UTAP

Step-by-Step Application Guide

Steps on how to check for approved *UTAP* Training Providers or Courses

Step 1: Go to **http://skillsupgrade.ntuc.org.sg**
Click 'Skills Upgrade Available' to search for approved UTAP Training Providers and Courses.
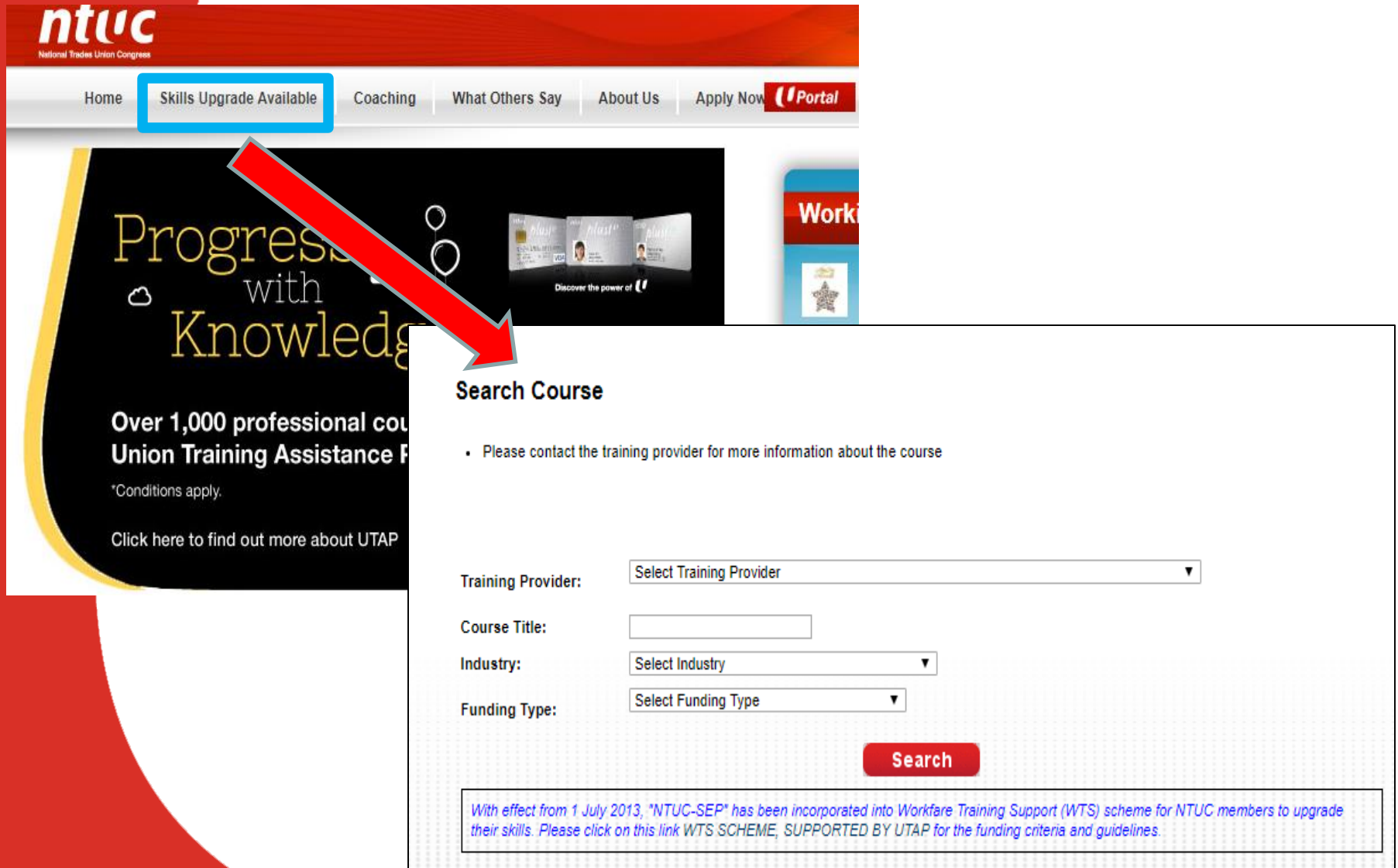
Step 2: Go to "Search Course" to search for approved UTAP Training Providers or Courses.

Steps to apply for *UTAP* (Union Training Assistance Programme)

Step 1: Go to **http://skillsupgrade.ntuc.org.sg**
Click 'Uportal' to log in

Step 2: Login to your U Portal account
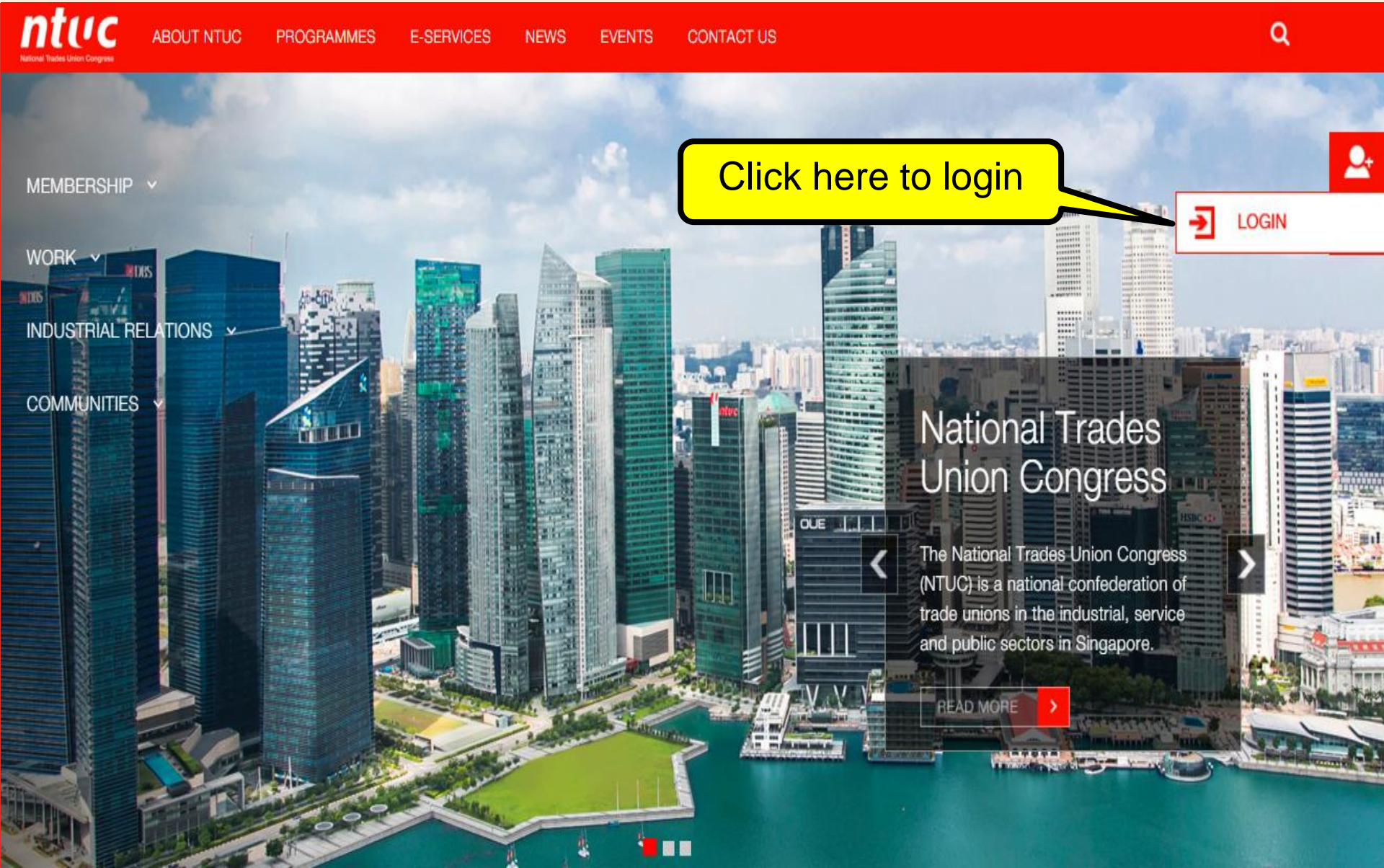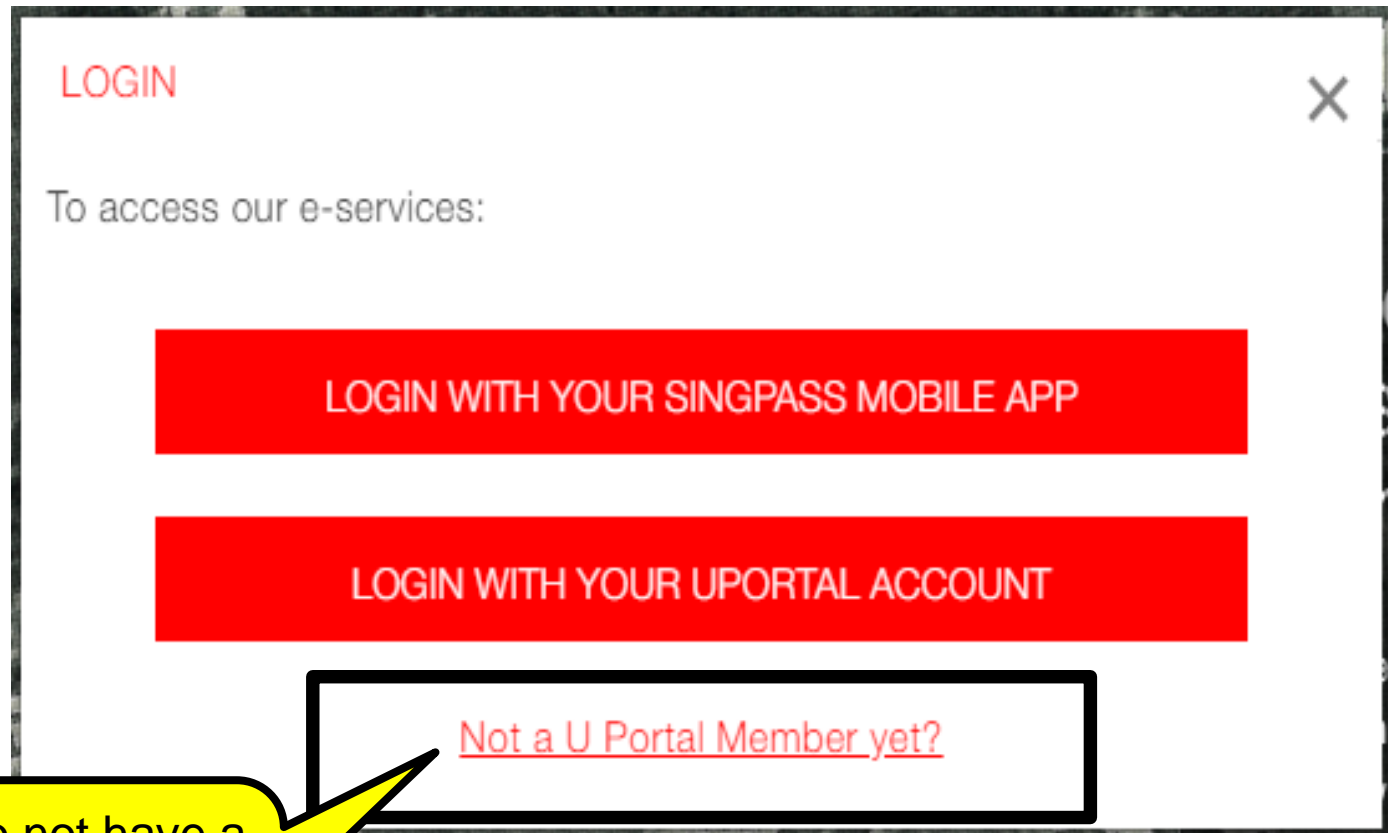
Step 3: Choose either SingPass Mobile or Uportal Account to login.
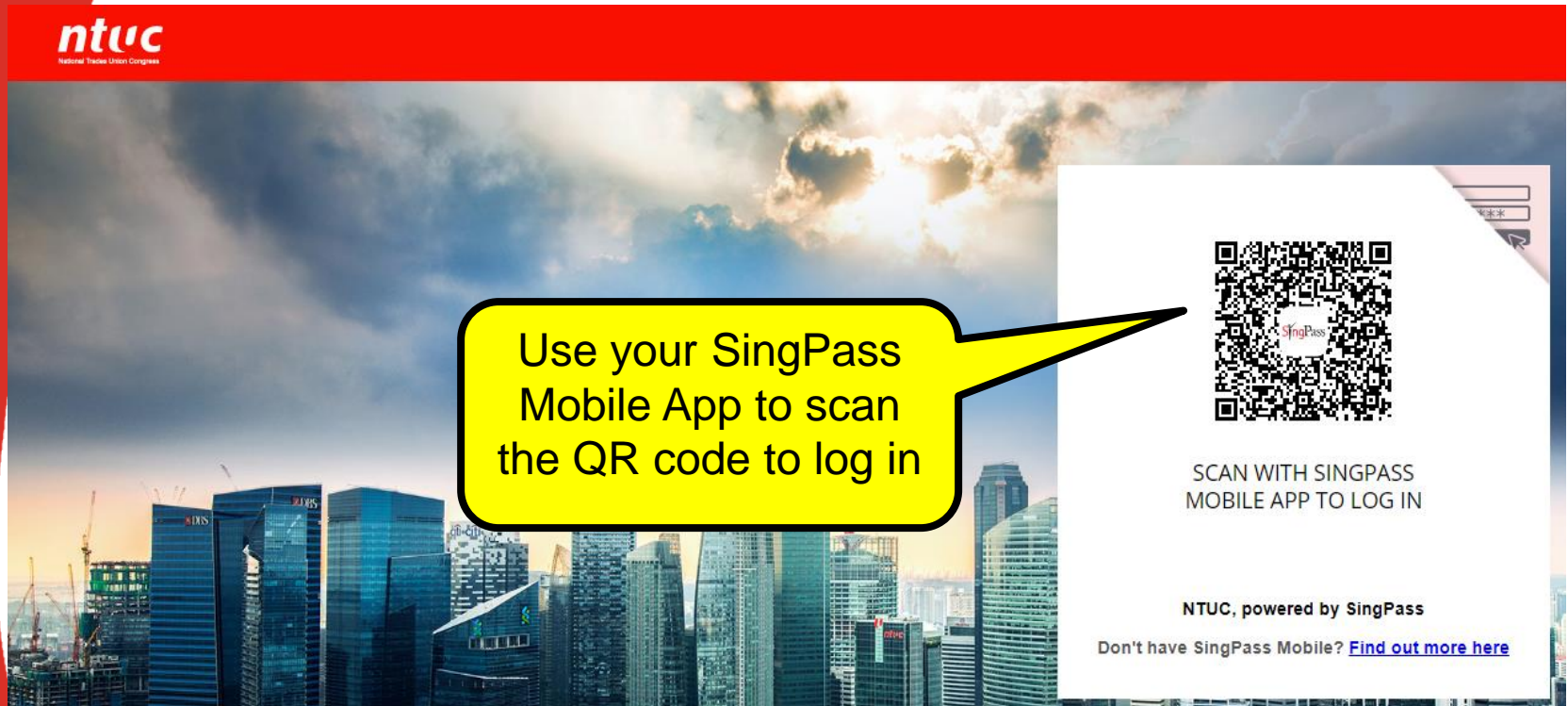
Step 3a: Login via SingPass Mobile App

Step 3a: Login in with Uportal Account

LOGIN (U PORTAL)

User Login ID:

Password:

LOGIN

Forgot your password?

Not a U Portal Member ...? Register

To access our e-Services, please login to ... using your U Portal account.

Key in your valid email address and password

If you forget your password, you can reset the password by choosing "Forgot your password?"

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Step 4: Click on e-Services, UTAP Application

Step 5 : Click "Read More" to proceed

Membership Signup

Refer A Friend

Membership Renewal

PDPA - Update Particulars

PDPA - Access Report

Care & Share Services

Education Awards

Consent to Marketing Messages

Event Registration

Holiday Facilities

UTAP Application

UTAP is a training benefit for NTUC members to defray their cost of training. Login to apply for courses supported under UTAP now!

READ MORE >

Click 'Read More' to proceed

Step 6 : Declare membership status before proceeding. Check on either box and click "Submit". If non-member, you will be directed to membership sign up page.

Please note that this E-service hosted by NTUC requires a minimum (or higher) Web browser of **IE 9.0 and Chrome 30**.
We seek your understanding that we may not be able to resolve your issues due to constraints / restrictions implemented by your mobile device platform and browser.

Membership Declaration

Are you holding on to this card?

Yes   No

Submit   Cancel

Click 'No' if you are not an NTUC member. You will be re-directed to the membership sign up page

Click 'Yes' to proceed

Clicking on "Cancel" will bring you to NTUC U Portal Homepage

Step 7: Fill in your course information

Course Details

Training Provider: *   [Select Training Provider ▼]

Course name *   [Select Course ▼]

With effect from 1 Oct 2015, we only accept applications for training allowa̶ heme, supported by UTAP'. Refer to http://skillsupgrade.ntuc.org.sg/ for more information.

Start Date: *   [ ] 🔳

End Date: *   [ ] 🔳

Employment Status: *   [Select Employment Status ▼]

Funding Type: *   [Select Funding Type ▼]

> Select your training provider and course . If the training provider's name is not in the drop-down list, try looking under '**Employment and Employability Institute**'.

> Select your employment status, followed by '**UTAP**' as funding type.

Terms and Conditions

"National Trades Union Congress", "NTUC" or words importing a similar effect refers to the National Trades Union Congress, a federation of trade unions in the republic of Singapore and registered under the Trade Unions Act, Cap 333.

"Employment And Employability Institute Pte Ltd", "e2i", or words importing a similar effect refers to a company incorporated in the Republic of Singapore and is appointed by the National Trades Union Congress ("NTUC") to administer the UTAP.

"Union Training Assistance Program", "UTAP" or words importing a similar effect or meaning refers to the awards or funding scheme administered, run or managed by NTUC.

☐ * I hereby declare that all information provided is true and correct and agree to abide and be bound by the Terms and Conditions

[**Submit**]   [**Reset**]   [**Cancel**]

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Step 8: Check that your particulars are correct

Applicant Details

Application ID:	
Nric:	
Name:	
Date of Birth:	▦ (dd-mm-yyyy)
Status:	∨

Applicant Address and Contact Details

Postal Code:*	
BLK/House No:	**Floor/Unit No #** -
Street:	
Building Name:	
Contact No:*	
Email:*	

If your address/contact is incorrect please click here to update

Course Details

Training Provider:	
Course name	
Start Date:	(dd-mm-yyyy)
End Date:	(dd-mm-yyy
Latest Gross Monthly Salary: *	

Please ensure your address & contact is updated. If not, kindly update your particulars before submitting a new application.

It is compulsory to enter your salary information

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Step 9: Ensure your bank account information is correct. Click "Submit" once you have completed all compulsory fields

Bank Account Information

Please update the bank account details and upload a copy of your bank statement if:
1) You wish to change the existing bank account information or
2) If there is no bank account information displayed

Please note the following:
1) We do not pay to third party's bank account
2) This bank account update will not replace your existing bank details if you are paying your un____ ____ership fees via monthly GIRO.

It is compulsory to upload your bank statement/passbook with your full name and account no. (only PDF/JPG allowed). File size should not be bigger than 2MB.

To credit to another bank account, please enter the account number.

Bank Name: *

Bank Branch: *

Account Holder Name: *

Account Number: *

Copy of Bank Account Number: *   [Browse...]

Please submit a copy of your course certificate/tax invoice/statement of attendance to UTAP@e2i.com.sg with application ID as subject title: e.g. (A123456)
Disclaimer: Funding amount is an estimate of the subsidy provided and may differ from actual funding amount

[Submit] [Reset] [Cancel]
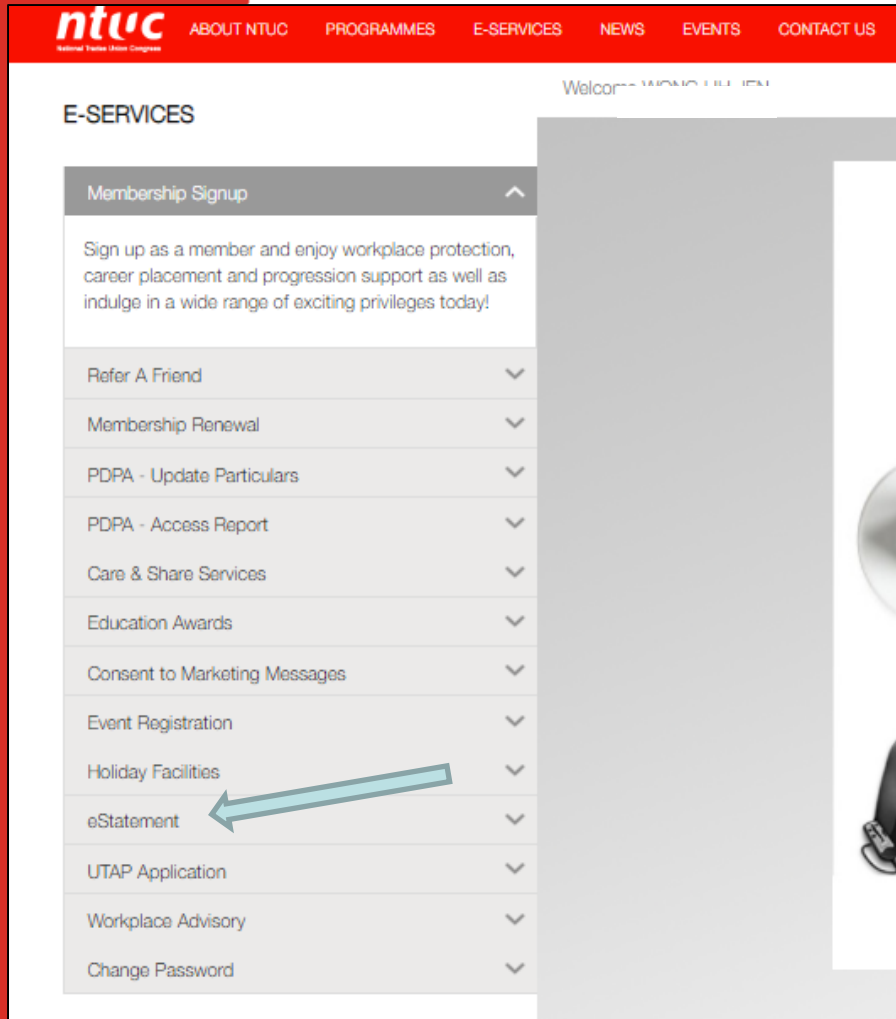
Step 10: When you're ready, click 'Submit'

Upon successful submission, you will receive an e-mail notification on your application status.

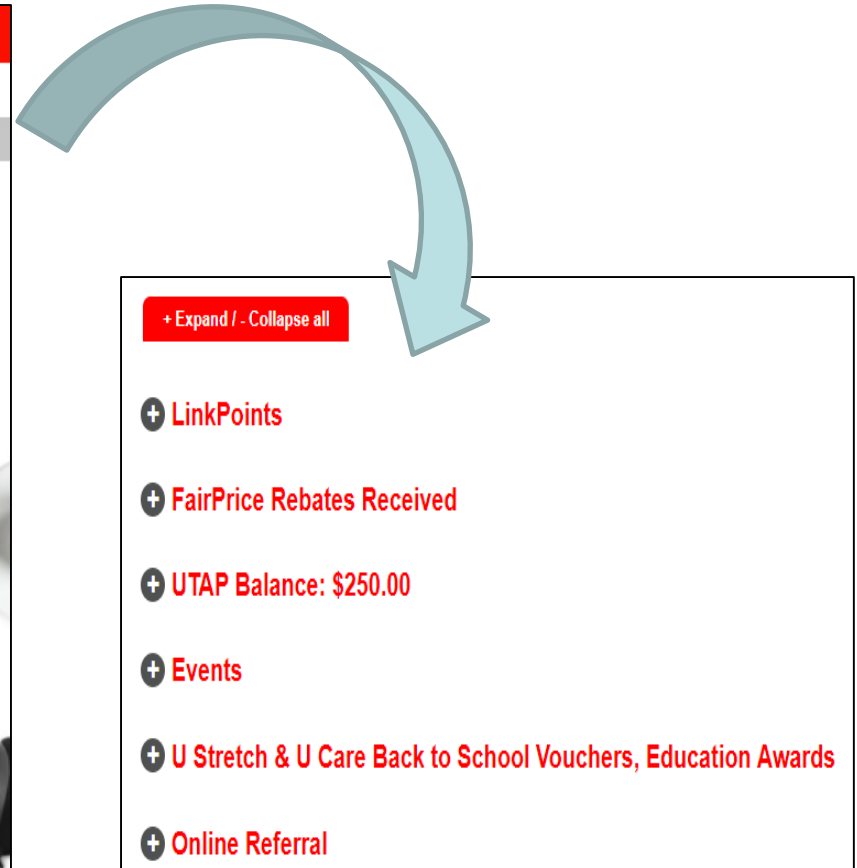You may be required by NTUC/e2i to submit supporting documents.

If all in order, you will receive your UTAP funding within 4 to 6 weeks by GIRO or cheque (if your bank account information cannot be verified).

To check the status of your claim:
➤ **Go to the 'E-SERVICES' tab at Home Page.**
➤ **Click on 'eStatement' and select "UTAP Balance"**

Note 1: Error Messages

i Sorry, you are unable to proceed because you have exceeded the time frame to apply for UTAP (within 6 months after course ends). For assistance, please contact NTUC Membership Hotline at (65) 6213 8008 or e-mail to UTAP@e2i.com.sg

Late Applications that has exceeded 6 months time frame will be rejected. Click 'Cancel' to bring you back to NTUC U Portal home page

Note 2: If you have membership arrears or inactive membership, you will be prompted with a message

i Sorry, you are unable to proceed. Our records show you have membership arrears. Please contact NTUC Membership Hotline at (65) 6213 8008 for assistance

Continue   Cance

You can click "**Continue**" to proceed with your UTAP application, which will be on-hold until you have cleared your membership arrears.

In the meantime, please contact NTUC Membership at membership@ntuc.org.sg or your respective union (Ordinary Branch members) to check on your membership status.

Clicking on "**Cancel**" will bring you back to Home Page. No application will be submitted.

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For more information, please contact:

Membership Enquiries:

Email: **membership@ntuc.org.sg**
Hotline: (65) 6213 8008
Ordinary Branch members can contact your respective union for assistance.

Course Funding Enquiries
Email: **UTAP@e2i.com.sg**

You may visit:
NTUC Members' Hub

NTUC Centre, 1 Marina Boulevard
#B1-03, One Marina Boulevard
Singapore 018989

Operating Hours:
Monday - Friday: 9.00am to 6.00pm
Last Queue Ticket Time will be issued at 5.30pm

Closed on Saturdays, Sundays & Public Holidays.

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