Guide for company sponsored staff on application submission for CET programmes
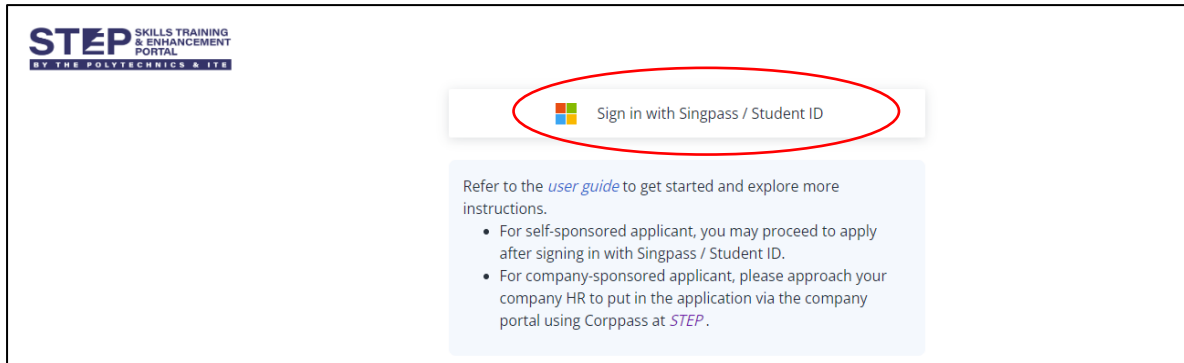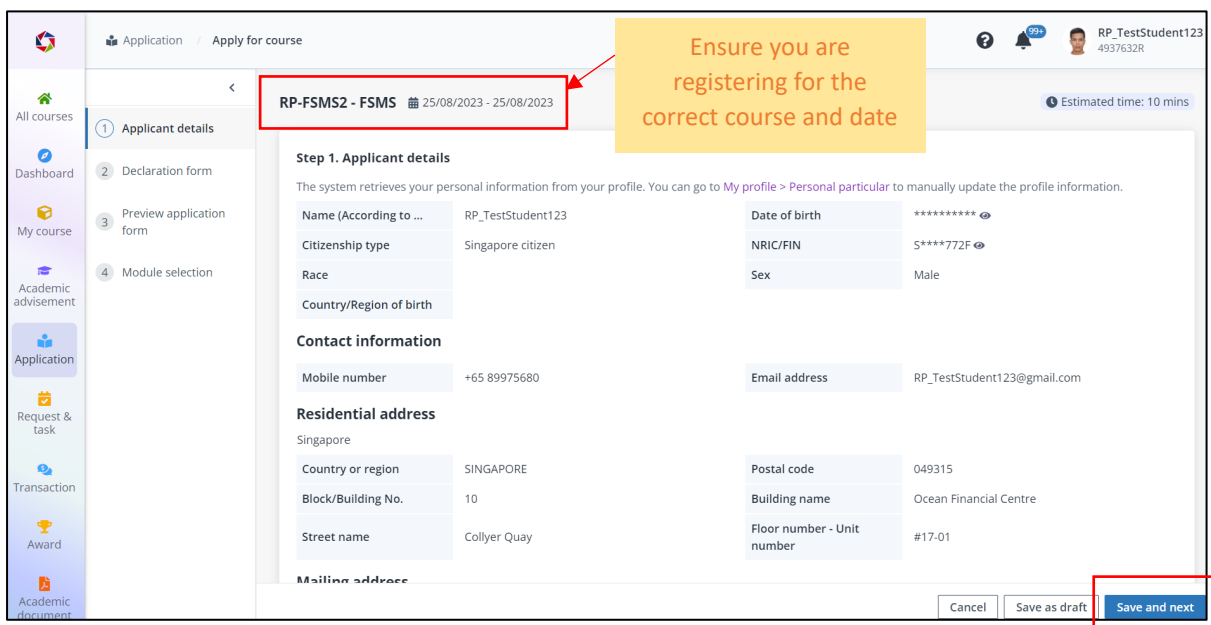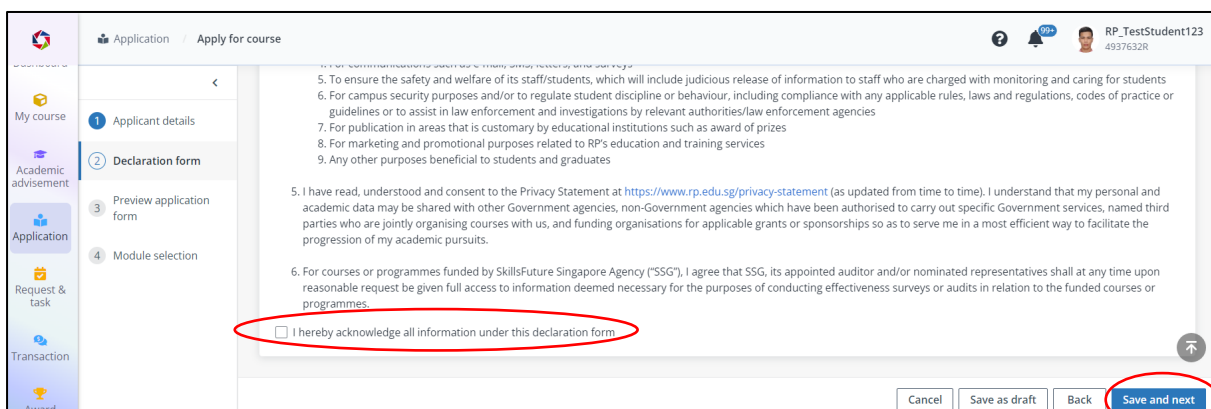
1) Upon receiving the sponsorship URL for course registration. Click on the URL link.
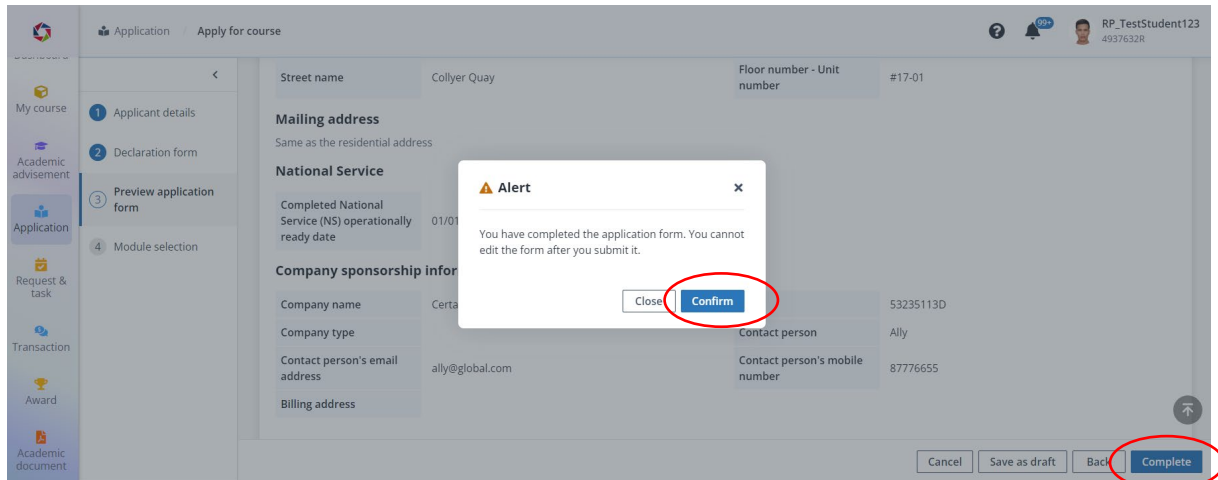
2) Log in via Singpass or Student ID.

3) Check and confirm your details.
   Click **'Save and next'**.

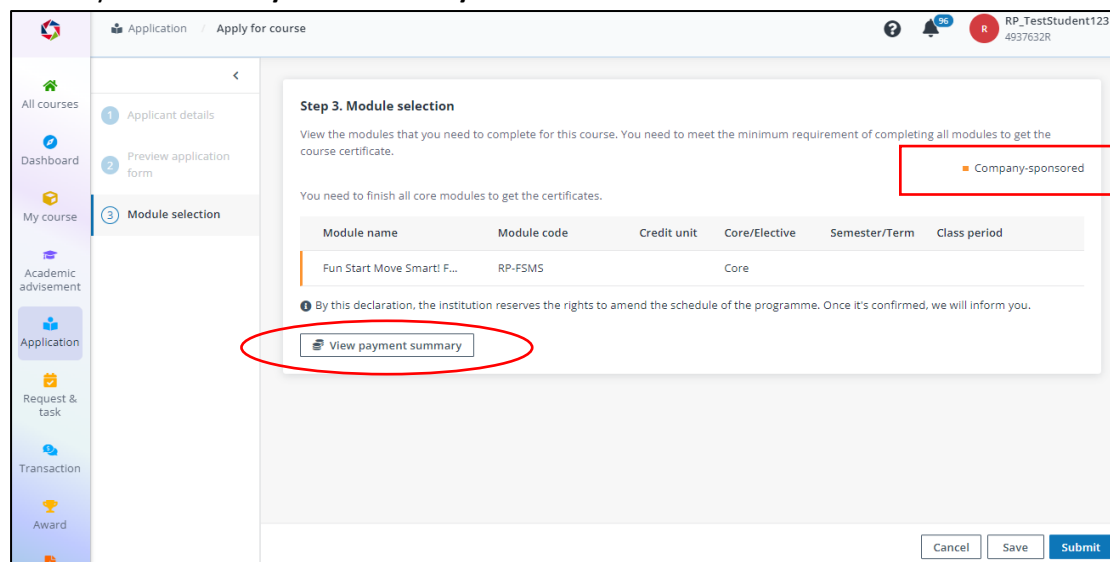4) Select the acknowledgement box. Click **'Save and next'**.

5) Click '**Complete**' and '**Confirm**'.
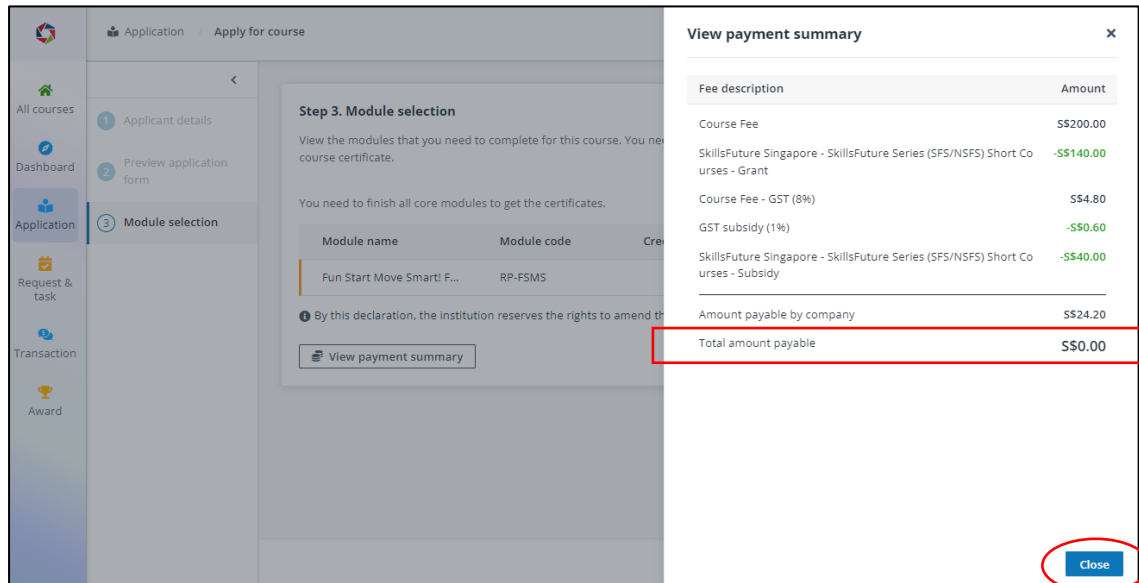

6) Ensure that the application is reflected as 'Company-sponsored'.
You may click **View Payment Summary** for the details on course fees.

As you are under company sponsorship. Amount payable will be zero. Click **'Close'.**

7) Click '**Submit**'.

8) Click '**Confirm**'.

9) Notification that the Application has been submitted successfully.
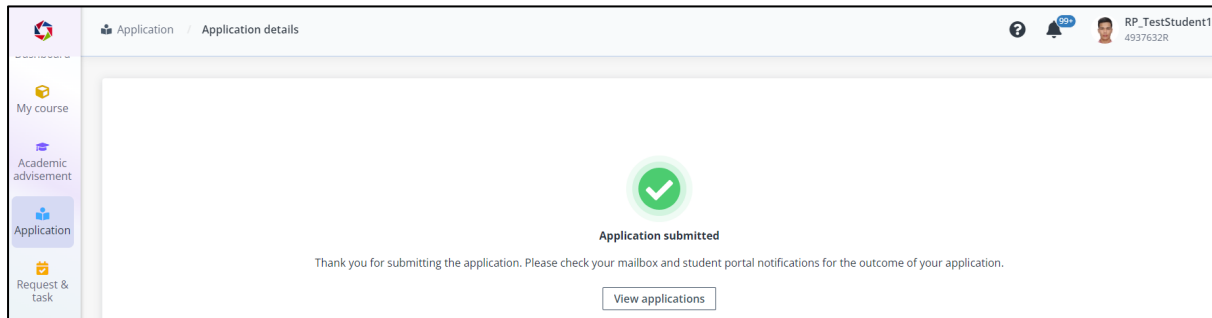
10) You can also view the course in '**Application**'.
    Status will be **Pending Sponsorship approval**.
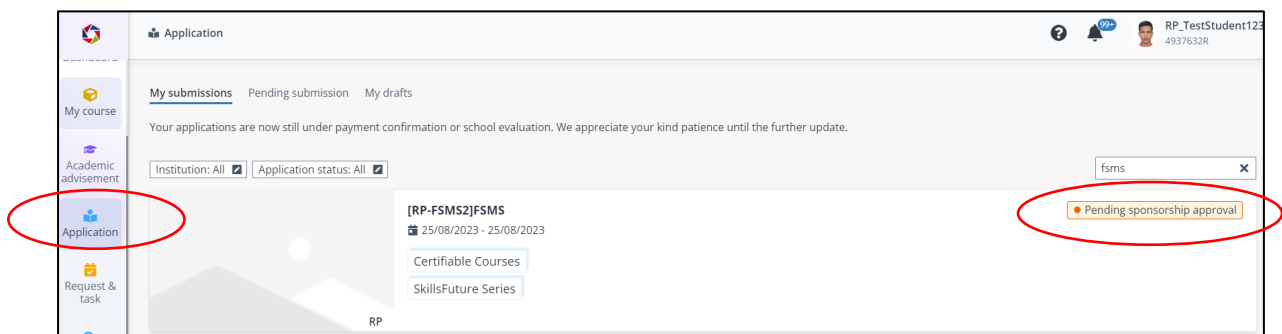
11) Once your company approved your submission. The application status will be updated to '**Admitted**'.
    You will receive further details (such as venue) via email closer to the course start date.