

P O R T A L G U I D E 0 1

S U B M I T

A P P L I C A T I O N

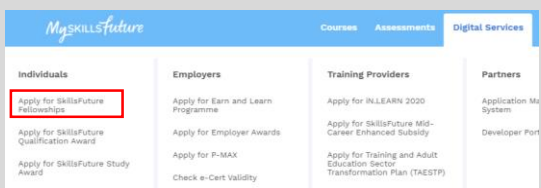
Having trouble submitting your SkillsFuture Fellowships application?
Follow these easy steps below!

Step 01

Access the Application Form

Apply for the SkillsFuture Fellowships via:

- www.myskillsfuture.sg



Note that the SkillsFuture Fellowship is only open to **Singapore Citizens**. Public officers will not be considered for this award.

Step 03

Complete Your Personal Information

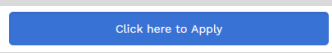
Your personal information has been **automatically populated** from **SSG/WSG's database**.

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

Step 02

Login with SingPass

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

Click  to start submitting your application.



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:



For questions on MyInfo, click [here](#).

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

Step
04

Enter Your Nominator's Details

Enter details of your nominator who has recommended you for the award.



Skip this step if you have not been nominated

Step
05

Upload Letter of Recommendation

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.

Step
06

Share your Personal Development Plan

Enter details of your skills deepening journey in the textbox and enter your Training Activity details (e.g. Name of Training Activity and Indicative Start Date)

Click to add more training activities if required.



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](#)



Quick Tip: Navigate to Previous page

Do you know you can navigate to your previous page to make amendments if required?

Click to navigate to the previous page.

Step
07

Enter your Contributions and Achievements Details

Enter the **details on your contributions to skills development of others** and share your **achievements** by entering the details in the textboxes

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

Step
08

Enter Your Work Experience

Indicate your **current employment status** and details of your **past work experiences**.



Quick Tip: Populate from MySkillsFuture

Did you know your **work experience** is **automatically populated** from MySkillsFuture? Save time on this section if you have previously updated these details in **MySkillsFuture!**



Quick Tip: Skills Passport

Did you know your **educational history, skills and licences acquired** are **automatically populated** from MySkillsFuture – Skills Passport.

Click [here](#) to read more about Skills Passport.

Step
10

Review Your Application

Review the summary of your application form.



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

Step
09

Share Your Educational History and Skills

To update your educational history and skills:

1. Click  on the relevant section to update.
2. Upon completion, close the window tab and return to the application form.
3. Click “OK” button to refresh your details in the section.

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



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

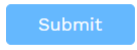


Step
11

Submit Your Application

To proceed for submission:

- Indicate your declarations
- Acknowledge the Terms and Conditions
- Complete the survey

Click  to complete your submission.

Step
12

You're Done!

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



Your Application is Submitted!

You will be notified on the outcome of your application when the judging process is completed. You can also check the progress of your application by clicking on 'View Application'.

Application ID:	SFF-2030-00000032
Date of Application:	21-11-2019 15:06:43
Applied for Award:	SkillsFuture Fellowships

[< Fellowships Details](#)

[View Application](#)

Please note that you will not receive an acknowledgement email.

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](#).

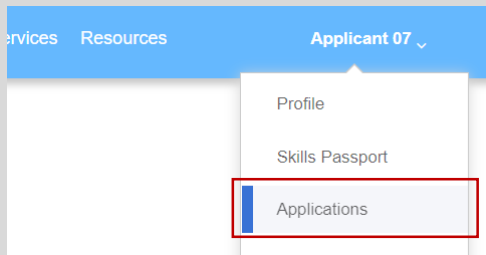
PORTAL VIEW APPLICATION GUIDE 02

Having trouble viewing SkillsFuture Fellowships application/saved draft?
Follow these easy steps below!

Accessing Your Application

Step
01

Access your application by clicking on **Applications** in the dropdown from MySkillsFuture.



View Your Application and Status

View the **application** and its **corresponding status** in your application listing page. Refer to **Step 03** on the next page to understand what each status means.

Step
02

Quick Tip: When Can You Expect Email Notifications?

You will receive an email notification when your application status has been updated to **Additional Information Required**

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.

Application Status	Description
Draft	You have created a draft application
Submitted	You have submitted the application
Withdrawn	You have withdrawn the application
Additional Information Required	Your application requires additional information for evaluation
Under Evaluation	Your application is under evaluation
Offered and Pending Acceptance	Your application is successful, and is pending your decision to accept or reject
Unsuccessful	Your application is unsuccessful
Offered and Withdrawn	Your application is successful but you have rejected the offer
Offered and Accepted	Your application is successful and you have accepted the offer

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

PORTAL GUIDE 03 UPDATE APPLICATION

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

Step 01

Update Draft Application

For application 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 application 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 Application

Your drafted application are **automatically deleted** from the system when the **application window** is closed.

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

Step
03

Provide Additional Information (2/4)

View comments left by SSG in your application details page.

Additional Information Required

Please upload supporting document

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

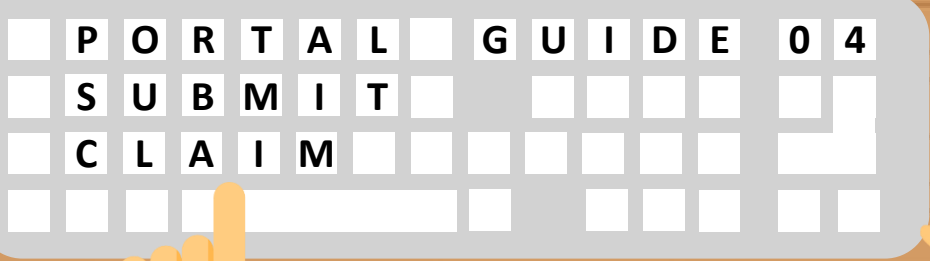
Thinking of withdrawing your application?

Click on the **Application ID** of the application to view its details. Scroll down to the bottom of the page and click on the **“Withdraw your application”** button.

[Withdraw Your Application](#)

You can resubmit a new application if the application window is still open

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



Having trouble submitting your SkillsFuture Fellowships award claim?
Follow these easy steps below!

Step 01

Submit Second Tranche Claim

For application with a **“Offered and Accepted (Ready for 2nd Tranche Claim)”** status, create **2nd tranche claim** by selecting the option under the **“Action”** column

Status	Action
Offered and Accepted (Ready for 2nd Tranche Claim)	<input type="text" value="Select Action"/> <ul style="list-style-type: none"> Select Action View Application Create 2nd Tranche Claim



Quick Tip: Deadline for claim submission

2nd Tranche Claim submission must be made within 25 months of the Date of LOO

Step 02

Provide Training Activity Details

Enter your Training Activity details (e.g. Name of Training Activity, Training Provider and cost incurred)

Step 03

Upload Supporting Document

Upload supporting documents to show the commencement of training and cost incurred. Examples of documents:

- Course Schedule
- Certificate
- Receipt(s) for course fees and other out-of-pocket expenses



Quick Tip: PayNow

You can create a PayNow account linked to your NRIC via:

- 1) SMS (selected banks)
- 2) Internet banking
- 3) Mobile banking app

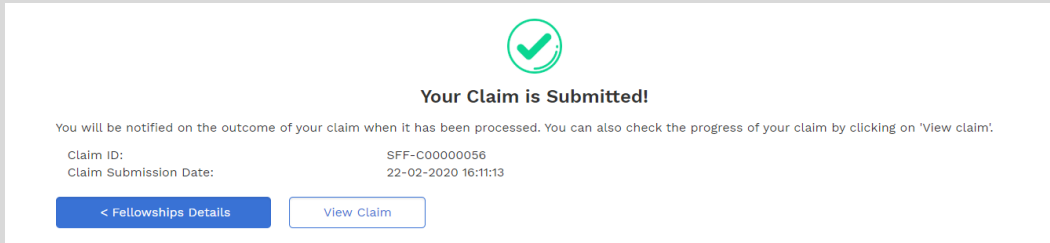
For more information on registering your PayNow account to your NRIC, please contact your bank.

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

Step
03

You're Done!

View a **confirmation page** for a successfully submitted claim.



Please note that you will not receive an acknowledgement email. View the **claim** and its **corresponding status** in your application listing page

What Does My Claim Status Mean?

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

Application Status	Description
Draft	You have created a draft claim
Under Evaluation	You have submitted the claim
Add. Info. Required	Your claim requires additional information for evaluation
Unsuccessful	Your claim is unsuccessful
Claim Approved	Your claim is approved
Pending Payment	Your claim is pending payment
Paid	Your claim is paid via PayNow linked to your NRIC

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