

## Registration Guide Graduate Certificate in Global Health Practice in Asia Graduate Certificate in Global Health Innovation

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

- 1. Either softcopy of IC (front and back) or use your SingPass (Mandatory)
- 2. Highest education Level Certificate and Transcript (Mandatory)
- 3. CV (Optional)
- 4. Any other supporting documents (Optional)

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

- 1. Go to <a href="https://myapplications.nus.edu.sg">https://myapplications.nus.edu.sg</a>
- 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 <a href="https://myapplications.nus.edu.sg">https://myapplications.nus.edu.sg</a>
- 2. At the first prompt, identify yourself as a "Member of the Public"
- 3. Click on "Specialist / Graduate Cert" -> "Click HERE to Apply or Check Status" (Orange button)
- 4. Login to the account you created



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Step 4: Submit an Application for Core Modules (GMS6961 & GMS5151).

1. Click on "Submit a New Application"

Click on ONE of the options below:



- 2. Choose the following in the dropdown menu Academic Year & Semester : "2025/2026 Semester 1"
- Programme/Student Category: "GDC-GlobalHealthPracticeinAsia"
- Specialisation /Level of study: "Global Health Practice in Asia"



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# \*Course Type and Level of Study/Programme: \*Course Type: \*Academic Year & Semester: \*Programme/Student Category: \*Specialisation/Level of Study: \*Global Health Practice in Asia

- 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'.

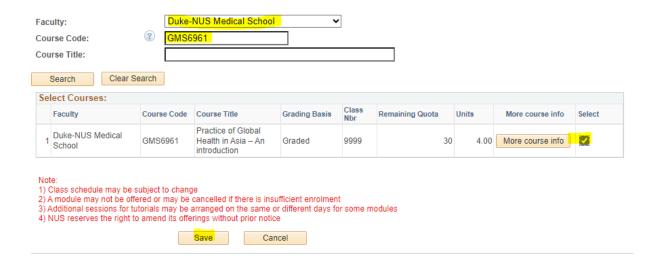
(Note: You can select up to a maximum of 2 modules but will be off



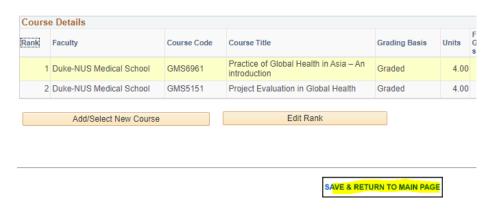
- 5. Under Faculty, choose "Duke-NUS Medical School"
- 6. Under Module Code, type in "GMS6961"
- 7. Search for the module
- 8. Check the box under the column "Select"
- 9. Click on "Save" to add the module



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- 10. You will see the module added in the main application page.
- 11. Add "GMS5151" by repeating (4) –(9)
- 12. Click on "Save & Proceed to Next Page"

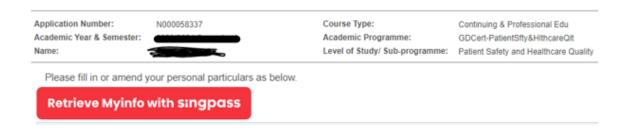


Step 5: Complete personal particulars.

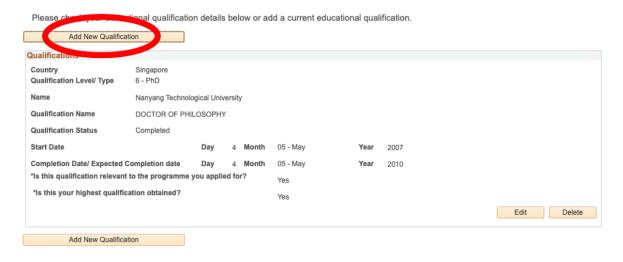
1. **Personal Particulars** - Retrieve your personal particulars using SingPass. Otherwise, you will need to upload a copy of your IC manually later on



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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



Graduate Certificate in Global Health Practice in Asia Graduate Certificate in Global Health Innovation

Application Number: N000058337

Academic Year & Semester: 2023/2024 Semester 1

Name:

Course Type: Academic Programme: 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 completed your application so that he can proceed to make you an offer