

NUS Online Application Portal (OAP) Registration Guide for Short Courses

Modes of Application

A) Corporate-Sponsored (SFC/PSEA not allowed)

- [Group Application](#): HR Administrator kick start application process for all participants >> participants confirm applications details >> course confirmation >> *course fees invoiced to company*
- [Individual Application](#): Participant to complete entire application process >> course confirmation >> *course fees invoiced to company* (if company's records aren't registered in OAP, course admin may approach applicant for more details before course confirmation)

B) [Self-Sponsored](#) (SFC/PSEA allowed, subject to availability)

- Individual payment upon course confirmation

***Click the hyperlinks (underlined) above to navigate different modes of application.**

A) Corporate-Sponsored – Group Application

Summary of Registration Process:

Part 1 (Step 1 to Step 6): [HR Administrator](#) to complete

Part 2 (Step 7 to Step 15): [Participants](#) to complete

Kindly note that the organization's HR Administrator has to complete Part 1 before participants can complete Part 2.

Participants must complete Part 2 in order to complete the registration.

Part 1 (for HR Administrator)

Step 1:

If you have an existing NUS OAP corporate account, proceed to Step 2.

If you do not have an NUS OAP corporate account, please fill up the [registration form here](#).

You will be informed via email once your request is completed.

Step 2:

Once corporate account is created, HR administrator may proceed with the application. Go to <https://myapplications.nus.edu.sg/> and select “**Corporate Sponsored Staff**” from the dropdown menu.

Welcome to NUS Online Application Portal!

This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users of this system using this system expressly consents to such monitoring and you are advised that is such monitoring discloses to us activity that we consider to criminal or a misuse action against you as may be warranted in the circumstances.

[Click here for instructions.](#)

Please identify yourself: I am

[Do you have question](#)

- NUS Alumnus (no R&G voucher)
- NUS Alumnus (with R&G voucher)
- NUS Trainees (with SGUnited Traineeship vouchers)
- Member of the Public
- Corporate Sponsored Staff**
- NUS E&A Staff
- Exchange/ Non-Exchange Student

Step 3:

Click on “**Short Course / Modular Course**”, then select “**Applying for Corporate-sponsored Staff**”.

[Click here for instructions.](#)

Please identify yourself: I am

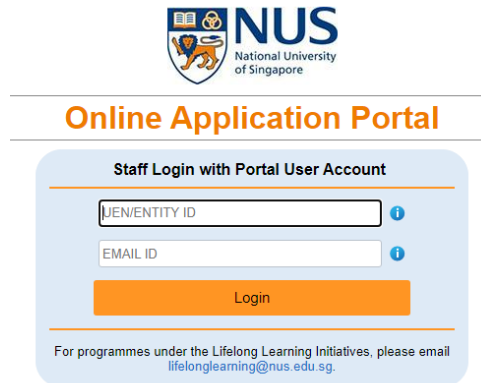
Short Course / Modular Course



[Do you have questions or need assistance?](#)

Step 4:

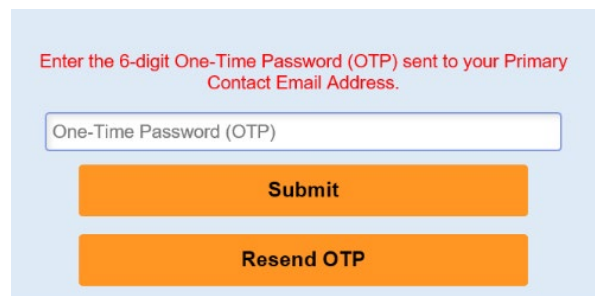
Login with your corporate account details. The UEN ID and EMAIL ID are fields registered to your NUS OAP corporate account in Step 1. EMAIL ID is the primary email address of the organization contact listed in OAP.



The screenshot shows the 'Online Application Portal' for NUS. It features a 'Staff Login with Portal User Account' section with two input fields: 'UEN/ENTITY ID' and 'EMAIL ID', each with an information icon. Below the fields is an orange 'Login' button. At the bottom, there is a note: 'For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg'.

Step 5:

A 6-digit One-Time Password (OTP) will be sent to the primary administrator's email. Enter the OTP to complete your login.



The screenshot shows a verification step with the instruction: 'Enter the 6-digit One-Time Password (OTP) sent to your Primary Contact Email Address.' Below this is a text input field labeled 'One-Time Password (OTP)'. There are two orange buttons: 'Submit' and 'Resend OTP'.

Step 6:

Proceed to register your participants.

Select the following under "New Request"

- Request Type: **Select "Short Courses"**
- Faculty Department: **Select "Dept of Civil & Environmental Engineering"**
- Course Title: **Select short course title**
- Class Schedule: **Select short course date**
- Bill Address: **Select the pre-registered corporate address in Step 1**
- Are you an SME sponsored company?: **Indicate Yes/No** ([review criteria here](#))
- BU Code: **will appear if organization is registered in Step 1 as a Govt Linked Company (For Vendors@Gov invoking)**
- Data Input Type: **Select "Excel Upload"**

Keppel Corporation Limited Logout

Submit Request Check Status

The fields marked * are mandatory

New Request

*Sponsorship: Corporate Sponsorship
 *Request Type: Short Courses
 *Faculty/Department: SCALE Dean's Office
 *Course Title: Cybersecurity Begins With File
 *Last Accession: Learn Item | Aug 10, 2021
 *BIT Address:
 *Are you an SME sponsored company?: No
 *Industry Type: Name & Offshore Engg
 *Organization Type: Local Pte. Org./Gov. Business
 *BU Code:
 *Data Input Type: Excel Upload

Attached File: Excel Template Upload File Delete File View File

→ Please check the following for successful upload:

Submit

Click on “Excel Template” button.

Ensure Pop-up Blocker is not preventing template download.

Ensure that all mandatory columns with (*) are filled in. Optional column values that are not filled in would have to be entered by applicants when they complete their declaration.

*National ID Type	*NRIC/IN/Passport No	*Date of Birth (DD/MM/YYYY)	*Employee Email Address	Gender	Name Prefix	*First and Middle Name	*Last Name	*NRIC Name	Certificate Name
National Registration ID Card				Male	Mr	John	Doe	John Doe	First Name - Last
National Registration ID Card				Female	Miss	Jane	Doe	Jane Doe	First Name - Last

Note:

- Participants will need to use their DOB as password for initial log-in
- Confirmation email will be sent to participants at the email IDs administrators uploaded at this stage.

***Please ensure that all the above information is correct.**

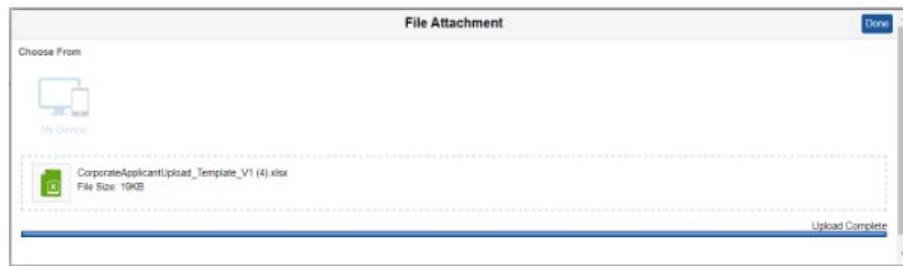
Click on “Upload File” button and select “My Device”. Select filled up template.



Verify filename is correct and click on “Upload” button.



Click **“Done”** on the top right corner.



Once uploaded, verify data is correct in Main Details, Other Details. Show all Tabs and click **“Submit”**.

Participants List 2 rows

Main Details | Other Details | Show All

National ID Type	NRIC/FIN/Passport No	Date of Birth	Employee Email Address	Gender	Name Prefix	First Name	List Name	NRIC Name		
NRIC				Male	Mr	JOHN	DOE	JOHN DOE	+	-
NRIC				Female	Ms	JANE	DOE	JANE DOE	+	-

Submit Application

Are you sure you want to submit this application? Please note that no further changes can be made once the application is submitted. If you need assistance, please contact your Home Faculty.

Part 2 (for Participants)

Step 7:

After your organization’s HR Administrator has submitted the application, you will receive an acknowledgment email asking you to complete the registration.

Step 8:

Log into NUS OAP.

After receiving email acknowledgment in Step 7, individual participants to visit <https://myapplications.nus.edu.sg/> and select **“Corporate Sponsored Staff”** from the dropdown menu.



Welcome to NUS Online Application Portal!

This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users of this system using this system expressly consents to such monitoring and you are advised that is such monitoring discloses to us activity that we consider to criminal or a misuse action against you as may be warranted in the circumstances.

[Click here for Instructions.](#)

Please identify yourself: I am

▼

- NUS Alumnus (no R&G voucher)
- NUS Alumnus (with R&G voucher)
- NUS Trainees (with SGUnited Traineeship vouchers)
- Member of the Public
- Corporate Sponsored Staff
- NUS E&A Staff
- Exchange/ Non-Exchange Student

[Do you have question](#)

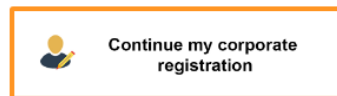
Step 9:

Click on “**Short Course / Modular Course**”, then select “**Continue my corporate registration**”.

▶ [Click here for Instructions.](#)

Please identify yourself: I am

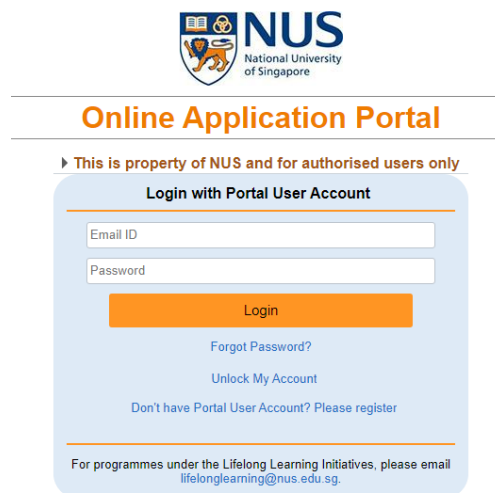
▼ Short Course / Modular Course



▶ [Do you have questions or need assistance?](#)

Step 10:

If you have an existing NUS OAP account with the same Email ID (where you received the email acknowledgement), you may log into your account as per normal.



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](#)

For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.

If you do not have an existing NUS OAP account, you will receive an account creation email containing your temporary login password.

Step 11:

After logging in, you will be able to see the course that your HR administrator has signed you up for. Click on “Continue Application” to start the process.

Modules/ Courses	Department/ Units	Application Status	Payment Type	Cancel
Lean Six Sigma Advanced (Green Belt)	SCALE Dean's Office	Initiated		

Continue Application

Step 12:

Please fill in any missing information fields. Those marked with * are compulsory. Take note to answer “Yes” in the first question (red arrow). You will also have to upload a copy of the front of your NRIC (for reimbursement of SSG funding).

Application Number : L000003841

Course Requirements/Checklist

No 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.

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

Employment/Sponsorship Details

*Sponsorship Type: Self-Sponsored
 *Employment Status: 01 - Employed
 *Employer: Others
 *Name of Employer: scale
 *Employment Type: 4 - Full Time
 *Industry Type: Education
 *Organisation Type: Local Public/Govt-Linked Org
 *Job Title: Asst Mgr

Required Documents

Important: Please submit all supporting documents eg. prior qualification, transcript, etc. Failure to do so will render your application to be invalid. Documents indicated as 'Mandatory' must be uploaded.

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/IN/Passport (Front)	Optional	

Return to Main Page Save Save and Proceed

Step 13:

Fill in your personal particulars (any mandatory information fields that are empty).

Application Number : L000003841

Personal Particulars

*National ID Type: NRIC
 *NRIC/IN/Passport No: 751F
 No (Display full *NRIC/IN/Passport No)
 *Date of Birth:
 *Gender: Male
 *Name Prefix: Mr/Ms
 *First & Middle Names: Tan
 *Last Name:
 *Official Name:
 *Birth Country: Singapore
 *Citizenship (Country): Singapore
 Residency Status: Singapore Citizen
 Race: Chinese
 Highest Education: 3 - Bachelor's Degree

Application Number : L000003841

Race: Chinese
 Highest Education: 3 - Bachelor's Degree

Mailing Address

*Country: Singapore
 *Postal Code:

 *Unit No.:
 *Blk/ House No.:
 *Street Name:
 Address Line 3:

Contact Details

Email Address:
 *Mobile Phone Number:

Return to Main Page Save Save and Proceed

Step 14:

Answer the declaration questions on NUS Terms & Conditions.

Application Number : L000003841

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?

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?

Yes No * Are you currently, or have you ever been, under investigation or subject to inquiry of any misconduct, scholastic or otherwise, at any institution?

No * I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that any false or misleading information provided may result in my application being considered invalid and NUS may at its discretion withdraw any offer of acceptance made to me on the basis of such information or may 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 appropriate.

No * I agree to make up for any shortfall (including prevailing Goods & Services Tax (GST), if any) arising from the following circumstance:
o I have insufficient funds in my SkillsFuture Credit accounts.
o I am ineligible for the SkillsFuture Subsidy. Reasons include but not limited to, failure to fulfil a minimum attendance of 75% for the assessments for the course.

No * I have read, understood and accepted the following:
o [NUS Personal Data Notice for Course Participants](#)
o [NUS Risk Acknowledgement and Consent Form](#)
o [NUS Student Data Protection Policy](#)
o [NUS Do Not Call Policy](#)
o [NUS Code of Student Conduct](#)
o [NUS Student Confidentiality Agreement](#)
o [NUS Intellectual Property Policy](#)
o [NUS Acceptable Use Policy for IT Resources](#)
Please click [here](#) for the guidelines for the Acceptable Use Policy.

Application Number : L000003841

Programme Consent Form

A. Collection, Use & Disclosure of Personal Data

At the National University of Singapore, your personal data will be used for the purposes of (a) Managing and administering programmes, examinations, certification; (b) conducting research; (c) conducting other activities in connection with your enrolment at NUS; (d) conducting other activities in connection with your 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) disclosed to relevant organisations that necessarily require your personal data, such as NUS's programme partners and third party service providers, certification awarding bodies, examination bodies, etc. 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 to collect, use and disclose my personal data for the purposes described.

B. Recording and Use of Image/Video

NUS (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 promotional materials, website, social media, etc.).

Please indicate your consent for the recording and use of your image for the purposes described.

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:

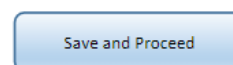
Yes, please send me publicity information
 No, do not send me any publicity information

Step 15:

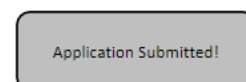
You will be led to the Summary Page.

DO NOT close or exit your browser at this stage.

Scroll to the bottom of the webpage and click "Save and proceed".



Look out for this dialogue box with the words "Application Submitted".



You may then save and exit the application portal.

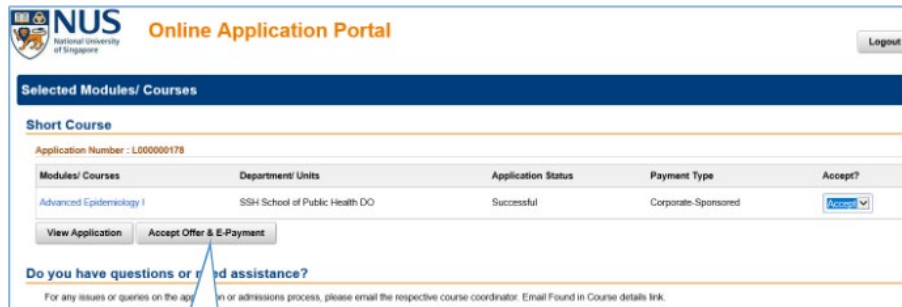
Course Offer & Acceptance

After registration is verified, course admin will offer the course to successful applicants.

You will receive a course offer email and must log in to OAP to "Accept Offer".

Please log in to your OAP account (see Steps 8-9) and you will see the below short course summary page.

- Select **“Accept”** on the right side of the registered course
- Next click on **“Accept Offer & E-Payment”**
- Select **“Yes”** to declare short course T&C
- Click on **“Accept Offer”**



NUS Online Application Portal Logout

Selected Modules/ Courses

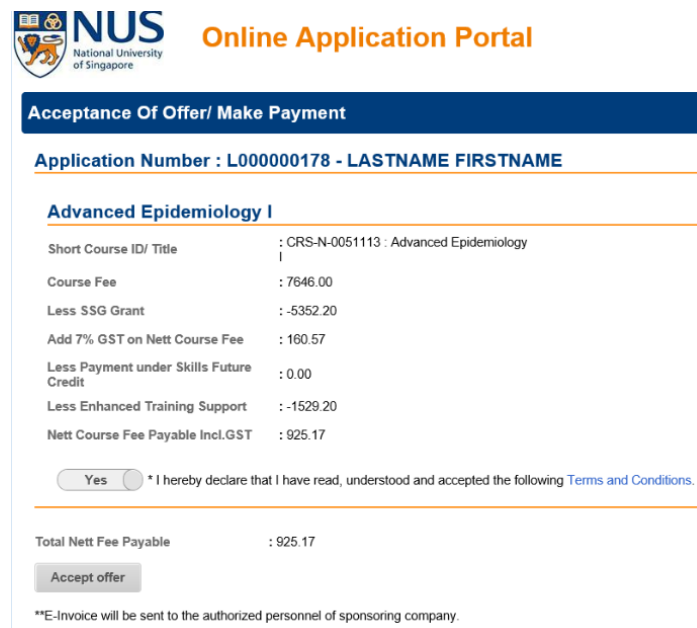
Short Course

Application Number : L000000178

Modules/ Courses	Department/ Units	Application Status	Payment Type	Accept?
Advanced Epidemiology I	SSH School of Public Health DO	Successful	Corporate-Sponsored	<input type="button" value="Accept"/>

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.

Click to Accept



NUS Online Application Portal

Acceptance Of Offer/ Make Payment

Application Number : L000000178 - LASTNAME FIRSTNAME

Advanced Epidemiology I

Short Course ID/ Title : CRS-N-0051113 : Advanced Epidemiology I

Course Fee : 7646.00

Less SSG Grant : -5352.20

Add 7% GST on Nett Course Fee : 160.57

Less Payment under Skills Future Credit : 0.00

Less Enhanced Training Support : -1529.20

Nett Course Fee Payable Incl.GST : 925.17

Yes * I hereby declare that I have read, understood and accepted the following [Terms and Conditions](#).

Total Nett Fee Payable : 925.17

**E-Invoice will be sent to the authorized personnel of sponsoring company.

After clicking on **“Accept offer”**, you are successfully registered for the course. You have come to the end of the registration process!

A) Corporate-Sponsored – Individual Application

Step 1:

To begin your application, go to <https://myapplications.nus.edu.sg/> and select “Member of the Public” from the dropdown menu.

Welcome to NUS Online Application Portal!

This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users using this system expressly consents to such monitoring and you are advised that is such monitoring discloses to us activity that we consider to criminal action against you as may be warranted in the circumstances.

▶ [Click here for Instructions.](#)

Please identify yourself: I am

- NUS Alumnus (no R&G voucher)
- NUS Alumnus (with R&G voucher)
- NUS Trainees (with SGUnited Traineeship vouchers)
- Member of the Public**
- Corporate Sponsored Staff
- NUS E&A Staff
- Exchange/ Non-Exchange Student

▶ [Do you have question?](#)

Step 2:

Click on “Short Course / Modular Course”, then select “Applying for Myself”.

▶ [Click here for Instructions.](#)

Please identify yourself: I am

Member of the Public

▼ **Short Course / Modular Course**



Applying for Myself

Step 3:

Click on “Browse Academic Modules/Short Courses”, filter for “Short Course” under the Department of “Civil & Environmental Eng” and click “Browse Courses”.

Click on “Add to Cart” next to the course of your choice, and “Checkout”.



Online Application Portal

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

Course Title

More Filters

Civil & Environmental Eng


SSG Sponsored?

Class Start Date From

Class Start Date To

[Browse Courses](#)

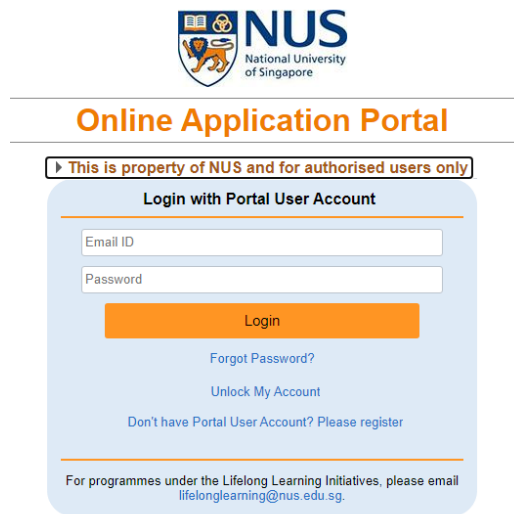
[Checkout](#)

Course Category	Faculty/Department / Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	Civil & Environmental Eng	SSG	Fibre-Reinforced Concrete: Fundamentals, Modelling, Design & Applications		Open	19-FEB-2022	Add to Cart

[Do you have questions or need assistance?](#)

Step 4:

If you have an existing NUS OAP account, you log in using your existing credentials. Otherwise, please register for a new account and login using the temporary password sent to your email.



Step 5:

Please fill in any missing information fields. Those marked with * are compulsory. Take note to answer “Yes” in the first question (red arrow) and select “**Company-Sponsored**” under Sponsorship Type. You will also have to upload a copy of the front of your NRIC (for reimbursement of SSG funding).



Application Number : L000013580

Course Requirements/Checklist

Yes No 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 r

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

Employment/Sponsorship Details

*Sponsorship Type	<input type="text" value="Company-Sponsored"/>
*Employment Status	<input type="text" value="01 - Employed"/>
*Employer	<input type="text" value=""/>
Employment Type	<input type="text" value=""/>
Industry Type	<input type="text" value=""/>
Organisation Type	<input type="text" value=""/>
Job Title	<input type="text" value=""/>
Are you sponsored by a company which is based overseas?	<input type="text" value=""/>
Are you an SME company sponsored employee?	<input type="text" value=""/>

Search for your company here. If not found, please select 'Others' option and manually key in your company's name. We will get back to you via email for more details to register your company on NUS OAP system (for corporate invoicing purposes).

Please indicate if you belong to a SME, we will get back to you via email to follow up on the necessary SME documents. SME definition:

<https://www.ssg.gov.sg/programmes-and-initiatives/training/enhanced-training-support-for-smes.html>

Required Documents

Important: Please submit all supporting documents eg. prior qualification, transcript, etc. Failure to do so will render your application to be invalid. Documents indicated as "Mandatory" must be uploaded.

Step 6:

Fill in your personal particulars.

Application Number : L00003841

Personal Particulars

*National ID Type: NRIC

*NRIC/FIN/Passport No: [REDACTED]

No [\(Display Full *NRIC/FIN/Passport No\)](#)

*Date of Birth: [REDACTED]

*Gender: Male

*Name Prefix: Mistr

*First & Middle Names: Tan

*Last Name: [REDACTED]

*Official Name: [REDACTED]

*Birth Country: Singapore

*Citizenship (Country): Singapore

Residency Status: Singapore Citizen

Race: Chinese

Highest Education: 3 - Bachelor's Degree

Application Number : L00003841

Race: Chinese

Highest Education: 3 - Bachelor's Degree

Mailing Address

*Country: Singapore

*Postal Code: [REDACTED]

[Populate Address](#)

*Unit No.: [REDACTED]

*Blk./House No.: [REDACTED]

*Street Name: [REDACTED]

Address Line 3: [REDACTED]

Contact Details

*Email Address: [REDACTED]

*Mobile Phone Number: [REDACTED]

[Return to Main Page](#) [Save](#) [Save and Proceed](#)

Step 7:

Answer the declaration questions on NUS Terms & Conditions.

Application Number : L00003841

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?

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?

Yes No * Are you currently, or have you ever been, under investigation or subject to inquiry of any misconduct, scholastic or otherwise, at any institution?

No * I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that providing false information may result in my application being deemed invalid and NUS may, at its discretion, withdraw any offer of acceptance made to me on the basis of such information or may refuse to accept my application. I agree to provide any information requested by NUS to obtain and verify any part of the information given by me from or with any source (such as Ministry of Education), as required.

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

- 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 assessments for the course.

No * I have read, understood and accepted the following:

- [NUS Personal Data Notice for Course Participants](#)
- [NUS Risk Acknowledgement and Consent Form](#)
- [NUS Student Data Protection Policy](#)
- [NUS Do Not Call Policy](#)
- [NUS Code of Student Conduct](#)
- [NUS Student Confidentiality Agreement](#)
- [NUS Intellectual Property Policy](#)
- [NUS Acceptable Use Policy for IT Resources](#)

Please click [here](#) for the guidelines for the Acceptable Use Policy.

Application Number : L00003841

Programme Consent Form

A. Collection, Use & Disclosure of Personal Data

At the National University of Singapore, your personal data will be used for the purposes of (a) Managing and administering programmes, examinations, certification, (b) conducting any research, (c) conducting any other activities in connection with NUS'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) Contact Information (h) Other information that is necessary for NUS to provide you with the services you have requested. NUS will not disclose your personal data to any third party for any purpose other than the purpose for which your personal data was collected, unless you have given your consent or the disclosure is required by law.

I understand and agree for NUS to collect, use and disclose my personal data for the purposes described.

B. Recording and Use of Image/Video

NUS (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 publications, website, social media, etc.).

Please indicate your consent for the recording and use of your image for the purposes described.

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:

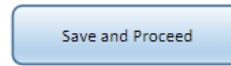
Yes, please send me publicity information

No, do not send me any publicity information

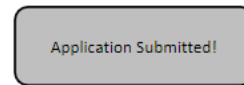
You will be led to the Summary Page.

DO NOT close or exit your browser at this stage.

Scroll to the bottom of the webpage and click "Save and proceed".



Look out for this dialogue box with the words "Application Submitted".



You may then save and exit the application portal.

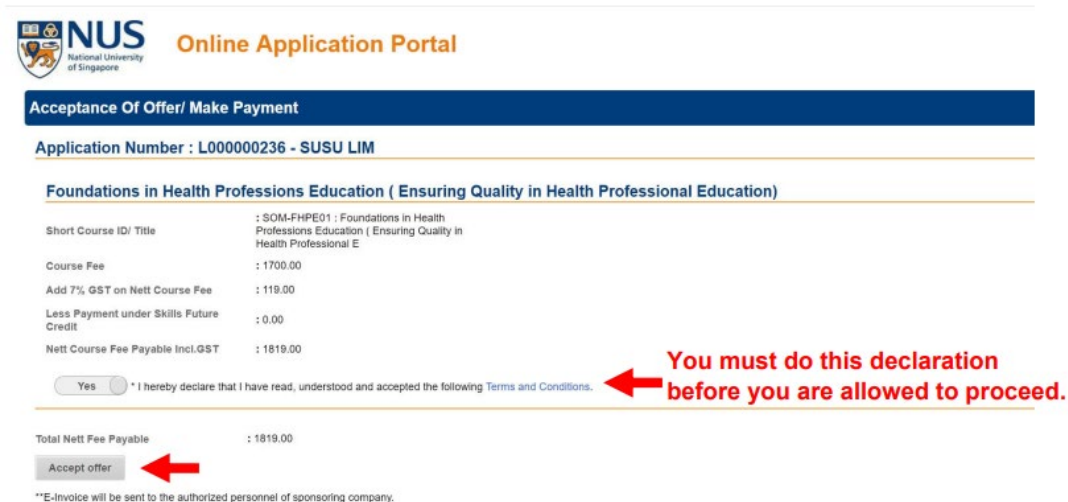
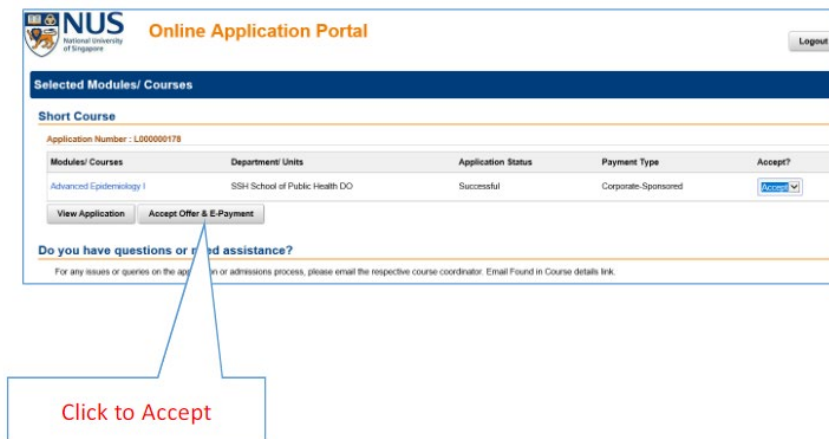
Course Offer & Acceptance

After registration is verified, course admin will offer the course to successful applicants.

You will receive a course offer email and must log in to OAP to "Accept Offer".

Please log in to your OAP account (see Steps 1-2), then click on "Check Application Status" and you will see the below short course summary page.

- Select "Accept" on the right side of the registered course
- Next click on "Accept Offer & E-Payment"
- Select "Yes" to declare short course T&C
- Click on "Accept Offer"



After clicking on "Accept offer", you are successfully registered for the course. You have come to the end of the registration process!

B) Self-Sponsored

Step 1:

To begin your application, go to <https://myapplications.nus.edu.sg/> and select “Member of the Public” from the dropdown menu.

Welcome to NUS Online Application Portal!

This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users using this system expressly consents to such monitoring and you are advised that is such monitoring discloses to us activity that we consider to criminal action against you as may be warranted in the circumstances.

▶ [Click here for Instructions.](#)

Please identify yourself: I am

▶ **Do you have question**

- NUS Alumnus (no R&G voucher)
- NUS Alumnus (with R&G voucher)
- NUS Trainees (with SGUnited Traineeship vouchers)
- Member of the Public**
- Corporate Sponsored Staff
- NUS E&A Staff
- Exchange/ Non-Exchange Student

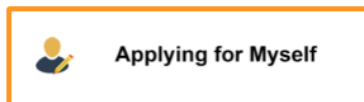
Step 2:

Click on “Short Course / Modular Course”, then select “Applying for Myself”.

▶ [Click here for Instructions.](#)

Please identify yourself: I am

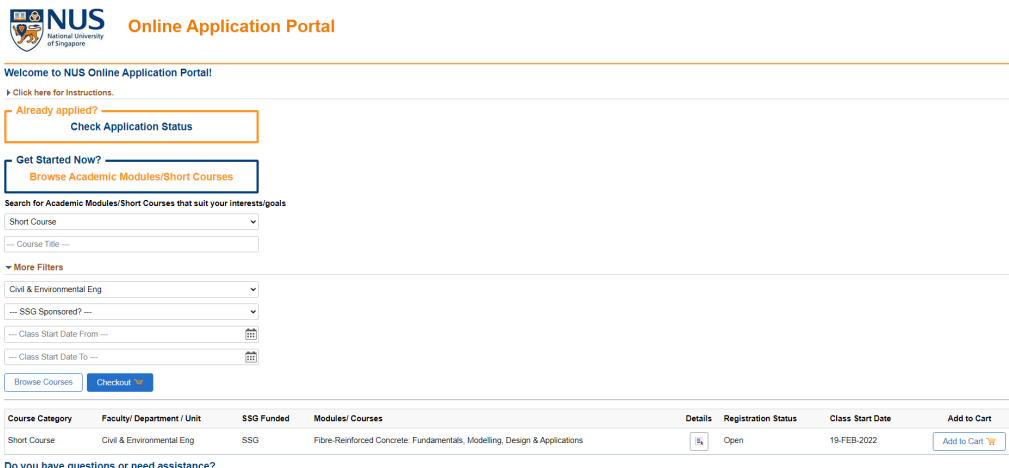
Short Course / Modular Course



Step 3:

Click on “Browse Academic Modules/Short Courses”, filter for “Short Course” under the Department of “Civil & Environmental Eng” and click “Browse Courses”.

Click on “Add to Cart” next to the course of your choice, and “Checkout”.



NUS Online Application Portal

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

--- Course Title ---

▼ **More Filters**

Civil & Environmental Eng

--- SSG Sponsore? ---

--- Class Start Date From ---

--- Class Start Date To ---

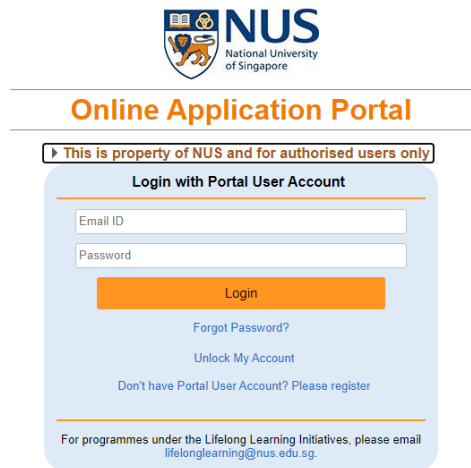
[Browse Courses](#) [Checkout](#)

Course Category	Faculty/ Department/ Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	Civil & Environmental Eng	SSG	Fibre-Reinforced Concrete: Fundamentals, Modelling, Design & Applications	i	Open	19-FEB-2022	Add to Cart

[Do you have questions or need assistance?](#)

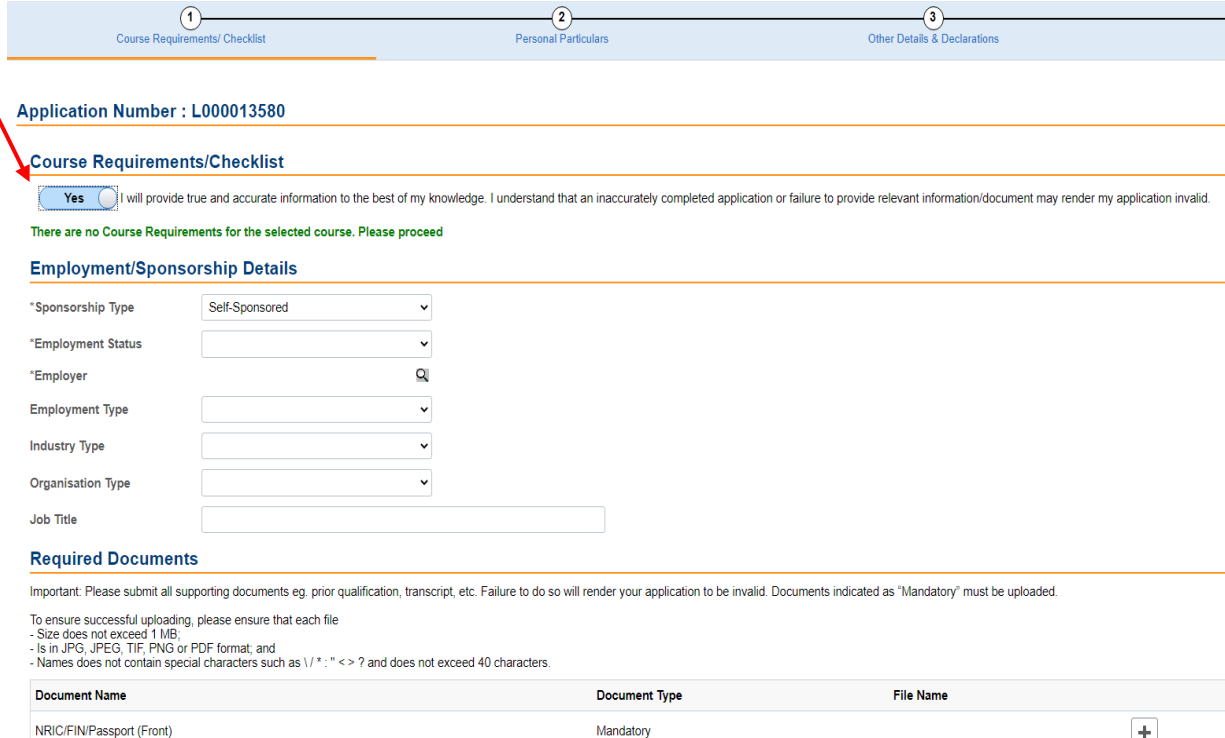
Step 4:

If you have an existing NUS OAP account, you may log in using your existing credentials. Otherwise, please register for a new account and login using the temporary password sent to your email.



Step 5:

Please fill in any missing information fields. Those marked with * are compulsory. Take note to answer “Yes” in the first question (red arrow) and select “Self-Sponsored” under Sponsorship Type. You will also have to upload a copy of the front of your NRIC (for reimbursement of SSG funding).



Application Number : L000013580

Course Requirements/Checklist

Yes No 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.

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

Employment/Sponsorship Details

*Sponsorship Type: Self-Sponsored

*Employment Status: [Dropdown]

*Employer: [Search]

Employment Type: [Dropdown]

Industry Type: [Dropdown]

Organisation Type: [Dropdown]

Job Title: [Text Field]

Required Documents

Important: Please submit all supporting documents eg. prior qualification, transcript, etc. Failure to do so will render your application to be invalid. Documents indicated as "Mandatory" must be uploaded.

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)	Mandatory	[+]

Step 6:

Fill in your personal particulars.

Application Number : L00003841

Personal Particulars

*National ID Type: NRIC

*NRIC/FIN/Passport No: [Input field with masked text]

No [\(Display Full *NRIC/FIN/Passport No\)](#)

*Date of Birth: [Input field]

*Gender: Male

*Name Prefix: Mistr

*First & Middle Names: Tan

*Last Name: [Input field]

*Official Name: [Input field]

*Birth Country: Singapore

*Citizenship (Country): Singapore

Residency Status: Singapore Citizen

Race: Chinese

Highest Education: 3 - Bachelor's Degree

Application Number : L00003841

Race: Chinese

Highest Education: 3 - Bachelor's Degree

Mailing Address

*Country: Singapore

*Postal Code: [Input field]

[Populate Address](#)

*Unit No.: [Input field]

*Blk./House No.: [Input field]

*Street Name: [Input field]

Address Line 3: [Input field]

Contact Details

Email Address: [Input field]

*Mobile Phone Number: [Input field]

[Return to Main Page](#) [Save](#) [Save and Proceed](#)

Step 7:

Answer the declaration questions on NUS Terms & Conditions.

Application Number : L00003841

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?

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?

Yes No *Are you currently, or have you ever been, under investigation or subject to inquiry of any misconduct, scholastic or otherwise, at any university or institution?

No * I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that providing false information may result in my application being considered invalid and NUS may at its discretion withdraw any offer of acceptance made to me on the basis of such information and may 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 may be necessary.

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

- 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.

No * I have read, understood and accepted the following:

- [NUS Personal Data Notice for Course Participants](#)
- [NUS Risk Acknowledgement and Consent Form](#)
- [NUS Student Data Protection Policy](#)
- [NUS Do Not Call Policy](#)
- [NUS Code of Student Conduct](#)
- [NUS Student Confidentiality Agreement](#)
- [NUS Intellectual Property Policy](#)
- [NUS Acceptable Use Policy for IT Resources](#)

Please click [here](#) for the guidelines for the Acceptable Use Policy.

Application Number : L00003841

Programme Consent Form

A. Collection, Use & Disclosure of Personal Data

At the National University of Singapore, your personal data will be used for the purposes of (a) Managing and administering programmes, examinations, certification, (b) conducting any NUS'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) disclosed to relevant organisations that necessarily require your personal data, such as NUS's programme partners and third party service providers, certification awarding bodies, exam 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 to collect, use and disclose my personal data for the purposes described.

B. Recording and Use of Image/Video

NUS (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 promotional materials).

Please indicate your consent for the recording and use of your image for the purposes described.

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.

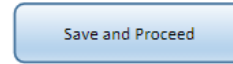
Yes, please send me publicity information

No, do not send me any publicity information

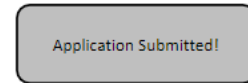
You will be led to the Summary Page.

DO NOT close or exit your browser at this stage.

Scroll to the bottom of the webpage and click “Save and proceed”.



Look out for this dialogue box with the words “Application Submitted”.



You may then save and exit the application portal.

Course Offer & Acceptance

After registration is verified, course admin will offer the course to successful applicants.

You will receive a course offer email and must log in to OAP to “**Accept Offer**”.

Please log in to your OAP account (see Steps 1-2), then click on “**Check Application Status**” and you will see the short course summary page.

- Select “**Accept**” on the right side of the registered course
- Next click on “**Accept Offer & E-Payment**”
- For applicants who wish to use SkillsFuture Credit, please follow these steps before accepting the offer:
 - Go to <https://sfc.myskillsfuture.gov.sg/claim>, login with Singpass
 - Check the available credits in your account
 - Go to OAP Acceptance page, key in desired SFC amount and **generate Preliminary Bill**
 - Toggle back to <https://sfc.myskillsfuture.gov.sg/claim> and select “**Proceed to Submit a Claim**”
 - Search for Course Title, enter course start date (refer to OAP>>return to main page >>click on course title), **Fee Payable By You**, and **Amount Of Credit To Claim**
 - Upload the Preliminary Bill generated from OAP onto SFC portal as supporting document
 - Take a screenshot of the successful submission, it must contain the claim ID
 - Upload this screenshot onto OAP as an attachment (below declared claim amount)
- For applicants who wish to use funds from their Post-Secondary Education Account (PSEA), please write to sally.ng@nus.edu.sg for further advice before accepting the offer.
- Select “**Yes**” to declare short course T&C
- Click on “**Accept Offer**”
- For applicants who are not using SkillsFuture Credit or PSEA, you will be prompted to make a payment immediately. Please do so to secure a slot in our course.
- For applicants who are using SkillsFuture Credit or PSEA, we will validate the claim submission from our end. Once validated, you will be informed to make balance fee payment (if any).

Application Number : L000000201

Modules/ Courses	Department/ Units	Application Status	Payment Type	Accept?
Foundations in Health Professions Education (Teaching and Learning Strategies for the Healthcare Professionals in the N	MED DO - CET	Processing	Self-Sponsored	
Fundamentals of Simulation-Based Healthcare Education	MED DO - CET	Successful	Self-Sponsored	Accept

View Application Accept Offer & E-Payment 

Acceptance Of Offer/ Make Payment

Application Number : L000012317 -

Fibre-Reinforced Concrete: Fundamentals, Modelling, Design & Applications

Short Course ID/ Title	: FOE-CEE_FRC : Fibre-Reinforced Concrete: Fundamentals, Modelling, Design & Applications
Course Fee	: 2850.00
Less SSG Grant	: -1995.00
Add 7% GST on Nett Course Fee	: 59.85
Less Payment under Skills Future Credit	: -100.00
Less Payment under Post-Secondary Education Account	: 0.00
Nett Course Fee Payable Incl.GST	: 814.85

Yes No Use SkillsFuture Credit (SF) for the Nett Course Fee Payment. Please check your SFC balance [here](#) before entering the SFC Amount.

SkillsFuture Credit Details

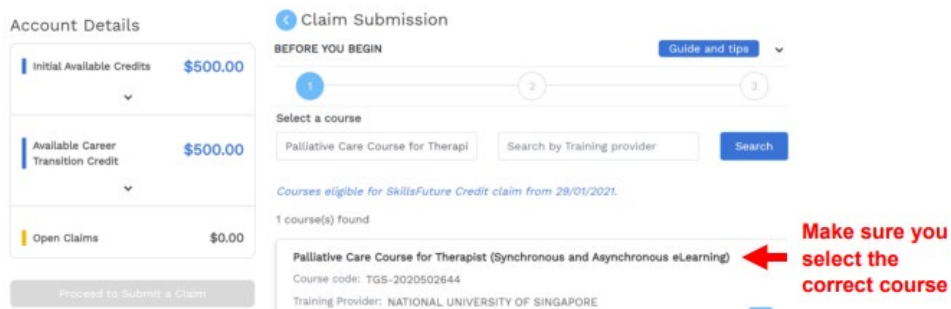
*Amount to use from SFC (\$\$)

Attachment File Name :

Yes No * I hereby declare that I have read, understood and accepted the following Terms and Conditions.

Total Nett Fee Payable : 814.85

SFC screengrabs:



Account Details

- Initial Available Credits: \$500.00
- Available Career Transition Credit: \$500.00
- Open Claims: \$0.00

Claim Submission - BEFORE YOU BEGIN

1. Select a course

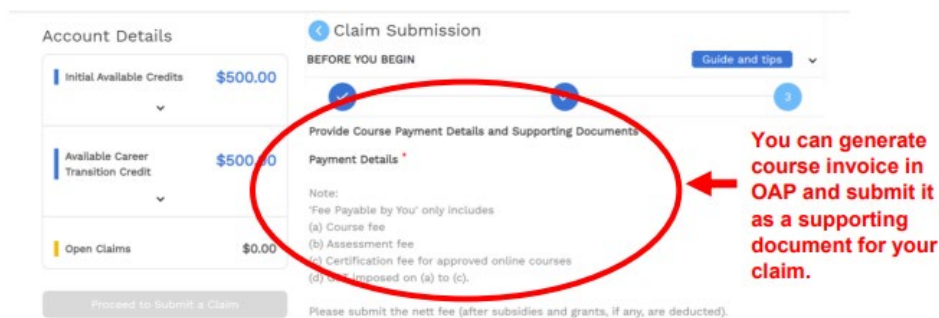
Palliative Care Course for Therapi Search by Training provider

Courses eligible for SkillsFuture Credit claim from 29/01/2021.

1 course(s) found

Palliative Care Course for Therapist (Synchronous and Asynchronous eLearning) ← **Make sure you select the correct course**

Course code: TGS-2020502644
Training Provider: NATIONAL UNIVERSITY OF SINGAPORE



Account Details

- Initial Available Credits: \$500.00
- Available Career Transition Credit: \$500.00
- Open Claims: \$0.00

Claim Submission - BEFORE YOU BEGIN

2. Provide Course Payment Details and Supporting Documents

Payment Details *

Note:
Fee Payable by You only includes
(a) Course fee
(b) Assessment fee
(c) Certification fee for approved online courses
(d) SFC imposed on (a) to (c).

Please submit the nett fee (after subsidies and grants, if any, are deducted).

○ **You can generate course invoice in OAP and submit it as a supporting document for your claim.**

Account Details

- Initial Available Credits \$500.00
- Available Career Transition Credit \$500.00
- Open Claims \$0.00

Proceed to Submit a Claim

Claim Submission

BEFORE YOU BEGIN

1 **Key in course fees payable**

Under 'Amount of Credit' like to claim from the

2 **Key in amount of SFC to be claimed, subjected to availability of participant's SFC**

submit the SkillsFuture credit amount you would like to claim.

Fee Payable By You (Including GST)

Amount Of Credit To Claim

Upload Supporting Documents *

Please submit official invoices/ receipts as supporting documents.

Where payment details are available only in a foreign currency in the invoices/ receipts, please also provide your credit card or bank statement showing the Singapore Dollar equivalent paid

Account Summary

\$384.00
Available Credit

\$116.00
Open Claims

Submit a Claim

Accurate as of 17 May 2017.

CLAIM APPLICATIONS			CREDIT TRANSACTION HISTORY			
Date of Application	Claim ID	Course Title	Claim Amount	Pay To	Status	Action
17/05/2017	2000213627	FUNDAMENTAL CERTIFICATE IN EARLY CHILDHOOD CARE & EDUCATION	\$10.00	TP	Approved	Select Action