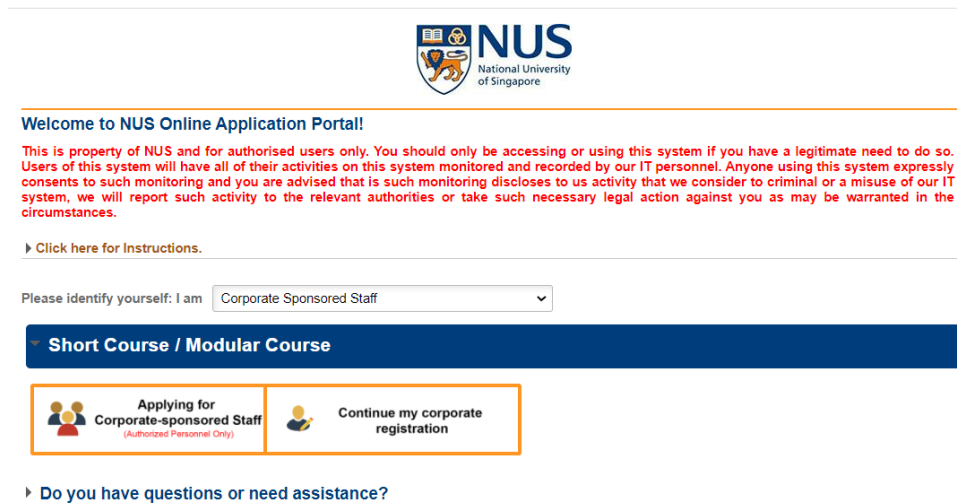


NUS Online Application User Guide – Corporate Sponsored Participant

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**

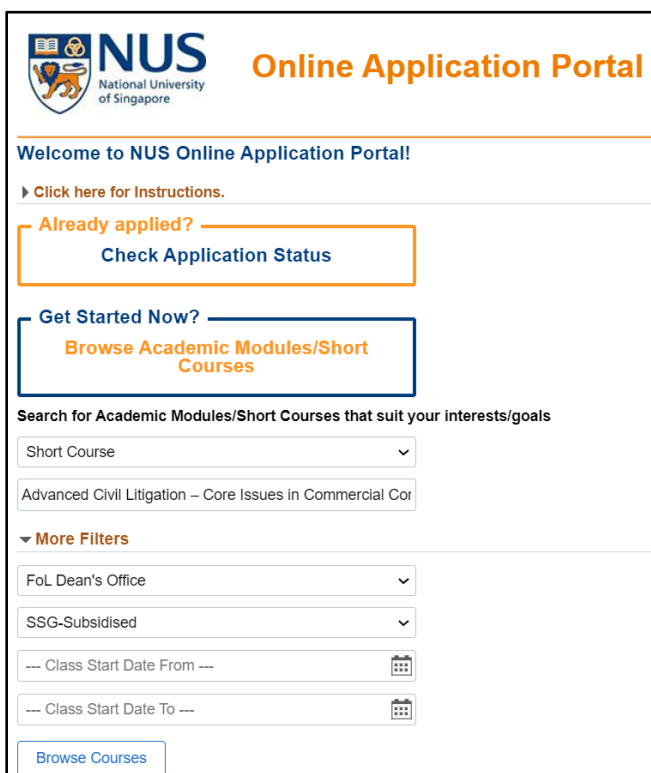


The screenshot shows the NUS Online Application Portal. At the top is the NUS logo (National University of Singapore). Below the logo is a welcome message: "Welcome to NUS Online Application Portal!". A red warning message follows: "This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users of this system will have all of their activities on this system monitored and recorded by our IT personnel. Anyone using this system expressly consents to such monitoring and you are advised that is such monitoring discloses to us activity that we consider to criminal or a misuse of our IT system, we will report such activity to the relevant authorities or take such necessary legal action against you as may be warranted in the circumstances." Below the warning is a link: "Click here for Instructions." A form asks "Please identify yourself: I am" with a dropdown menu set to "Corporate Sponsored Staff". Below this is a blue button labeled "Short Course / Modular Course". Underneath are two buttons: "Applying for Corporate-sponsored Staff (Authorized Personnel Only)" and "Continue my corporate registration". At the bottom is a link: "Do you have questions or need assistance?"

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 **SSG-Subsidised** & Click **Browse Courses**



The screenshot shows the search page of the NUS Online Application Portal. It features the NUS logo and the title "Online Application Portal". Below the logo is a welcome message: "Welcome to NUS Online Application Portal!". A link "Click here for Instructions." is present. There are two main sections: "Already applied?" with a "Check Application Status" button, and "Get Started Now?" with a "Browse Academic Modules/Short Courses" button. Below these is a search bar with the text "Search for Academic Modules/Short Courses that suit your interests/goals". The search bar contains "Short Course" and "Advanced Civil Litigation – Core Issues in Commercial Cor". Below the search bar is a "More Filters" section with several dropdown menus: "FoL Dean's Office", "SSG-Subsidised", "Class Start Date From", and "Class Start Date To". A "Browse Courses" button is at the bottom.

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

Course Category	Faculty/ Department / Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	FoL Dean's Office	SSG	Advanced Civil Litigation – Core Issues in Commercial Conflict of Laws (Synchronous e-Learning)		Open	03-JUL-2023	Add to Cart

9. **Checkout** the item(s) you have added to cart.

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). If you have a HR/Finance contact who will be handling your payment, please drop us an email.

- 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.