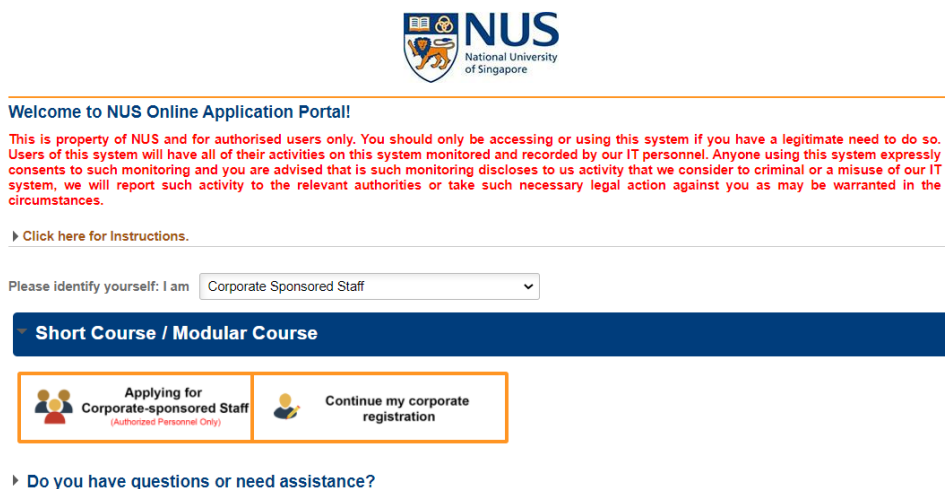


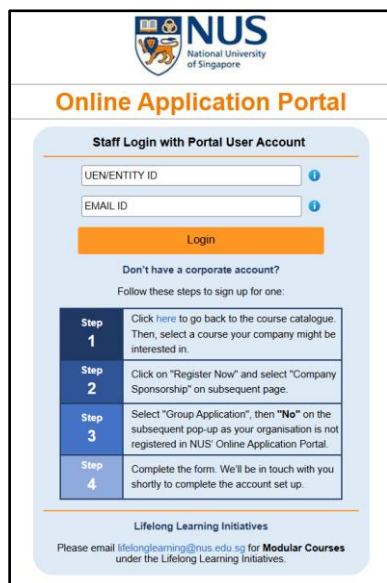
NUS Online Application User Guide – Corporate Sponsored Participant

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**



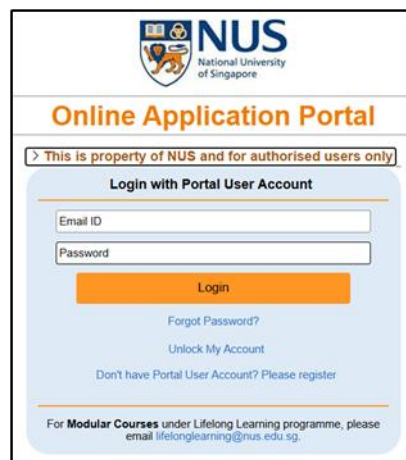
The screenshot shows the NUS Online Application Portal homepage. At the top is the NUS logo. Below it is a welcome message and a disclaimer. A link to click for instructions is provided. A dropdown menu allows users to identify themselves as 'Corporate Sponsored Staff'. A blue button labeled 'Short Course / Modular Course' is prominent. Below this are two options: 'Applying for Corporate-sponsored Staff (Authorized Personnel Only)' and 'Continue my corporate registration'. At the bottom is a link for questions or assistance.

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.



This screenshot shows the 'Staff Login with Portal User Account' page. It features input fields for 'UEN/ENTITY ID' and 'EMAIL ID', followed by a 'Login' button. Below the login section, there is a 'Don't have a corporate account?' section with a list of four steps to guide new users through the registration process. The steps involve going back to the course catalogue, registering, selecting 'Company Sponsorship', and completing the form.

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



This screenshot shows the 'Online Application Portal' login page. It includes the NUS logo and a disclaimer. The main section is titled 'Login with Portal User Account' and contains input fields for 'Email ID' and 'Password', along with a 'Login' button. There are links for 'Forgot Password?', 'Unlock My Account', and 'Don't have Portal User Account? Please register'. At the bottom, there is a note for modular courses under the Lifelong Learning programme.

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**

NUS National University of Singapore **Online Application Portal**

Welcome to NUS Online Application Portal!

► [Click here for Instructions.](#)

Already applied?
Check Application Status

Get Started Now?
Browse Academic Modules/Short Courses

Search for Academic Modules/Short Courses that suit your interests/goals

Short Course

Negotiating Success

▼ **More Filters**

FoL Dean's Office




--- SSG Sponsored? ---

--- Class Start Date From ---

--- Class Start Date To ---

Browse Courses Checkout

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

<div><div>Browse Courses</div><div>Checkout </div></div>							
Course Category	Faculty/ Department / Unit	SSG Funded	Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	FoL Dean's Office	Non SSG	Negotiating Success		Open	20-NOV-2025	<div>Add to Cart </div>

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?](#)

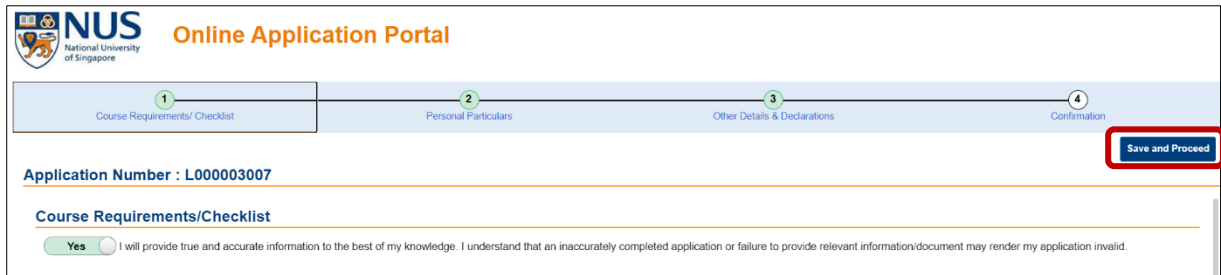
[Unlock My Account](#)

[Don't have Portal User Account? Please register](#)

For programmes under the Lifelong Learning Initiatives, 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



The screenshot shows the NUS Online Application Portal. At the top left is the NUS logo. To its right is the title "Online Application Portal". Below this is a progress bar with four steps: 1. Course Requirements/ Checklist, 2. Personal Particulars, 3. Other Details & Declarations, and 4. Confirmation. Step 1 is currently active. To the right of the progress bar is a blue button labeled "Save and Proceed" with a red border. Below the progress bar, the text "Application Number : L000003007" is displayed. Underneath that is a section titled "Course Requirements/Checklist" with a "Yes" radio button selected and a statement: "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.

