Online Application Portal (OAP) – Application User Guide
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1. OAP Application

1.1 How to Apply

1. Browse to URL: https://myapplications.nus.edu.sg/
   Under Please identify yourself: I am, select Member of the Public

2. To apply for short course: Click on Short Course / Modular Course

   ▶ Click here for Instructions.

   Please identify yourself: I am Member of the Public

   ▶ Short Course / Modular Course

   ▶ Exec/Specialist/Graduate Cert

   Do you have questions or need assistance?

   ▪ For Non-Graduating Programme, please email nghelp@nus.edu.sg.
   ▪ For NUS Enterprise Summer Programme on Entrepreneurship, please email...
   ▪ For programmes under the Lifelong Learning Initiatives, please email...
   ▪ For Graduate Certificate Programmes, please email the respective...
   ▪ For all enquires relating to R&G programmes and Executive & Professional Certification...
3. Click on Applying for Myself button

   Click here for Instructions.

   Please identify yourself: I am Member of the Public

   Click here to start the application

   Exec/Specialist/Graduate Cert

4. Click Browse Academic Modules/Short Courses button to search or browse for the course you wish to sign up.

   Welcome to NUS Online Application Portal!

   Click here for Instructions.

   Already applied? Check Application Status

   Get Started Now? Browse Academic Modules/Short Courses

   Do you have questions or need assistance?
5. Select *Short Course* to start your search.

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**Welcome to NUS Online Application Portal!**

- Click here for Instructions.

### Already applied?

Check Application Status

### Get Started Now?

Browse Academic Modules/Short Courses

Search for Academic Modules/Short Courses that suit your interests!

--- Module/Course Category ---

--- Module/Course Category ---

Academic Modules

Short Course

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Do you have questions or need assistance?

- For users who need help on using the NUS Online Application.
- For programmes under the Lifelong Learning Initiatives, please contact the relevant department.

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Select *Short Course* to start your course search
6. Type in the key word to search for the course you wish to sign up. Click on Browse Courses to list out the search results.

Welcome to NUS Online Application Portal!

- Click here for Instructions.

Already applied?

Check Application Status

Get Started Now?

Browse Academic Modules/Short Courses

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

- Short Course

- data analytics

More Filters

- Browse Courses

a) Type in the keyword to search. 
   Tips: Type in part of the course title

b) Click Browse Courses to list the search result.
7. Click on the *Add to Cart* button on the respective course title you wish to sign up to add the course to your cart

- a) This indicates your cart is still empty

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Faculty/Department/Unit</th>
<th>SSG Funded</th>
<th>Modules/Courses</th>
<th>Details</th>
<th>Registration Status</th>
<th>Class Start Date</th>
<th>Add to Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Course</td>
<td>Industrial Systems Eng &amp; Mgmt</td>
<td>SSG</td>
<td>Data Analytics for Systems Engineers</td>
<td>Open</td>
<td>26-NOV-2020</td>
<td>Add to Cart</td>
<td></td>
</tr>
<tr>
<td>Short Course</td>
<td>SCALE Dean's Office</td>
<td>SSG</td>
<td>Data Analytics for Managers</td>
<td>Open</td>
<td>27-NOV-2020</td>
<td>Add to Cart</td>
<td></td>
</tr>
<tr>
<td>Short Course</td>
<td>SCALE Dean's Office</td>
<td>SSG</td>
<td>Data Analytics Begins With Me</td>
<td>Open</td>
<td>24-NOV-2020</td>
<td>Add to Cart</td>
<td></td>
</tr>
<tr>
<td>Short Course</td>
<td>SCALE Dean's Office</td>
<td>SSG</td>
<td>Octave Programming for AI, Machine Learning and Data Analytics</td>
<td>Open</td>
<td>04-DEC-2020</td>
<td>Add to Cart</td>
<td></td>
</tr>
</tbody>
</table>

Do you have questions or need assistance?

8. After 1 item has been added to your cart, your *Checkout* cart will now have 1 item. The *Add to Cart* button will also changed to *Added to Cart* for the course title you have just selected. Click on *Checkout* button to complete your course selection.

- a) This indicates your cart has 1 item. You may select more than 1 items in your cart. Click on Checkout button to end your course selection and start applying
- b) This indicates your previous selection is successfully added to your cart
9. Login to the portal to proceed. You will need to register an account if you do not have an existing account yet.

**Online Application Portal**

- **This is property of NUS and for authorised users only**

  **Login with Portal User Account**

  - a) Type in your registered email address and password
  - b) Click here to authenticate
  - c) Click here to register a new account in this portal

For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg
10. Upon successful authentication, you will see your selected item in your cart. You may click on **Proceed to Submit Application** to continue with your application.

If you wish to remove the selected item you may do so by clicking on the *Bin* icon.

**Note:** You can only delete the item if the Application Status is *Initiated*. You will not be able to delete the item once your item is in *Draft* mode or any other application status.

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- **a)** You may click on **Proceed to Submit Application** to continue with your application.

- **b)** You may delete the item if the application is in ‘Initiated’ status. Click on the Bin icon to remove the item.

You do not have any option to remove the item if the item’s Application status is *Draft* status or any other status.
11. In the next page, you will be requested to declare and confirm all provided information will be true and accurate. Toggle the button to Yes. For first time applicant, you will need to fill up the sponsorship details. For subsequent application, your previous inputs will be the default values. Please amend if necessary for each application.

**Application Number : L000002659**

**Course Requirements/Checklist**

I will provide true and accurate information to the best of my knowledge. Information/documents may render my application invalid.

There are no Course Requirements for the selected course. Please proceed

**Employment/Sponsorship Details**

- **Sponsorship Type**: Self-Sponsored
- **Employment Status**:
- **Employer**:
- **Employment Type**:
- **Industry Type**:
- **Organisation Type**:
- **Job Title**:
- **Are you sponsored by a company which is based overseas?**
- **Are you an SME company sponsored employee?**

a) Toggle the button

b) Completes the employment/Sponsorship details
12. If you are self-sponsored, you may proceed straight to step 15.
If you are sponsored by your company, you may select Company-Sponsored in the Sponsorship Type. Click on the magnifying glass at the Employer field to select your company.

There are no Course Requirements for the selected course. Please proceed

**Employment/Sponsorship Details**

- **Sponsorship Type**: Company-Sponsored
- **Employment Status**: 01 - Employed
- **Employer**
- **Employment Type**
- **Industry Type**
- **Organisation Type**
- **Job Title**

13. Type in the keyword of your company name. A list of search results will appear. Click on the Select button which matches your company name.
If your company has government business unit code, please ensure you select the record with the correct government business unit code.

- **Search Employer Name**
  - **NUS**

- **Employer Name**
  - Duke-NUS Medical School
  - Duke-NUS Dean’s Office
  - Duke-NUS Office of Education
  - Yale-NUS College

- **Select**
14. If your company name is not found, you may select Others to proceed with your application. Our course administrator will reach out to you for the details of your company.

Select Others if you cannot find the record of your company

15. For some of the short course application, you will be required to upload supporting documents. Click + to upload document for each of the required row. After you have uploaded all required document, click Save and Proceed to continue.

a) Click + button to upload required document

b) Click Save and Proceed to complete this section
16. In the next step of the application, you are required to fill up the Personal Particulars.

Complete your personal particulars
17. After you have completed the Personal Particulars section, click on *Save and Proceed* to continue.

![Contact Details]

*Email Address*: michael.ng@nus.edu.sg

18. In this section, toggle the buttons accordingly for each details and declaration. Click *Save and Proceed* to complete this section.

![Online Application Portal]

**Application Number**: L000002659

**Other Details & Declarations**

- [ ]  Yes  No  **Declaration**  
  - *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?*

19. Last but not least, you will be brought to a page to review all your details. Click *Save and Proceed* to confirm the application.

![Course Requirements/Checklist]

**Application Number**: L000002659

**Course Requirements/Checklist**

- [ ]  Yes  No  **Declaration**  
  - *I will provide true and accurate information to the best of my knowledge. I understand that an inaccurately completed application or failure to provide relevant information/document may render my application invalid.*

**Personal Particulars**

Click on *Save and Proceed* to submit your application.
20. Click Yes to submit the application.

21. You will see that Application Status for each short course is in Submitted status.