Application Guide For
Advance@NUS Programmes
Applicants

SCALE Online Application Portal
Things to note before applying:

1. Read through the information on SCALE website at Advance@NUS.

2. All information declared in your application MUST be supported with documents for verification. Any documents that are not in English must be accompanied by a certified English translation. Please have the necessary documents ready to upload. You will find the list of required documents under the section How to Apply. All documents should be in PDF format, not exceeding 1.5MB. Color copies are preferred.

3. The non-refundable and non-transferable application fee of S$53.50 (inclusive GST) is payable only via VISA, Mastercard, AMEX, Alipay or PayNow.

4. You are only allowed to apply for ONE full-time undergraduate degree programme.

6. The application portal will close by the stipulated deadline indicated under the section Admission Timeline. Late applications will not be accepted.
Step 1: Begin your application

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

2. 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.

3. Click **CLICK HERE TO APPLY** to begin your application.

4. Answer the following two questions to check your eligibility for the programme:

   a) Have you successfully completed and been awarded a Bachelor's degree?
      - Yes
      - No

   b) Do you have at least four years of full-time working experience (excluding National Service)?
      - Yes
      - No
Step 2: Create your login password

1. Enter your email address and create a password that fulfill the rules as stated. This password will be used to access the application portal.

2. Check the box and click Proceed.

*Note: An email notification with your Application Number will be sent to your email address.*
Step 3: Login to your application and select your programme

1. To continue your application, retrieve the Application number from your email mailbox.

2. Upon successful login, navigate to [Selection of Programme].

3. You are allowed to select only ONE full-time programme.

⚠️ IMPORTANT! Please click Save after completing each section for the portal to capture your records. Information will be lost if you proceed to the next section without saving your data.
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. Click Save.
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.

   *Note: If you have shifted 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 to scale.admissions@nus.edu.sg.*

2. **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.

3. Click Save.

Step 6: Upload your Identity Documents

1. For Singapore Citizens, please upload **Pink NRIC (front and back)** in PDF format.

2. For Singapore PRs, please upload **passport (biodata page), Blue NRIC (front and back), and Re-entry Permit** in PDF format.

3. Click Save.
Step 7: Provide National Service (NS) information

1. Select the appropriate status of your NS. Select [Not Applicable] if this is not relevant to you.

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

3. 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.

4. 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.

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

6. Click Save.
**Step 8: Professional Qualifications**

1. If you are currently not employed, select [No] and share what you have done since your last employment.

2. Ensure that the total employment (both current and/or Previous Employment) adds up to 4 years (by term start).

3. If there is an employment gap (e.g.: February 2019 to February 2020), please share what you did during the period you were not working.
4. Select [Yes] if you are currently employed. Under **Primary Job Responsibilities**, you do not need to write in complete sentences. Use the limited space to give us as much information as possible. Be specific about your role and duties.

   **Note:** Title/Position should be similar to what is on your resume, LinkedIn page or business card.

5. Click **Save**.
Step 9: Provide Two Personal Statements

1. Complete the personal statements with **at least 500 characters**.

2. Do **not** to keep the page idle for more than 20 minutes as there will be a time-out.

3. Use 🚚 ProTips to guide you along.

4. Click ⬅️ Save.
Step 10: Provide Two Referees to support your Advance@NUS application

1. Personal email addresses are not permitted; you must provide professional email addresses for both of your referees (e.g.: work company emails).

2. Your referee will receive an automated email notification from NUS to submit a referee report after you click on the "Save and Send Email" button. A link will be provided in the email.

3. Your referees will be prompted to verify their identity by using their mobile number that you have provided in your application. Hence, it is important that you check and ensure that you have entered the correct mobile number.

4. Please remind your referees that the link will expire within 5 days from the date you trigger the email.
Step 11: Provide education background

1. Click [Add] to enter details about your qualification.

   Note: All documents, such as certificates and transcripts (including explanatory notes), must be uploaded for any qualifications declared in this section.

Step 12: Provide Next-of-Kin contact information

1. In case of emergency, your next-of-kin will be contacted. Hence, it is important that you provide a valid contact number. It can be a family member, a relative or a close friend.

2. The country and area codes are not required if you are providing a Singapore number.

3. Click Save.
Step 13: Read and understand the Tuition Grant Scheme

1. Select the checkbox to acknowledge that you have read and understood the Tuition Grant Scheme information and click Save.

2. You can find out more details about Tuition Grant here.
Step 14: Complete the Declaration section truthfully

1. Select the checkbox to indicate that you have read and agree to the terms and conditions.

2. Click **Save**.
Step 15: Check and Submit

1. Sections marked with an \( \times \) are not yet complete. Revisit the sections to complete all required fields.

2. You can only submit your application once all sections are marked with a \( \checkmark \).

3. Click to proceed.
Step 16: Final check on your application

1. Check and ensure all details provided in the application are correct. At this point, you are still able to make changes to your application by clicking [Edit] at the top right corner.

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

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

⚠️ IMPORTANT! Your application is NOT considered as submitted until you have completed the application and made payment for the application fee.

Once your application is submitted, NO changes can be made.
Step 17: Payment of Application Fee

1. Click **Proceed to Payment** and follow the instructions on the screen to complete your application fee payment.

2. You will be issued an e-receipt upon successful payment. A confirmation email and a copy of the e-receipt will also be emailed to you.

⚠️ **NOTE:** Your application will **only** be processed after the application fee is received. The application fee is **non-refundable** and **non-transferable**.