

PORTAL GUIDE 01

SUBMIT APPLICATION

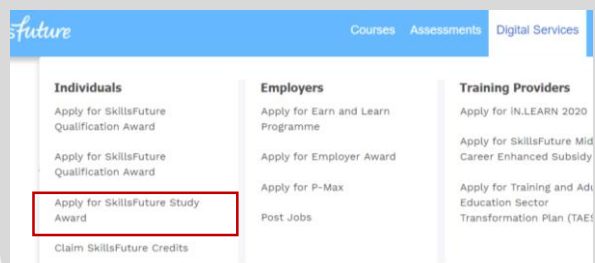
Having trouble submitting your SkillsFuture Study Award application?
Follow these easy steps below!

Step 01

Access the Application Form

Apply for awards via:

- www.myskillsfuture.sg



Login with SingPass

Use your **SingPass** login details for the application. For questions on SingPass, click [here](#).

Note that the study awards are only open to **Singapore Citizens**.

Step 02

Complete Your Personal Information

Your personal information has been **automatically populated** from **SSG/WSG's database**.

Ensure that your **phone number** and **email address** are updated with the latest information.



Quick Tip: Personal Information from MyInfo

Want to populate your personal information from **MyInfo** instead? Simply click on the **“Use MyInfo”** button found in the **Personal Information** section:

Use **MyInfo**

Still have more questions?
Check out the FAQs list [here](#).

Indicate Nomination by Organisation

Step
04

Select the relevant option if you have been nominated by an organisation.


I am nominated by an organisation

I am not nominated by an organisation

Enter Third Party Nomination Details

Step
05

Enter **details of the organisation** which has nominated you. See **Step 06** to learn how to upload your **supporting documents!**

 **Skip this step if you have not been nominated**

Enter Course Details

Step
07

Enter **details of the course** that you have applied or will be applying for.

Indicate if you have been **sponsored** for the course and the **number of years of work experience** you have in the **sector of the study award**.

Upload the relevant **supporting documents** (e.g. course's letter of offer).



Quick Tip: Saving your Progress

Do you know your application details are **automatically saved** after you complete each field?

You can also save your application as a **draft** by clicking the **“Save & Exit”** button in the bottom left of the page.

[Save & Exit](#)

Step
06

Upload Supporting Documents

Upload your supporting documents into the box shown below:

Drop Files or Click to Upload

Accepted file formats include **PDF, DOC, DOCX, PNG, JPEG, JPG**.

Uploads are also kept to a **15MB** total file size limit.



Quick Tip: Course Fee of a Foreign Currency

Did you know you can **convert your course fee into SGD(\$)** by clicking on the help tip located in the Course Fee section?

[Need to convert currency?](#)

Still have more questions?
Check out the FAQs list [here](#).

Step
08

Describe Your Career Development Plan

Using the **listed pointers** as a **reference**, describe your career development plan in the box provided.



For Singapore Tourism Board applicants, please skip this step.

Step
10

Verify Your Educational History

Ensure that your **education qualification(s)** and **institute(s)** are correct.

Update the list of **skills** and **accomplishments**, along with any **relevant supporting documents** (e.g. certificates).



For Singapore Tourism Board applicants, please skip this step.



Quick Tip: Populate from MySkillsFuture

You may edit the information in **Skills Passport** via **MySkillsFuture**. To do so, click on the **Edit** button, and a pop-up will appear. Click on the link in the pop-up and it will redirect you to **Skills Passport**. Once you are done updating, return to the application form and click on **OK** to refresh the information. Have more questions regarding Skills Passport? Simply click [here](#).

Step
09

Verify Your Work Experience

Ensure that your current **employment status** and details of your **past work experience(s)** are correct, and the **relevant supporting documents** are uploaded.

If there are any changes, you may **edit** the information on the application form **directly**.



For Singapore Tourism Board applicants, please skip this step.



Quick Tip: Multiple Job Positions?

Having difficulty indicating more than one job position within the same company? Simply click on the **“Add Job”** button.

Add Job

Similarly, click on the **“Add Company”** button to add more than one employer.

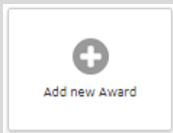
Add Company

Still have more questions?
Check out the FAQs list [here](#).

Step
11

List Any Other Awards Received

Enter any **other awards** that you have achieved, along with the supporting documents. Click on the “Add New Award” button to add awards.



Step
12

Review Your Application

Review a **summary** of your application form.



Quick Tip: Editing Your Application

Spotted a mistake while reviewing your application?

Click on the **edit icon** located beside the section title to edit the section.

Personal Information



Step
13

Submit Your Application

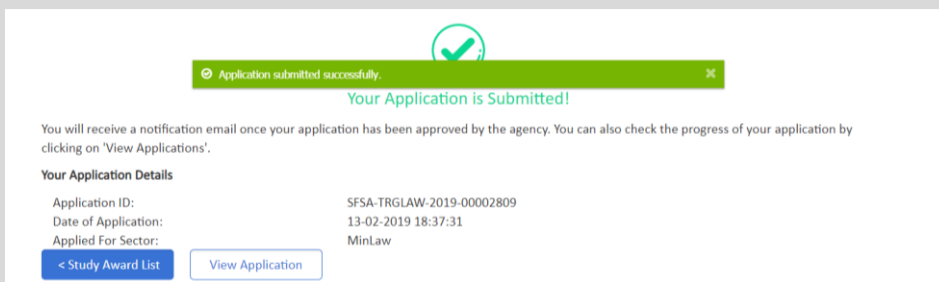
Acknowledge the **terms and conditions** and submit your application.

I acknowledge the above statements by submitting this application form.

Step
14

You're Done!

View a **confirmation page** for a successfully submitted application, listing your application details.



For more information on how to track the status of your submitted application, refer to **Portal Guide 2**.

Still have more questions?
Check out the FAQs list [here](#).

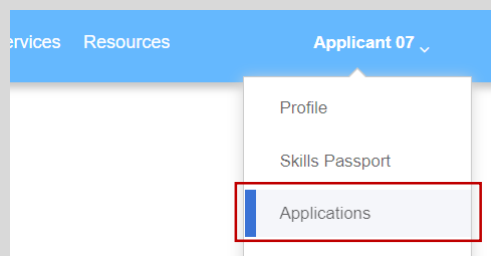
PORTAL GUIDE 02

VIEW APPLICATION

Step 01

Accessing Your Applications

Access a list of your applications by clicking on **Applications** in the dropdown from MySkillsFuture.



Quick Tip: When Can You Expect Email Notifications?

You will receive an email notification when your application status has been updated to either

- **Rejected**
- **Additional Information Required**
- **Offered and Pending Acceptance**

Step 02

View Your Applications and Statuses

View a list of all **applications** and its **corresponding status** in your application listing page.

Refer to **Step 03** on the next page to understand what each status means.

Still have more questions?
Check out the FAQs list [here](#).

What Does My Application Status Mean?

Refer to the table below to find out more details regarding your application status.

Status	Description
Draft	Your application form is saved as a draft and not yet submitted to the agency managing the study award.
Under Evaluation	Your application is under evaluation by the agency managing the study award.
Additional Information Required	Your application requires additional information for the agency's evaluation.
Withdrawn Application	You have withdrawn your application.
Rejected	Your application is unsuccessful
Offered and Pending Acceptance	Your application is successful, and is pending your decision to accept/reject it.
Offered but Applicant Rejected Offer	Your application is successful, but you have rejected the offer.
Offered and Accepted	Your application is successful, and you have accepted the offer.
Applicant was unable to fulfil study award obligations	You have failed to complete your training and did not fulfil the study award obligations.

PORTAL GUIDE 03 UPDATE APPLICATION

Having trouble updating your application?
Follow these easy steps to provide additional information!

Step 01

Update Draft Applications

For applications with a **draft status**, **edit or delete** the draft application by selecting the option under the **“Action”** column

Status	Action
Draft	Edit
Under Evaluation	Select Action
	Edit
	Delete

Step 02

Provide Additional Information (1/4)

For applications with an **“Additional Information Required”** status, provide additional information by selecting the option under the **“Action”** column

Additional Information Required	Provide Additional Information
	Select Action
	Provide Additional Information
	View Application



Quick Tip: Accessing Draft Applications

Your drafted applications are **automatically deleted** from the system **3 months** from the **last modified date** or when the **application window** of the particular award is **closed**.

Still have more questions?
Check out the FAQs list [here](#).

Step
03

Provide Additional Information (2/4)

View comments left by the agency in your application details page.

Additional Information Required

Please provide your latest resume.

Step
04

Provide Additional Information (3/4)

Update relevant sections of your application form based on the comments received.

Step
05

Provide Additional Information (4/4)

Once all updates have been done, click the **“Submit” button** at the bottom to resubmit your application form.



Quick Tip: Withdraw Application

Thinking of withdrawing your application?

Simply click on the **Application ID** of the application to view it's details. Scroll down to the bottom of the page and click on the **“Withdraw your application”** button.

[Withdraw Your Application](#)

Still have more questions?
Check out the FAQs list [here](#).