1) The online application portal can be accessed at https://myapplications.nus.edu.sg

2) Choose “Graduate Certificate Programmes”
3) Register for a new user account

4) Log into the system using the email ID and password that you registered under

5) Select “Submit a new application”
6) Choose the course type

- Course Type: Continuing & Professional Edu
- Academic Year & Semester: 2018/2019 Semester 2
- Programme/Student Category: GD Cert (Pharmaceutical Reg)
- Specialisation/Level of Study: GD Cert-Pharmaceutical Reg

* Please read all the instructions before starting the application process

**Online Application Portal**

**Course Type and Level of Study/Programme:**

- Course Type: Continuing & Professional Edu
- Academic Year & Semester: 2018/2019 Semester 2
- Programme/Student Category: GD Cert (Pharmaceutical Reg)
- Specialisation/Level of Study: GD Cert-Pharmaceutical Reg

**Read the following instructions before starting your application:**

1. There is a system time-out after 20 minutes as you are on a secured site. As such, 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.

2. Before you begin your application, it is recommended to have the following information or documents ready:
   - Shortlisted modules(s) that you would like to apply to (e.g., Faculty, Module Code and Title)
   - Your Identification Documents (e.g. NRIC or FIN Card)
   - Academic Qualifications
   - Work Experience

3. There are 7 sections to complete in this online application i.e.,
   - Module Selection (maximum of 5 modules in order of your preference)
   - Personal Details
   - Academic Qualifications
   - Employment Details
   - Upload Supporting Documents
   - Other Details & Declaration
   - Confirmation of Application

4. Each completed section would be indicated with a **✓**. If a section is incomplete, it would be indicated with a **✗**. All sections should be completed before an application could be submitted. You may click on the respective section button on the progress bar at the top to jump to an incomplete section.

5. At any time, you are able to save & exit your online application and return to it later.

6. Once you have submitted your application, you are able to return to edit it during the application window but, do remember to confirm your submission again or else it would be considered as a draft application and will not be considered as submitted. If you click the “Edit” button, your application will be in draft status and you are to re-submit it again. Once you re-submit your application, the latest time and/or date stamp will be captured as your confirmed application submission.

7. Remember to check your email regularly as all correspondences will be through email only. It is important that you add our email address to your safe senders list to prevent our emails from being blocked or filtered into the junk/spam folder.

8. **IMPORTANT!** Click **ONCE ONLY** on the buttons or links. Do NOT use the Back or Forward Button on your browser as this may end your transaction.

Do you have questions or need assistance?

For any issues or queries on the application or admissions process, please email: core.education@nus.edu.sg
7) Choice of modules
*Module timetable can be found at [https://www.duke-nus.edu.sg/core/page/graduate-certificate-pharmaceutical-regulation](https://www.duke-nus.edu.sg/core/page/graduate-certificate-pharmaceutical-regulation)

** Please add ALL modules that you want to read this semester

- GMS5012 Chemistry, Manufacturing & Controls
- GMS5101 Clinical Trial Design & Data Analysis
- GMS5111 Pharmacovigilance Frameworks & Principles

A) Click on “Add/Select New Module” button
B) Type in module code
C) Tick the “Select” box on the right
D) Click on “Save”
E) This returns to the module selection page
F) Click on edit rank to rank modules from 1-3 (max). However ranking will not be taken into consideration as you should only add modules that you want to take
7) Fill in the information in all the tabs & submit your application
   a) Personal Information
   b) Academic Qualifications (min to fill in Bachelor’s qualification)
   c) Employment details (Please fill in your salary range as this would determine the Skillsfuture subsidy available to you)
   d) Upload supporting documents
   e) Other details & declaration
   f) Confirmation

8) Email the following documents to core_education@duke-nus.edu.sg
   i. NRIC/Passport
   ii. CV
   iii. Academic certificates
   iv. Academic transcripts
   v. Reason for study (CoRE admissions form A)

9) You will receive an email to check on the outcome of your application