

## **User Guide for Non-Graduating (NG) Application System**

Welcome! This PDF serves to guide you through the steps of submitting your NUS Enterprise Summer Programme on Entrepreneurship application.

# User Guide for Non-Graduating (NG) Application System

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# User Guide for Non-Graduating (NG) Application System

## 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 **Non-Graduating Programme**.

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


**Please read the following:**

Your NUS Online Application Account is registered on a secured website to protect your personal information. You may 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 as long as it is before the stipulated deadline. You are also able to edit your submitted application if it is before the submission deadline.


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.

**Do you have questions or need assistance?**



>> For Non-Graduating Programmes, please email [nogelo@nus.edu.sg](mailto:nogelo@nus.edu.sg).  
>> For Lifelong Learning Initiative for NUS Alumni, please email [lifelonglearning@nus.edu.sg](mailto:lifelonglearning@nus.edu.sg).



### 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:

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.


iii) Please note that all fields are mandatory.

**Please read the following:**

Your NUS Online Application Account is registered on a secured website to protect your personal information. You may 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 as long as it is before the stipulated deadline. You are also able to edit your submitted application if it is before the submission deadline.

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.



### Register New User Account

Please enter the following details to register for a new NUS Online Application User Account.

(if you have previously registered an account, please login as an existing user)

\*Email ID:

\*Confirm Email ID:

\*National ID Type:

\*NRIC/FIN/Passport No:

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

\*First Name:

\*Last Name/Surname:

\*Official Name:  (as reflected in your NRIC/FIN/Passport)

\*Password:

\*Confirm Password:

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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.	National ID Type	For International Students, please choose the option 'Passport No' from the dropdown list.
3.	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 <a href="mailto:nghelp@nus.edu.sg">nghelp@nus.edu.sg</a> as soon as you have it.)
4.	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.
5.	First Name [Given name and Middle Name ( <i>if applicable</i> )] Last Name (Family name) Official Name	<b>If your full name consists of <i>middle name</i>, please include it in the 'First Name' field.</b> 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.
6.	Password	Your password must fulfill the following rules: a) at least <b>8</b> characters in length b) contain at least <b>one</b> alphabet c) contain at least <b>one</b> number d) contain at least <b>one</b> uppercase letter e) contain at least <b>one</b> lowercase letter f) contain at least <b>one</b> symbol <b>g) Cannot</b> contain any part of <b>your name</b>

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](mailto: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,

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

- b) Select from the dropdown list the correct programme you are applying for.

Course Type and Level of Study/Programme:	
	*Course Type: Non-Graduating
	*Academic Year & Semester: 2018/2019 Special Term(Part 2) ▼
	*Programme/Student Category: Non-Exchange(Summ/Wint/SpTerm) ▼
	*Specialisation/Level of Study: NUS Enterprise Summer Prog ▼
	*Faculty: NUS ▼

- c) Click on 'Apply Now' to proceed.

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### 3. Personal Particulars

Fields marked with \* are **mandatory**.

Biographical Data			
National ID Type	NRIC	NRIC/FIN/Passport No	*Date of Birth <input type="text"/> <small>DD MM YYYY</small>
*Name Prefix	Mr <input type="text"/>	*First Name <input type="text"/>	*Last Name <input type="text"/>
*Official Name	(as reflected in NRIC/FIN/Passport)		
*Citizenship (Country)	<input type="text" value="Singapore"/>		
Residency Status	Singapore Citizen		
*Marital Status <input type="text" value="Single"/>			
*Gender <input type="text" value="Male"/>			
Contact Details			
Email Address	<input type="text"/>		
*Mobile Phone No	<input type="text"/>		
*Alternate Email Address	<input type="text"/>		
Home Phone No	<input type="text"/>		
Home Address		Mailing Address	
<small>Note: For Singapore postal code, it will auto-populate the address except for Unit or House number. Please ensure your address is complete.</small>			
*Country	<input type="text"/>	*Country	<input type="text"/>
*Postal Code	<input type="text"/>	*Postal Code	<input type="text"/>
*Address Line 1	<input type="text"/>	*Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>	Address Line 2	<input type="text"/>
Address Line 3	<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.	First Name [Given name and Middle Name (if applicable)] Last Name (Family name) Official Name	<p><b>If your full name consists of a <i>middle name</i>, please include it in the 'First Name' field.</b></p> <p>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.</p> <p>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.</p> <p>If you try to use any non-English character(s), the system will prompt an error message.</p>
3.	Citizenship (Country)	<p>For International Students, the application of your Student's Pass will based on the citizenship you have selected here.</p> <p>If you are holding a dual citizenship, please indicate only one from the drop-down menu.</p>
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.

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		NUS <b>will not be</b> 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	<p>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.</p> <p>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.</p> <p>NUS <b>will not be</b> responsible for any unsuccessful mail deliveries due to incorrect/incomplete addresses provided.</p>

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### 4. 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

Add New Qualification		
Item	Field	Remarks
1.	Country	Select your Home University's Country from the dropdown list.
2.	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".
3.	Degree / Diploma Name	Please provide the full name of your programme.
4.	Degree / Programme Status	Select the status of your programme from the dropdown list.
5.	Start / Completion / Expected Completion Date	Please complete all fields.

- c) **English Language Test Results** - This section is only applicable to applicants who are:

From a non-English medium institution (non-exchange coursework applicants **only**)

TOEFL/IELTS scores are only valid for 2 years from the test date. If the test was taken more than two years ago, you will need to retake it and submit the latest scores. You are required to meet the proficiency requirements indicated on the NUS Enterprise Summer Programme [website](#).



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### 5. 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 also required to submit your documents in hardcopy. Please refer to [this checklist](#) for the hardcopy documents to submit.

All supporting documents that are not in English **must** be accompanied by an official certified English translation of the contents.

Uploading Supporting Documents		
Item	Field	Remarks
1.	Transcript with grade legend	Your latest academic transcript <b>with grade legend</b> in PDF format.
2.	NRIC/ FIN/ Passport	<ul style="list-style-type: none"><li>- International Students should upload a copy of your passport bio-data page.</li><li>- If you are a Singapore Citizen or Singapore Permanent Resident, upload a copy of the front and back of your NRIC.</li><li>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.</li></ul>
3.	Record of courses taken in current semester/term	Courses that you are currently taking, but not reflected in the academic transcript.
Other Supporting Documents		
4.	TOEFL / IELTS test scores	For applicants intending to read modules.
5.	Student status letter from Home University	Letter/Document from your home university certifying that you are a current student registered with the university.
6.	Summer Programme Questionnaire	All applicants are require to upload their questionnaire response.

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### 6. Other Details & Declarations

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

Please complete the questions below

**Disabilities & Special Needs**

Yes

No

☐
☒

Have you had or do you have any communicable diseases, mental illness, color blindness, and/ or disabilities (including but not limited to chronic illnesses, visual or other physical constraints or limitations) which may or may not cause you to require special assistance or facilities while studying at the University?

Note: This information will enable the University to develop a complete profile of an applicant and to determine whether he/she might need additional resources in further studies. The University does not, however, guarantee the provision of special aid (financial or otherwise) to any student.

**Housing**

Housing Requested?

Yes

☐

I understand that this is only an indication of interest in on-campus housing.

Applicants should note that placement into on-campus housing is **not guaranteed**. Applicants may refer to the housing website [here](#) for more information about the application dates and process. Primary consideration for student accommodation will be given to Non-Graduating Exchange students who are undertaking undergraduate modules in NUS.

As demand for on-campus accommodation often outweighs supply, we strongly encourage applicants to also explore off-campus options [here](#) in the event their housing application is unsuccessful.

**Declaration**

Yes

No

☐
☒

Have you ever been convicted of an offence by a court of law or military court (court martial) in any country or are there any court proceedings pending against you anywhere in respect of any offence?

Are you currently, or have you ever been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?

Are you currently, or have you ever been, under investigation or subject to inquiry of any misconduct, scholastic or otherwise, at any educational institution?

☐ "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 authorize 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 Personal Data Notice & Consent.

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

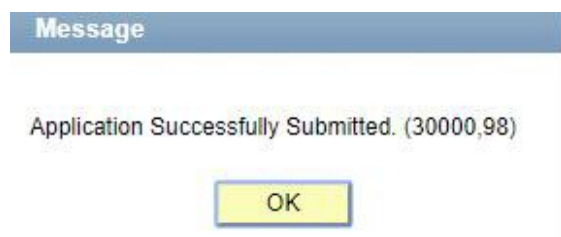
Other Details & Declarations		
Item	Sub-section	Remarks
1	Disabilities & Special Needs	<ul style="list-style-type: none"> <li>Select "Yes" if you have any disabilities that may cause you to require special assistance while studying at the University.</li> <li>If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.</li> </ul>
2	Declaration	<ul style="list-style-type: none"> <li>If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.</li> </ul>

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### 7. Confirmation Page

Please check all the details provided before clicking “Save and Submit”. You can click the “Edit” button of the respective sections to make changes if required.

After clicking the “Save and Submit” button, you will receive a pop-up notification.



An acknowledgement email will be sent to your registered primary email.

#### **IMPORTANT:**

- 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 submission of hard copy supporting documents (where specified) to Registrar’s Office will **NOT** be processed. Please refer to the supporting document checklist [here](#).
- Hard copy supporting documents are **NOT** returnable.
- All supporting documents that are not in English **must** be accompanied by an official certified English translation of the contents.

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### 8. 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,

NEW APPLICATION	ALREADY APPLIED?	RESET PASSWORD	EXIT	
Submit a new application	Edit or update an application that was saved earlier but not submitted	Check the status of a submitted application	Reset your existing Password	Exit from the NUS Online Application Portal

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



Check Application Status

Application Number:	N000000301	Status:	Processing	Course Type	Non-Graduating	
Academic Year & Semester:	2017/2018 Semester 1	Academic Programme:	Exchange (Coursework)	Level of Study/ Sub-programme:	University Level (UG)	
Name:						
Module Details						
Rank	Faculty	Module Code	Module Title	Class Schedule	Remarks	Status
1	Faculty of Arts & Social Sci	EC2101	Microeconomic Analysis I			Processing
2	School of Computing	CS1010	Programming Methodology			Processing
3	School of Computing	CS3235	Computer Security			Processing
4	Faculty of Arts & Social Sci	LAK1201	Korean 1			Processing
5	Faculty of Arts & Social Sci	LAJ1201	Japanese 1			Processing
6	Faculty of Arts & Social Sci	PS1101E	Introduction to Politics			Processing
7	Faculty of Arts & Social Sci	HY3250	Approaches to Singapore History			Processing
8	Faculty of Arts & Social Sci	GEH1045	World Religions			Processing
9	Faculty of Arts & Social Sci	GE3231	Natural Hazards			Processing
10	School of Computing	CS2100	Computer Organisation			Processing

Application Submission Date/ Time: 27/02/2018 11:38:39AM

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### 9. Enquiries

For further application enquiries, please write to [necbox13@nus.edu.sg](mailto:necbox13@nus.edu.sg)