Application Guide
For
BTech/SpC Applicants

SCALE Online Application Portal (SOAP)
AY2019/2020 January Intake
Things to note before applying:

1. Read through the information under “Information to note before applying” on the SCALE website at https://nus.edu/2KjOaBl. It will consist of information on when the application outcomes will be released.

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/2I6WUZv as a guide.

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

4. 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. You may refer to SCALE website at https://nus.edu/2KjOaBl for more details.

5. 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. There are 5 tabs on the application portal homepage. Please read the instructions on the functions of each tab before you proceed.

2. Ensure 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.**

3. Click **APPLY NOW** to begin your application.

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Step 2: Selection of programmes/courses

1. Select the BTech programmes from the dropdown list AND/OR tick the checkbox of the Certificate/Specialist 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.

Step 3: Providing 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 Foreigners, select *No NRIC* under “**Type of NRIC**”, and indicate the correct type of pass you are holding under “**Employment Pass Type/Valid Pass Type**”.
Step 4: 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.

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**Step 5: Providing 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 as well for urgent matters. The country and area codes are **not** required if you are providing a Singapore number.
Step 6: Confirming on the number of programmes/courses to apply

1. Once you have completed Step 1 to 5, click *Next* to proceed.

2. A pop-up message will be prompted to ask for confirmation on the number of programmes that you are applying, with the total application fee payable shown. If there are no changes, click *Yes* to proceed. If you would like to make changes to the programmes/courses selection, click *No* to go back to the application.

Step 7: Creating of 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 *Next* to proceed.
Step 8: Declaration of Academic Qualification

(A) Singapore-Cambridge GCE O Level/SPM/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>

Create a password that fulfill all rules stated
(B) Polytechnic Institution

1. 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.

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

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

4. 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 transcript/result slips for modules that were taken previously. An official letter from the University with the following information is required as well.
   a. Date admitted
   b. Date withdrawn / dismissed
   c. Number of semesters completed, with exam results (if any)
   d. Reason for leaving
(E) Additional Information

1. Should you have more than one Polytechnic Diploma or equivalent qualification, please indicate and upload both the transcript and certificate (both original and English translated copies, if it is a foreign qualification) under the category – “Others” on the document upload page.
Step 9: 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.

Step 10: Providing Next-of-Kin Information & Other information

1. Provide a valid contact of your next-of-kin. The country and area codes are **not** required if you are providing a Singapore number.
Step 11: Disabilities, Special Needs and 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. Medical records are to be submitted under the category “Others” in the documents upload section.

2. Click Next to proceed.

Step 12: Reviewing of application information keyed

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

2. You may also wish to print a copy of your application by clicking on the Print button that is located at the end of the page.

3. If there is no changes to be made, click Apply to proceed.
Step 13: Creation of application

1. Your application is now created in the portal and an application number will be generated. This application number is required for the portal login and must be provided when you correspond with us via email or phone call.

2. A status notification of your application will also be send to the email that you have provided in the application.

3. To proceed with the uploading of relevant supporting documents, click HERE. Alternatively, if you would like to upload the documents at a later stage, click Save & Exit. You may login to the portal again to continue with the uploading once the documents are ready.

**NOTE:** Your application is not considered as submitted until you have uploaded the relevant supporting documents and made payment for the application fee.

Step 14: Uploading of Supporting Documents

1. If you have previously saved your application, you may return to the documents upload section by clicking on Upload Document under the “CURRENT APPLICATION” tab at the portal homepage.

2. Ensure your documents are in PDF format and not exceeding 1.5MB in size.

3. Should there be multiple pages in a document, please combine them into one PDF file. Do not upload the pages separately as only one file can be uploaded per document category.

4. For documents that is not under any of the documents category listed, please combine the documents and upload under Others.
5. All information that are declared in your application **MUST** be supported with documents for verification.

6. You may reference the list at https://nus.edu/2I6WUZv as a guide on the document requirements.

7. Once done, click **Upload** to proceed.

8. A table with the uploaded documents will be at the bottom of the page. You may click **View** to ensure the correct documents have been uploaded, or **Remove** if the wrong document has been uploaded.

9. Click **Next** to proceed.
10. You will be prompted to confirm if you would like to upload the stated documents. Click *Yes* to proceed.

![List of Documents to be Uploaded]

11. A confirmation email will be send upon successfully uploading of the documents.

**NOTE:** Your application is not considered as submitted until you have clicked on the SUBMIT button and made payment of the application fee.

**Step 15: Submission of Application**

1. Your application is now ready for submission. Click *Submit* to proceed.

2. If there are changes to be made to the application details or the supporting documents, click *Save & Exit*. You may submit the application at a later stage within the application period.

**NOTE:** Once the application is submitted, you will not be able to edit your application details or make changes to the uploaded documents.
Step 16: 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 *PayNow*.

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.