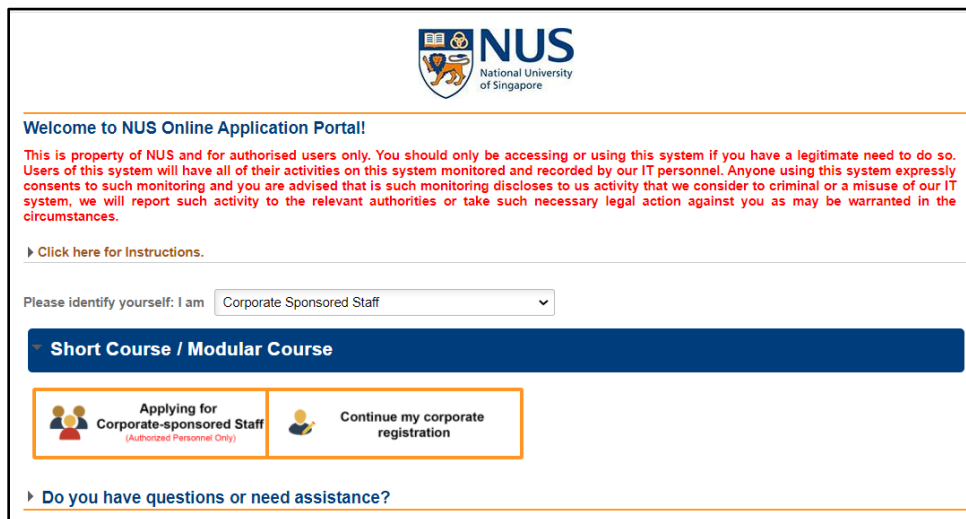


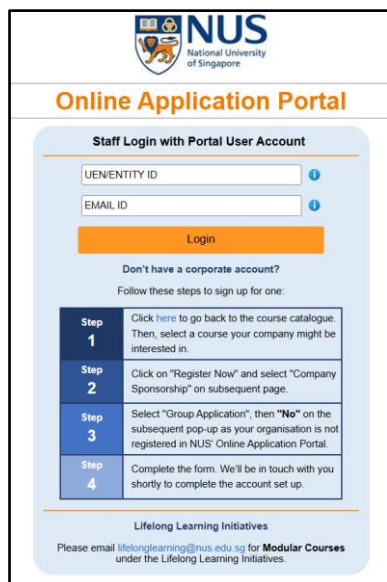
NUS Online Application User Guide – Corporate Sponsored Participant

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**



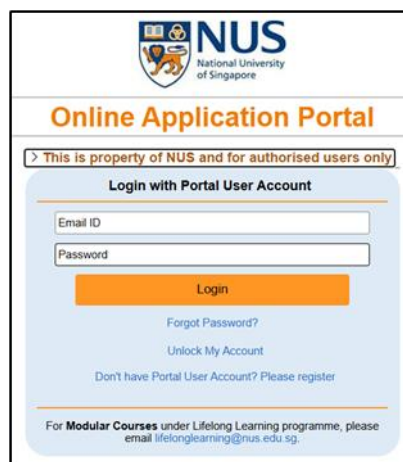
The screenshot shows the NUS Online Application Portal homepage. At the top is the NUS logo. Below it is a welcome message and a disclaimer. A link to click for instructions is provided. A dropdown menu allows users to identify themselves as 'Corporate Sponsored Staff'. A blue button labeled 'Short Course / Modular Course' is prominent. Below this are two orange buttons: '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.



The screenshot shows the 'Staff Login with Portal User Account' page. It has 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 sign up. At the bottom, there is a 'Lifelong Learning Initiatives' section with an email address for modular courses.

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



The screenshot shows the 'Online Application Portal' login page. It features the NUS logo and a disclaimer. The main section is 'Login with Portal User Account', which includes input fields for 'Email ID' and 'Password', and a 'Login' button. Below the login button 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**

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

Browse Courses

Checkout

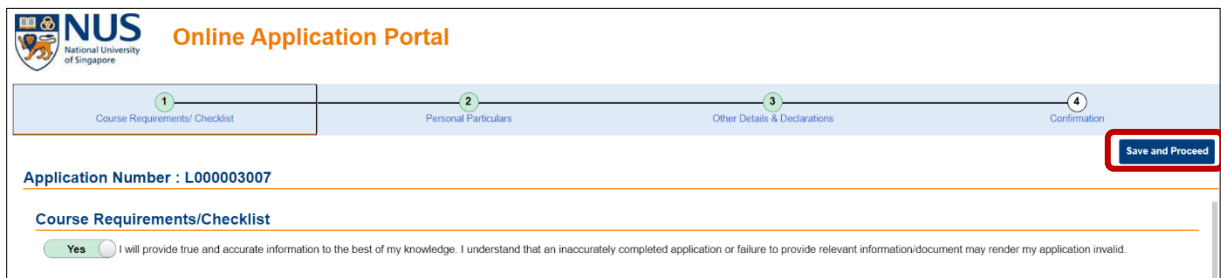
Course Category	Faculty/ Department / Unit	SSG Funded	Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	FoL Dean's Office	Non SSG	Pillars of Compliance Frameworks & Internal Controls		Open	17-NOV-2025	<div>Add to Cart</div>

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.

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. The first step is currently active. To the right of the progress bar is a blue button labeled 'Save and Proceed'. Below the progress bar, the 'Application Number : L000003007' is displayed. Underneath, the 'Course Requirements/Checklist' section is shown, with a 'Yes' radio button selected and a disclaimer text: '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.

