NUS Online Application User Guide – Corporate Sponsored Participant

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

| National of Singa | US University pore |
|--|---|
| Welcome to NUS Online Application Portal! | |
| This is property of NUS and for authorised users only. You should only be ac Users of this system will have all of their activities on this system monitored an consents to such monitoring and you are advised that is such monitoring disc system, we will report such activity to the relevant authorities or take suc circumstances. | cessing or using this system if you have a legitimate need to do so. nd recorded by our IT personnel. Anyone using this system expressly loses to us activity that we consider to criminal or a misuse of our IT h necessary legal action against you as may be warranted in the |
| Click here for Instructions. | |
| Please identify yourself: I am Corporate Sponsored Staff | • |
| Short Course / Modular Course | |
| Applying for Corporate-sponsored Staff (Authorized Personnel Only) Continue my corporate registration | |
| 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 Courses/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 Click Browse Courses

| NUS National University of Singapore | Online Application | n Portal |
|---|--|----------|
| Welcome to NUS Online Ap | oplication Portal! | |
| > Click here for Instructions. | | |
| Already applied? | | 7 |
| Check App | lication Status | |
| Get Started Now? Browse Academic (Search for Academic Courses/Shot Short Course Introduction to Singapore Competiti VMore Filters | Courses/Short Courses ort Courses that suit your interests/go on Law | Dals |
| | | |
| Fol Dearrs Office | | |
| SSG Sponsored? | ~ | · |
| Class Start Date From | |] |
| Class Start Date To | t | 1 |
| Browse Courses | | |

8. Add to Cart the course you wish to apply. You can add up to five courses in the Cart.

| Browse Courses | Checkout 👿 | | | | | | |
|-----------------|----------------------------|------------|--|---------|---------------------|------------------|---------------|
| Course Category | Faculty/ Department / Unit | SSG Funded | Modules/ Courses | Details | Registration Status | Class Start Date | Add to Cart |
| Short Course | FoL Dean's Office | Non SSG | Introduction to Singapore Competition Law (Synchronous e-Learning) | | Open | 19-SEP-2022 | 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.

| IS and for authorised use | rs only |
|---------------------------|--|
| Portal User Account | |
| | |
| | |
| Login | |
| got Password? | |
| lock My Account | |
| | Portal User Account Login rgot Password? lock My Account |

- **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

| Singapore Online Applic | ation Portal | | |
|---------------------------------|---|--|---|
| Course Requirements/ Checklist | 2 Personal Particulars | Other Details & Declarations | Confirmation |
| Application Number : L000003007 | | | Save and Proceed |
| Course Requirements/Checklist | to the best of my knowledge. I understand that an inaccurat | ely completed application or failure to provide relevant information/docur | nent may render my application invalid. |

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.

| Message | e. | | | | |
|-------------|---------|----------|------|--------|--|
| Application | n Succe | essfully | Subm | itted. | |
| | | | 5K | 1 | |