Application Portal User Guide for Advance@NUS

Semester 1, Academic Year 2020/2021
(August 2020 Intake)

Version 3 March 2020
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Things to note before applying:
1. Read through the information on the Advance@NUS website.

2. Have the necessary supporting documents ready. It should be in PDF format, not exceeding 1.5MB. You may refer to the list of documents on the website as a guide. It is preferred that you upload coloured scanned copies.

3. All information declared in your application **MUST** be supported with documents for verification.

4. Application fee is payable only via online payment by Credit/Debit Card (VISA/Mastercard), Internet Direct Debit or Credit Card (AMEX).

5. You are only allowed to apply for **ONE** full-time undergraduate degree programme.

6. Application fee is **non-refundable** and **non-transferable**.

7. Take note of the application deadline. It is strongly recommended to submit your application as early as possible. Requests for late submission of application after the application deadline will not be entertained.
**STEP 1: BEGIN YOUR APPLICATION**

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>SCREENSHOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance@NUS Application Portal Link: <a href="https://inetapps.nus.edu.sg/soap/App/Fulltime/Info">https://inetapps.nus.edu.sg/soap/App/Fulltime/Info</a></td>
<td><img src="image" alt="Advance@NUS Application Portal" /></td>
</tr>
<tr>
<td>Click [CLICK HERE TO APPLY] to begin.</td>
<td></td>
</tr>
<tr>
<td>Note: Ensure that you are using one of the compatible browsers (in blue box)</td>
<td><img src="image" alt="Compatible Browsers" /></td>
</tr>
</tbody>
</table>

**Instructions:**

Answer the two questions to check your eligibility to apply.

**Section A:**

If you are eligible to apply, proceed to create a password to access your account.

Note: This password is important as you will be needing it to login to check your application status.
### ACTIONS

**Section B:**
Select only ONE full-time undergraduate degree programme.

**Section C:**
Complete all the fields with asterisks.

**Section D:**
Complete all the fields with asterisks.
Tick the checkbox on the application fee and click [Proceed].
STEP 2: COMPLETE YOUR APPLICATION

**ACTIONS**

Upon successful account creation, an email notification will be sent to you.

**Application Account Details:**
Please take note of the **Application Number** as you will be needing this to login to check your application status.

**SCREENSHOTS**

Upon successful account creation, an email notification will be sent to you.

Application Account Details:
Please take note of the Application Number as you will be needing this to login to check your application status.

Note: If you did not receive any email notification, please check your junk and spam folders. It is important that you add our email address (ApplytoAdvance@nus.edu.sg) to your safe senders list to prevent our emails from being blocked or filtered into the junk/spam folder.

You would have completed: **Selection of Programme, Personal Particulars and Contact Information** at account creation.

Upload a copy of your NRIC:
Please ensure that the NRIC (front and back) is in PDF format.

Click [Save].
### National Service (NS) Information

Please select the appropriate status of your National Service. Select ‘Not Applicable’ if this is not relevant to you.

Click [Save].

### Academic Qualifications

Click [Add] to enter details of your qualification obtained.

Note: All documents, such as Certificate and Transcript, must be uploaded for any qualifications declared in this section.

For more details about the data entry in each section, go to Page 13.

### Professional Qualifications

Please provide details of your current employment. You are also encouraged to enter your previous employment (if any).

Click [Save].
Current Employment:
Please state the primary job responsibilities within the character limit of 400.

Referee:
You are required to provide two referees in your application. The first referee has to be your supervisor from your current or previous employment. Second referee can be a colleague.

Click [Save] and Referee 2 Information will be enabled.

Once you have clicked [Save and Send Email], a message will appear to inform that the email has been sent to Referee 1 or 2.

Do note that changes will not be allowed after this. Hence, please ensure that the details provided are accurate.
Personal Statement:
This section is mandatory. All entries must be written in your application. Document uploads are not allowed. Click [Save].

Next-of-Kin:
Please provide details of your Next-of-Kin. Click [Save].

Declaration:
Please complete these three compulsory segments – Disabilities and Special Needs, Source of Information and Declaration.

If ‘Yes’ is selected under Disabilities and Special Needs, please upload the Medical Letter endorsed by a licensed practitioner.
Declaration:

Select the checkbox that you have read and agree to the terms and conditions.

Click [Save].

Check and Submit:
The system will run through your application and indicate the sections that have been completed and not completed.

Please revisit the sections with ✗.

Click [Submit] to proceed with payment.
STEP 3: PAYMENT

**ACTIONS**

**View and Print:**

Check through all the details entered in the application. Click [Print] to view your application in PDF.

Click [Edit] if there are amendments to be made.

Once confirmed, click [Payment] to proceed.

**Payment of Application Fee:**

Select the Payment Method and click [Proceed to Payment]

*Reminder: This application fee of S$53.50 is non-refundable and non-transferable.*

You will be issued the e-Receipt upon successful payment.

An email confirmation along with the e-receipt will be sent to you as well.
### STEP 4: CHECK APPLICATION STATUS

<table>
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</thead>
<tbody>
<tr>
<td><strong>Advance@NUS Application Portal:</strong></td>
<td>![Screenshot of Advance@NUS Application Portal]</td>
</tr>
<tr>
<td>Click [Current Application].</td>
<td>![Detailed screenshot showing the current application tab selected and the status of the application set to &quot;application currently being processed&quot;.]</td>
</tr>
</tbody>
</table>

#### Login:

You can retrieve your Application No. from the email notification.
Click [Login].

#### Application Account Details:

The application status is found under Status/Outcome of Application.

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**Contact Information:**
For enquiries on Advance@NUS admission-related matters, please email to: ApplytoAdvance@nus.edu.sg.

Click [HERE] for the Advance@NUS website.
**DATA ENTRY FOR ACADEMIC QUALIFICATIONS**

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<tr>
<td><strong>Diploma:</strong></td>
<td>![Diploma Screenshot]</td>
</tr>
</tbody>
</table>

For Diploma holders, regardless from local polytechnic or private institutions, please click [Add] for Diploma.

**Diploma:**

If you have completed your Diploma, you are required to indicate the ‘Date of Graduation’ reflected on your Certificate.

The Diploma Course selected should be identical to what is shown on your Certificate. If the course is not available in the dropdown list, select ‘Others’ and specify the Diploma course.
Diploma:

You are required to input the best 5 modules you have achieved. Click [Save] only after you have entered all 5 modules.

Uploading of Diploma Transcript and Diploma Scroll is mandatory in order to submit your application.

Advanced Diploma Specialist Diploma:

This section is required only if you have taken the programme.
Advanced Diploma and/or Specialist Diploma:

Complete the fields with red asterisks.

**Advanced Diploma**

- **Country**: Please select
- **Name of Institution**: Please select
- **Type of Advanced Diploma**: Please select
- **Completed?**: No/Yes

**Specialist Diploma**

- **Country**: Please select
- **Name of Institution**: Please select
- **Type of Specialist Diploma**: Please select
- **Completed?**: No/Yes

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**Advanced Diploma**

- **Completed?**: No/Yes
- **Date Awarded**: (dd/mm/yyyy)
- **GPA (if applicable)**: Please select

**Specialist Diploma**

- **Completed?**: No/Yes

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If you have not completed or are currently pursuing the course, please upload an official letter from the school. The letter should state your current student status and expected completion date.

If you have completed, please upload the Diploma Scroll and Diploma Transcript.
If you have withdrawn from a University or were dismissed by the University, please submit the official withdrawal/dismissal letter and transcript for the modules that were taken previously.

Complete the fields with red asterisks, and upload the withdrawal or dismissal letter from the University.
### University Education:

If you have completed, please upload the Diploma Scroll and Diploma Transcript.

**Important note:** If you have completed your Bachelor’s Degree, you are not eligible to apply under Advance@NUS.

### Other Qualification:

If you have other local qualifications, such as ACCA, CFA, NUS SCALE Certificate Courses, Programming Certificates etc, you may declare in this section and upload the supporting documents.

#### Academic Qualifications

Below you may share your educational history with us.

You may also report standardized test scores. We will consider any test scores you submit, but these are not the most important factors in your application. If you believe that your test scores are an accurate reflection of your potential and contribute positively to your application, please do share them with us.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Add</th>
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<tr>
<td>Polytechnic Diploma</td>
<td>Add</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>Add</td>
</tr>
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<td>Specialist Diploma</td>
<td>Add</td>
</tr>
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<td>University Education</td>
<td>Add</td>
</tr>
<tr>
<td>Note: Please provide details about ANY university-level coursework you have undertaken, even if not completed.</td>
<td>Add</td>
</tr>
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<td>Other Qualification</td>
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</tr>
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<td>Add</td>
</tr>
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<td>IB Diploma</td>
<td>Add</td>
</tr>
</tbody>
</table>
**Other Qualification:**

If you have not completed or are currently pursuing the course, please upload an official letter from the school. The letter should state your current student status and expected completion date.

**Other Qualification:**

If you have completed the qualification, please upload the Certificate. For qualifications where transcripts are issued (i.e. ACCA etc), you are strongly advised to upload it.
### Singapore-Cambridge GCE A Level/STPM or equivalent:

Select the appropriate qualification and upload the certificate or result slip.

Note: Result slip is not acceptable when the official certificate has been released.

![Screenshot of Singapore-Cambridge GCE A Level/STPM or equivalent]

### IELTS/TOEFL:

Enter the Scores accordingly and upload the supporting document.

![Screenshot of IELTS/TOEFL]
### SAT:

If you have taken the **new SAT** score, for the Evidence-based Reading and Writing section, please enter the score under ‘Writing’. You may indicate ‘0’ under ‘Verbal’.

![SAT screenshot](image)

### IB Diploma:

You should complete this section only if you have been awarded the IB Diploma.

If you are awarded the following, you are **not** required to complete this section:

- a) IB Certificate (a.k.a IB Diploma Programme Course)
- b) IB Career-related programme (CP)

![IB Diploma screenshot](image)