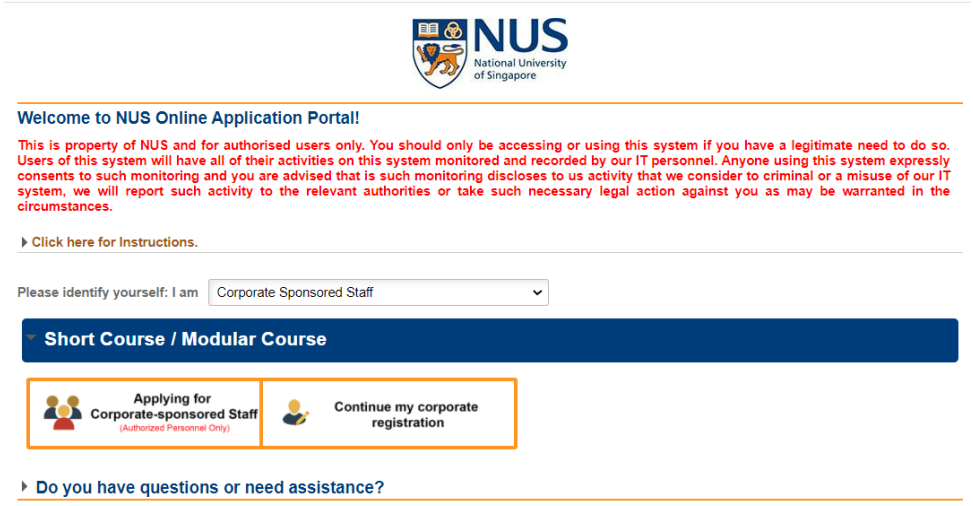
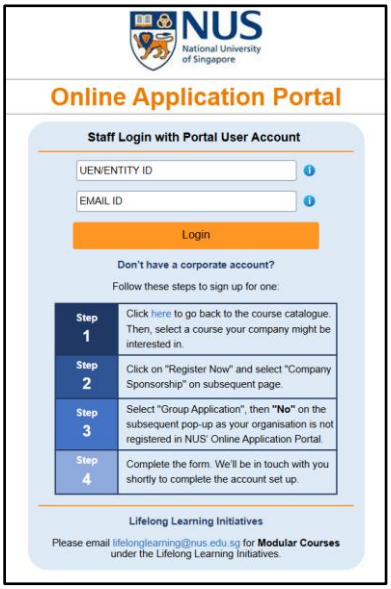
NUS Online Application User Guide – Corporate Sponsored Participant

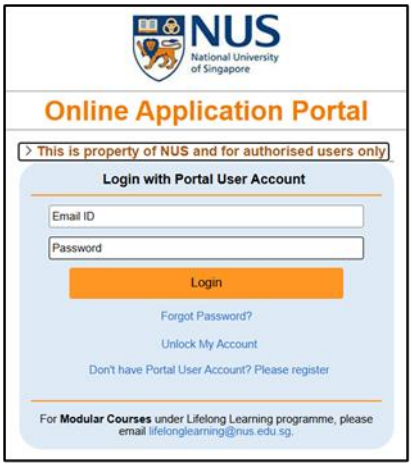
1. Go to NUS Online Application Portal : https://myapplications.nus.edu.sg
2. Select your identity: **Corporate Sponsored Staff**
3. Select the option - **Short Course/Modular Course**



Please select **Apply for Corporate-sponsored Staff** if you are the **HR/Training & Development Manager** of your organization. You will be directed to login with your company's UEN/Entity ID and Email ID.

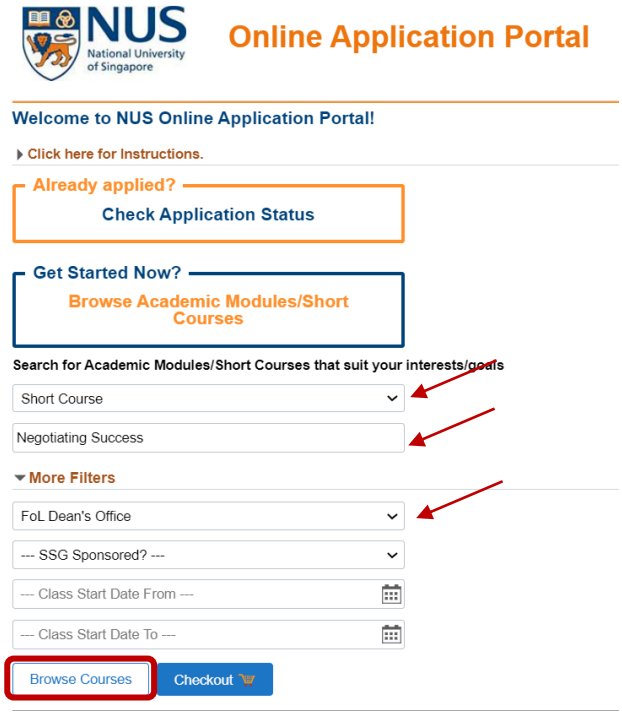


Please select **Continue my corporate registration*** if you are an **individual requiring direct billing to your organization**.

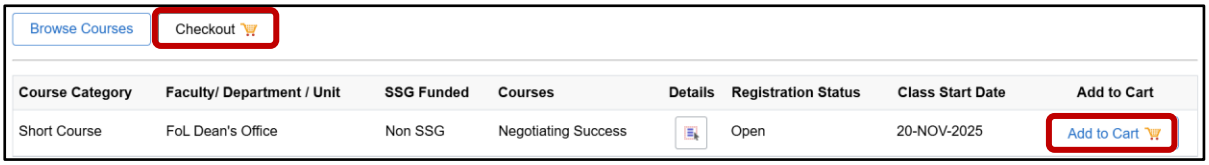


This option is available for those who have been registered by their HR/Training & Development Manager beforehand. If you have not been pre-registered, you may submit your application as a **Member of Public and indicate your **Sponsorship Type** as **Company-Sponsored**.*

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**

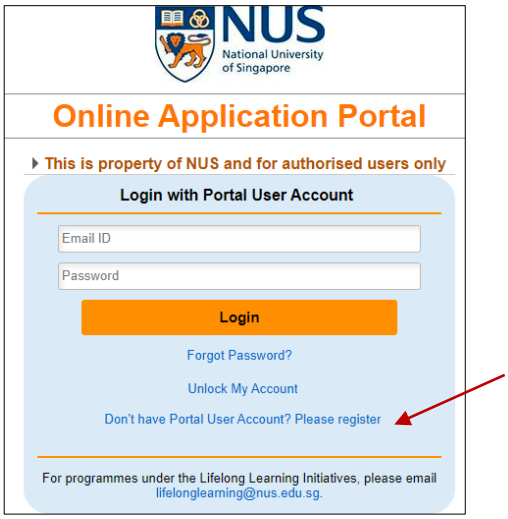


8. **Add to Cart** the module you wish to apply. You can add up to five modules in the Cart.

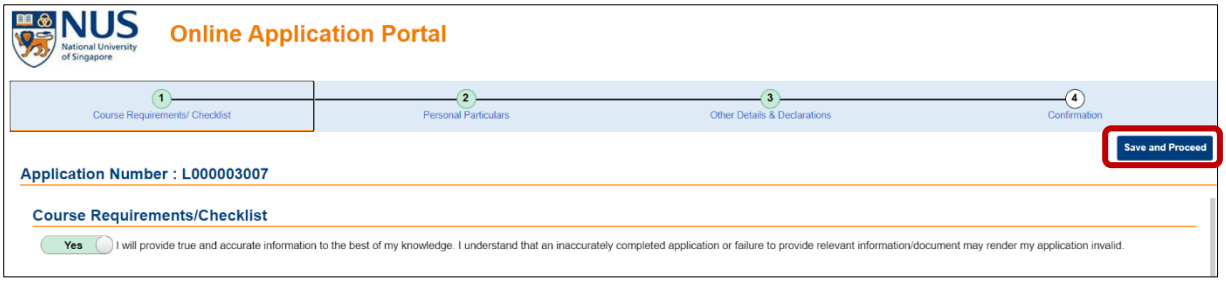


9. **Checkout** the item(s) you have added to cart.

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.