SCALE Online Registration System (SORS)
Applicant User Guide
## Content page

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FOR PARTICIPANTS: Application for Online Course

STEP 1: Access the SCALE Online Registration System (SORS) via the link.
https://inetapps.nus.edu.sg/SCALEOPS/Applicant/SORSLogin.aspx

STEP 2: To create an account, click Sign Up if you are a NEW user of the SCALE Online Registration System (SORS).

STEP 3: Proceed to create an account.
Once completed, please click the Sign Up button.

STEP 4: Upon clicking on Sign Up, the Main Login page will re-appear.
Please enter the Primary Email and Password which are created in the earlier step, then click Login.
STEP 5: At the Registration page, choose Youth Programmes and the respective Programme Title that you wish to sign up for.

STEP 6: Select the correct name of the programme and click Apply Now.
STEP 6: You will come to this page.
STEP 7: Please remember to key in the Registration Code XXXXX (if any) to enjoy the Preferential Fee.

STEP 8: Complete ALL the required details for the registration, especially the compulsory fields*. 

A. Personal Particular

- Salutation *
- Name as in NRIC/FIN/Passport No *
- Identification Type *
- NRIC/FIN/Passport No *
- Gender *
- Date of Birth *
- Country of Birth *
- Race *
- Email *
- Mobile Number *
- NUS Alumnus *
- Highest Education *
STEP 9: Please proceed to complete the rest of the application. Click “next” when you have filled in the form.
**STEP 10:** Please complete the declaration page.

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.
STEP 11: Submit your application.

STEP 12: Once submitted your application, click on:

Step 12.1: Make Payment tab located at the left hand-sided task bar to make payment.

Step 12.2: Click Select

Step 12.3: Click Pay Now
Step 12.4: Choose Visa/MasterCard/Union Card

Choose PayNow ONLY when you have a Singapore’s bank account.

Step 12.5: Fill up the Card details to complete the payment.
STEP 13: Receipt of payment. The receipt will be also sent to the participant’s registered email.

(Sample A with promotion code)

OFFICIAL RECEIPT

Summary

<table>
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<tr>
<th>Payment Date:</th>
<th>11/09/2020</th>
<th>National University of Singapore</th>
</tr>
</thead>
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<td>Total Value:</td>
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<td>Office of Finance, University Hall</td>
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<td>$1,284.00</td>
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Receipt Description | Quantity | Unit Amount | Amount |
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This is a system generated document. No signature is required. All amounts in SGD.

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

(Sample B without promotion code)

OFFICIAL RECEIPT

Summary

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<th>National University of Singapore</th>
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<td>Office of Finance, University Hall</td>
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</tbody>
</table>

Receipt Description | Quantity | Unit Amount | Amount |
<table>
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</tbody>
</table>

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

Refund Policy
All fees paid are non-refundable and non-transferable.
**Note:** Upon the completion of Step 11, applicant will receive an email to acknowledge your registration with details about the Programme Title, Programme Dates, and Nett Programme Fee Payable, etc. Kindly take note that this is **NOT** a Registration confirmation.

To complete the registration process, please proceed to Step 12 (mentioned above) or click on the payment link provided in the email.

The End

Thank you for registering for the programme.

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