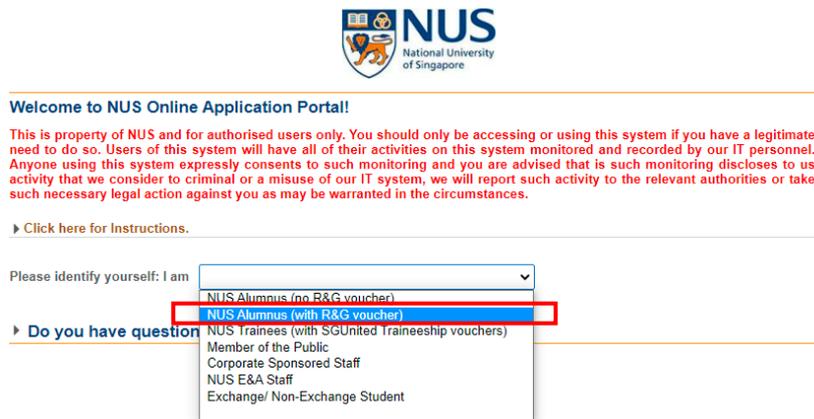


How to Sign Up for a Professional Certificate (Using R&G Virtual Vouchers)

Step 1: Submit your application

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



Welcome to NUS Online Application Portal!

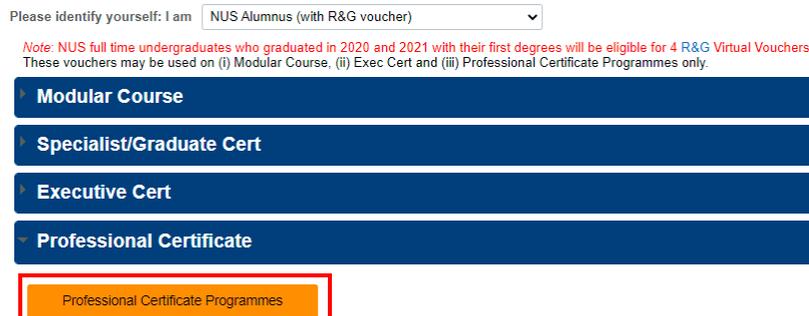
This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users of this system will have all of their activities on this system monitored and recorded by our IT personnel. Anyone using this system expressly consents to such monitoring and you are advised that is such monitoring discloses to us activity that we consider to criminal or a misuse of our IT system, we will report such activity to the relevant authorities or take such necessary legal action against you as may be warranted in the circumstances.

▶ [Click here for Instructions.](#)

Please identify yourself: I am

▶ [Do you have question](#)

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



Please identify yourself: I am

Note: NUS full time undergraduates who graduated in 2020 and 2021 with their first degrees will be eligible for 4 R&G Virtual Vouchers. These vouchers may be used on (i) Modular Course, (ii) Exec Cert and (iii) Professional Certificate Programmes only.

▶ **Modular Course**

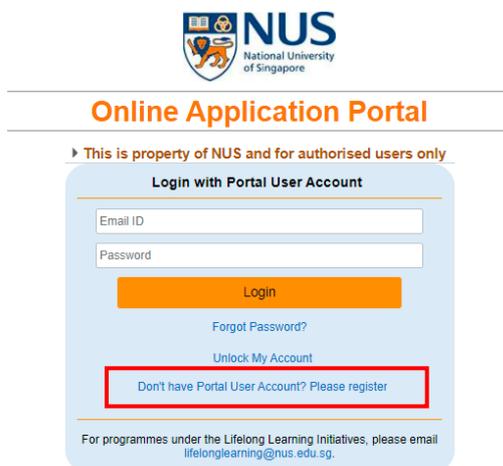
▶ **Specialist/Graduate Cert**

▶ **Executive Cert**

▶ **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.



Online Application Portal

▶ [This is property of NUS and for authorised users only](#)

Login with Portal User Account

Email ID

Password

Login

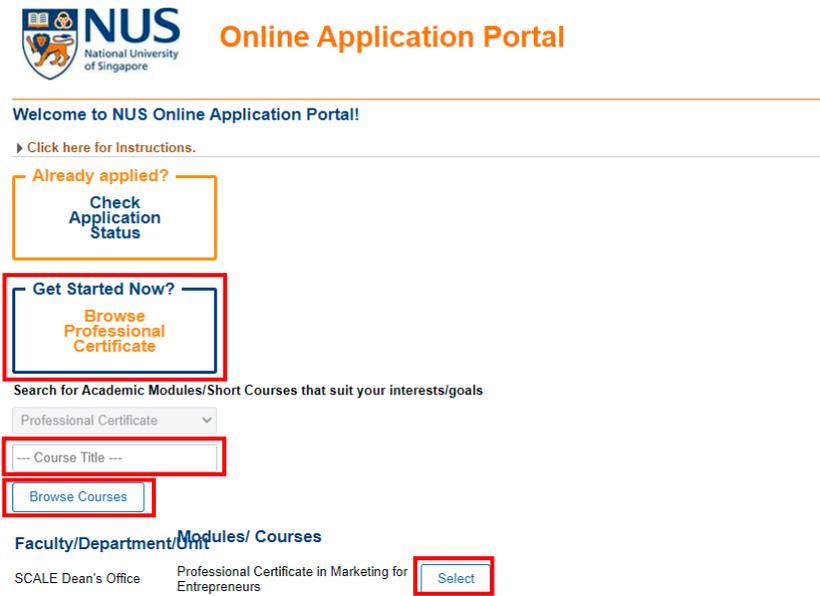
[Forgot Password?](#)

[Unlock My Account](#)

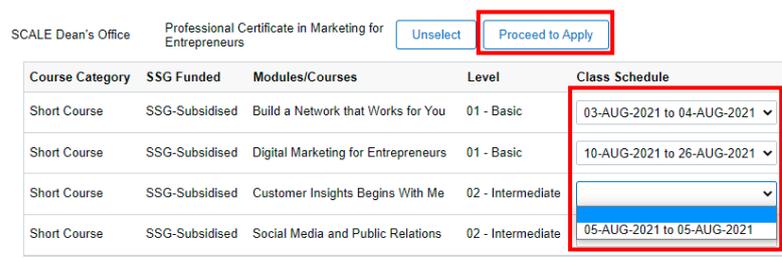
[Don't have Portal User Account? Please register](#)

For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.

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.

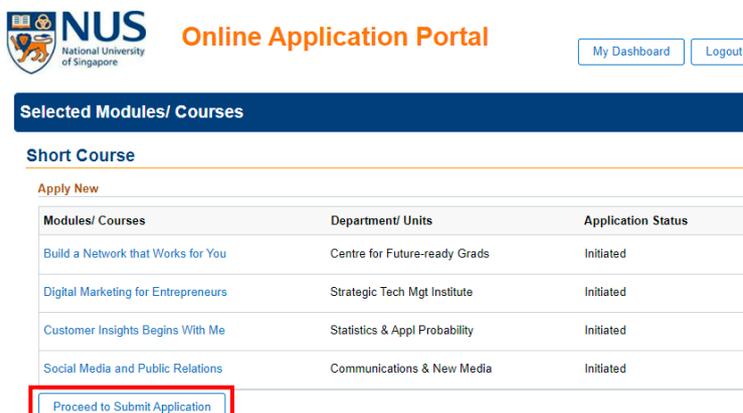


5. You are required to select the dates to join for each short course under the Professional Certificate.
 - a. Click on dropdown list under Class Schedule to select date to join.
 - b. Click **Proceed to Apply** to confirm all your dates selection.



Course Category	SSG Funded	Modules/Courses	Level	Class Schedule
Short Course	SSG-Subsidised	Build a Network that Works for You	01 - Basic	03-AUG-2021 to 04-AUG-2021
Short Course	SSG-Subsidised	Digital Marketing for Entrepreneurs	01 - Basic	10-AUG-2021 to 26-AUG-2021
Short Course	SSG-Subsidised	Customer Insights Begins With Me	02 - Intermediate	
Short Course	SSG-Subsidised	Social Media and Public Relations	02 - Intermediate	05-AUG-2021 to 05-AUG-2021

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



Modules/ Courses	Department/ Units	Application Status
Build a Network that Works for You	Centre for Future-ready Grads	Initiated
Digital Marketing for Entrepreneurs	Strategic Tech Mgt Institute	Initiated
Customer Insights Begins With Me	Statistics & Appl Probability	Initiated
Social Media and Public Relations	Communications & New Media	Initiated

7. Section 1: Course Requirements/Checklist

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



Online Application Portal

1 Course Requirements/ Checklist
2 Personal Particulars
3 Other Details & Declarations
4 Confirmation

Save and Proceed

Application Number : L000011091

Course Requirements/Checklist

Yes I will provide true and accurate information to the best of my knowledge. I understand that an inaccurately complete application or failure to provide relevant information/document may render my application invalid.

There are no Course Requirements for the selected course. Please proceed

Employment/Sponsorship Details

*Sponsors... Type: Self-Sponsored

*Employment... Status: 01 - Employed

*Employer: [Search]

*Employment... Type: 4 - Full Time

*Industry Type: Education

*Organisat... Type: Local Public/Govt.-Linked Org

*Job Title: Executive

Required Documents

Important: Please submit all supporting documents eg. prior qualification, transcript, etc. Failure to do so will render your application to be invalid. Documents indicated as 'Mandatory' must be uploaded.

To ensure successful uploading, please ensure that each file
 - Size does not exceed 1 MB,
 - Is in JPG, JPEG, TIF, PNG or PDF format, and
 - Names does not contain special characters such as \ / * : " < > ? and does not exceed 40 characters.

Document Name	Document Type	File Name		View	
NRIC/FIN/Passport (Front)	Mandatory		+	View	---
NRIC/FIN/Passport (Back)	Mandatory		+	View	---
SkillsFuture Credit	Optional		+	View	---
Degree/ Diploma Transcript	Mandatory		+	View	---
Enhanced Training Support(ETS)	Optional		+	View	---

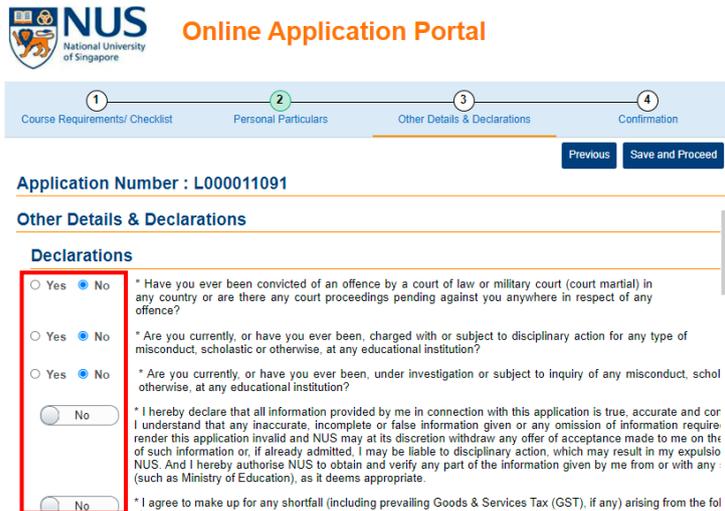
Return to Main Page
Save
Save and Proceed

8. Section 2: Personal Particulars

Fill in your personal particulars and click on **Save and Proceed** to continue.

9. **Section 3: Others Details & Declaration**

Toggle the buttons accordingly for each detail and declaration. Click **Save and Proceed** to complete this section.



Declarations

Yes No * Have you ever been convicted of an offence by a court of law or military court (court martial) in any country or are there any court proceedings pending against you anywhere in respect of any offence?

Yes No * Are you currently, or have you ever been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?

Yes No * Are you currently, or have you ever been, under investigation or subject to inquiry of any misconduct, scholastic or otherwise, at any educational institution?

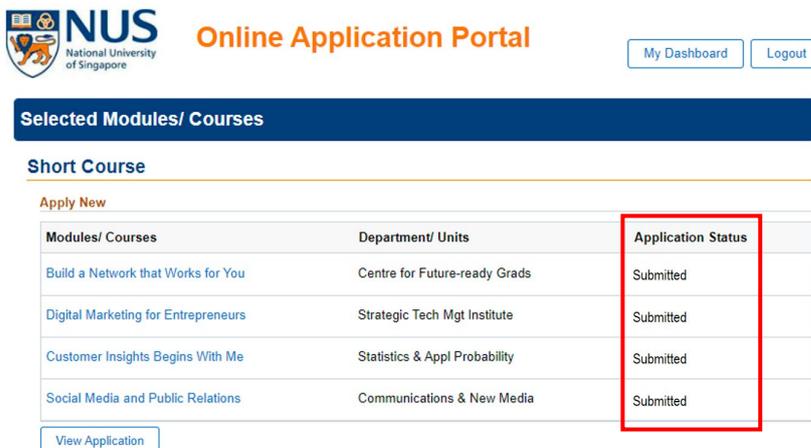
Yes No * I hereby declare that all information provided by me in connection with this application is true, accurate and correct. I understand that any inaccurate, incomplete or false information given or any omission of information required to complete this application will render this application invalid and NUS may at its discretion withdraw any offer of acceptance made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from NUS. And I hereby authorise NUS to obtain and verify any part of the information given by me from or with any person (such as Ministry of Education), as it deems appropriate.

Yes No * I agree to make up for any shortfall (including prevailing Goods & Services Tax (GST), if any) arising from the following:

10. **Section 4: Confirmation**

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 be displayed as **Submitted**.



Selected Modules/ Courses

Short Course

Apply New

Modules/ Courses	Department/ Units	Application Status
Build a Network that Works for You	Centre for Future-ready Grads	Submitted
Digital Marketing for Entrepreneurs	Strategic Tech Mgt Institute	Submitted
Customer Insights Begins With Me	Statistics & Appl Probability	Submitted
Social Media and Public Relations	Communications & New Media	Submitted

[View Application](#)

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

- 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.

Selected Modules/ Courses

Short Course

Professional Certificate Group 1 - Application Number : E000000434

Modules/ Courses	Department/ Units	Application Status	Accept?
PC-Program 101	Political Science	Successful	<input type="button" value="Accept"/> <input type="button" value="Reject"/>
PC-Program 102	Political Science	Processing	
PC-Program 103	Political Science	Processing	

- 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.

Selected Modules/ Courses

Short Course

Professional Certificate Group 1 - Application Number : E000000434

Modules/ Courses	Department/ Units	Application Status	Accept?	R&G Voucher
PC-Program 101	Political Science	Successful	<input type="button" value="Accept"/>	<input type="button" value="Yes"/>
PC-Program 102	Political Science	Processing		
PC-Program 103	Political Science	Processing		

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

Acceptance Of Offer/ Make Payment

Application Number : E000000434 - PUVVADI SUMAN

PC-Program 101

Short Course ID/ Title : PC0001 : PC-Program 101
 Course Fee : 1000.00
 Less SIG Grant : -700.00
 Less R&G Voucher : -300.00
 Nett Course Fee Payable Incl.GST : 0.00

hereby declare that I have read, understood and accepted the following Terms and Conditions.

Total Nett Fee Payable : 0.00

- 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).

Selected Modules/ Courses

Short Course

Professional Certificate Group 1 - Application Number : E000000434

Modules/ Courses	Department/ Units	Application Status	Accept?	R&G Voucher
PC-Program 101	Political Science	Accepted [Pay 0%]	<input type="button" value="Accept"/>	<input type="button" value="Yes"/>
PC-Program 102	Political Science	Processing		
PC-Program 103	Political Science	Processing		