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 **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

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 Individual Course

1. Click on "Submit a New Application"

Click on ONE of the options below:

MY DASHBOARD	NEW APPLICATION	ALREADY API
nWallet	Submit a new application	Edit or update an application that was saved earlier but not submitted

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

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:	Continuing & Professional Edu
*Academic Year & Semester:	2024/2025 Semester 1 ▾
*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 selec

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 Course Title, type in the name of the course that you intend to join

7. Search for the course code.

- Do contact Jason (jason@nus.edu.sg) 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

3

	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	More course info	☑

Faculty: Duke-NUS Medical School

Course Code: GMS6961

Course Title:

Search   Clear Search

Select Courses:

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

Save   Cancel

10. You will see the module added in the main application page.

11. 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	

Add/Select New Course   Edit Rank

SAVE & RETURN TO MAIN 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

Application Number:	N000058337	Course Type:	Continuing & Professional Edu
Academic Year & Semester:	2023/2024 Semester 1	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

Edit   Delete

Add New Qualification

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

Application Number:	N000058337	Course Type:	
Academic Year & Semester:	2023/2024 Semester 1	Academic Programme:	
Name:		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.