NUS Lifelong Learning

ONLINE APPLICATION PORTAL USER GUIDE

Contents

Begin Here

Your lifelong learning journey with NUS begins with your application for our courses. This guide serves to step you through the process.

You may complete your transaction all at once, or return to it at a convenient time during the application period. Three buttons at the bottom of the screens offer this flexibility:

- Return to the Previous Page
- Save & Return to Main Page
- Save & Proceed to the Next Page

Upon successful application submission, you will see an on-screen confirmation and receive an email with your unique application number. Please mention your **application number (number that starts with N e.g. N000045678)** in your interaction with us on this application.

For assistance, please email **lifelonglearning@nus.edu.sg**.

We look forward to having you on-board with us in your lifelong learning journey. Welcome!
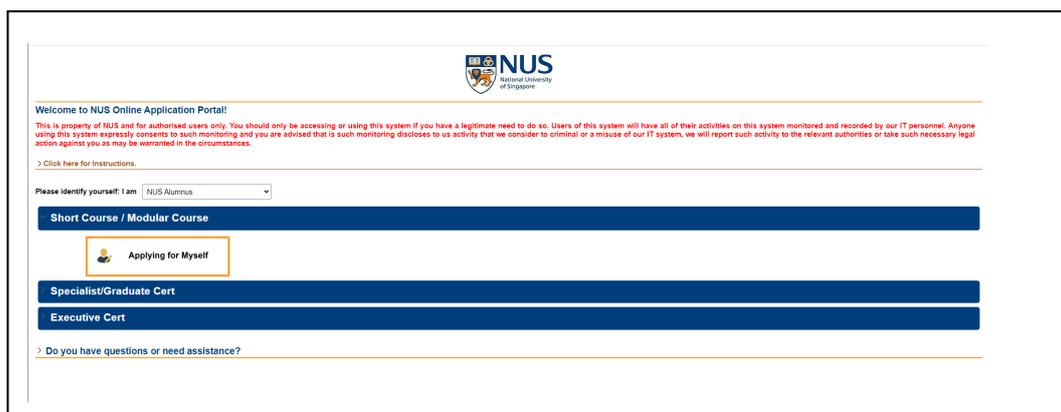
Submit an Application

Course Selection and Ranking

1. At NUS Online Application Portal: https://myapplications.nus.edu.sg
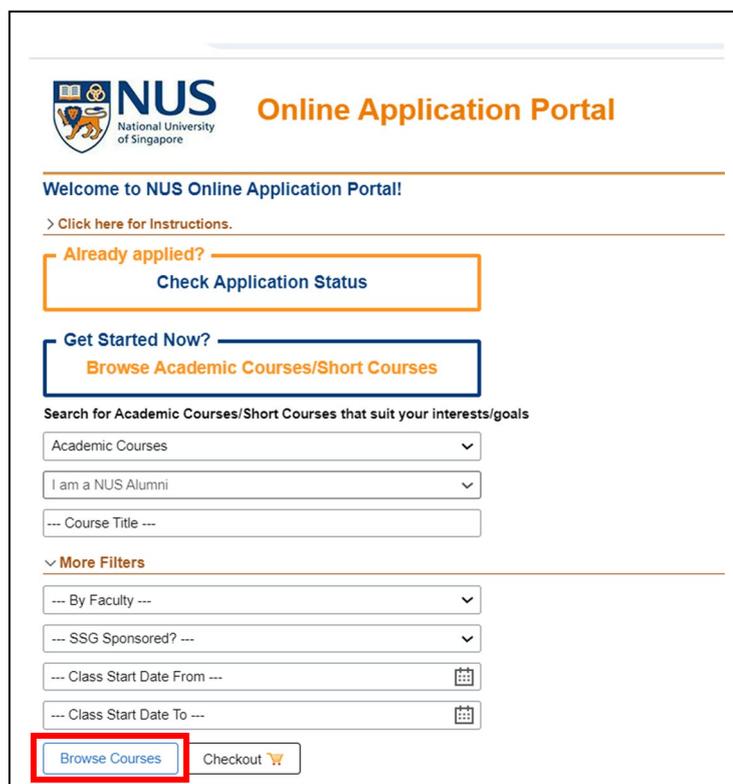   Select your identity:

    - **NUS Alumnus**

    - **Member of the Public**

2. **Short Course / Modular course** > **Applying for Myself**.

3. Click on **Browse Academic Courses/Short Courses** for the list of courses offering in the coming semester. Select 'Academic Courses' under **Course Category**.

4. **Add to Cart** up to five courses that you wish to apply for.

Course Category	Faculty/ Department / Unit	SSG Funded	Courses	Details	Registration Status	Class Start Date	Add to Cart
Academic Courses	Arts & Social Sciences	SSG	CURRENT GROUP APPROACHES IN SOCIAL WORK		Open	05-AUG-2024	Add to Cart
Academic Courses	Arts & Social Sciences	SSG	Social Policy and Welfare Services		Open	05-AUG-2024	Add to Cart
Academic Courses	Arts & Social Sciences	SSG	Topics in Social Work - Research		Open	05-AUG-2024	Add to Cart
Academic Courses	Arts & Social Sciences	SSG	Using Play Therapy with Children and Families		Open	05-AUG-2024	Add to Cart
Academic Courses	Collg of Design & Engineering	SSG	Autonomous Systems		Open	05-AUG-2024	Add to Cart
Academic Courses	Collg of Design & Engineering	SSG	Intellectual Property: Innovations in IoT		Open	05-AUG-2024	Add to Cart
Academic Courses	Collg of Design & Engineering	SSG	Machine Learning for Data Analytics		Open	05-AUG-2024	Add to Cart
Academic Courses	Duke-NUS Medical School	SSG	Fundamentals of Health Products Regulation		Open	05-AUG-2024	Add to Cart

5. **Checkout** the items you have added to cart. The checkout action enables you to save your application. You may continue to review your application and make changes.

Browse Courses | Checkout: 5

An Introduction to Literary Studies Course Added.

Course Category	Faculty/ Department / Unit	SSG Funded	Courses	Details	Registration Status	Class Start Date	Add to Cart
Academic Courses	Arts & Social Sciences	Non SSG	APPROACHES TO MILITARY HISTORY		Open	05-AUG-2024	Added to Cart
Academic Courses	Arts & Social Sciences	Non SSG	APPROACHES TO MODERN SE ASIAN HISTORY		Open	05-AUG-2024	Added to Cart
Academic Courses	Arts & Social Sciences	Non SSG	APPROACHES TO WORLD HISTORY		Open	05-AUG-2024	Added to Cart
Academic Courses	Arts & Social Sciences	Non SSG	Advanced Translation		Open	05-AUG-2024	Added to Cart
Academic Courses	Arts & Social Sciences	Non SSG	An Introduction to Literary Studies		Open	05-AUG-2024	Added to Cart

To save 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. For NUS alumni, your registered name should correspond to the official name printed on your degree scroll.**

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.

Selection of Course(s)/Research Info

6. In your account view, you may continue to **Add/Select New Courses** or **Edit Rank** to rank your selected courses in order of your preference. Click **Save** to confirm your actions. You can return to your account to repeat this process any time during the application period.

Selection of Course(s)/ Research Info

Legend: ✓ Completed   ✗ Not Completed

Application Number:	N000062441	Course Type:	Continuing & Professional Edu
Academic Year & Semester:	2024/2025 Semester 1	Academic Programme:	NUS Lifelong Learners Program
Name:	CHRIS TAN	Level of Study/ Sub-programme:	NUS Lifelong Learners (NUS L*) Programme

Please click on the "Add/Select New Course" button below to select the course(s) that you wish to apply for.

The "Rank" column refers to your preference order for the courses. Please verify and enter the rank order preference in a sequential order (e.g. 1,2,3,..) and click 'Save Edit Rank'.

*How many courses would you be studying at NUS if offered more than one course? [2]

(Note: You can select up to a maximum of 5 courses but will only be offered courses up to a maximum of 12 Units should you be successful in your application.)

Course Details

Rank	Faculty	Course Code	Course Title	Grading Basis	Units	Full Fees (before GST and without subsidy)	*SSG Funded	More course Info	Delete
1	Faculty of Arts & Social Sci	EN1101E	An Introduction to Literary Studies	Graded	4.00	4200.00	No	More course info	Delete
2	Faculty of Arts & Social Sci	HY5210	APPROACHES TO MODERN SE ASIAN HISTORY	Graded	4.00	4326.00	No	More course info	Delete
3	Faculty of Arts & Social Sci	HY5302	APPROACHES TO MILITARY HISTORY	Graded	4.00	4326.00	No	More course info	Delete
4	Faculty of Arts & Social Sci	HY5305	APPROACHES TO WORLD HISTORY	Graded	4.00	4326.00	No	More course info	Delete
5	Faculty of Arts & Social Sci	TRA3201	Advanced Translation	Graded	4.00	4200.00	No	More course info	Delete

⚠ Check your course ranking order preference.
Click on "Edit Rank" to change or rectify your course order preference.

Note:
1) Class schedule may be subject to change
2) A course may not be offered or may be cancelled if there is insufficient enrolment
3) Additional sessions for tutorials may be arranged on the same or different days for some courses
4) NUS reserves the right to amend its offerings without prior notice
5) Only eligible Singaporean's or Singapore PRs are able to enjoy subsidies for SSG-Funded courses.
6) Courses taken on audit basis are not eligible for SSG funding.
7) NUS Virtual Voucher can only be used for non-SSG funded courses.

[Add/Select New Course]   [Save Edit Rank]

Enter the maximum number of courses you would consider taking

Edit Rank to re-rank your courses in order of your preference

Add/Select Course will display the list of available courses for your selection. Select up to five only.

Personal Particulars

7. Update/Enter your personal particulars accurately or you can choose to retrieve your personal particulars via MyInfo with Singpass login. We will be using your email account to acknowledge your application and for ongoing communications.

Academic Qualifications

8. **Add New Qualification** or **Edit** previously submitted academic qualifications.

Employment Details

9. **Add New Employment Details** or **Edit** previously submitted employment details. You may wish to support your course application with a short description of your work experience in the **Remarks** input box.

Upload Supporting Documents

10. Click **Add** to upload supporting documents. You may **View** or **Delete** the files you have uploaded. An application is valid when accompanied by supporting documents marked **Mandatory**.

Documents marked mandatory must be submitted for your application to be valid.

Other Details & Declaration

11. Complete all questionnaire and declaration presented.

Confirmation

12. Information that you have entered in previous steps will be presented for your confirmation. Upon verification, **Save and Submit** your application.


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.**

After the Application

Check Application Status

1. To begin, select your identity and click **Short Course/Modular Course> Applying for Myself**

2. Click **Already Applied** to view your submitted application.
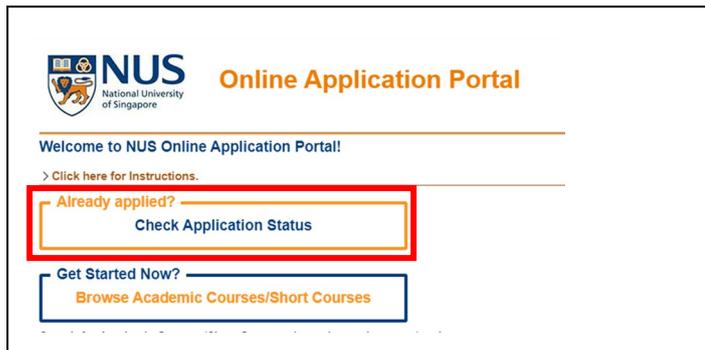
3. **Login** to your account with the login credentials that you used when submitting your application (point 5 of Page 3).

4. To view your application without making any changes, click on **Check Application Status**.
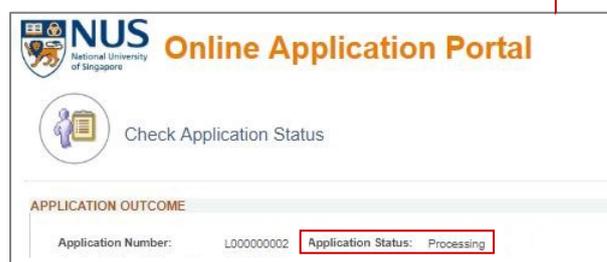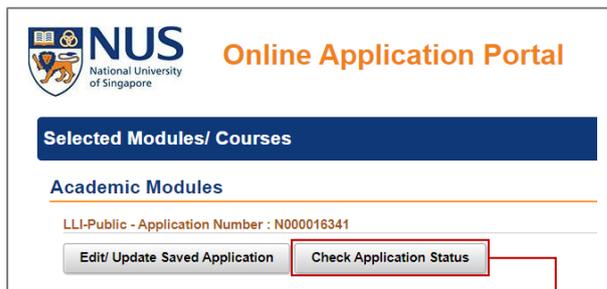
Edit/Update Saved Application

> **Please read this first.**
>
> When you edit your previously submitted application, please ensure that you step through the process till you get to **Confirmation** (point 12 of page 8). Your changes will only be captured when you **Save and Submit** them at this step.
>
> Do take note that when an application is re-submitted, the application date/time will be correspondingly updated. Your earlier application will be superseded.

1. Click on **Edit/Update Saved Application**.
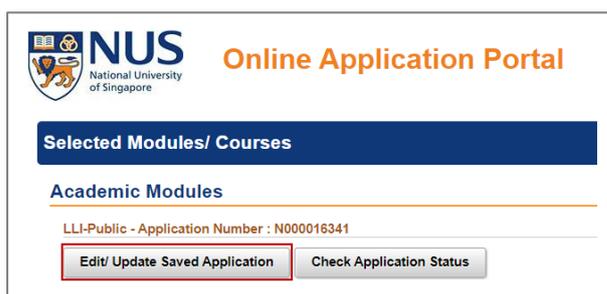
2. Click **Edit** to display Selection of Course(s)/Research Info (point 6 of page 4). Begin to make changes to your module selection and module ranking from here. To ensure that your application is updated with the changes that you have made, please **step through the complete process from points 6-12**.
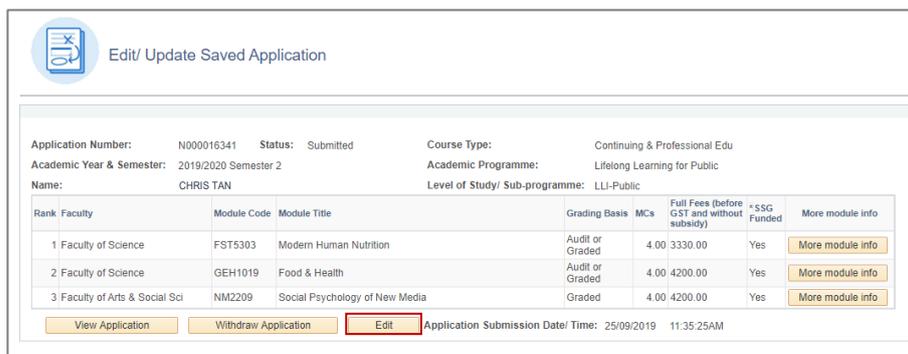
3. **Save and Submit** your revised application at point 12. Your application will only be updated when you Save and Submit it.

For assistance, please email **lifelonglearning@nus.edu.sg**.