

Getting Around SORS

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



NUS
National University
of Singapore

National University of Singapore

Creating Account on SORS

- ▶ Access the SCALE Online Registration System (SORS) via the link.

<https://inetapps.nus.edu.sg/SCALEOPS/Applicant/SORSLogin.aspx>

SCALE Online Registration System

Registration for SCALE Programmes

EN 中文

Thank you for your interest in SCALE programmes. To register for our programme, you must first have an account with us.

If you have any existing account, please proceed to log in.

If you are a new user, please click [Sign Up](#) to register for an account.

Should you encounter any issues, contact us at +65 6601 5910 or email scale.epd@nus.edu.sg

Primary Email :

Password :

[Forgot Password?](#)

Login

Creating Account on SORS

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

SCALE Online Registration System

A system maintenance has been scheduled from 25 Dec , 2022 (0000hrs) SGT to 3 Jan, 2023 (0000hrs) SGT. Please be advised that our payment facility will be unavailable during this period. We apologize for any inconvenience caused.

Registration for SCALE Programmes

EN 中文

Thank you for your interest in SCALE programmes. To register for our programme, you must first have an account with us.

If you have any existing account, please proceed to log in.

If you are a new user, please click **Sign Up** to register for an account.

Should you encounter any issues, email us scale.epd@nus.edu.sg

Primary Email :

Password : * [Forgot Password?](#)

Login

Creating Account on SORS

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

SCALE Online Registration System

A system maintenance has been scheduled from 25 Dec , 2022 (0000hrs) SGT to 3 Jan, 2023 (0000hrs) SGT. Please be advised that our payment facility will be unavailable during this period. We apologize for any inconvenience caused.

Registration for SCALE Programmes

EN 中文

Thank you for your interest in SCALE programmes. To register for our programme, you must first have an account with us.

If you have any existing account, please proceed to log in.

If you are a new user, please click **Sign Up** to register for an account.

Should you encounter any issues, email us scale.epd@nus.edu.sg

Primary Email :

Password : * [Forgot Password?](#)

Login

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

SCALE Online Registration System

New User Sign Up

EN 中文

Name as in NRIC/FIN/Passport* : (Max 50 characters)

Date of Birth* : (dd/mm/yyyy)

Email* :

Password* :

Confirm Password* :

Password Policy
Must be at least 12 characters in length
Must contain at least one alphabet
Must contain at least one number
Must contain at least one uppercase letter
Must contain at least one lowercase letter
Must contain at least one symbol

[Sign Up](#) [Back To Home](#)

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.

SCALE Online Registration System

New User Sign Up

EN 中文

Name as in NRIC/FIN/Passport* : (Max 50 characters)

Date of Birth* : (dd/mm/yyyy)

Email* :

Password* :

Confirm Password* :

Password Policy

Must be at least 12 characters in length
Must contain at least one alphabet
Must contain at least one number
Must contain at least one uppercase letter
Must contain at least one lowercase letter
Must contain at least one symbol

Sign Up

Back To Home

Logging into SORS

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

SCALE Online Registration System

A system maintenance has been scheduled from 25 Dec , 2022 (0000hrs) SGT to 3 Jan, 2023 (0000hrs) SGT. Please be advised that our payment facility will be unavailable during this period. We apologize for any inconvenience caused.

Registration for SCALE Programmes

EN 中文

Thank you for your interest in SCALE programmes. To register for our programme, you must first have an account with us.

If you have any existing account, please proceed to log in.

If you are a new user, please click [Sign Up](#) to register for an account.

Should you encounter any issues, email us scale.epd@nus.edu.sg

Primary Email :

Password : [Forgot Password?](#)

Login

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”.

Programme Registration Form

Programme Title

Class Start Date Between

Month To Month

Year Year

[Search](#) [Reset](#)

Youth Programmes

2 class available .

Faculty / Department	Programme Title	Start Date	End Date	Seat(s) Availability	
School Of Continuing & Lifelong Edn - Global	AI and Machine Learning for Young Leaders	01 Sep 2023	30 Sep 2023	42	Apply Now Apply for Children
School Of Continuing & Lifelong Edn - Global	Community Youth Leadership in a Sustainable World	19 Jun 2023	23 Jun 2023	39	Apply Now Apply for Children

Completing Registration Form

You will come to this page.

Programme Registration Form

Faculty / Department	School Of Continuing & Lifelong Edn - Global
Programme Title	AI and Machine Learning for Young Leaders
Programme Commencement Date	01 Sep 2023 To 30 Sep 2023
How Did You Learn About This Programme	--- Please Select ---
Registration Code	<input type="text"/>

Personal Particular

Salutation * Dr. Mr. Mdm. Mrs. Miss

Name as in NRIC/FIN/Passport *

Identification Type*

NRIC/FIN/Passport No *
Last Four Characters of your National ID (NRIC/FIN/PASSPORT NUMBER) (eg. '567A' of 'S1234567A')

Gender* Female Male

Date of Birth*

Participant's Email*

Completing Registration Form

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

Programme Registration Form

Faculty / Department	School Of Continuing & Lifelong Edn - Global
Programme Title	AI and Machine Learning for Young Leaders
Programme Commencement Date	01 Sep 2023 To 30 Sep 2023
How Did You Learn About This Programme	<input type="text" value="--- Please Select ---"/>
Registration Code	<input type="text"/>



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.

Personal Particular

Salutation * Dr. Mr. Mdm. Mrs. Miss

Name as in NRIC/FIN/Passport *

Identification Type*

Passport Number

NRIC/FIN/Passport No *

Last Four Characters of your National ID (NRIC/FIN/PASSPORT NUMBER) (eg. '567A' of 'S1234567A')

Gender* Female Male

Date of Birth*

Participant's Email*

Participant's Mobile Number *

Country & Area Code (if applicable)

65

Numbers

Please enter your country and area code(s) if you do not hold a Singapore-registered number

NUS Alumnus* Yes No

Highest Education*

Employment Status* Employed Unemployed

NTUC Member* Yes No

Completing Registration Form

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

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

Residence Declaration (Online programme only)

- I declare my usual place of residence is in Singapore
- I declare my usual place of residence is outside of Singapore, and I will be physically outside of Singapore during the course.

Click [here](#) to view Section 21(3) of the GST Act under "International Services"

Residence Declaration (Online Programme Only)

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

Declaration

- I declare that the information provided is true and accurate. I have read and understood NUS SCALE's Terms and Conditions.
- I declare that I have not deliberately or willfully omitted to provide any information. Should I be granted the Programme Fee Subsidy based on the above information, and should this information turn out to be false or inaccurate, or should I be found to have deliberately or willfully omitted any fact, which is in the opinion of the Government material, I understand that the Programme Fee Subsidy will be immediately withdrawn and I will be required to repay all such Programme Fee Subsidy amounts enjoyed up to that time with immediate effect.

 [Next](#)

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 necessarily require 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 be retained by NUS SCALE until such time the purpose for your personal data and any other legal or business purpose 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

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.

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

Back

Next

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.

The screenshot shows the user interface for the NUS School of Continuing and Lifelong Education. At the top left is the NUS logo and the school's name. A navigation menu includes links for Home, Apply, View Registration, Make Payment, and Log Out. The main content area is titled "Programme Registration Form" and displays two fields: "GST Inclusive :" and "Nett Programme Fee payable :". Both fields have input boxes with a light green border. A blue arrow points from the right side of the "Nett Programme Fee payable" field to an orange "Submit Application" button, which is also highlighted with a blue border.

Completing Payment

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

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

The screenshot shows the user interface of the NUS School of Continuing and Lifelong Education website. At the top left is the NUS logo and the text 'National University of Singapore'. To the right is the school's name 'School of Continuing and Lifelong Education'. Below the header is a navigation menu with the following items: Home, Apply, View Registration, Make Payment (highlighted with a blue border), and Log Out. Below the navigation menu is the 'Programme Registration Form' section. It contains two rows of information: 'GST Inclusive : [blurred]' and 'Nett Programme Fee payable : [blurred]'. To the right of this information is a large orange button labeled 'Make Payment', which is also highlighted with a blue border. A blue arrow points down to this button. At the bottom of the page, there is a thank you message: 'Thank you for your registration. Our SCALE staff will contact you one month before the programme start date.'

Completing Payment

Click “Select”.

[Apply](#)

[View Registration](#)

[Make Payment](#)

[Log Out](#)

Payment of Fees

2 record(s) found.

Registration Number	Applicant Name	Faculty / Department	Description	Amount To Pay (\$\$)	
XXXXXXXXXX	XXXXXXXXXX	School Of Continuing & Lifelong Edn - Global	AI and Machine Learning for Young Leaders	1000	Select
XXXXXXXXXX	XXXXXXXXXX	School Of Continuing & Lifelong Edn - Global	AI and IoT: New Disruptive Skills for Young Leaders	1000	Select

2 child record(s) found. *Select a maximum of 3 children at a time to make payment

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.

[Home](#)

[Apply](#)

[View Registration](#)

[Make Payment](#)

[Log Out](#)

Pay My Registration Fees

[EN](#) [中文](#)

You will now be redirected to another secured site for payment. Once redirected, you will not be returning to this page. Once payment is received, you will receive an email confirmation indicating that your payment is successful.

If you face any issues or concerns, please contact SCALE representative indicated in your payment email. Thank you.

Registration Number	Description	Amount To Pay (S\$)
[REDACTED]	AI and Machine Learning for Young Leaders	[REDACTED]
Total (S\$)		[REDACTED]

[Pay Now](#)

[Log Out](#)

Completing Payment

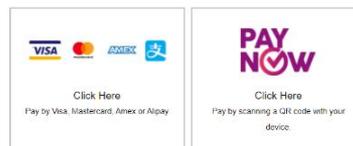
Choose
Visa/MasterCard/Amex/Alipay.

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



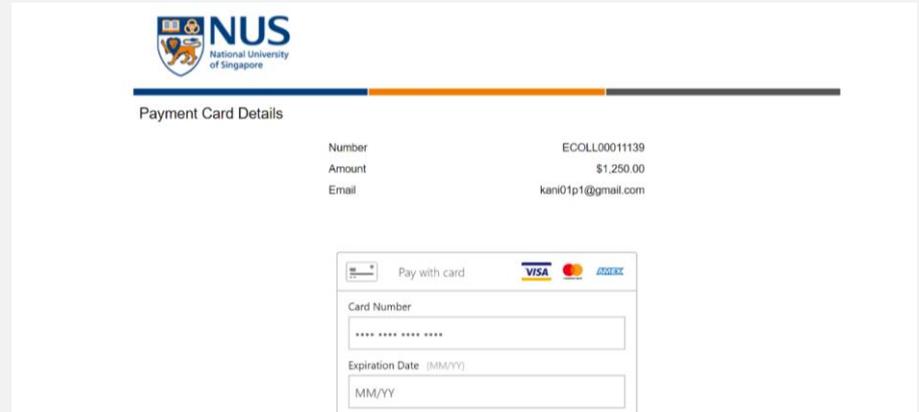
Payment Method

This is a list of different ways you can pay for your selections. To proceed, please select the following. Please note that payment should be completed within 15 minutes.



Completing Payment

Fill up the Card details to complete the payment.



The screenshot shows the NUS National University of Singapore logo at the top left. Below it, a horizontal bar is divided into blue, orange, and grey segments. The text "Payment Card Details" is centered below the bar. To the right, the following information is displayed:

Number	ECOLL00011139
Amount	\$1,250.00
Email	kani01p1@gmail.com

Below this information is a "Pay with card" section. It includes a dropdown menu with a card icon, the text "Pay with card", and logos for VISA, Mastercard, and AMEX. Underneath are two input fields: "Card Number" with a masked value "**** *", and "Expiration Date (MM/YY)" with a masked value "MM/YY".

Completing Payment

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

OFFICIAL RECEIPT



Summary

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

Receipt Description	Quantity	Unit Amount	Amount
SCALE Online Payment System	1	[REDACTED]	[REDACTED]

Name: LOI [REDACTED]
Amount Received [REDACTED]

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

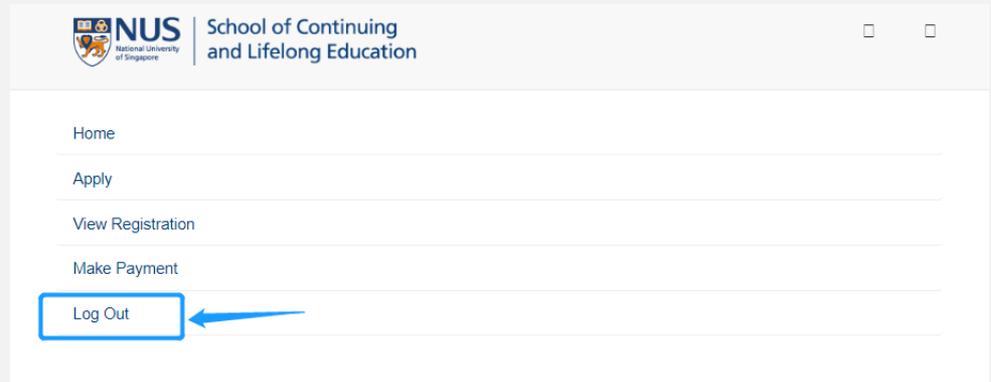
Refund Policy
All fees paid are non-refundable and non-transferable.

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.



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