

Application Guide For NUS BTech Programmes Applicants



SCALE Online Application Portal

*Created by:
NUS SCALE Admission*

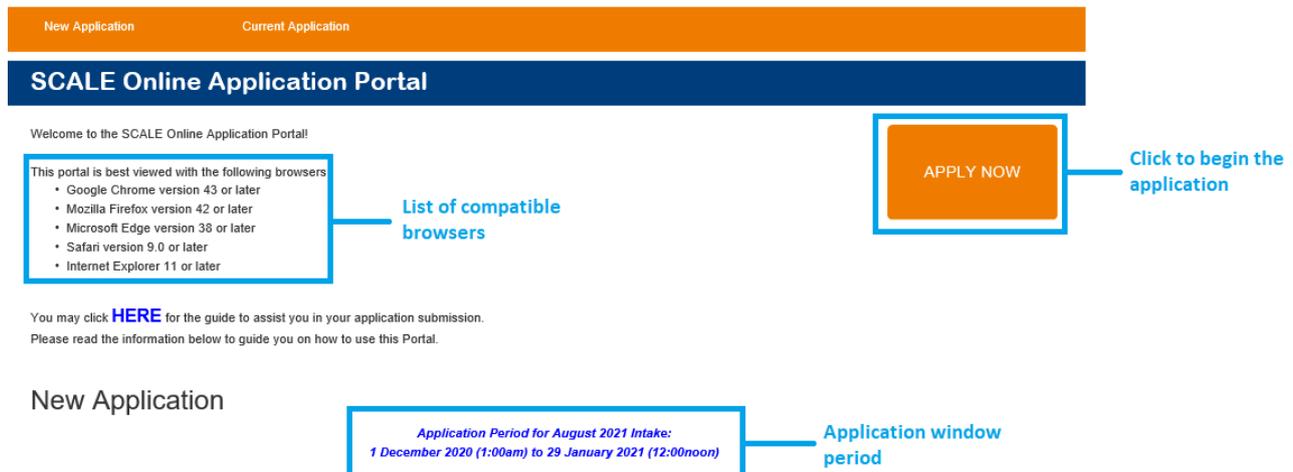
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Things to note before applying:

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  to begin your application.



The screenshot shows the SCALE Online Application Portal interface. At the top, there are two tabs: "New Application" and "Current Application". Below the tabs is a dark blue header with the text "SCALE Online Application Portal". A welcome message reads: "Welcome to the SCALE Online Application Portal!". To the left, a box titled "This portal is best viewed with the following browsers" lists: Google Chrome version 43 or later, Mozilla Firefox version 42 or later, Microsoft Edge version 38 or later, Safari version 9.0 or later, and Internet Explorer 11 or later. A blue line points from this box to the text "List of compatible browsers". To the right, an orange button labeled "APPLY NOW" is highlighted with a blue box, and a blue line points to it with the text "Click to begin the application". Below the welcome message, there is a link "HERE" and a note: "You may click HERE for the guide to assist you in your application submission. Please read the information below to guide you on how to use this Portal." Under the "New Application" section, a blue box contains the text: "Application Period for August 2021 Intake: 1 December 2020 (1:00am) to 29 January 2021 (12:00noon)", with a blue line pointing to it from the text "Application window period".

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.

A. Password

You are required to create a password which will be used to access this portal.

Your password must fulfill the following rules:

- Minimum length of 12 characters
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one number
- Must contain at least one symbol

Create Password: *

Confirm Password: *

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.

B. Selection of Programmes

You may apply for up to 5 programmes

Bachelor of Technology Degree Programme/s:

*If you wish to apply to more than one Bachelor of Technology programme, please select according to your preference in ascending order. **

1	Bachelor of Technology (Mechanical Engineering)	▼
2	Bachelor of Technology (Electronics Engineering)	▼
3	-- Please Select --	▼
4	-- Please Select --	▼
5	-- Please Select --	▼

No. of Programmes	2
Total Application Fee	\$107.00

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

C. Personal Particulars

<p>First Name *</p> <input type="text" value="KAITING JENNY"/>	<p>Last Name *</p> <input type="text" value="TAN"/> <small>(if you do not have any last name, please enter in a minus(-) sign)</small>
<p>Official Name (as in NRIC or passport) *</p> <input type="text" value="TAN KAITING JENNY"/>	
<p>Date of Birth (dd/mm/yyyy) *</p> <input type="text" value="09/06/1982"/>	<p>Place of Birth *</p> <input type="text" value="MALAYSIA"/>
<p>Citizenship *</p> <input type="text" value="MALAYSIAN"/>	<p>Passport Number *</p> <input type="text" value="ZXXXXXXXXT"/>
<p>Type of NRIC *</p> <input type="text" value="S'PORE BLUE"/>	<p>NRIC Number *</p> <input type="text" value="SXXXXXXXXA"/>
<p>Gender *</p> <input type="text" value="FEMALE"/>	<p>Marital Status *</p> <input type="text" value="MARRIED"/>
<p>Race/Ethnic Group *</p> <input type="text" value="CHINESE"/>	<p>Religion *</p> <input type="text" value="NO RELIGION"/>

Example for International

C. Personal Particulars

First Name *

Last Name *

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

Official Name (as in NRIC or passport) *

Date of Birth (dd/mm/yyyy) *

Place of Birth *

Citizenship *

Passport Number *

Type of NRIC *

Employment Pass Type/Valid Pass Type *

Foreign Identification Number (FIN) *

Gender *

Marital Status *

Race/Ethnic Group *

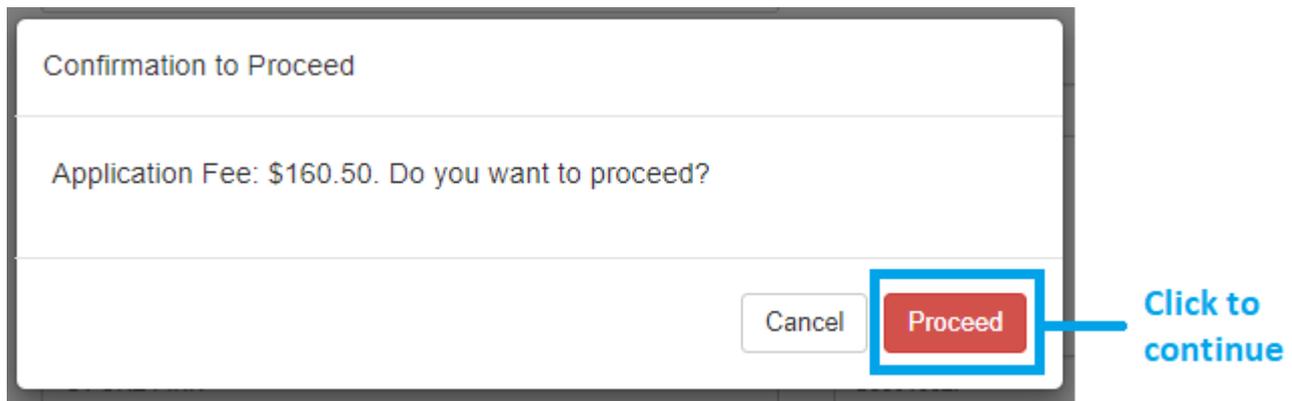
Religion *

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.



Confirmation to Proceed

Application Fee: \$160.50. Do you want to proceed?

Cancel Proceed

Click to continue

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.

Status

Selection of Programmes

Personal Particulars

Contact Information

Upload NRIC/Passport Document

National Service (NS) Information

Education

Employment

Next-of-Kin

Declaration

Check and Submit

Change Password

Logout

Click on each tab to complete your application

A status notification on your application has been sent to your registered personal email. Kindly complete the application and proceed for submission with the payment made before the application period deadline.

Status

Application Number	
Official Name	CHAN KAIYING
NRIC/FIN Number	
Passport Number	
BTech Programme/s Applied	Bachelor of Technology (Mechanical Engineering) Bachelor of Technology (Electronics Engineering)

Application Outcome

Bachelor of Technology (Mechanical Engineering)	Pending submission of documents and/or payment
Bachelor of Technology (Electronics Engineering)	Pending submission of documents and/or payment

Please refer to the Footnote below for more details on your outcome.

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

National Service

National Service Status *

CURRENTLY SERVING



Enlistment Date (dd/mm/yyyy) *

03/08/2018



ORD (dd/mm/yyyy) *

03/08/2020



Contract Service? *

No Yes

Example for applicants who are on a contract service

National Service

National Service Status *

PENSIONABLE/CONTRACT SAF/CIVIL DEFENCE OFFICER



Enlistment Date (dd/mm/yyyy) *

03/08/2018



ORD (dd/mm/yyyy) *

03/08/2050



Contract Service? *

No Yes

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

Singapore-Cambridge GCE O Level/SPM or equivalent

Country *

Name of School *

Start Date (mm/yyyy) *

End Date (mm/yyyy) *

Examination *

Year Taken *

Please indicate ONLY Mathematics grade(s) obtained.

Subject

If others, please specify

Grade

[Add New Subject](#)

Subjects	Others	Grade	Remove
MATHEMATICS		A1	Remove
ADDITIONAL MATHEMATICS		A1	Remove

(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.

Polytechnic Diploma

Completed? *

No Yes

Country *

SINGAPORE

Name of Institution *

Ngee Ann Polytechnic

Date of Admission (dd/mm/yyyy) *

20/05/2005

Date of Graduation (dd/mm/yyyy) *

20/05/2008

Diploma Course *

(full course name as per stated on Certificate)

Dip In Mechanical Engineering

Course name **MUST** be exactly as stated on the Certificate

Diploma Taken *

FULL TIME

Number of Year Taken for Diploma Course *

Year 3 Month 0

GPA

3.6 out of 4

Total Number of Each Grade Obtained during Diploma Course

Dist	A	B	C	D	E	F	P
2	7	13	0	0	0	0	0

Please list down the Mathematics modules and grades indicated on your transcript (maximum 3 best modules)

Module Name	Grade	If others, please specify
Engineering Mathematics II	A	

Add New Subject

Module Name	Grade	Others	Remove
Engineering Mathematics I	A		Remove

Provide the best 3 Mathematics modules, 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/dismitted from a university, you are required to submit the official withdrawal/dismittal letter and the transcript/result slips for modules 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 modules)
 - i) No. of modular units/credits consumed so far (for programme & buffer for failed and repeat modules)

⚠ 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 not 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 Courses, CET500); you may declare under this section and upload the supporting documents.

Previous Employment

Previous Employment

Add

Date Joined	Date Left	Company Name	Title/Position	Update	Remove
21 Nov 2010	26 Jun 2014	XYZ Pte Ltd	ASSISTANT ENGINEER	Update	Remove
20 Jan 2015	21 Apr 2018	AAA Pte Ltd	ENGINEER	Update	Remove

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.

Next-of-Kin Information

Name of Next-of-Kin / Guardian * Relationship with Applicant *

Telephone * Handphone *

If you have provided a Singapore number, leave the Country and Area Code blank

Country and area codes are not required for 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.

✓ National Service (NS) Information

✓ Education

✗ Employment

Please upload Previous Employment Document.

✓ Next-of-Kin

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.



The screenshot shows a user interface for an application portal. On the left, there is a vertical menu with the following options: Status, View and Print (highlighted in blue), Change Password, and Logout. The main content area displays the Application Number: 20200019. To the right of the application number are three green buttons: Edit, Payment, and Print. Below this, there is a section titled 'Selection of Programmes' with a light blue background. Under this section, it says 'I wish to apply for' followed by two program names: Bachelor of Technology (Mechanical Engineering) and Bachelor of Technology (Electronics Engineering).

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](#)