

## Registration Guide

#### Graduate Certificate in Global Health Practice in Asia

## 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/psc/cssoas/EMPLOYEE/SA/c/N\_APPLICATIONS

SELF SERVICE.N APP LOG AUTH.GBL?Page=N APP LOG AUTH&Action=U

- 2. Click on "Register New User Account"
- 3. Complete the details and create a new user account.
- 4. **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"
- Click on "Specialist / Graduate Cert" -> "Click HERE to Apply or Check Status" (Orange button)
- 4. Login to the account you created





## Step 4: Submit an Application for Individual Course

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 : "2024/2025 Semester 1"
- Programme/Student Category: "GDC-GlobalHealthPracticeinAsia"
- Specialisation /Level of study: "Global Health Practice in Asia"



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



- \*Course Type:
- \*Academic Year & Semester:
- \*Programme/Student Category:
- \*Specialisation/Level of Study:

Continuing & Professional Edu	
2024/2025 Semester 1	~
	<u> </u>
GDC-GlobalHealthPracticeinAsia	~
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

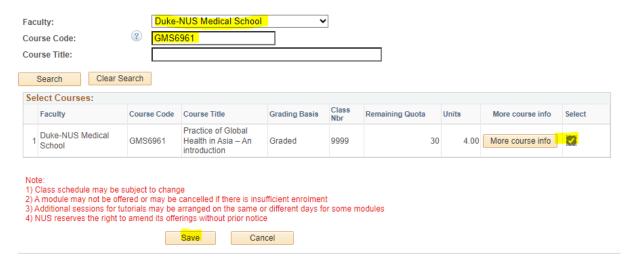
The "Rank" column refers to your preference order for the modules 1,2,3,.. or 8) and click 'Save Edit Rank'.

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

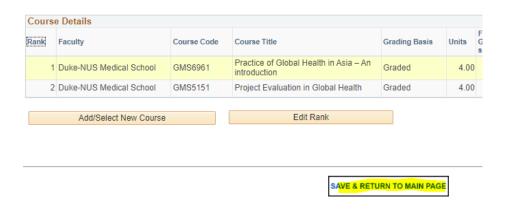


- 5. Under Faculty, choose "Duke-NUS Medical School"
- 6. Under Course Title, type in the name of the course that you intend to join
- 7. Search for the course code.
  - Do contact Jason (<a href="mailto:jason@nus.edu.sg">jason@nus.edu.sg</a>) if you are unable to search for the course desired
- 8. Check the box under the column "Select"
- 9. Click on "Save" to add the module





- 10. You will see the module added in the main application page.
- 11. Click on "Save & Proceed to Next Page"



Step 5: Complete personal particulars.

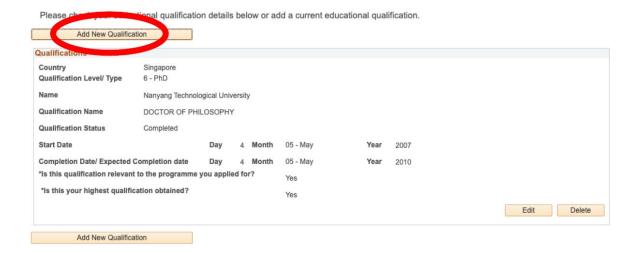
1. **Personal Particulars** - Retrieve your personal particulars using Singpass.

Otherwise, you will need to upload a copy of your IC manually later on





 Academic Qualification - Add only your Highest Academic Qualification by clicking on "Add New Qualification"



- 3. Employment Details Add your current employment details
- 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.

- 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



Application Number:
Academic Year & Semester:

N000058337 2023/2024 Semester 1

Course Type: Academic Programme: Level of Study/ Sub-programr

# Step 7: Inform us that you have completed this step

 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.