Self-sponsored Applicant (NSA)

1) You will receive the self-sponsored application link from your company.

2) Sign in with Singpass

3) For first-time user, you will be prompted to complete your profile. If you have previously created a STEP profile, please skip to step 7.

4) Please complete any information that is missing and once completed, proceed to click "Submit".

5) Upon submitting, you will be navigated back to the main page of the STEP portal.
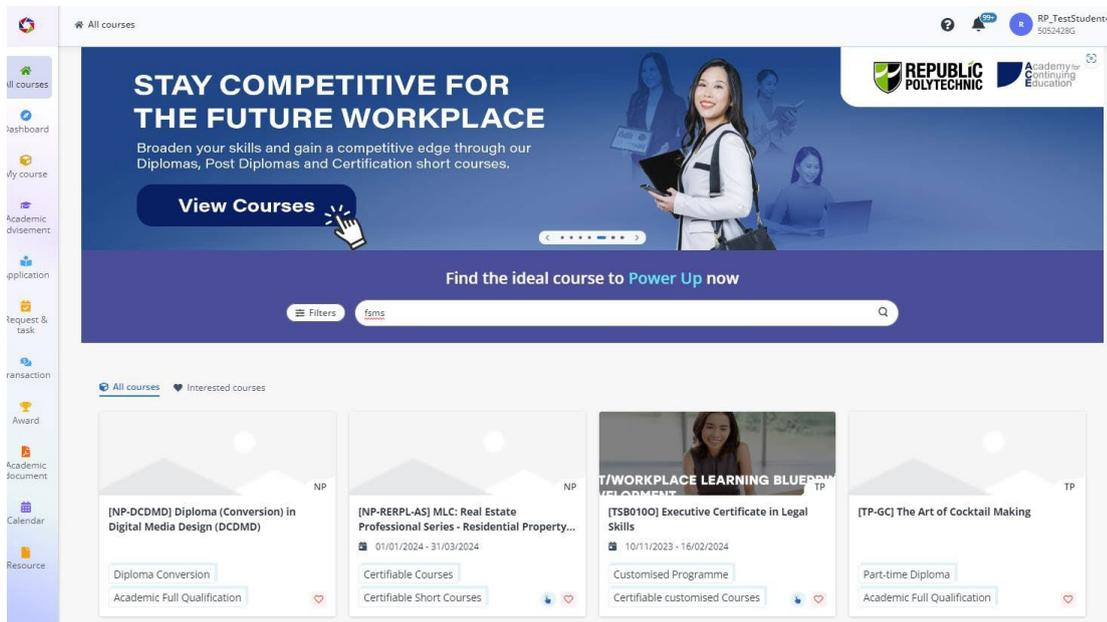
6) **Important: Copy and paste the link that was provided by your company (in STEP 1) into your current browser.**

7) Check and confirm your details. Click **'Save and next'.**
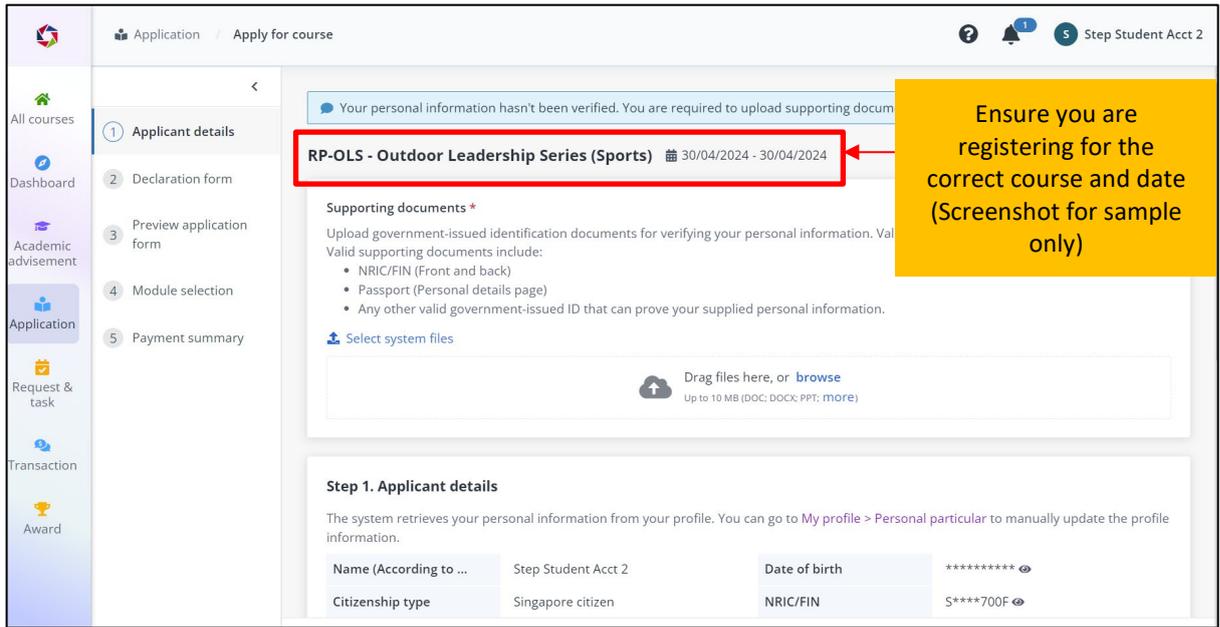
8) Complete all 6 steps to submit the application and ensure that payment is made.

9) Once registration has been successfully completed, applicant will see 'Admitted' status under **Application.**

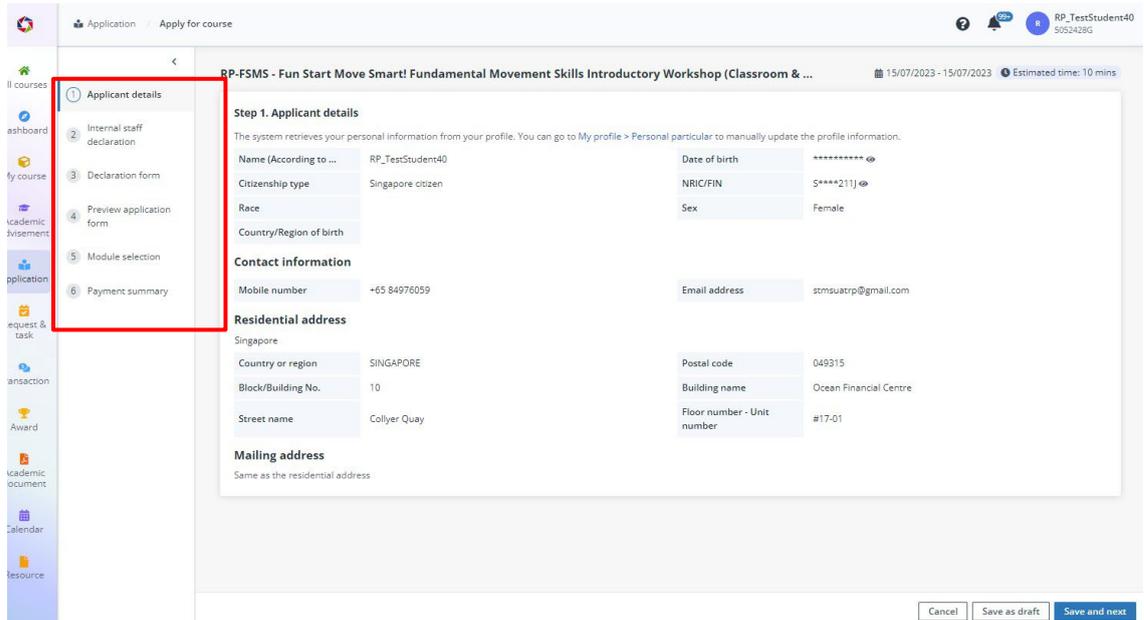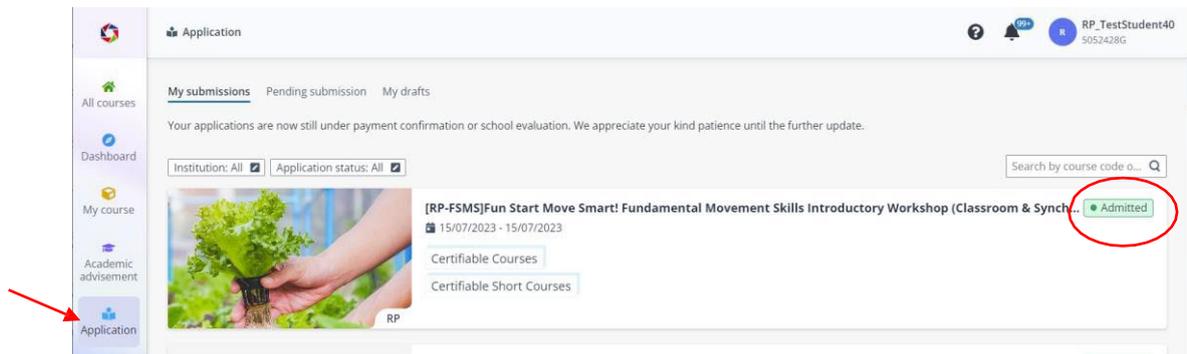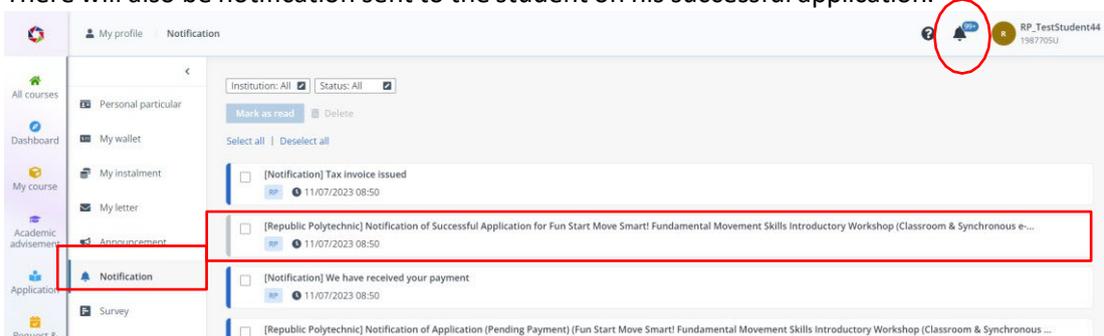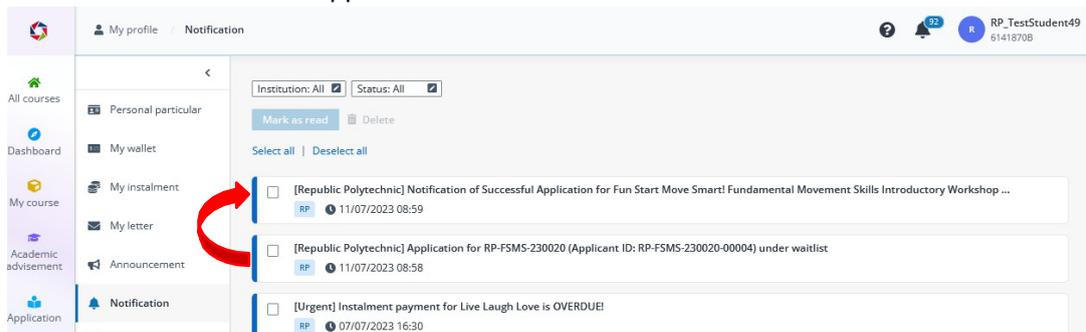There will also be notification sent to the student on his successful application.

10) For courses that are oversubscribed, applicant will be placed on **Waitlist** and will receive the notification.
Once CET admin transfer the **Waitlist to Successful Applicant**. Applicant will receive another notification of Successful Application.

Within the successful notification, student will be directed to submit payment according.
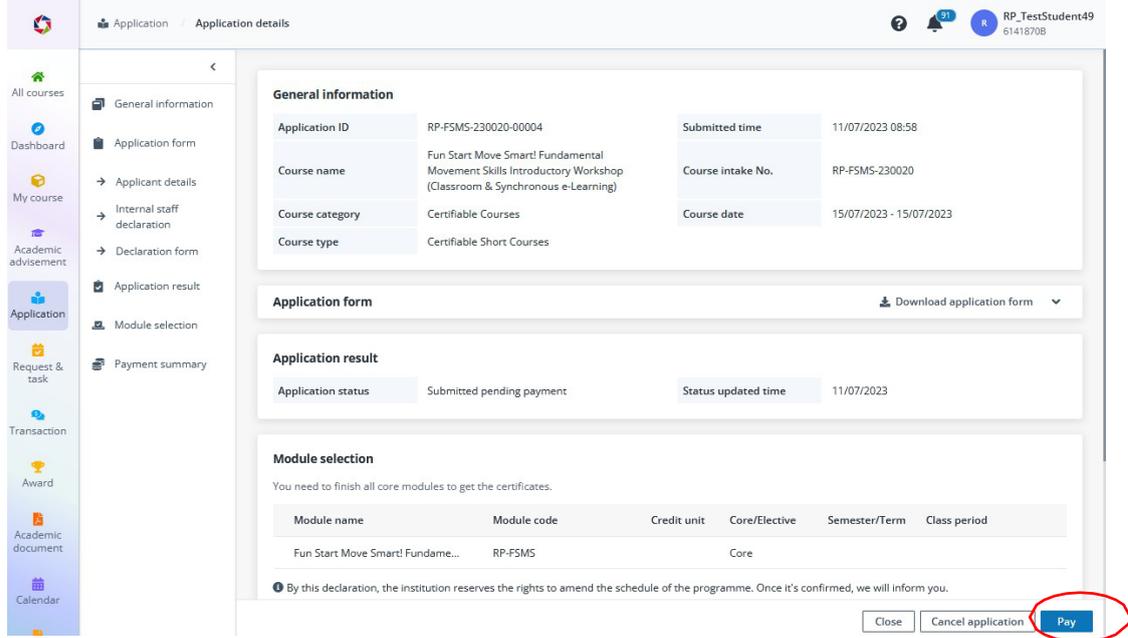
11) Once the course reaches min pax, applicant will be **enrolled** and the course will appeared under 'My course'