

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 2024 (GSSP 2024). Please use this guide to aid you in your application for GSSP 2024.

Please note that the course offerings are as such:

1 July 2024 - 19 July 2024

DSA1361 Introductory Data Science with Python and Tableau (2 units)**

DSA2362 Decision Trees for Machine Learning and Data Analysis (2 units)**

**You can take both DSA1361 and DSA2362 concurrently.

You are not required to apply for a Student Pass (the social visitor/tourist pass lasts for 30 days).

Please note the fees for GSSP:

Registration fees: \$109 (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 = \$1,395.60 (student from partner university) / \$1,744.50 (non-partner university)

4 units = \$2,791.20 (student from partner university) / \$3,489.00 (non-partner university)

Miscellaneous fees = \$79.01

>> Tuition fees will be charged according to the course(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.

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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'.

Welcome to NUS Online Application Portal!

This is property of NUS and for authorised users only. You should only be accessing or using this system expressly consents to such monitoring and you are advised that is such action against you as may be warranted in the circumstances.

> [Click here for Instructions.](#)

Please identify yourself: I am Exchange/ Non-Exchange Student

Non-Graduating (NG) Programmes

[Click HERE to Apply or Check Status](#)

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

NUS Online Application Portal

This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users of this system will have all of their activities on this system monitored and recorded by our IT personnel. Anyone using this system expressly consents to such monitoring and you are advised that is such monitoring discloses to us activity that we consider to criminal or a misuse of our IT system, we will report such activity to the relevant authorities or take such necessary legal action against you as may be warranted in the circumstances.

Please read the following:

Your NUS Online Application Account is registered on a secured website to protect your personal information. You are able to register for only one user account. Once your user account has been created, you can save a partially completed online application and edit/submit it later before the application closing date.

Terms & conditions for using this online application portal:

- You understand and agree that you are responsible for maintaining the confidentiality of your Email ID and Password, and agree not to share them with any other person.
- You specifically agree that you are responsible for any actions entered through the Portal by you or others who obtain access through you using your Email ID and Password.
- You agree that NUS is not responsible for any damages or losses resulting from any breach of security caused by your failure and/or the failure of other persons who obtain access through you to maintain the confidentiality of your Email ID and Password.
- You agree to notify NUS immediately if you suspect that your Email ID and/or Password has been lost or stolen or that an unauthorized person has obtained access to the Portal using your Email ID and Password.

Login to Existing User Account

If you have an existing online application account, or have previously submitted an application via this portal, please enter your Email ID and Password that was used to create your account.

*Email ID:

*Password:

[Login](#) [Forgot Password](#)

Important! You will be locked out from this Portal after 7 unsuccessful attempts to login.

Click on "Register New User Account" button if you have NEVER created a User Account on the NUS Online Application Portal before.

[Register New User Account](#)

Do you have questions or need assistance?

>> For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg
>> For Graduate Certificate (GC) Programmes, please email the respective [Graduate Programme & Contacts](#)
>> For Specialist/Executive Certificates, please email your enquiries to the respective programme office.
>> For Non-Graduating Programme, please send your enquiry [here](#).
>> For NUS Enterprise Summer Programme on Entrepreneurship, please email necbox13@nus.edu.sg.

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iii) Please note that all fields are mandatory.

Online Application Portal

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Please read the following:

Your NUS Online Application Account is registered on a secured website to protect your personal information. You are able to register for only one user account. Once your user account has been created, you can save a partially completed online application and edit/submit it later before the application closing date.

Terms & conditions for using this online application portal:

- a. You understand and agree that you are responsible for maintaining the confidentiality of your Email ID and Password, and agree not to share them with any other person.
- b. You specifically agree that you are responsible for any actions entered through the Portal by you or others who obtain access through you using your Email ID and Password.
- c. You agree that NUS is not responsible for any damages or losses resulting from any breach of security caused by your failure and/or the failure of other persons who obtain access through you to maintain the confidentiality of your Email ID and Password.
- d. You agree to notify NUS immediately if you suspect that your Email ID and/or Password has been lost or stolen or that an unauthorized person has obtained access to the Portal using your Email ID and Password.

Register New User Account

Please enter the following details to register for a new NUS Online Application User Account. It is critical that you provide accurate information when registering your Account as it will be used for verification against your NUS records.
(if you have previously registered an account, please login as an existing user)

*Email ID:

*Confirm Email ID:

*Residency Status:

*National ID Type:

*National ID:

Last 4 characters of your National ID (NRIC/FIN/Passport)

*Date of Birth: (DD/MM/YYYY)

*First and Middle Names:

*Last Name/Surname:

*Official Name:

(as reflected in your NRIC/FIN/Passport)

NUS Email ID:

*Password:

*Confirm Password:

Register New User Account
Back to Login Page

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.	<ul style="list-style-type: none"> • First Name [Given name and Middle Name (if applicable)] 	<ul style="list-style-type: none"> - 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

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	<ul style="list-style-type: none">• Last Name (Familyname)• Official Name	<p>in your NRIC/FIN/Passport, please change accordingly in the textbox.</p> <ul style="list-style-type: none">- If your name consists of non-English letters/vowels/characters (e.g. , ö, ä, æ, ï, ß), 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	<ul style="list-style-type: none">- Your password must fulfill the following rules:<ol style="list-style-type: none">a) at least 8 characters in lengthb) contain at least one alphabetc) contain at least one numberd) contain at least one uppercase lettere) contain at least one lowercase letterf) contain at least one symbolg) 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.**

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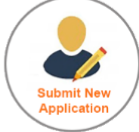

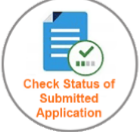


2. Application Main Page

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


Application Main Page

Welcome,

Click on ONE of the options below:

MY DASHBOARD	NEW APPLICATION	ALREADY APPLIED?		RESET PASSWORD	EXIT
<i>nWallet</i>	<i>Submit a new application</i>	<i>Edit or update an application that was saved earlier but not submitted</i>	<i>Check the status of a submitted application</i>	<i>Reset your existing Password</i>	<i>Exit from the NUS Online Application Portal</i>
 My Dashboard	 Submit New Application	 Edit/ Update Saved Application	 Check Status of Submitted Application	 Reset your existing Password	 Exit

b) Select the options as indicated below.

Course Type and Level of Study/Programme:		
	*Course Type:	Non-Graduating
	*Academic Year & Semester:	2023/2024 Special Term(Part 2) ▼
	*Programme/Student Category:	Non-Exchange(Summ/Wint/SpTerm) ▼
	*Specialisation/Level of Study:	Global Sci SummerProgram(NGNE) ▼
	*Faculty:	Faculty of Science ▼

3. Selection of Course(s)

a) Click 'Add/Select New Course' to select the course you have applied.

Course Details											
Rank	Faculty	Course Code	Course Title	Grading Basis	Class Nbr	Units	Equivalent Pre-requisites from your home institution (module/course code only)	Course Status	More course info	Delete	
0									More course info	Delete	

Add/Select New Course To add courses, click here.

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

Search for Courses

Please refer to the course selection tips [here](#) before proceeding to select a course.

To select a course that you would like to apply to, click either on the dropdown list and select the "Faculty" which is offering the course, enter the course code or course title in the respective boxes and click on "Search".

In the list of courses that appear, click on the "Select" checkbox to select the course that you would like to apply for.

Finally, click "Save" at the bottom.

Faculty:

Course Code:

Course Title:

Select Courses:								
	Faculty	Course Code	Course Title	Grading Basis	Class Nbr	Remaining Quota	More course info	Select
1	Faculty of Science	DSA1361	Introductory Data Science with Python and Tableau	Graded	L1	50	<input type="button" value="More course info"/>	<input type="checkbox"/>
2	Faculty of Science	DSA2362	Decision Trees for Machine Learning and Data Analysis	Graded	L1	50	<input type="button" value="More course info"/>	<input type="checkbox"/>

c) Click on 'Edit Rank'

Course Details											
Rank	Faculty	Course Code	Course Title	Grading Basis	Class Nbr	Units	Equivalent Pre-requisites from your home institution (module/course code only)	Course Status	More course info	Delete	
1	Faculty of Science	DSA1361	Introductory Data Science with Python and Tableau	Graded	L1	2.00			More course info	Delete	

Add/Select New Course **Edit Rank**

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

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

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

Course Details											
Rank	Faculty	Course Code	Course Title	Grading Basis	Class Nbr	Units	Equivalent Pre-requisites from your home institution (module/course code only)	Course Status	More course info	Delete	
1	Faculty of Science	DSA1361	Introductory Data Science with Python and Tableau	Graded	L1	2.00			More course info	Delete	
2	Faculty of Science	DSA2362	Decision Trees for Machine Learning and Data Analysis	Graded	L1	2.00	N.A.		More course info	Delete	

Add/Select New Course **Save Edit Rank**

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Click on '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 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 courses 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.

Special Term in the

1
2
3
4
5
6

4. Personal Particulars

Fields marked with * are **mandatory**.

Biographical Data	
National ID Type	
*NRIC/FIN/Passport No	<input type="text"/> <input type="checkbox"/> Display full *NRIC/FIN/ Passport No
*Date of Birth	<input type="text"/> <input type="button" value="B"/>
*Gender	<input type="text"/>
*Name Prefix	<input type="text"/>
*First & Middle Names	<input type="text"/>
*Last Name	<input type="text"/>
*Official Name	<input type="text"/> (as reflected in NRIC/FIN/Passport)
*Birth Country	<input type="text"/>
*Marital Status	<input type="text"/>
*Citizenship (Country)	<input type="text"/>
Residency Status	
Contact Details	
Email Address	<input type="text"/>
*Alternate Email Address	<input type="text"/>
*Mobile Phone No	<input type="text"/>
Home Phone No	<input type="text"/>
Home Address	Mailing Address
Note: For Singapore postal code, it will auto-populate the address except for Unit or House number, Please ensure your address is complete.	
*Country	<input type="text"/>
*Postal Code	<input type="text"/>
*Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
<input type="checkbox"/> Please tick the checkbox if your Mailing Address is the same as the Home Address.	
*Country	<input type="text"/>
*Postal Code	<input type="text"/>
*Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>

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.	<ul style="list-style-type: none"> First Name [Given name and Middle Name (<i>if applicable</i>)] Last Name (Family name) Official Name	- If your full name consists of <i>middle name</i>, 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, ß), 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 be 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

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		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 <u>Singapore addresses</u> , 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.

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 courses, please indicate the institution where you obtained your Bachelor's degree.

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

Add New or Edit Qualification

Qualification

*Country My current home university

*Institution Name

*Qualification Name

*Qualification Status Discipline (Choose the discipline closest to your field of study)

Start Date Day Month *Year

Completion Date/ Expected Completion date: Day Month *Year

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 popup 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 <u>closest</u> to your current primary programme. If you have selected courses earlier, this will also be used to determine if you get priority for the courses. <i>*Note - If you are from one of the disciplines below, please refer to the name you should select:</i> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> - 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 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.

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7. Other Details & Declarations

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

Health and Support

*Do you have any past or current 1) medical, e.g. epilepsy, allergies, tuberculosis, 2) mental health, e.g. anxiety, eating disorder, depression, 3) disability or learning needs, e.g. autism, dyslexia, visual impairment, which may or may not cause you to require support or facilities while studying at the University?

Students with colour-blindness are advised to indicate their condition here as they may face challenges in certain programmes in Engineering, Science and Design & Environment.

Yes No

If you are taking any medications, please provide details of medication in the box below.

If you have a drug or food allergy, please provide details of allergies and briefly describe your reaction.

Note: Disclosure will not disadvantage your application. The information will enable the University to develop a better understanding of an applicant's need for support/resources during his/her studies in NUS, and to ascertain if provisions required are available, in an effort to make the student experience a positive one. As such, accurate information is vital for the University to make reasonable adjustments where possible to support specific needs.

***Other Declarations**

Declaration of past offences, current criminal or disciplinary proceedings, etc.

Have you ever been convicted of an offence by a court of law or a military court (court martial) in any country, suspended or expelled from an educational institution or terminated from your employment for any reason, or are there any court or disciplinary proceedings pending against you in any country?

If your answer to the above question is 'No', please click 'No' below.

No

OR

If your answer to the above question is 'Yes', please click 'Yes' below and provide a full statement of the relevant information in the box below and/or upload details as a supporting document. Other relevant documents should also be uploaded.

Yes

*I understand that enrolment into NUS courses are not guaranteed and I will exercise flexibility in course selection at any point of time.

*I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information given or any omission of information required shall render this application invalid and NUS may at its discretion withdraw any offer of acceptance made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from NUS. And I hereby authorise NUS to obtain and verify any part of the information given by me from or with any source (such as Ministry of Education), as it deems appropriate.

*I declare and warrant that for any personal data of other individuals disclosed by me in connection with this application, I have, prior to disclosing such personal data to NUS, obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit NUS to collect, use and disclose such personal data for purposes related to this application, as set out fully in the [NUS Personal Data Notice](#).

*I agree that all such information provided by me in connection with this application may be disclosed to authorised NUS personnel or third parties on a need-to-know basis for purposes related to this application, as set out fully in the [NUS Personal Data Notice](#). Third parties include (i) the Ministry of Education, other government agencies or statutory bodies or non-government agencies authorised to carry out specific Government services or duties and (ii) persons or organisations providing student with financial aid.

*If I am an International applicant, I understand that I am required to adhere to the regulations of the Immigration & Checkpoints Authority (ICA) of Singapore on having a valid residency status in Singapore to study at NUS.

Other Details & Declarations		
Item	Sub-section	Remarks
1.	Health and Support	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.

8. Confirmation Page

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

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 \$109 (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 need 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) : \$109

[PREVIOUS PAGE](#) [CONFIRM AND PROCEED TO PAY](#)

[SAVE & RETURN TO MAIN PAGE](#)

You will be requested for your Name, Address and Email Address on 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.

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.


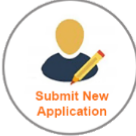

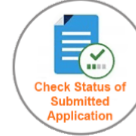


9. Check Application Status

To check on the status of your application, return to the main page and click on “Check Status”.

Application Main Page

Welcome,

Click on ONE of the options below:

MY DASHBOARD	NEW APPLICATION	ALREADY APPLIED?	RESET PASSWORD	EXIT	
<i>nWallet</i>	<i>Submit a new application</i>	<i>Edit or update an application that was saved earlier but not submitted</i>	<i>Check the status of a submitted application</i>	<i>Reset your existing Password</i>	<i>Exit from the NUS Online Application Portal</i>
 My Dashboard	 Submit New Application	 Edit/ Update Saved Application	 Check Status of Submitted Application	 Reset your existing Password	 Exit

You will be able to see the status of your applied courses, as well as the submission date and time.