

Online Application Portal (OAP) – Application User Guide



NUS
National University
of Singapore

School of Continuing
and Lifelong Education

Table of Content

1.	OAP APPLICATION.....	3
1.1	HOW TO APPLY	3

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*

Please identify yourself: I am

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 necbox@nus.edu.sg.
- For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.
- For Graduate Certificate Programmes, please email the respective [Graduate Programme](#).
- For all enquires relating to R&G programmes and Executive & Professional Certificate Programmes, please email enquiries@nus.edu.sg.

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

► **Short Course / Modular Course** Click here to apply for our short course

► **Exec/Specialist/Graduate Cert**

Do you have questions or need assistance?

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3. Click on *Applying for Myself* button

► [Click here for Instructions.](#)

Please identify yourself: I am

Member of the Public ▼

► Short Course / Modular Course



Applying for Myself

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**

Click here to search or browse for short courses

Do you have questions or need assistance?

5. Select *Short Course* to start your search

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

Select *Short Course* to start your
course search

Do you have questions or need assistance?



- For users who need help on using the NUS Online Applica
- For programmes under the Lifelong Learning Initiatives, pl

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**

[Browse Academic Modules](#)

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

Short Course ▼

data analytics

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

► **More Filters**

Browse Courses

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

► **More Filters**

Browse Courses **Checkout**

a) This indicates your cart is still empty

Course Category	Faculty/ Department / Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	Industrial Systems Eng & Mgmt	SSG	Data Analytics for Systems Engineers		Open	25-NOV-2020	Add to Cart
Short Course	SCALE Dean's Office	SSG	Data Analytics for Managers		Open	27-NOV-2020	Add to Cart
Short Course	SCALE Dean's Office	SSG	Data Analytics Begins With Me		Open	24-NOV-2020	Add to Cart
Short Course	SCALE Dean's Office	SSG	Octave Programming for AI, Machine Learning and Data Analytics		Open	04-DEC-2020	Add to Cart

Do you have questions or need assistance?

b) Click *Add to Cart* to select the course you wish to sign up

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.

► **More Filters**

Browse Courses **Checkout: 1**

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


Octave Programming for AI, Machine Learning and Data Analytics Course Added.

Course Category	Faculty/ Department / Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	Industrial Systems Eng & Mgmt	SSG	Data Analytics for Systems Engineers		Open	25-NOV-2020	Add to Cart
Short Course	S				Open	27-NOV-2020	Add to Cart
Short Course	S				Open	24-NOV-2020	Add to Cart
Short Course	SCALE Dean's Office	SSG	Octave Programming for AI, Machine Learning and Data Analytics		Open	04-DEC-2020	Added to Cart

Do you have questions or need assistance?

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.

**NUS**
National University
of Singapore

Online Application Portal

► This is property of NUS and for authorised users only

Login with Portal User Account

Email ID

Password

Login

[Forgot Password?](#)

[Unlock My Account](#)

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

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.



Online Application Portal

[My Dashboard](#)
[Logout](#)

Selected Modules/ Courses

Short Course

[Apply New](#)

Modules/ Courses

[Octave Programming for AI, Machine Learning and Data Analytics](#)

Department/ Units

SCALE Dean's Office

Application Status

Initiated

Payment Type

Cancel


[Proceed to Submit Application](#)

Do you have questions or need assistance?

For any issues or queries on the application or admissions process, please email the respective course coordinator. Email Found in Course details link.

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

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

Selected Modules/ Courses

Short Course

Application Number : L000002659

Modules/ Courses

[Octave Programming for AI, Machine Learning and Data Analytics](#)

Department/ Units

SCALE Dean's Office

Application Status

Draft

Payment Type

Self-Sponsored

[Continue Application](#)

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

☐ No

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

a) Toggle the button

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?

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 to step 15.

Employment/Sponsorship Details

a) Toggle to Company-Sponsored

*Sponsorship Type

*Employment Status

*Employer

*Employment Type

*Industry Type

*Organisation Type

*Job Title

b) Click here to select the name of your company

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

a) Type in the keyword of your company name or your full company name

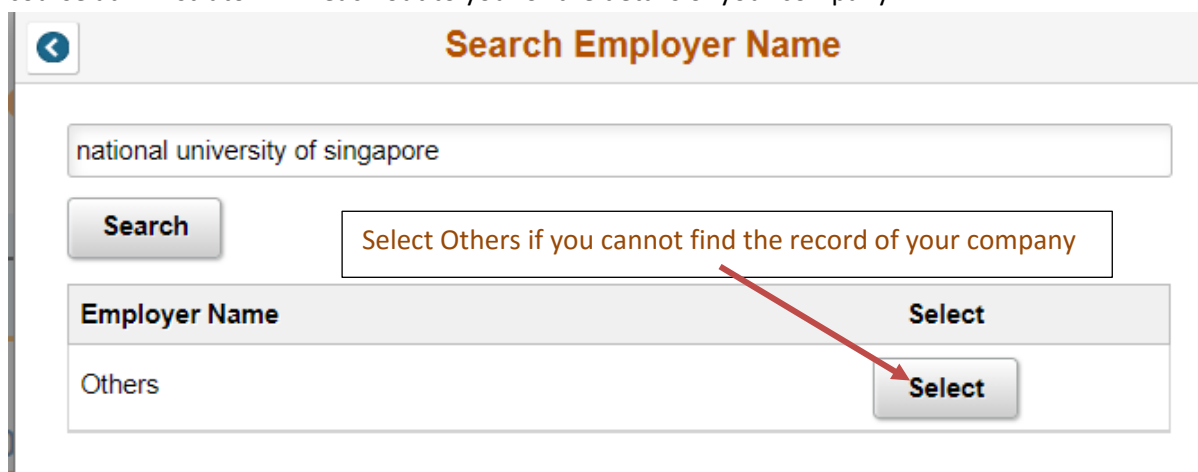
Search

Employer Name	Select
Duke-NUS Medical School	Select
Duke-NUS Dean's Office	Select
Duke-NUS Office of Education	Select
Yale-NUS College	Select

b) A list of search results will appear here

c) Click Select button on the respective record of your company name

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.



Search Employer Name

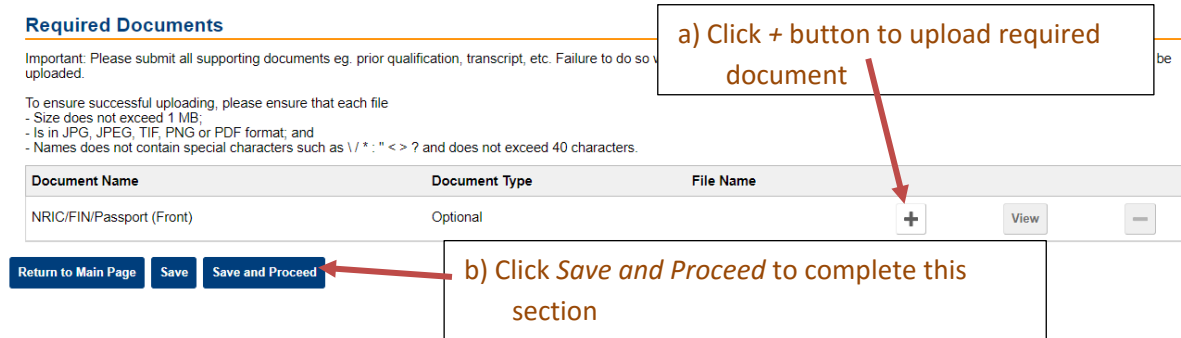
national university of singapore

Search

Select Others if you cannot find the record of your company

Employer Name	Select
Others	Select

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



Required Documents

Important: Please submit all supporting documents eg. prior qualification, transcript, etc. Failure to do so will result in your application being rejected.

To ensure successful uploading, please ensure that each file

- Size does not exceed 1 MB;
- Is in JPG, JPEG, TIF, PNG or PDF format; and
- Names does not contain special characters such as \ / * : " < > ? and does not exceed 40 characters.

Document Name	Document Type	File Name
NRIC/FIN/Passport (Front)	Optional	+ View -

Return to Main Page **Save** **Save and Proceed**

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.

1 Course Requirements/ Checklist	2 Personal Particulars
-------------------------------------	---------------------------

Application Number : E000000434

Personal Particulars

*National ID Type	NRIC
*NRIC/FIN/ Passport No	T3232322T
*Date of Birth	01/01/1980
*Gender	Male
*Name Prefix	Mr
*First & Middle Names	Suman
*Last Name	Puvvadi
*Official Name	PUVVADI SUMAN
*Marital Status	Married
*Birth Country	Singapore
*Citizenship (Country)	Singapore
Residency Status	Singapore Citizen
Race	Indian

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

*Mobile Phone Number

Return to Main Page Save **Save and Proceed**

Click on *Save and Proceed* to complete this section

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

 **Online Application Portal**

1 Course Requirements/ Checklist 2 Personal Particulars 3 Other Details & Declarations 4 Confirmation

Previous **Save and Proceed**

Application Number : L000002659

Other Details & Declarations

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 by any law enforcement agency?

☐ No * I hereby declare that all information provided by me is true and accurate to the best of my knowledge. I understand that an inaccurately completed application or failure to provide relevant information given or any omission of information required for the application may render my application invalid. 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.

☐ No * I agree to make up for any shortfall (including prevailing Goods & Services Tax (GST), if any) arising from the following circumstances:

- I have insufficient funds in my SkillsFuture Credit accounts.
- I am ineligible for the SkillsFuture Subsidy. Reasons include but not limited to, failure to fulfil a minimum attendance of 75% for the course, premature withdrawal from the course, and failure to complete all prescribed coursework, examinations and/or assessments for the course.

a) Toggle each button accordingly for each declaration

b) Click on *Save and Proceed* to complete this section

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.

1 Course Requirements/ Checklist 2 Personal Particulars 3 Other Details & Declarations 4 Confirmation

Previous **Save and Proceed**

Application Number : L000002659

Course Requirements/Checklist

☐ 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.


☐ Yes ☐ No

[More details...](#)

Personal Particulars

Click on *Save and Proceed* to submit your application

20. Click Yes to submit the application.



Online Application Portal

1
Course Requirements/ Checklist

2
Personal Particulars

3
Other Details & Declarations

4
Confirmation

Previous
Save and Proceed

Application Number : L000002659

in NUS's publicity and communications materials).

Please indicate your consent for the recording and use of your image for NUS's publicity and communications materials.

☐ Yes, I consent

☒ No, I don't consent

C. Receipt of Publicity Materials

NUS 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:

☐ Yes, please send me publicity information

☒ No, do not send me any publicity information

Return to Main Page
Save and Proceed

Submit Application?

Yes
No

Click on Yes to submit

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

Selected Modules/ Courses			
Short Course			
Application Number : L000002659			
Modules/ Courses	Department/ Units	Application Status	Payment Type
Octave Programming for AI, Machine Learning and Data Analytics	SCALE Dean's Office	Submitted	Self-Sponsored
View Application			
Do you have questions or need assistance?			
For any issues or queries on the application or admissions process, please email the respective course coordinator. Email Found in Course details link.			

New application with *Application Status* = 'Submitted'