PORTAL GUIDE 01
SUBMIT APPLICATION

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.gov.sg

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

Step 02
Login with Singpass

Click [Click here to Apply] to start submitting your application.

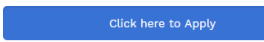For questions on **Singpass**, click here.

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.

Quick Tip: Personal Information from Myinfo

Want to populate your personal information from **Myinfo** instead? Simply click on the **"Retrieve Myinfo with Singpass"** button found in the **Personal Information** section:

Retrieve Myinfo with singpass

For questions on Myinfo, click here.

Still have more questions?
Check out the FAQs list here.

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**

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.

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 [Add Training Activity] 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 [Back] to navigate to the previous page.

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.

Still have more questions?
Check out the FAQs list here.

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 f**rom 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.

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

Share Your Educational History and Skills

To update your educational history and skills:

1. Click **Edit** 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.

Review Your Application

Review the 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.
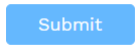
Personal Information ✏️

Submit Your Application

To proceed for submission:
- Indicate your declarations
- Acknowledge the Terms and Conditions
- Complete the survey

Click [Submit] to complete your submission.

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.

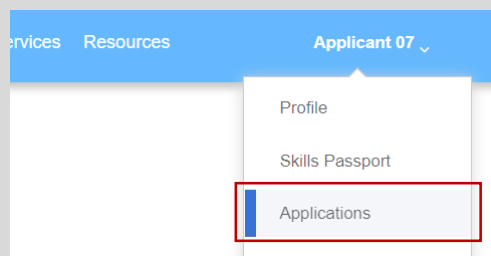**Having trouble viewing SkillsFuture Fellowships applications/saved drafts? Follow these easy steps below!**

Step 01

Accessing Your Applications

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

ervices   Resources   Applicant 07 ⌄

Profile

Skills Passport

Applications

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.

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.

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

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 when the **application window** is **closed**.

Still have more questions?
Check out the FAQs list here.

Provide Additional Information (2/4)

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

Additional Information Required

Please upload supporting document

Provide Additional Information (3/4)

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

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 it's 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

G2C0033 / Last updated on 31 March 2021