# Application Guide For NUS BTech Programmes Applicants

## SCALE Online Application Portal

*Created by:*
*NUS SCALE Admission*

*Last updated 28 March 2023*

# 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. Any documents that are not in English must be accompanied by a certified English translation.

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.

5. Depending on the number of programmes 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 entertain.**

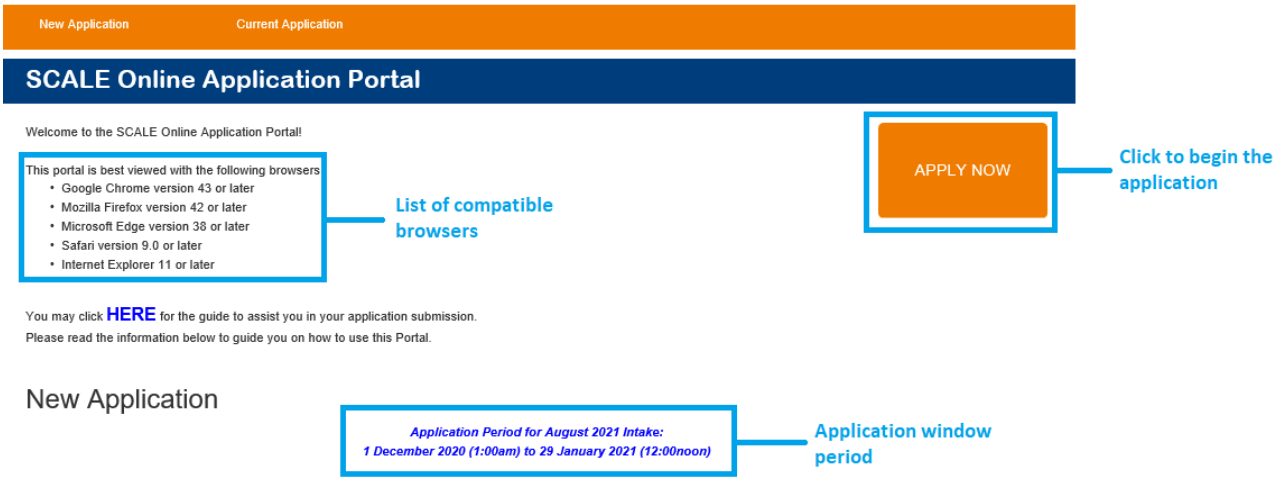
# Step 1: Begin your application

1. Ensure you are using one of the compatible browsers as listed.

2. Read through the instructions before you proceed.

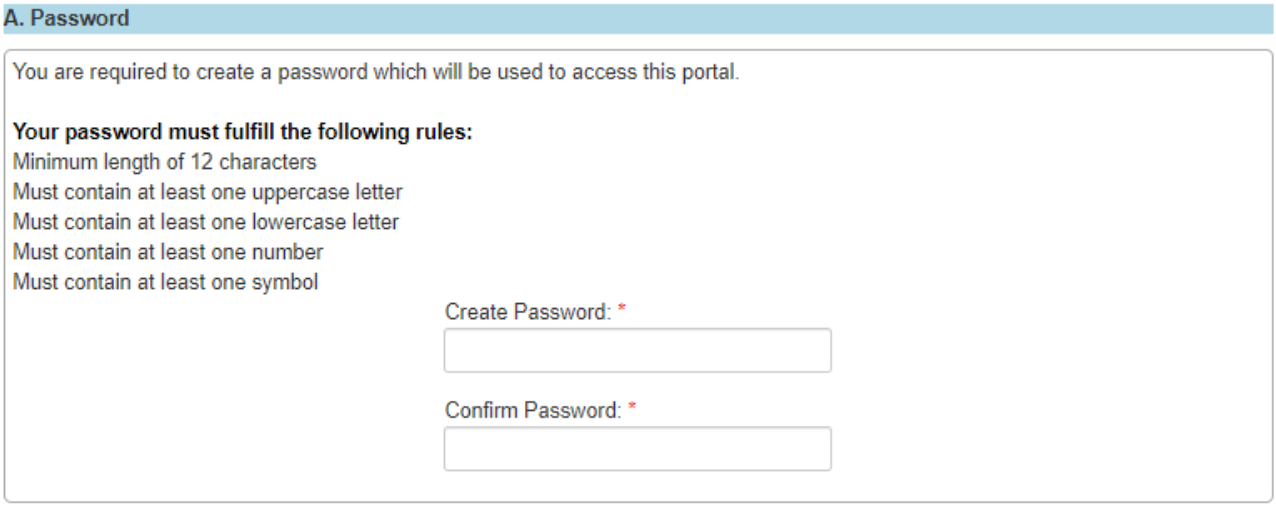
3. Check that you are applying to the correct intake and take note of the application period stated. **Any request for late submission of application after the application period will not be entertain.**

4. Click APPLY NOW to begin your application.



## Step 2: Create your login password

1. Create a password that fulfill the rules as stated. This password will be used to access the application portal.

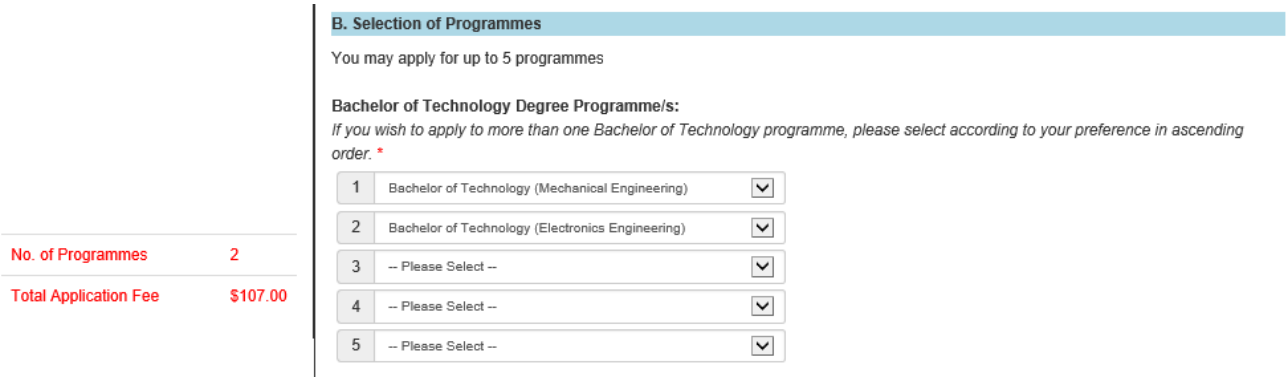



## Step 3: Select the programmes

1. Select the BTech Programmes from the dropdown list.

2. Rank your preference if you are applying more than one BTech Programme.

3. You are allowed to select up to a **maximum of 5** programmes, and the application fee will based on the number of programmes that you have selected in your application.



# Step 4: Provide your personal particulars

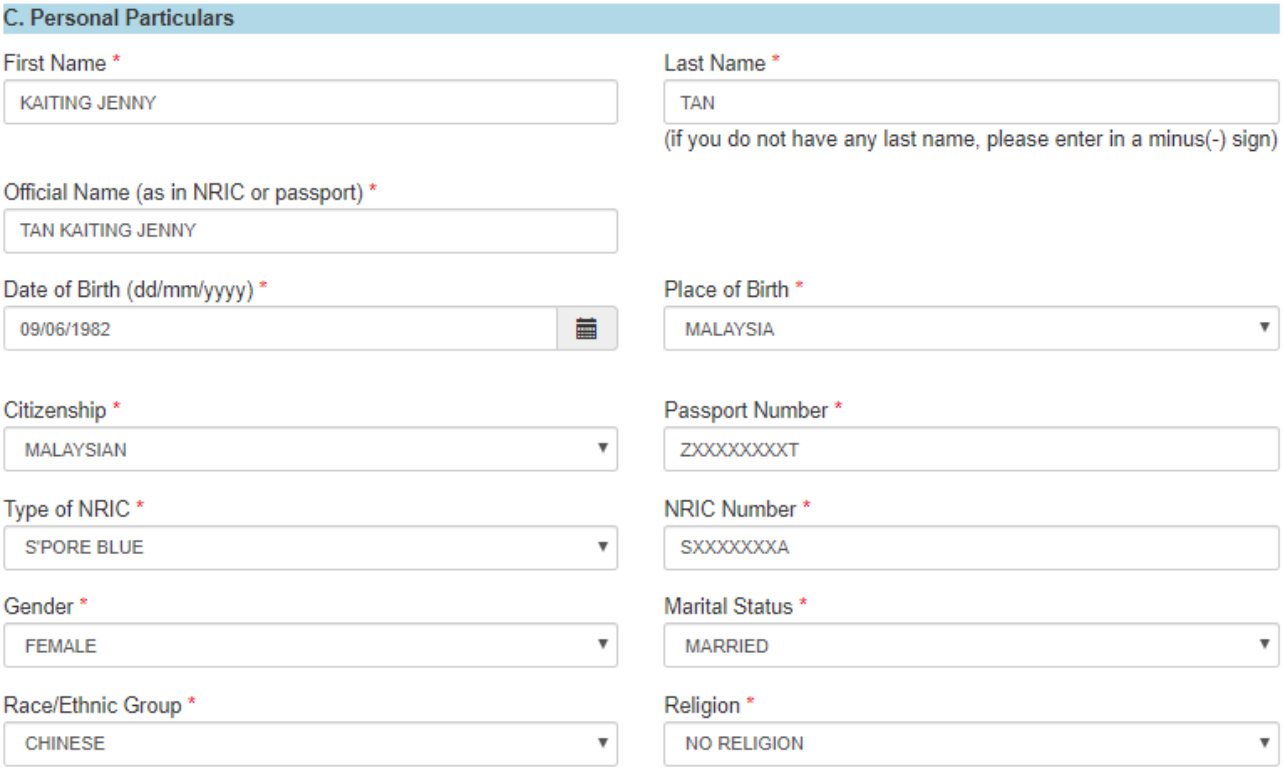
1. The *"Official Name"* must be as per NRIC/passport, i.e., if there is any special character in your name (e.g., comma), it should be included. *Hanyu Pinyin* is not required.

2. The *"Last Name"* refers to your Surname or Family Name.

3. For Singapore Permanent Residents (SPR), please select **[S'pore Blue]** under *"Type of NRIC"*. Your *"Citizenship"* should follow the Nationality indicated at the back of your blue NRIC.

4. 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"*.

***Example for SPR***



***Example for International***

**C. Personal Particulars**

First Name *
SEAN MINGHAN

Last Name *
SUN
(if you do not have any last name, please enter in a minus(-) sign)

Official Name (as in NRIC or passport) *
SEAN SUN MINGHAN

Date of Birth (dd/mm/yyyy) *
14/08/1986

Place of Birth *
TAIWAN

Citizenship *
CHINESE/TAIWANESE

Passport Number *
ZXXXXXXXXT

Type of NRIC *
NO NRIC

Employment Pass Type/Valid Pass Type *
EMPLOYMENT PASS (Q1)

Foreign Identification Number (FIN) *
GXXXXXXXZ

Gender *
MALE

Marital Status *
SINGLE

Race/Ethnic Group *
CHINESE

Religion *
NO RELIGION

## Step 5: 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.

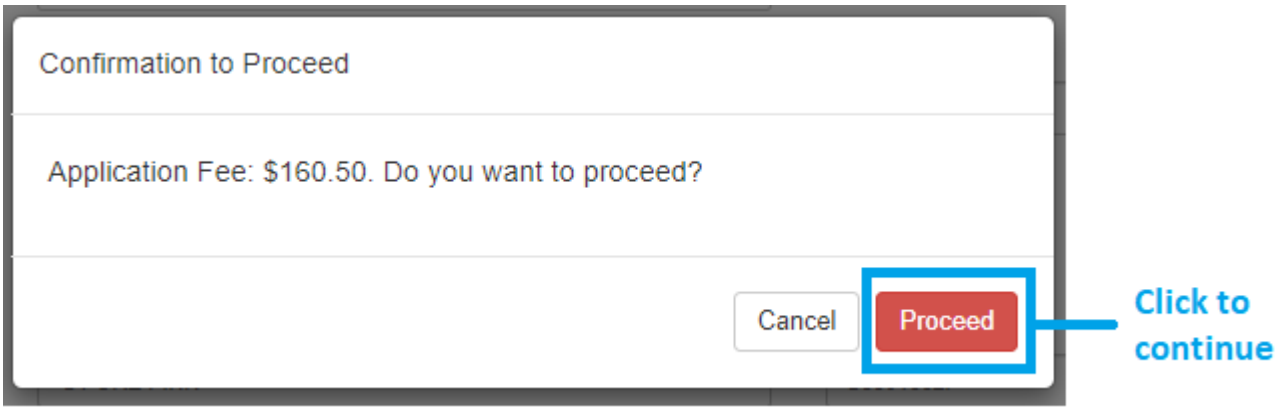
2. Provide a **valid email address** that is frequently used as we will be contacting you mainly via email.

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 6: Confirm on the number of programmes to apply

1. Once you have completed Step 1 to 5, 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 information that was declared earlier, click **[Cancel]** to return to the application.



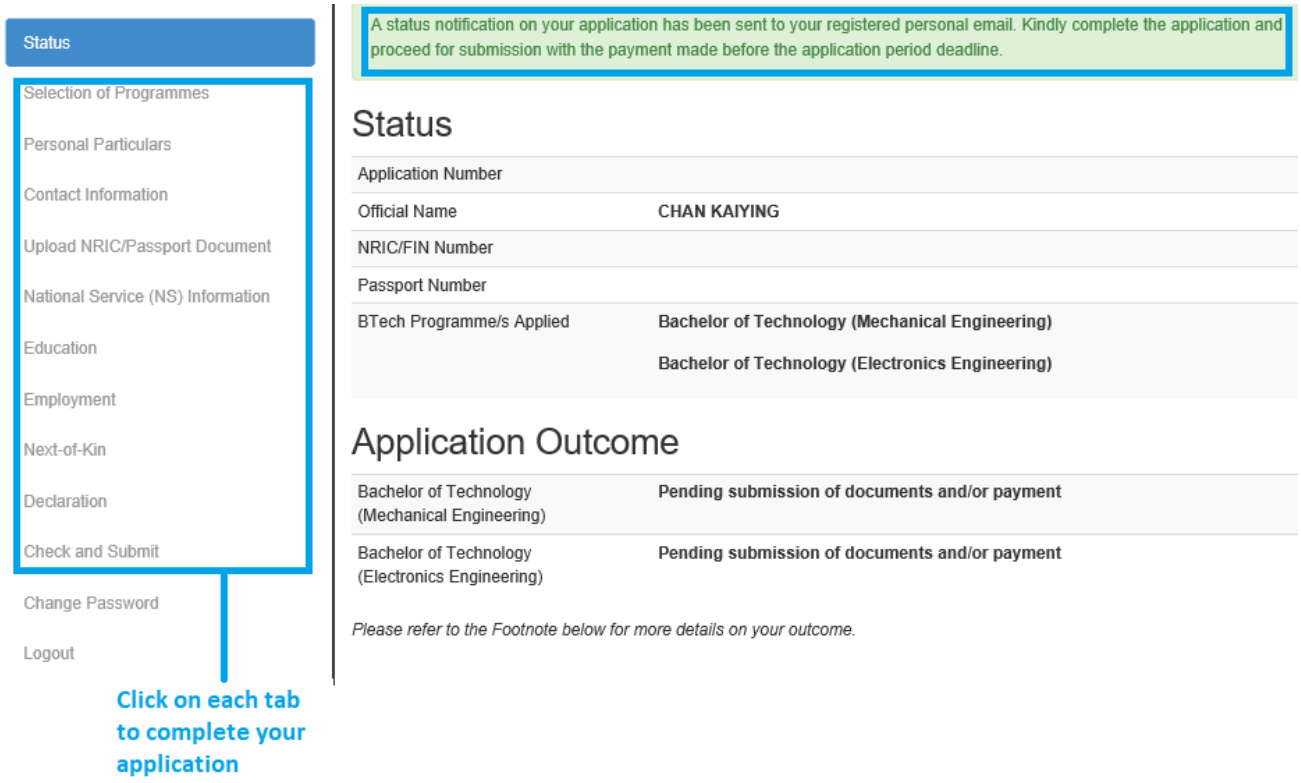
## Step 7: Complete the remaining details required for submission

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

2. Take note of your application number which 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 on 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: Provide National Service (NS) information

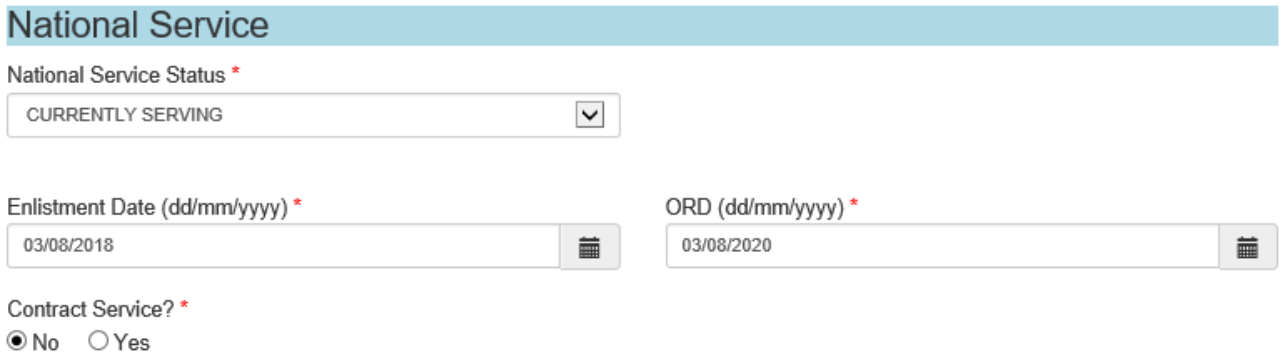
1. Applicants who have completed the 2 years NS liability are to indicate the ORD date as stated on your Certificate of Service (COS).

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.

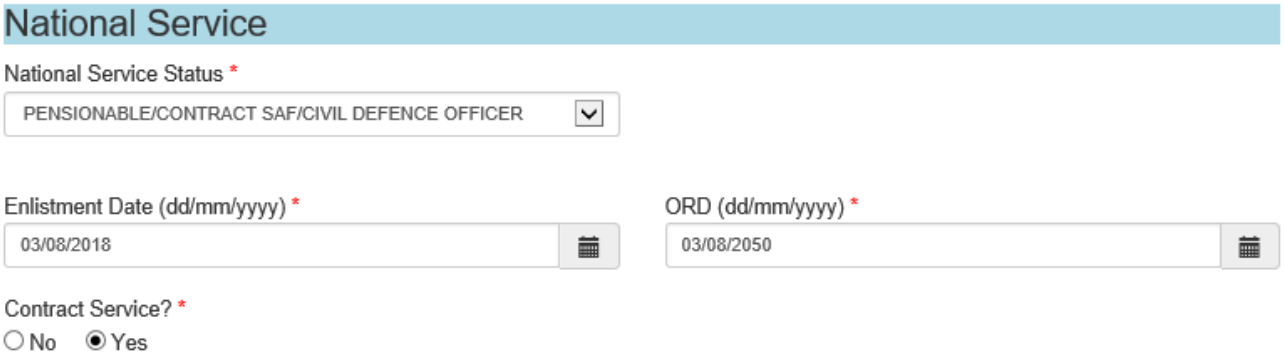
3. For applicants who are regular officers (i.e., you are on a contract with MINDEF), select **[Pensionable/Contract SAF/Civil Defence Officer]** from the dropdown list and indicate **[Yes]** under *"Contract Service"*. You must have served passed the 2-years liability, and an official letter from MINDEF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

4. Applicants who have indicated **[Exempted]** in the application will need to submit the exemption letter.

***Example for applicants who are currently serving NS***




***Example for applicants who are on a contract service***



# Step 9: Provide education background

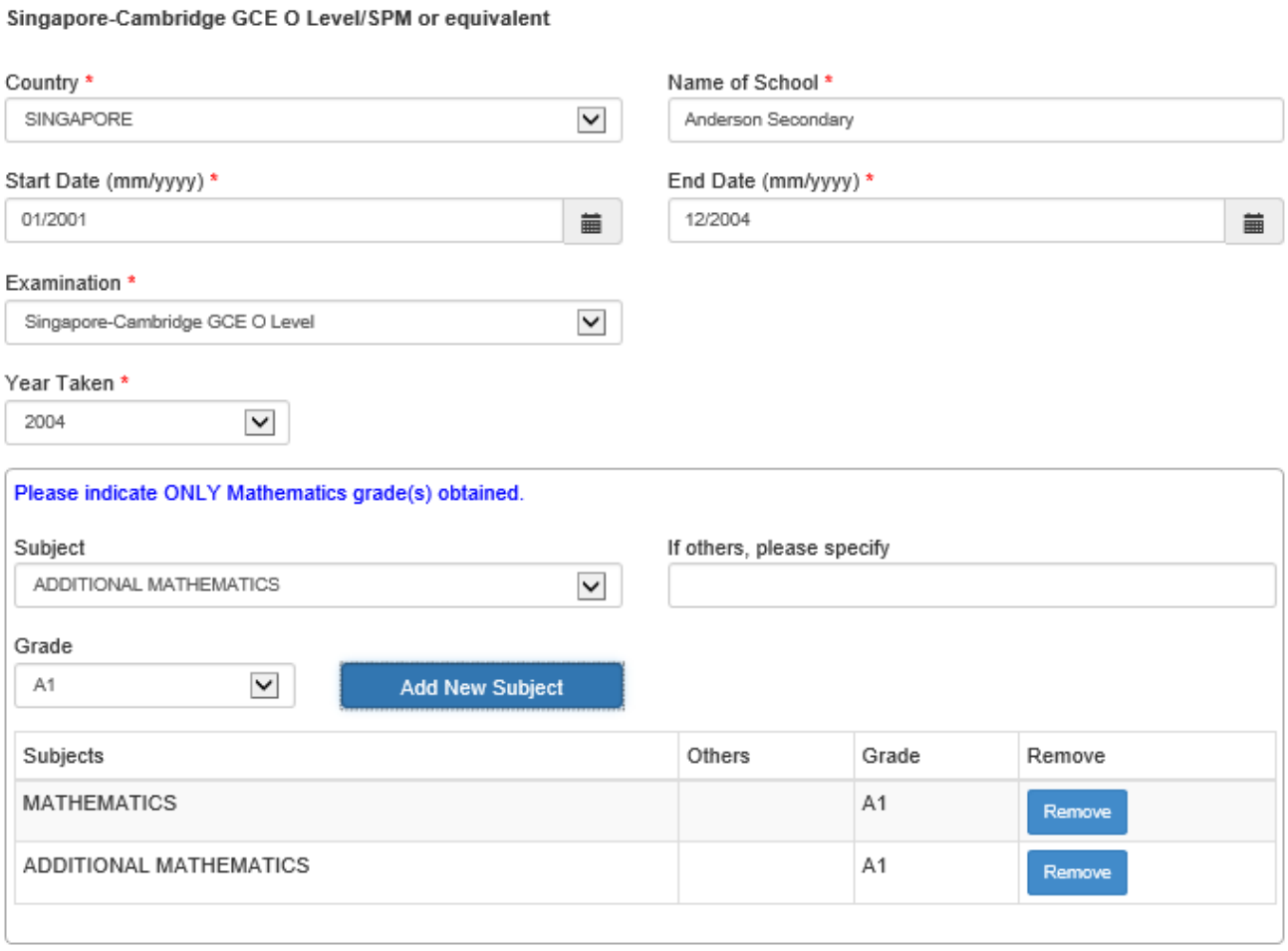
## (A) Singapore-Cambridge GCE O Level/SPM or equivalent

1. If you have taken the Singapore-Cambridge "O" Level Examination, select **[Singapore-Cambridge GCE O Level]** from the "Examination" dropdown list.

2. You are required to indicate your grade(s) for the **English and Mathematics subjects**. If you have taken the subject more than once, provide the higher grade and all result slips must be submitted.

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

| **SPM Grade** | A+ | A | A- | B+ | B | C+ | C | D | E | G |
|---|---|---|---|---|---|---|---|---|---|---|
| **O Level Grade Equivalent** | A1 | A1 | A2 | B3 | B4 | C5 | C6 | D7 | E8 | F9 |



## (B) Polytechnic Diploma

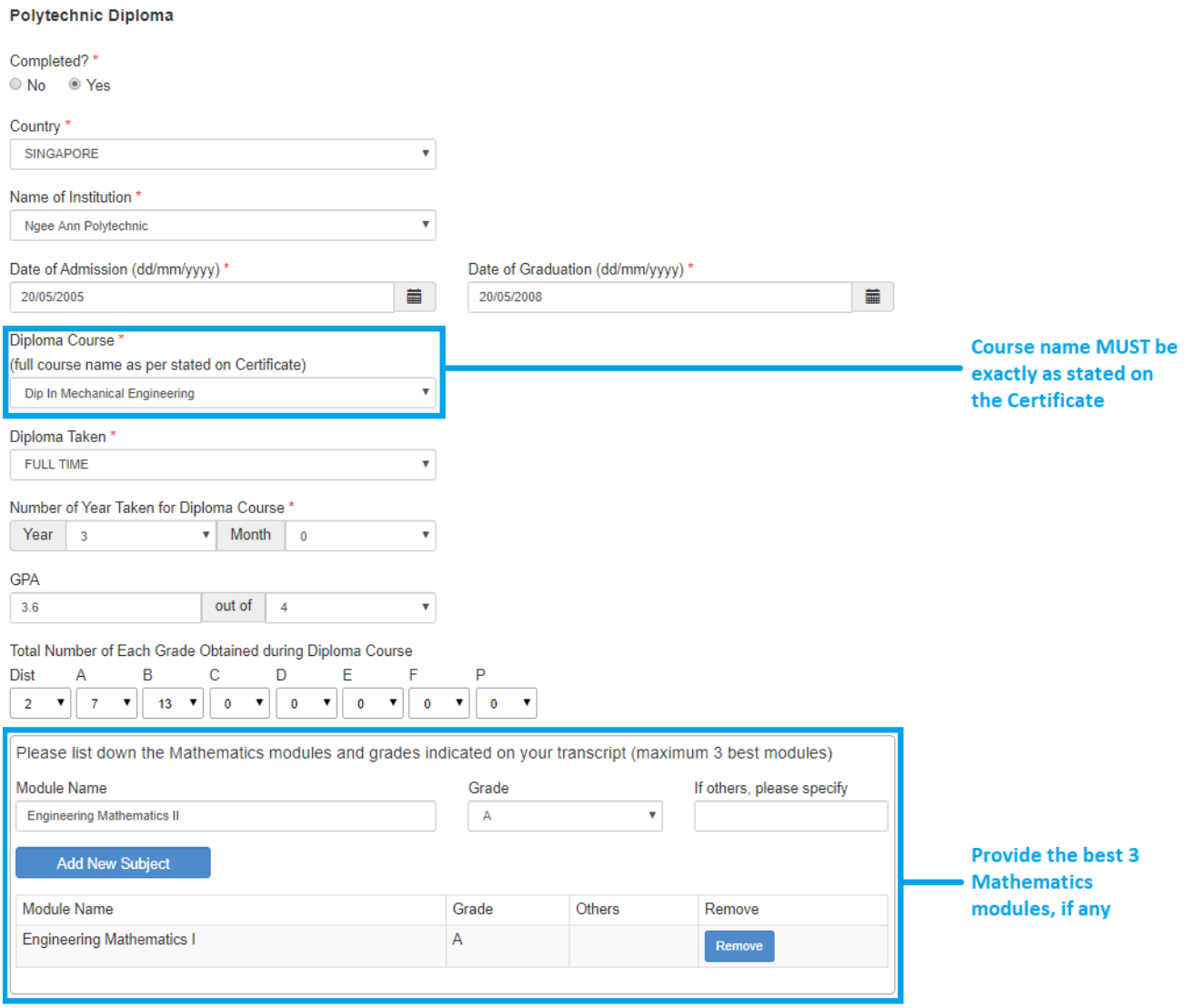
1. You may declare up to a maximum of two diploma qualifications, if any.

2. The **exact course name** as stated on your Diploma Certificate must be selected from the dropdown list under *"Diploma Course"*. E.g., if your course is Diploma in Engineering (Mechanical), please do **NOT** select 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. If you are 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 required to submit the official withdrawal/dismissal letter and the transcript/result slips for courses that were taken previously.

2. If you have withdrawn from a local university, an official document from the university with the following information is required:

    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 courses)
    i) No. of modular units/credits consumed so far (for programme & buffer for failed and repeat courses)

⚠ **Note: For Singapore Citizens and Singapore Permanent Residents who were previously enrolled in and withdrew from a government subsidised Part-Time degree programme and had received partial fee subsidy, the number of subsidised academic units consumed will be deducted from the academic units eligible for subsidy under the BTech programme.**

⚠ **Note: International students are <u>not</u> eligible for the MOE Tuition Fee Subsidy and must pay the non-subsidised fees throughout the course of study.**

## (E) Other Local Qualification

1. Should you have obtained other local qualifications (e.g., ACCA, NUS SCALE Certificate Programmes, CET500); you may declare under this section and upload the supporting documents.

# Step 10: Provide employment information

1. **ALL** employment declared in the application must be **supported with the documents** for verification. Employment that is declared **without** any supporting documents will **not** be taken into consideration.

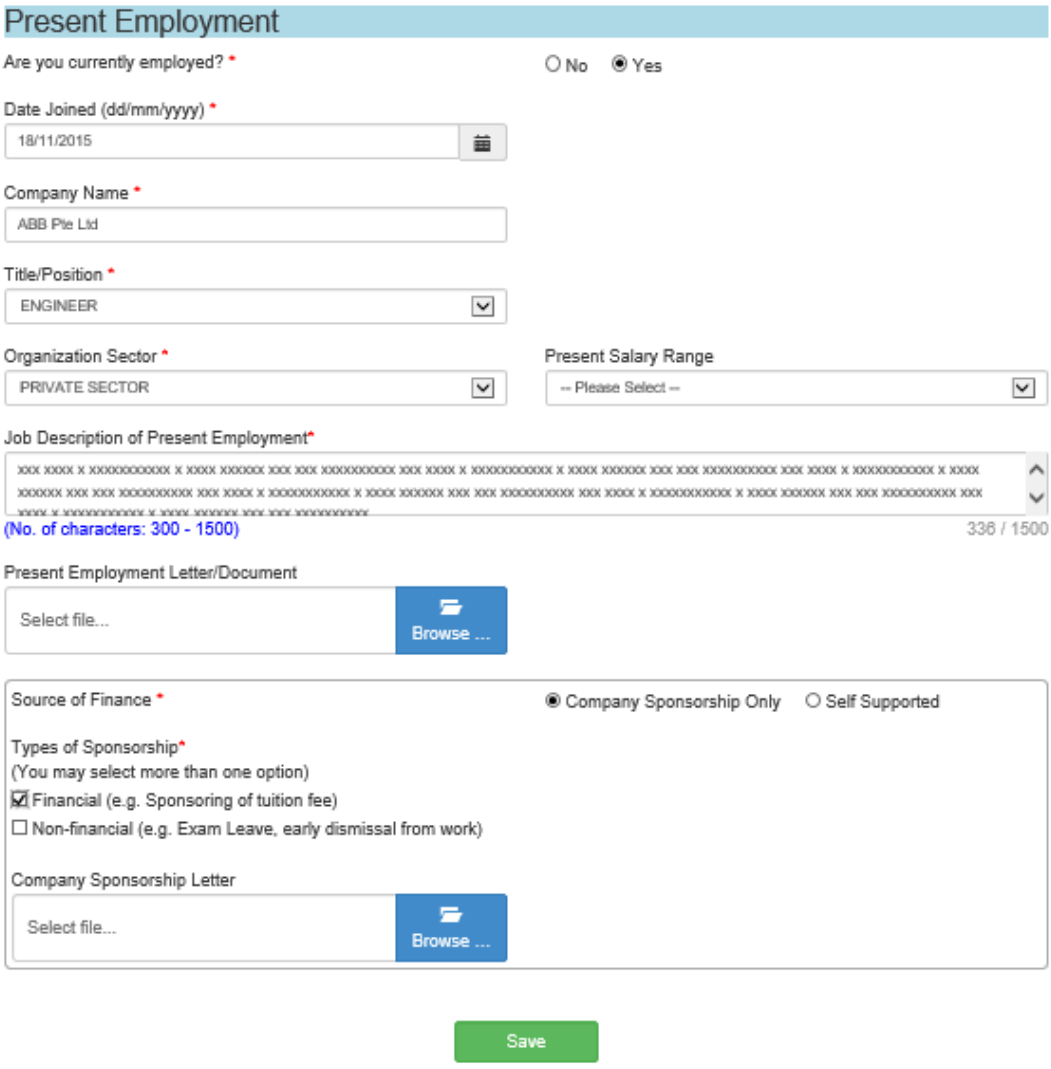
2. Polytechnic internship and the 2-years National Service (NS) liability are **not** considered as work experience. These should not be declared under the employment section.

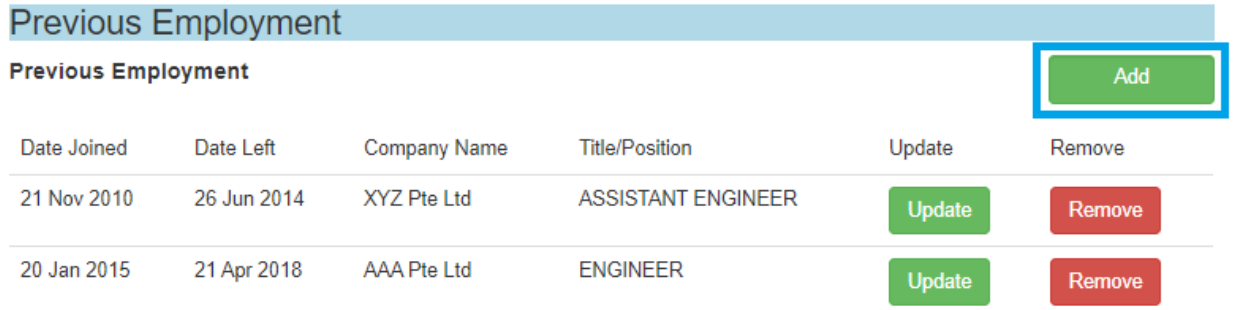
3. A detailed job description of your current employment is to be provided as it is one of the considerations that will be reviewed.

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

5. Previous employment letters/documents of various companies should be combined into **one PDF file** if you have declared more than one previous employment.

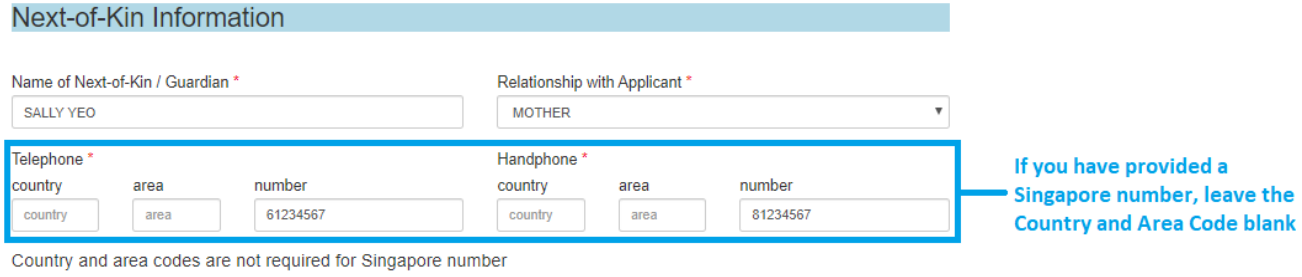
6. If your current employer is sponsoring you for your studies, i.e., financial (e.g., sponsoring of tuition fee) or non-financial (e.g., providing exam leave), the official approved sponsorship letter with the specific details must be provided.






## 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.



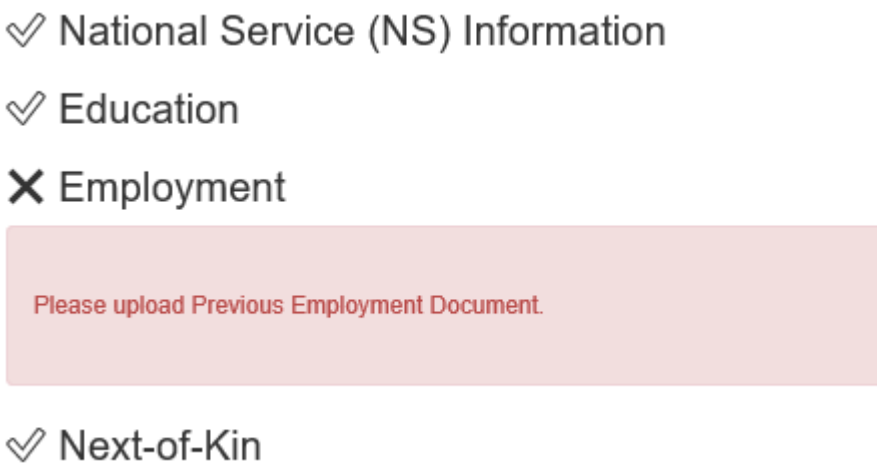

## Step 12: Declaration

1. Should you have any health declaration to be made, please specify in details. Official medical records are to be submitted for verification.

## Step 13: Check and submit your application

1. Section marked with a cross implies the particular section in 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., tick in all sections), you may click **[Submit]** to proceed.

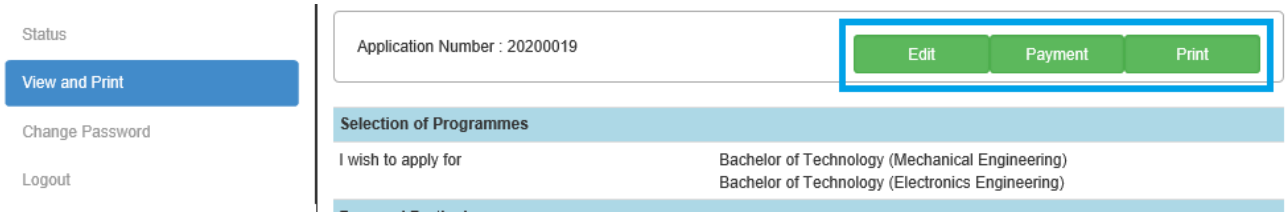



## Step 14: View, print and make payment for your application

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

2. To print a copy of your application for reference, click **[Print]**.

3. If there are no changes to be made, click **[Payment]** to proceed and complete your submission.



## Step 15: Payment of Application Fee

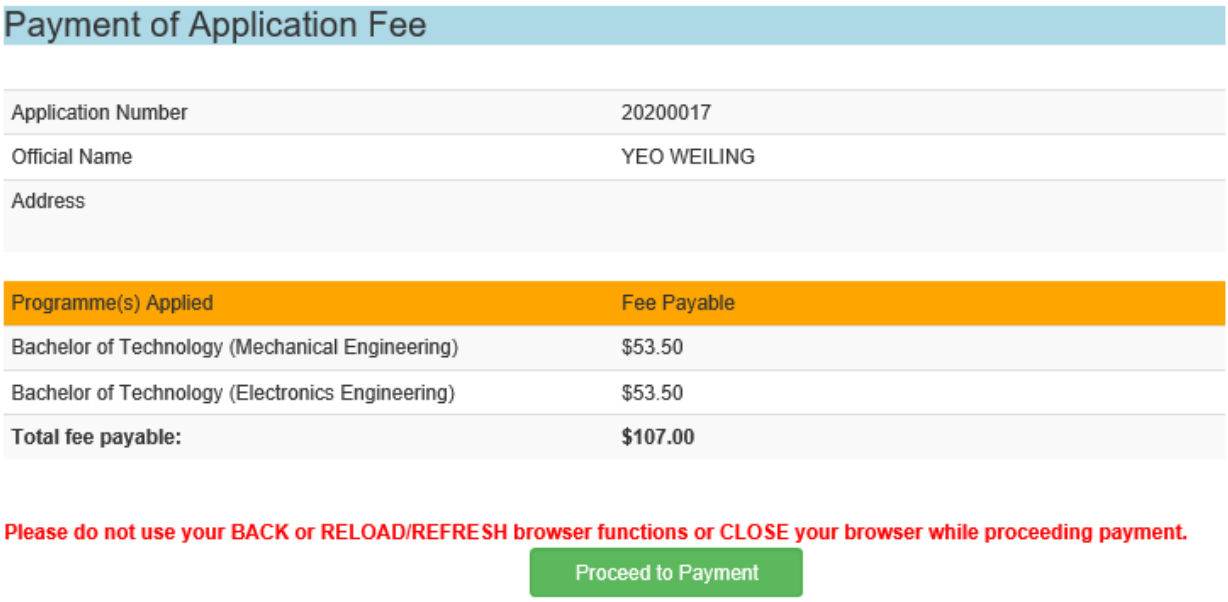
1. A summary of the programmes applied, and the total application fee payable will be stated.

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.**



Payment of Application Fee

| | |
|---|---|
| Application Number | 20200017 |
| Official Name | YEO WEILING |
| Address | |

| Programme(s) Applied | Fee Payable |
|---|---|
| Bachelor of Technology (Mechanical Engineering) | $53.50 |
| Bachelor of Technology (Electronics Engineering) | $53.50 |
| **Total fee payable:** | **$107.00** |

Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while proceeding payment.

Proceed to Payment