

CET Modular Courses Application Guide

Registration Guide for CET modular courses

For sponsored application

Please submit a sponsorship letter to SUSS (CET@suss.edu.sg) and ensure it is approved before the course application.

For self-paid application

Please refer to the guide.

Application period

Application period for January Semester: 1 October to 31 October

Application period for July Semester: 1 May to 31 May

Note:

If you encounter any issues during the application process, please send a screenshot to CET@suss.edu.sg.

An admin fee of \$65.40 (inclusive of GST) is payable if you wish to make changes to courses after approval

SUSS Homepage - <https://www.suss.edu.sg/>

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Application Process

Eligibility

How to Apply

International Students

Indicative Grade Profile (IGP)

After Application

Pre-qualifications

**From the SUSS homepage ,
navigate to "Admissions" > "How
to Apply" > "CET Modular Courses
Application Guide"**

Financial Matters

Tuition Fee & Subsidy

Scholarships & Sponsorship

Financial Aid

Direct URL to CET Registration:

<https://www.suss.edu.sg/admissions/application-process/how-to-apply/cet-modular-courses-application-guide>

<https://sims1.suss.edu.sg/eservice/public/cetregistration/cetregistrationlogin.aspx>

* mandatory field

CET Portal Login

Review the information provided in the message below on the website



7. *if you are an existing CET student and have forgotten your student portal login details, please login here to submit your course application. However, all system notifications will be sent to your student email, you are encouraged to reset your login password [here](#) after submitting your course application.*

-blank-

Email Address*

Login ID*
Last 4 characters of your NRIC/FIN/Passport NO. and your Date of Birth(DDMM)
Example 123A0109

Scroll down to the bottom of the page. Use your **Personal Email Address** and the **Last 4 characters of your NRIC** and **DOB (DDMM)** to create an account/login.

Follow the steps below to register for evening classes

* mandatory field

Semester

Semester*

1. Select semester

If you are unable to register for the course, please check with our administrator on the seats availability. Classes that falls on Public will be rescheduled to weekends. Student will receive the rescheduled information when the term commences.

Class schedule: [CET listing](#)

Academic Calendar: [academic calendar YR2025](#)

* Using Search Course function: enter only one of the search criteria to find the course you want.

Selected Courses

No record found.

4. Course(s) will be added here

Available Resit Course

No record found.

2. Enter any of the search criteria and click 'Search Course'. Please drop the 'e' when entering the course code

Available Course (Modular Courses)

E.g. ANL305 OR ACC201

Discipline

Course Code

Course Title

Semester Type

3. Check the course you wish to apply for and click 'Add course'

Regular Special

5. Click "Save & Proceed" after your courses are added above

[Register for CET courses](#)
[View My CET Registration History](#)

Follow the steps below to register for **Type B** courses – applicable only to courses with an additional run or special arrangement.

Student Information Management System

1. Select semester

* mandatory field

Semester
Semester*

Classes that falls on Public Holidays (PH) and during the University shut down period will be rescheduled to weekends. Student will receive the rescheduled information when the term commences.

Class schedule: <http://www.suss.edu.sg/resources/FAQs/PT/Pages/Class-Schedule.aspx>

Academic Calendar: http://www.suss.edu.sg/programmes/Academic-Calendar/Pages/AcademicCalendar_PartTime.aspx?skw=academiccalendar

Course that are not presented in the upcoming semester or does not have any additional seats will not be made available for selection. Please check with the administrator for seats availability.

Selected Courses

No record found.

4. Course(s) will be added here

Available Course (Modular Courses)

Discipline

Course Code

Course Title

Search Course

No record found.


 Type B

Available Course (Modular Courses (B))

2. Expand selection for course you wish to select

Add Package Course
Expand All Collapse All

[-] ISCA_JUL19_305-ISCA ANL305 3-DAY (T00)

Course	Subsidy Type	Credit Units	Course Type	Course Category	Class Schedule	Exam TimeTable
<input type="checkbox"/> ANL305 - Association and Clustering	SFG, SSG, UTAP	5	Credit	FIRST ATTEMPT	08/10/2019-09:00:00-16:00:00-TBC 17/09/2019-09:00:00-16:00:00-TBC	19 Nov 2019
[+] ISCA_JUL19_311-ISCA ANL311 3DAY (T00)						
[+] ISCA_JUL19_321-ISCA ANL321 3-DAY (T00)						
[+] ISCA_JUL19_3DAY-ISCA ANL303A 3-DAY (T00)						



 3. Check the course you wish to apply for and click 'Add Package Course'

Add Package Course

Proceed Back

5. Click "Save & Proceed" after your courses are added above

**This is what you will see on the screen after adding the selected course(s).
Click 'Save & Proceed' to next section**

Selected Courses

<input type="checkbox"/>	Package	Course	Course Run	Semester Type	Subsidy Type	Credit Units	Course Type	Course Category	Class Schedule	Exam TimeTable	Postgraduate Course
<input type="checkbox"/>	-	GSP110 - Introduction to Personal Financial Planning	CRN01	Regular	ACE, SFC, SFCMC	5	Credit	FIRST ATTEMPT	Mon		No

Remove Course

Available Resit Course

No record found.

Available Course (Modular Courses)

Discipline

Course Code

Course Title

Semester Type Regular Special

Search Course

Available Course (Modular Courses (B))

[Expand All](#) [Collapse All](#)

No record found.

For first time applicant, you will be directed to a page to fill in your personal particular

Save & Proceed [Back](#)

Read and Check the acknowledgment box and click 'Save & Proceed'

Declaration for SSG Funding

1. In consideration of the grant from SSG and/or any government funding to me for the Course applied for herein, I hereby undertake as follows:

(a) I will fulfil a minimum of 75% attendance for the Course as well as, where applicable, sit for and/or pass all required Course assessments ("Minimum Requirement").

(b) For self-sponsored applicants: In the event that I fail to meet the Minimum Requirement, I will be liable for the total amount of the Course fee and I will forthwith pay Singapore University of Social Sciences (the "University"), without demand, the amount equivalent to the SSG and/or any government funding that has been granted to me.

(c) For company-sponsored applicants: In the event that I fail to meet the Minimum Requirement and/or I cease to be employed (with CPF contribution) by the company named in Section D during the Course, I will be liable for the total amount of the Course fee and I will forthwith pay the University, without demand.

(d) If I fail to pay any amount due from me to the University within the stipulated deadline for payment, the University shall have the right to impose a reasonable administrative charge and bank interest on the outstanding amount. The University shall have the right to suspend me from the Course and/or withhold the Course Certificate until I have paid all outstandings in full.

2. I hereby declare that:

(a) I have not previously received any subsidy for this Course from SSG and/or any government agencies through any other training provider.

(b) the information provided by me herein is complete, true and accurate. Any misrepresentation or omission may lead to rejection of this application and/or disqualification for any funding and the University shall be entitled to terminate my enrolment in the Course without a refund of the Course fee.

* I acknowledge that I have read and understood the terms of the undertaking and declaration that I am making hereunder.

Please select the fundings that you are eligible for:

- SkillsFuture Mid-Career Enhanced Subsidy
- SSG Basic Funding
- Enhanced Training Support for SME

Read all the information provided on the website, then check the declaration box and click **'Save & Proceed'** to continue.

Honor Code & Terms and Conditions

As a condition of admission to Singapore University of Social Sciences, all students are required to pledge their agreement to abide by the Honour Code. Please review the Terms and Conditions and Honor Code document before proceeding with the registration.

Honour Code PDF

[HC_202501_300920241149.PDF](#)

Terms and Conditions PDF

[TnC_202501_300920241149.PDF](#)



Declaration

Section A

- I confirm that I have read and agreed to the Terms and Conditions and Honor Code document.
- I will provide true and correct information in this application.
- I understand that any misrepresentation or omission is sufficient ground for rejecting my application.
- I also understand that Singapore University of Social Sciences reserves the right to cancel my student registration in the event of a false declaration.
- I understand that Singapore University of Social Sciences may obtain or verify my academic results from the Singapore Ministry of Education, the local polytechnics or the local universities.
- I agree to the use and disclosure of my personal data and other supplementary information in connection with the administration and conduct of the Course and SSG Funding, including the transmission of data to academic staff, IT services, library services, external parties who accredits the Course. The University may supply relevant data, including academic and attendance records, to my sponsor organization and/or funding agencies to assess if financial support to me should continue. I agree that I may be contacted via mobile phone and/or email and on occasion the University may text and/or email me information related to the Course during or after the completion of the Course. My personal data may be kept by the University for a limited number of years after I have completed the Course in order to confirm requests from prospective institutions of higher learning etc. and for the compilation of the relevant statistics to facilitate the review of the Course.

Section B

I confirm that the following questions are not applicable to me. Otherwise, please find my full statement with relevant information [here](#)

1. Have you ever been convicted of an offence by a court of law or military court (court martial) in any country?
2. Are there any court proceedings pending against you anywhere in respect of any offence?
3. Are you currently, or have you ever been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?
4. Are you currently, or have you ever been, under investigation or subject to enquiry in respect of any misconduct, scholastic or otherwise, at any educational institution?
5. Do you have any past or current medical/mental health condition and/or learning/physical disability?
6. Does your medical/mental health condition and/or learning/physical disability require special assistance or facilities while studying at the University?

Save & Proceed **Back**

For self-sponsored individuals – you will see this screen

Registration Summary

Package	Selected Course(s)	Credit Units	Semester Type	Course Type	Course Category	Original Course Fee (exclude GST)	Class Schedule	Exam Timetable
-	GSP110 - Introduction to Personal Financial Planning	5	Regular	Credit	FIRST ATTEMPT	1,461.00	Mon	

Other Fees

No record found.

The above course(s) selected is/are subject to approval and availability. Applicant should ensure they have met the pre-requisites or requirements for the course(s) applied. Classes will be rescheduled to weekends if the classes falls on a Public Holiday or the University shut down period.

SkillsFuture Credit Section

I would like to use SkillsFuture Credit to offset course fee

For more information on the SFC Claims Process, please view the user guide [here](#).

July 2025 applicants - please take note of the following

- SFC submission can only be submitted from 11 June 2025 to 21 July 2025.
- Course commencement as '11 August 2025'.
- Attach proforma invoice as supporting document. Ensure that your full name, course name and course date (semester) are reflected in the invoice.
- Email a screenshot of the successful application of SkillsFuture Credit (including SFC submission ID and SFC amount) to cet@suss.edu.sg.
- Check your email for the revised proforma invoice 1 or 2 days after SFC approval.

Please ensure SFC is reflected in your invoice before making payment.

For approved courses under SFC, please click [here](#).

Important:

- Upon course offer, please ensure SkillsFuture credit amount is deducted in the invoice.
- Your final invoice must reflect the SkillsFuture Credit before course fee payment. If it is not reflected, please contact cet@suss.edu.sg with SSG approval email.

Request for Sponsorship/Concession

Application Fee Amount (Including GST)

Payment Mode

65.40

eNets Credit Card

Check the * box. Select either 'enets' or 'credit card' to make payment and complete the registration.

I understand and accept that the courses displayed in the Registration Summary are correct. The course fees are periodically reviewed and may be revised. Singapore University of Social Sciences reserves the right to adjust the course fees without prior notice.

Project

Please Select

Submit & Proceed to Pay Application Fee [Back](#)

An administration fee of \$119.90 (inclusive of GST) is payable if you wish to make changes after course approval.

For company sponsored applicant – you will see this screen

* mandatory field

Package	Selected Course(s)	Credit Units	Semester Type	Course Type	Course Category	Original Course Fee (exclude GST)	Class Schedule	Exam Timetable
-	GSP110 - Introduction to Personal Financial Planning	5	Regular	Credit	FIRST ATTEMPT	1,461.00	Mon	

Other Fees

No record found.

The above course(s) selected is/are subject to approval and availability. Applicant should ensure they have met the pre-requisites or requirements for the course(s) applied. Classes will be rescheduled to weekends if the classes falls on a Public Holiday or the University shut down period.

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Please ensure SFC is reflected in your invoice before making payment.

For approved courses under SFC, please click [here](#).

Important:

- Upon course offer, please ensure SkillsFuture credit amount is deducted in the invoice.
- Your final invoice must reflect the SkillsFuture Credit before course fee payment. If it is not reflected, please contact cet@suss.edu.sg with SSG approval email.

Request for Sponsorship/Concession

Enter your corporate name and SFC (If applicable)

Application Fee Amount (Including GST)

0.00

Payment Mode

eNets Credit Card

I understand and accept that the courses displayed in the Registration Summary are correct. The course fees are periodically reviewed and may be revised. Singapore University of Social Sciences reserves the right to adjust the course fees without prior notice.

Project

[Submit & Proceed to Pay Application Fee](#) [Back](#)

For company sponsored applications, please ensure that the application fee is \$0.00. Select either 'enets' or 'credit card' to make payment and complete the registration. Application fee is not refundable.

For more information, please contact us at
6248 0263 or email us at CET@suss.edu.sg

THANK YOU!