Step 1: Prepare softcopies of the following documents on your computer.

- 1. Either SingPass (Mandatory) or personal details page of the passport for foreigners
- 2. Highest education Level Certificate and Transcript (Mandatory)
- 3. CV (Mandatory)
- 4. Any other supporting documents (Optional)

Step 2: Create a new User Account on the Online Application Portal.

- 1. Go to https://myapplications.nus.edu.sg
- 2. At the first prompt, identify yourself as a "Member of the Public"
- 3. Click on "Register New User Account"
- 4. Complete the details and create a new user account.
- 5. **Note**: Use an email account that has access to the Internet

Step 3: Login to the Online Application Portal.

- 1. Go to https://myapplications.nus.edu.sg
- 2. At the first prompt, identify yourself as a "Member of the Public"
 - a. Select this even if you are corporate sponsored, do however, let Jason know the HR contact for your corporate sponsorship is
- 3. Click on "Specialist / Graduate Cert" -> "Click HERE to Apply or Check Status" (Orange button)
- 4. Login to the account you created



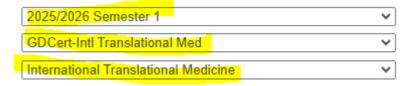
Step 4: Submit an Application for Module

1. Click on "Submit a New Application"

Click on ONE of the options below:



- 2. Choose the following in the dropdown menu
 - a. Academic Year & Semester: "2025/2026 Semester 1"
 - b. Programme/Student Category: "GDCert-Intl Translational Med"
 - c. Specialisation/Level of study: "Health Economic Evaluation"



- 3. Click on "Apply Now"
- 4. Click on "Add/Select New Module"

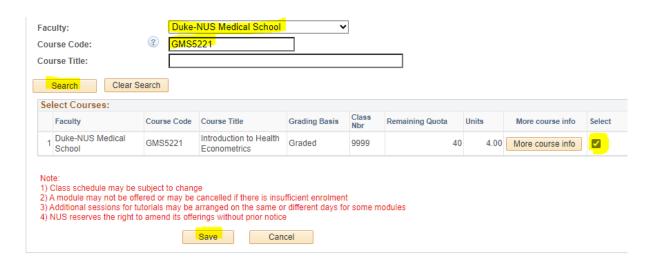
Please click on the "Add/Select New Module" button below to select

The "Rank" column refers to your preference order for the modules 1,2,3,.. or 8) and click 'Save Edit Rank'.

(Note: You can select up to a maximum of 2 modules but will be off



- 5. Under Faculty, choose "Duke-NUS Medical School"
- 6. Under Module Code, type in "GMS5807" for course "Monsoon School Certificate Course in TM" or "GMS5803" for course "Research Methods in Translational Medicine (From Target to Treatment)"
- 7. Search for the module
- 8. Check the box under the column "Select"
- 9. Click on "Save" to add the module



- 10. You will see the module added in the main application page.
- 11. Click on "Save & Proceed to Next Page"



Step 5: Complete personal particulars.

1. **Personal Particulars** - Retrieve your personal particulars using Singpass. Foreigners without SingPass are required to manually key in their details and upload a copy of the passport manually later.

Application Number: Academic Year & Semester: Name:

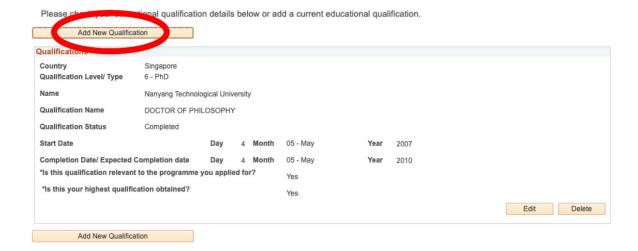
N000058337 2023/2024 Semester 1 Course Type: Academic Programme:

Continuing & Professional Edu GDCert-PatientSfty&HlthcareQlt Level of Study/ Sub-programme: Patient Safety and Healthcare Quality

Please fill in or amend your personal particulars as below.

Retrieve Myinfo with singpass

2. Academic Qualification - Add only your Highest Academic Qualification by clicking on "Add New Qualification"



- 3. Employment Details Add your current employment details
- 4. Upload supporting documents Upload all necessary documents. You do not need to upload your IC if you retrieved your info using SingPass
- 5. Other Details & Declaration Submit as per on screen instructions
- 6. Confirmation Check and ensure all details that you have submitted are accurate

Step 6: Save your Application Number.

- 1. After submission, write down the Application number which begins with N0000xxxx (See image below)
- 2. You will need the application number in Part III:Matriculation

Application Number: N000058337 Course Type: Academic Programme: Academic Year & Semester: 2023/2024 Semester 1 Name: Level of Study/ Sub-programr

Step 7: Inform us that you have completed this step

1.	Please email Jason (<u>Jason@nus.edu.sg</u>)	that you	have comp	leted you	r applicatio	n so t	hat l	ıe
	can proceed to make you an offer							