

NUS Lifelong Learning (L³) Course Enrolment Guide for Company-Sponsored Learners

Thank you for your interest in our IPSA-NUS Summer School for Social Science Research Methods.

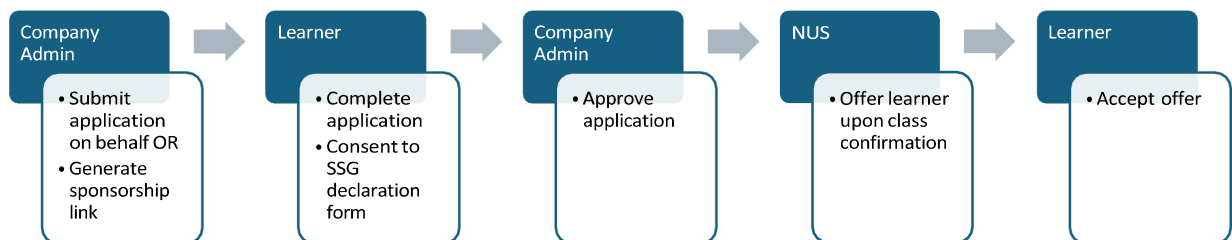
Company-sponsored learners may get your company admin/HR login their *L3AP* company admin account to submit an application on your behalf. Alternatively, they can also generate a sponsorship link for you to submit your application.

For learners, once your company have done any of the above steps:

- 1) Access [NUS Lifelong Learning \(L3\) Application Portal](#).
- 2) Use your *SingPass* (Singaporean/PR) and follow the steps to register for a *Learner* account.
- 3) Verify your personal details in the *Learner* portal.
- 4) Upload any required supporting document (e.g., your highest education certificate) if prompted.
- 5) Complete and submit the SSG declaration form (this step is required to finish the application).
- 6) Submit your course application (for applicants with sponsorship link)

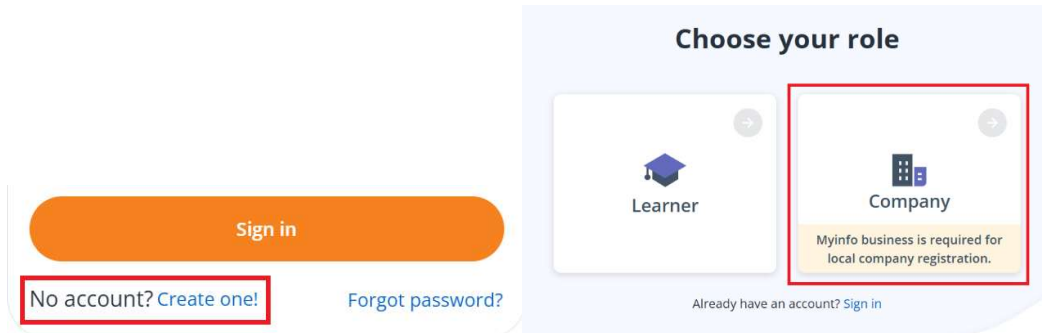
What happens next:

- 1) Once the course has met its minimum enrolment requirement, NUS will offer you a placement and notify you via your registered email with L3AP.
- 2) You may then log in to your *Learner* account to accept the offer.
- 3) A tax invoice will be sent to your company/ *Vendor@gov* after the course has ended.



NUS Lifelong Learning (L3) Application Portal Corporate Account Registration

If your company is not registered with L3AP, please click on 'Create one!' to create your company profile. Myinfo business is required for local company registration.



To submit course applications for your employees,

- 1) Access [NUS Lifelong Learning \(L3\) Application Portal](#).
- 2) Login to your company admin account.
- 3) Ensure that you are logged-in as the Company User (top right corner)



- 4) Choose the course to apply for and select the option to either:
 - a) Apply on behalf of your employees
 - i) If you apply on behalf of employees, they need to login to complete the declaration form to finish the application.
 - b) Generate sponsorship link for your employees to register.
 - i) If you generate sponsorship link at course level for your employees, once they have completed application via the sponsorship link, company admin will need to login again to approve the application.

What happens after you have approved your employees' application:

- 1) Once the course has met its minimum enrolment requirement, NUS will then offer your employees a placement and notify them via their registered email with L3AP.
- 2) Employees will then log in to their Learner account to accept the offer.
- 3) A tax invoice will be sent to your company/ *Vendor@gov* after the course has ended.

The in-depth guide can be found at this [link](#).