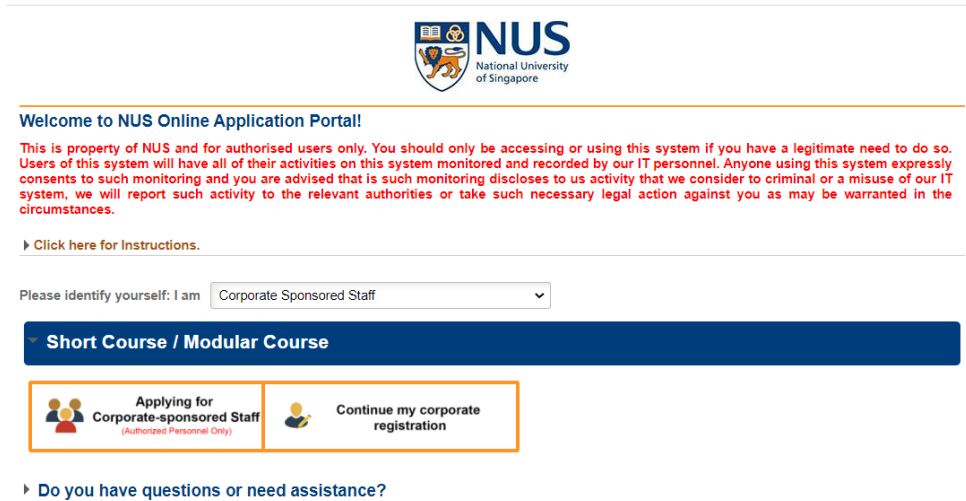# NUS Online Application User Guide – Corporate Sponsored Participant

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**

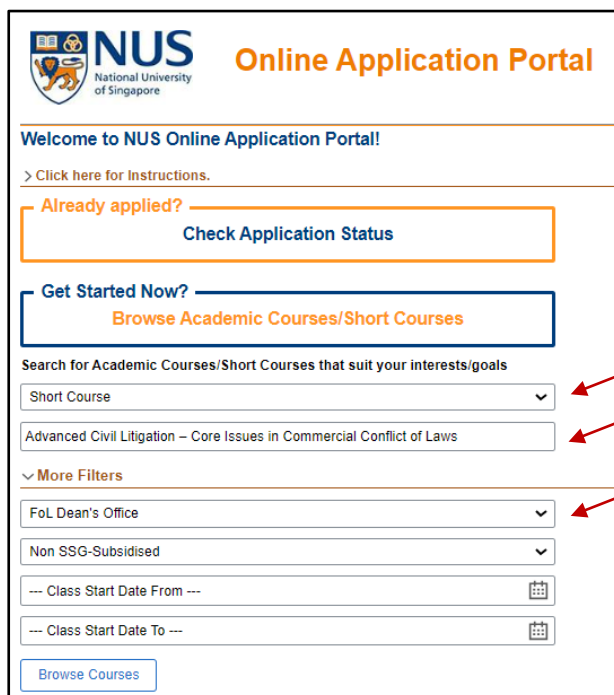If you are the **HR/Training & Development Manager** of your organization, please select **Apply for Corporate-sponsored Staff.**

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

8. **Add to Cart** the course you wish to apply.

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	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.

NUS
National University of Singapore

Online Application Portal

This is property of NUS and for authorised users only

Login with Portal User Account

Email ID

Password

Login

Forgot Password?

Unlock My Account

Don't have Portal User Account? Please register

For **Modular Courses** under Lifelong Learning programme, please email lifelonglearning@nus.edu.sg.

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

NUS
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Online Application Portal

① Course Requirements/ Checklist   ② Personal Particulars   ③ Other Details & Declarations   ④ Confirmation

Save and Proceed

Application Number : L000003007

Course Requirements/Checklist

Yes   I will provide true and accurate information to the best of my knowledge. I understand that an inaccurately completed application or failure to provide relevant information/document 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

Application Successfully Submitted.

OK