# Getting Around SORS

## SCALE Online Registration System (SORS) for NUS SCALE Global Youth Programme Applicants

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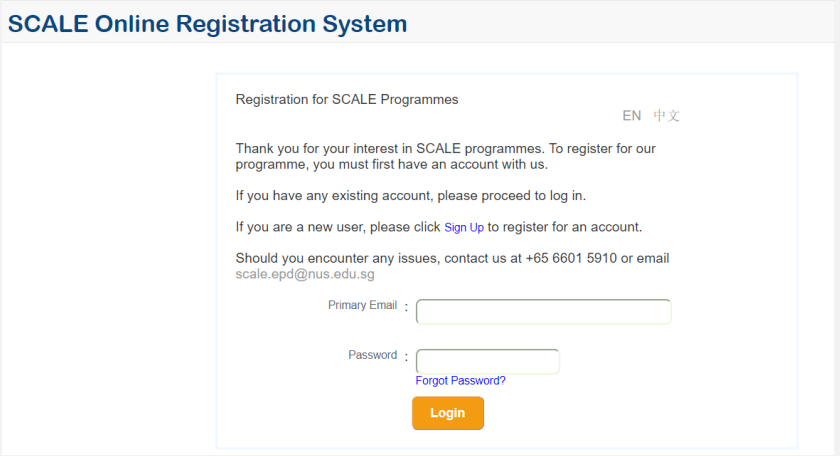
# Creating Account on SORS

- **Access the SCALE Online Registration System (SORS) via the link.**
  https://inetapps.nus.edu.sg/SCALEOPS/Applicant/SORSLogin.aspx

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# Creating Account on SORS

- To create an account, click **Sign Up** if you are a NEW user of the SCALE Online Registration System (SORS).

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# Creating Account on SORS

- To create an account, click **Sign Up** if you are a NEW user of the SCALE Online Registration System (SORS).

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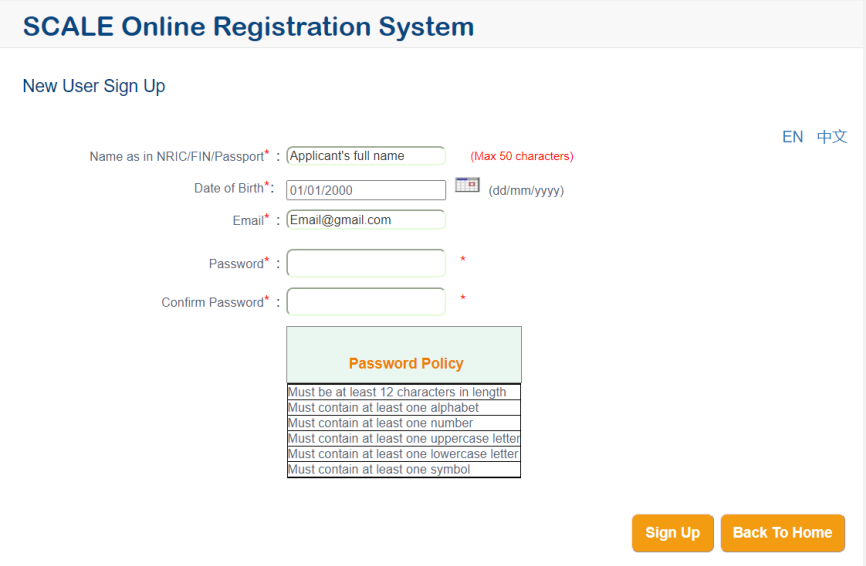
# Creating Account on SORS

- Fill in the details as per requested on the website:
  - Applicant's full name as per passport **(in English)**
  - Date of birth
  - Email address
- Create password based on Password Policy

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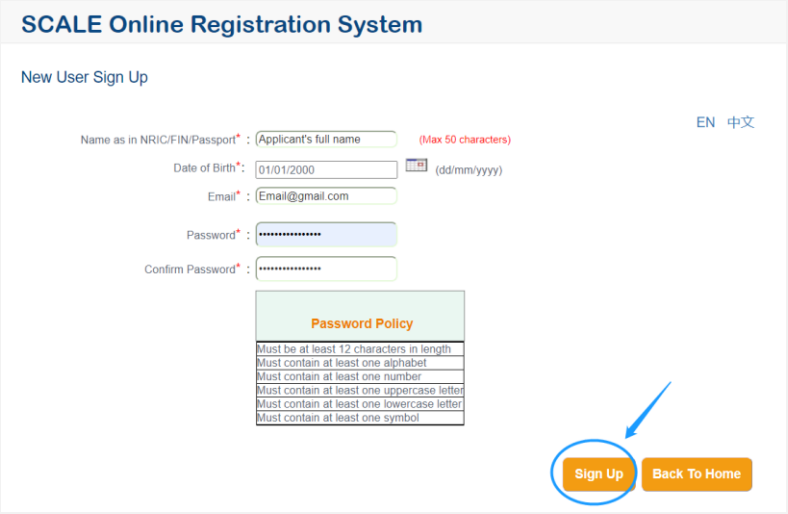
# Creating Account on SORS

- Click “Sign Up” button when you are done.
- The system will direct you back to home page for logging into SORS.

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# Logging into SORS

**Please enter the Email and Password which are created in the earlier step, then click Login.**

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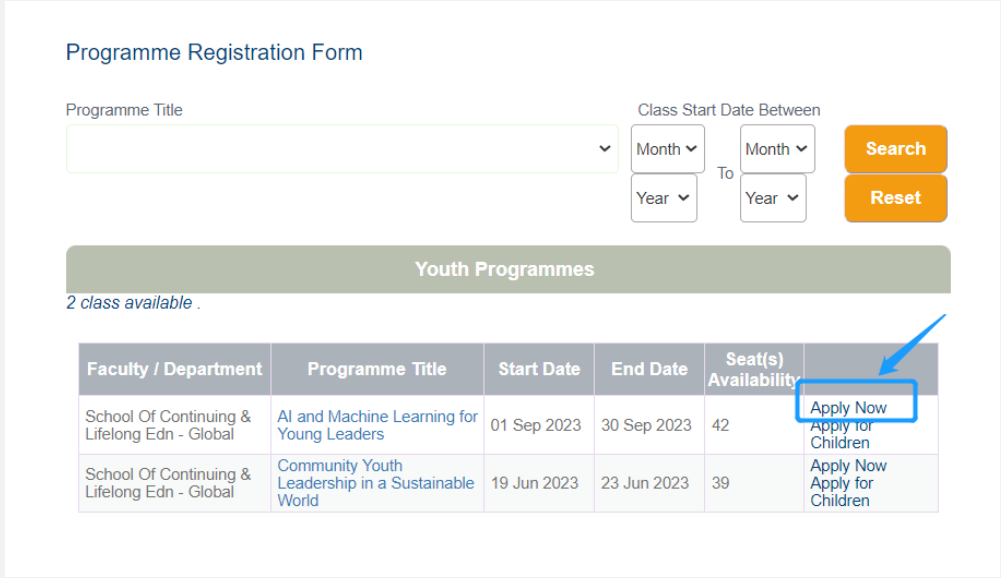
# Choosing the Programme

At the Registration page, choose Youth Programmes and the respective Programme Title that you wish to sign up for.

**Click “Apply Now” to proceed. Do not click “Apply for children”.**

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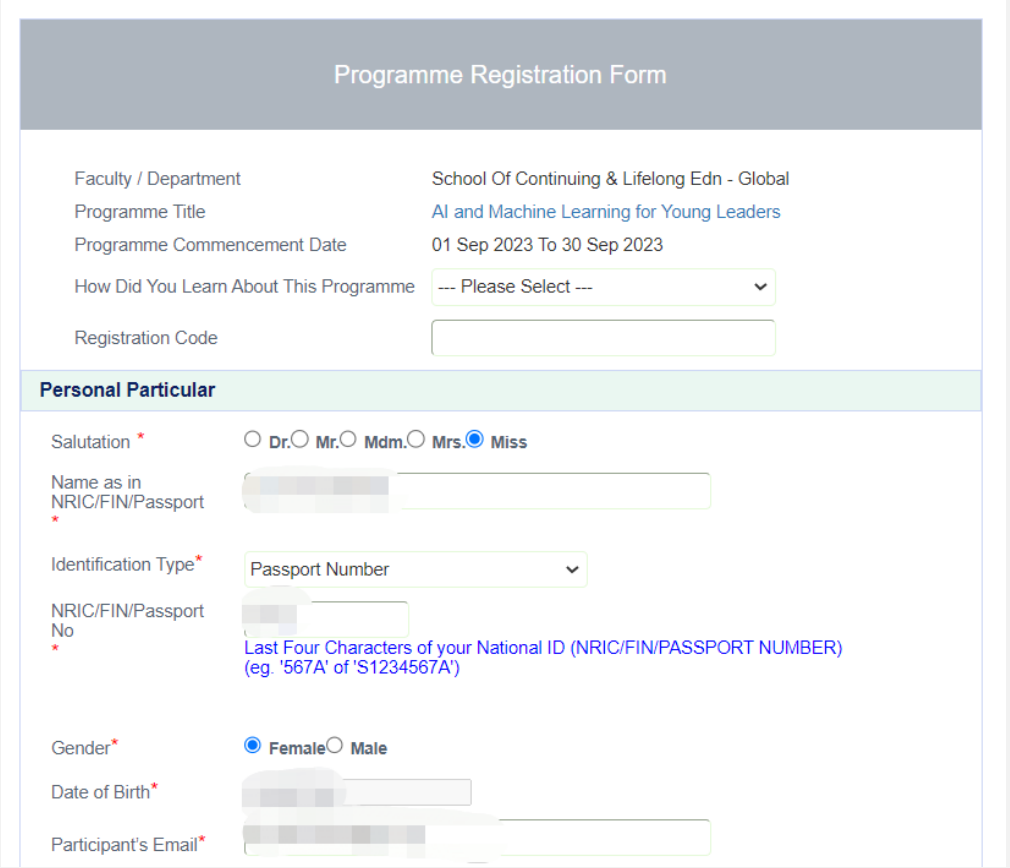
# Completing Registration Form

You will come to this page.

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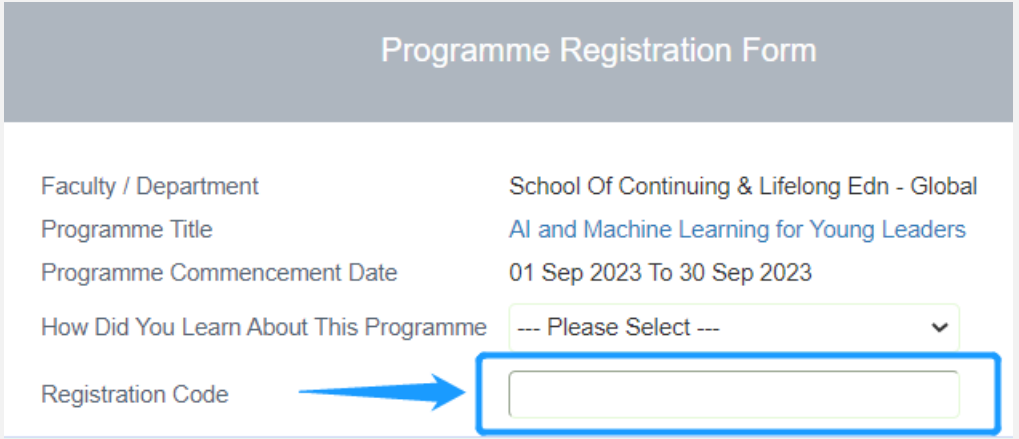
# Completing Registration Form

Fill in the Registration Code you have received from NUS SCALE's marketing partner if applicable.

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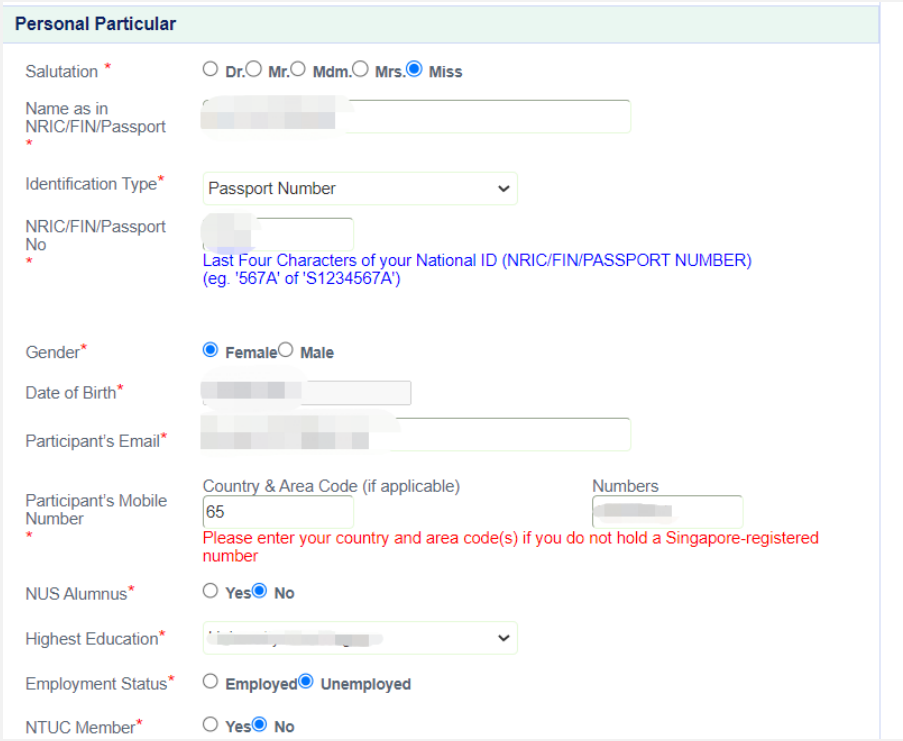
# Completing Registration Form

For Singapore Citizen, Permanent Resident, and Long-term passholders (including and not limited to Student Pass, Work Permit), please key in your last 4 digit of NRIC/FIN for identity verification.

For International participants, please key in the last four digit of your Passport Number, under “NRIC/FIN/Passport No”.

Under “Email”, please **DO NOT MAKE CHANGES** to the default email address.

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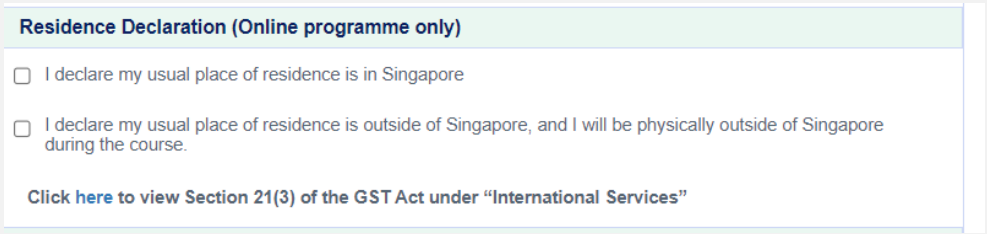
# Completing Registration Form

This section is **ONLY** available for Online Programme.

For On-campus Programme, it will be greyed out.

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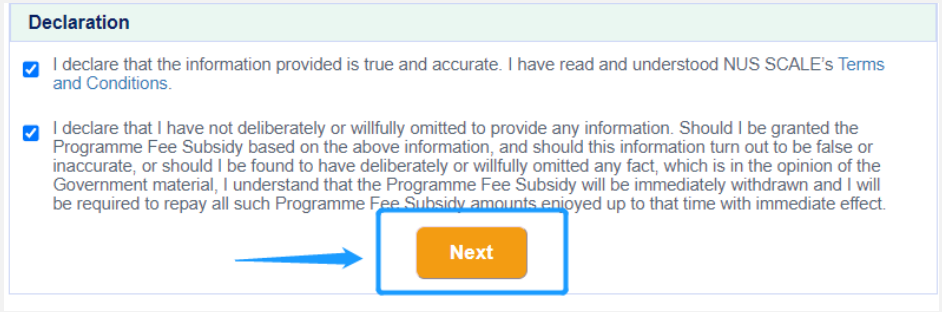
# Residence Declaration (Online Programme Only)

Agree on the 2 clauses under Declaration, and proceed to “Next”.

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# Completing Registration Form

Complete the declarations on the second page of “Programme Registration Form.”

Programme Consent Form

**Conduct 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?

**A.Collection, Use & Disclosure of Personal Data**

At the National University of Singapore School of Continuing and Lifelong Education (“NUS SCALE”), your personal data will be used for the purposes of (a) managing and administering programmes, examinations, certification; (b) conducting any programme-related surveys or surveys required by the funding agencies; and (c) managing NUS SCALE’s relationship with you.

Where applicable, your personal data may include your (a) Legal Name (b) NRIC/FIN/Passport Number (c) Nationality (d) Date of Birth (e) Highest Education Attained (f) Job Title (g) Company Name (h) Salary Range (i)Contact Numbers and (j) Email Address. They may be disclosed to relevant organisations that necessarilyrequire your personal data, such as NUS SCALE’s programme partners and third party service providers,certification awarding bodies, examination agencies and funding agencies. Your personal data will beretained by NUS SCALE until such time the purpose for your personal data and any other legal or businesspurpose are no longer served by the retention of such personal data.

I understand and agree for NUS SCALE to collect, use and disclose my personal data for the purposes described.

**B.Recording and Use of Image/Video**

NUS SCALE (whether by its staff or third party photographers or videographers) may take photographs and videos during the programme run for publicity purposes (including but not limited to use in NUS SCALE’s publicity and communications materials).

Please indicate your consent for the recording and use of your image for the purposes described:

- I consent
- I do not consent

**C.Receipt of Publicity Materials**

NUS SCALE would like to inform you of its programmes and events which may be of interest to you by sending you materials related to marketing, advertising and promotional information.

Please indicate your consent to receive marketing and promotional materials from NUS SCALE:

- Yes, please send me publicity information
- No, do not send me any publicity information

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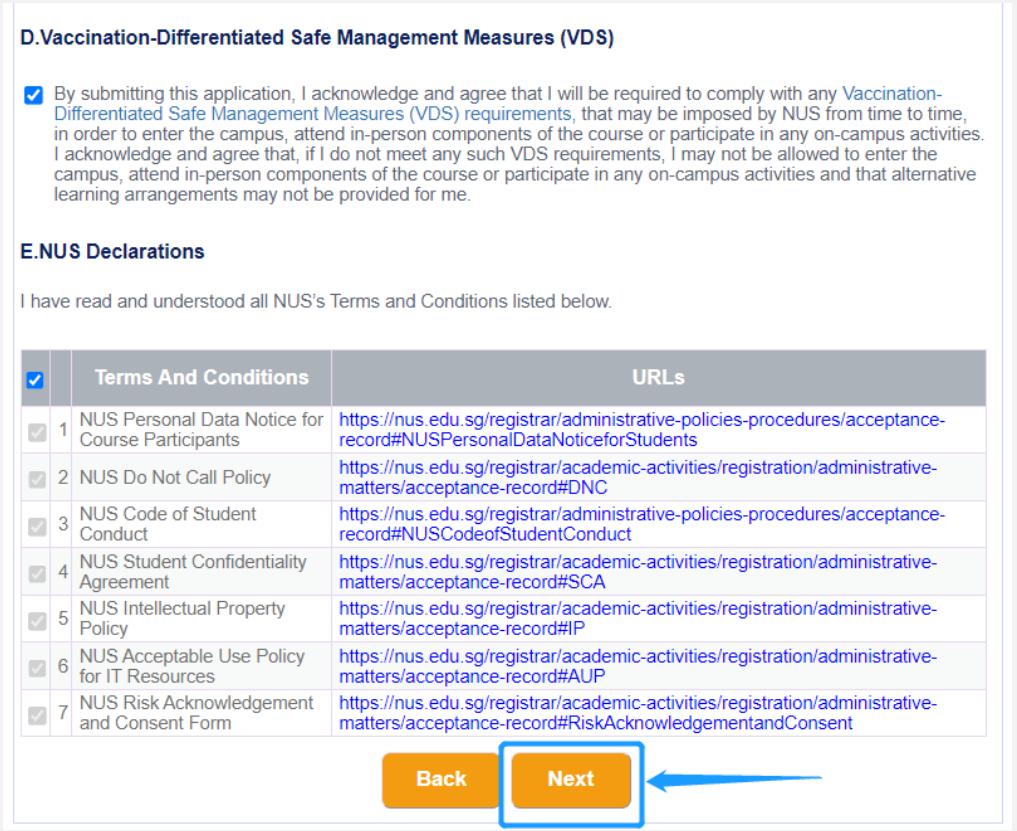
# Completing Registration Form

Complete the declarations on the second page of “Programme Registration Form.”

Once completed, a summary of your application will be displayed. Please check and verify that all the data filled in is correct. Click “Next” after verification is done.



**D.Vaccination-Differentiated Safe Management Measures (VDS)**

By submitting this application, I acknowledge and agree that I will be required to comply with any Vaccination-Differentiated Safe Management Measures (VDS) requirements, that may be imposed by NUS from time to time, in order to enter the campus, attend in-person components of the course or participate in any on-campus activities. I acknowledge and agree that, if I do not meet any such VDS requirements, I may not be allowed to enter the campus, attend in-person components of the course or participate in any on-campus activities and that alternative learning arrangements may not be provided for me.

**E.NUS Declarations**

I have read and understood all NUS’s Terms and Conditions listed below.

| | | Terms And Conditions | URLs |
|---|---|---|---|
| ☑ | 1 | NUS Personal Data Notice for Course Participants | https://nus.edu.sg/registrar/administrative-policies-procedures/acceptance-record#NUSPersonalDataNoticeforStudents |
| ☑ | 2 | NUS Do Not Call Policy | https://nus.edu.sg/registrar/academic-activities/registration/administrative-matters/acceptance-record#DNC |
| ☑ | 3 | NUS Code of Student Conduct | https://nus.edu.sg/registrar/administrative-policies-procedures/acceptance-record#NUSCodeofStudentConduct |
| ☑ | 4 | NUS Student Confidentiality Agreement | https://nus.edu.sg/registrar/academic-activities/registration/administrative-matters/acceptance-record#SCA |
| ☑ | 5 | NUS Intellectual Property Policy | https://nus.edu.sg/registrar/academic-activities/registration/administrative-matters/acceptance-record#IP |
| ☑ | 6 | NUS Acceptable Use Policy for IT Resources | https://nus.edu.sg/registrar/academic-activities/registration/administrative-matters/acceptance-record#AUP |
| ☑ | 7 | NUS Risk Acknowledgement and Consent Form | https://nus.edu.sg/registrar/academic-activities/registration/administrative-matters/acceptance-record#RiskAcknowledgementandConsent |

Back Next

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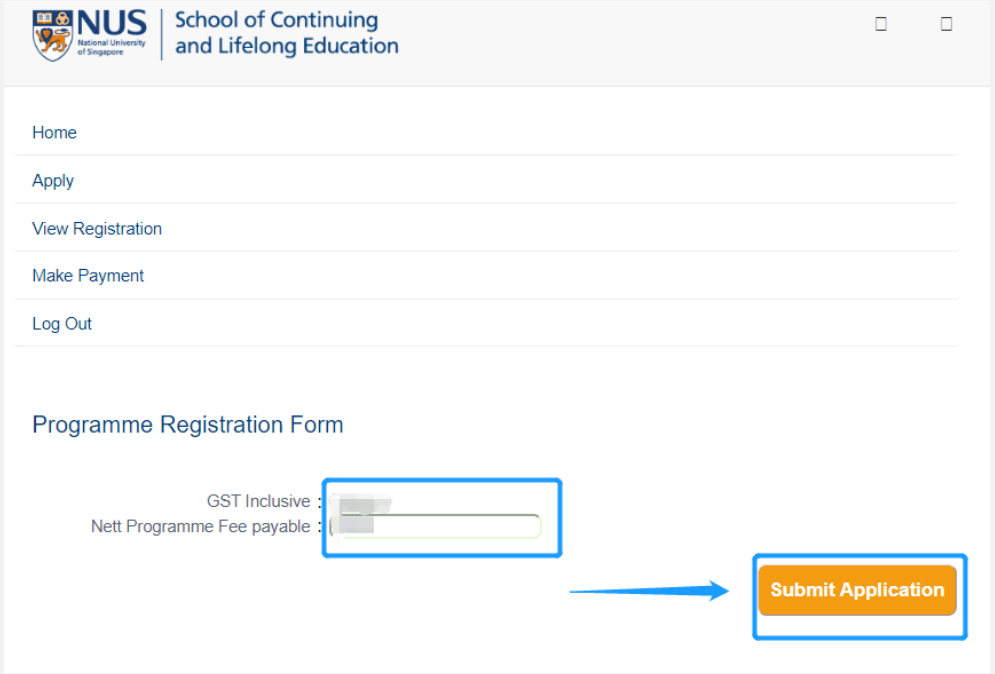
# Submitting Application

Double check the programme fee payable before clicking on “Submit Application”.

Please note that your application does not end HERE! Please proceed to the next step.

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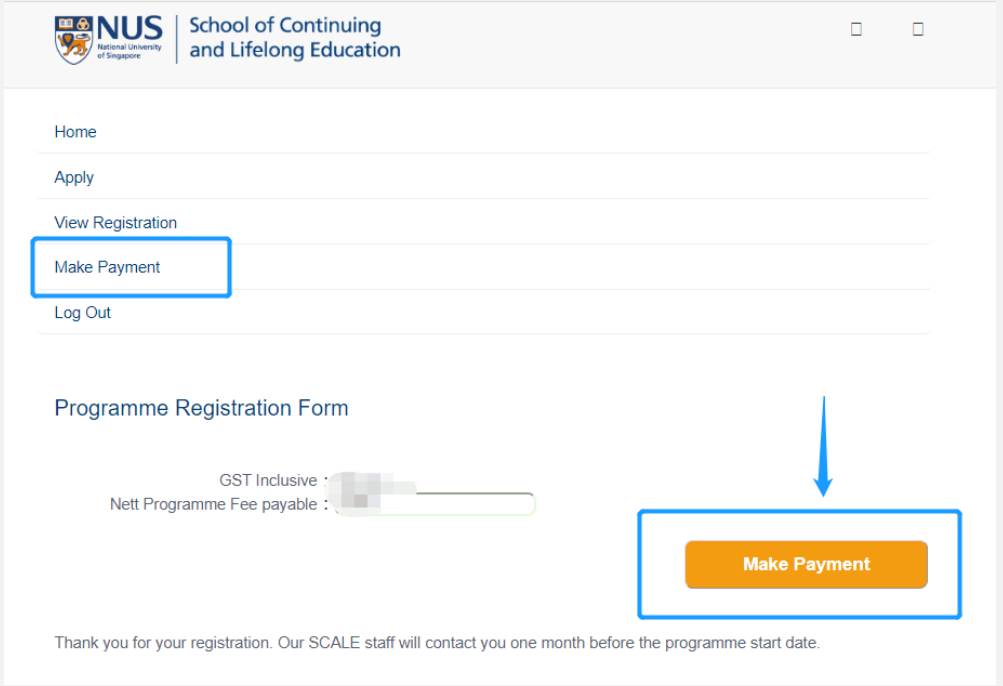
# Completing Payment

Click the orange “Make Payment” to proceed to payment page.

Alternatively, you may click on “Make Payment” tab.

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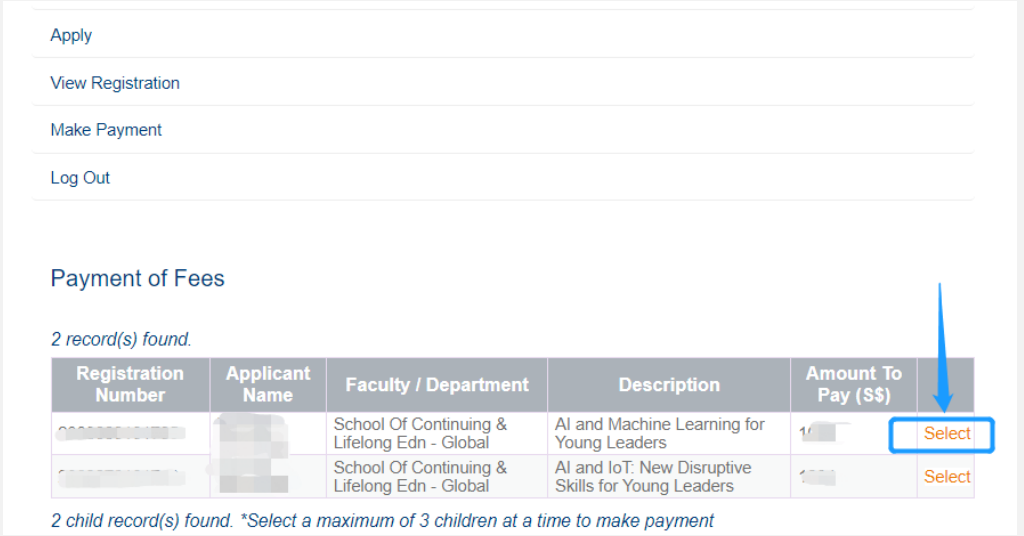
# Completing Payment

Click “**Select**”.

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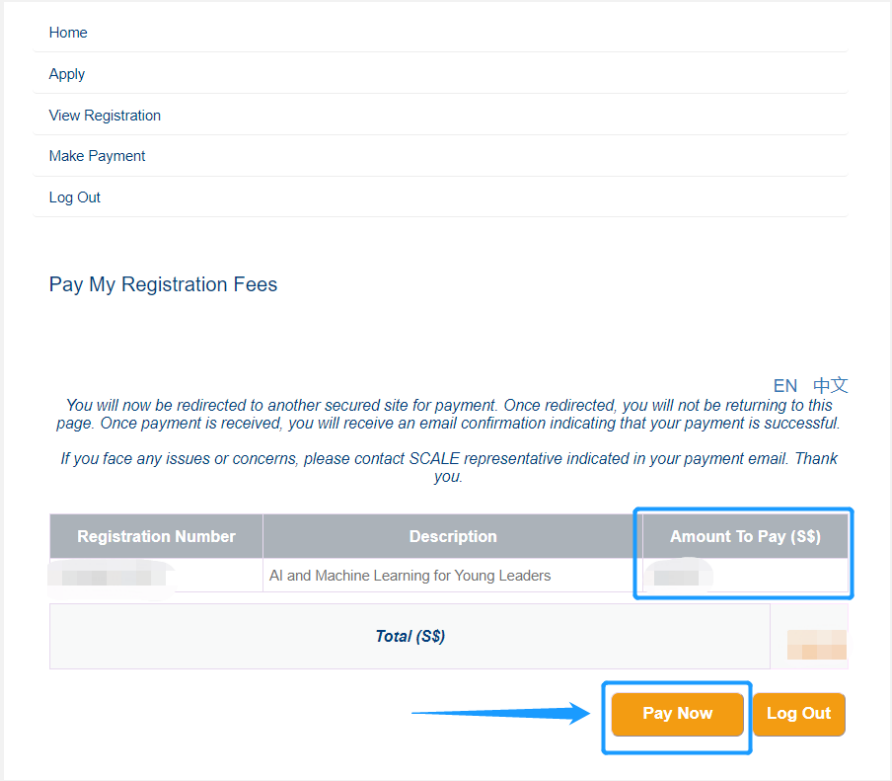
# Completing Payment

Click “**Pay Now**”.

Please have your payment card details and OTP device ready before proceeding to the next step. Failing which, the payment link will be disabled and registration will be deemed as incomplete.

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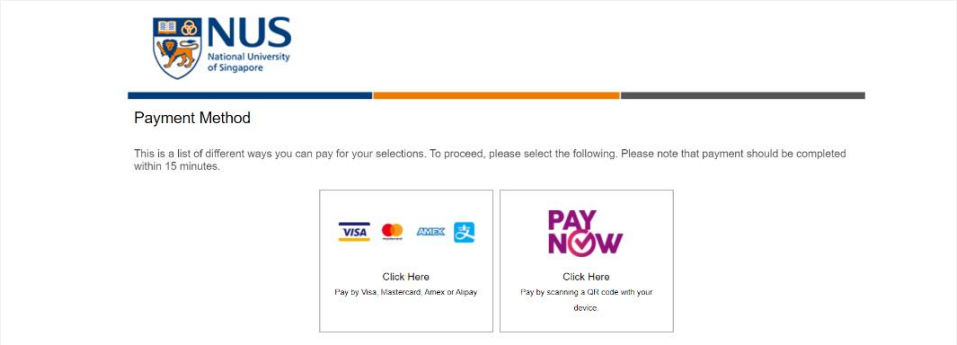
# Completing Payment

Choose **Visa/MasterCard/Amex/Alipay.**

Choose **PayNow** ONLY when you have a Singapore bank account.

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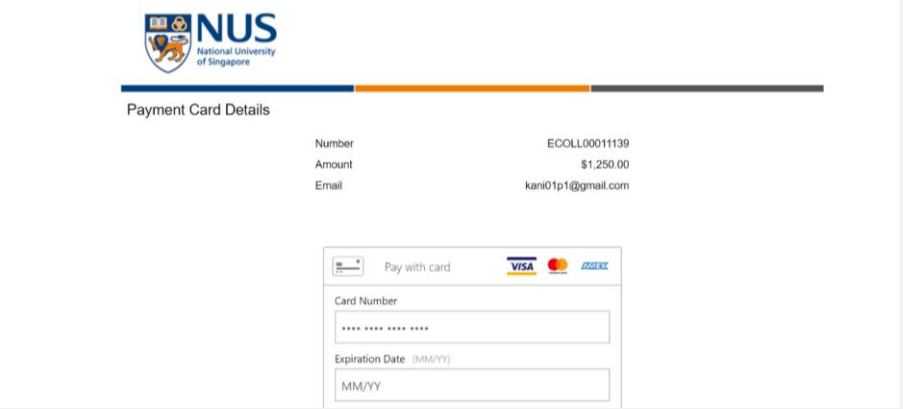
# Completing Payment

**Fill up the Card details** to complete the payment.

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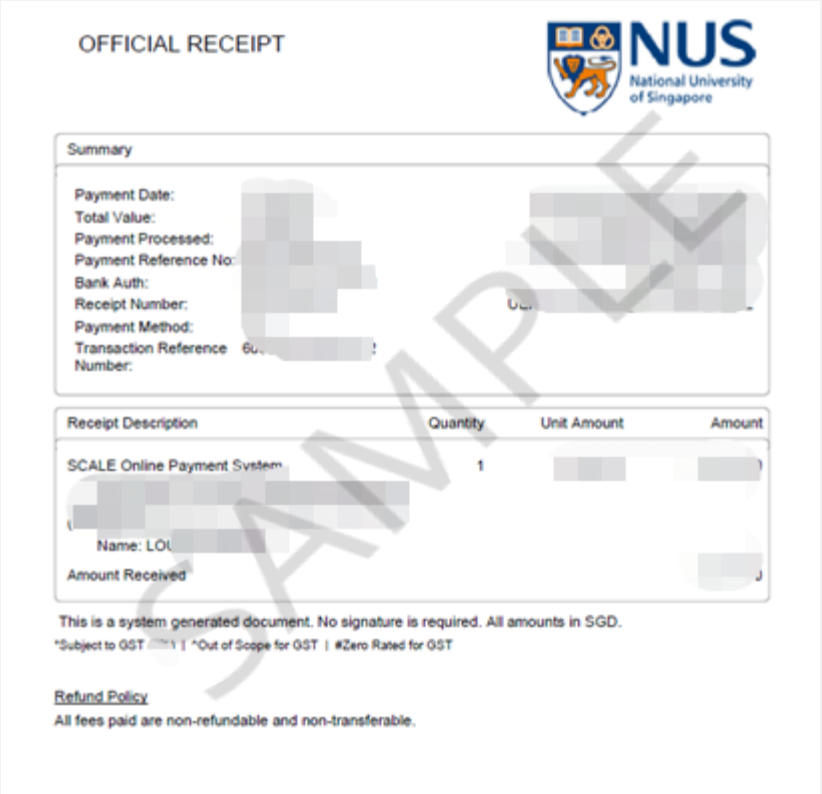
# Completing Payment

Receipt of payment. The receipt will be also sent to the participant's registered email.



OFFICIAL RECEIPT

NUS National University of Singapore

Summary

Payment Date:
Total Value:
Payment Processed:
Payment Reference No:
Bank Auth:
Receipt Number:
Payment Method:
Transaction Reference Number:

| Receipt Description | Quantity | Unit Amount | Amount |
|---|---|---|---|
| SCALE Online Payment System | 1 | | |

Name: LO

Amount Received

This is a system generated document. No signature is required. All amounts in SGD.

*Subject to GST | *Out of Scope for GST | #Zero Rated for GST

Refund Policy

All fees paid are non-refundable and non-transferable.

SAMPLE

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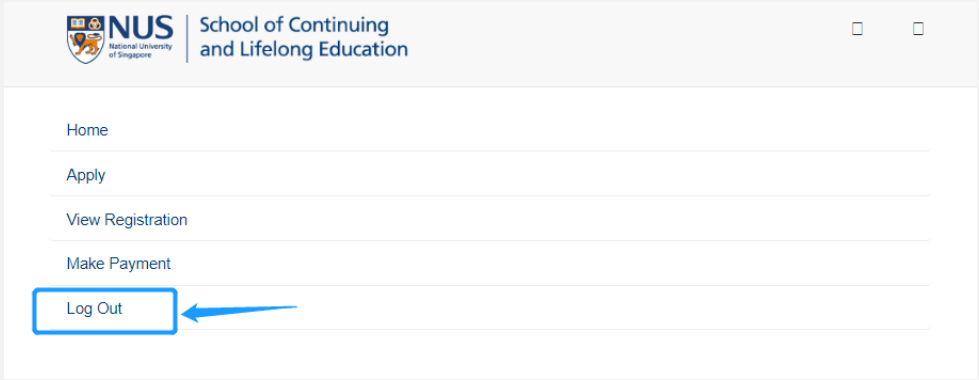
# Logging out

Thank you for registering for the programme.

We look forward to meeting you online/in person. Have a wonderful day ahead!

For questions, kindly approach NUS SCALE's marketing partners for NUS SCALE Global Youth Programme, or contact the team at sgprogrammes@nus.edu.sg .

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# Thanks You and Looking forward to Meeting You in NUS SCALE Global Youth Programme!

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