



School of Continuing
and Lifelong Education

NUS Lifelong Learning

ONLINE APPLICATION PORTAL USER GUIDE

Contents

Begin Here	1
Submit an Application.....	2
Module Selection and Ranking	2
Selection of Module(s)/Research Info	4
Personal Particulars.....	4
Academic Qualifications.....	5
Employment Details.....	5
Upload Supporting Documents	6
Other Details & Declaration	6
Confirmation	7
After the Application.....	8
Check Application Status.....	8
Edit/Update Saved Application	9

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

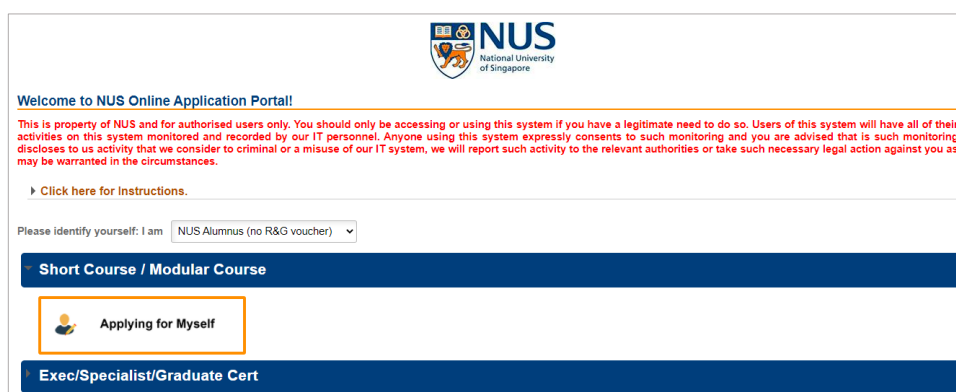
Module Selection and Ranking

1. At NUS Online Application Portal: <https://myapplications.nus.edu.sg>

Select your identity:

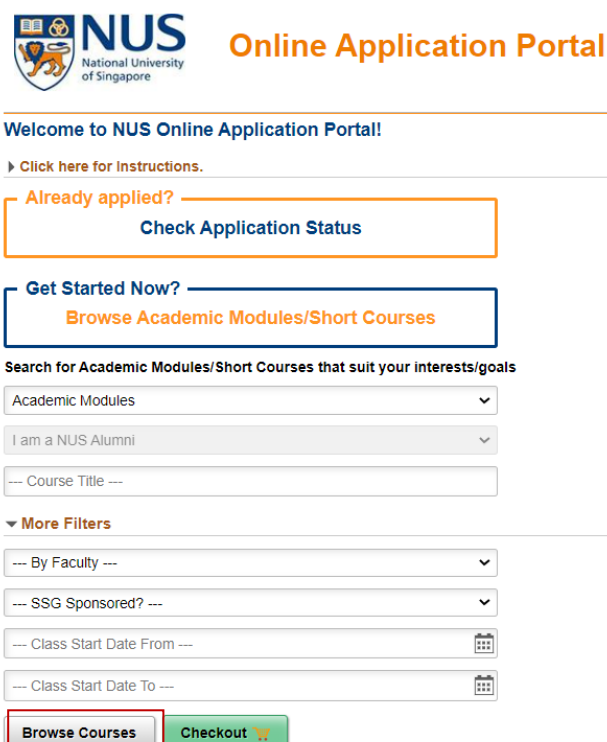
- **NUS Alumnus (no R&G voucher)**
- **NUS Alumnus (with R&G voucher)**
- **Member of the Public**

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



The screenshot shows the NUS Online Application Portal interface. At the top, there is the NUS logo and a welcome message. Below the welcome message, there is a dropdown menu for 'Please identify yourself: I am' with 'NUS Alumnus (no R&G voucher)' selected. Underneath, there are three main navigation buttons: 'Short Course / Modular Course', 'Applying for Myself' (which is highlighted with an orange border), and 'Exec/Specialist/Graduate Cert'.

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**.



The screenshot shows the NUS Online Application Portal interface. At the top, there is the NUS logo and the title 'Online Application Portal'. Below the title, there is a welcome message and a link to 'Click here for Instructions'. Underneath, there are two main navigation buttons: 'Already applied? Check Application Status' and 'Get Started Now? Browse Academic Modules/Short Courses' (which is highlighted with a blue border). Below these buttons, there is a search section for 'Academic Modules/Short Courses that suit your interests/goals'. This section includes a dropdown menu for 'Academic Modules', a dropdown menu for 'I am a NUS Alumni', and a text input field for 'Course Title'. There is also a 'More Filters' section with several dropdown menus: 'By Faculty', 'SSG Sponsored?', 'Class Start Date From', and 'Class Start Date To'. At the bottom, there are two buttons: 'Browse Courses' (highlighted with a red border) and 'Checkout'.

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

Course Category	Faculty/ Department / Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to Cart
Academic Modules	NUS Business School	SSG	Accounting for Decision Makers		Open	13-JAN-2020	Add to Cart
Academic Modules	NUS Business School	SSG	Managerial Accounting		Open	13-JAN-2020	Add to Cart
Academic Modules	NUS Business School	SSG	Legal Environment of Business		Open	13-JAN-2020	Add to Cart
Academic Modules	NUS Business School	SSG	Decision Analytics using Spreadsheets		Open	13-JAN-2020	Add to Cart
Academic Modules	NUS Business School	SSG	Programming for Business Analytics		Open	13-JAN-2020	Add to Cart
Academic Modules	NUS Business School	SSG	Operations and Technology Management		Open	13-JAN-2020	Add to Cart
Academic Modules	NUS Business School	SSG	Principles of Marketing		Open	13-JAN-2020	Add to Cart
Academic Modules	NUS Business School	SSG	Research for Marketing Insights		Open	13-JAN-2020	Add to Cart

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.

Browse Courses		Checkout: 5					
Programming for Business Analytics Course Added.							
Course Category	Faculty/ Department / Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to Cart
Academic Modules	NUS Business School	SSG	Accounting for Decision Makers		Open	13-JAN-2020	Added to Cart
Academic Modules	NUS Business School	SSG	Managerial Accounting		Open	13-JAN-2020	Added to Cart
Academic Modules	NUS Business School	SSG	Legal Environment of Business		Open	13-JAN-2020	Added to Cart
Academic Modules	NUS Business School	SSG	Decision Analytics using Spreadsheets		Open	13-JAN-2020	Added to Cart
Academic Modules	NUS Business School	SSG	Programming for Business Analytics		Open	13-JAN-2020	Added to Cart

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.



Online Application Portal

► This is property of NUS and for authorised users only

Login with Portal User Account

Login

[Forgot Password?](#)

[Unlock My Account](#)

[Don't have Portal User Account? Please register](#)

For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.

Selection of Module(s)/Research Info

- 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.

Selection of Module(s)/ Research Info

Legend: Completed Not Completed

Application Number: N00016341 Course Type: Continuing & Professional Edu
 Academic Year & Semester: 2019/2020 Semester 2 Academic Programme: Lifelong Learning for Public
 Name: CHRIS TAN Level of Study/ Sub-programme: LLI-Public

Please click on the "Add/Select New Module" button below to select the module(s) that you wish to apply for.

The "Rank" column refers to your preference order for the modules. Please verify and enter the rank order preference in a sequential order (e.g. 1,2,3... or 8) and click 'Save Edit Rank'.

*How many modules would you be studying at NUS if offered more than one module?
 (Note: You can select up to a maximum of 5 modules but will only be offered modules up to a maximum of 12 Modular Credits (MCs) should you be successful in your application.)

Rank	Faculty	Module Code	Module Title	Grading Basis	MCs	Full Fees (before GST and without subsidy)	* SSG Funded	More module info	Delete
1	Faculty of Science	FST5303	Modern Human Nutrition	Audit or Graded	4.00	3330.00	Yes	More module info	Delete
2	Faculty of Science	GEH1019	Food & Health	Audit or Graded	4.00	4200.00	Yes	More module info	Delete
3	Faculty of Arts & Social Sci	NM2209	Social Psychology of New Media	Graded	4.00	4200.00	Yes	More module info	Delete

Note:
 1) Class schedule may be subject to change
 2) A module may not be offered or may be cancelled if there is insufficient enrolment
 3) Additional sessions for tutorials may be arranged on the same or different days for some modules
 4) NUS reserves the right to amend its offerings without prior notice
 5) Only eligible Singaporean's or Singapore PRs are able to enjoy subsidies for SSG-Funded modules.
 6) Modules taken on audit basis are not eligible for SSG funding
 7) NUS Virtual Voucher can only be used for non-SSG funded modules.

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

- 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.

Personal Particulars

Legend: Completed Not Completed

Application Number: N00040135 Course Type: Continuing & Professional Edu
 Academic Year & Semester: 2020/2021 Semester 2 Academic Programme: Lifelong Learning for Public
 Name: TAN HENG HUAT Level of Study/ Sub-programme: NUS CET500

Please fill in or amend your personal particulars as below.

Biographical Data

National ID Type: NRIC
 *NRIC/FIN/Passport No: *****052A Display full *NRIC/FIN/ Passport No *Date of Birth: 06/06/1998 *Gender: Female
 *Name Prefix: Mis First & Middle Names: Rachel Last Name: TEST
 *Official Name: TAN HENG HUAT (as reflected in NRIC/FIN/Passport)
 *Birth Country: Singapore *Marital Status: Undeclared
 *Citizenship (Country): Singapore Residency Status: Singapore Citizen
 *Race: Chinese

Contact Details

Email Address: yxrachel@yopmail.com *Alternate Email Address: abcd@hotmail.com
 *Mobile Phone No: 97399245 Home Phone No:

Home Address


Note: For Singapore postal code, it will auto-populate the address except for Unit or House number. Please ensure your address is complete.
 *Country: Singapore
 *Postal Code: 460102 *Unit No: 09 (e.g. #02-118)
 *Address Line 1: 102
 *Address Line 2: BEDOK NORTH AVENUE 4
 Address Line 3: PEARL GARDEN

Mailing Address

Please tick the checkbox if your Mailing Address is the same as the Home Address.
 *Country: Singapore
 *Postal Code: 460102 *Unit No: 09 (e.g. #02-118)
 *Address Line 1: 102
 *Address Line 2: BEDOK NORTH AVENUE 4
 Address Line 3: PEARL GARDEN

Academic Qualifications

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

 Academic Qualifications

Legend: Completed Not Completed

Application Number: N00016341 Course Type: Continuing & Professional Edu
Academic Year & Semester: 2019/2020 Semester 2 Academic Programme: Lifelong Learning for Public
Name: CHRIS TAN Level of Study/ Sub-programme: LLI-Public

Please check or add to your educational qualification details as below.

Add New Qualification


Qualifications	
Qualification Level/ Type	2 - Poly Diploma
Name	Ngee Ann Polytechnic
Qualification Name	SPECIALIST DIPLOMA IN BUSINESS AND DECISION ANALYTICS
Qualification Status	In Progress
Start Date	Day 1 Month 11 - November Year 2019
Completion Date/ Expected Completion date	Day 6 Month 12 - December Year 2020
*Is this qualification relevant to the programme you applied for?	No
*Is this your highest qualification obtained?	Yes

Edit **Delete**

Add New Qualification

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.

 Employment Details

Legend: Completed Not Completed

Application Number: N00040135 Course Type: Continuing & Professional Edu
Academic Year & Semester: 2020/2021 Semester 2 Academic Programme: Lifelong Learning for Public
Name: TAN HENG HUAT Level of Study/ Sub-programme: NUS CET500

Please fill in details of your employment experience as below.

Add New Employment Details

Employment Details			
Employment Status	01 - Employed		
Name of Employer	NTUC Health		
Employment Type	4 - Full Time	Industry Type	Dental
Organisation Type	Local Public/Govt.-Linked Org		
Job Title	Admin		
Start & End Date of Employment	01/09/2014	Year/s of Experience	7.70
*Is this work experience relevant to the programme you applied for?	No		
*Are you an SME company sponsored employee?	No		
*Are you Corporate sponsored?	Yes		


Remarks

Edit **Delete**

Add New Employment Details

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**.



Upload Supporting Documents

Legend: ✔ Completed ✘ Not Completed

Application Number: N000016341

Academic Year & Semester: 2019/2020 Semester 2

Name: CHRIS TAN

Course Type: Continuing & Professional Edu

Academic Programme: Lifelong Learning for Public

Level of Study/ Sub-programme: LLI-Public

Important: Please submit all supporting documents eg. prior qualification, transcript, etc. Failure to do so will render your application to be invalid. Documents indicated as "Mandatory" must be uploaded.

To ensure successful uploading, please ensure that each file


- Size does not exceed 1 MB;
- Is in PDF format; and
- Names does not contain special characters such as \ / * : " < > ? and does not exceed 40 characters.

Document List	Mandatory?	Document Name	Status	Add	View	Delete	Remarks
1 NRIC/ FIN/ Passport	Mandatory		Pending	Add	View	Delete	Proof of Identity
2 Educational Qualification(s)	Mandatory		Pending	Add	View	Delete	GCE-'A' Level, Diploma, Degree, Post Graduate Diploma Results/ Transcript
3 Enhanced Training Support for SMEs (ETSS)	Optional/ If Applicable		Pending	Add	View	Delete	ETSS Supporting Documents
4 Workfare Training Support Scheme (WTS)	Optional/ If Applicable		Pending	Add	View	Delete	WTS Supporting Documents
5 Other Documentary Proof	Optional/ If Applicable		Pending	Add	View	Delete	Other Documentary Proof

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

Other Details & Declaration

11. Complete all questionnaire and declaration presented.



Other Details & Declaration

Legend: ✔ Completed ✘ Not Completed

Application Number: N000016341

Academic Year & Semester: 2019/2020 Semester 2

Name: CHRIS TAN

Course Type: Continuing & Professional Edu

Academic Programme: Lifelong Learning for Public

Level of Study/ Sub-programme: LLI-Public

Please complete the questions below.

***Other Details**

1. How did you come to know about this programme? (select one or more).

- (a) Alumni monthly e-newsletter / events
- (b) NUS website / SCALE website
- (c) Search engine (e.g. Google)
- (d) Social media (e.g. Facebook, Twitter, Blog)
- (e) Emailers (e.g. EDM)
- (f) Online advertisements
- (g) Newspapers / Magazines / Flyers
- (h) Television / Radio
- (i) Roadshows / Fairs
- (j) Word of Mouth / From Friends or Colleagues
- (k) Others:

2. Why are you applying to study the selected module(s)? (select one or more).

- (a) Further knowledge or improve skills on related field of interest/specialisation
- (b) Interested to learn more on this area
- (c) Others:

3. Have you been offered admission to other programme(s) in National University of Singapore?

No

Yes

***Health Declaration**

Note: This information will enable the University to develop a complete profile of an applicant and to determine whether he/she might need additional resources in his/her studies. The University does not, however, guarantee the provision of special aid (financial or otherwise) to any student.


Yes	No
<input type="radio"/>	<input checked="" type="radio"/>
Have you had or do you currently have any communicable diseases, color blindness, and/ or disabilities (including but not limited to chronic illnesses, visual or other physical constraints or limitations) which may or may not cause you to require special assistance or facilities while studying at the University?	
<input type="radio"/>	<input checked="" type="radio"/>
Have you had or do you currently have any mental conditions that may or may not cause you to require special assistance or facilities while studying at the University?	



***Declaration**

Yes	No
<input type="radio"/>	<input checked="" type="radio"/>
Have you ever been convicted of an offence by a court of law or military court (court martial) in any country or are there any court proceedings pending against you anywhere in respect of any offence?	
<input type="radio"/>	<input checked="" type="radio"/>
Are you currently, or have you ever been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?	
<input type="radio"/>	<input checked="" type="radio"/>
Are you currently, or have you ever been, under investigation or subject to inquiry of any misconduct, scholastic or otherwise, at any educational institution?	
<input checked="" type="checkbox"/> I hereby declare that all information provided by me in connection with this application is true, accurate and complete. 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 acceptance made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from NUS. And I hereby authorise 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.	

Confirmation

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

 Confirmation

Legend:  Completed  Not Completed

Application Number: N000016341 Course Type: Continuing & Professional Edu
Academic Year & Semester: 2019/2020 Semester 2 Academic Programme: Lifelong Learning for Public
Name: CHRIS TAN Level of Study/ Sub-programme: LLI-Public

Please check your details provided below before clicking "Save and Submit". Click the "Edit" button of the respective sections to make changes, if required.

After clicking "Save and Submit", an acknowledgement email will be sent to your registered email. You can only make changes during the stipulated application period and check your application status after the stipulated application period.

Important! We will be communicating with you mainly via email. To prevent our emails from being blocked or filtered into the Junk/Spam folder, please add our email address below to your safe senders list.

Module(s)/ Research Info 2 [Edit](#)

Rank	Faculty	Module Code	Module Title	Grading Basis	MCs	Fee Before GST(\$)	SSG Funded
1	Faculty of Science	FST5303	Modern Human Nutrition	Audit or Graded	4.00	3330.00	Yes
2	Faculty of Science	GEH1019	Food & Health	Audit or Graded	4.00	4200.00	Yes
3	Faculty of Arts & Social Sci	NM2209	Social Psychology of New Media	Graded	4.00	4200.00	Yes

Personal Particulars [Edit](#)

[PREVIOUS PAGE](#) [SAVE AND SUBMIT](#) [SAVE & RETURN TO MAIN PAGE](#)

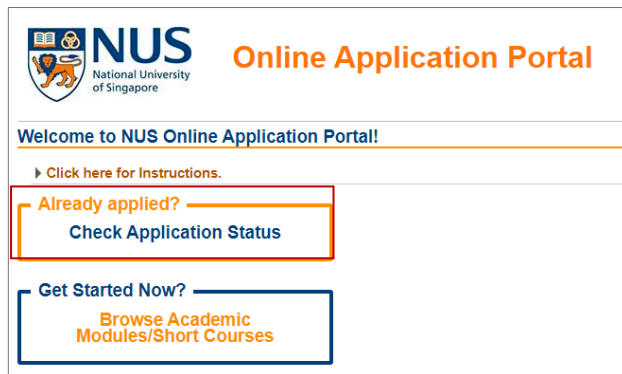
13. A pop-up message will appear when your application is successfully submitted. You will also receive an email acknowledgement with an **application number** within 24 hours. **Please quote your application number when making enquiries.**



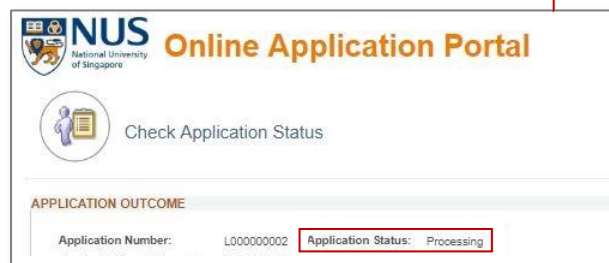
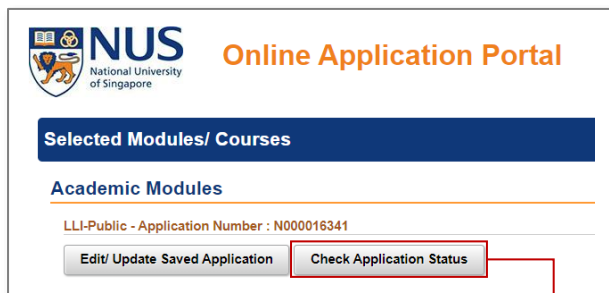
After the Application

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**.



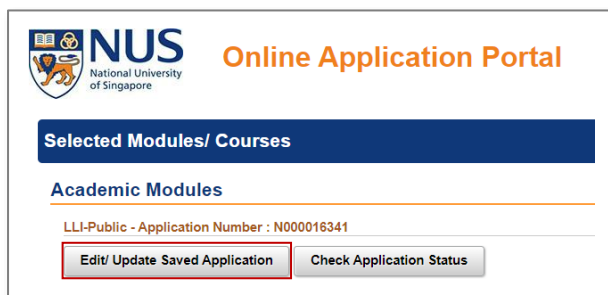
Edit/Update Saved Application

Please read this first.

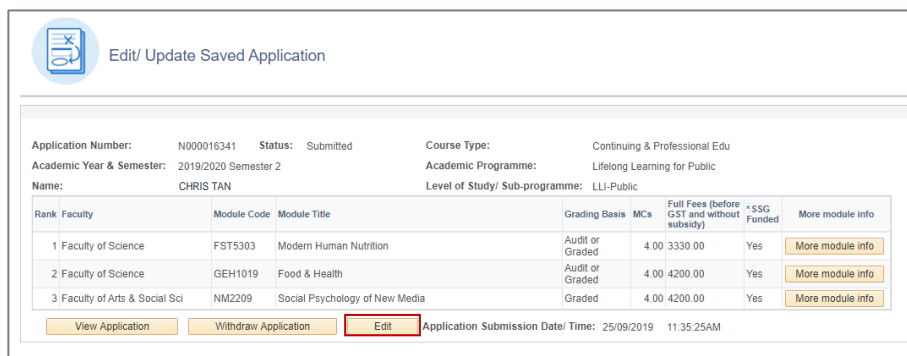
When you edit your previously submitted application, please ensure that you step through the process till you get to **Confirmation** (point 12 of page 7). Your changes will only be captured when you **Save and Submit** them at this step.

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.

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