



NUS Integrated Student Information System (NUS SIS)

Global Education

Guide for Student Programme Application

(information as at 29 September 2016)

1. Access to myISIS

1.1 Login to myISIS <https://myisis.nus.edu.sg>. Enter your NUSNET ID and Password.

Integrated Student Information System

User ID: <input type="text"/>
Password: <input type="password"/>
<input type="button" value="Sign In"/>

1.2 Select 'Global Education' > 'External Study Application' under the 'Self Service' folder

The screenshot shows the 'Self Service' portal with a grid of service categories. The 'Global Education' category is highlighted with a red box, and the 'External Study Application' link is also highlighted. The categories include:

- Student Center**: Use the student center to manage school related activities.
- Enrollment**: View appointments, plan and enroll in classes, view student and exam schedules.
 - View My Exam Schedule
 - View My Exam Results
 - View My Modules
 - S/U Declaration
- Academic Records**: View grades and advisors and request transcripts and verification reports.
- Student Admission**: Submit online registration.
 - Registration (Part One)
- Leave Application**: NUS Leave of Absence Application.
 - Leave of Absence Application
 - Res Scholar Holiday Leave Appl
- Commencement Registration**: Student Self Service Registration for Commencement.
- Campus Finances**: View your account, make an electronic payment, view and accept your financial aid awards.
 - Account Inquiry
 - Make a Payment
 - Maintain Bank Accounts
 - 2 More...
- Degree Progress/Graduation**: View your degree progress report and apply for graduation.
 - My Graduation Audit Report
 - My What-if Report
 - What-if Report Scenario
- Thesis Management**: Thesis Management.
 - Propose Thesis Submission Date
- Global Education**: Global Education.
 - External Study Application
- Class Search / Browse Catalog**: Find classes that match your selection criteria, or browse the course catalog by subject.
 - Browse Module Catalog
- Campus Personal Information**: Maintain your personal information and review holds and to do's pending to your record.
 - Personal Data Summary
 - Addresses
 - Names
 - 9 More...
- Transfer Credit**: Evaluate classes for transfer and view your transfer credit report.
 - View Transfer Credit Report
- Research Progress**: Research Progress is applicable to Graduate Research students only.
 - My Progress Report

2 View My Application(s)



2.1 Click on 'My Application' icon.

2.2 You can view/search for applications that you have submitted. You can also rank your programme application preference by Academic Year (AY).

My External Study Program Applications											Find View All	First	1-2 of 2	Last
Rank	Ext. Study AY	Application ID	Ext. Study Type	Ext. Study	Applied On	Application Status	Applied for Financial Aid?	Required Actions	Possible Actions 1	Possible Actions 2	Withdrawal			
1	2016/2017	P00172-00002-A0030439M	Summer/Winter	Japanese Programme 2016	29-Sep-2016	Submitted	N	NA	Modify Application	NA	Withdrawal			
2	2016/2017	P00173-00002-A0030439M	Summer/Winter	International Summer Institute for Business Management	29-Sep-2016	Submitted	N	NA	Modify Application	NA	Withdrawal			

2.3 Click on the 'Application ID' link to view the programme information. At the Programme Information page, click on 'Continue' button to view your application form

My External Study Program Applications											Find View All	First	1-2 of 2	Last
Rank	Ext. Study AY	Application ID	Ext. Study Type	Ext. Study	Applied On	Application Status	Applied for Financial Aid?	Required Actions	Possible Actions 1	Possible Actions 2	Withdrawal			
1	2016/2017	P00172-00002-A0030439M	Summer/Winter	Japanese Programme 2016	29-Sep-2016	Submitted	N	NA	Modify Application	NA	Withdrawal			
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Japanese Programme 2016

Ext. Study Setup ID: 00172

Type: Summer/Winter

Description: This summer intensive program provides students of our partner institutions with an opportunity to discover Japan through diverse learning experiences in English. The program offers intensive Japanese language classes for both beginner and pre-intermediate learners, topical seminars about Japanese culture and society, various cultural workshops, and field trips including a homestay experience.

Website: <http://www.nus.edu.sg>

Administered By: International Relations Office

Enquiry Email: irovhn@nus.edu.sg

Study Period: 01-Sep-2017 to 30-Sep-2017

Application Period: 29-Sep-2016 to 28-Oct-2016

Minimum CAP:

Application Instruction

Each participant will be housed in a furnished bedroom with a unit bathroom, at a hotel which is contracted by the university. The accommodation is a 20-minute walk from the Kawauchi campus, which is where most of the classes and activities will be held for the programme.

Please note that the host university may impose additional requirements. Host university requirements will take precedence, eg if only Year 3 students are eligible to apply or a CAP of 4.0 is required.

Academic credit MAY be available. Students interested in obtaining credit must work with their faculty for credit transfer. IRO is unable to apply for credit transfer on the students' behalf.

3 Apply for Programme



3.1 Click on 'External Study Program' icon

3.2 Click on the programme name to view the programme details

External Study Program				Find View All		First	1-2 of 2	Last
Ext. Study Setup ID	Ext. Study AY	Ext. Study Type	Ext. Study	Ext. Study Period	Application Period	Administered by	Action	
00172	2016/2017	Summer/Winter	Japanese Programme 2016	01-Sep-2017 to 30-Sep-2017	29-Sep-2016 to 28-Oct-2016	International Relations Office	Apply Now	
00173	2016/2017	Summer/Winter	International Summer Institute for Business Management	27-Sep-2017 to 30-Sep-2017	29-Sep-2016 to 04-Oct-2016	International Relations Office	Apply Now	

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Academic credit MAY be available. Students interested in obtaining credit must work with their faculty for credit transfer. IRO is unable to apply for credit transfer on the students' behalf.

[Continue](#) [Back](#)

You are required to visit the programme website for detailed information on the programme outline, eligibility criteria, etc.

3.3 Click on 'Apply Now' button to apply for the programme

External Study Program						Find View All	First	1-2 of 2	Last
Ext. Study Setup ID	Ext. Study AY	Ext. Study Type	Ext. Study	Ext. Study Period	Application Period	Administered by	Action		
00172	2016/2017	Summer/Winter	Japanese Programme 2016	01-Sep-2017 to 30-Sep-2017	29-Sep-2016 to 28-Oct-2016	International Relations Office	Apply Now		
00173	2016/2017	Summer/Winter	International Summer Institute for Business Management	27-Sep-2017 to 30-Sep-2017	29-Sep-2016 to 04-Oct-2016	International Relations Office	Apply Now		

3.4 Complete all the mandatory fields as required in each section

Step 1: Application Information

Application for Japanese Programme 2016

1 2 3 4 5 6

Application Information

Application Information

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Academic credit MAY be available. Students interested in obtaining credit must work with their faculty for credit transfer. IRO is unable to apply for credit transfer on the students' behalf.

I have read and understood the application requirements

[SAVE AND PROCEED](#)

[<<PREVIOUS STEP](#) [RETURN TO MAIN MENU](#) [NEXT STEP>>](#)

- 1 Application Information
- 2 Program Application
- 3 Personal Particulars
- 4 Awards, Scholarships & Loans
- 5 Declaration, Undertaking and Consent
- 6 Application Confirmation

- Read the Application Information carefully
- Check on the 'I have read and understand the application requirements'
- Click on the 'SAVE AND PROCEED' button
- Click on the 'NEXT STEP' button to proceed to the next page

Step 2: Program Application

Program/Host						
Choice	* Host	Study Location	Remarks for students	Website	Intended Study Period	
						+ -

Personal Statement:

Note: limit to 1,500 characters including spaces

Additional Information	
Additional Information:	<input type="text"/>

I hereby acknowledge that the above information is accurate

- Click on the magnifying glass button to select the host institution/organisation.

If programme allows you to select more than one host institution/organisation, you will see a [+] button. Click on [+] to add host to your list. Rank your preferred host institution/organisation accordingly.

If you are applying for Student Exchange Programme, you are required to indicate your preferred exchange period (ie. NUS Sem 1, NUS Sem 2, Full Year, etc) under the 'Intended Study Period'.

- Complete the rest of the required information as displayed on your screen.
- Check your input and select the 'I hereby acknowledge that the above information is accurate'
- Click on the 'SAVE AND PROCEED' button
- Click on the 'NEXT STEP' button to proceed to the next page

Step 3: Personal Particulars

- Check your personal information. If there are any discrepancies, go to myISIS > Self Service > Campus Personal Information to update your personal data.
- Complete the required fields under the 'Other Information' and 'Foreign Language Proficiency'

Other Information			
*Expected Graduation Term:	<input type="text"/>		
Co-Curricular Activities:	<input type="text"/>		

Foreign Language Proficiency				
	Language	Type	Proficiency	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

- Check your input and select the 'I hereby acknowledge that the above information is accurate'
- Click on the 'SAVE AND PROCEED' button
- Click on the 'NEXT STEP' button to proceed to the next page

Step 4: Awards, Scholarships & Loans

- Check the details under the 'List of awards & scholarships facilitated by NUS'.
- Provide details under 'List of other external funding' if you are a current recipient of any other awards/scholarships/loans that are not facilitated by NUS
- Check your input and select the 'I hereby acknowledge that the above information is accurate'
- Click on the 'SAVE AND PROCEED' button
- Click on the 'NEXT STEP' button to proceed to the next page

Step 5: Declaration, Undertaking and Consent

- Read the clauses carefully and select the 'I confirm' checkboxes if you agree to the stated terms
- Click on the 'SAVE AND PROCEED' button
- Click on the 'NEXT STEP' button to proceed to the next page

Step 6: Application Confirmation

- Check on the application details
- Click on 'SUBMIT APPLICATION' button to submit your application

3.5 Programme Administrator will review your application and you will be notified of the outcome via email.

If you have been offered a programme placement, you will be asked to response to the programme offer (internal offer). Refer to Point 7 for instruction on how to accept or reject to a programme offer (internal offer).

Should there be an interview required, you will be notified. Refer to Point 6 for instruction on how to schedule an appointment for interview.

Note: Depending on the programme requirements, you may also be asked to complete and submit an application to the host institution/organisation.

4 Modify Programme Application



4.1 Click on 'My Application' icon

4.2 Search for your programme application and click on 'Modify Application' link

My External Study Program Applications								Find View All	First	1 of 1	Last
Rank	Ext. Study AY	Application ID	Ext. Study Type	Ext. Study	Applied On	Application Status	Applied for Financial Aid?	Required Actions	Possible Actions 1	Possible Actions 2	Withdrawal
1	2016/2017	P00172-00002-A0030439M	Summer/Winter	Japanese Programme 2016	29-Sep-2016	Submitted	N	NA	Modify Application	NA	Withdrawal

Note: You are allowed to modify your application as long as the timeline for the programme application is still active otherwise, approach the Programme Administrator for assistance.

5 Submit Withdrawal Request



5.1 Click on 'My Application' icon

5.2 Search for your programme application and click on 'Withdrawal' link

My External Study Program Applications											Find View All	First	1 of 1	Last
Rank	Ext. Study AY	Application ID	Ext. Study Type	Ext. Study	Applied On	Application Status	Applied for Financial Aid?	Required Actions	Possible Actions 1	Possible Actions 2	Withdrawal			
1	2016/2017	P00172-00002-A0030439M	Summer/Winter	Japanese Programme 2016	29-Sep-2016	Submitted	N	NA	Modify Application	NA	Withdrawal			

5.3 Enter your reason for withdrawal

External Study Withdrawal Request

Ext. Study Application ID: P00172-00002-A0030439M
Ext. Study Acad Year: 2016/2017
Ext. Study Type: ESP-SWP
Ext. Study Name: Japanese Programme 2016
Application Status: Submitted
Administered by: International Relations Office
Enquiry Email: iroyhn@nus.edu.sg

Withdrawal Reason:

Message for Program Administrator:

5.4 Click on 'Submit' button and you will receive an email acknowledgement of your request

5.5 An email will be sent to inform the Programme Administrator to review your withdrawal request and you will be notified of the outcome.

Note: NUS reserves the right to impose a penalty fee which may be added to your next cycle of fees if you decided, for any reason, to withdraw from the programme. You are advised to check before submitting the withdrawal request.

6 Schedule an Appointment for Interview

This is only applicable to some programmes. Should there be an interview required, you will be notified. Follow the steps below to schedule an appointment.



6.1 Click on 'My Application' icon

6.2 Search for your programme application

6.3 Click on 'Select Interview Slot' link

My External Study Program Applications										Find View All	First	1-2 of 2	Last
Rank	Ext. Study AY	Application ID	Ext. Study Type	Ext. Study	Applied On	Application Status	Applied for Financial Aid?	Required Actions	Possible Actions 1	Possible Actions 2	Withdrawal		
1	2016/2017	P00172-00002-A0030439M	Summer/Winter	Japanese Programme 2016	29-Sep-2016	Submitted	N	Select Interview Slot	Modify Application	NA	Withdrawal		
2	2016/2017	P00173-00002-A0030439M	Summer/Winter	International Summer Institute for Business Management	29-Sep-2016	Submitted	N	NA	Modify Application	NA	Withdrawal		

6.4 Select your preferred interview slot and click on 'Submit' button

External Study Interview Schedule

Ext. Study Application ID: P00172-00002-A0030439M
Ext. Study Acad Year: 2016/2017
Ext. Study Type: ESP-SWP
Ext. Study Name: Japanese Programme 2016
Application Status: Submitted
Administered by:
Enquiry Email: iroyhn@nus.edu.sg

Deadline to confirm interview slot: Sep 29, 2016

Interview Slot(s)			Personalize Find	First	1-4 of 4	Last
	Date	Time	Venue			
<input type="radio"/>	24/10/2016	4:00 PM - 5:00 PM	SFAH Nutmeg Room			
<input type="radio"/>	24/10/2016	2:00 PM - 3:00 PM	SFAH Nutmeg Room			
<input type="radio"/>	28/10/2016	3:00 PM - 4:00 PM	SFAH Nutmeg Room			
<input type="radio"/>	25/10/2016	12:00 PM - 1:00 PM	SFAH Nutmeg Room			

Note: You can change your interview appointment as long as the timeline for appointment scheduling is still active otherwise, approach the Programme Administrator for assistance.

7 Response to a Programme Offer (Internal Offer)

If you are successful in your application, you will receive an email with details of the offer. You are required to access to this page to response to the offer.



7.1 Click on 'My Application' icon

7.2 Search for your programme application

7.3 Click on 'Accept/Decline Offer' link

My External Study Program Applications											
Rank	Ext. Study AY	Application ID	Ext. Study Type	Ext. Study	Applied On	Application Status	Applied for Financial Aid?	Required Actions	Possible Actions 1	Possible Actions 2	Withdrawal
1	2016/2017	P00172-00002-A0030439M	Summer/Winter	Japanese Programme 2016	29-Sep-2016	Offered	N	Accept/Decline Offer	NA	NA	Withdrawal
2	2016/2017	P00173-00002-A0030439M	Summer/Winter	International Summer Institute for Business Management	29-Sep-2016	Submitted	N	NA	Modify Application	NA	Withdrawal

7.4 Indicate your acceptance by selecting the 'I accept the offer' radio button otherwise, select the 'I decline the offer' radio button

Accept/Decline External Study Offer

Ext. Study Application ID: P00172-00002-A0030439M
Ext. Study Acad Year: 2016/2017
Ext. Study Type: Summer/Winter
Ext. Study Name: Japanese Programme 2016
Administered by:
Enquiry Email: iroyhn@nus.edu.sg
Deadline for Offer Acceptance: September 29, 2016

Study Location				
Host	Study Location	Ext. Study Period	Placement Level	Network/Consortium
1 Kyoto University	Japan	01-SEP-2017 to 30-SEP-2017	U-wide	NA

I accept the offer
 I decline the offer

Note: Please check the information carefully before responding to the offer as you might not be offered a place of your choice of programme. Depending on the programme, a penalty fee may be imposed if you decided, for any reason, to withdraw from the programme after accepting the offer.

7.5 Click on 'Submit' button and you will receive an email acknowledgement