User Guide on NUS Online Application Portal for International Students Applying for the NUS Enterprise Summer Programme in Entrepreneurship 2025

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

Programme dates: 7 to 18 July 2025
Programme Venue: National University of Singapore (NUS)
Application period: 15 February to 31 March 2025

Programme website	https://enterprise.nus.edu.sg/education-programmes/summer-programme/
Programme-related enquiries	**Email:** necbox13@nus.edu.sg
Application-related enquiries	https://www.nus.edu.sg/registrar/about-us/our-contacts ➔ Click the form under 'NG Student' to submit your enquiry

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1. Before Applying

Please read the instructions before proceeding with your application.
*Note: Remember to add the site **https://myapplications.nus.edu.sg** to your allowed/trusted sites in your internet browser if you are using a pop-up blocker. Also, add the domain '**@nus.edu.sg**' to your safe senders list in your email app.

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

Please identify yourself: I am [dropdown]

- 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

▶ Do you have question

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: [?] [   ]

[Login] [Forgot Password]

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

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

[Register New User Account]

Please note that all fields are <u>mandatory</u>.

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 **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 contact us here as soon as you have it. – If you do not have a passport, please write your own national ID number when registering a new account and contact us here as soon as you have it.
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.	• First (Given Name) and Middle Name • Last Name (Family name) • Official Name	– Include your middle name as printed on your passport. – The field for 'Official Name' will be auto-filled by the system based on the first, middle (if any) and last names you had provided. **It should be in the order as reflected in your NRIC/ FIN/ Passport.** If it is not, please change accordingly in the textbox. – If your name consists of non-English letters/vowels/characters (e.g. ǀ, 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**] – If you try to use any non-English character(s), the system will prompt an error message.

7.	Password	– Your password <u>must</u> fulfill the following rules:
		  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
		– **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 contact us here for assistance.**

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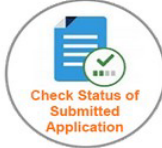
a) Once you have successfully logged in, click on 'Submit New Application' to start your application.

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

- Course Type: **Non-Graduating**
- Academic Year & Semester: **2024/2025 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 Course(s)

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   [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 2025**

4. Personal Particulars

a) Retrieval of information via Scan My Passport, Upload Passport or Singpass
   i. If you are an international student, please use the Scan My Passport or Upload Passport button.
   ii. If you are a Singaporean Citizen or Singapore PR and have a Singpass account, please use the Singpass button.
   iii. If you are a Singaporean Citizen or Singapore PR and **do not have** a Singpass account, please enter your information manually.

Note: You would not be able to edit the relevant fields if you use any of the buttons.

Please fill in or retrieve your information by using the below options for a fast and easy application.

Retrieve Myinfo with singpass	SCAN MY PASSPORT	UPLOAD PASSPORT
Applicants using Singpass can use this button to retrieve your information	International Applicants can use this button to scan and retrieve your information	International Applicants can use this button to upload and retrieve your information

b) Fields marked with * are **mandatory**.

Biographical Data

National ID Type

*NRIC/FIN/Passport No [____] ☐ Display full *NRIC/FIN/ Passport No   Date of Birth   *Gender [____ ▾]

*Name Prefix [___ ▾] *First & Middle Names [____]   *Last Name [____]

*Official Name [____] (as reflected in NRIC/FIN/Passport)

*Citizenship (Country) [____ ▾]   *Marital Status [Undeclared ▾]

*Birth Country [____ ▾] ☐ Same as Citizenship (Country)   Residency Status

Contact Details

Email Address   *Alternate Email Address [____]

*Mobile Phone No [____]   Home Phone No [____]

Home Address

Note: For Singapore postal code, it will auto-populate the address except for Unit or House number, Please ensure your address is complete.

*Country [____ ▾]

*Postal Code [____]

*Address Line 1 [____]

Address Line 2 [____]

Address Line 3 [____]

Mailing Address

☐ Please tick the checkbox if your Mailing Address is the same as the Home Address.

*Country [____ ▾]

*Postal Code [____]

*Address Line 1 [____]

Address Line 2 [____]

Address Line 3 [____]

	Personal Particulars	
Item	**Field**	**Remarks**
1.	NRIC/FIN/Passport No	− This field will be auto-filled by the system based on the data entered when creating account. − If you had used one of the buttons above, you would not be able to edit this field. − International Students should ensure that data is as printed on your passport. − Exchange students from Singapore's Autonomous Universities (AUs) should ensure that data is as printed on your NRIC or FIN.
2.	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. − If you had used one of the buttons above, you would not be able to edit this field.
3.	Gender	− If you had used one of the buttons above, you would not be able to edit this field. − Please ensure that the data is as printed on your NRIC/FIN/passport.
4.	• First (Given Name) and Middle Name • Last Name (Family name) • Official Name	− The three fields will be auto-filled by the system based on the name you provided at the point of creation of account. − **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. − If your name consists of non-English letters/vowels/characters (e.g. ǀ, 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**] − If you try to use any non-English character(s), the system will prompt an error message. − If you had used one of the buttons above, you would not be able to edit this field.
5.	Birth Country	The country where you were born. It should be as printed on your passport.
6.	Citizenship (Country)	− For International Students, the application of your Student's Pass will be based on the citizenship you have selected here. − If you are holding a dual citizenship, please indicate only one from the drop-down menu. **You will enter Singapore using the passport of the citizenship indicated here.** − If you had used one of the buttons above, you would not be able to edit this field.

7.	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. - In the event that our emails to your primary email address are not delivered, we will contact you via the alternate email address. - 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.
8.	Mobile / Home Phone No	- Add country and area codes for both the numbers. - Do not add dashes and other symbols. - This field should **only** contain numeric values.
9.	Home / Mailing Address	- 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. - 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. - NUS **will not** be responsible for any unsuccessful mail deliveries due to incorrect/incomplete addresses provided.

5. Academic Qualifications

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

Add New Qualification		
Item	**Field**	**Remarks**
1.	Country	Select your Home University's Country from the dropdown list.
2.	My current home university	Check this box if you are currently studying in the institution you have entered.
3.	Institution Name	– Click on the magnifying glass. The available institutions will show up in the pop-up window. If the list is too long, click on 'Advanced Lookup' and search by "Institution Name". – If you can't find your institution name in the list, search for 'Others' and enter your home university.
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. Uploading Supporting Documents

ALL students are required to upload supporting documents. All supporting documents that are not in English **must** 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.

Before you upload your documents, please name your documents according to the column "Recommended File Name" indicated on the page "Upload Supporting Documents" in the portal.

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	− If you had used Scan My Passport, Upload Passport or Singpass services in the Personal Particulars page, you will not be able to add or delete any file here. − International Students should upload a copy of your passport bio-data page. − If you are a Singapore Citizen or Singapore Permanent Resident, upload a copy of the front and back of your NRIC. − If you are already holding on to a valid pass which allows you to stay in Singapore, upload a copy of the front and back of the pass.
4.	Student status letter from Home University	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 pay NUS fees. − For students sponsored by home university: A sponsorship letter from your home university. − 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.

8.	TOEFL / IELTS test scores	For applicants 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 2025, the validity period for the scores is from 15 March 2023 to 15 March 2025 (both dates inclusive).
9.	Other Supporting Documents	Any other supporting docs, if available.

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 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. If required, the University will contact you to provide relevant supporting documents that may include a doctor's note to confirm your suitability to study overseas.

Housing

*Housing Required?   Yes ▾

*Housing Types?   ▾

^Other student residences such as Halls (with meal plan), Houses, UTown Residence or Prince George's Park Residence.

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

Applicants should note that placement into on-campus housing or any specific housing types 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 courses in NUS.

As demand for on-campus accommodation often outweighs supply, we strongly encourage applicants to also explore off-campus options here.

*Other Declarations

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

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

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

○ No

OR

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

○ Yes

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

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

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

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

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

Other Details & Declarations		
Item	**Sub-section**	**Remarks**
1	Health and Support	- 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. - If you select "Yes", please provide all relevant information in the box provided. The information should not exceed 300 characters.
2	Other Declarations	- 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 <u>not guaranteed</u>.** 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 above is only applicable if you are an International Student. If you are Singapore Citizen/Singapore PR, you should not see this clause.

8. NUS Enterprise Summer Programme in Entrepreneurship Requirement

1. Submit a link to an introduction video of no more than 2 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: Please ensure that your video URL is set to public visibility]

2. Given the limited space on the programme, why should we choose you? You may share with us your accomplishments and entrepreneurial endeavors. (in 80 words or less)

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.

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".

You will be able to see the status of your applied modules, as well as the submission date and time. (An example of outcome shown below)

APPLICATION OUTCOME

Application Number:	N000040287	Application Status: Processing
Academic Year & Semester:	2023/2024 Semester 1	
Name:		

Course Type	Non-Graduating	
Academic Programme:	Exchange (Coursework)	
Level of Study/ Sub-programme:	University Level (UG)	

Course Details

Rank	Faculty	Course Code	Course Title	Class Nbr	Grading Basis	Units	Status	Reason	More course info
1	Faculty of Engineering	EE3305	Robotic System Design	L01	Graded	4.00	Processing	Processing	More course info
2	Faculty of Engineering	EE2211	Introduction to Machine Learning	L01	Graded	4.00	Processing	Processing	More course info
3	School of Computing	CS4350	Game Development Project	E1	Graded	4.00	Processing	Processing	More course info
4	Faculty of Science	DSA3361	Inferential Data Analytics	L1	Graded	4.00	Processing	Processing	More course info
5	Faculty of Engineering	EE3306	Introduction to Cyber Physical Systems	L01	Graded	4.00	Processing	Processing	More course info
6	Faculty of Science	MA1301	Introductory Mathematics	L1	Graded	4.00	Processing	Processing	More course info
7	Faculty of Science	MA1100T	Basic Discrete Mathematics (T)	L1	Graded	4.00	Processing	Processing	More course info
8	Faculty of Arts & Social Sci	LAC1201	Chinese 1	L1	Graded	4.00	Processing	Processing	More course info

Application Submission Date/ Time: 26/07/2023   09:33:24

11. <u>Enquiries</u>

If you have any enquiries, you may fill up the enquiry form <u>here</u>.

Updated as of 22 January 2025