

Guide to Course Registration in NUS Lifelong Learning (L3) Application Portal

Company-Sponsored Learner

If you are a company-sponsored learner, please have your company admin/HR to login to their company admin account to submit application on your behalf, or to generate a sponsorship link for you to submit application.

- Refer to page 2 for Company Admin/HR guide

Once Company admin/HR had submitted application on your behalf or generated a sponsorship link for you to submit application. As Learner, please

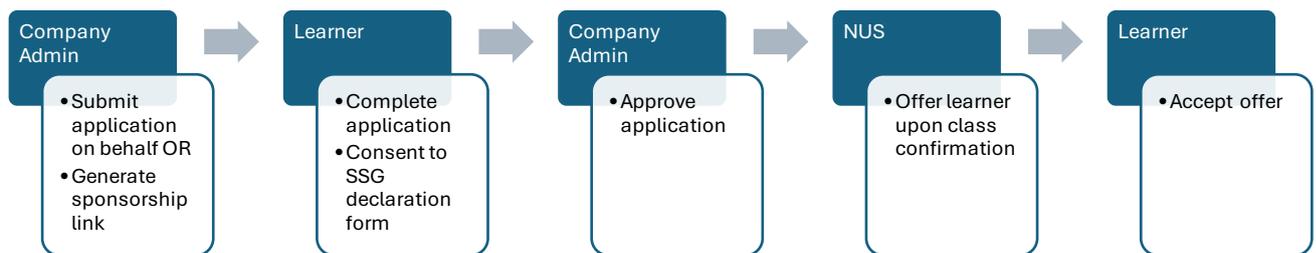
- Access NUS Lifelong Learning (L3) Application Portal at <https://l3ap.nus.edu.sg/>
- Use SingPass (recommended) to register for a Learner account and verify your personal information in the Learner portal.
- Login to NUS L3AP first, then click on the company sponsorship link to complete your application.
- Check that you see the company sponsorship information section – this will ensure that you are registering as company-sponsored learner.

The screenshot shows the 'Apply for course' form in the NUS Lifelong Learning (L3) Application Portal. The form is divided into several sections: 'Applicant details', 'Declaration form', 'Preview application form', 'Contact information', 'Residential address', 'Mailing address', and 'Company sponsorship information'. The 'Company sponsorship information' section is highlighted with a red box. Below this section is a 'Receipt of publicity materials' section with a checkbox for consent. At the bottom of the form, there are three buttons: 'Cancel', 'Save as draft', and 'Save and next'.

- Read and consent to the SSG declaration form.
- Submit your application.

What happens after you have successfully submitted your application:

- Once the class is confirmed (meet min. class size), NUS will accept your application and offer you a seat. You will receive an email notification – please check both your personal and work email.
- You may then login to your Learner account to accept the offer.
- Invoice will be sent to your company billing contact person on the final course day.



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Company Admin/HR

If your company is not registered in the portal, please click on ‘Create one!’ to create a company profile. Myinfo business is required for local company registration.

To submit applications for your employees for courses,

1. Access NUS Lifelong Learning (L3) Application Portal at <https://l3ap.nus.edu.sg/>
2. Login to your company admin account
3. Ensure that you are login as Company User (refer to top right corner of profile)



4. Choose course to apply – you have the option to apply on behalf of employees or generate sponsorship link for employees to register.
5. If you apply on behalf of employees, they need to have a Learner account and login to complete the declaration form to finish the application.
6. If you generate sponsorship link at course level for employees to apply the course, once employees have completed application via the sponsorship link, company admin will need to login to approve the application.

What happens after you have approved the employees' application,

- Once the class is confirmed (meet min. class size), NUS will accept the submitted applications and offer employees a seat in the course.
- Employees will then login to their Learner account to accept the offer.
- Invoice will be sent to the company billing contact person at the end of the course.

For assistance, Company admin/HR can refer to the detailed guide at

<https://guide.l3ap.nus.edu.sg/company/index.htm>

Or write in to swkcpe@nus.edu.sg

Thank you.