

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

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

Programme dates: 11 to 22 July 2022

Programme Venue: National University of Singapore (NUS)

Application period: 15 February to 15 March 2022

To find out more about the programme, please visit our website –

<https://enterprise.nus.edu.sg/education-programmes/summer-programme/>

If you require any further clarifications about the programme, please email us at –

necbox13@nus.edu.sg

If you require any further clarifications about the application, please email –

nghelp@nus.edu.sg

Contents

1. Before Applying	3
2. Application Main Page.....	6
3. Intended semester of study.....	7
4. Personal Particulars	8
5. Academic Qualifications	10
6. Uploading Supporting Documents.....	11
7. Other Details & Declarations.....	12
8. NUS Enterprise Summer Programme in Entrepreneurship Requirement.....	15
9. Confirmation Page.....	16
10. Check Application Status	17
11. Enquiries.....	18

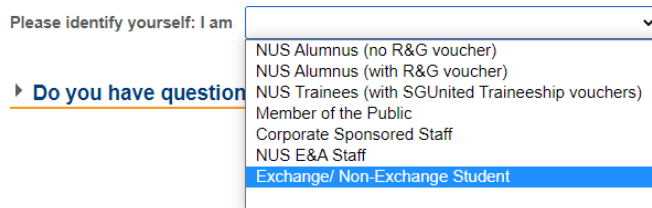
User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

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) Go to <https://myapplications.nus.edu.sg> and select **Exchange/ Non-Exchange Student** from the dropdown list.




Please identify yourself: I am

▶ Do you have question

- NUS Alumnus (no R&G voucher)
- NUS Alumnus (with R&G voucher)
- NUS Trainees (with SGUnited Traineeship vouchers)
- Member of the Public
- Corporate Sponsored Staff
- NUS E&A Staff
- Exchange/ Non-Exchange Student**

- ii) Click on **Non-Graduating Programme** to proceed.
- iii) You are required to create a new account if you have not registered before.



 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.

Please note that all fields are mandatory.

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022



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:

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

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 (Given Name) and Middle Name • Last Name (Family name) • Official Name 	<ul style="list-style-type: none"> – 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.
7.	Password	<ul style="list-style-type: none"> – Your password <u>must</u> fulfill the following rules: <ol style="list-style-type: none"> 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 International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

2. Application Main Page


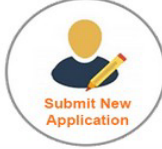

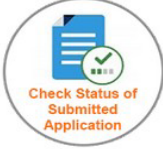


a) Once you have successfully logged in, click on 'Submit New Application' to start your application.



Application Main Page

Welcome,

Click on ONE of the options below:

MY DASHBOARD	NEW APPLICATION	ALREADY APPLIED?		RESET PASSWORD	EXIT
nWallet	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
 My Dashboard	 Submit New Application	 Edit/ Update Saved Application	 Check Status of Submitted Application	 Reset your existing Password	 Exit

b) Select the programme details as below:

- **Course Type:** Non-Graduating
- **Academic Year & Semester:** 2021/2022 Special Term (Part 2)
- **Programme/Student Category:** Non-Exchange (Summ/Wint/Sp Term)
- **Specialisation/Level of Study:** NUS Enterprise Summer Prog
- **Faculty:** NUS

Course Type and Level of Study/Programme:



*Course Type:

Non-Graduating

*Academic Year & Semester:

*Programme/Student Category:

*Specialisation/Level of Study:

Non-Graduating
[Dropdown menu with three options]

Select the academic year and semester you are applying for in NUS.

c) Click on 'Apply Now' to proceed.

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

3. Intended semester of study

- a) All applicants are required to indicate the intended **Semester of Stay** and **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 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.

Please select as below:

- **Select Semester(s) of Stay:** ST Part 2
- **Year of Study During Study Abroad:** Indicate your year of study in your home university, as of July 2022

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

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="BY"/> *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	*Alternate Email Address <input type="text"/>
*Mobile Phone No	Home Phone No <input type="text"/>

Home Address	Mailing Address
<p>Note: For Singapore postal code, it will auto-populate the address except for Unit or House number, Please ensure your address is complete.</p>	
*Country <input type="text"/>	<input type="checkbox"/> Please tick the checkbox if your Mailing Address is the same as the Home Address.
*Postal Code <input type="text"/>	*Country <input type="text"/>
*Address Line 1 <input type="text"/>	*Postal Code <input type="text"/>
Address Line 2 <input type="text"/>	*Address Line 1 <input type="text"/>
Address Line 3 <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 (Given Name) and Middle Name • Last Name (Family name) • Official Name 	<ul style="list-style-type: none"> – 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, i, 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)	<ul style="list-style-type: none"> – 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.

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

4.	Alternate Email Address	<ul style="list-style-type: none">– 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	<ul style="list-style-type: none">– Add country and area codes for both the numbers.– Do not add dashes and other symbols.– This field should only contain numeric values.
6.	Home / Mailing Address	<ul style="list-style-type: none">– 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.

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

5. Academic Qualifications

a) You are required to indicate the name of the institution that 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.

The screenshot shows a form titled 'Qualification' with the following fields and options:

- *Country**: A dropdown menu with a search icon and a checkbox labeled 'My current home university'.
- *Institution Name**: A text input field with a magnifying glass icon and a search bar.
- *Qualification Name**: A text input field.
- *Qualification Status**: A dropdown menu.
- Discipline**: A text input field with a magnifying glass icon and a note: '(Choose the discipline closest to your field of study)'. There is also a dropdown menu next to it.
- Start Date**: Fields for Day, Month, and *Year.
- Completion Date/ Expected Completion date:**: Fields for Day, Month, and *Year.
- Buttons**: 'Save' and 'Cancel' buttons.

Add New Qualification		
Item	Field	Remarks
1.	Country	Select your Home University's Country from the dropdown list.
2.	<i>My current home university</i>	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 <u>closest</u> to your current primary programme. If you have selected modules earlier, this will also be used to determine if you get priority for themodules. <i>*Note - If you are from one of the disciplines below, please refer to the name you shouldselect:</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.

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

6. Uploading Supporting Documents

ALL students are required to **upload** supporting documents. The maximum file size of each file should not exceed 1MB.

Students seeking admission from Semester 2 AY2021/2022 onwards are no longer required to submit hardcopy documents

Uploading Supporting Documents		
Item	Field	Remarks
1.	Transcript with grade legend	Your latest academic transcript with grade legend in PDF format.
2.	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. <p>If you are already holding on to a valid pass which allows you to stay in Singapore, upload a copy of the front and back of the pass.</p>
3.	Financial Documentary Proof in English	<p>For self-financing applicants: Bank statement reflecting ability to pay NUS fees.</p> <p>For students sponsored by home university: A sponsorship letter from your home university</p> <p>For students nominated by your university for a scholarship from NUS: No additional document is needed, as we will directly liaise with your home university for nominee list.</p>
4.	Record of courses taken in current semester/term	Courses that you are currently taking, but not reflected in the academic transcript.
5.	TOEFL / IELTS test scores	<p>For Non-Exchange applicants, and all applicants who wish to read law modules and are from non-English medium universities.</p> <p>If English is not your home university's primary language, you are required to upload your English proficiency document during your application. We shall deem that students nominated are suitable to come on exchange and would be able to cope with the rigorous curriculum conducted in English at NUS Enterprise.</p> <p>Based on our requirements, please refer below as a guideline for a student to cope with studying at NUS Enterprise:</p>

User Guide on NUS Online Application Portal for International Students Applying for the NUS

Enterprise Summer Programme in Entrepreneurship 2022

		Test		Minimum Acceptable Score
		IELTS	6.5 overall with 6.5 in Reading and Writing components	
		TOEFL	100 for the Internet-based test	
		<p>Please note that only TOEFL and / or IELTS scores obtained in the two years leading up to 15 March of the year of application will be considered.</p> <p>For instance, for applications closing on 31 March 2022, the validity period for the scores is from 31 March 2020 to 31 March 2022 (both dates inclusive).</p>		
6.	Student status letter from Home University	A letter issued by your home university, indicating your expected month & year of graduation and current student status.		
7.	Curriculum Vitae	One A4 page. File size not exceeding 1MB.		

**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.

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

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.

Housing

*Housing Required?

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.

*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 modules are not guaranteed and I will exercise flexibility in module 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.

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

Other Details & Declarations		
Item	Sub-section	Remarks
1	Health and Support	<ul style="list-style-type: none"> - Select "Yes" if you have any disability or learning needs 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	Other Declarations	<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. - Enrolment of NUS modules are not guaranteed. Students are to exercise flexibility in module selection and their study plans at any point of time. - Students applying for <u>research</u> at NUS should still check the box, even if this is not applicable. - The clause in the red box is only applicable if you are an International Student. If you are Singapore Citizen/Singapore PR, you should not see this clause.

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

8. NUS Enterprise Summer Programme in Entrepreneurship Requirement

1. Submit a link to an introduction video of no more than 3 minutes. The video to briefly include the following:
 - Introduction about yourself.
 - Why you are interested in joining the NUS Enterprise Summer Programme in Entrepreneurship.
 - Describe one business idea you want to/are pursuing or what you are passionate about.
 - Describe what you wish to take-away from this programme and how it may help you in your current/future business idea.

[Note: To submit a video, you can upload it on to YouTube, change the privacy settings to “Unlisted” or “Password protect”, and provide the video URL (and password where applicable) in the text box below. URL should start with http or https]

2. Given the limited space on the programme, why should we choose you? You may share with us your accomplishments and entrepreneurial endeavors.
3. Do you currently have your own start-up idea and/or idea?
 - If yes, pitch your idea
 - Provide the name of your start-up, if available
 - Provide the link to your website of your start-up, if available.
4. Provide a link to your LinkedIn profile, if available. URL should start with http or https.

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

9. 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.

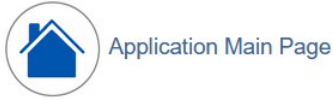
IMPORTANT:

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

User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2022

10. Check Application Status

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



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>

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									

11. Enquiries

For further enquiries, please email us at nghelp@nus.edu.sg

Updated as of January 2022