

DiscoverNUS & NUS ASEAN Master's Scholarship Programme

Instructions for Home University Coordinators

This document is intended to provide instructions for individuals who are coordinating DiscoverNUS and the NUS ASEAN Master's Programme at an NUS partner university. Please read these instructions carefully *each semester* before beginning the process.

Structure

This is a two-part programme comprising an undergraduate semester at NUS called "DiscoverNUS", and a scholarship opportunity for an NUS master's degree.

PART 1 DiscoverNUS

DISCOVERNUS

This programme brings undergraduate students from our partner universities in Southeast Asia to study for one semester at NUS. DiscoverNUS students will receive a full tuition fee waiver and priority access to on-campus housing. They may also be eligible for financial support to cover on-campus housing costs, which will be awarded based on demonstrated need. Students are financially responsible for getting themselves to Singapore and for other academic and personal expenses while at NUS.

Please note that **this is not an exchange program**; NUS students will not exchange places with your DiscoverNUS students.

After their semester at NUS, your students will return to their home institution to complete their undergraduate degrees.

More details on [Page 3](#).

PART 2 NUS ASEAN Master's Scholarship Programme

Students who participated in DiscoverNUS are eligible for an NUS ASEAN Master's Scholarship, which covers full tuition fees. Eligibility is for the year of graduation and one additional year.

Students who receive the scholarship will have priority to subsidized on-campus student housing. They may also be eligible for financial support to cover on-campus housing costs, which will be awarded based on demonstrated need. Students are financially responsible for getting themselves to Singapore and for other academic and personal expenses while at NUS.

Please note that nomination for the undergraduate semester and subsequent application to a master's programme do not come with guarantees of admission. NUS reserves the right to evaluate nominees/applicants and determine whether to admit, based on both the strength of the nominee/applicant's record and the availability of space in the specific programme.

Please refer to [page 5](#) for more details.

DiscoverNUS

Choosing Nominees

For the undergraduate semester of study at NUS, we require two things for each participant:

1. A nomination from the student's home university. You should select students who have a track record of strong academic performance at both high school and university levels, who have been involved in co-curricular activities and/or community service, and who have demonstrated leadership. Nominees should be interested in an international experience and identify a course of study at NUS that is appropriate for their field of study and interest. And while it's early days, your nominees should be students you think will be potentially interested in pursuing a pre-experience master's at NUS. Instruction at NUS is conducted in English; students must be proficient in English. Nominees will preferably have a TOEFL or IELTS score. If no score is available, we may require a remote interview to assess language skill
2. A CV. The nominee's CV should provide evidence of the qualities identified above. Please work with your students to ensure that their CVs present as much information as possible about their accomplishments, activities, and interests, in a polished and error-free fashion. A nominee's CV is the way we learn more about your nominees. CVs should include:
 - Education, including name of high school and high school GPA, as well as current university GPA
 - Work, leadership, and volunteer experience
 - Extracurricular activities (clubs, sports, etc.)
 - Academic awards or scholarships from high school and university
 - Demonstration of English proficiency (e.g. TOEFL/IELTS)
 - Additional useful information, if available, for example languages (both foreign languages spoken or proficiency in any programming languages), or special talents or interests.

Please refer to [page 6](#) for tips on student CVs.

Please make sure that your nominees have a valid passport for entry into Singapore.

Admitted DiscoverNUS students will take regular NUS classes, alongside NUS and Student Exchange Programme students. We encourage the academic advisors at our partner universities to work with their students to ensure they select courses appropriate to their degree programmes and for which they have fulfilled any prerequisite requirements.

Academic advisors should also gather any information necessary to facilitate credit transfer.¹ Upon completion of the semester-long portion of the programme, students may request an official copy of their NUS transcript.

¹ If your university wishes to have a formal arrangement for the transfer of credit, please prepare a draft agreement stating that your university will recognize classes taken by scholarship students during their study at NUS. NUS will be pleased to review and sign an agreement as necessary.

Eligibility

Eligible nominees will be in their 3rd year of a 4-year programme or the 4th year of a 5-year programme when they arrive at NUS. They may come for either the first or second semester.

Technicalities

Please make sure you fill out the online form completely and upload student CVs no later than 7 March 2025. Please choose an area of study for each nominee from the list. (For example, law is not on the list. We are unable to accept nominations for students to study law.)

Acceptance into the Programme

We will conduct a review process after you submit your nomination form. This process will be concluded in approximately 2 weeks, after which we will send you the list of admitted students. You are responsible for notifying your nominees of the outcome and passing along further instructions, including how to accept the admission offer. We will send you a document with the relevant information.

Admitted students must complete a student exchange application form. This formality allows to students to choose their courses, apply for on-campus housing, and apply for a student visa. It is critical that they submit their exchange applications – which includes course selection – before the stated deadline.

DiscoverNUS students will be considered non-graduating, non-exchange ([NGNE](#)) students.

DiscoverNUS students may apply for financial aid for housing on the NUS campus. Aid is limited and will be awarded on a demonstrated needs basis. Please make sure your students are aware of the options and cost of on-campus housing. Information can be found [here](#). As indicated in the information we will ask you to forward to your admitted students, those who are interested in applying for financial aid should contact us directly. There will be a form for them to complete and submit, along with supporting documentation.

Additional Notes

Students should not contact us directly until they have been accepted into the programme. Prior to acceptance, student inquiries should come through you. Students who have been accepted may contact us with questions or concerns.

We cannot consider appeals that come directly from a student. If a nominee is not accepted and wishes to appeal, they must work with you, and present new and/or additional information that you believe may change the outcome. In other words, you – as the university coordinator – must support any appeal and pass the relevant information and documentation to us.

Please be aware that when an accepted nominee drops out of the program at the last minute, it is too late for us to replace them and they are depriving another student of this opportunity.

NUS ASEAN Master's Scholarship Programme

The Master's Programme

We encourage your students who have participated in DiscoverNUS to apply for a one-year master's program at NUS. Successful applicants admitted into a master's programme will automatically be considered for a full tuition scholarship, and will have access to on-campus housing at subsidised rates. Scholarship recipients may be asked to pay an acceptance fee to secure their slot. The acceptance fee will be refunded upon matriculation into the programme. Students who do not matriculate into the programme will forfeit any such fee.

After Acceptance

Admitted students (for both the undergraduate and Master's portions of the programme) will receive instructions about choosing courses and applying for housing and a student visa.

Please make sure your students understand that admission into either part of the programme does not entitle them to stay beyond the period of study or to seek employment in Singapore. NUS has no authority to extend student visas or to grant work visas.

If you have questions at any time during the process, please do not hesitate to contact us at artikaa@nus.edu.sg or pvomjg@nus.edu.sg.

Tips for Student CVs

A good student CV should include:

- Full name (making last name clear), address and contact information
- high school and in-progress university GPA
- field of study in university
- organizations participating in since high school
 - name and purpose of organization
 - NOT something like: IHRC: organized meetings and designed activities – say what IHRC IS and DOES, and WHAT meetings were organized and WHAT activities designed. Who was the audience? What was the student’s responsibility?
 - dates of participation
 - titles of offices held (if any) and dates these were held
- any professional or paid experience (if someone worked in a restaurant to help support their education and/or their family, this information should be included – it’s relevant)
- other extracurricular activities, such as sports or clubs
 - write what each activity was
 - start and end dates of participation
 - organizational positions held, if any (e.g., Vice Chairperson of Debate Team) and the responsibilities of that position – we are looking for demonstrated leadership
- any volunteer or community engagement experience
- all relevant standardized test scores
 - IELTS, TOEFL or equivalent, unless English is the language of instruction
- languages (preferably including levels for speaking, reading and writing)
- other skills, such as software, music, art, etc.

Optional items (these are NOT necessary, but are OK to include):

- Personal statement or Objective – this should be concise and individual (i.e., not generic)
- Photo of the student (should be small and professional-looking).

What NOT to do:

- While it’s fine to include photo of applicant, there should not be other photos.
- Rather than attaching images, awards or certificates should be listed (and described) at the appropriate place in the CV. However, if such images are included, they should be translated into English.
- For co-curricular activities, do not assume that the reader is familiar with the organization. Therefore, do not use abbreviations and DO say what the organization does.
 - Rather than “I was the treasurer of ABCDE”, the student should write “I was the treasurer of the Student Film Association. I was responsible for the association’s budget. I set ticket prices for movies, collected revenues, and paid our bills...”
- It is not necessary to cram a CV onto one page, but a young person’s CV also should not be 6 pages.