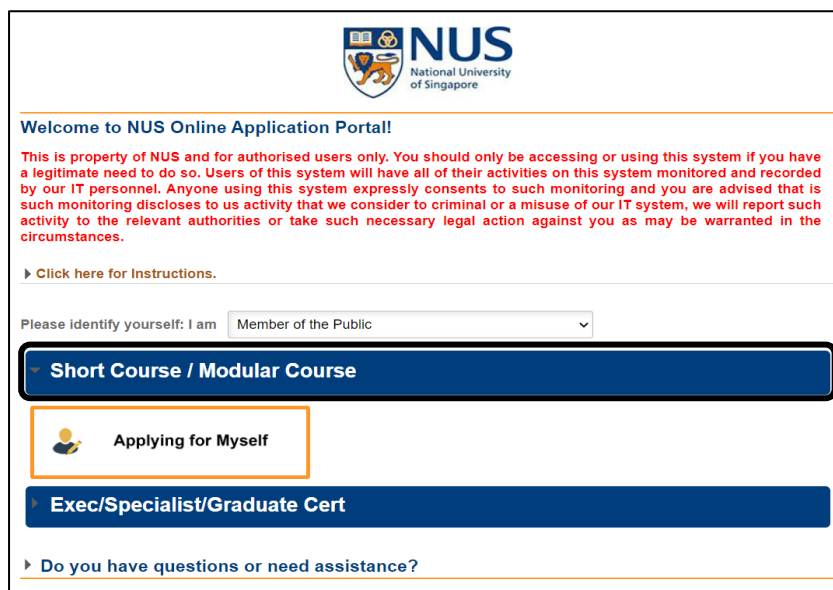


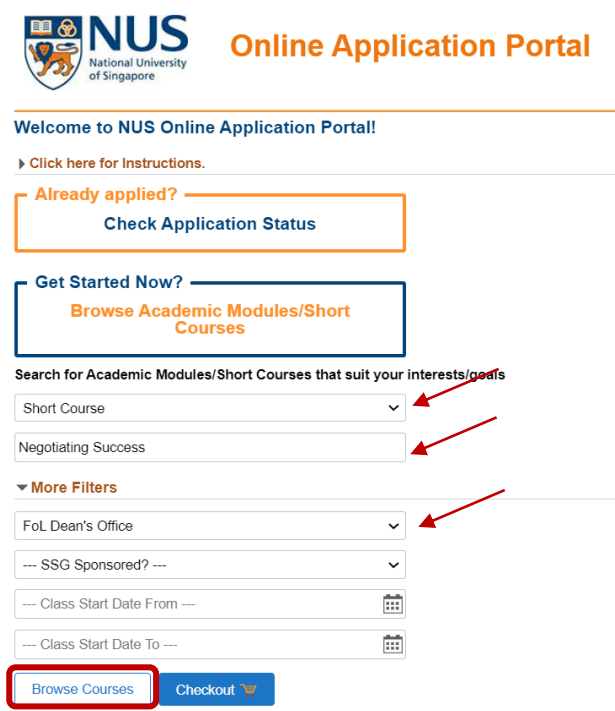
NUS Online Application User Guide – Self-funded Participant

1. Go to NUS Online Application Portal : <https://myapplications.nus.edu.sg>
2. Select your identity: **Member of the Public**
3. Select the option - **Short Course/Modular Course> Applying for Myself.**



The screenshot shows the NUS Online Application Portal. At the top is the NUS logo. Below it is a welcome message and a disclaimer. A link for instructions is provided. A dropdown menu for 'Please identify yourself: I am' is set to 'Member of the Public'. Below this are two main buttons: 'Short Course / Modular Course' and 'Exec/Specialist/Graduate Cert'. The 'Short Course / Modular Course' button is highlighted with a red box, and the 'Applying for Myself' option within it is also highlighted with a red box. A link for questions or assistance is at the bottom.

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**



The screenshot shows the NUS Online Application Portal search page. It includes the NUS logo and the title 'Online Application Portal'. Below the welcome message is a link for instructions. A section for 'Already applied?' with a 'Check Application Status' button is shown. A 'Get Started Now?' section contains a button for 'Browse Academic Modules/Short Courses'. Below this is a search bar with the text 'Search for Academic Modules/Short Courses that suit your interests/goals'. The search bar has a dropdown menu set to 'Short Course' and a text input field containing 'Negotiating Success'. Below the search bar is a 'More Filters' section with several dropdown menus: 'FoL Dean's Office' (set to 'FoL Dean's Office'), 'SSG Sponsored?' (set to '--- SSG Sponsored? ---'), 'Class Start Date From' (set to '--- Class Start Date From ---'), and 'Class Start Date To' (set to '--- Class Start Date To ---'). At the bottom are two buttons: 'Browse Courses' (highlighted with a red box) and 'Checkout'.

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

The screenshot shows the 'Checkout' button highlighted in red. Below it is a table with the following data:

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	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.

The screenshot shows the 'Online Application Portal' login page. It includes a 'Login with Portal User Account' section with fields for 'Email ID' and 'Password', a 'Login' button, and links for 'Forgot Password?', 'Unlock My Account', and 'Don't have Portal User Account? Please register'. A red arrow points to the 'Please register' link. At the bottom, it says 'For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.'

11. Click Continue Application to review your application and make changes, if needed.

The screenshot shows the 'Selected Modules/ Courses' page. It displays the 'Short Course' section with the 'Application Number : L000021097'. Below is a table with the following data:

Modules/ Courses	Department/ Units	Application Status	Payment Type
Introduction to Singapore Competition Law (Synchronous e-Learning)	FoL Dean's Office	Draft	Self-Sponsored

Below the table is a 'Continue Application' button, which is highlighted with a red arrow.

12. Fill out all the required information from **1 to 4**

- Save and Proceed
- Submit Application

The screenshot shows the 'Online Application Portal' with a progress bar indicating four steps: 1. Course Requirements/ Checklist, 2. Personal Particulars, 3. Other Details & Declarations, and 4. Confirmation. The 'Save and Proceed' button is highlighted in red. Below the progress bar, it shows the 'Application Number : L000003007' and the 'Course Requirements/Checklist' section with a 'Yes' radio button selected.

13. 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.

The screenshot shows a 'Message' pop-up box with the text 'Application Successfully Submitted.' and an 'OK' button.