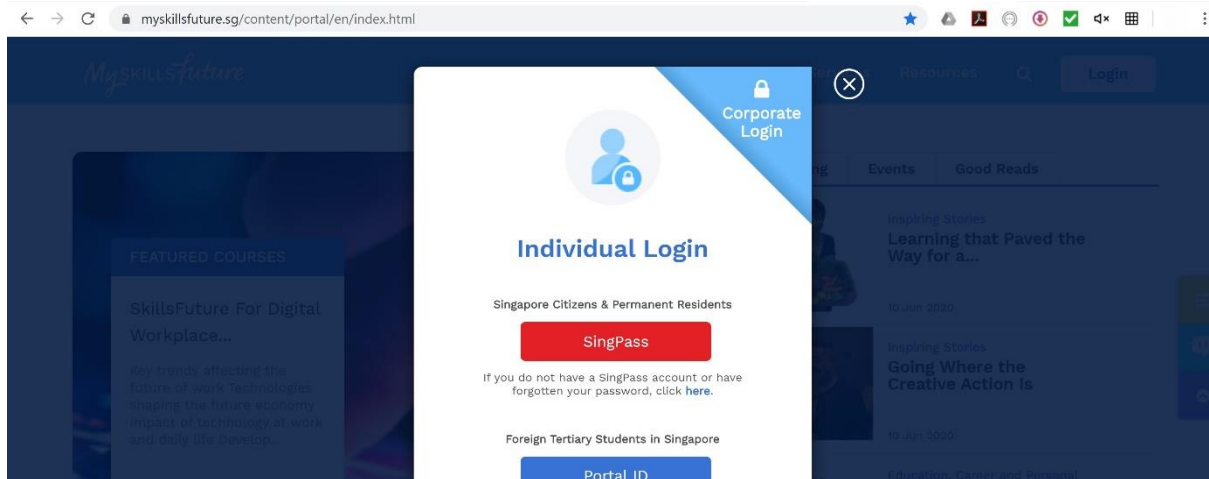


## STEPS TO CLAIM SKILLSFUTURE CREDIT (SFC)

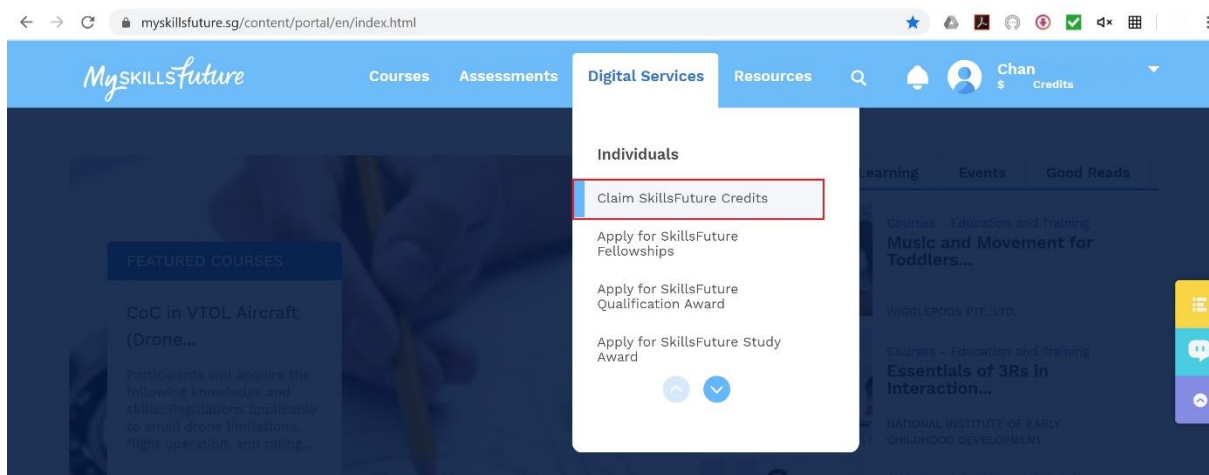
### Step 1

Log in to the SkillsFuture Credit portal (<https://www.myskillsfuture.sg/content/portal/en/index.html>) using your Singpass



### Step 2

Under “Digital Services”, click on “Claim SkillsFuture Credits”;



### Step 3

Click “Submit a Claim”;

[← Submit a Claim](#)

1. Select Your Course    2. Enter Your Payment Details

**Things To Note:**

- The application takes 15 - 30 minutes to complete.
- **Please ensure the following are ready:**
  - 1) Sufficient SkillsFuture Credit
  - 2) Valid Course details & Training Provider information
  - 3) Valid Course Start Date
    - Please note the following claim submission timelines:
      - a) Claims for SFC to be disbursed to the Training Provider should be submitted from 60 days before the course start date up to the course start date.
      - b) Claims for SFC for payments which you have made to overseas MOOC training providers should be submitted from 60 days before the course start date up to 90 days after the course start date.
  - 4) Valid supporting documents
    - a) receipt issued by the training provider
    - b) invoice issued by the training provider
    - c) where payment details are available only in a foreign currency, this is to be supplemented by your credit card statement / bank statement showing the Singapore Dollar equivalent paid
  - 5) Official receipt/invoice should have the following details:
    - a) Your name (ensure that this is the same as in your NRIC)
    - b) Course Title
    - c) Name of MOOC Provider
    - d) Amount of course fees paid (preferably in Singapore Dollars)
    - e) Course start date (ensure that the date in your claim matches this date)
  - 6) Valid Bank Account Details
  - 7) When making claims for overseas MOOC courses, [click here for a sample receipt](#) or [click here for FAQs](#).
- **File types supported: pdf, doc, docx, xls, xlsx, tif, tiff, jpg, jpeg, png.**

Search For Your Course Using One Or More Fields Below

Course     Training Provider    

### Step 4

Enter the “Course Title” (WSET Level 1 Award in Wines / WSET Level 2 Award in Wines / WSET Level 3 Award in Wines);

### Step 5

Enter the “Training Provider” (Wine Language Pte Ltd);

### Step 6

Click “Search”

### Step 7

Select the correct Course Title and Training Provider;


## Step 8

Press Enter Payment Details”;

[←](#) **Submit a Claim** [?](#)

---

**1. Select Your Course**    **2. Enter Your Payment Details**

 Available Credit [?](#)  
\$

Course Start Date

Enter the course fees to be paid by you after deducting any subsidies or grants you have obtained for the course. Please include GST.

Fees Payable By You (including GST) [?](#)      Amount Of Credit To Claim

S\$      S\$

Pay To

Training Provider

Supporting Documents (e.g. official receipts, invoices, etc.)  
Up to 10 files may be uploaded (maximum 5MB in total).  
File types supported: pdf, doc, docx, xls, xlsx, tif, tiff, jpg, jpeg, png.  
When making claims for overseas MOOC courses, [click here for a sample receipt](#) or [click here for FAQs](#).

---

Declaration

I have read and agreed to the Skillsfuture Credit terms and conditions

[Reselect Your Course](#)      [Submit](#)

## Step 9

Enter the “Course Start Date”;

## Step 10

Enter the “Fees Payable By You”;

## Step 11

Enter the “Amount Of Credit To Claim”;

**Step 12**

Select "Pay to Training Provider";

**Step 13**

Upload the invoice / receipt as the supporting document;

**Step 14**

Check the declaration boxes;

**Step 15**

Press "Submit".