SCALE Online Registration System (SORS)

Applicant User Guide

Content page

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 <u>correct</u> name of the programme and click **Apply Now.**

STEP 6: You will come to this page.

Programme Registration Form	

Faculty / Department	School Of Continuing & Lifelong Edn
Programme Title	5G as a platform for Industry Transformation
Programme Commencement Date	09 Aug 2020 To 09 Sep 2020
How Did You Learn About This Programme	--- Please Select ---
Registration Code	

A. Personal Particular

Salutation *	○ Dr. ○ Mr. ○ Mdm. ○ Mrs. ● Miss
Name as in NRIC/FIN/Passport No *	LOUISE NGUYEN
Identification Type*	--- Please Select ---
NRIC/FIN/Passport No*	
Gender*	● Female ○ Male
Date of Birth*	
Country of Birth*	--- Please Select ---
Race*	--- Please Select ---
Email*	
Mobile Number *	Country: +65 Numbers: (Country is required only for non-Singapore number)
NUS Alumnus*	○ Yes ○ No
Highest Education*	University Post-Graduate Diplom
Employment Status*	○ Employed ● Unemployed
NTUC Member*	○ Yes ● No
PMET (Professionals, Managers, Executives & Technicians) *	○ Yes ● No
Sponsorship*	○ Company Sponsored ● Self-sponsored
Dietary Preference	--- Please Select ---
Food Allergy (if any)	

Mailing Address

Blk/House No *	BLK [ ] (E.g. 675A) * (If no blk number, please indicate '-')
Street Name/Building Name *	*
Unit No. *	# [ ] (E.g. 07-680) * (If no unit number, please indicate '-')
State	
Country *	Singapore
Postal Code *	*

D. 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

STEP 7: Please remember to key in the Registration Code **XXXXX (if any)** to enjoy the Preferential Fee.

Programme Registration Form

Faculty / Department	School Of Continuing & Lifelong Edn
Programme Title	5G as a platform for Industry Transformation
Programme Commencement Date	09 Aug 2020 To 09 Sep 2020
How Did You Learn About This Programme	--- Please Select ---
Registration Code	

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

A. Personal Particular

Salutation *	○ Dr.○ Mr.○ Mdm.○ Mrs.◉ Miss
Name as in NRIC/FIN/Passport No *	LOUISE NGUYEN
Identification Type*	--- Please Select ---
NRIC/FIN/Passport No*	
Gender*	◉ Female○ Male
Date of Birth*	
Country of Birth*	--- Please Select ---
Race*	--- Please Select ---
Email*	
Mobile Number *	Country +65 Numbers (Country is required only for non-Singapore number)
NUS Alumnus*	○ Yes○ No
Highest Education*	University Post-Graduate Diploma

STEP 9: Please proceed to complete the rest of the application. Click "next" when you have filled in the form.

Mailing Address

Blk/House No *   BLK [ ]   (E.g. 675A)   *
(If no blk number, please indicate '-')

Street Name/Building Name *   [ ]   *

Unit No. *   # [ ]   (E.g. 07-680)   *
(If no unit number, please indicate '-')

State   [ ]

Country *   Singapore ▼

Postal Code *   [ ]   *

D. Declaration

☐ I declare that the information provided is true and accurate. I have read and understood NUS SCALE's Terms and Conditions.

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Next

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.

SCALE Online Registration System

| Home |
| Apply |
| View Registration |
| Make Payment |
| Log Out |

Programme Registration Form

Nett Programme Fee payable :

Final Programme Fee will be displayed here

Submit 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**

NUS | School of Continuing and Lifelong Education
National University of Singapore

News   Email   IVLE   Library   Student   Staff

SCALE Online Registration System

| Home |
| Apply |
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| Make Payment |
| Log Out |

Payment of Fees

1 record(s) found.

Registration Number	Applicant Name	Faculty / Department	Description	Amount To Pay (S$)	
2006250110589	LOUISE NGUYEN	School Of Continuing & Lifelong Edn - Global	¿¿¿¿¿¿¿¿	1250	Select

Step 12.3: Click **Pay Now**

SCALE Online Registration System

| Home |
| Apply |
| View Registration |
| Make Payment |
| Log Out |

Pay My Registration Fees

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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$)
2006250110589	¿¿¿¿¿¿¿¿	1250.00
Total (S$)		1250.00

Pay Now   **Log Out**

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

Payment Date:	11/09/2020	National University of Singapore
Total Value:	$1,284.00	Office of Finance, University Hall
Payment Processed:	$1,284.00	21 Lower Kent Ridge Road
Payment Reference No:	ECOLL00005385	Tan Chin Tuan Wing, UHT #03-02
Bank Auth:	Braintree 24x1we02	Singapore 119077
Receipt Number:	WR03003682	UEN and GST Reg No: 200604346E
Payment Method:	Visa	
Transaction Reference Number:	60980SOPS001692	

Receipt Description	Quantity	Unit Amount	Amount
SCALE Online Payment System	1	$1,284.00	$1,284.00
Description: AI and IoT: New Disruptive Skills for Young Leaders (AKLTG) Full Fee: SGD1412.40 (with GST)			
Name: LOUISE TESTING			
Amount Received			$1,284.00

This is a system generated document. No signature is required. All amounts in SGD.
*Subject to GST (7%) | ^Out of Scope for GST | #Zero Rated for GST

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

(Sample B without promotion code)

OFFICIAL RECEIPT

Summary

Payment Date:	11/09/2020	National University of Singapore
Total Value:	$1,412.40	Office of Finance, University Hall
Payment Processed:	$1,412.40	21 Lower Kent Ridge Road
Payment Reference No:	ECOLL00005386	Tan Chin Tuan Wing, UHT #03-02
Bank Auth:	Braintree 3h51ydnn	Singapore 119077
Receipt Number:	WR03003683	UEN and GST Reg No: 200604346E
Payment Method:	Visa	
Transaction Reference Number:	60980SOPS001693	

Receipt Description	Quantity	Unit Amount	Amount
SCALE Online Payment System	1	$1,412.40	$1,412.40
Description: AI and IoT: New Disruptive Skills for Young Leaders			
Name: LOUISE TESTING			
Amount Received			$1,412.40

This is a system generated document. No signature is required. All amounts in SGD.
*Subject to GST (7%) | ^Out of Scope for GST | #Zero Rated for GST

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

STEP 14: Click Log Out------

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!