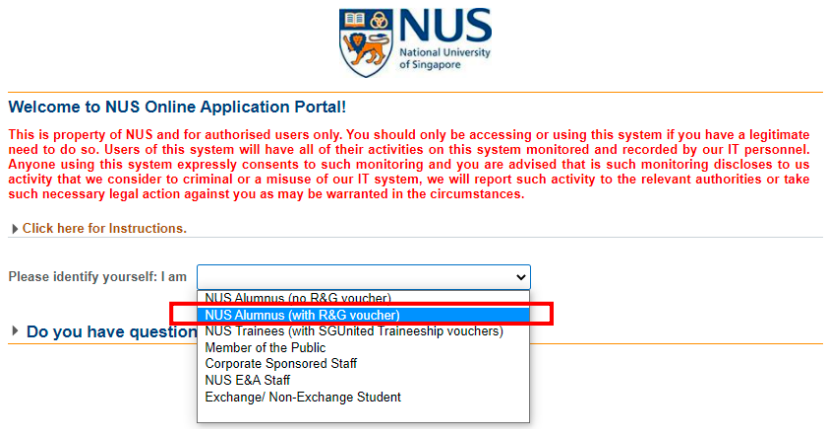
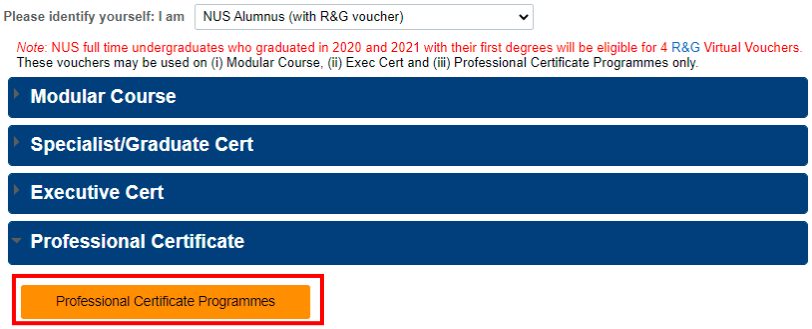
How to Sign Up for a Professional Certificate (Using R&G Virtual Vouchers)

Step 1: Submit your application

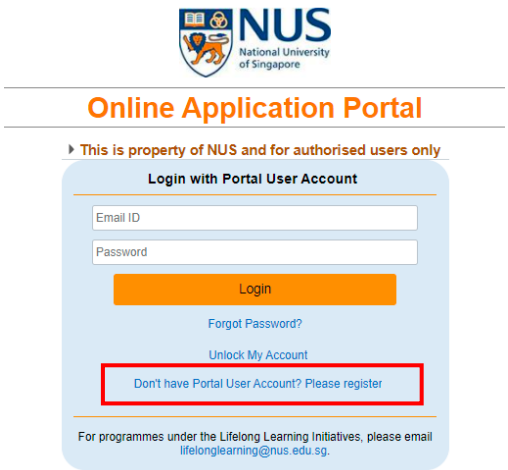
1. Go to https://myapplications.nus.edu.sg/ and identify yourself as **NUS Alumnus (with R&G voucher)**.



2. Select **Professional Certificate > Professional Certificate Programmes**.

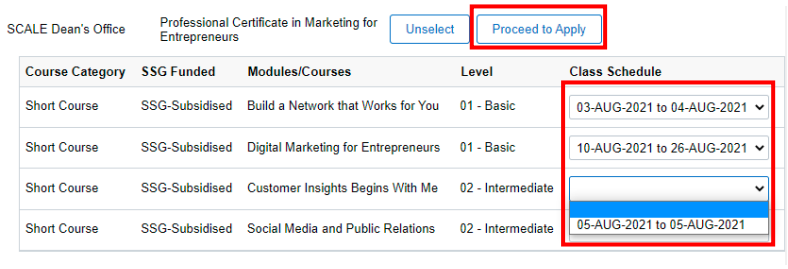


3. Login to the Online Application Portal (OAP) to proceed. You will need to register an account if you do not have an existing account yet.

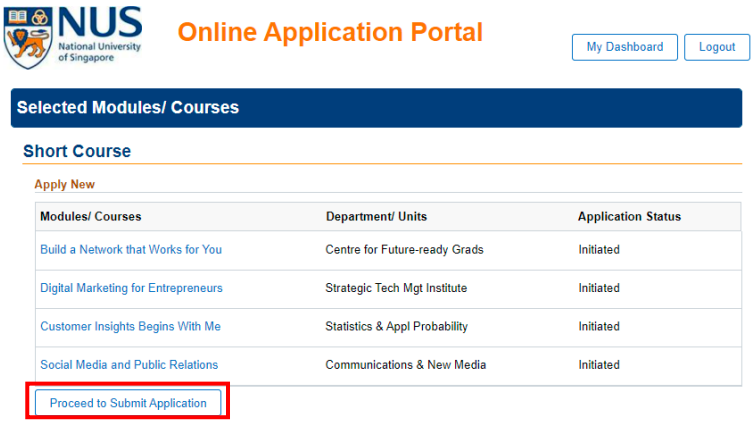


4. After successful authentication, you will be directed to a page to browse for your preferred Professional Certificates.
    a. Click on **Browse Professional Certificate** to continue.
    b. Type in your preferred certificate title in the 'Course Title' field. You may leave the field blank to list all available Professional Certificates.
    c. Click **Browse Courses** to continue.
    d. Click **Select** on the Professional Certificate you want to sign up for.

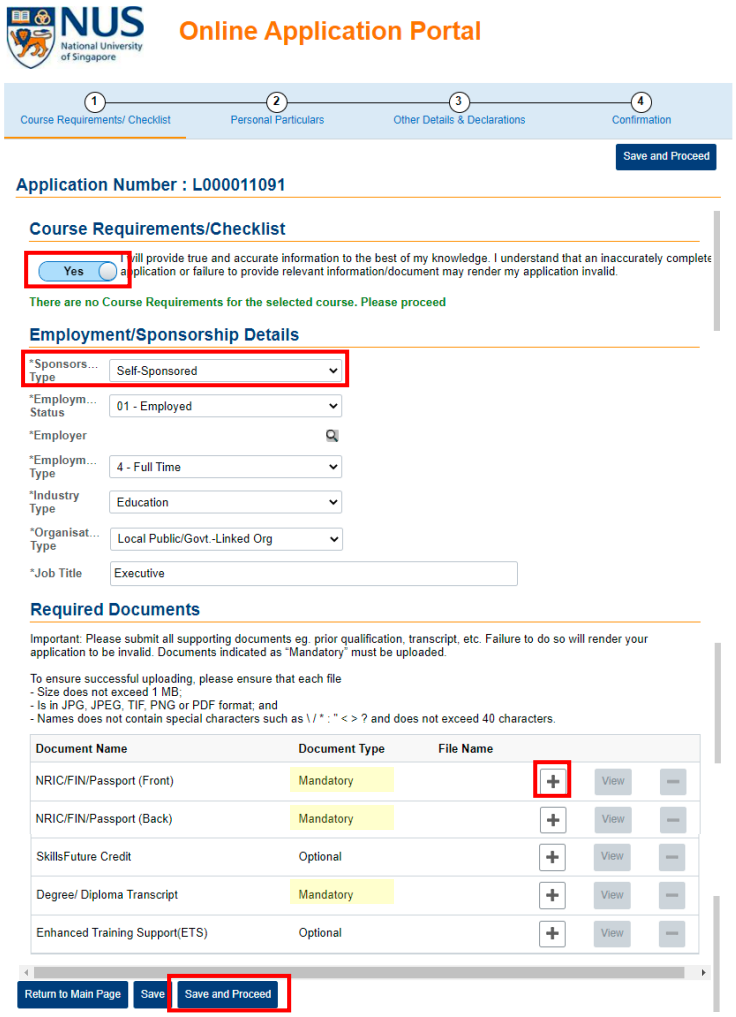
5. You are required to select the dates to join for each short course under the Professional Certificate.
    a. Click on dropdown list under Class Schedule to select date to join.
    b. Click **Proceed to Apply** to confirm all your dates selection.



6. Your selection will be listed. Click on **Proceed to Submit Application**.

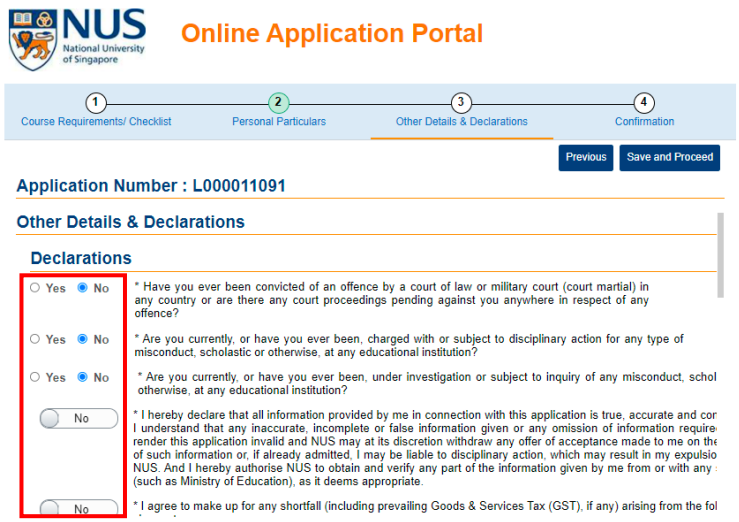


7. Section 1: Course Requirements/Checklist
    a. You will be requested to declare and confirm all provided information will be true and accurate. Toggle the button to **Yes**.
    b. Select **Self-Sponsored** under Sponsorship Type and fill up your employment details.
    c. You will be required to upload certain supporting documents, which are marked as *Mandatory*. Click + to upload the respective documents.
    d. Click **Save and Proceed** to continue.



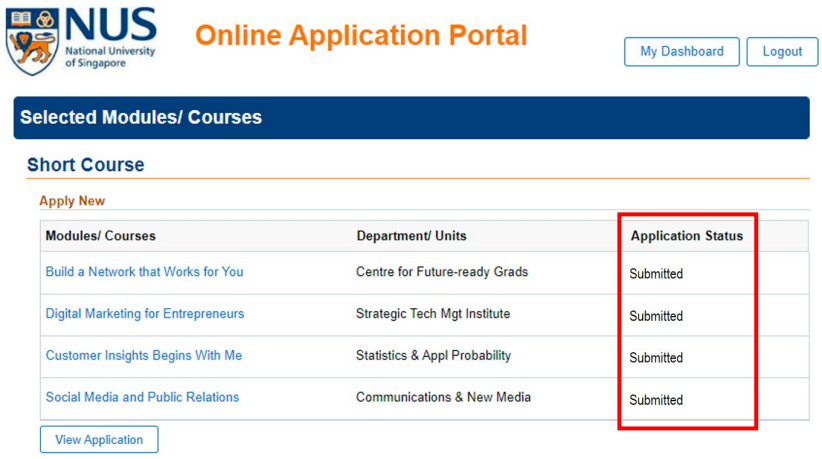
8. Section 2: Personal Particulars
Fill in your personal particulars and click on **Save and Proceed** to continue.

9. <u>Section 3: Others Details & Declaration</u>
   Toggle the buttons accordingly for each detail and declaration. Click **Save and Proceed** to complete this section.



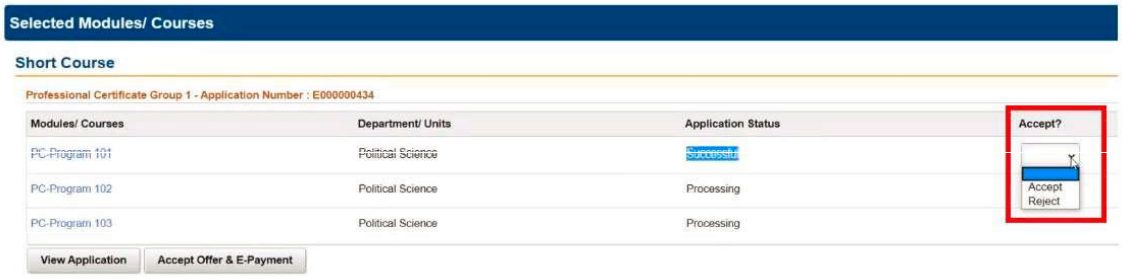
10. <u>Section 4: Confirmation</u>
    Review your details and click **Save and Proceed** to confirm the application.

11. The **Application Status** for each short course under the Professional Certificate will displayed as **Submitted**.



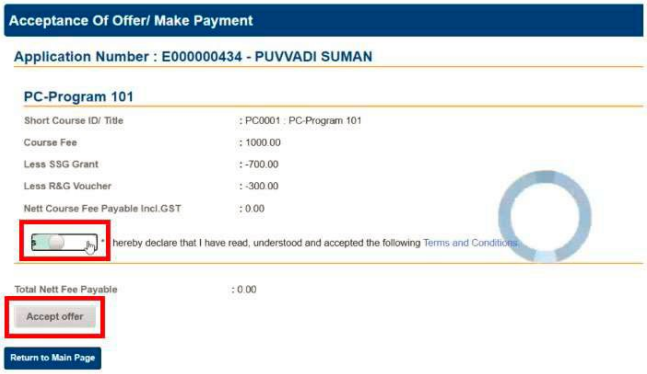
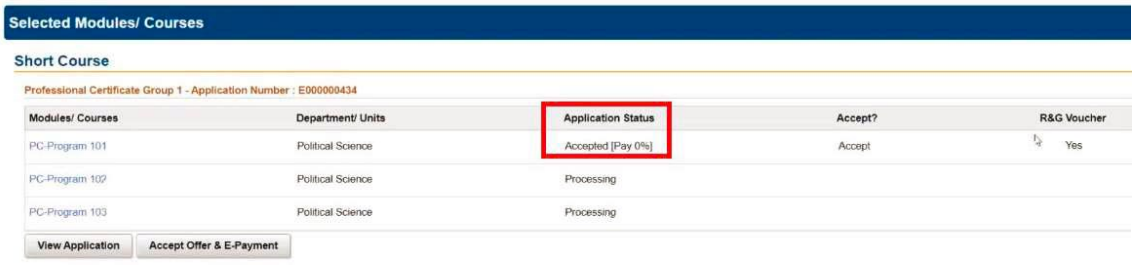
Step 2: Accept offer and pay with your R&G vouchers

1. Once an offer is made to you, the **Application Status** for the respective short course will be displayed as **Successful**. You can **Accept** or **Reject** the offer in the dropdown list.



2. If you accept the offer, the R&G voucher will be the default payment mode (if you have any balance). Click **Accept Offer & E-Payment** to continue with the acceptance.

3. Toggle to **Yes** if you have read and accepted the Terms and Conditions. Click **Accept Offer** to complete the acceptance.



4. The **Application Status** will be displayed as **Accepted (Pay 0%)** for the short course you have accepted. 1 R&G voucher will be deducted from your e-Wallet upon acceptance of 1 short course under the Professional Certificate. No further R&G voucher will be deducted for the acceptance of remaining short courses (bundled under the enrolled Professional Certificate).