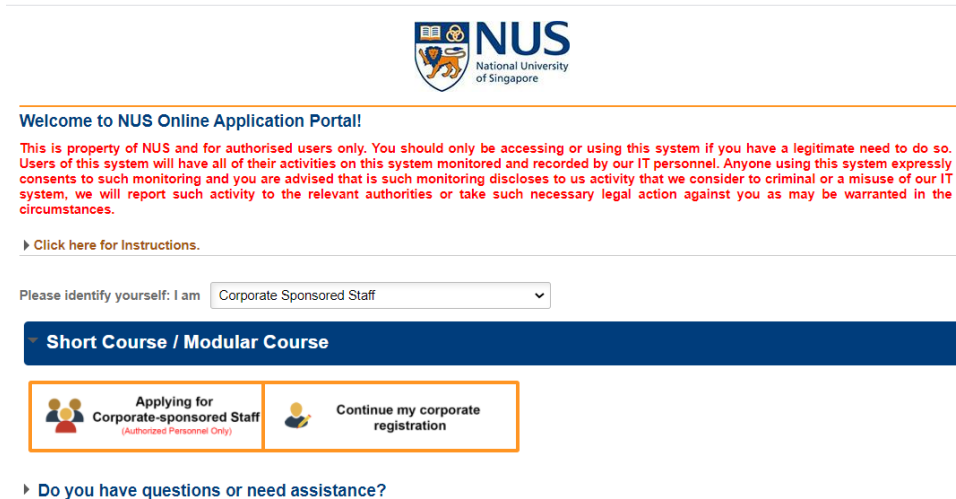


# NUS Online Application User Guide – Corporate Sponsored Participant

1. Go to NUS Online Application Portal : <https://myapplications.nus.edu.sg>
2. Select your identity: **Corporate Sponsored Staff**
3. Select the option - **Short Course/Modular Course**

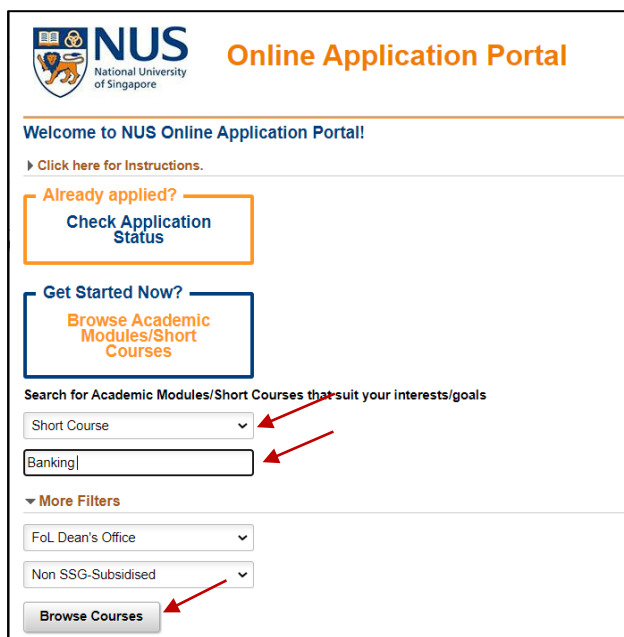


The screenshot shows the NUS Online Application Portal. At the top is the NUS logo. Below it is a welcome message and a disclaimer. A link for instructions is provided. A dropdown menu is set to 'Corporate Sponsored Staff'. A blue button labeled 'Short Course / Modular Course' is highlighted. Below it are two buttons: 'Applying for Corporate-sponsored Staff (Authorized Personnel Only)' and 'Continue my corporate registration'. A link for questions and assistance is at the bottom.

If you are the **HR/Training & Development Manager** of your organization, please select **Apply for Corporate-sponsored Staff**.

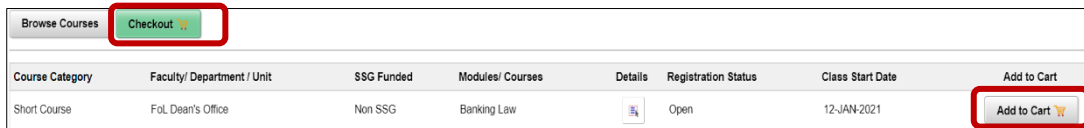
If you are an individual requiring direct billing to your organization, please select **Continue my corporate registration**.

4. Click on **Browse Academic Modules/Short Courses**
5. Select **Short Course**
6. Type the **Course Title** & Click on **Browse Courses**  
OR
7. Click on **More Filters**, Select **FoL Dean's Office** for By Faculty and **Non SSG-Subsidised** & Click **Browse Courses**

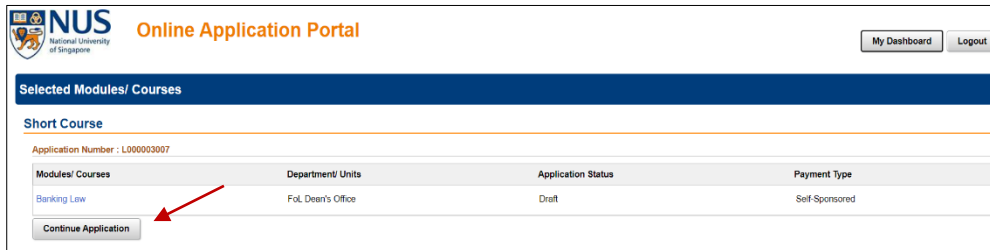


The screenshot shows the search and filter section of the NUS Online Application Portal. It includes a search bar with a dropdown menu set to 'Short Course' and a text input field containing 'Banking'. Below the search bar is a 'More Filters' section with two dropdown menus: 'FoL Dean's Office' and 'Non SSG-Subsidised'. A 'Browse Courses' button is at the bottom. Red arrows point to the 'Short Course' dropdown, the 'Banking' input field, and the 'Browse Courses' button.

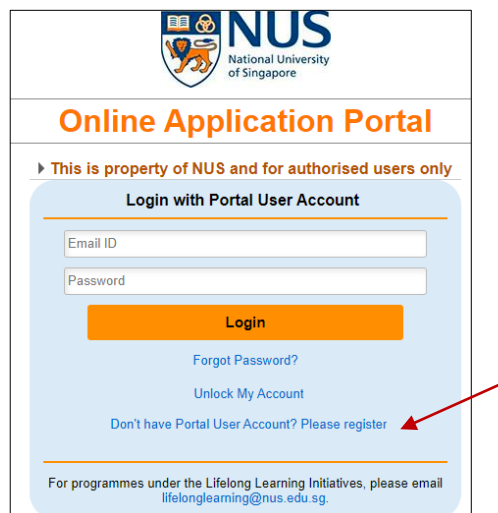
8. **Add to Cart** the module you wish to audit. You can add up to five modules in the Cart.



9. **Checkout** the item(s) you have added to cart. The checkout action enables you to save your application. You may continue to review your application and make changes.

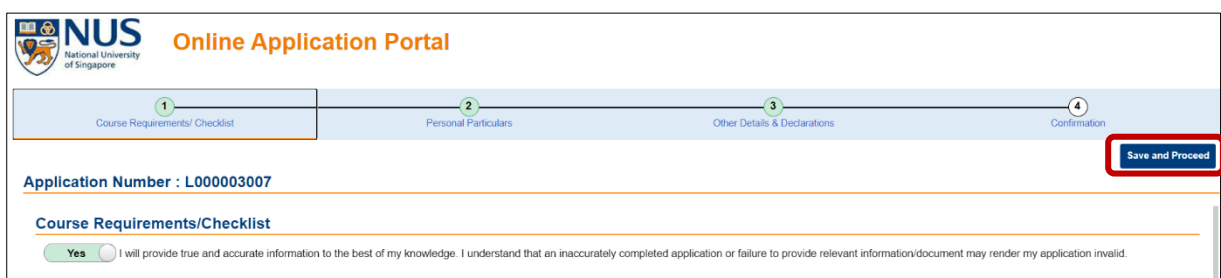


10. To proceed with your application, **login** to your existing account, or **register a new account**. Register with your official name as it appears on your NRIC/FIN/Passport.



11. Fill out all the required information for fields **1 to 10** (including your employer's details)

- Save and Proceed
- Submit Application



12. 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.

