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

**Programme dates**: 8 to 19 July 2024

**Programme Venue:** National University of Singapore (NUS)

**Application period:** 15 February to 31 March 2024

Programme website	https://enterprise.nus.edu.sg/education- programmes/summer-programme/
Programme-related enquiries	Email: necbox13@nus.edu.sg
Application-related enquiries	https://forms.office.com/r/9h8i0c6Mkj

### **Contents**

1.	Before Applying	3
2.	Application Main Page	6
3.	Selection of Module(s) / Research Info	7
4.	Personal Particulars	8
5.	Academic Qualifications	. 10
6.	Uploading Supporting Documents	.11
7.	Other Details & Declarations	.13
8.	NUS Enterprise Summer Programme in Entrepreneurship Requirement	. 15
9.	Confirmation Page	.16
10.	Check Application Status	. 17
11.	Enquiries	. 18

### 1. Before Applying

Please read the instructions before proceeding with your application.

\*Note: Remember to add the site <a href="https://myapplications.nus.edu.sg">https://myapplications.nus.edu.sg</a> to your allowed/trusted sites in your internet browser if you are using a pop-up blocker. Also, add the domain '@nus.edu.sg' to your safe senders list in your email app.

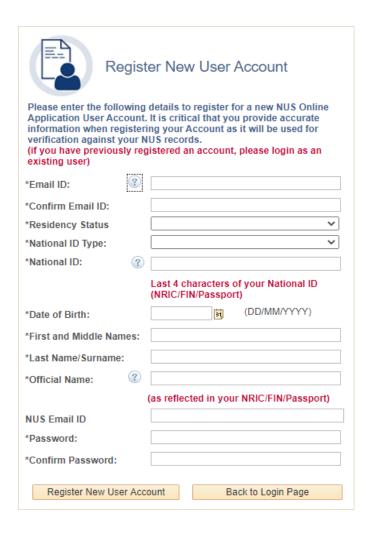
Go to <a href="https://myapplications.nus.edu.sg">https://myapplications.nus.edu.sg</a> and select Exchange/ Non-Exchange Student from the dropdown list.



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



Please note that all fields are mandatory.



	Register New Account			
Item	Field	Remarks		
1.	Email ID	Please use your university email address. 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 <b>International</b> , <b>Singapore Citizen or Singapore PR</b> student		
3.	National ID Type	For International Students, please choose the option 'Passport No' from the dropdown list.		
4.	NRIC/FIN/Passport No.	<ul> <li>For International Students, please ensure that your passport has a valid expiry date before departing to Singapore.</li> <li>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.</li> <li>If you do not have a passport, please write your own national ID 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.</li> </ul>		
5.	Date of Birth (DD/MM/YYYY)	Please ensure that the date of birth provided is as printed on your passport and in the format DD/MM/YYYY.		
6.	<ul> <li>First (Given Name)         and Middle Name</li> <li>Last Name         (Family name)</li> <li>Official Name</li> </ul>			
7.	Password	<ul> <li>Your password <u>must</u> fulfill the following rules:</li> <li>a) at least 8 characters in length</li> <li>b) contain at least <b>one</b> alphabet</li> <li>c) contain at least <b>one</b> number</li> <li>d) contain at least <b>one</b> uppercase letter</li> <li>e) contain at least <b>one</b> lowercase letter</li> <li>f) contain at least <b>one</b> symbol</li> </ul> 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 also check the junk/spam folder of the email you had indicated. If you did not receive the email after one day, please write to <a href="mailto:nghelp@nus.edu.sg">nghelp@nus.edu.sg</a> for assistance.

#### 2. Application Main Page

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

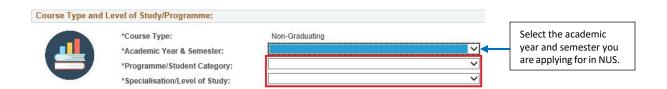


Welcome.

Click on ONE of the options below:



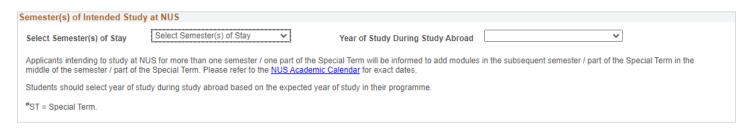
- b) Select from the dropdown list the correct programme you are applying for.
  - Course Type: Non-Graduating
  - Academic Year & Semester: 2023/2024 Special Term (Part 2)
  - **Programme/Student Category:** Non-Exchange (Summ/Wint/Sp Term)
  - Specialisation/Level of Study: NUS Enterprise Summer Prog
  - Faculty: NUS



c) Click on 'Apply Now' to proceed.

#### 3. Selection of Module(s) / Research Info

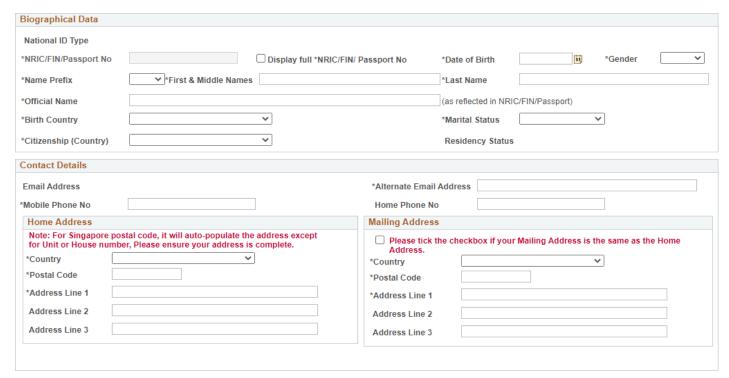
a) All applicants are required to indicate the intended **Semester of Stay** and **Year of Study during Study Abroad** from the dropdown lists.



#### 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 2024

#### 4. Personal Particulars



Fields marked with \* are mandatory.

	Personal Particulars		
Item	Field	Remarks	
1.	Date of Birth (DD/MM/YYYY)	<ul> <li>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.</li> </ul>	
2.	<ul> <li>First (Given Name)     and Middle Name</li> <li>Last Name (Family name)</li> <li>Official Name</li> </ul>	<ul> <li>The three fields will be auto-filled by the system based on the name you provided at the point of creation of account.</li> <li>The 'Official Name' should be in the order as reflected in your NRIC/ FIN/ Passport. If it is not, please change accordingly in the textbox.</li> <li>If your name consists of non-English letters/vowels/characters (e.g.  , ö, ä, æ, ï, β), please replace them with the corresponding English alphabetical character(s) when you input it in the online application form. [Refer to your passport's MRZ field]</li> <li>If you try to use any non-English character(s), the system will prompt an error message.</li> </ul>	
3.	Birth Country	The country where you were born. It should be as printed on your passport.	

	Personal Particulars			
4.	Citizenship (Country)	<ul> <li>For International Students, the application of your Student's Pass will be based on the citizenship you have selected here.</li> <li>If you are holding a dual citizenship, please indicate only one from the drop-down menu. You will enter Singapore using the passport of the citizenship indicated here.</li> </ul>		
5.	Alternate Email Address	<ul> <li>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.</li> <li>NUS will not be responsible for any undeliverable e-mails and the consequences that follow. Add the domain '@nus.edu.sg' to your safe senders list in your email app.</li> </ul>		
6.	Mobile / Home Phone No	<ul> <li>Add country and area codes for both the numbers.</li> <li>Do not add dashes and other symbols.</li> <li>This field should <b>only</b> contain numeric values.</li> </ul>		
7.	Home / Mailing Address	<ul> <li>Ensure that you provide a valid and complete address.</li> <li>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.</li> <li>If your Mailing Address is the same as your Home Address, tick the checkbox to copy your Home Address to your Mailing Address. Otherwise, fill up the fields accordingly.</li> <li>NUS <u>will not</u> be responsible for any unsuccessful mail deliveries due to incorrect/incomplete addresses provided.</li> </ul>		

#### 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 enrolling into another programme after your current one, please indicate that as well.

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.

Qualification	
*Country	☐ My current home university
*Institution Name	Q
*Qualification Name	
*Qualification Status	Discipline Q (Choose the discipline closest to your field of study)
Start Date	Day Month *Year
Completion Date/ Expected C	ompletion date: Day Month *Year
	Save Cancel

	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	<ul> <li>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".</li> <li>If you can't find your institution name in the list, search for 'Others' and enter your home university.</li> </ul>	
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 the modules.  *Note - If you are from one of the disciplines below, please refer to the name you should select:  • LAW - Faculty of Law  • NURSING - Alice Lee Ctr for Nursing Stud  • MUSIC - Yong Siew Toh Conserv of Music  • PUBLIC POLICY - LKY School of Public Policy  • PUBLIC HEALTH - SSH School of Public Health
7.	Start / Completion / Expected Completion Date	Please complete all fields.

#### 6. <u>Uploading Supporting Documents</u>

**ALL** students are required to upload supporting documents. All supporting documents that are not in English <u>must</u> be accompanied by an official certified English translation of the contents. Documents submitted in a language other than English <u>will not be accepted</u>. The maximum file size of each file should not exceed 1MB. If they exceed 1 MB, Google "Compress PDF file for free" to reduce your documents to 1MB.

You are <u>not</u> required to submit the documents in hardcopy.

	Uploading Supporting Documents			
Item	Field	Remarks		
1.	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> <li>International Students should upload a copy of your passport biodata 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 on to a valid pass which allows you to stay in Singapore, upload a copy of the front and back of the pass.</li> </ul>		
4.	Student status letter from Home University	A letter issued by your home university, indicating your expected month & year of graduation and current student status.		
5.	Curriculum Vitae	One A4 page. File size should not exceed 1MB.		
6.	Business plan	A one-page A4 Business Plan to articulate an idea you are working on / plan to pursue, including the stage your idea is at. File size should not exceed 1MB.		

7.	Financial Documentary Proof in English	- For self-	-financing applicants: Bank statement reflecting ability to S fees.	
			dents sponsored by home university: A sponsorship letter our home university.	
		NUS: N	dents nominated by your university for a scholarship from o additional document is needed, as we will directly liaise ur home university for nominee list.	
8.	TOEFL / IELTS test scores	For applic	ants who are from non-English medium universities:	
		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.  Based on our requirements, please refer below as a guideline for a student to cope with studying at NUS Enterprise:		
		Test	Minimum Acceptable Score	
		IELTS	6.5 overall with 6.5 in Reading and Writing components	
		TOEFL	100 for the Internet-based test	
		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.		
		For instance, for applications closing on 15 March 2024, the validity period for the scores is from 15 March 2022 to 15 March 2024 (both dates inclusive).		
9.	Other Supporting Documents	Any other	Any other supporting docs, if available.	

<sup>\*</sup>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 on this page are mandatory. You will receive an error message if you leave any of them unchecked.

Health and S	upport
	*Do you have any past or current 1) medical, e.g. epilepsy, allergles, 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-bilindness are advised to indicate their condition here as they may face challenges in certain programmes in Engineering, Science and Design & Environment.
	○Yee ○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.
lousing	
	*Housing Required? 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 <b>not guaranteed</b> . Applicants may refer to the housing website <u>here</u> 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 <a href="here">here</a> in the event their housing application is unsuccessful.
entry Lavores	
*Other Decla	arations are a second of the s
Declaration	of past offences, current criminal or disciplinary proceedings, etc.
	ver 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 rom your employment for any reason, or are there any court or disciplinary proceedings pending against you in any country?
If your answ	er to the above question is "No", please click "No" below.
ONo	
OR	
	er to the above question is "Y98", please click "Y98" below and provide a full statement of the relevant information in the box below and/or upload details as a ocument. Other relevant documents should also be uploaded.
O Yes	
8	
- 1 underst	and that enrolment into NUS modules are not guaranteed and I will exercise flexibility in module selection at any point of time.
	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 basis of s	on 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 t 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 part of the information given by me from or with any source (such as Ministry of Education), as it deems appropriate.
personal	and warrant that for any personal data of other individuals disclosed by me in connection with this application, I have, prior to disclosing such data to NUS, obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit NUS to collect, use and such personal data for purposes related to this application, as set out fully in the <u>NUS Personal Data Notice</u> .
need-to-k Education	nat all such information provided by me in connection with this application may be disclosed to authorised NUS personnel or third parties on a now basis for purposes related to this application, as set out fully in the <u>NUS Personal Data Notics</u> . Third parties include (i) the Ministry of notice government agencies or statutory bodies or non-government agencies authorised to carry out specific Government services or duties and no 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> <li>Select "Yes" if you have any medical, mental health, disability or learning needs that may or may not cause you to require support or facilities 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	Other Declarations	<ul> <li>If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.</li> <li>Enrolment of NUS modules are not guaranteed. Students are to exercise flexibility in module selection and their study plans at any point of time.</li> <li>Students applying for research at NUS should still check the box, even if this is not applicable.</li> <li>The clause in the red box above is only applicable if you are an International Student. If you are Singapore Citizen/Singapore PR, you should not see this clause.</li> </ul>	

#### 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
  - Reason you are interested to join NUS Enterprise Summer Programme in Entrepreneurship
  - Describe a business proposal that you are currently pursuing or intending to pursue
  - Any other information that you would like to share with us (awards/relevant experience etc. if applicable)

[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 the website of your start-up, if available.
- 4. Provide a link to your LinkedIn profile. URL should start with http or https.
- 5. Provide a link to your telegram handle. URL should start with http or https.

#### 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 around 12am (Singapore time). If you try to edit your submitted application during the application period, you would need to click the "Save and Submit" button again to receive another acknowledgement email. Otherwise, your application will be deemed as "not submitted" despite having clicked on "Save and Submit" before.

#### **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.

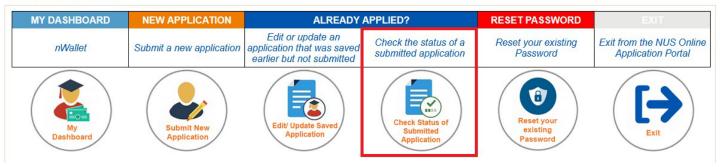
#### 10. Check Application Status

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



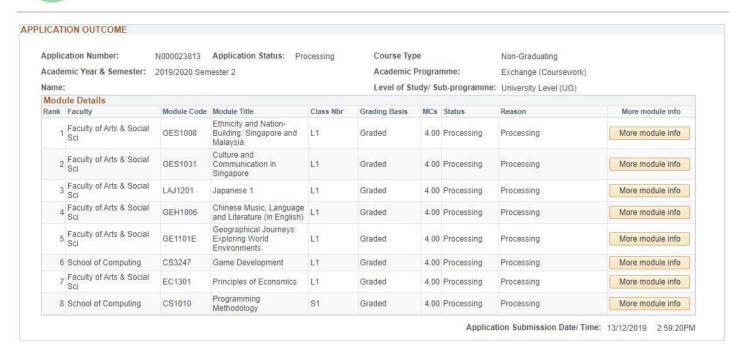
#### Welcome,

Click on ONE of the options below:



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





### 11. Enquiries

For further enquiries, please write to us at <a href="https://forms.office.com/r/9h8i0c6Mkj">https://forms.office.com/r/9h8i0c6Mkj</a>

Updated as of 2 February 2024