

# Online Application Portal (OAP) Guide for SFPS

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1. Go to: <https://myapplications.nus.edu.sg/>.
2. Select **Member of the Public**.



## 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. User 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 action against you as may be warranted in the circumstances.

▶ [Click here for Instructions.](#)

Please identify yourself: I am

- 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

▶ [Do you have question](#)

**Step 2**

3. Click on the **Short Course/Modular Course** tab to expand the option.
4. Click **Applying for myself**.

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[Click here for Instructions.](#)

Please identify yourself: I am

**Step 3**

▼ **Short Course / Modular Course**



**Applying for Myself**

**Step 4**

▶ **Exec/Specialist/Graduate Cert**

Welcome to NUS Online Application Portal!

▶ [Click here for Instructions.](#)

Already applied?

[Check Application Status](#)

Get Started Now?

[Browse Academic Modules/Short Courses](#)

**Step 5**

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

Short Course ▾

--- Module/Course Category ---

- Academic Modules
- Short Course**

**Step 6**

--- By Faculty --- ▾

- By Faculty ---
- Alice Lee Ctr for Nursing Stud
- BIZ DO - Executive Education
- Centre for Future-ready Grads
- Communications & New Media
- Ctr for Engl Lang Comms
- Ctr for Family & Pop Research
- DataAnalyticsConsultingCentre
- FoL Dean's Office
- Industrial Systems Eng & Mgmt
- LKYSPP Academic Affairs**
- LKYSPP CEE
- LKYSPP Dean's Office

**Step 7**

5. Click on **Browse Academic Modules/Short Courses** to expand search bars.
6. Select **Short Course** from the drop down list.
7. Expand the By Faculty filter and select **LKYSPP Academic Affairs**.

8. Select the relevant programme and click **Add to Cart**.

9. Click **Checkout**.

▼ More Filters

LKYSPP Academic Affairs ▼

--- SSG Sponsored? --- ▼

--- Class Start Date From --- 📅

--- Class Start Date To --- 📅

Browse Courses

Checkout: 1 🛒

**Step 9**

Senior Fellowship in Public Service (SFPS) Programme (With Accommodation) Course Added.

Course Category	Faculty/ Department / Unit	SSG Funded	Modules/ Courses	Details	Registration Status	Class Start Date	Add to Cart
Short Course	LKYSPP Academic Affairs	Non SSG	Senior Fellowship in Public Service (SFPS) Programme (With Accommodation)		Open	18-OCT-2021	<b>Added to Cart</b> 🛒
Short Course	LKYSPP Academic Affairs	Non SSG	Senior Fellowship in Public Service (SFPS) Programme (Without Accommodation)		Open	18-OCT-2021	<b>Add to Cart</b> 🛒

**Step 8**

## Online Application Portal

► 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](#)

Register New User Account

LOGIN

For programmes under the Lifelong Learning Initiatives, please email [lifelonglearning@nus.edu.sg](mailto:lifelonglearning@nus.edu.sg).

10. You will be directed to the Login Page. If this is your first time using NUS OAP, click on **Don't have Portal User Account? Please register.**

11. Fill in the required fields and follow the instructions to register for an account.



## Online Application Portal

► This is property of NUS and for authorised users only

### Login with Portal User Account

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](mailto:lifelonglearning@nus.edu.sg).

Step 10

- 12. Upon login, you will arrive at the landing page as seen below. Click on **Continue Application** to start your application.



## Online Application Portal

My Dashboard

Logout

### Selected Modules/ Courses

#### Short Course

Application Number :

Modules/ Courses	Department/ Units	Application Status	Payment Type
Senior Fellowship in Public Service (SFPS) Programme (Without Accommodation)	LKYSPP Academic Affairs	Draft	Self-Sponsored

Continue Application

**Step 12**

13. Please note that all fields marked with \* are mandatory. You are required to complete all mandatory fields before you can proceed to the next page of the application.



## Online Application Portal

1 Course Requirements/ Checklist

2 Personal Particulars

3 Other Details & Declarations

4 Confirmation

Save and Proceed

Application Number :

### 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.

#### Senior Fellowship in Public Service (SFPS) Programme (Without Accommodation)

[Document Upload] You are required to upload the following documents together with your application:

1. CV
2. Organisation chart, with your current position and reporting levels to your organisation's highest ranking officer indicated

\*Please state the name of your highest education degree and the name of the issuing institution.

\*Please state the number of years of professional experience, and briefly describe your job scope, roles and responsibilities in your organisation. (No more than 250 words)

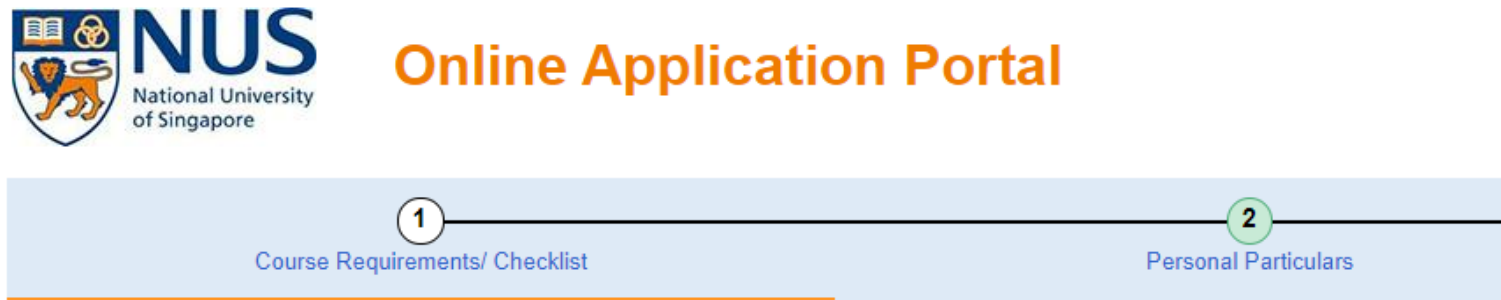
\*Explain the objectives and goals for attending this programme. (No more than 250 words)

\*Briefly describe the main challenges you personally face in your organisation, and how you hope to address them through this programme. (No more than 250 words)



# [Important]

14. The Letter of Reference is an important document required for the review of your application. Please ensure that the information of the referee provided is accurate.



## Application Number :

## Step 14

\*Your application must be accompanied by a Letter of Reference from either:

- (1) A senior member or a board member of your organisation, or
- (2) An authorised office from your sponsoring organisation.

Upon receipt of this application form, a Letter of Reference will be sent to the referee. Please provide the following details:

- (a) Salutation
- (b) Name of Referee
- (c) Designation
- (d) Email
- (e) Contact Number

15. If you are sponsored by an organisation, please select **Company-Sponsored** under the Sponsorship Type. For all others, please select **Self-Sponsored**.

16. Click on the search icon on the Employer field and enter your organisation name. Enter and select **Others** if you are unable to find your organisation.

A new field, Name of Employer, will now appear. Enter your organisation here.

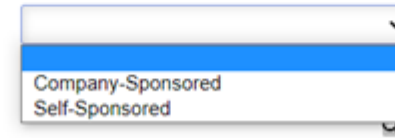
Application Number :

Employment/Sponsorship Details

\*Sponsorship Type

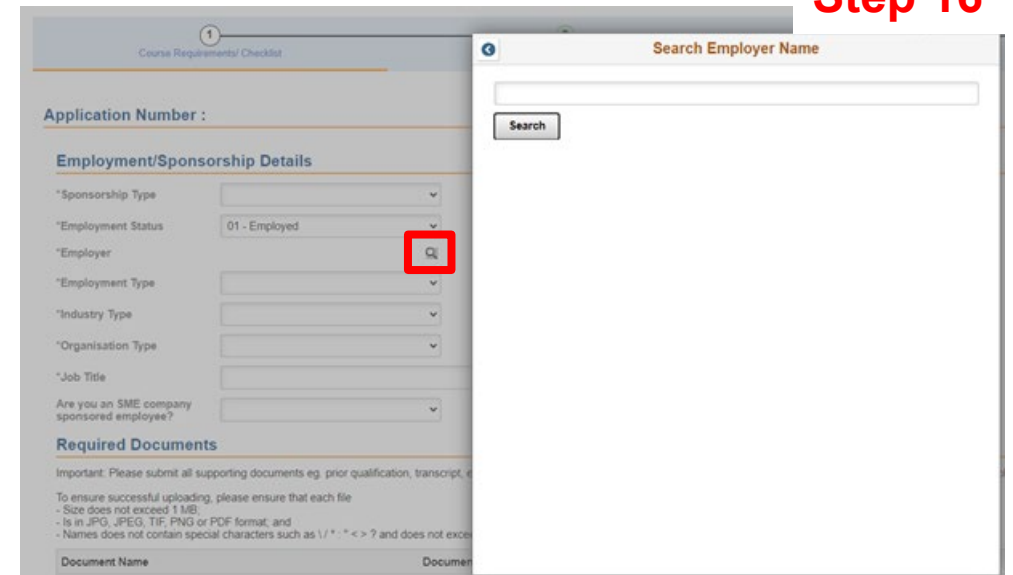
\*Employment Status

\*Employer



Step 15

Step 16



\*Employer

Others

\*Name of Employer

17. The last field under the Employment/Sponsorship Details tab is not applicable to the programme. Please select **No** under the drop down list.

### Employment/Sponsorship Details

*Sponsorship Type	<input type="text"/>
*Employment Status	01 - Employed <input type="text"/>
*Employer	Others <input type="text"/>
*Name of Employer	<input type="text"/>
*Employment Type	<input type="text"/>
*Industry Type	<input type="text"/>
*Organisation Type	<input type="text"/>
*Job Title	<input type="text"/>
Are you an SME company sponsored employee?	<input type="text"/>
<b>Required Documents</b>	<input type="text"/>

**Step 17**

Important: Please submit all supporting documents eg. prior qualification transcript, etc. Failure to do so will render

18. Under the Declaration tab on the application, please select **Yes** for the highlighted clause below.

For local applicants: The SFPS programme is not a SSG funded programme. SkillsFuture credits cannot be used.

For overseas applicants: This clause is not applicable.



## Online Application Portal



Application Number :

### 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?

Yes  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 given or any omission of information required for 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 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.

**Step 18**

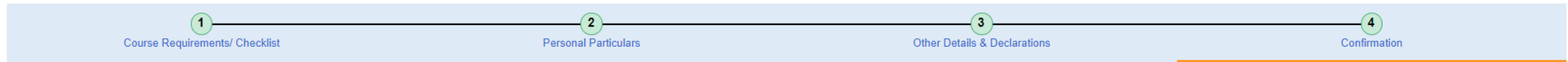
Yes  No  \* I agree to make up for any shortfall (including prevailing Goods & Services Tax (GST), if any) arising from the following circumstances:  
o I have insufficient funds in my SkillsFuture Credit accounts.  
o I am ineligible for the SkillsFuture Subsidy. Reasons include but not limited to, failure to fulfil a minimum attendance of 75% for the course, premature withdrawal from the course, and failure to complete all prescribed coursework, examinations and/or assessments for the course.

Yes  No  \* I have read, understood and accepted the following :  
o [NUS Personal Data Notice for Course Participants](#)  
o [NUS Risk Acknowledgement and Consent Form](#)  
o [NUS Student Data Protection Policy](#)  
o [NUS Do Not Call Policy](#)  
o [NUS Code of Student Conduct](#)  
o [NUS Student Confidentiality Agreement](#)  
o [NUS Intellectual Property Policy](#)  
o [NUS Acceptable Use Policy for IT Resources](#)  
Please click [here](#) for the guidelines for the Acceptable Use Policy.

# 19. Please check and confirm that the information provided is accurate before you submit your application.



## Online Application Portal



Previous

### Application Number :

#### 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.

▼ More details...

##### Senior Fellowship in Public Service (SFPS) Programme (With Accommodation)

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\*Please state the name of your highest education degree and the name of the issuing institution.

\*Please state the number of years of professional experience, and briefly describe your job scope, roles and responsibilities in your organisation. (No more than 250 words)

\*Explain the objectives and goals for attending this programme. (No more than 250 words)

# Pointers to note

- Application for the programme is on a rolling, space-available basis. Early application is strongly encouraged to increase the chances of acceptance.
- Applicants in later rounds may have a higher likelihood of being deferred or waitlisted.
- Please take note of the following dates:

Round	Application Deadline
1	4 April 2022
2	30 May 2022
3	1 August 2022

- Should you have any enquiries, please contact:

**Email:** [lkysfps@nus.edu.sg](mailto:lkysfps@nus.edu.sg)

**Tel:** +65 6516 1401