



School of Continuing
and Lifelong Education

NUS Lifelong Learning

ONLINE APPLICATION PORTAL USER GUIDE

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Begin Here

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

You may complete your transaction in one sitting, or return to it at a convenient time during the application period. You can also revisit your application to edit it before applications close. 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 submitting your application successfully, 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**

Note: You are considered an NUS Alumnus if you have previously graduated from a degree programme offered by NUS.

- **Member of the Public**

2. Please select **Short Course / Modular course**, then **Applying for Myself**.



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.


SSG-funded short courses that are scheduled to take place from 1 October 2024 will open for registration in early September 2024 on our brand new application portal L3AP (<https://l3ap.nus.edu.sg>). Please browse and register for all other courses on the NUS Lifelong Learning Catalogue (<https://nus.edu/3A1zsON>).

> [Click here for Instructions.](#)

Please identify yourself: I am

NUS Alumnus

✓ Short Course / Modular Course

 Applying for Myself

> Specialist/Graduate Cert

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

Welcome to NUS Online Application Portal!

[Click here for instructions.](#)

Already applied?
Check Application Status

Get Started Now?
Browse Academic Courses/Short Courses

Search for Academic Courses/Short Courses that suit your interests/goals

Academic Courses

I am a NUS Alumni

--- Course Title ---

More Filters

--- By Faculty ---

















--- SSG Sponsored? ---

--- Class Start Date From ---

--- Class Start Date To ---

Browse Courses

- Choose up to five courses that you wish to apply for and click **Add to Cart**.

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 MODERN SE ASIAN HISTORY		Open	05-AUG-2024	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 

- Once you have chosen courses to Add to Cart, the courses will be indicated as **Added to Cart. 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 🛒

Using Play Therapy with Children and Families 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 MODERN SE ASIAN HISTORY		Open	05-AUG-2024	Added to Cart 🛒
Academic Courses	Arts & Social Sciences	SSG	CURRENT GROUP APPROACHES IN SOCIAL WORK		Open	05-AUG-2024	Added to Cart 🛒
Academic Courses	Arts & Social Sciences	SSG	Social Policy and Welfare Services		Open	05-AUG-2024	Added to Cart 🛒
Academic Courses	Arts & Social Sciences	SSG	Topics in Social Work - Research		Open	05-AUG-2024	Added to Cart 🛒
Academic Courses	Arts & Social Sciences	SSG	Using Play Therapy with Children and Families		Open	05-AUG-2024	Added to Cart 🛒
Academic Courses	Collg of Design & Engineering	SSG	Autonomous Systems		Open	05-AUG-2024	Add 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. Your NRIC/identification number and date of birth should also correspond to the information previously provided to NUS.



Online Application Portal

> This is property of NUS and for authorised users only

Login with Portal User Account

Login

[Forgot Password?](#)

[Unlock My Account](#)

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

For Modular Courses under Lifelong Learning programme, please email lifelonglearning@nus.edu.sg.

7. Click **Proceed to Submit Application** to save your application.

Selected Courses

Academic Modules

Apply New


Program Title	Application Status
LLI - Public	
LLI - Public	
LLI - Public	
LLI - Public	
LLI - Public	



Proceed to Submit ApplicationCancel Application

Selection of Course(s)/Research Info

8. 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.

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.

 Selection of Course(s)/ Research Info

Legend:  Completed  Not Completed

Application Number: N0000025/19 Course Type: Continuing & Professional Edu
Academic Year & Semester: 2019/2020 Semester 1 Academic Programme: Lifelong Learning for Public
Name: PHE PHE Level of Study/ Sub-programme: LLI - Public

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?

(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.)

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	HY5210	APPROACHES TO MODERN SE ASIAN HISTORY	Graded	4.00	4326.00	No	More course info	Delete
2	Faculty of Arts & Social Sci	SWM5106	Social Policy and Welfare Services	Graded	4.00	5400.00	Yes	More course info	Delete
3	Faculty of Arts & Social Sci	SWM5208	Using Play Therapy with Children and Families	Graded	4.00	5400.00	Yes	More course info	Delete
4	Faculty of Arts & Social Sci	SWM5245	CURRENT GROUP APPROACHES IN SOCIAL WORK	Graded	4.00	5400.00	Yes	More course info	Delete
5	Faculty of Arts & Social Sci	SWM5884	Topics in Social Work - Research	Graded	4.00	5400.00	Yes	More course info	Delete

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 CourseEdit 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 courses.

9. Click **Save & Proceed to Next Page** to continue your application.

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 Edit Rank

SAVE & RETURN TO MAIN PAGE **SAVE & PROCEED TO NEXT PAGE**

Personal Particulars

10. Update/Enter your personal particulars accurately or retrieve your personal particulars via MyInfo with Singpass. We will be using the email address indicated here to acknowledge your application and for ongoing communications.

 **Personal Particulars**

Legend:  Completed  Not Completed

Application Number: N0000 Course Type: Continuing & Professional Edu
Academic Year & Semester: 2024/2025 Semester 1 Academic Programme: Lifelong Learning for Public
Name: Level of Study/ Sub-programme: LLI - Public

Please fill in or retrieve your information by using one of the options below for a fast and easy application.

Retrieve Myinfo with singpass
Applicants using Singpass can use this button to retrieve your information

Biographical Data

National ID Type: PASS
*NRIC/FIN/Passport No: *****9999 ☐ Display full *NRIC/FIN/ Passport No Date of Birth: 01/01/2000 *Gender: Female
*Name Prefix: Miss *First & Middle Names: *Last Name: *Official Name: (as reflected in NRIC/FIN/Passport)
*Citizenship (Country): Sint Maarten (Dutch part) *Marital Status: Undeclared
*Birth Country: Sint Maarten (Dutch part) ☐ Same as Citizenship (Country) Residency Status: International
*Race: Chinese


Contact Details



Email Address: @gmail.com *Alternate Email Address: @gmail.com
*Mobile Phone No: 9123457 Home Phone No:
Home Address
Note: For Singapore postal code, it will auto-populate the address except for Unit or House number. Please ensure your address is complete.
*Country: Singapore
*Postal Code: 123456 Unit No: (e.g. #02-118)
Populate Address
*Address Line 1: Block 123
*Address Line 2: Street ABX
Address Line 3:
Mailing Address
☐ Please tick the checkbox if your Mailing Address is the same as the Home Address.
*Country: Singapore
*Postal Code: 123456 Unit No: (e.g. #02-118)
Populate Address
*Address Line 1: Block 123
*Address Line 2: Street ABX
Address Line 3:

PREVIOUS PAGE SAVE & RETURN TO MAIN PAGE SAVE & PROCEED TO NEXT PAGE

Academic Qualifications

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

 Academic Qualifications

Legend:  Completed  Not Completed

Application Number: N0000 Course Type: Continuing & Professional Edu
Academic Year & Semester: 2024/2025 Semester 1 Academic Programme: Lifelong Learning for Public
Name: Level of Study/ Sub-programme: LLJ - Public

Please check your educational qualification details below or add a current educational qualification.

Add New Qualification

Qualifications


Qualification Level/ Type	3 - Bachelor's Degree		
Name	Nanyang Technological University		
Qualification Name	HONOURS IN CHINESE LITERATURE		
Qualification Status	Completed		
Start Date	Day	Month	Year 2017
Completion Date/ Expected Completion date	Day	Month	Year 2021
*Is this qualification relevant to the programme you applied for?	Yes		
*Is this your highest qualification obtained?	Yes		



Edit Delete

Add New Qualification

Employment Details

12. **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.

 Employment Details

Legend:  Completed  Not Completed

Application Number: N0000 Course Type: Continuing & Professional Edu
Academic Year & Semester: 2024/2025 Semester 1 Academic Programme: Lifelong Learning for Public
Name: Level of Study/ Sub-programme

Please fill in details of your employment experience as below.

Add New Employment Details

Employment Details

Employment Status	01 - Employed		
Name of Employer	NTUC Health		
Employment Type	4 - Full Time	Industry Type	Dental
Organisation Type	Local Public/Govt.-Linked Org		
Job Title	Admin		
Start & End Date of Employment	01/09/2020	Year/s of Experience	4.30
*Is this work experience relevant to the programme you applied for?	No		
*Are you an SME company sponsored employee?	No		
*Are you Corporate sponsored?	Yes		

Remarks

Edit Delete

Add New Employment Details

Upload Supporting Documents

13. 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**.

Upload Supporting Documents

Legend: Completed Not Completed

Application Number: N0000 Course Type: Continuing & Professional Edu
 Academic Year & Semester: 2019/2020 Semester 2 Academic Programme: Lifelong Learning for Public
 Name: Level of Study/ Sub-programme: LLI-Public

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 PDF format; and
- Names does not contain special characters such as \ / * : " < > ? and does not exceed 40 characters.

Document List	Mandatory?	Document Name	Status	Add	View	Delete	Remarks
1 NRIC/ FIN/ Passport	Mandatory		Pending	Add	View	Delete	Proof of Identity
2 Educational Qualification(s)	Mandatory		Pending	Add	View	Delete	*GCE-A' Level, Diploma, Degree, Post Graduate Diploma Results/ Transcript
3 Enhanced Training Support for SMEs (ETSS)	Optional/ If Applicable		Pending	Add	View	Delete	ETSS Supporting Documents
4 Workfare Training Support Scheme (WTS)	Optional/ If Applicable		Pending	Add	View	Delete	WTS Supporting Documents
5 Other Documentary Proof	Optional/ If Applicable		Pending	Add	View	Delete	Other Documentary Proof

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

Other Details & Declaration

14. Complete all questionnaire and declaration presented.

Other Details & Declaration

Legend: Completed Not Completed

Application Number: N0000 Course Type: Continuing & Professional Edu
 Academic Year & Semester: 2019/2020 Semester 2 Academic Programme: Lifelong Learning for Public
 Name: Level of Study/ Sub-programme: LLI-Public

Please complete the questions below.

***Other Details**

1. How did you come to know about this programme? (select one or more).

- ☐ (a) Alumni monthly e-newsletter / events
- ☒ (b) NUS website / SCALE website
- ☐ (c) Search engine (e.g. Google)
- ☐ (d) Social media (e.g. Facebook, Twitter, Blog)
- ☐ (e) Emailers (e.g. EDM)
- ☐ (f) Online advertisements
- ☐ (g) Newspapers / Magazines / Flyers
- ☐ (h) Television / Radio
- ☐ (i) Roadshows / Fairs
- ☒ (j) Word of Mouth / From Friends or Colleagues
- ☐ (k) Others:

2. Why are you applying to study the selected module(s)? (select one or more).

- ☐ (a) Further knowledge or improve skills on related field of interest/specialisation
- ☒ (b) Interested to learn more on this area
- ☐ (c) Others:

3. Have you been offered admission to other programme(s) in National University of Singapore?

☒ No
☐ Yes

***Health Declaration**

Note: This information will enable the University to develop a complete profile of an applicant and to determine whether he/she might need additional resources in his/her studies. The University does not, however, guarantee the provision of special aid (financial or otherwise) to any student.

Yes No

☐ ☒ Have you had or do you currently have any communicable diseases, color blindness, and/ or disabilities (including but not limited to chronic illnesses, visual or other physical constraints or limitations) which may or may not cause you to require special assistance or facilities while studying at the University?

☐ ☒ Have you had or do you currently have any mental conditions that may or may not cause you to require special assistance or facilities while studying at the University?

***Declaration**

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?


☐ ☒ 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?



☐ ☒ Are you currently, or have you ever been, under investigation or subject to inquiry of any misconduct, scholastic or otherwise, at any educational institution?

☒ I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information given or any omission of information required shall 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 source (such as Ministry of Education), as it deems appropriate.

Confirmation

15. Information that you have entered in previous steps will be presented for your confirmation. Upon verifying the all the details are correct, **Confirm and Submit** your application.

 Confirmation

Legend:  Completed  Not Completed

Application Number: N0001 Course Type: Continuing & Professional Edu
Academic Year & Semester: 2019/2020 Semester 2 Academic Programme: Lifelong Learning for Public
Name: Level of Study/ Sub-programme: LLI-Public

Please check your details provided below before clicking "Save and Submit". Click the "Edit" button of the respective sections to make changes, if required.

After clicking "Save and Submit", an acknowledgement email will be sent to your registered email. You can only make changes during the stipulated application period and check your application status after the stipulated application period.

Important! We will be communicating with you mainly via email. To prevent our emails from being blocked or filtered into the Junk/Spam folder, please add our email address below to your safe senders list.

Module(s)/ Research Info

2

Edit

Rank	Faculty	Module Code	Module Title	Grading Basis	MCs	Fee Before GST(\$)	\$SG Funded
1	Faculty of Science	FST5303	Modern Human Nutrition	Audit or Graded	4.00	3330.00	Yes
2	Faculty of Science	GEH1010	Food & Health	Audit or Graded	4.00	4200.00	Yes
3	Faculty of Arts & Social Sci	NM2209	Social Psychology of New Media	Graded	4.00	4200.00	Yes

Personal Particulars

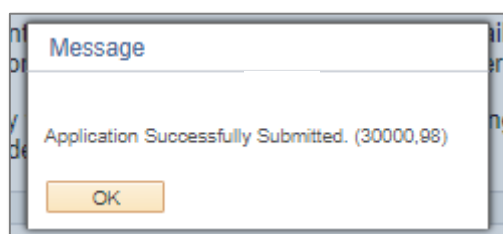
Edit

PREVIOUS PAGE

SAVE AND SUBMIT

SAVE & RETURN TO MAIN PAGE

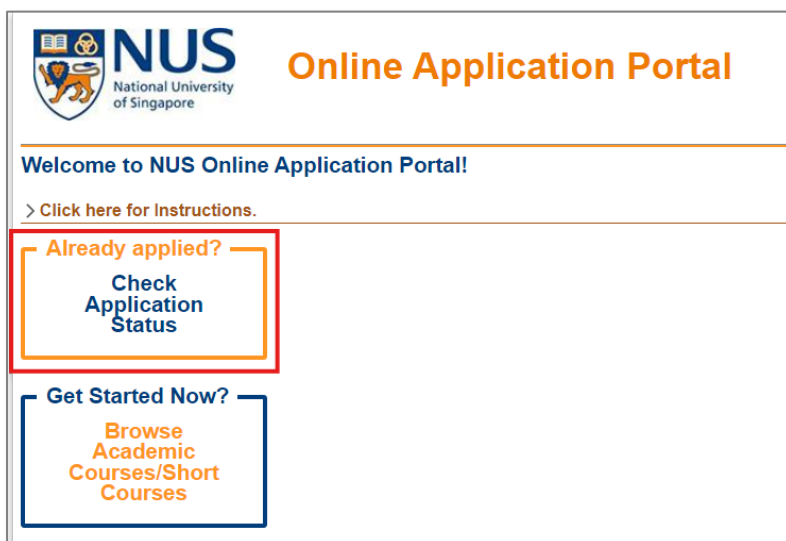
16. A pop-up message will appear when your application is successfully submitted. You will also receive an email acknowledgement with an **application number** within 24 hours. **Please quote your application number when making enquiries.**



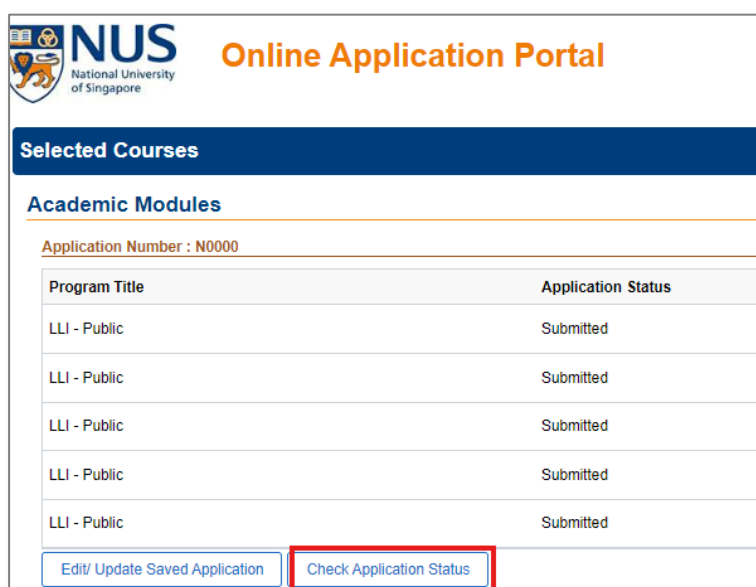
After the Application

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 and check your application status.



3. **Login** to your account with the login credentials that you used when submitting your application (point 6 of Page 4).
4. To view your application without making any changes, click on **Check Application Status**.



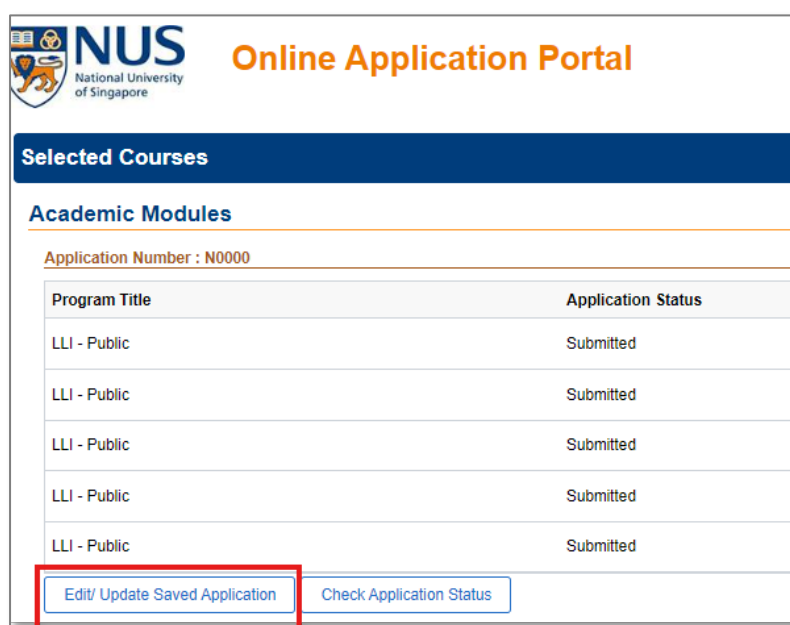
Edit/Update Saved Application

Please read this first.

When you edit your previously submitted application, please ensure that you complete all the steps through the process till you get to **Confirmation** (point 13 of page 9). 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**.



NUS National University of Singapore

Online Application Portal

Selected Courses

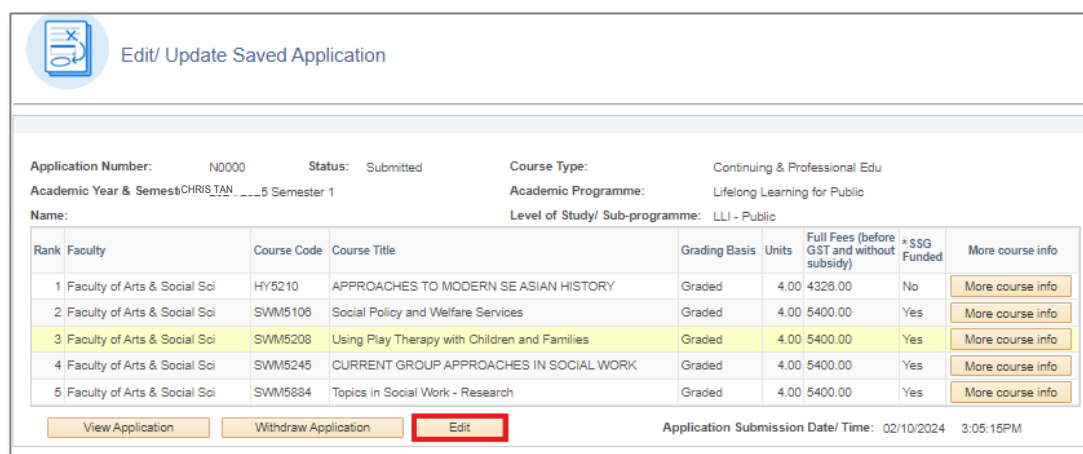
Academic Modules

Application Number : N0000

Program Title	Application Status
LLI - Public	Submitted
LLI - Public	Submitted
LLI - Public	Submitted
LLI - Public	Submitted
LLI - Public	Submitted

[Edit/ Update Saved Application](#) [Check Application Status](#)

2. Click **Edit** to display Selection of Course(s)/Research Info (point 8 of page 5). Begin to make changes to your course selection and course 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 8-16**.



Edit/ Update Saved Application

Application Number: N0000 Status: Submitted Course Type: Continuing & Professional Edu
Academic Year & Semester: CHRISTIAN 5 Semester 1 Academic Programme: Lifelong Learning for Public
Name: Level of Study/ Sub-programme: LLI - Public

Rank	Faculty	Course Code	Course Title	Grading Basis	Units	Full Fees (before GST and without subsidy)	SSG Funded	More course info
1	Faculty of Arts & Social Sci	HY5210	APPROACHES TO MODERN SE ASIAN HISTORY	Graded	4.00	4328.00	No	More course info
2	Faculty of Arts & Social Sci	SWM5108	Social Policy and Welfare Services	Graded	4.00	5400.00	Yes	More course info
3	Faculty of Arts & Social Sci	SWM5208	Using Play Therapy with Children and Families	Graded	4.00	5400.00	Yes	More course info
4	Faculty of Arts & Social Sci	SWM5245	CURRENT GROUP APPROACHES IN SOCIAL WORK	Graded	4.00	5400.00	Yes	More course info
5	Faculty of Arts & Social Sci	SWM5884	Topics in Social Work - Research	Graded	4.00	5400.00	Yes	More course info

[View Application](#) [Withdraw Application](#) [Edit](#)

Application Submission Date/ Time: 02/10/2024 3:05:15PM

3. **Save and Submit** your revised application at point 12. Your application will only be updated when you Save and Submit it.

For assistance regarding applications for modular courses, please email
lifelonglearning@nus.edu.sg.

For course-specific queries, please email the respective course hosts.