

NUS Online Application Portal (OAP)

Registration Guide for Self-Sponsored Participants

Welcome to the new online registration portal for LCPC courses. All interested participants are now required to register for all courses in the NUS Online Application Portal. Please note the details below before starting.

1. This application is best viewed using following browsers:
 - Microsoft Edge
 - Google Chrome
 - Mozilla Firefox
 - Safari
2. This system only supports the English medium. Information entered in other languages may not appear correctly.
3. Due to the secured website requirements, there is a system time-out after 20 minutes. Hence, you are recommended to complete your online application within that time period. It is a good habit to click 'Save' after completing each section. Fields indicated with an asterisk (*) are mandatory.
4. If you are using a pop-up blocker, please add <https://myapplications.nus.edu.sg> to your allowed/trusted sites in your internet browser.

Follow the following steps to register for the course.

You will need a PDF or JPEG copy of your NRIC for registration of SSG-approved courses.

Step 1: To begin your course registration, please go to <https://myapplications.nus.edu.sg/>

You will see the welcome page below.



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 will have all of their activities on this system monitored and recorded by our IT personnel. Anyone using this system expressly consents to such monitoring and you are advised that such monitoring discloses to us activity that we consider to criminal or a misuse of our IT system, we will report such activity to the relevant authorities or take such necessary legal 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

- a. If you are registering as a self-sponsored individual, please select “**Member of the Public**”. If you are an NUS Alumnus, you may select “**NUS Alumnus (no R&G voucher)**”. Should you encounter any issue if you select “**NUS Alumnus (no R&G voucher)**”, we would advise that you apply for the course as “**Member of the Public**”.

- b. If you are paying for the course and making a claim from your company after, please select **“Member of the Public”**.
- c. If you are sponsored by your Company and registering by self, please select **“Corporate Sponsored Staff”**, and follow this guide.
- d. If you are sponsored by your Company and HR is registering on your behalf, please refer to the Guide for Corporate Sponsored Staff - HR.
- e. Select **Short Course/Modular Course**.

Please identify yourself: I am

Short Course / Modular Course

Specialist/Graduate Cert

Executive Cert

▶ Do you have questions or need assistance?

Please identify yourself: I am

Short Course / Modular Course

 **Applying for Myself**

Specialist/Graduate Cert

Executive Cert

▶ Do you have questions or need assistance?

Click here if

- a. you are registering as a self-sponsored individual OR
- b. you are paying for the course and getting reimbursement from your company subsequently



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▶ [Click here for instructions.](#)

Please identify yourself: I am

Short Course / Modular Course



Applying for Corporate-sponsored Staff
(Authorized Personnel Only)



Continue my corporate registration

▶ Do you have questions or need assistance?

Click here if you are registering as Corporate-sponsored individual (self-application)
Your organisation will be billed directly. Do clarify with your HR if this is allowed in your organization.

If you select corporate registration, you will be directed to set up your NUS Online Application account first (steps 3 and 4 before selecting courses in step 2 below).

Note: You need the following information for corporate registration:

- 1) Official name of Organisation/Company for billing purposes, 2) Billing address 3) Name and email address of HR in-charge.

Step 2: Select course

Select the appropriate Course and add it to cart.

Welcome to NUS Online Application Portal!

[Click here for instructions.](#)

Already applied?
[Check Application Status](#)

Get started now!
[Browse Academic Modules/Short Courses](#) ← **Click this to select short courses**

Search for Academic Modules/Short Courses that suit your interests/goals

--- Module/Course Category ---
 --- Module/Course Category ---
 Academic Modules
 Short Course ←

Do you have questions or need assistance?

- For users who need help on using the NUS Online Application Portal. Click [HERE](#) for the User Guide.
- For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.
- For all enquires relating to R&G programmes and Executive & Professional Certificate, please email to [SCALE Enquiry](#).

You will see a list of courses offered by NUS. Under “**By Faculty**”, select “**Lien Centre for Palliative Care**”, browse courses, select the appropriate course and add it to cart. You will be directed to register for an account when you click check out.

--- Course Title ---

▼ **More Filters**

Lien Ctr for Palliative Care
 SSG-Subsidised
 --- 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	Lien Ctr for Palliative Care	SSG	Palliative Care Course for Therapists (Synchronous and Asynchronous eLearning)		Open	06-SEP-2021	Add to Cart

Do you have questions or need assistance?

- For users who need help on using the NUS Online Application Portal. Click [HERE](#) for the User Guide.
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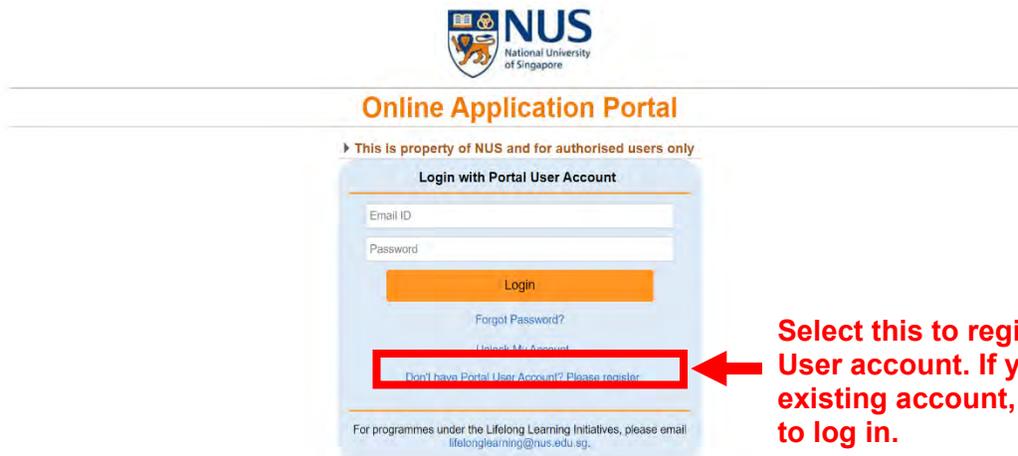
Lien Ctr for Palliative Care
 SSG-Subsidised
 --- Class Start Date From ---
 --- Class Start Date To ---

[Browse Courses](#) [Checkout: 1](#)

Palliative Care Course for Therapists (Synchronous and Asynchronous eLearning) Course Added.

Course Category	Faculty/ Department / Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	Lien Ctr for Palliative Care	SSG	Palliative Care Course for Therapists (Synchronous and Asynchronous eLearning)		Open	06-SEP-2021	Added to Cart

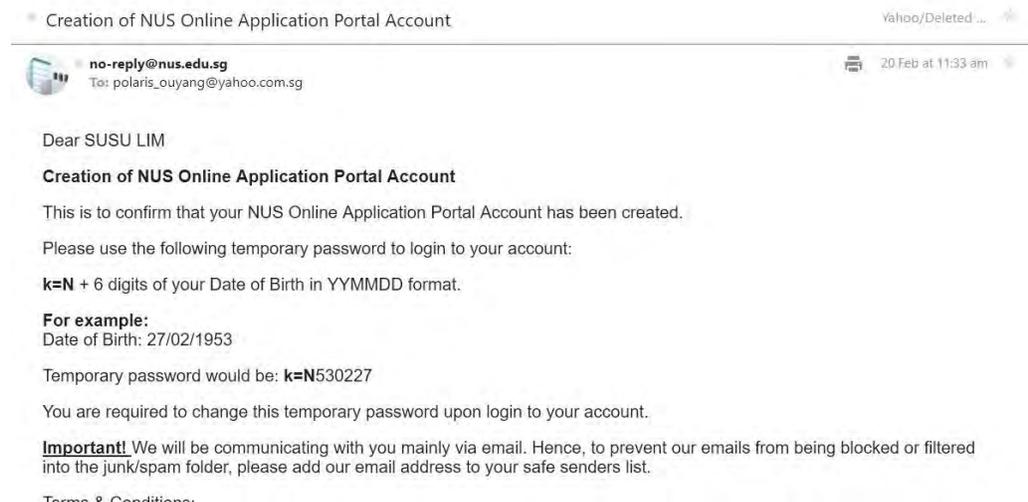
Step 3: Register for an account to access the NUS Online Application Portal



Select this to register for a Portal User account. If you have an existing account, please proceed to log in.

Step 4: Set up your OAP account

You will receive an email from OAP on your account creation. Follow the instructions to create your account.



- Log in using your email and default password from the email received.
- You will be prompted to reset the password before proceeding to log in.
- Complete the remaining fields in the Personal Particulars, make the Online Declaration and upload a copy of your NRIC.



Online Application Portal



Application Number : L000000194 - (Processing)

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.



Online Application Portal



Application Number : L000000194 - (Processing)

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		View	
NRIC/FIN/Passport	Mandatory	L000000194_N_smily.jpg	+	View	-
Enhanced Training Support(ETS)	Optional		+	View	-
Workfare Training Support(WTS)	Optional		+	View	-
SkillsFuture Credit	Optional		+	View	-

[Return to Main Page](#) [Next](#)

You will receive the below auto generated acknowledgement upon registration.

UAT - NUS OAP - Short Course (Registration Acknowledgement) Yahoo/Inbox

no-reply@nus.edu.sg <no-reply@nus.edu.sg>
To: polaris_ouyang@yahoo.com.sg Thu, 5 Mar at 3:06 pm

Dear EVELYN OUYANG,

We acknowledge your registration for the following:

Application No	Course Details
L000000031	Course ID : SOM-DSBHE Course Title : Debriefing in Simulation-Based Healthcare Education Department/ Units : Yong Loo Lin School of Medicine Dean's Office Course Commencement Date : 25/09/2019 TO 25/09/2019

Thank you for your registration. Our Course Coordinator will contact you one month before the course start date.
If you have further enquiries, please email us at emailaddressmasked@nus.edu.sg.

Thank you.
Best regards
Short Course Administrator

This is a computer generated email.

Step 5: Accept Offer

LCPC will process the applications after the closing date. Do refer to LCPC website for details. After the registration is verified, LCPC course admin will offer the course to successful participants.

You will receive the below email. You must log in to OAP to **“Accept Offer”**.

UAT - NUS OAP - Short Course (Application Outcome) polarisouya... /Inbox

no-reply@nus.edu.sg
To: polarisouyang@gmail.com Thu, 20 Feb at 12:07 pm

Dear WEIWEI ANG,

Thank you for your support for our short course(s). The outcome of your application(s) is/are as follows:

Application No	Course Details	Course Status
L000000237	Course ID : SOM-FHPE01 Course Title : Foundations in Health Professions Education (Ensuring Quality in Health Professional Education) Department/ Units : Medicine Dean's Office-ContinuingEducationTraining Course Commencement Date : 28/02/2020 TO 29/02/2020	Successful

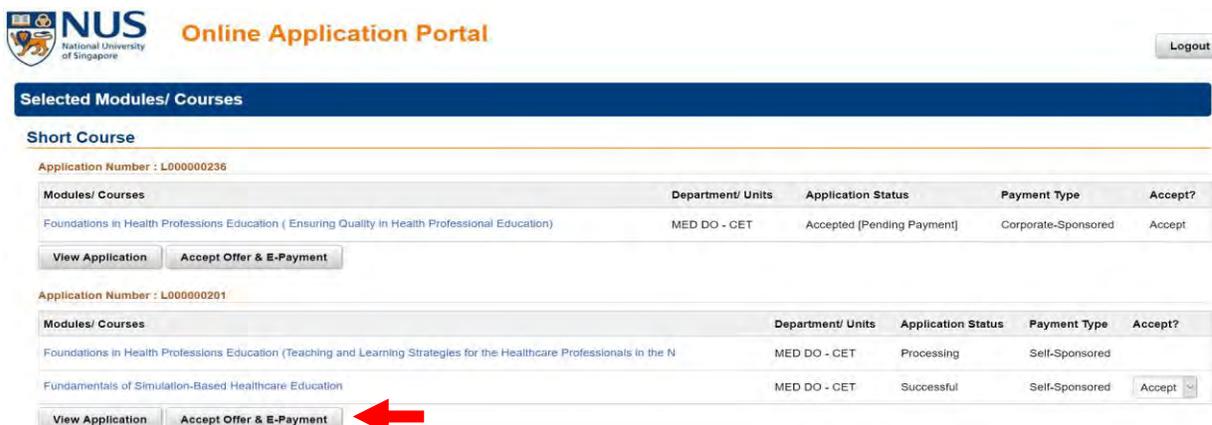
If you are offered a course, please login at the NUS Online Application Portal to submit your response by Feb 27,2020.
 Please note that your place is not secured until payment is received and acknowledged.
 Please do not reply to this automated message. If you have further enquiries, please email us at emailaddressmasked@nus.edu.sg.

Thank you.
 Best regards
 Short Course Administrator
This is a computer generated email.

Please log in to your OAP account 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”**
- Check that the course fee and funding amount is correct
- Select **“Yes”** to declare short course T&C
- Click on **“Accept Offer”**

For Singaporean participants using SkillsFuture Credit, please refer to pages 8-10 for further instructions.



NUS Online Application Portal Logout

Selected Modules/ Courses

Short Course

Application Number : L000000236

Modules/ Courses	Department/ Units	Application Status	Payment Type	Accept?
Foundations in Health Professions Education (Ensuring Quality in Health Professional Education)	MED DO - CET	Accepted [Pending Payment]	Corporate-Sponsored	Accept

View Application Accept Offer & E-Payment

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



Online Application Portal

Acceptance Of Offer/ Make Payment

Application Number : L000000236 - SUSU LIM

Foundations in Health Professions Education (Ensuring Quality in Health Professional Education)

Short Course ID/ Title	: SOM-FHPE01 : Foundations in Health Professions Education (Ensuring Quality in Health Professional E
Course Fee	: 1700.00
Add 7% GST on Nett Course Fee	: 119.00
Less Payment under Skills Future Credit	: 0.00
Nett Course Fee Payable Incl.GST	: 1819.00

Yes No * I hereby declare that I have read, understood and accepted the following [Terms and Conditions.](#)

You must do this declaration before you are allowed to proceed.

Total Nett Fee Payable : 1819.00

**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!

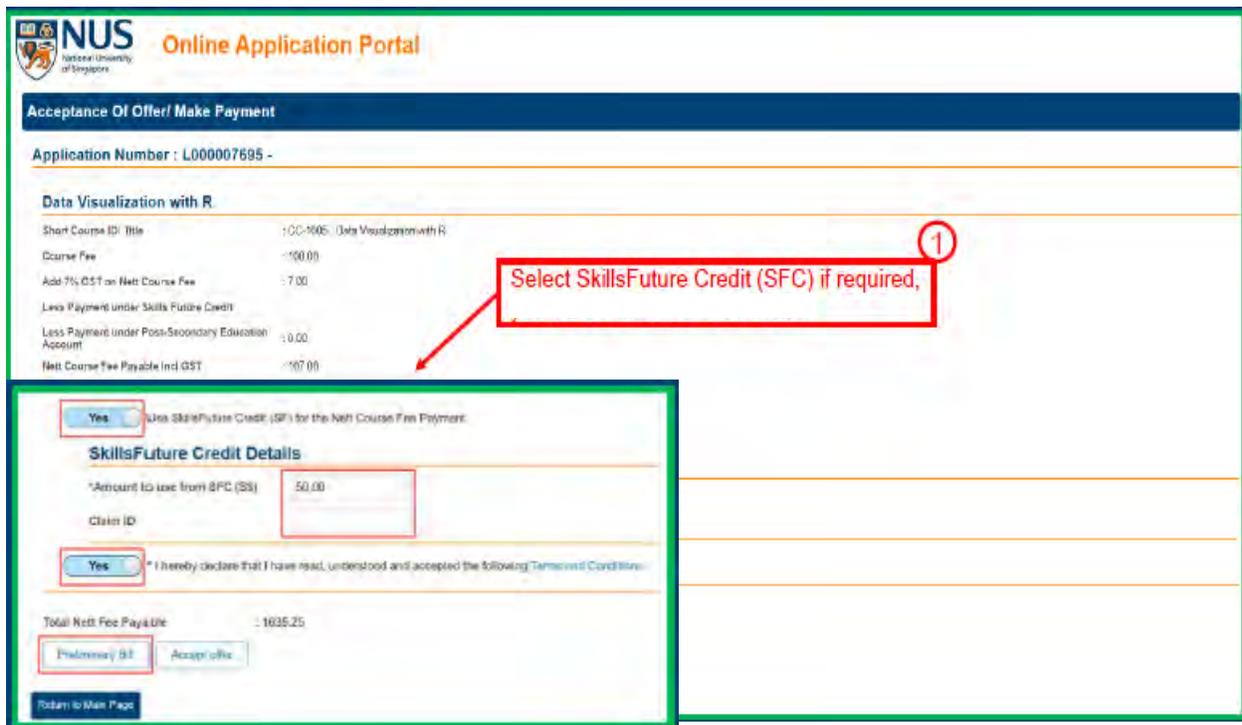
Should you require assistance, please contact LCPC admin at lcpc@duke-nus.edu.sg and we will be happy to assist.

***For Participants Using SkillsFuture Credits (Singaporeans ONLY)**

If you are applying for SSG-approved course(s), you may use your SkillsFuture Credits to pay for the course.

After clicking on “Accept Offer & E-Payment”, you will be brought to this page.

- a) Check that the course fee and funding amount is correct
- b) Select “**Yes**” if you are using SkillsFuture Credit (SFC).
- c) Click on “Preliminary Bill” to generate the invoice. You will be required to upload this as supporting document when submitting your SFC claim at the SFC portal.



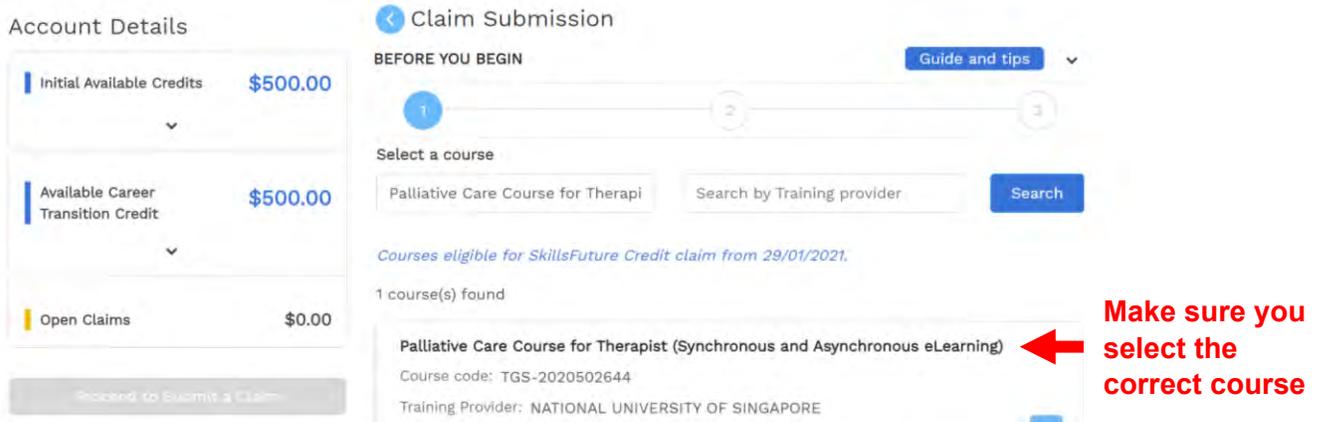
The screenshot shows the 'Acceptance Of Offer/ Make Payment' page on the NUS Online Application Portal. The application number is L000007695. A table titled 'Data Visualization with R' lists the following items:

Short Course ID/ Title	: CC-1005 - Data Visualization with R
Course Fee	: 100.00
Add 7% GST on Net Course Fee	: 7.00
Less Payment under Skills Future Credit	
Less Payment under Post-Secondary Education Account	: 0.00
Net Course Fee Payable Incl GST	: 107.00

A red box highlights the 'Yes' radio button for 'Use SkillsFuture Credit (SFC) for the Net Course Fee Payment'. A red arrow points to this box with the text 'Select SkillsFuture Credit (SFC) if required, 1'. Below this, the 'SkillsFuture Credit Details' section shows a text input field for 'Amount to use from SFC (S\$)' with the value '50.00' and a 'Claim ID' field. A 'Yes' radio button is selected for the declaration: 'I hereby declare that I have read, understood and accepted the following Terms and Conditions...'. At the bottom, the 'Total Net Fee Payable' is 1035.25, and there are buttons for 'Preliminary Bill' and 'Accept Offer'. A 'Return to Main Page' button is also visible.

Kindly proceed to SkillsFuture Portal (<https://www.skillsfuture.gov.sg/credit>) to proceed with the submission of your SFC claim. Log in with your Singpass.

Select the **correct** course and submit your claims accordingly.



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

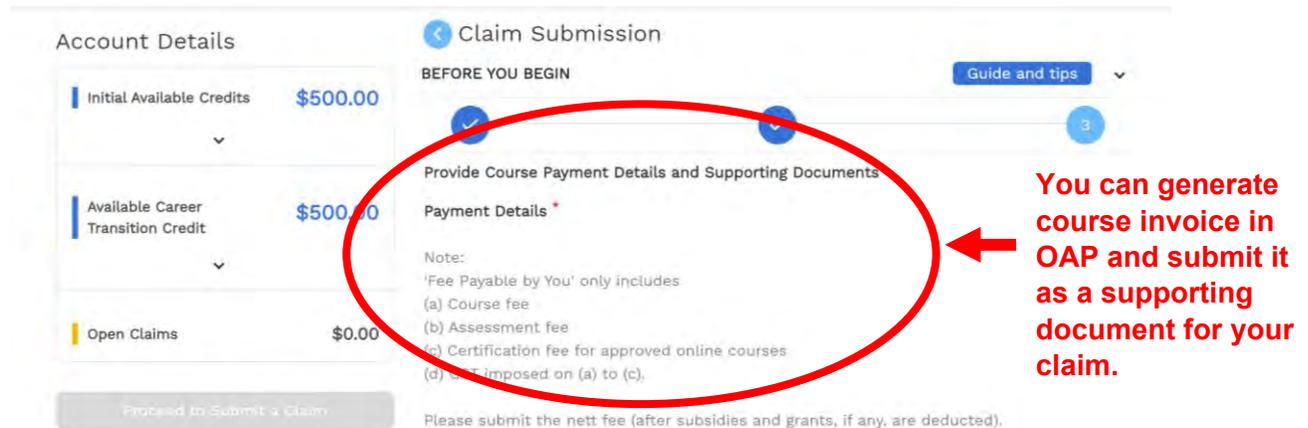
Palliative Care Course for Therapi Search by Training provider

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

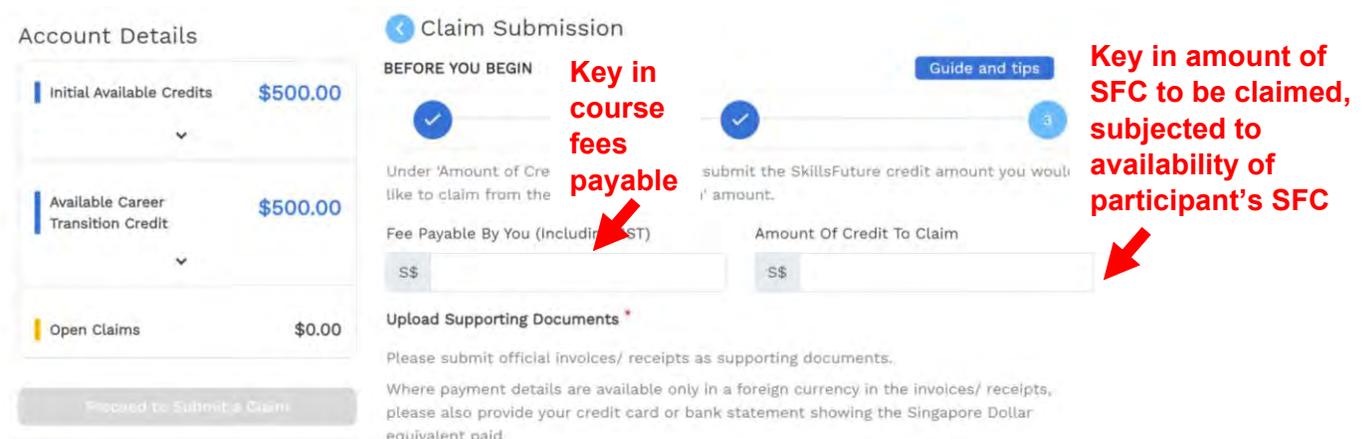
2 Provide Course Payment Details and Supporting Documents

Payment Details *

Note:
'Fee Payable by You' only includes
(a) Course fee
(b) Assessment fee
(c) Certification fee for approved online courses
(d) GST 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

Claim Submission

BEFORE YOU BEGIN

3 Upload Supporting Documents *

Under 'Amount of Credit like to claim from the **Key in course fees payable** submit the SkillsFuture credit amount you would like to claim from the **Amount of Credit To Claim** amount.

Fee Payable By You (Including GST) Amount Of Credit To Claim

Upload Supporting Documents *

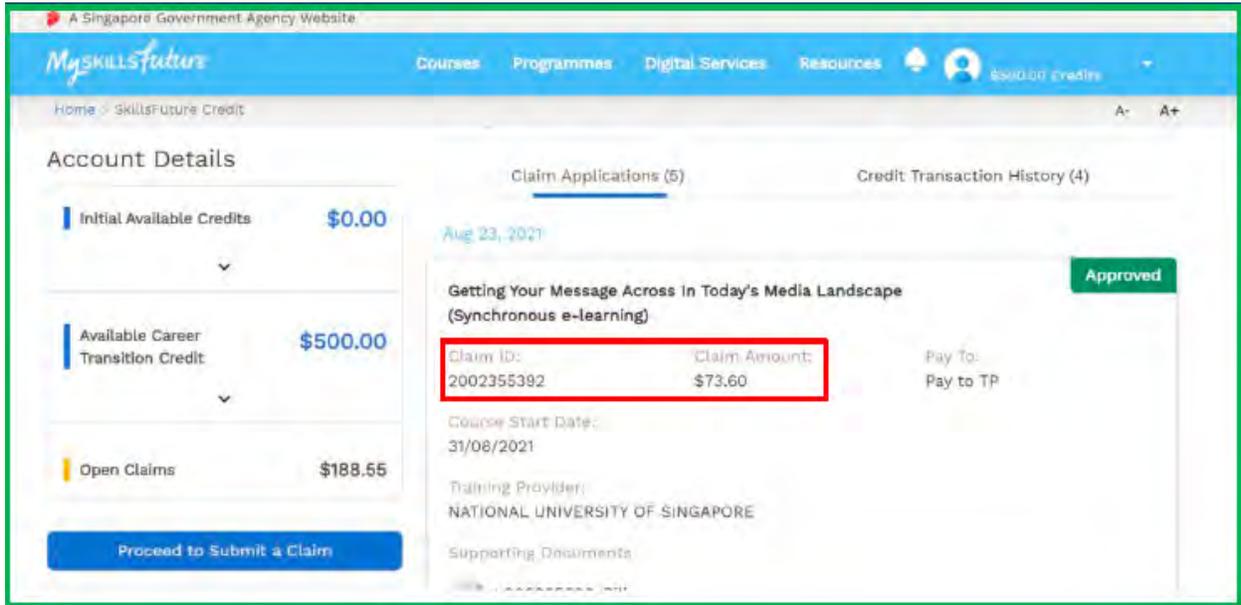
Please submit official invoices/ receipts as supporting documents.
Where payment details are available only in a foreign currency in the invoices/ receipts, please also provide your credit card or bank statement showing the Singapore Dollar equivalent paid

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

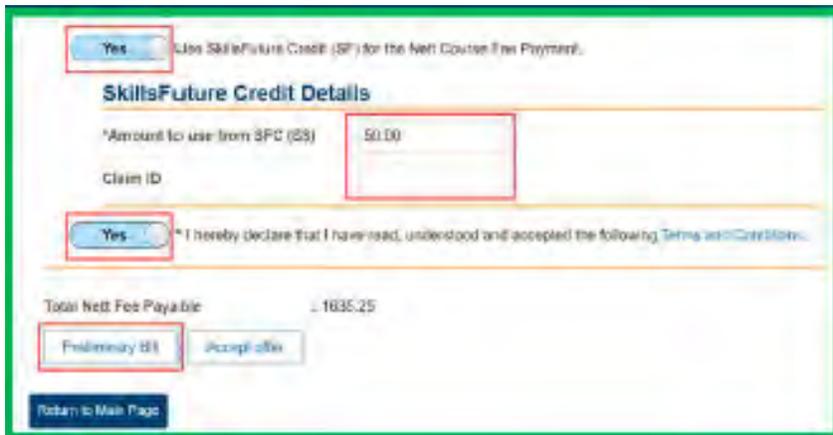
Upload the invoice generated in OAP as supporting document.

Check that all is correct before submitting your claim request.

Once you have obtained approval for your submitted SFC claim, please take note of the Claim ID as seen in screenshot below. Note down your Claim ID.



Return to NUS Online Application Portal. Key in the Claim ID in the box provided.



Click on “Accept offer” to continue with the payment process.

You will be asked to make payment for the balance amount after deduction of your SkillsFuture Credit payment, should there be any.

Should you require assistance, please contact LCPC admin at lcpc@duke-nus.edu.sg and we will be happy to assist.