

Guide to Online Application Portal (OAP) registration and payment (individual application)

Important notes before using this guide.

1. There are two separate processes before payment can be made.
You will have to apply for the course first. After your application, the course co-ordinator will go into the OAP system to review your application and offer the course to you. Thereafter, you will receive an email to make payment. It takes about a day for the course co-ordinator to review your application and for the system to generate a notification email to you for payment.

Application Process

Click [here](#) to access NUS OAP registration and payment link.

You will see this page

Step 1.



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 using this system expressly consents to such monitoring and you are advised that is such monitoring discloses to us activity that we consider to criminal or a misuse of our IT : action against you as may be warranted in the circumstances.

▶ [Click here for Instructions.](#)

Please identify yourself: I am

A dropdown menu with a downward arrow icon. The menu is open, showing a list of user roles. A red box highlights the entire dropdown area. A red arrow points from the 'Member of the Public' option to the text box on the right.

- 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

For Individuals, please select Member of the Public.

▶ [Do you have questions?](#)

Step 2.

Please identify yourself: I am

Member of the Public

Short Course / Modular Course



Applying for Myself

Select Short Course/ Modular Course.

Then, select Applying for myself.

Specialist/Graduate Cert

Step 3.



Online Application Portal

Welcome to NUS Online Application Portal!

▶ [Click here for Instructions.](#)

Already applied?

[Check Application Status](#)

Get Started Now?

[Browse Academic Modules/Short Courses](#)

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

Short Course

climate change

More Filters

--- By Faculty ---

--- SSG Sponsored? ---

--- Class Start Date From ---

--- Class Start Date To ---

[Browse Courses](#)

Click on Browse Academic Modules.

Then select Short Course in the drop down list.

Type in the word "Climate Change" and select Browse Courses.

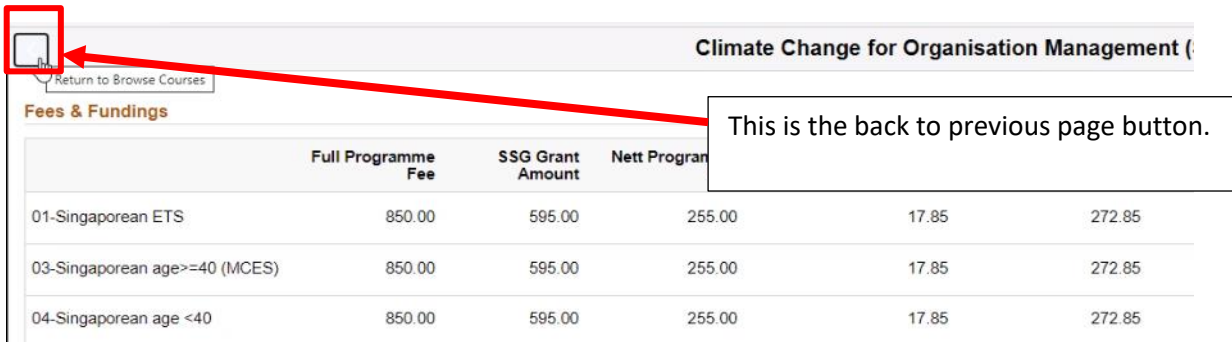
Step 4.

1. Please do not select checkout until you have selected 'Add to Cart'.
2. You may wish to click on the 'Details' button to check out the various categories of SSG funding available. Do note that when you click on the 'Details' page, it will bring you to another web page. You will need to look out for a square button on the top right hand corner to come back to this page. The ← arrow does not work, in fact, it will bring you to the login page and you have to start all over again.

Course Category	Faculty/ Department / Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to cart
Short Course	Ctr Governance&Sustainability	SSG	Climate Change for Organisation Management (Synchronous e-learning)		Open	08-OCT-2021	Add to Cart

2. Select 'Check out' and it will bring you to login page to continue with the application process.

For your information: 'Details' page and the back to previous page button



Climate Change for Organisation Management (


Return to Browse Courses

Fees & Fundings

	Full Programme Fee	SSG Grant Amount	Nett Program		
01-Singaporean ETS	850.00	595.00	255.00	17.85	272.85
03-Singaporean age>=40 (MCES)	850.00	595.00	255.00	17.85	272.85
04-Singaporean age <40	850.00	595.00	255.00	17.85	272.85

This is the back to previous page button.

Step 5.



NUS National University of Singapore

Online Application Portal

► This is property of NUS and for authorised users only

Login with Portal User Account

Email ID

Password

Login

Forgot Password?

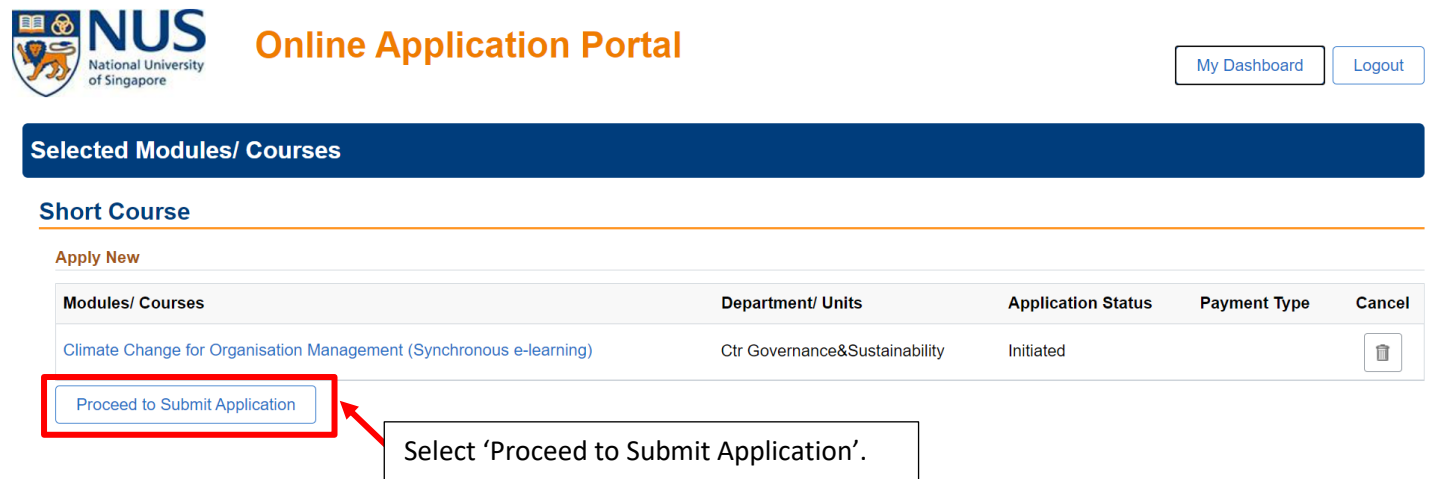
Unlock My Account

Don't have Portal User Account? Please register

For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg.

If you already have an account, proceed to login.
If you have not created an account yet, you may click on Please Register.

Step 5a. For applicants who have a Portal User Account, key in yur login details and it will bring you to this page. Go to step 6 next.



NUS National University of Singapore

Online Application Portal

My Dashboard Logout

Selected Modules/ Courses

Short Course

Apply New

Modules/ Courses	Department/ Units	Application Status	Payment Type	Cancel
Climate Change for Organisation Management (Synchronous e-learning)	Ctr Governance&Sustainability	Initiated		

Proceed to Submit Application

Select 'Proceed to Submit Application'.

Step 5b.

If you are a new user, by selecting 'Don't have a Portal User Account? Please register', it will bring you to a registration page, see below. After completing the details, it will bring you to the next page (see right box)

Complete the details

This is property of NUS and for authorised users only

Register New User Account

Please enter the following details to register for a new NUS Online Application User Account

It is critical that you provide accurate information when registering your Account as it will be used for verification against your NUS records.

Already have a User Account? Login here

Email ID

Confirm Email ID

--Select Residency Status--

--Select NID Type--

*Last 4 characters of your National ID (NRIC/FIN/Passport)

Date of Birth (DDMMYYYY)

First Name

Last Name

Official Name (as reflected in your NRIC/FIN/Passport)

NUS Email ID (if any)

LogIn Password

Password confirm

Register New User Account

LOGIN

For programmes under the Lifelong Learning Initiatives, please email lifelonglearning@nus.edu.sg

Selected Modules/ Courses

Short Course

Application Number : L000013225

Modules/ Courses	Department/ Units	Application Status	Payment
Climate Change for Organisation Management (Synchronous e-learning)	Ctr Governance&Sustainability	Draft	Self-Spons

Continue Application

Select 'Continue Application'.

Step 6.

Application Number : L000013670

Save and Proceed

Course Requirements/Checklist

Yes 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.

Please answer all required questions.

Employment/Sponsorship Details

* Sponsorship Type

* Employment Status

* Employer

* Name of Employer

* Employment Type

* Industry Type

* Organisation Type

* Job Title

Remember to click Yes.

You will need to fill up your employment details on this page.

Step 7.

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			
NRIC/FIN/Passport (Front)	Mandatory	L000013670_N_Borneo.jpg	<input type="button" value="+"/>	<input type="button" value="View"/>	<input type="button" value="-"/>
NRIC/FIN/Passport (Back)	Mandatory	L000013670_N2_Borneo.jpg	<input type="button" value="+"/>	<input type="button" value="View"/>	<input type="button" value="-"/>
SkillsFuture Credit	Optional		<input type="button" value="+"/>	<input type="button" value="View"/>	<input type="button" value="-"/>

Uploading of Front and Back NRIC is mandatory for SSG funded courses.

Upload of Skills Future Credit screenshot is not needed at this stage. You will be asked to upload the screenshot only during payment stage.

Step 8. Please complete this ‘Personal Particulars’ section

Application Number : L000013679

Personal Particulars

*National ID Type: NRIC

*NRIC/FIN/ Passport No: [Input field with asterisks]

No [Display full *NRIC/FIN/ Passport No.](#)

*Date of Birth: 01/08/1988

*Gender: [Dropdown menu]

*Name Prefix: [Dropdown menu]

*First & Middle Names: [Input field]

*Last Name: [Input field]

Certificate Name Format: Last Name - First Name

Step 9. Please complete this ‘Other Details and Declarations’ section

Progress bar: 1 Course Requirements/ Checklist, 2 Personal Particulars, 3 Other Details & Declarations, 4 Confirmation

Application Number : L000013829

Other Details & Declarations

Declarations

Yes No *Have you ever been convicted of an offence by a court of law or military court (court martial) in any country or are there any court proceedings pending against you anywhere in respect of any offence?

Yes No *Are you currently, or have you ever been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?

Yes No *Are you currently, or have you ever been, under investigation or subject to inquiry of any misconduct, scholastic or otherwise, at any educational institution?

No *I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information required shall render this application invalid and NUS may at its discretion withdraw any offer of acceptance made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from NUS. And I hereby authorise NUS to obtain and verify any part of the information given by me from or with any source (such as Ministry of Education), as it deems appropriate.

No *I agree to make up for any shortfall (including prevailing Goods & Services Tax (GST), if any) arising from the following circumstances:

- I have insufficient funds in my SkillsFuture Credit accounts.
- I become ineligible for SSG funding as a result of (a) my attendance falling below 75% for the course, (b) not passing all associated assessments, and/or (c) withdrawing from the course.

No *I have read, understood and accepted the following:

- NUS Personal Data Notice for Course Participants
- NUS Risk Acknowledgement and Consent Form
- NUS Do Not Call Policy
- NUS Code of Student Conduct
- NUS Student Confidentiality Agreement
- NUS Intellectual Property Policy
- NUS Acceptable Use Policy for IT Resources

Please click here for the guidelines for the Acceptable Use Policy.

Step 10. Please complete the ‘Programme Consent’ form.

Application Number : L000013829

[Please click here for the guidelines for the acceptable use policy.](#)

Programme Consent Form

A. Collection, Use & Disclosure of Personal Data

At the National University of Singapore, your personal data will be used for the purposes of (a) Managing and administering programmes, examinations, certification; (b) conducting any programme-related surveys or surveys required by the funding agencies; and (c) managing NUS's relationship with you.

Where applicable, your personal data may include your (a) Legal Name (b) NRIC/FIN/Passport Number (c) Nationality (d) Date of Birth (e) Highest Education Attained (f) Job Title (g) Company Name (h) Salary Range (i) Contact Numbers and (j) Email Address. They may be disclosed to relevant organisations that necessarily require your personal data, such as NUS's programme partners and third party service providers, certification awarding bodies, examination agencies and funding agencies. Your personal data will be retained by NUS until such time the purpose for your personal data and any other legal or business purpose are no longer served by the retention of such personal data.

I understand and agree for NUS to collect, use and disclose my personal data for the purposes described.

B. Recording and Use of Image/Video

NUS (whether by its staff or third party photographers or videographers) may take photographs and videos during the programme run for publicity purposes (including but not limited to use in NUS's publicity and communications materials).

Please indicate your consent for the recording and use of your image for the purposes described:

Yes, I consent

No, I don't consent

C. Receipt of Publicity Materials

NUS would like to inform you of its programmes and events which may be of interest to you by sending you publicity materials.

Please indicate your consent to receive marketing and promotional materials from NUS:

Yes, please send me publicity information

No, do not send me any publicity information

Buttons: [Return to Main Page](#), [Save](#), [Save and Proceed](#)

Please review the details before selecting Save and Proceed

Step 11 is the last step for the application process.

Selected Modules/ Courses

Application Number : L000013679

Modules/ Courses	Department/ Units	Application Status	Payment Type
Climate Change for Organisation Management (Synchronous e-learning)	Ctr Governance&Sustainability	Submitted	Self-Sponsored

Buttons: [View Application](#)

Please check that your application has been submitted

Note:

The course co-ordinator has to go into the OAP system to review, approve and offer the course to you. An email notification will be sent to you once that is done. However, if you do not receive an email notification, you may also go into the [OAP system](#) to check your application status. It takes about a day to two for the course to be reviewed, offered and an email notification sent to you.

Payment Process

1. You will need to wait for the course coordinator to approve the course before an offer email is sent to you.

This is how the notification email looks like. Please ignore the 8 Oct payment deadline as it's auto-generated by the system. We need you to make payment by Thurs, 30 Sept 2021.

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
L000013829	Course ID : BIZ-CCOM -E Course Title : Climate Change for Organisation Management (Synchronous e-learning) Department/ Units : Ctr Governance&Sustainability Course Commencement Date : 08/10/2021 TO 08/10/2021	Successful

If you are offered a course, please login at the NUS Online Application Portal to submit your response by Oct 08,2021.

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 ljs.lee@nus.edu.sg.

Thank you.

Best regards
Short Course Administrator

2. When you received this email, please proceed to make payment through this [OAP link](#).
Please go to next page for further instructions

Step 1. After logging in, you will see a page with the respective courses.

Selected Modules/ Courses

Short Course

Application Number : L000013829

Modules/ Courses	Department/ Units	Application Status	Payment Type	Accept?
Climate Change for Organisation Management (Synchronous e-learning)	Ctr Governance&Sustainability	Successful	Self-Sponsored	Accept ▼

1. Select **'Accept'** next to the course you wish to apply.
2. Select **'Proceed to Confirm'**.

Step 2a. If you **are not** using Skills Future Credit, please follow these steps. Go to step 2b if you are using Skills Future Credit deductions on page 8.

Acceptance Of Offer/ Make Payment

Application Number : L000013829 - '

Climate Change for Organisation Management (Synchronous e-learning)

Short Course ID/ Title	: Climate Change for management (Synchronous e- learning)
Course Fee	: 850.00
Less WSG Funding	: -595.00
Add 7% GST on Nett Course Fee	: 17.85
Less Payment under Skills Future Credit	: 0.00
Less Payment under Post-Secondary Education Account	: 0.00
Less Mid-Career Enhanced Subsidy	: -170.00
Nett Course Fee Payable Incl.GST	: 102.85

No Use SkillsFuture Credit (SF) for the Nett Course Fee Payment. Plea

Yes * I hereby declare that I have read, understood and accepted the fol

There is an option to check and download 'Preliminary Bill'. Please select 'Accept the Offer' for payment.


Total Nett Fee Payable : 102.85

[Preliminary Bill](#) [Accept offer](#)


[Return to Main Page](#)

Payment Method

This is a list of different ways you can pay for your selections. To proceed, please select the following. Please note that payment should be completed within 15 minutes.



Click Here
Pay by Visa, Mastercard, Amex or Allipay



Click Here
Pay by scanning a QR code with your device.

Select your preferred mode of payment.

A receipt will be generated when payment is made successfully.

Payment and confirmation are completed .at this stage.

Step 2b. For payment using Skills Future Credit.

Download the 'Preliminary Bill' from the OAP system and save the document.

Acceptance Of Offer/ Make Payment

Application Number : L000013829 -

Climate Change for Organisation Management (Synchronous e-learning)

Short Course ID/ Title	: BIZ-CCOM -E : Climate Change for Organisation Management (Synchronous e-learning)
Course Fee	: 850.00
Less WSG Funding	: -595.00
Add 7% GST on Nett Course Fee	: 17.85
Less Payment under Skills Future Credit	: -2.00
Less Payment under Post-Secondary Education Account	: 0.00
Less Mid-Career Enhanced Subsidy	: -170.00
Nett Course Fee Payable Incl.GST	: 100.85

Use SkillsFuture Credit (SF) for the Nett Course Fee Payment. Please check your SFC balance [here](#) before entering the SFC Amount.

SkillsFuture Credit Details

*Amount to use from SFC (S\$)

Attachment File Name : L000013829_S_ACGS_tender.png

* I hereby declare that I have read, understood and accepted the following [Terms and Conditions](#).

Total Nett Fee Payable : 100.85

Download and save the 'Preliminary Bill'.

Step 2c. Go to 'Skills Future Credit' portal through this link: [Skills Future Credit Link for 'Climate Change' programme](#).

a. Click login to select the options for signing in



Climate Change for Organisation Management (Synchronous e-learning)

TGS-2021006448

 SkillsFuture Credit

NATIONAL UNIVERSITY OF SINGAPORE
UEN/Foreign Entity Number: 200604346E

Full Fee 
\$ 850.00

b. Select this option

COURSE CONTACT PERSON



Mr JASMAN TAN WEE BENG
66018888
slebox29@nus.edu.sg

Step 3. This is a very long page, you will need to scroll down to select and enter multiple details.

MySkillsFuture Courses Programmes Digital Services Resources THOI GEK LENG \$1,500.00 Credits

Home > SkillsFuture Credit > Submit a Claim

Account Details

- Initial Available Credits: \$1,000.00
- Available Career Transition Credit: \$500.00
- Other credit: \$0.00

Claim Submission

BEFORE YOU BEGIN

1 course(s) found

Selected Course

Climate Change for Organisation Management (Synchronous e-learning)
Course code: TGS-2021006448
Training Provider: NATIONAL UNIVERSITY OF SINGAPORE
Course Support Period(s): 06/07/2021 to 30/06/2024

1. Select the course date
2. Scroll down the page to enter more details

Enter course start date *

08/10/2021

BEFORE YOU BEGIN

1 2 3

Please submit the nett fee (after deducting any subsidies/grants).

Under 'Amount of Credit to claim', please submit the SkillsFuture Credit amount you would like to claim.

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

S\$ S\$

Please refer to your invoice and include the total fees for components (a) to (d) specified above. Please enter a claim amount equal or lesser than the amount entered in 'Fee Payable By You'.

Please key in the outstanding course fee after SSG deduction

Enter the amount you wish 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

Tap to upload documents

Please upload the 'Preliminary Bill' document here

Review & Submit

- Click Review and Submit.
1. It should bring you to the next page, where you need to take a screenshot for the deduction. Please save it as you need to upload the screenshot on OAP system.
 2. Please go back to [OAP system](#) to upload the screenshot and complete the payment process.

OAP system -[OAP system link](#)

Acceptance Of Offer/ Make Payment

Application Number : L000013829 -

Climate Change for Organisation Management (Synchronous e-learning)

Short Course ID/ Title	: BIZ-CCOM -E : Climate Change for Organisation Management (Synchronous e-learning)
Course Fee	: 850.00
Less WSG Funding	: -595.00
Add 7% GST on Nett Course Fee	: 17.85
Less Payment under Skills Future Credit	: -2.00
Less Payment under Post-Secondary Education Account	: 0.00
Less Mid-Career Enhanced Subsidy	: -170.00
Nett Course Fee Payable Incl.GST	: 100.85

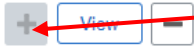
1. Please check that the respective amount is correct.
2. Your Skills Future Credit amount will be reflected here as well.

Yes Use SkillsFuture Credit (SF) for the Nett Course Fee Payment. Please check your SFC balance [here](#) before entering the SFC Amount.

SkillsFuture Credit Details

*Amount to use from SFC (\$\$)

Attachment File Name : L000013829_S_ACGS_tender.png



Upload screenshot of your Skills Future Credit deduction here.

Yes * I hereby declare that I have read, understood and accepted the following [Terms and Conditions](#).

Total Nett Fee Payable : 100.85

[Preliminary Bill](#)

[Accept offer](#)

[Return to Main Page](#)

1. The 'Preliminary Bill' would reflect the amount of Skills Future Credit deduction.
2. Select Accept Offer.
3. A confirmation email will be sent to you after your payment has been reviewed and accepted.