



APPLICATION GUIDEBOOK FOR CET DEGREE PROGRAMMES

BACHELOR OF INFORMATION TECHNOLOGY (**BIT**)

BACHELOR OF TECHNOLOGY (**BTECH**)

FULL-TIME UNDERGRADUATE PROGRAMMES **VIA ADVANCE@NUS**

SCHOOL OF CONTINUING AND LIFELONG EDUCATION
NATIONAL UNIVERSITY OF SINGAPORE

Message to all applicants:

Applying to a degree programme requires thorough preparation. As working professionals, we understand you have many commitments. While we're here to support you, your full cooperation is **essential** for a smooth application process. This guidebook has been created to assist you in making informed decisions about your application.



Planning Ahead: Bridging/Preparatory Course Schedules and Entrance Examination Dates

Pay **special attention to the schedules** as there will be no make-up lessons or exams. All courses are held **on campus** unless otherwise specified. If you anticipate conflicts due to work, we recommend discussing your schedule with your employer in advance. We want to avoid situations where you've invested significant effort only to discover you cannot commit to the course or exam schedules. The schedules can be found in the respective bridging/preparatory course websites.

Taking the step to pursue a degree while balancing work and other responsibilities is a bold decision. **Take this opportunity** to assess how effectively you manage your time between work, family and these courses from March to May! This will be excellent preparation especially since it has been a while since you left school.



Fulfilling Work Experience Requirements

These Continuing and Education Training (CET) degree programmes are designed for working adults. This means that you must **meet the work experience requirements** outlined on our website. Visit the programme website(s) for more details.



Managing your Finances

We strongly encourage you to carefully plan your finances alongside the demands of your studies as financial challenges can impact your ability to focus, especially if you are the sole breadwinner of your household. Ensure you have **sufficient funds** to complete the admission process and support yourself throughout the duration of your degree. The university's goal is for you is to succeed in the programme and graduate. It is not just about "Getting into the University" – it's about "**Finishing the Degree**".



Honesty is the Best Policy

Complete the application with true and accurate information about all your educational background. Declare full-time work experience(s) that showcase your interest or experience relevant to the programme you are applying to. If you have any medical conditions that require the University's support, let us know! We are here to help you.

This is an investment in yourself and your future. Every challenge you overcome brings you a step **closer to your goal**. The knowledge and skills you gain will create new opportunities for growth in both your personal and professional life. **Stay focused on your vision** and your dedication will pay off! The degree you earn will be one of the greatest testaments to your resilience and hard work. We wish you **all the best** with your application.

Content

Document Checklist

This document checklist is designed to help you prepare all the necessary documents for your application to the degree programme. We encourage you to review this list to ensure that you have all the required documents ready in soft copies and avoid any delays in the application process.

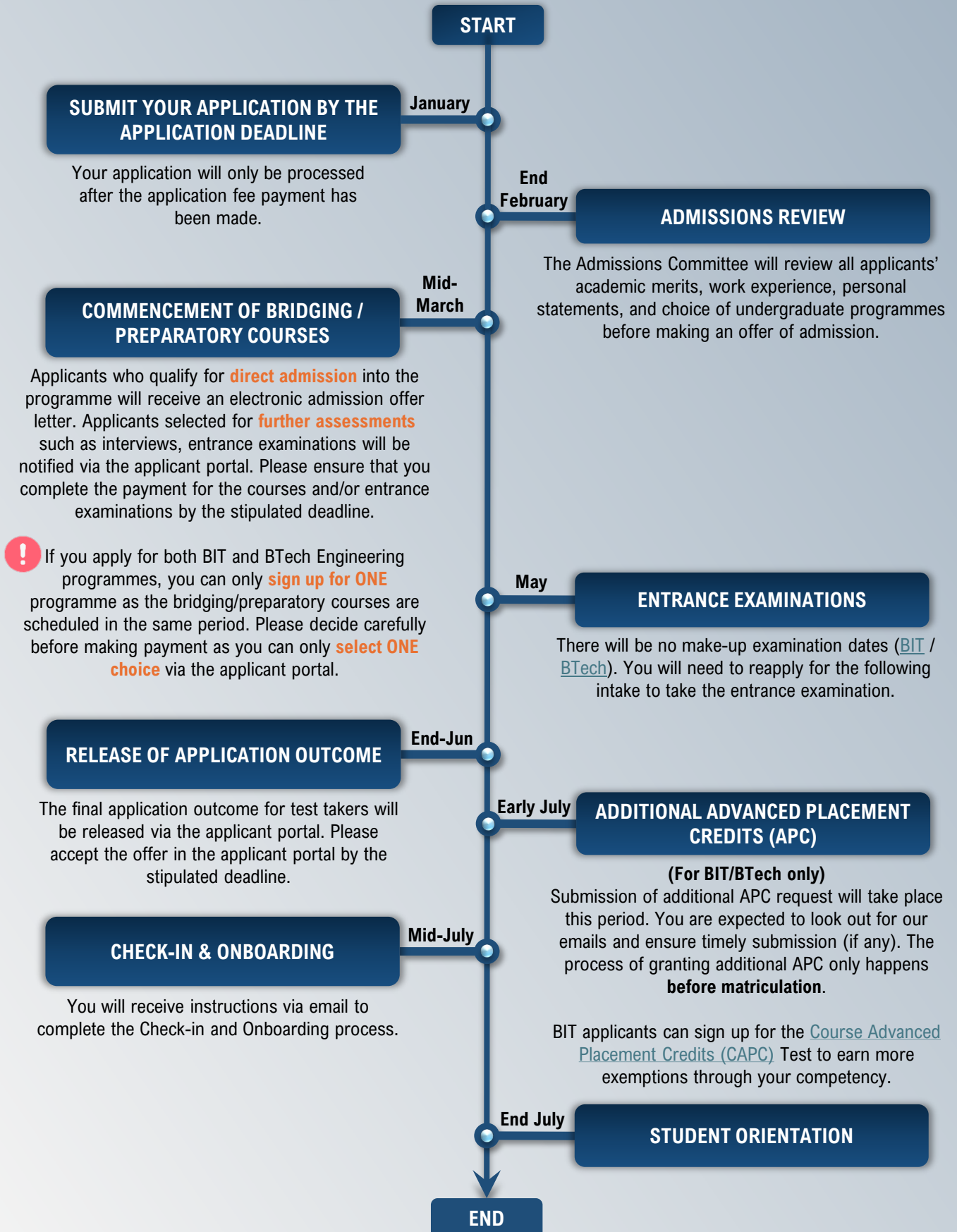
Applying

-  Selecting the Application Category
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Frequently Asked Questions

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Application Timeline



Your Document Checklist – Check and ensure that you have scanned copies of the following documents for your application:

Supporting Documents Required	Singapore Citizen (SC)	Singapore Permanent Resident (SPR)	International Student (INTL)
1. Identity Card (Copy of front and back is required) - NRIC / 11B / Passport – Personal Particulars - Work Permit / Employment Pass / S Pass (for INTL only) - Re-entry Permit (for SPR only)	Yes	Yes	Yes
2. National Service (NS) Status and Documents Exempted – The exemption letter from MINDEF is required. If you do not have the letter, you can request the official letter from contact@ns.gov.sg. Completed – Certificate of Service (COS) / Service transcript is required. Serving / Completing by commencement of academic year – A letter from MINDEF with the expected date of completion of service is required. (Note: You must have completed your NS before the semester starts) Contract (Regular) – A letter from MINDEF with the expected date of completion of service or Letter of Enlistment into Regular Service.	Yes N.A	Yes N.A	Yes N.A
3. GCE 'O' Level Result (e.g.: Singapore Cambridge GCE / SPM / Cambridge IGCSE) Include Explanatory Notes / legend / grading system	Yes N.A	Yes N.A	Yes N.A
4. GCE 'A' Level Result, IB Diploma, NUS High School Diploma or equivalent (e.g.: STPM / NCEE etc.) Include Explanatory Notes / legend / grading system	Yes N.A	Yes N.A	Yes N.A
5. Polytechnic Diploma Diploma Certificate and Official Transcript(s) of Polytechnic Diploma	Yes N.A	Yes N.A	Yes N.A
6. Other Qualifications Certificate and Official Transcript(s) of ITE Diploma / Specialist Diploma / Advanced Diploma / Graduate Certificate / Bachelor's Degree / Graduate Diploma / Master's Degree etc.	Yes N.A	Yes N.A	Yes N.A
7. If you are studying or have studied in a Part-Time degree programme at a Local University (if applicable) - Official withdrawal letter, degree transcript and Fee Subsidy Letter with the following information: - Programme enrolled - Date of admission and withdrawal / dismissal - No. of modular units/credits required to graduate (inclusive of exemption upon admission) - No. of modular units/credits granted as exemption upon admission - No. of modular units/credits eligible to enjoy TFS at start of programme (for programme & buffer for failed and repeat courses) - No. of modular units/credits consumed so far (for programme & buffer for failed and repeat courses)	Yes N.A	Yes N.A	Yes N.A



Supporting Documents Required	Singapore Citizen (SC)	Singapore Permanent Resident (SPR)	International Student (INTL)
8. Certification on Current Employment* A letter from the HR/Head of Department (HOD) is required. The letter must be printed on the company letterhead and endorsed by the HR or HOD with the company stamp. It should <u>not</u> be dated more than 3 months from the application date and the following details must be stated: - Your current position / title - Your joined date (DD/MM/YYYY) <i>Note: For any system generated letter, endorsement by the HR or HOD with company stamp is still required.</i>	Yes N.A	Yes N.A	Yes N.A
9. Certification on Previous Employment* A letter from the previous company is required. The letter must be printed on the company letterhead and endorsed by the HR or HOD with the company stamp. The date of joining and leaving (DD/MM/YYYY) must be indicated in the letter.	Yes N.A	Yes N.A	Yes N.A
*Other acceptable Employment documents (any ONE of the following) - The CPF Yearly Statements with your name, month and year of contribution, and company name indicated. The whole employment period is required. (Note: This is applicable only to Singapore Citizen and Singapore Permanent Resident.) - Pay Slips for the whole employment period – Start and last three months (e.g. Apr'21 and Oct, Nov, Dec'24) - Employment Contract with recent last three months of Pay Slips - Long-Service Award Certificate (e.g. 5-year, 10-year etc.)	Yes N.A	Yes N.A	Yes N.A
10. Company Sponsorship Letter (if any) Should you be financially sponsored by your company, the official approved sponsorship letter with details on the sponsoring items, must be printed on the company letterhead with endorsement by the HR or HOD.	Yes N.A	Yes N.A	Yes N.A
11. Recommendation Letter(s) and/or Portfolio (if any) These are optional supplementary documents that could add value to your application. Recommendation letter(s) from employers must be signed and should validate your abilities, contributions and character, demonstrating your potential for success in the degree programme. Your portfolio should showcase evidence of your skills and experience through relevant work events or competitions you have participated in.	Yes N.A	Yes N.A	Yes N.A

N.A. = Not Applicable

Note: For non-English documents, you must upload the original document together with an English translation as one file. The translation can be done by a licensed translation service provider.

I'm ready to apply...

You can access the Applicant Portal at <https://myaces.nus.edu.sg/applicantPortal/scaleLogin>

To begin your application, choose the appropriate login method based on your status:

1. Singapore Citizens, Permanent Residents and Other Singpass holders

Click **[Log in with Singpass]** to begin your application.

You will be prompted to scan a QR code using your Singpass app to authenticate your identity. Once signed in, click **[Retrieve Myinfo]** to automatically populate your application form with your personal details.

Quick and Easy Form Filling with Myinfo

For your convenience and to help you fill out the form more quickly, Myinfo is required.

Myinfo enables you to automatically retrieve your personal data from participating government agencies, making your application process more convenient.

Retrieve Myinfo
with singpass

2. International Students without Singpass

Click **[Log in]** to begin your application.

Sign in with one of the following types of social accounts:

-  Google (e.g., Gmail)
-  Microsoft Account (e.g., Outlook or Hotmail)
-  Apple

Note: Signing in using "Registered Email Address" is intended for international prospects who do not have any of the above social accounts. Please email to scale.admissions@nus.edu.sg if you do not have a social account in Singapore and wish to proceed with signing in with your registered email address.



Sign in with your social account

 Google
  Microsoft Account

 Apple

OR

Sign in with your registered email address

Registered Email Address

Password [Forgot your password?](#)

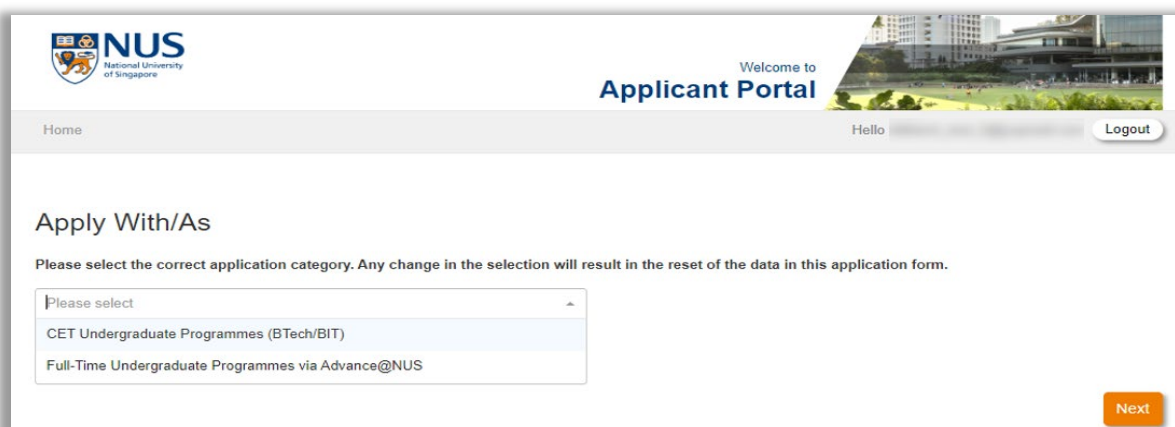
Sign in

You may save your application and return to complete your submission using the same login method.

You will be logged off if your session idles for more than 30 minutes. Using the appropriate login method ensures that information previously entered can be retrieved when you resume the session again.

Selecting the Application Category

Upon entering your application, select the correct category that you wish to apply:



The screenshot shows the NUS Applicant Portal interface. At the top, there's a header with the NUS logo and 'Welcome to Applicant Portal'. Below this, there's a navigation bar with 'Home', 'Hello', and a 'Logout' button. The main content area is titled 'Apply With/As' and includes a message: 'Please select the correct application category. Any change in the selection will result in the reset of the data in this application form.' A dropdown menu is open, showing two options: 'CET Undergraduate Programmes (BTech/BIT)' and 'Full-Time Undergraduate Programmes via Advance@NUS'. A 'Next' button is located at the bottom right of the form.

Selecting **CET Undergraduate Programmes (BTech/BIT)** allows you to choose the following degree programmes (click on the links to find out more):

Programmes:

Bachelor of Information Technology	Non-honours	Flexible
Bachelor of Technology (Chemical Engineering)	Honours	Part-Time
Bachelor of Technology (Civil Engineering)	Honours	Part-Time
Bachelor of Technology (Electronics Engineering)	Honours	Part-Time
Bachelor of Technology (Industrial & Management Engineering)	Honours	Part-Time
Bachelor of Technology (Mechanical Engineering)	Honours	Part-Time
Bachelor of Technology (Supply Chain Management)	Honours	Part-Time

Selecting **Full-Time Undergraduate Programmes via Advance@NUS** allows **working professional** to pursue a full-time honours degree programme. Please visit the [website](#) to view the list of degree programmes under this scheme and ensure you have met the entry requirements before applying.

If you are a Fresh Graduate from Polytechnic or Junior College or other High Schools and wish to apply for the Regular Pathway for Full-Time Undergraduate programmes, please visit the [NUS Office of Admission website](#) for more details on their application.

Personal Details

[For Singpass holders] After logging in with Singpass, you will need to use Myinfo to retrieve your personal details. Myinfo securely pulls your data from relevant government agencies to automatically populate relevant fields in the application form, ensuring greater accuracy and convenience.

[For non-Singpass holders] If you are logging in as an International Student without Singpass, you will need to manually enter your personal particulars in the application form. Please ensure that all information provided is accurate and complete, as this will be used for verification and processing of your application.

If you would like to reset the information entered in your application, follow the steps below to reset your application:

- Logout (logout button on the top right corner of the form)
- Log in again using your selected login option.
- Click on **[Delete Draft]**, followed by **[Continue to apply]** to begin a new application.

Choice of Study

You can select **up to five** programmes under **CET Undergraduate Programmes (BTech/BIT)**.
You can select only **ONE** programme under **Full-Time Undergraduate Programmes via Advance@NUS**.

An application fee of S\$54.50 (inclusive of GST) is applicable for each programme selected.

Education

If you have more than two education records to enter in each qualification type, please enter the **latest** or **most relevant** to the degree you are applying for. You are also reminded to list down the **Mathematics** modules and grades you have attempted in your education.

University/Tertiary Education

Before entering your University Degree details, you are required to provide the education details that you have used for entry into the University. For example, Polytechnic Diploma, GCE A Level etc.

! Important Note: If you have **completed** a bachelor's degree or higher and **have utilised government subsidies (e.g., Tuition Grant etc) or sponsorships**, you will not be eligible for further subsidies from MOE. This means you'll need to pay the full non-subsidised fees. If you choose to proceed with the application, do note that application fees are **non-refundable** and **non-transferable**.

Local Polytechnic/ITE Diploma Education

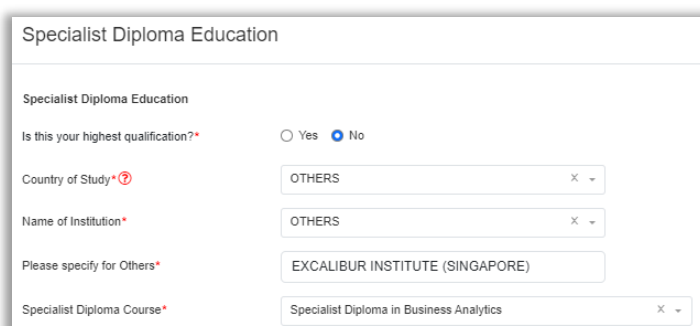
This section is only applicable for **Diplomas** completed in Local Polytechnics or Institute of Technical Education (ITE). If you have completed your Polytechnic or Diploma education in another country, please enter details under "Other Diploma Education (Private Institutions in Singapore or Overseas)".

Other Diploma Education (Private Institutions in Singapore or Overseas)

If you have completed your Diploma education in a Private Institution in Singapore or Overseas, enter your details in this section.

Specialist Diploma Education and Advanced Diploma Education

If you have completed your Specialist or Advanced Diploma education in a Private Institution in Singapore, please select **[Others]** for both "Country of Study" and "Name of Institution". See example below:



The screenshot shows a form titled "Specialist Diploma Education". It contains the following fields:

- Specialist Diploma Education** (Section Header)
- Is this your highest qualification?*** with radio buttons for ☐ Yes and ☒ No.
- Country of Study*** with a dropdown menu showing "OTHERS".
- Name of Institution*** with a dropdown menu showing "OTHERS".
- Please specify for Others*** with a text input field containing "EXCALIBUR INSTITUTE (SINGAPORE)".
- Specialist Diploma Course*** with a dropdown menu showing "Specialist Diploma in Business Analytics".

If you have completed your Specialist or Advanced Diploma education in another country, select the country accordingly.

Singapore-Cambridge GCE A-Level/IB Diploma/NUS High School

For GCE A Level applicants, please include your **subject combinations**. Do not enter Project Work and General Paper subjects.

NUS Certificate or Modular Course

If you have completed any NUS executive certificate or modular courses, please upload the NUS Certificate and Transcript under “*Other Qualification Certificate*” and “*Other Qualification Transcript*”. Please note that the transfer of units and grades are subject to approval.

Secondary Education

Please declare the grades you have obtained for Mathematics and Additional Mathematics at GCE O Level / IGCSE / SPM, if applicable. Failure to do so may lead to an inaccurate assessment of your application, which may adversely affect the application outcome. If you do not have any grades, you may enter the Year of Examination and leave the grades blank.

Other Education

Submission of English Proficiency results is optional. You may skip this section if you have not done any of the proficiency tests listed in this section.

Employment

Please enter only **full-time** employment details.

Employment that is not considered full-time work experience:

-  School Internships
-  Part-time work – A part-time employee is one who works for less than 35 hours a week under contract of service with an employer.
-  National Service Full-time (NSF) – *except for applicants applying Full-Time Undergraduate Programmes via Advance@NUS*

If you are **currently serving** your National Service (NS) and do not have a full-time job, please enter the following details:

- Name of Company: Serving NS
- Job Title: Others
- Please specify for Others: NSF
- For Job Description, you may provide a brief description of your role in NS.

Personal Statement

What you write here will help us get to know you better and to understand your reasons for seeking an undergraduate degree at NUS. This is a self-evaluation of your interests and suitability for the programme, so please answer the questions honestly in a clear, concise and well-organised manner. Proofread before you submit.

Referee Nomination (for Advance@NUS only)

Before you submit your application, you should contact the nominated referees to make sure they are willing and able to serve as your referees. An email will be sent to your referees immediately after you click "Submit" and you will not be able to change who receives the request. It is your responsibility to follow up with your referees to ensure that they submit the referee recommendation report within two weeks from the date of your application.

Other Information

Health and Support

Disclosure will not disadvantage your application. The information will enable the University to develop a better understanding of your need for support and resources during your studies in NUS, and to ascertain if provisions required are available, in an effort to make your experience a positive one. As such, accurate information is vital for the University to make reasonable adjustments where possible to support specific needs.

Previous BTech/BIT Entrance Exams Attempt

If you have attempted the BIT/BTech Entrance Exams more than two years ago, you will be required to re-take your Entrance Exams.

MOE Tuition Fee Subsidy Pre-Declaration of Eligibility / MOE Tuition Grant

Please **read the declarations carefully** before selecting the option. Knowingly providing false information in this section is a criminal offence under Section 177 of the Penal Code, punishable with imprisonment for a term up to 6 months, or a fine up to a maximum of \$5,000, or with both.

If you have completed a local undergraduate degree in an autonomous university, it is highly likely that you have received the MOE Tuition Grant/Tuition Fee Subsidy.

For Singapore Citizens and Singapore Permanent Residents who were previously enrolled in and withdrew from a government subsidised 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 degree programme.

BIT/BTech international applicants are not eligible for the MOE Tuition Fee Subsidy and must pay the non-subsidised fees throughout the course of study.

Document Upload

For applicants who studied in Singapore, you may login to [Skills Passport](#) to download your **OpenCert files** for the following (if applicable):

- GCE O Level
- GCE A Level
- Polytechnic Diploma Certificate
- Polytechnic Diploma Transcript
- Specialist/Advanced Diploma Certificate
- Specialist/Advanced Diploma Transcript
- Local University Certificate
- Local University Transcript

If you do not have the OpenCert files, you may attach a PDF document instead.

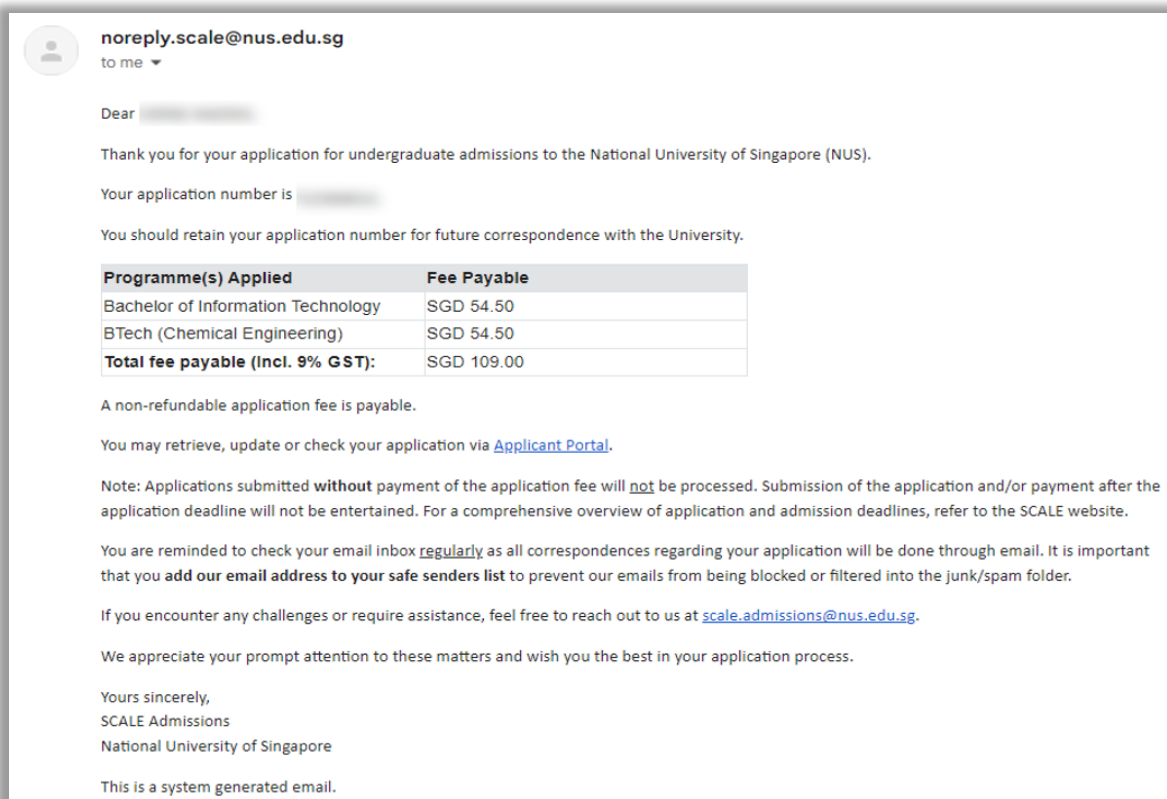
If you have other professional qualifications such as Workforce Skills Qualifications (WSQ), Association of Chartered Certified Accountants (ACCA), Industrial Trade Certificate etc. that you wish to upload, please upload **all in ONE file** under “Other Qualification Certificate” and “Other Qualification Transcript”.

Please refer to the [Document Checklist](#) for more details.

Submission of Application

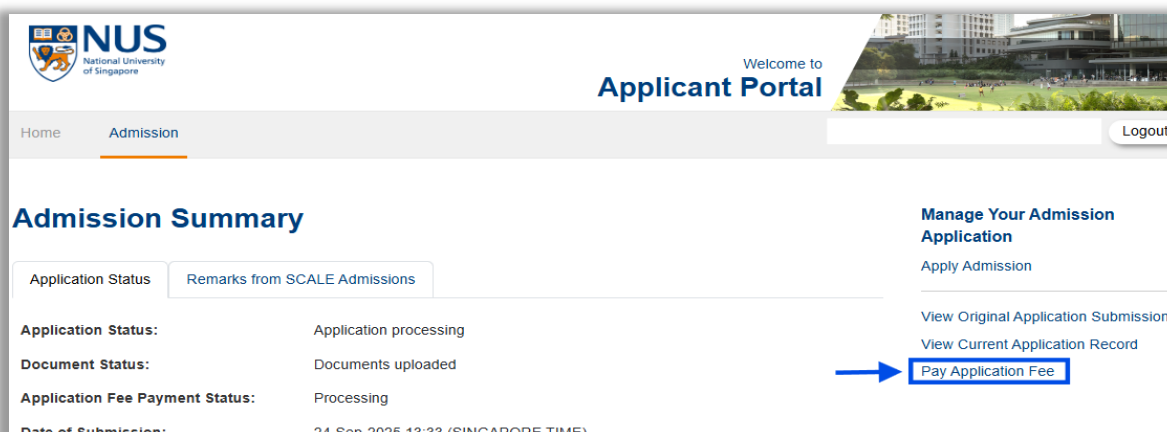
After you have submitted your application, click [\[Logout\]](#).

Check your email for the acknowledgement mail. You are required to login to the applicant portal and pay the application fee.



Payment of Application Fee

Click [\[Pay Application Fee\]](#) to make payment.



Check and ensure that you have selected the correct degree programme(s) in your application. Once payment is completed, you are not allowed to change the degree programme. If you spotted any mistakes in the programme selection, please email to scale.admissions@nus.edu.sg with mention of your application number and full name to amend the programme before you proceed with payment.

The application fee receipt will be sent to your email address.

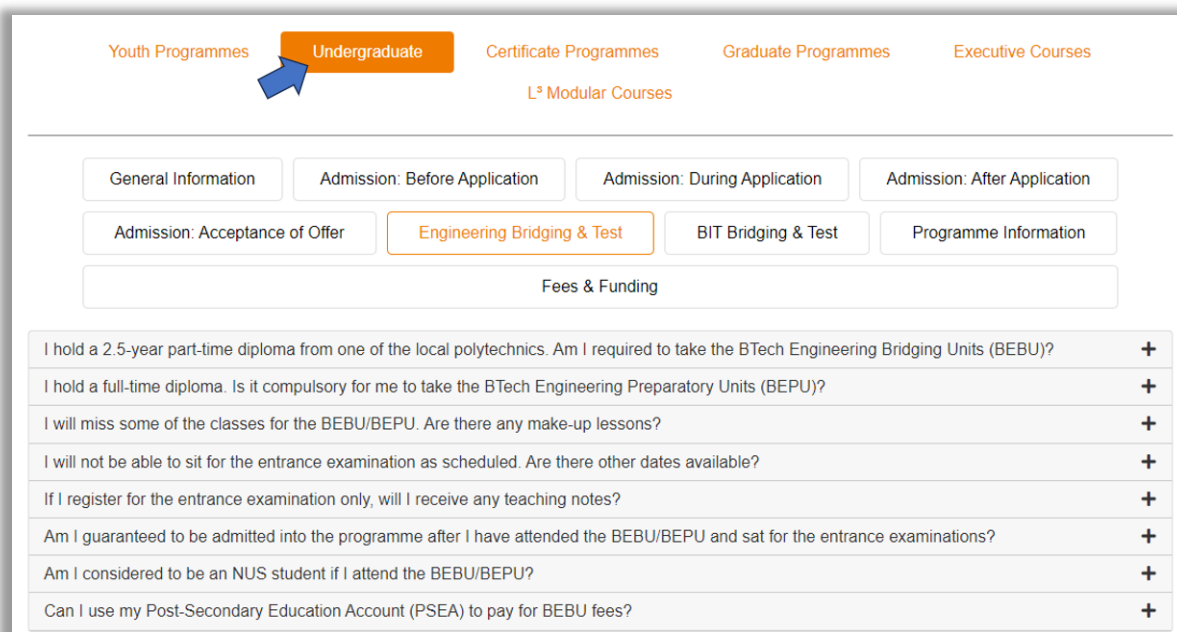
After completing your application...

You can log into the Applicant Portal using the same method you used to begin your application.

Under the Admission tab, you can check your application status, view remarks from the SCALE Admissions team, and review your original and current application records.

Frequently Asked Questions

Visit the [FAQ](#) for more information.



The screenshot shows the NUS Applicant Portal interface. At the top, there are tabs for 'Youth Programmes', 'Undergraduate' (highlighted with a blue arrow), 'Certificate Programmes', 'Graduate Programmes', and 'Executive Courses'. Below these is a sub-tab for 'L³ Modular Courses'. The main navigation area contains buttons for 'General Information', 'Admission: Before Application', 'Admission: During Application', 'Admission: After Application', 'Admission: Acceptance of Offer', 'Engineering Bridging & Test' (highlighted), 'BIT Bridging & Test', and 'Programme Information'. Below these is a 'Fees & Funding' section. A list of frequently asked questions is displayed, each with a plus sign icon on the right for expansion.

I hold a 2.5-year part-time diploma from one of the local polytechnics. Am I required to take the BTech Engineering Bridging Units (BEBU)?	+
I hold a full-time diploma. Is it compulsory for me to take the BTech Engineering Preparatory Units (BEPU)?	+
I will miss some of the classes for the BEBU/BEPU. Are there any make-up lessons?	+
I will not be able to sit for the entrance examination as scheduled. Are there other dates available?	+
If I register for the entrance examination only, will I receive any teaching notes?	+
Am I guaranteed to be admitted into the programme after I have attended the BEBU/BEPU and sat for the entrance examinations?	+
Am I considered to be an NUS student if I attend the BEBU/BEPU?	+
Can I use my Post-Secondary Education Account (PSEA) to pay for BEBU fees?	+

Contact Us

For general enquiries	scale.ug.enquiry@nus.edu.sg
For issues encountered during your application	scale.admissions@nus.edu.sg

Please include your application number and full name in all email correspondence to help us respond to your queries promptly.