



School of Continuing  
and Lifelong Education

# **NUS Lifelong Learning**

## **Acceptance of Admission Offer and Registration Guide**

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**Semester 1  
Academic Year 2023/2024  
(Commencing on 14 August 2023)**

Congratulations on your successful application!

The purpose of this Acceptance of Admission Offer and Registration Guide is to highlight the activities significant to the incoming student for completing the various formalities towards being officially registered as a student under Continuing & Professional Education (CPE) in the National University of Singapore (NUS).

**Failure to complete any steps within the stipulated timeframe will be deemed you as withdrawn from the programme.**

If you have any queries, please email [lifelonglearning@nus.edu.sg](mailto:lifelonglearning@nus.edu.sg)

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### **Overview of Important Registration Activities and Timelines**

S/N	Activity	Period/Date	Remarks
1	<p><a href="#">Acceptance of Offer</a> and Online Photograph Submission for Student Card.</p> <p>Before accepting the offer(s), please ensure that there is no schedule conflict in class and exam if you intend to enrol in 2 or more courses.</p>	<b>By 6 July 2023</b>	Please ensure your photo meets the <a href="#">requirement</a> (click to view the document embedded).
2	<a href="#">Registration (Part One)</a>	<b>From 3 to 16 July 2023</b> (please wait for our email notification on the steps to take)	It takes about 15 minutes to complete.
3	Registration (Part Two) - Mailing of NUS Student Card to Student's Residence (Singapore mailing address only)	<b>From 24 July to 14 August 2023</b>	<p>Students are to activate their Student Card immediately via the <a href="#">Education Records System (EduRec)</a> upon receiving the Student Card.</p> <p>Returning students will receive email to re-activate their existing Student Cards.</p>
4	Payment of NUS student bill which will be generated from 29 July 2023 onwards.	<b>Payment to be made by latest 13 August 2023</b>	<p>E-payment via EduRec (<a href="https://myedurec.nus.edu.sg">https://myedurec.nus.edu.sg</a>) or Electronic Funds Transfer</p> <p>Click here for more information: <a href="#">Student Finance</a></p>
5	Document Verification Exercise (ONLY applicable to Non-NUS Alumni)	<b>From 14 Aug to 8 Sep 2023</b> (by appointment only, an email invitation will be sent to you)	<p>Location: SCALE @ AS8 (next to NUS Central Library) 10 Kent Ridge Crescent #03-01 Singapore 119260</p> <p>Mondays to Fridays: 9am-12pm and 2pm-5pm (except Public holidays)</p>
6	View your Timetable in <a href="#">EduRec</a> or <a href="#">Canvas</a>	<b>From 10 Aug 2023 onwards</b>	<a href="#">Canvas Student Guide</a>

## 1. ACCEPTANCE OF OFFER AND ONLINE PHOTOGRAPH SUBMISSION FOR STUDENT CARD

You are required to login to the [NUS Online Application Portal \(https://myapplications.nus.edu.sg/\)](https://myapplications.nus.edu.sg/), click on the “**Check Status of Submitted Application**” and complete the following steps to accept or decline your admission offer **by the specified deadline stated – 6 July 2023.**

If you are accepting the offer:

- i) Indicate if you would be taking the course under a GRADED or AUDIT basis if the course offers a choice. Please note that ONLY some courses are offered on a GRADED or AUDIT basis.

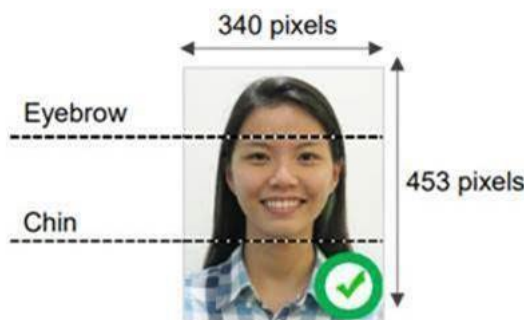
### IMPORTANT:

- You are not able to change the basis after confirming your selection.
  - To be eligible for the **SSG funding**, the course must be **Graded**.
  - Refer to [NUS MODS](#) to ensure there is no schedule conflict (class and exam) if you are enrolling in 2 or more courses before accepting the offers.
- ii) Upload a recent passport-size photograph of yourself. Please ensure your photo meets the [requirement](#) stated in the embedded document.

According to the photo requirement:

- Your face should be at the centre and the distance between your eyebrow and chin should occupy about 50% of the length of the photograph.
- Both the edges of your face and the top of your shoulders must be clearly shown.
- The photo background should be plain and light in colour.
- The photo must not be cropped from candid photographs.

*Acceptable photo sample:*



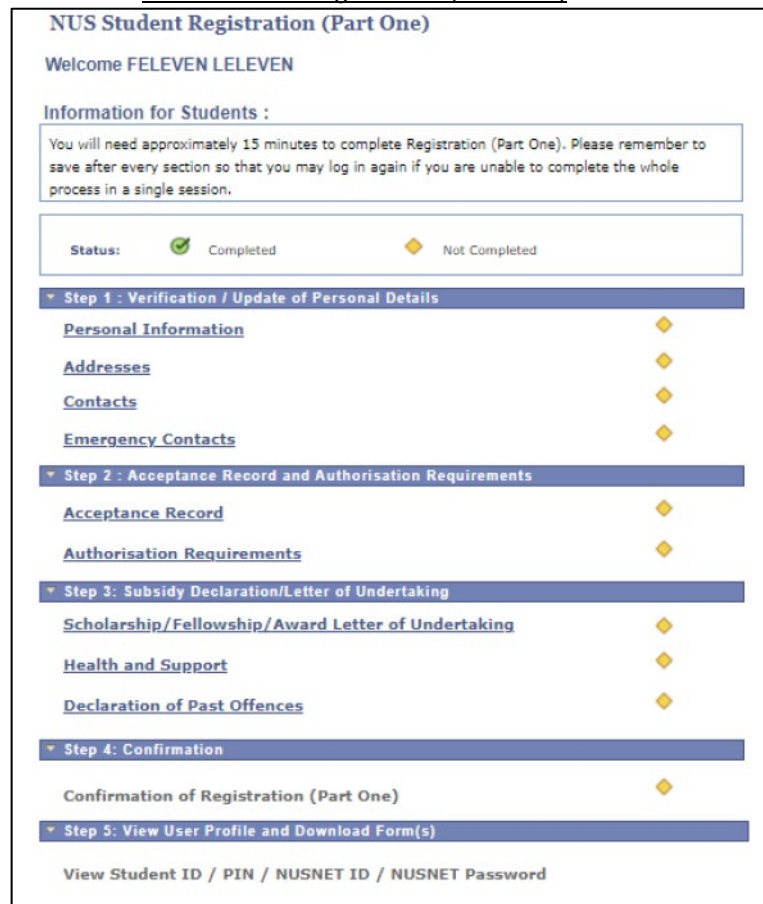
## 2. REGISTRATION (PART ONE)

- i) Go to the Registration Portal at <https://myregistration.nus.edu.sg>
- ii) Login using your N-series Application No. as stated in your online application form (e.g. **N000010023**) as the User ID and use your Password created under the NUS Online Application Portal.

If you have forgotten any of these login credentials, please access the NUS Online Application Portal (<https://myapplications.nus.edu.sg>) and click on the appropriate link to resolve your login issue.

The entire registration process consists of a few steps which will take about 15 minutes.

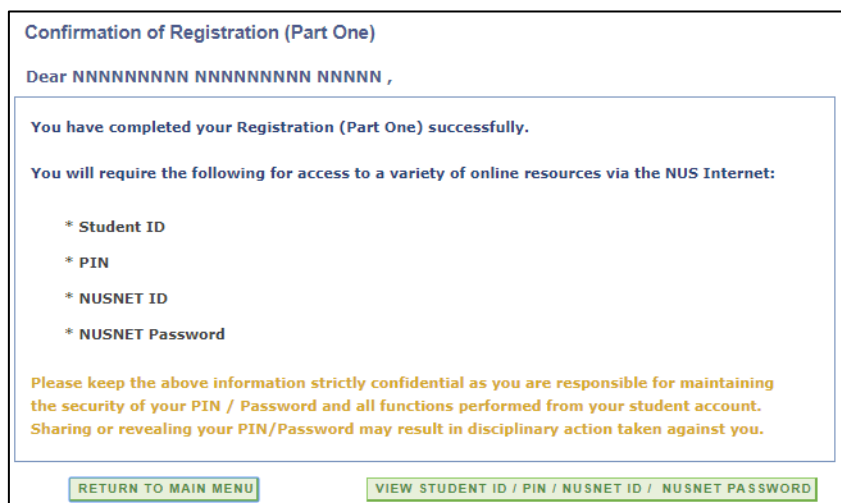
Screenshot of Registration (Part One)



iii) Ensure your mailing address is correct, as your Student Card will be mailed to your registered address (Singapore address only).

iv) Upon completion of Registration (Part One), you will be issued your **Student ID, PIN, NUSNET ID and NUSNET password** at **Step 4** of the registration process. You will need this for all electronic login to NUS systems. **Please retain a screenshot for your easy reference.**

Screenshot of Confirmation Page for Completion of Registration (Part One)



Click on 'View Student ID/PIN/NUSNET ID/NUSNET Password':

**NUS Student Registration (Part One)**

NNNNNNNNNN NNNNNNNNNN NNNNNN

**View Student ID / PIN / NUSNET ID / NUSNET Password**

For authentication purposes, please key in your date of birth below.

Once you have obtained your Login ID, NUS Student Card PIN and NUSNET Password, you must not reveal them to anyone. Please remember that you are responsible for maintaining the security of your PIN/NUSNET Password and all functions performed from the account and PIN assigned to you.

Please enter your \*Date of Birth in DDDMMYYYY format:

(E.g. If your birthdate is 4 May 1980, please enter as 04051980)

Enter the correct Date of Birth and click 'Submit' will lead to the following:

**Student ID/PIN/NUSNET ID/NUSNET Password**

Student ID: [REDACTED]

PIN: [REDACTED]

NUSNET ID: [REDACTED]

NUSNET Password: [REDACTED]

You may wish to print a copy of this page for reference. To print, go to File >> Print.

**You will require your NUSNET ID and NUSNET Password to access the majority of online resources via the NUS intranet. Please keep the above information strictly confidential as you are responsible for maintaining the security of your NUSNET Password/PIN and all functions performed from your account. Sharing or revealing your NUSNET Password/PIN may result in disciplinary action taken against you.**

**Please note that your NUSNET account will only be activated 1 to 2 days after you complete your Registration (Part One).**

**Before you can access NUS Email, NUS Education Records System, module registration systems, LumiNUS and other NUS online services, you are required to first change your default NUSNET Password at <https://exchange.nus.edu.sg> by clicking on "Change NUSNET Password".**

**Please use your NUSNET account to connect to the "NUS\_STU" wireless network. If your device does not support 5GHz, you can connect to "NUS\_STU\_2-4GHz" instead.**

[E-Training Package on Student Essentials](#)

As a world-class University committed to nurturing an environment conducive for the exchange of ideas, advancement of knowledge and intellectual development, there are fundamental skills and basic information for students to learn and be aware of as they embark on their journey with NUS.

**You will be required to complete an e-training package on Student Essentials which will be made available on LumiNUS from Instructional Week 1 (week of 12 August 2019). The e-training package should be completed within eight weeks.**

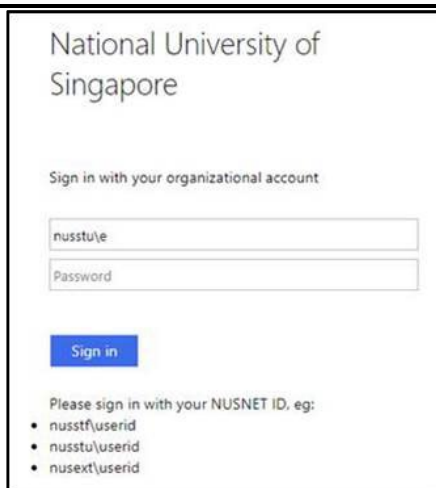
**For students who register after Instructional Week 1, please complete the e-training package within eight weeks after registration. Do note that the completion of the e-training package is compulsory, and failure to do so may impact your access to your unofficial transcripts and student status letters, which are required for applications to programmes like student exchanges and internships amongst others.**

**Please login to LumiNUS after you have successfully changed your default NUSNET Password, and complete the Training before the stipulated deadline.**

- v) Your NUSNET account and NUS email will be activated **two days after** completing Registration Part 1.

Once activated, you are **required to change the default NUSNET password** via the NUS Password Portal ([exchange.nus.edu.sg/passwordportal](https://exchange.nus.edu.sg/passwordportal)) before you can access any NUS online services such as NUS email ([outlook.com/u.nus.edu](https://outlook.com/u.nus.edu)), NUS Education Records System (EduRec) for Registration (Part Two) (<https://myedurec.nus.edu.sg>), [Canvas](#).

*Note: When prompt to sign in with your organisational account, please use 'nusstu' which is the domain for NUS students and enter your user ID as 'nusstu\NUSNET ID - nusstu\xxxxxxx'.*



- vi) **If you have forgotten your password but have not reset it yet**, you can access the Registration Portal (<https://myregistration.nus.edu.sg>) (before start of Semester) to retrieve it.

**Students who have forgotten their NUSNET password after changing it** can seek help by sending an email to [ITCare@nus.edu.sg](mailto:ITCare@nus.edu.sg), stating their full name and A-series Student ID (e.g. A1234567B).

*Always use your **Student Email** when corresponding with us or with other departments/faculties in NUS and state your Student ID on the front cover of your exam answer scripts/booklets.*

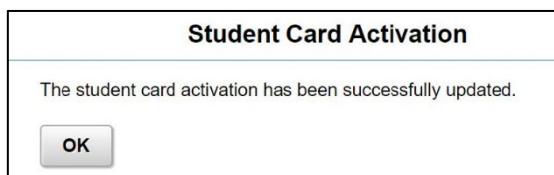
### 3. REGISTRATION (PART TWO): DELIVERY OF NUS STUDENT CARD & CARD ACTIVATION

Upon completing Registration Part One, you will receive your NUS Student Card by post (i.e. if a valid Singapore mailing address is provided) in **late July to early August 2023**. Do check your letterbox regularly during this period.

Upon receiving your NUS Student Card, you need to activate it immediately by logging in to the NUS Education Records System (EduRec) (<https://myedurec.nus.edu.sg>) with your NUSNET ID and password. (Navigation Path: My Homepage > Academics > Registration & Declarations > Student Card Activation).

Please note that access to any NUS facilities, libraries and book loans will take effect one day after activation of the NUS student card.

You should see the following screenshot after activating your Student Card.



**Important note:** If you are a current student or an incoming student under a regular programme at NUS, you will **NOT** receive another new card.

**For returning students in NUS Lifelong Learning**, a new student card will not be issued. Instead, you will receive an email notification on the instruction to **re-activate** your NUS student card.

#### 4. PAYMENT OF NUS STUDENT BILL

##### a. Receive electronic bill

In addition to the course fee, you are required to pay a non-refundable and non-transferable Student Services Fee (SSF) of **S\$25.46** (incl. GST) upon accepting the course. The bill will be generated after you have completed your online Registration (Part One), **from 29 July 2023 onwards**.

If your course is eligible for SkillsFuture Credit (SFC) claim and you are utilizing your SFC, please pay the student bill less off the amount you have claimed for SFC. **Do note that SFC cannot be used to pay for the Student Services Fee (\$25.46).**

Fees can be paid online at Education Records System (EduRec) at <https://myedurec.nus.edu.sg> using E-payment (VISA/MasterCard/AMEX) or via Electronic Funds Transfer (refer to steps below).

- a. Transfer payment to NUS DBS bank account number, details provided as follows:
  - Indicate the **A-series Student Number** in the reference field of the transaction.
  - Please note that this bank account is only for payment of fees reflected on the student bill (from [EduRec](#)).
- b. Make the payment as follows:

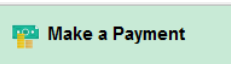
NUS Bank Account Name:	National University Of Singapore
NUS Bank Account Number:	88507200001
Beneficiary's Bank:	DBS Bank Ltd, Singapore

**GIRO payment is not applicable for NUS Lifelong Learning.**

**If you are on company sponsorship**, please download the corporate sponsorship form [HERE](#) for your relevant department who is handling invoicing to complete. **NOTE: The 'Matric Number' in the form refers to your registered Student ID number – e.g. A0123456H.** Please send the completed sponsorship form to [lifelonglearning@nus.edu.sg](mailto:lifelonglearning@nus.edu.sg) by **latest 18 August 2023** to arrange for the corporate billing.

To view your bill, navigate to My Homepage > Financials > Manage Student Financials > Student/Preliminary Bill at <https://myedurec.nus.edu.sg>

##### b. Make payment

1. Proceed to make payment by clicking 
2. Select **NUSFastPay** to proceed to the next page.
3. Select the option Education Records System





4. Enter the Payment Amount for payable and click '**Add to Fees and Charges Cart**'
5. Confirm the payment amount and press '**Process Payment**' to check out. Complete payment using your preferred payment method.
6. Check your payment transactions via Account Inquiry > Payment History.

Please pay your fees by the stated payment due date **(by 13 August 2023)** to avoid being withdrawn from your course(s) of study.

**c. Submission of SkillsFuture Credits Claims\* (only applicable for SSG funded courses)**

Singaporeans aged 25 and above will be able to utilize their SkillsFuture Credits (SFC) for payment of tuition fee for programmes and courses approved by SkillsFuture Singapore (SSG).

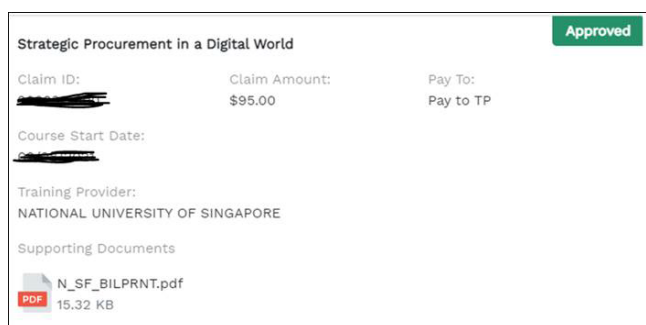
Modular courses approved by SSG for SFC claims are listed in the SFC Course Directory at <https://www.skillsfuture.gov.sg/>

Submission of SkillsFuture Credits claims should be done at <https://www.skillsfuture.gov.sg/Credit> **BEFORE 14 August 2023** with your SingPass. For information on submitting claims using the SkillsFuture Portal, please refer to <https://www.myskillsfuture.gov.sg/content/portal/en/header/faqs/skillsfuture-credit.html>

*\*SFC cannot be used to pay for Student Services Fee (\$25.46).*

For submission of supporting documents required by SSG, please save a copy of the bill found on the Education Records System (EduRec) at <https://myedurec.nus.edu.sg> . To view your bill, navigate to My Homepage > Financials > Manage Student Financials > Student/Preliminary Bill.

**Important note:** Please submit the claim **BEFORE the start of semester (by latest 13 August 2023)** and email to [lifelonglearning@nus.edu.sg](mailto:lifelonglearning@nus.edu.sg) with your details (full name & NUS student ID) as well as a screenshot of your **approved** SFC claim submission to SSG:



Refer [HERE](#) for the guide on how to submit SFC claim(s).

**d. PSEA**

You can apply for PSEA funds to pay for the modular courses. Please complete the PSEA Adhoc FormSG at <https://go.gov.sg/psea-withdrawal-u1a3> to allow one-time withdrawal for only the current semester for payment of Tuition Fees and/or Student Service Fees (SSF).

Make payment of the outstanding balance after offsetting the PSEA amount claimed. Please note that re-application is required for subsequent semesters.

If you are enrolled in SSG-funded course(s), please note that you can only submit one FormSG for ONE SSG-funded course at a time.

You can obtain the SSG course code (TGS-XXXXXXXXXX) in the [Lifelong Learning \(L3\) Catalogue](#) by doing a course title search.

**All PSEA applications should be submitted by the 1<sup>st</sup> instructional week of the semester (before 18 August 2023).** More information on Post-Secondary Education Account (PSEA) can be obtained [here](#).

## 5. DOCUMENT VERIFICATION EXERCISE (not applicable to NUS Alumni)

Original documents required for verification against the documents submitted during online application:

- a. Original Identity card/ Re-entry permit/ Employment Pass and Passport
- b. Original and copy of Academic Transcripts / Certificate
- c. Supporting documents for Enhanced Training Support for SMEs (ETSS). Please obtain Company Sponsorship Letter AND either one of the following documents from your company if you are under SME company-sponsorship:
  - i) CPF Statement (Locals) and SDL Statement (Foreigners) showing the number of employees they are making contribution for OR
  - ii) Audited Financial Statement (showing their revenue) OR
  - iii) Declared Income and Expenditure statement to IRAS for tax purpose
- d. Other certifications (e.g. Singapore Nursing Board practicing certificate)

Individuals found to have provided inaccurate, incomplete, or false information and/or omitted any information required during application, may be liable to disciplinary action, which may result in his/her expulsion from NUS.

## 6. START OF SEMESTER

You may view your timetable in [EduRec](#) or [Canvas](#).

Course Grading (Audit/Graded) will be reflected under **View My Courses** in **EduRec**.

## 7. CONDITIONS OF ADMISSION

This offer of a place is made to you on condition that –

- a) The information you have given in your application form is accurate and you have not withheld material information from the University. Any candidate found to have given inaccurate or false information or to have deliberately omitted material information at the time of application for admission will be refused admission to the University or, in the case of those already admitted, be required to leave or be expelled from the University.
- b) You have complied with all instructions for acceptance of the University's offer of admission, namely that if you are not a Singapore Citizen or a Permanent Resident, you must submit documentary evidence of permission from the Immigration and Checkpoint Authority (ICA), such as a work permit or employment pass or letter of consent, for you to be legally in Singapore so that you can properly attend your course.
- c) You accept and agree to comply with all University statutes, regulations, rules and policies currently in effect and as may be revised from time to time. You expressly declare having read, understood, and agreed to abide the Acceptance Record required of all students of the University. Details of this

Acceptance Record can be found at <http://nus.edu.sg/registrar/administrative-policies-procedures/non-graduating/acceptance-record>

- d) You understand that NUS reserves the right to change the list of courses which can be used to stack towards relevant degree or qualification without prior notice.

## 8. REGISTRATION

All students must be registered before commencing a course of study in the University. Registration refers to a formal process whereby a student enrolls at the start of his/her course of study to become part of the NUS student community. In Registration, all students must update their personal particulars, make specific online declarations, and complete acceptance records.

## 9. STUDENT DISCIPLINE & UNIVERSITY RULES AND REGULATIONS

Student discipline is governed by the University's Statutes and Regulations. Details can be found at <http://nus.edu.sg/registrar/administrative-policies-procedures/non-graduating/discipline>.

As a student of this University, you are required, at all times, to behave honorably so as to uphold the good name of the University. Please familiarize yourself with the rules and regulations of the University and in particular with the rules on examinations which can be found at <http://www.nus.edu.sg/registrar/events/examination.html>

Please take note that the University takes a very serious view of any breach of its examination regulations. Any student found to have breached any of these regulations will be subjected to disciplinary action which may result in his/her expulsion from the University. At no time will the University authorities accept a plea of ignorance as an excuse for a breach of any of its rules.

## 10. ACADEMIC CALENDAR

The NUS Academic Calendar is available at <http://nus.edu.sg/registrar/academic-activities/academic-calendar>

## 11. NUS EDUCATION RECORDS SYSTEM

The NUS **Education Records System (EduRec)** at <https://myedurec.nus.edu.sg> is a single entry point for students to manage a wide range of student transactions relating to academic, finance and personal information. To access the **Education Records System**, you will need your NUSNET ID (e.g. E1234567) and NUSNET password which are released to you upon completion of Registration (Part One). To help new students navigate within the **Education Records System**, the guides and other useful resources are published at the NUS Student Portal (requires NUSNET ID and password to access) (<https://myportal.nus.edu.sg/studentportal/eservices/all/myedurec.html>).

## 12. NUS EMAIL

All students will have an email account at NUS that will be their official point of contact. All communications from the University to students will be via this official email account. As such, you are expected to check this account regularly. You are also expected to be aware of the latest notices/circulars that may be posted on [myPortal@NUS](mailto:myPortal@NUS).

Your NUSNET account and NUS student email will be activated **two days after** you have completed Registration (Part One). A system generated acknowledgement email will be sent to your NUS email account two days after completion of Registration (Part One). You may wish to access your NUS email via the NUS home page (<http://nus.edu.sg/>) and click on “Email” located at the top right hand corner of the webpage.

### 13. LIBRARY MATTERS

You can enjoy the use of all the seven libraries that make up the NUS Libraries to access a rich world of books and information housed in a pleasant environment for studying. They are the Central Library, Chinese Library, Hon Sui Sen Memorial Library, Medical Library, Music Library, Science Library and the CJ Koh Law Library. Except for the CJ Koh Law Library sited on the Bukit Timah Campus, the other six libraries are located in the Kent Ridge Campus. The libraries have books, recommended texts, journals, multimedia, and microforms and provide easy access to web databases across a wide range of disciplines.

Please pay attention to copyright matters when copying library materials as spelt out in the Guide and Library Rules at <http://libportal.nus.edu.sg/frontend/web/about-nus-libraries/library-rules>

Learn how to save your time when looking for course readings or doing research for assignments by attending our library orientation programmes. You will be shown how to use LINC, the online library catalogue and databases. You can also join a library tour to learn more about library resources and services. For more information and to access LINC or other databases, visit the NUS Libraries’ website at <http://www.lib.nus.edu.sg>.

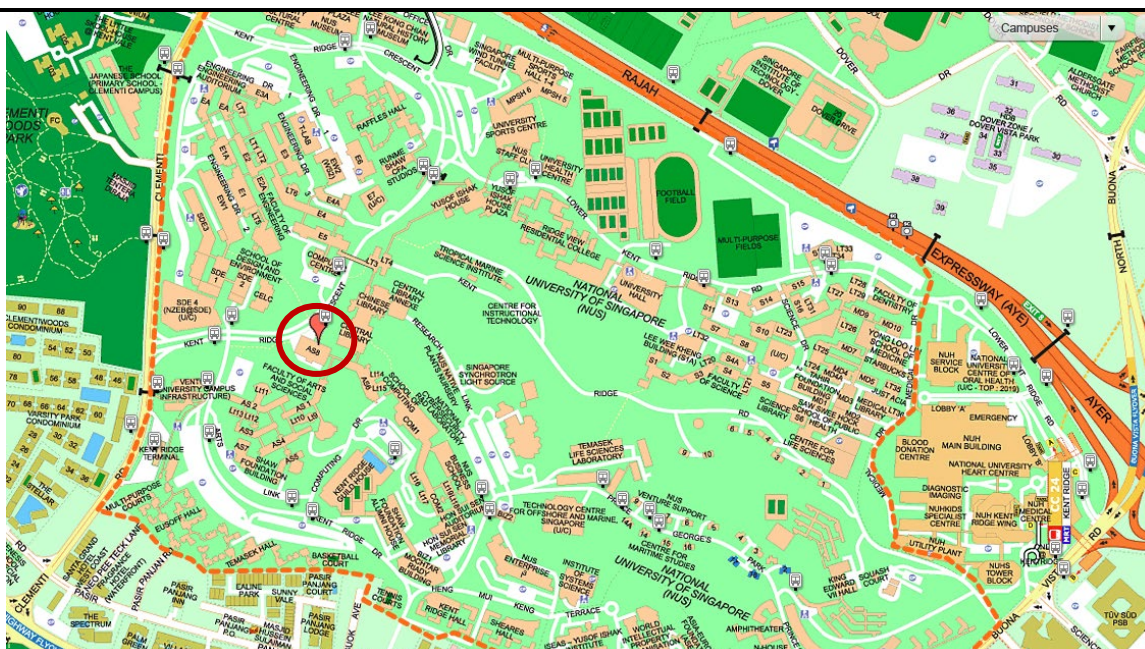
### 14. TRAFFIC REGULATIONS

Parking of student cars is regulated. The University regards the violation of traffic regulations as a serious disciplinary offence. Students are required to park their vehicles in areas designated for them. These areas are clearly demarcated. Students should not park their cars in reserved parking areas or in areas where parking is prohibited. Campus security officers are issued with mechanical means, including wheel clamps, to help them enforce the parking rules.

Fines will be imposed for violating any of the parking regulations. Offences will be reported to the Traffic Police for appropriate action, the campus being a gazette area. Offenders may also be dealt with by their respective Deans under Clause 9 of Statue 25 governing Discipline. Your co-operation will go a long way in ensuring a satisfactory parking system in the campus.

### 15. NUS CAMPUS MAP

The NUS campus map is available online at the NUS website: <http://map.nus.edu.sg/index.php>. The location of SCALE’s office at AS8 is indicated below:



## 16. WITHDRAWAL

If at any time you wish to withdraw from your course of study, you are required to complete a 'Withdrawal Form'. Please inform the support team via email at [lifelonglearning@nus.edu.sg](mailto:lifelonglearning@nus.edu.sg) on your decision so that you can be advised on the next step to take.

Please note that a corresponding grade may be awarded in accordance with the NUS academic calendar. Please refer to the current calendar at <https://nus.edu.sg/registrar/docs/info/calendar/ay2023-2024.pdf> for the schedule of events and its corresponding grade.

An email confirming your withdrawal from the University will be sent to you within 2 weeks after submission of the form.

### Important note:

For withdrawal from **SSG-funded courses** (including those redeemed with virtual vouchers), students may be liable to pay back the SSG training grant plus the prevailing Goods and Services Tax (GST) to NUS in any of the following circumstances:

- Failure to fulfil a minimum attendance of 75% for the course
- Premature withdrawal from the course
- Failure to pass all prescribed coursework, examinations and/or assessments