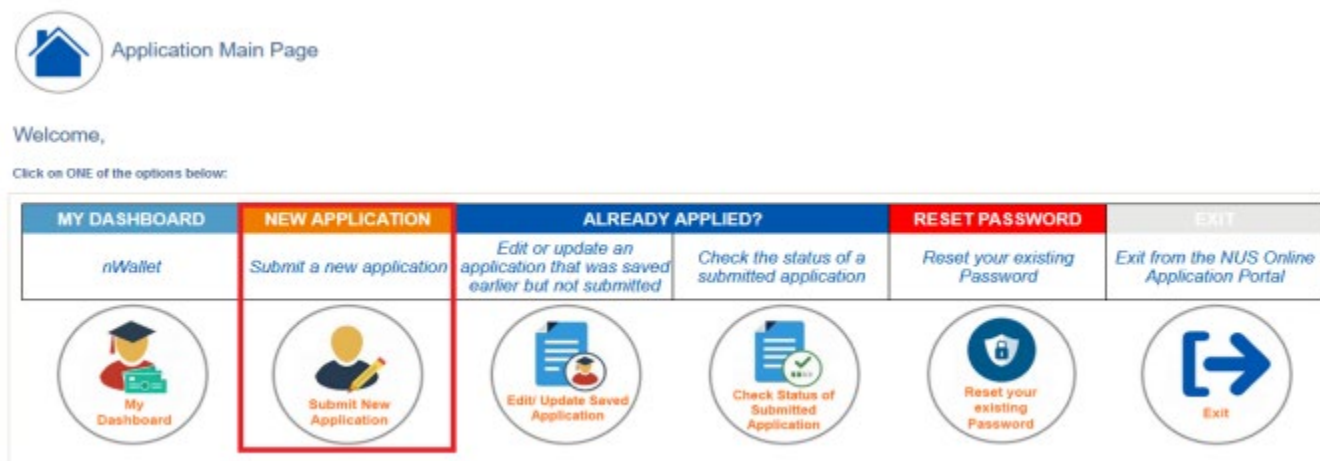| Register New Account		
Item	**Field**	**Remarks**
1.	Email ID	- Please use an email address that you commonly use. This will be your User Name to login to your account and for correspondence on your application.
2.	Residency Status	Please indicate if you are an **International, Singapore Citizen or Singapore PR** student
3.	National ID Type	- For International Students, please choose the option '**Passport No**' from the dropdown list.
4.	NRIC/FIN/Passport No	- For International Students, please ensure that your passport has a valid expiry date before departing to Singapore. (If your passport has expired and you are in the process of getting a new passport, please write your old passport number when registering a new account and email a scan copy of your new passport to nghelp@nus.edu.sg as soon as you have it.)
5.	Date of Birth **(DD/MM/YYYY)**	- This field will be auto-filled by the system based on the data entered when creating account. Please ensure that the date of birth provided is as printed on your passport.
6.	• First Name [Given name and Middle Name (*if applicable*)] • Last Name (Family name) • Official Name	- **If your full name consists of *middle name*, please include it in the 'First Name' field.** - The field for 'Official Name' will be auto-filled by the system based on the first and last names you had provided. If it is not in the order as reflected in your NRIC/ FIN/ Passport, please change accordingly in the textbox.

		- If your name consists of non-English letters/vowels/characters (e.g. |, ö, ä, æ, ï, β), please replace them with the corresponding English alphabetical character(s) when you input it in the online application form. - If you try to use any non-English character(s), the system will prompt an error message.
7.	Password	- Your password must fulfill the following rules: a) at least **8** characters in length b) contain at least **one** alphabet c) contain at least **one** number d) contain at least **one** uppercase letter e) contain at least **one** lowercase letter f) contain at least **one** symbol g) **Cannot** contain any part of **your name**

Once your account has been successfully created, you should receive an automated email informing you of the account creation in your email inbox or junk/spam folder. **Please remember to check the junk/spam folder of the email you had indicated, as it may be sent to that folder instead of your inbox. If you did not receive the email after one day, please write to nghelp@nus.edu.sg for assistance.**

User Guide on NUS Online Application Portal for Non-Graduating (NG) Students

2. Application Main Page

a)   Once you have successfully logged in, click on 'Submit New Application' to start your application.

b) Select the options as indicated below.

3. Selection of Module(s)

a) Click 'Add/Select New Module' to select the module you have applied.

To add modules, click here.

b) Search for the module using the module code. OR you may select 'Faculty of Science' and click search and the list of modules will appear. Check the box (es) at the last column of the table, and click 'Save' to confirm the module(s) you had selected. If you did not check the box, the module will not appear in the module summary page.

Modules available:
Session A: DSA1361 Introductory Data Science with Python and Tableau (2units)**
Session A: DSA2362 Decision Trees for Machine Learning and Data Analysis (2units)**
Session B: FSC3101 Evidence in Forensic Science (4units)
Session B: FSC4203 Forensic Toxicology and Poisons (4units)
Session B: FSC4205 Criminalistics: Authenticity, Fraud and Counterfeit (4units)
Session B: PC1346 A Basic Introduction to Medical Physics (4units)
Session B: PC3251 Nanophysics (4units)

**Note: DSA1361 & DSA2362 can be taken concurrently.

c) Click on 'Edit Rank'

Indicate '1' for the rank if you have applied for one module.

If you have applied for two modules, 'Edit Rank' as shown below.

User Guide on NUS Online Application Portal for Non-Graduating (NG) Students

(This is a system requirement, you need to do the ranking in order to proceed to the next step.)

Module Details								
Rank	Faculty	Module Code	Module Title	Grading Basis	Class Nbr	MCs	More module info	Delete
1	Faculty of Science	DSA1361	Introductory Data Science with Python and Tableau	Graded	L1	2.00	More module info	Delete
2	Faculty of Science	DSA2361	Data Analytics for Customer Insights	Graded	L1	2.00	More module info	Delete

Add/Select New Module   Edit Rank

Click on 'Save Edit Rank'.

Module Details								
Rank	Faculty	Module Code	Module Title	Grading Basis	Class Nbr	MCs	More module info	Delete
1	Faculty of Science	LSM4218	Biotechnology and Biotherapeutics	Graded	L1	4.00	More module info	Delete

⚠️ Check your module ranking order preference.
Click on "Edit Rank" to change or rectify your module order preference.

Add/Select New Module   Save Edit Rank

d)   Semester of Intended Study at NUS

Select "ST Part 2" and indicate the **Year of Study during Study Abroad** from the dropdown lists.

Semester(s) of Intended Study at NUS

Select Semester(s) of Stay   [ST Part 2 ▾]   Year of Study During Study Abroad   [▾]

Applicants intending to study at NUS for more than one semester / one part of the Special Term will be informed to add modules in the subsequent semester / part of the Special Term in the middle of the semester / part of the Special Term. Please refer to the NUS Academic Calendar for exact dates.

Students should select year of study during study abroad based on the expected year of study in their programme.

#ST = Special Term.

4. Personal Particulars

Fields marked with * are **mandatory**.

Personal Particulars		
Item	Field	Remarks
1.	Date of Birth (DD/MM/YYYY)	- This field will be auto-filled by the system based on the data entered when creating account. Please ensure that the date of birth provided is as printed on your passport.
2.	• First Name [Given name and Middle Name (*if applicable*)] • Last Name (Family name) • Official Name	- **If your full name consists of a *middle name*, please include it in the 'First Name' field.** - The field for 'Official Name' will be auto-filled by the system based on the first and last names you had provided. If it is not in the order as reflected in your NRIC/ FIN/ Passport, please change accordingly in the textbox. - If your name consists of non-English letters/vowels/characters (e.g. |, ö, ä, æ, ï, β), please replace them with the corresponding English alphabetical character(s) when you input it in the online application form. - If you try to use any non-English character(s), the system will prompt an error message.
3.	Citizenship (Country)	- For International Students, the application of your Student's Pass will based on the citizenship you have selected here. - If you are holding a dual citizenship, please indicate only one from the drop-down menu.

4.	Alternate Email Address	- Please provide a valid and accurate email address that you will check regularly. NUS will correspond with you through the primary email address for post application-related matters, such as acknowledgement of application, request for additional supporting documents and outcome of application. - NUS **will not** be responsible for any undeliverable e-mails and the consequences that follow.
5.	Mobile / Home Phone No	- Add country and area codes for both the numbers. - Do not add dashes and other symbols.
6.	Home / Mailing Address	- Ensure that you provide a valid and complete address. - For Singapore addresses, fill in the Postal Code and Unit No (if applicable), and press on the 'Populate Address'. The fields will be filled automatically for Address Line 1 and 2. - If your Mailing Address is the same as your Home Address, ticking the checkbox will copy your Home Address to your Mailing Address. Otherwise, fill up the fields accordingly. - NUS **will not** be responsible for any unsuccessful mail deliveries due to incorrect/incomplete addresses provided.

User Guide on NUS Online Application Portal for Non-Graduating (NG) Students

5. Academic Qualifications

a) You are required to indicate the name of the institution which you are still attending and the duration of the programme.

If you are currently a Master/ PhD student intending to read modules, please indicate the institution where you obtained your Bachelor's degree.

b) Click on 'Add New Qualification' to proceed.

Add New Qualification		
Item	**Field**	**Remarks**
1.	Country	Select your Home University's Country from the dropdown list.
2.	My current home university	Check this box if you are currently studying in the institution you have entered.
3.	Institution Name	Click on the magnifying glass. The available institutions will show up in the pop up window. If the list is too long, click on 'Advanced Lookup' and search by "Institution Name".
4.	Qualification Name (Degree/Diploma Name)	Please provide the full name of your programme.
5.	Qualification Status (Degree/Programme Status)	Select the status of your programme from the dropdown list.
6.	Discipline	Please select the discipline closest to your current primary programme. If you have selected modules earlier, this will also be used to determine if you get priority for the modules. *Note - If you are from one of the disciplines below, please refer to the name you should select:* • **LAW** – Faculty of Law • **NURSING** – *Alice Lee Ctr for Nursing Stud* • **MUSIC** – Yong Siew Toh Conserv of Music • **PUBLIC POLICY** – *LKY School of Public Policy* • **PUBLIC HEALTH** – *SSH School of Public Health*
7.	Start / Completion / Expected Completion Date	Please complete all fields.

6. Uploading Supporting Documents

ALL students are required to upload supporting documents. The maximum file size of each file should not exceed 1MB. *Files to be uploaded should not have duplicate names.*

You are still required to submit the documents in hardcopy.

Uploading Supporting Documents		
Item	**Field**	**Remarks**
1.	Official Transcript with grade legend	Your latest academic transcript **with grade legend** in PDF format.
2.	Record of courses taken in current semester/term	Courses that you are currently taking, but not reflected in the academic transcript.
3.	NRIC/ FIN/ Passport	- International Students should upload a copy of your passport bio-data page. - If you are a Singapore Citizen or Singapore Permanent Resident, upload a copy of the front and back of your NRIC. - If you are already holding to a valid pass which allows you to stay in Singapore, upload a copy of the front and back of the pass.
4.	Student status letter from Home University	Indicating your expected graduate date/month and current student status in your home university.
5.	Other Supporting Documents	Optional, if any.

*Please name your documents according to the "Recommended File Name" column shown in the same table while uploading documents.

7. Other Details & Declarations

All the sections in this page are mandatory. You will receive an error message if you leave any of them unchecked.

Other Details & Declarations		
Item	**Sub-section**	**Remarks**
1	Health and Support	- Select "Yes" if you have any disabilities that may cause you to require special assistance while studying at the University. - If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.
2	Declaration	- If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.

8. Confirmation Page

Please check all the details provided before clicking "Confirm and Proceed to Pay", and you will then be redirected to make payment for the registration fee of $100 (inclusive of GST).

If you are not ready to make payment yet, you can click "Save & Return to Main Page" and resume your application at a later date.

If you require to make changes to your application you can also either press the "Edit" button or press "Previous Page" to make the changes.

Payment Details

NOTE: Applicants applying for GSSP will need to complete the application fee payment in order for your application to be considered. If you are an EXCHANGE STUDENT (nominated by your home university), you should not be seeing this – if you are, please submit an application under "Non-Graduating Exchange Student" instead.

Total Application Fee (Incl of GST) : $100

PREVIOUS PAGE		CONFIRM AND PROCEED TO PAY
		SAVE & RETURN TO MAIN PAGE

You will be requested for your Name, Address and Email Address at the Payment Page.
Payment Methods available are Visa, Mastercard, American Express, Alipay and Paynow.
After keying in the relevant card details/making payment, you will see the tax invoice for the payment.
If payment is unsuccessful, you will not see the tax invoice; if you are unable to return to the payment page, please wait for at most 2 hours and at your application page, you should be able to see a "Make Payment" button.

TAX INVOICE / RECEIPT

NUS
National University of Singapore

Summary

Payer:

Name
Address

National University of Singapore
Office of Finance, University Hall
21 Lower Kent Ridge Road
Tan Chin Tuan Wing, UHT #03-02
Singapore 119077
UEN and GST Reg No: 200604346E

Payment Date:	2/02/2023
Total Value:	$100.00
Payment Processed:	$100.00
Payment Reference No:	ECOLL00013089
Bank Auth:	Braintree fhjtc3aa
Invoice/Receipt Number:	WR03009017
Payment Method:	American Express
Transaction Reference Number:	NUS0000000289

Receipt Description	Quantity	Unit Amount	Amount
*Application Fee	1	$92.59	$92.59
Name: Name			
Programme Name: Global Science Summer Programme			
Total Amount Before GST			$92.59
Add: GST*			$7.41
Total Amount After GST			$100.00

This is a system generated document. No signature is required. All amounts in SGD.
*Subject to GST (8%) | ^Out of Scope for GST | #Zero Rated for GST

The tax invoice, as well as an acknowledgment of the application will be sent to your primary email address.

- Inaccurate or false information or omission of material information provided will render your application invalid, and if admitted based on such information, you may be expelled from NUS. The University reserves the right to reject applications that are incomplete or inaccurate.
- We will be communicating with you mainly via email. To prevent our emails from being blocked or filtered into the Junk/Spam folder, please add our domain "nus.edu.sg" to your safe senders list.
- Online applications that are submitted without the payment of the registration fees will **NOT** be processed.
- All supporting documents that are not in English **must** be accompanied by an official certified English translation of the contents.

9. Check Application Status

To check on the status of your application, return to the main page and click on "Check Status".
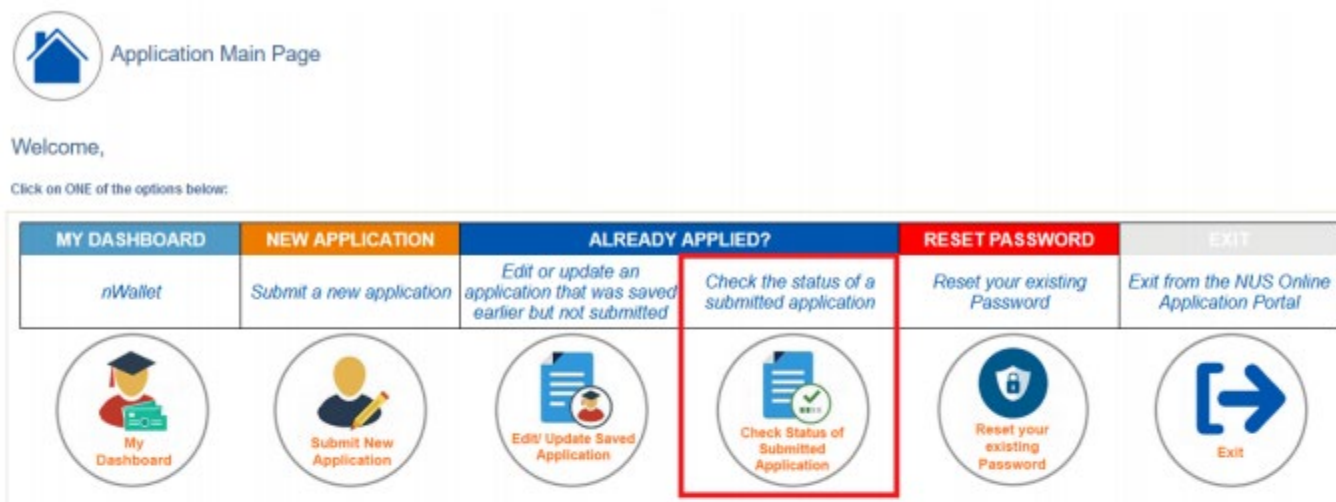
You will be able to see the status of your applied modules, as well as the submission date and time.

APPLICATION OUTCOME

Application Number:	N000023813	Application Status:	Processing	Course Type	Non-Graduating
Academic Year & Semester:	2019/2020 Semester 2			Academic Programme:	Exchange (Coursework)
Name:				Level of Study/ Sub-programme:	University Level (UG)

Module Details

Rank	Faculty	Module Code	Module Title	Class Nbr	Grading Basis	MCs	Status	Reason	More module info
1	Faculty of Arts & Social Sci	GES1008	Ethnicity and Nation-Building: Singapore and Malaysia	L1	Graded	4.00	Processing	Processing	More module info
2	Faculty of Arts & Social Sci	GES1031	Culture and Communication in Singapore	L1	Graded	4.00	Processing	Processing	More module info
3	Faculty of Arts & Social Sci	LAJ1201	Japanese 1	L1	Graded	4.00	Processing	Processing	More module info
4	Faculty of Arts & Social Sci	GEH1006	Chinese Music, Language and Literature (in English)	L1	Graded	4.00	Processing	Processing	More module info
5	Faculty of Arts & Social Sci	GE1101E	Geographical Journeys: Exploring World Environments	L1	Graded	4.00	Processing	Processing	More module info
6	School of Computing	CS3247	Game Development	L1	Graded	4.00	Processing	Processing	More module info
7	Faculty of Arts & Social Sci	EC1301	Principles of Economics	L1	Graded	4.00	Processing	Processing	More module info
8	School of Computing	CS1010	Programming Methodology	S1	Graded	4.00	Processing	Processing	More module info

Application Submission Date/ Time: 13/12/2019   2:59:20PM