Application Guide For BTech Programmes and Certificate Courses Applicants

SCALE Online Application Portal
AY2020/2021 August Intake
Things to note before applying:

1. Read through the information on SCALE website at https://nus.edu/37efSqp.
2. Have the necessary supporting documents ready. It should be in **PDF format**, not exceeding **1.5MB**. You may reference the list of documents at https://nus.edu/2KzPayL as a guide. It is preferred that coloured copies are submitted.
3. All information that are 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. Depending on the number of programmes/courses selected, you will need to pay a **non-refundable** and **non-transferable** application fee before your application is considered submitted.
6. Take note of the application deadline. It is advisable to submit your application as early as possible within the application period to prevent any delay in the processing. **Any request for late submission of application after the application period will not be entertained.**
Step 1: Begin your application

1. Ensure you are using one of the compatible browsers as listed.
2. Read through the instructions before you proceed.
3. Check that you are applying to the correct intake, and take note of the application period stated.
   
   **Any request for late submission of application after the application period will not be entertained.**
4. Click **APPLY NOW** to begin your application.
Step 2: Select the programmes/courses

1. Select the BTech Programmes from the dropdown list AND/OR tick the checkbox of the Certificate Courses that you wish to apply.
2. You are required to rank your preference if you are applying to more than one BTech Programme.
3. You are allowed to select up to a **maximum of 5** programmes/courses, and the application fee will based on the number of programmes/courses that you have selected in your application.

![Selection of Programmes/Courses](image)

**Step 3: Provide your personal particulars**

1. The **“Official Name”** must be as per NRIC/passport, i.e. if there is any special characters in your name (e.g. comma), it should be included. **Hanyu pinyin** is however not required.
2. For SPRs, your **“Citizenship”** should follows the nationality at the back of your blue NRIC, and **“S’pore Blue”** should be selected under **“Type of NRIC”**.
3. For International applicant, select **No NRIC** under **“Type of NRIC”**, and indicate the correct type of pass you are holding under “**Employment Pass Type/Valid Pass Type**”. 
### B. Personal Particulars

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td>XIAOXIN</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>SEAH</td>
</tr>
<tr>
<td><strong>Official Name</strong></td>
<td>SEAH XIAOXIN</td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
<td>19/11/1988</td>
</tr>
<tr>
<td><strong>Citizenship</strong></td>
<td>MALAYSIAN</td>
</tr>
<tr>
<td><strong>Type of NRIC</strong></td>
<td>SPORE BLUE</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>FEMALE</td>
</tr>
<tr>
<td><strong>Race/Ethnic Group</strong></td>
<td>CHINESE</td>
</tr>
<tr>
<td><strong>Place of Birth</strong></td>
<td>MALAYSIA</td>
</tr>
<tr>
<td><strong>Passport Number</strong></td>
<td>ZXXXXXXX0XT</td>
</tr>
<tr>
<td><strong>NRIC Number</strong></td>
<td>SXXXXXXX0A</td>
</tr>
<tr>
<td><strong>Marital Status</strong></td>
<td>SINGLE</td>
</tr>
<tr>
<td><strong>Religion</strong></td>
<td>NO RELIGION</td>
</tr>
</tbody>
</table>

### Example for International

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td>XIAOXIN</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>SEAH</td>
</tr>
<tr>
<td><strong>Official Name</strong></td>
<td>SEAH XIAOXIN</td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
<td>19/11/1988</td>
</tr>
<tr>
<td><strong>Citizenship</strong></td>
<td>CHINESE</td>
</tr>
<tr>
<td><strong>Type of NRIC</strong></td>
<td>NO NRIC</td>
</tr>
<tr>
<td><strong>Employment Pass Type/Valid Pass Type</strong></td>
<td>EMPLOYMENT PASS (S PASS)</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>FEMALE</td>
</tr>
<tr>
<td><strong>Race/Ethnic Group</strong></td>
<td>CHINESE</td>
</tr>
<tr>
<td><strong>Place of Birth</strong></td>
<td>CHINA</td>
</tr>
<tr>
<td><strong>Foreign Identification Number (FIN)</strong></td>
<td>GXXXXXXX0XW</td>
</tr>
<tr>
<td><strong>Religion</strong></td>
<td>NO RELIGION</td>
</tr>
</tbody>
</table>
Step 4: Provide your contact information

1. A valid residential address of your current residing home is required. It should be as per indicated at the back of your NRIC for Singapore Citizens and SPRs. Should you have moved house and have yet to update your NRIC, you are to submit a recent billing statement/letter that shows your full name and latest current address as supporting document.

2. Provide a valid email address that is frequently used as we will be contacting you mainly via email.

3. A valid contact number must be provided for urgent matters. The country and area codes are not required if you are providing a Singapore number.

Step 5: Confirm on the number of programmes/courses to apply

1. Once you have completed Step 1 to 4, click Proceed to continue.

2. A pop-up message will be prompted with the total application fee payable shown. If there are no changes to be made, click Proceed. If you would like to make changes to the programmes/courses selection, click Cancel to go back to the application.
Step 6: Create your login password

1. Upon confirmation on the programmes/courses that you are applying, you are required to create a password that will be used to access the application portal.

2. Create a password that fulfill the rules as stated and click Create to proceed.
Step 7: Complete the remaining details required for submission

1. Your application is now created and a status notification will be sent to your registered personal email that you have provided.

2. Please take note of your application number that is required for the portal login and it must be provided when you correspond with us via email or phone call.

3. Click on each tab at the left panel to complete your application before submission. You will need to click Save after completing each section for the portal to capture your records.

NOTE: Your application is not considered as submitted until you have completed the application and made payment for the application fee.
Step 8: Declaration of National Service (NS) Information

1. Applicants who have completed the 2 years NS liability are to indicate the ORD date as stated on your Certificate of Service (COS).

2. For applicants who are still serving your NS, select *Currently Serving* from the dropdown list. You are to ensure your ORD date is before the commencement date of the intake, and an official letter from MINDEF stating the enlistment date and expected ORD date is to be submitted.

3. For applicants who are sign-on officers (i.e. you are on a contract with MINDEF), select *Pensionable/Contract SAF/Civil Defence Officer* from the dropdown list and indicate *Yes* under “Contract Service”. You must have serve passed the 2-years liability, and an official letter from MINDEF with the enlistment date and expected ORD date is to be submitted.

4. Applicants who have indicated *Exempted* in the application will need to submit the exemption letter.
Step 9: Declaration of Education background

(A) Singapore-Cambridge GCE O Level/SPM or equivalent

1. If you have taken the Singapore “O” Level Examination, select Singapore-Cambridge GCE O Level from the dropdown list.

2. ALL subjects and grades taken MUST be reflected in the application, including the failed subjects. If a subject is taken more than once, use the higher grade and all result slips must be submitted.

3. If you have taken Science (Phy/Chem), Science (Phy/Biology), or Science (Chem/Biology), select Science from the dropdown list under “Subject”.

4. Holders of the Singapore-Cambridge GCE O Level or Cambridge O Level or Edexcel/London O Level are to select English Language as the first language subject from the dropdown list. All other language subjects taken are second languages (e.g. Chinese as a Second Language).

5. Holders of the Sijil Pelajaran Malaysia (SPM) are to select Malay as the first language subject from the dropdown list. All other language subjects taken are second languages (e.g. English as a Second Language).

6. For SPM holders, you may refer to the table below to guide you on keying in your grades.

<table>
<thead>
<tr>
<th>SPM Grade</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>C+</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>O Level Grade Equivalent</td>
<td>A1</td>
<td>A1</td>
<td>A2</td>
<td>B3</td>
<td>B4</td>
<td>C5</td>
<td>C6</td>
<td>D7</td>
<td>E8</td>
<td>F9</td>
</tr>
</tbody>
</table>

Subjects and grades will be added to the table after clicking on the “Add New Subject” button.
(B) Polytechnic Diploma

1. You may declare up to a maximum of two diploma qualifications, if any.

2. The exact course name as stated on your Diploma Certificate should be selected from the dropdown list under “Diploma Course”. E.g. if your course is Diploma in Engineering (Mechanical), you **SHOULD NOT** be selecting Diploma in Mechanical Engineering.

3. Holders of the local 2.5 years Part-time Diploma are to select **2.5 Part Time** under “Diploma Taken”.

4. Only holders from the **5 local Polytechnics and BCA Academy** are required to indicate your GPA in the application.

5. Provide the grades of your best 3 Mathematics modules taken, if any.
(C) Advanced Diploma and Specialist Diploma

1. This section is required only if you have taken an Advanced Diploma and/or Specialist Diploma.
2. Should you be currently still in the course, an official letter from the school stating your student status and expected completion date is required.

(D) University Education

1. If you have withdrawn/dismissed from a University, you are to submit the official withdrawal/dismissal letter and the transcript/result slips for modules that were taken previously. If you have withdrawn from one of the local universities, an official document from the University with the following information is required as well.
   
   a) Name
   b) NRIC
   c) Programme enrolled
   d) Date of admission
   e) Date of withdrawal/dismissal
   f) No. of modular units/credits required to graduate (inclusive of exemption upon admission)
   g) No. of modular units/credits granted as exemption upon admission
   h) No. of modular units/credits eligible to enjoy TFS at start of programme (for programme & buffer for failed and repeat modules)
   i) No. of modular units/credits consumed so far (for programme & buffer for failed and repeat modules)

(E) Other Qualification

1. Should you have other local qualifications (e.g. ACCA, NUS SCALE Certificate Courses), you may declare in this section and upload the supporting documents.
**Step 10: Declaration of Employment Information**

1. **ALL** employment declared in the application must be **supported with the relevant documents** for verification. Employment that is declared **without** any supporting documents will **NOT** be considered.

2. Polytechnic internship and National Service (NS) are **NOT** considered as working experience. These should not be declared under the employment section.

3. A detailed description of your current employment is to be provided as this is one of the considerations that will be reviewed.

4. If you wish to declare more than one previous employment, click on the **Add** button.

5. Please combine the previous employment letters/documents into one PDF file if you have declared more than one.

---

**Present Employment**

- Are you currently employed? *
  - Yes
- Date Joined (dd/mm/yyyy)
  - 21/11/2015
- Company Name *
  - ABC Pte Ltd
- Title/Position *
  - ENGINEER
- Organization Sector *
  - PRIVATE SECTOR
- Present Salary Range *
  - $3,501 - $5,000

Provide a detailed description of your current employment

- Job Description of Present Employment

---

**Previous Employment**

<table>
<thead>
<tr>
<th>Date Joined</th>
<th>Date Left</th>
<th>Company Name</th>
<th>Title/Position</th>
<th>Update</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Nov 2010</td>
<td>26 Jun 2014</td>
<td>XYZ Pte Ltd</td>
<td>ASSISTANT ENGINEER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Jan 2015</td>
<td>21 Apr 2018</td>
<td>AAA Pte Ltd</td>
<td>ENGINEER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 11: Provide Next-of-Kin Information

1. Provide a valid contact of your next-of-kin for emergency purposes. The country and area codes are **not** required if you are providing a Singapore number.

Step 12: Declaration

1. Should you have any health declaration to be made, please specify in details and indicate if you require any form of special assistance if admitted. Official medical records are to be submitted for verification.

Step 13: Check and submit your application

1. Section that is marked with a red cross implies that the particular section of your application is incomplete. You are to re-visit the section and complete it.

2. If you have completed all required sections in the application (i.e. green tick in all sections), you may click on the **Submit** button to proceed.
Step 14: View, print and make payment for your application

1. Check and ensure all details provided in the application are correct. You may make changes to your application by clicking on the *Edit* button at the top right corner.

2. You may also wish to print a copy of your application by clicking on the *Print* button.

3. If there is no changes to be made, click the *Payment* button to proceed and complete your submission.

Step 15: Payment of Application Fee

1. A summary of the programmes/courses applied and the total application fee payable will be stated.

2. Select your payment method and click *Proceed to Payment*.

3. Follow the instruction on the screen to complete your application fee payment.

4. Once payment has been made successfully, you will receive an email with the e-receipt attached.

**NOTE:** Your application will ONLY be processed after the application fee is received. The application fee is NON-REFUNDABLE and NON-TRANSFERABLE.