NUS Lifelong Learning

ONLINE APPLICATION PORTAL USER GUIDE

Contents

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**.

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

5. 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.

6. 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.

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

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.

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.

Academic Qualifications

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

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.

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**.

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

Other Details & Declaration

14. Complete all questionnaire and declaration presented.

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.

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.**
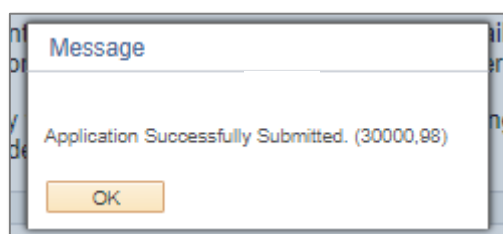
After the Application

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.
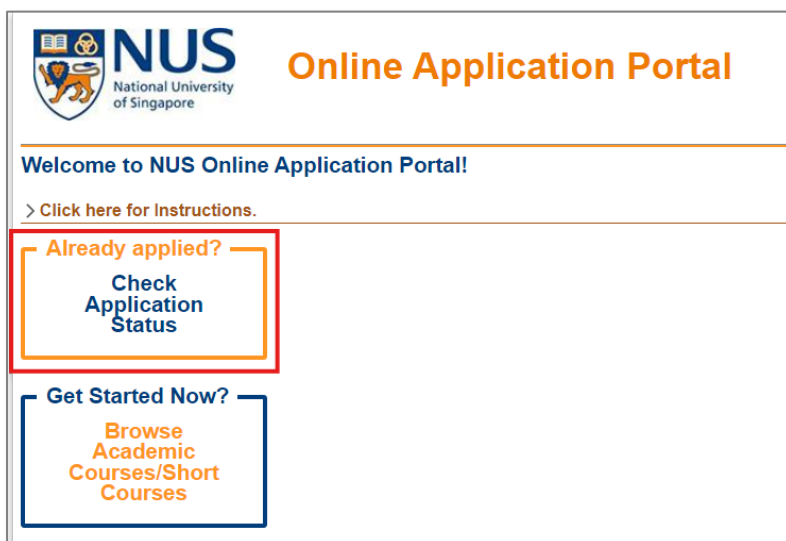
3. **Login** to your account with the login credentials that you used when submitting your application (point 6 of Page 4).

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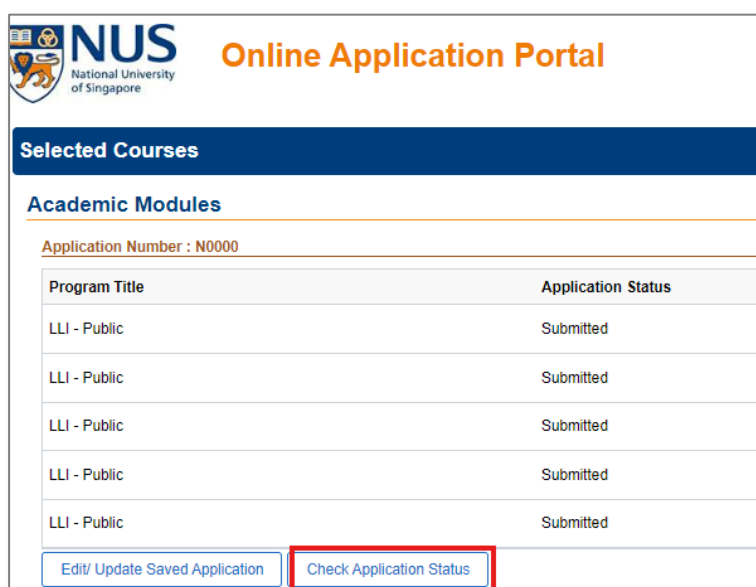
Edit/Update Saved Application

> **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.
>
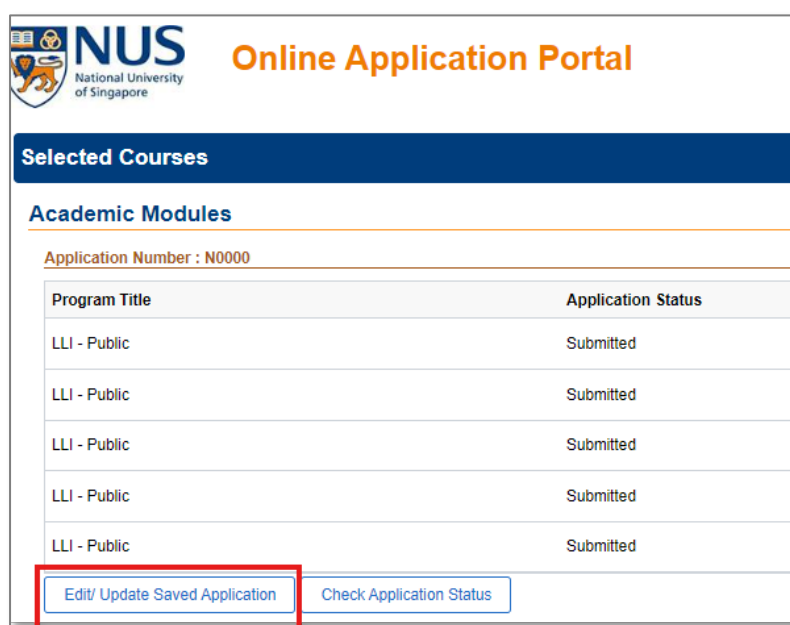> Do take note that when an application is re-submitted, the application date/time will be correspondingly updated. Your earlier application will be superseded.

1. Click on **Edit/Update Saved Application**.

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**.

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.