

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

Please identify yourself: I am Member of the Public ▼

▶ Short Course / Modular Course

▼ **Specialist/Graduate Cert**

Click HERE to Apply or Check Status




▶ Executive Cert

▶ Professional Certificate

Step 4: Submit an Application for Module

1. Click on “Submit a New Application”

Click on ONE of the options below:

MY DASHBOARD	NEW APPLICATION	ALREADY APPLIED
<i>nWallet</i>	<i>Submit a new application</i>	<i>Edit or update an application that was saved earlier but not submitted</i>
 <p>My Dashboard</p>	 <p>Submit New Application</p>	 <p>Edit/ Update Saved Application</p>

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"

2025/2026 Semester 1

GDCert-Intl Translational Med

International Translational Medicine

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

Module Details				
Rank	Faculty	Module Code	Module Title	Grading Basis
0				

Add/Select New Module

- Under Faculty, choose “Duke-NUS Medical School”
- 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)”
- Search for the module
- Check the box under the column “Select”
- Click on “Save” to add the module

Faculty:

Course Code:

Course Title:

Select Courses:										
	Faculty	Course Code	Course Title	Grading Basis	Class Nbr	Remaining Quota	Units	More course info	Select	
1	Duke-NUS Medical School	GMS5221	Introduction to Health Econometrics	Graded	9999		40	4.00	<input type="button" value="More course info"/>	<input checked="" type="checkbox"/>

Note:
 1) Class schedule may be subject to change
 2) A module may not be offered or may be cancelled if there is insufficient enrolment
 3) Additional sessions for tutorials may be arranged on the same or different days for some modules
 4) NUS reserves the right to amend its offerings without prior notice

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

Course Details									
Rank	Faculty	Course Code	Course Title	Grading Basis	Units	Full Fees (before GST and without subsidy)	*SSG Funded	More course info	Delete
1	Duke-NUS Medical School	GMS5221	Introduction to Health Econometrics	Graded	4.00	5400.00	No	<input type="button" value="More course info"/>	<input type="button" value="Delete"/>
2	Duke-NUS Medical School	GMS5222	Introduction to Health Economic Modelling	Graded	4.00	5400.00	No	<input type="button" value="More course info"/>	<input type="button" value="Delete"/>

[SAVE & RETURN TO MAIN PAGE](#)

[SAVE & PROCEED TO NEXT PAGE](#)

Step 5: Complete personal particulars.

- 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:	N000058337	Course Type:	Continuing & Professional Edu
Academic Year & Semester:	2023/2024 Semester 1	Academic Programme:	GD Cert-Patient Safety & Healthcare Qlt
Name:	[REDACTED]	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"

Please check your educational qualification details below or add a current educational qualification.

Add New Qualification

Qualifications

Country	Singapore
Qualification Level/ Type	6 - PhD
Name	Nanyang Technological University
Qualification Name	DOCTOR OF PHILOSOPHY
Qualification Status	Completed
Start Date	Day 4 Month 05 - May Year 2007
Completion Date/ Expected Completion date	Day 4 Month 05 - May Year 2010
*Is this qualification relevant to the programme you applied for?	Yes
*Is this your highest qualification obtained?	Yes

EditDelete

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 Year & Semester:	2023/2024 Semester 1	Academic Programme:	
Name:	[REDACTED]	Level of Study/ Sub-programr	

Step 7: Inform us that you have completed this step

1. Please email Jason (Jason@nus.edu.sg) that you have completed your application so that he can proceed to make you an offer