

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 <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”
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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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 Core Modules (GMS6961 & GMS5151).

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> |
|  My Dashboard |  Submit New Application |  Edit/ Update Saved Application |

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: Continuing & Professional Edu

*Academic Year & Semester: [REDACTED]

*Programme/Student Category: GDC-GlobalHealthPracticeinAsia

*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

| Module Details | | | | |
|----------------|---------|-------------|--------------|---------------|
| Rank | Faculty | Module Code | Module Title | Grading Basis |
| 0 | | | | |

Add/Select New Module

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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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 | GMS6961 | Practice of Global Health in Asia – An introduction | Graded | 9999 | 30 | 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

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”

| Course Details | | | | | | |
|----------------|-------------------------|-------------|---|---------------|-------|-------|
| Rank | Faculty | Course Code | Course Title | Grading Basis | Units | F G S |
| 1 | Duke-NUS Medical School | GMS6961 | Practice of Global Health in Asia – An introduction | Graded | 4.00 | |
| 2 | Duke-NUS Medical School | GMS5151 | Project Evaluation in Global Health | Graded | 4.00 | |

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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| | | | |
|---------------------------|------------|--------------------------------|---------------------------------------|
| Application Number: | N000058337 | Course Type: | Continuing & Professional Edu |
| Academic Year & Semester: | | Academic Programme: | GDCert-PatientSfty&HlthcareQlt |
| Name: | | 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 | | | | |

Add New Qualification

Edit Delete

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

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| | | | |
|---------------------------|----------------------|------------------------------|--|
| 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