

UHMS Student Portal

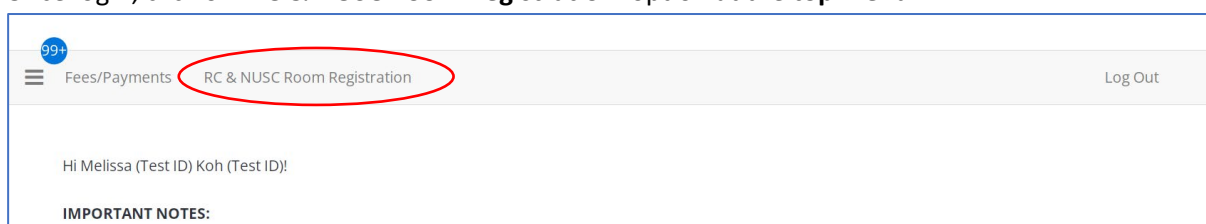
RCs or NUSC Room Registration Guide for Students with Halls, Houses or Residences Application

Overview

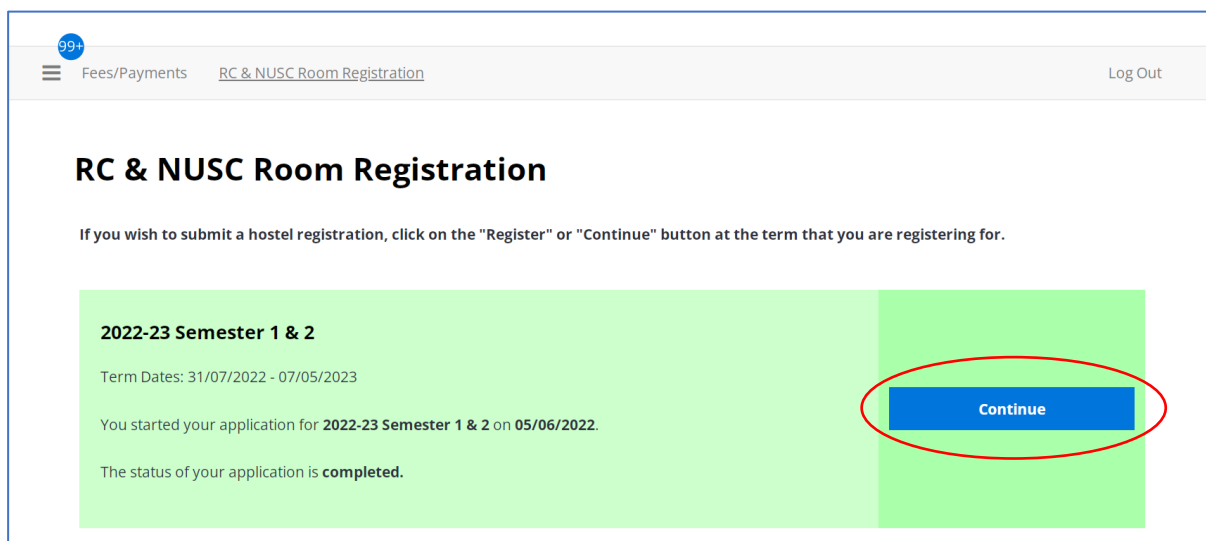
This guide is for students who have received their Residential Colleges (RCs) or NUS College (NUSC) housing registration notifications; and have concurrently applied for halls/houses/residences and/or accepted halls/houses/residences offer (if applicable). Their halls/houses/residences application status is either Unsuccessful, Pending, In Progress, Appeal Received, Appeal Unsuccessful, Offer Accepted, Successful or Endorsed.

Students who proceed with their room registration at the RCs/NUSC will be deemed to cancel their halls/houses/residences application or withdraw acceptance of the halls/houses/residences offer (if applicable).

1. Once login, click on **'RC & NUSC Room Registration'** option at the **top menu**.



2. Click on the **'Continue'** button.

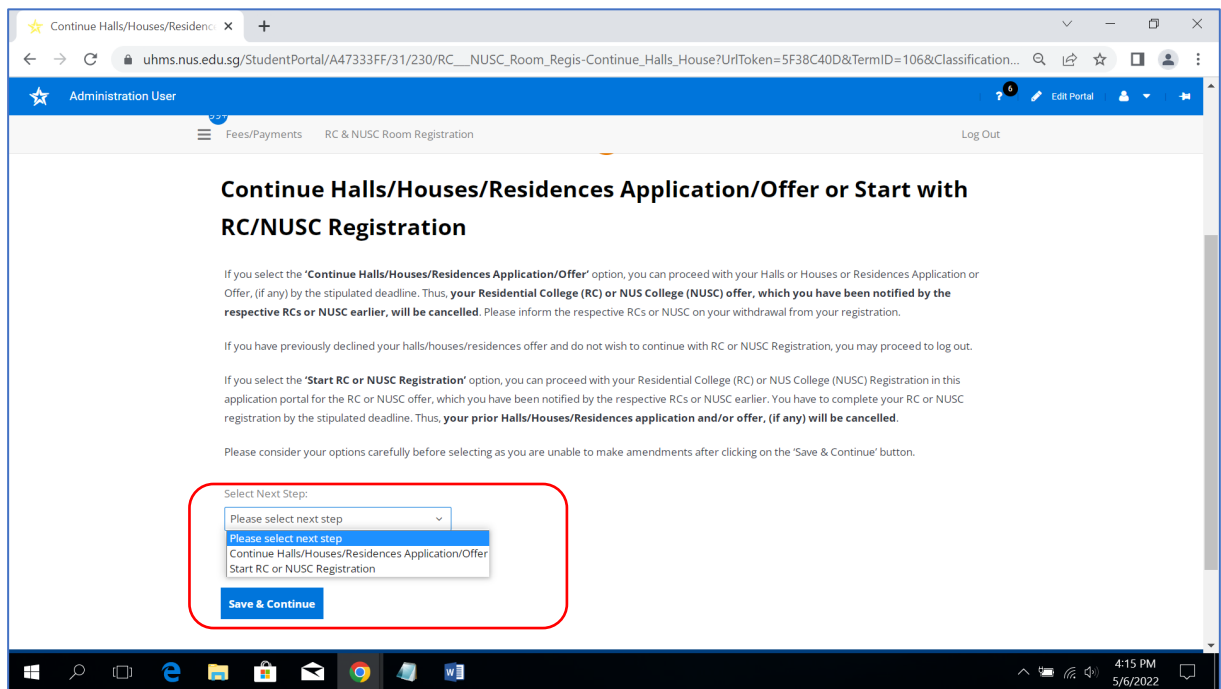


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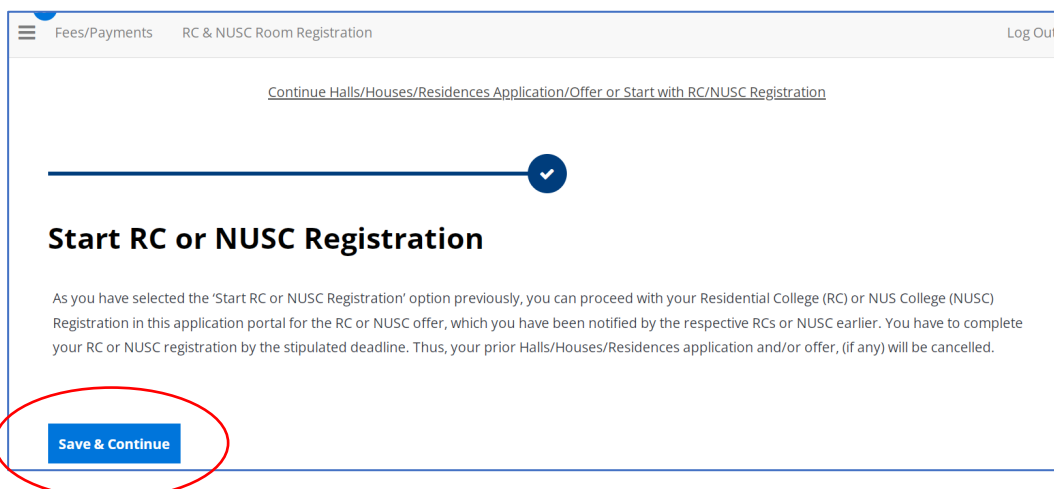
- If student wishes to **proceed with their RC/NUSC room registration**, select **'Start RC or NUSC Registration'** option. Consequently, your **halls/houses/residences application or offer will be cancelled**. Go to step 4.

If student wishes to continue with their halls/houses/residences application or offer, select **'Continue Halls/Houses/Residences Application/Offer'**. Then, click on **'Save & Continue'** button. Consequently, your **RC or NUSC offer will be cancelled**. Student can proceed to continue with your Halls/Houses/Residences application or offer (if applicable). You may refer to the user guide named "Acceptance of Halls, Houses or Residences Offer Guide for Students with RC or NUSC Housing Registration Notification".



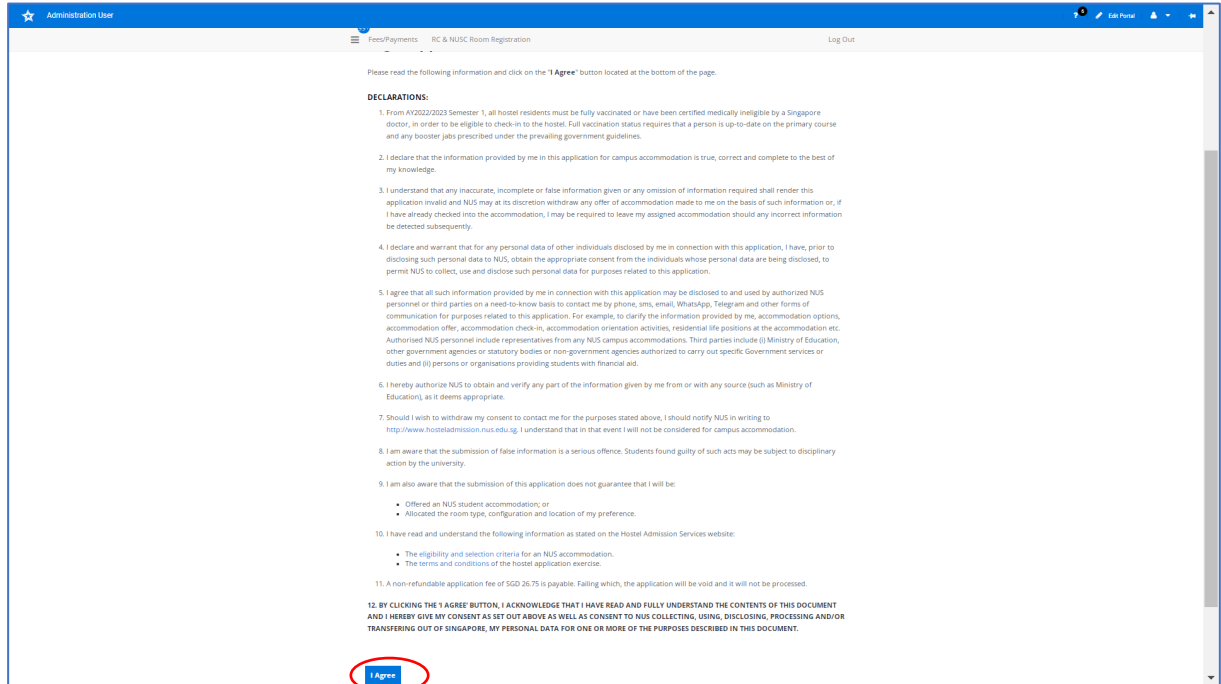
The following steps are applicable only for students registering for RC/NUSC room

- Click on **'Save & Continue'** button. An email of your selected option in the previous step will be sent to your NUS email (if you have completed Registration Part 1) or personal email (if you have not completed Registration Part 1).



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5. Click on 'I Agree' button.



The screenshot shows a web browser window with the URL 'RC & NUSC Room Registration'. The page contains a series of declarations for the user to read and agree to. At the bottom of the page, there is a blue button labeled 'I Agree' which is circled in red.

Please read the following information and click on the 'I Agree' button located at the bottom of the page.

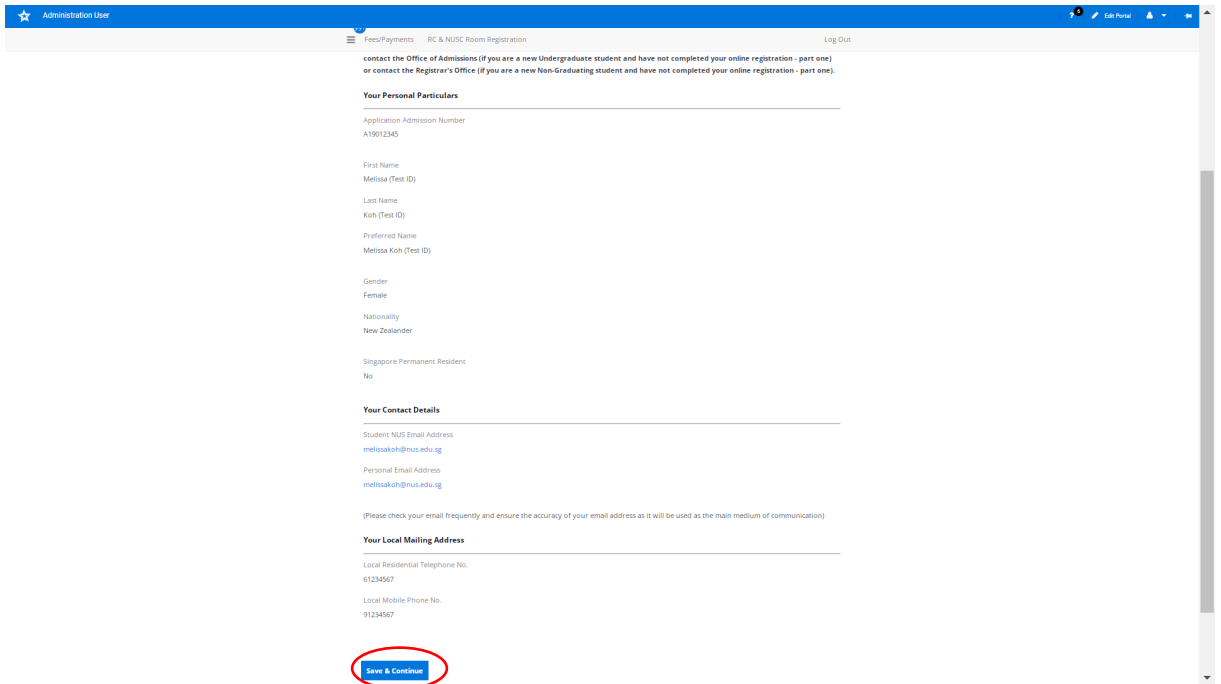
DECLARATIONS:

- From AY2022/2023 Semester 1, all hostel residents must be fully vaccinated or have been certified medically ineligible by a Singapore doctor, in order to be eligible to check-in to the hostel. Full vaccination status requires that a person is up-to-date on the primary course and any booster jabs prescribed under the prevailing government guidelines.
- I declare that the information provided by me in this application for campus accommodation is true, correct and complete to the best of my knowledge.
- I understand that any inaccurate, incomplete or false information given or any omission of information required shall render this application invalid and NUS may at its discretion withdraw any offer of accommodation made to me on the basis of such information or, if I have already checked into the accommodation, I may be required to leave my assigned accommodation should any incorrect information be detected subsequently.
- I declare and warrant that for any personal data of other individuals disclosed by me in connection with this application, I have, prior to disclosing such personal data to NUS, obtain the appropriate consent from the individuals whose personal data are being disclosed, to permit NUS to collect, use and disclose such personal data for purposes related to this application.
- I agree that all such information provided by me in connection with this application may be disclosed to and used by authorized NUS personnel or third parties on a need-to-know basis to contact me by phone, sms, email, WhatsApp, Telegram and other forms of communication for purposes related to this application. For example, to clarify the information provided by me, accommodation options, accommodation offer, accommodation check-in, accommodation orientation activities, residential life positions at the accommodation etc. Authorised NUS personnel include representatives from any NUS campus accommodations. Third parties include (i) Ministry of Education, other government agencies or statutory bodies or non-government agencies authorized to carry out specific Government services or duties and (ii) persons or organisations providing students with financial aid.
- I hereby authorize NUS to obtain and verify any part of the information given by me from or with any source (such as Ministry of Education), as it deems appropriate.
- Should I wish to withdraw my consent to contact me for the purposes stated above, I should notify NUS in writing to <http://www.hosteladmission.nus.edu.sg>. I understand that in that event I will not be considered for campus accommodation.
- I am aware that the submission of false information is a serious offence. Students found guilty of such acts may be subject to disciplinary action by the university.
- I am also aware that the submission of this application does not guarantee that I will be:
 - Offered an NUS student accommodation; or
 - Allocated the room type, configuration and location of my preference.
- I have read and understand the following information as stated on the Hostel Admission Services website:
 - The eligibility and selection criteria for an NUS accommodation.
 - The terms and conditions of the hostel application exercise.
- A non-refundable application fee of SGD 26.75 is payable. Failing which, the application will be void and it will not be processed.

12. BY CLICKING THE 'I AGREE' BUTTON, I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE CONTENTS OF THIS DOCUMENT AND I HEREBY GIVE MY CONSENT AS SET OUT ABOVE AS WELL AS CONSENT TO NUS COLLECTING, USING, DISCLOSING, PROCESSING AND/OR TRANSFERRING OUT OF SINGAPORE, MY PERSONAL DATA FOR ONE OR MORE OF THE PURPOSES DESCRIBED IN THIS DOCUMENT.

I Agree

6. Click 'Save & Continue' button.



The screenshot shows a web browser window with the URL 'RC & NUSC Room Registration'. The page displays the user's personal particulars and contact details. At the bottom of the page, there is a blue button labeled 'Save & Continue' which is circled in red.

contact the Office of Admissions (if you are a new Undergraduate student and have not completed your online registration - part one) or contact the Registrar's Office (if you are a new Non-Graduating student and have not completed your online registration - part one).

Your Personal Particulars

Application Admission Number
A19012345

First Name
Melissa (Test ID)

Last Name
Koh (Test ID)

Preferred Name
Melissa Koh (Test ID)

Gender
Female

Nationality
New Zealander

Singapore Permanent Resident
No

Your Contact Details

Student NUS Email Address
melissakoh@nus.edu.sg

Personal Email Address
melissakoh@nus.edu.sg

(Please check your email frequently and ensure the accuracy of your email address as it will be used as the main medium of communication)

Your Local Mailing Address

Local Residential Telephone No.
61234567

Local Mobile Phone No.
91234567

Save & Continue

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7. Click on 'Continue' button.

The screenshot shows the 'Continue RC or NUSC Room Registration' page. At the top, there are navigation links for 'Fees/Payments' and 'RC & NUSC Room Registration', and a 'Log Out' button. The main heading is 'Continue RC or NUSC Room Registration'. Below the heading, it says 'Please select a term below to start or continue with your application.' There is a green box containing the text '2022-23 Semester 1 & 2' and '(31/07/2022 - 07/05/2023)'. Below this, it says 'You started your application for 2022-23 Semester 1 & 2 on 05/06/2022.' and 'The status of your application is not complete.' A blue 'Continue' button is circled in red.

8. If you have not already uploaded your photo, you may upload here and click on 'Save & Continue' button.

The screenshot shows the 'Upload Photo' page. It includes instructions for image dimensions (640 x 480 pixels), image types (gif, jpeg, and png), and maximum photo size (500kb). There is a 'Current Photo' section with a photo of Spider-Man and a 'Delete' button. Below the photo, there is a 'Choose a file, or drag it here' area. At the bottom, there is a blue 'Save & Continue' button circled in red.

9. Enter your Next-of-Kin's email address. Click on 'Save & Continue' button.

The screenshot shows the 'Next-of-Kin Particulars' page. At the top, there is a progress bar with five steps, the third step being active. The main heading is 'Next-of-Kin Particulars'. Below the heading, it says 'Please update your next-of-kin's email address, if applicable.' There is a section titled 'Your Next-of-Kin Particulars' with a 'Full Name' field containing 'XYZ' and an 'Email Address' field containing '<empty>'. At the bottom, there is a blue 'Save & Continue' button circled in red.

10. Please state any existing medical, mental health conditions, and/or physical disability. If you have supporting documents, you may upload them. Click on **'Save & Continue'** button.

Health Declaration


You are required to declare any existing medical, mental health conditions, and/or physical disability.

This information will enable the University to develop a complete profile of an applicant and to determine whether he/she needs additional resources during his/her hostel stay. The University however, does not guarantee the provision of special aid (pastoral, financial or otherwise) to any students. You may upload your supporting documents using the file upload function below.

Your Health Information

Please state any existing medical, mental health conditions, and/or physical disability.

File Upload


Choose a file, or drag it here

Save & Continue

11. Select **your preferred room type** by clicking on **'Add Preference'** button. Then, click on **'Save & Continue'** button after you have indicated all of your preferred room type.

Administration User

Fees/Payments RC & NUSC Room Registration Log Out

RC Room Preferences (RC4)

IMPORTANT NOTES:

- The accommodation below is subject to availability. Alternative accommodation may be offered if your preferences are not available.
- The offered room/apartment type may be subjected to changes at any time prior to check-in due to unforeseen circumstances.
- Residents of the Residential Colleges are required to subscribe to a compulsory meal plan.
- The hostel rates for air-con rooms/apartments are not inclusive of utilities charges arising from the usage of air-con unit. A separate charge is applicable via a prepaid or "Pay-As-You-Use" basis.
- Non-Graduating students will be informed of their assigned colleges (College of Alice & Peter Tan or Tembusu College or Residential College 4) during the offer acceptance period.
- As part of University's safe management measures, students staying at the hostels have to comply to the COVID-19 related instructions from the university (e.g., health declaration, self-isolating within the hostel for a specified period of time, undergoing swabbing or other medical tests within the University or outside).

Please select at least one preference below:

[Add Preference](#)

Order	Room Preference	
1	Residential College 4, Single (6 bdrm)	Delete
2	Residential College 4, Single (Corridor)	Delete

Please add at least 1 preferences.

[Save & Continue](#)

[Terms of Use](#)

12. Select your preferred 'Floor Gender Preference' and indicate your room preference, if any.

The screenshot shows the 'Floor Gender Preference' form. At the top, there are navigation links for 'Fees/Payments' and 'RC & NUSC Room Registration'. The main heading is 'Floor Gender Preference'. Below the heading, a message says 'Please select your preference from the drop down menu below.' A dropdown menu is shown with 'Mixed Gender Floor' selected. Below this, a message says 'If you have special accommodation needs due to serious medical reasons, you may indicate your room preference below.' A text input field is labeled 'Room Preference Request (if any)' and contains '<empty>'. At the bottom, a blue 'Save & Continue' button is highlighted with a red circle.

13. Check your application summary. Click 'Save & Continue' button.

The screenshot shows the application summary page. At the top, there are navigation links for 'Fees/Payments' and 'RC & NUSC Room Registration', and a 'Log Out' link. The page is titled 'Administration User'. The summary includes sections for 'Upload Photo' (with a 'Delete' button and an upload icon), 'Next-Of-Kin Particulars' (with fields for Full Name, XYZ, and Email Address), 'Health Declaration' (with a text area for 'Please state any serious illness or physical disability that you may have' and 'Asthma'), 'Room Type Preference' (with a table), and 'Floor Gender Preference' (with a dropdown menu and a text area for 'Room Preference (comments, if any)'). A 'Print this Page' button is located above the 'Save & Continue' button, which is highlighted with a red circle.

Order	Room Preference
1	Residential College 4, Single (6 bdrm Apt, AC)
2	Residential College 4, Single (Corridor, AC)

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14. Click 'Save & Continue' button.

Fees/Payments RC & NUSC Room Registration Log Out

Begin Application Personal Particulars Upload Photo Next-of-Kin Particulars Health Declaration RC Room Preferences (RC4) Floor Gender Preference Application Summary Application Fee Waived Application Status

Application Fee Waived

Payment of SGD 26.75 application fee is not required as other arrangements have been made for this application.

Please click on "Save & Continue" button to complete the application process. At the last step, kindly ensure that your status in the "Application Status" page is shown as "Application Completed".

Save & Continue

15. At the Registration Status, the Registration Status is shown as 'Registration Completed'.

Fees/Payments RC & NUSC Room Registration Log Out

Registration Status

Please submit a query at www.hosteladmission.nus.edu.sg or call +65 6516 1384:

- If you have paid the application fee and the registration status is not reflected as "Registration Completed" or
- If you have paid acceptance fee and the registration status is not reflected as "Successful". (Note: Please refrain from making another payment as you may incur unnecessary transaction charges.)

Registration
Term: 2022-23 Semester 1 & 2
Registration Status: Registration Completed
Received Date: 06/06/2022

Home