NUS Lifelong Learning

ONLINE APPLICATION PORTAL USER GUIDE

Contents

Begin Here

Your lifelong learning journey with NUS begins with your application for our courses. This guide serves to step you through the process.

You may complete your transaction all at once, or return to it at a convenient time during the application period. Three buttons at the bottom of the screens offer this flexibility:

- Return to the Previous Page
- Save & Return to Main Page
- Save & Proceed to the Next Page

Upon successful application submission, you will see an on-screen confirmation and receive an email with your unique application number. Please mention your **application number (number that starts with N e.g. N000045678)** in your interaction with us on this application.

For assistance, please email **lifelonglearning@nus.edu.sg**.

We look forward to having you on-board with us in your lifelong learning journey. Welcome!
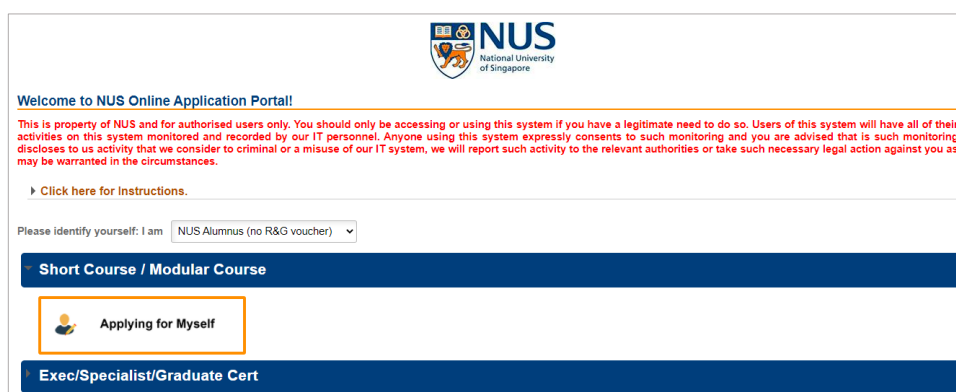
Submit an Application

Module Selection and Ranking

1. At NUS Online Application Portal: https://myapplications.nus.edu.sg
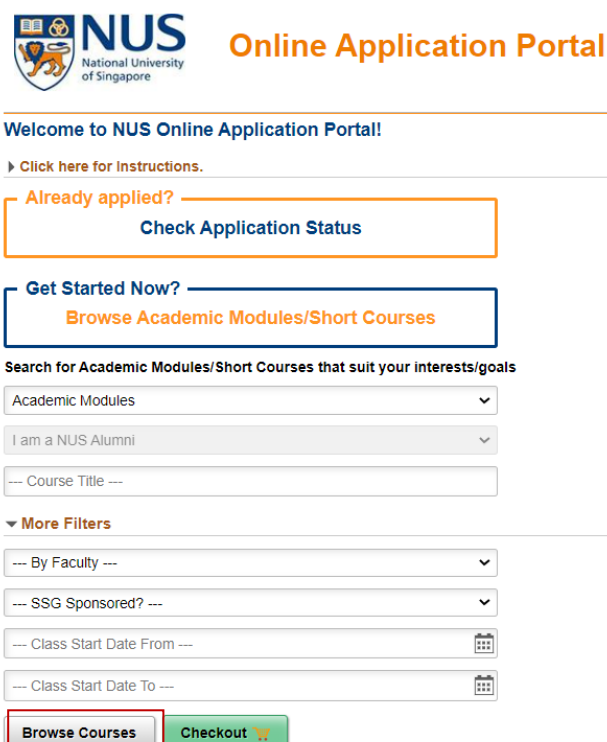   Select your identity:

   - **NUS Alumnus (no R&G voucher)**
   - **NUS Alumnus (with R&G voucher)**
   - **Member of the Public**

2. **Short Course / Modular course**> **Applying for Myself**.

3. Click on **Browse Academic Modules/Short Courses** for the list of modules offering in the coming semester. Select 'Academic Modules' under **Module Course Category**.

4. **Add to Cart** up to five modules that you wish to apply for.

5. **Checkout** the items you have added to cart. The checkout action enables you to save your application. You may continue to review your application and make changes.

To save your application, **login** to your existing account, or **register a new account**. **Register with your official name as it appears on your NRIC/FIN/Passport. For NUS alumni, your registered name should correspond to the official name printed on your degree scroll.**

Selection of Module(s)/Research Info

6. In your account view, you may continue to **Add/Select New Modules** or **Edit Rank** to rank your selected modules in order of your preference. Click **Save** to confirm your actions. You can return to your account to repeat this process any time during the application period.

Enter the maximum number of modules you would consider taking

Edit Rank to re-rank your modules in order of your preference

Add/Select Module will display the list of available modules for your selection. Select up to five only.

Personal Particulars

7. Update/Enter your personal particulars accurately or you can choose to retrieve your personal particulars via MyInfo with Singpass login. We will be using your email account to acknowledge your application and for ongoing communications.

Academic Qualifications

8. **Add New Qualification** or **Edit** previously submitted academic qualifications.

Employment Details

9. **Add New Employment Details** or **Edit** previously submitted employment details. You may wish to support your course application with a short description of your work experience in the **Remarks** input box.

Upload Supporting Documents

10. Click **Add** to upload supporting documents. You may **View** or **Delete** the files you have uploaded. An application is valid when accompanied by supporting documents marked **Mandatory**.

Documents marked mandatory must be submitted for your application to be valid.

Other Details & Declaration

11. Complete all questionnaire and declaration presented.

Confirmation

12. Information that you have entered in previous steps will be presented for your confirmation. Upon verification, **Save and Submit** your application.

13. A pop-up message will appear when your application is successfully submitted. You will also receive an email acknowledgement with an **application number** within 24 hours. **Please quote your application number when making enquiries.**

After the Application

Check Application Status

1. To begin, select your identity and click **Short Course/Modular Course> Applying for Myself**

2. Click **Already Applied** to view your submitted application.
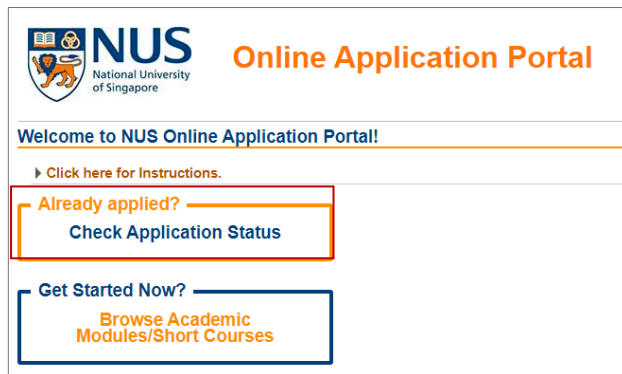
3. **Login** to your account with the login credentials that you used when submitting your application (point 5 of Page 3).

4. To view your application without making any change, click on **Check Application Status**.

Edit/Update Saved Application

> **Please read this first.**
>
> When you edit your previously submitted application, please ensure that you step through the process till you get to **Confirmation** (point 12 of page 7). Your changes will only be captured when you **Save and Submit** them at this step.
>
> Do take note that when an application is re-submitted, the application date/time will be correspondingly updated. Your earlier application will be superseded.
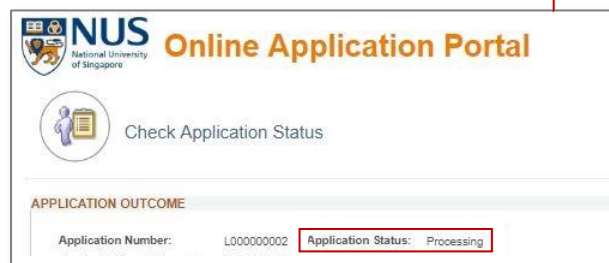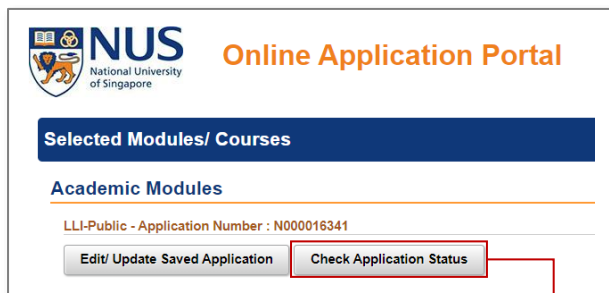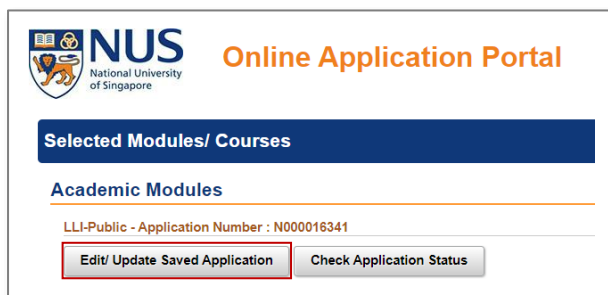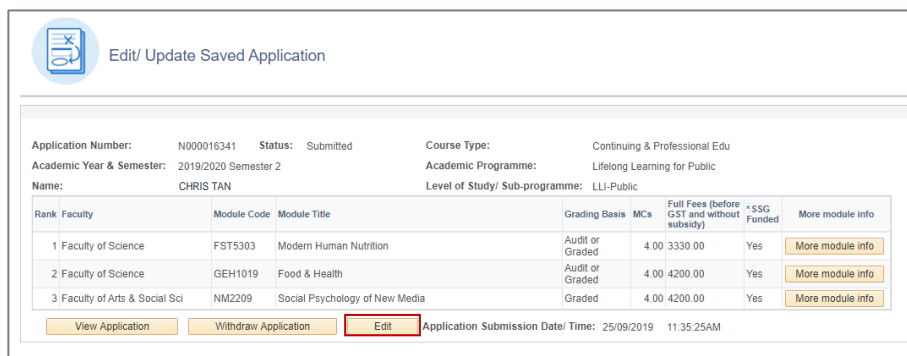
1. Click on **Edit/Update Saved Application**.

2. Click **Edit** to display Selection of Module(s)/Research Info (point 6 of page 4). Begin to make changes to your module selection and module ranking from here. To ensure that your application is updated with the changes that you have made, please **step through the complete process from points 6-12**.

3. **Save and Submit** your revised application at point 12. Your application will only be updated when you Save and Submit it.

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