



Saw Swee Hock School of Public Health

**GRADUATE DIPLOMA IN
PUBLIC HEALTH 2024**

APPLICATION INFORMATION BOOKLET

The University has not engaged any external agencies to undertake graduate student recruitment on its behalf. Candidates interested in our graduate programmes are advised to apply directly to the University and not through any agents. Candidates who apply through agents will not have any added advantage in gaining admission and the University reserves the right to reject such applications without giving reasons.

If you have any queries, please contact us at GDC_SPH@nus.edu.sg

APPLICATION INSTRUCTIONS

- Applications must be made online, via the [NUS Graduate Admission System](#)
- Applications must be completed in English. Non-English supporting documents must be accompanied by a notarised English translation.
- You may be asked to furnish the originals of submitted documents for verification at student registration.
- All supporting documents submitted by applicants **will not be returned**.
- Applicants may apply simultaneously to multiple Graduate Coursework/ Research programmes that come under different Faculties/Schools in NUS. However, please note that each application **must have its own set of application fee payment and supporting documents**.
- The application closing date for the August 2024 intake is **15 November 2023**. Applicants who are not exempted from TOEFL/IELTS must take the tests latest by 15 November 2023. We will not accept test scores for tests taken after 15 November 2023.
- Applications that are incomplete after **14 January 2024** will be rejected.

APPLICATION CHECKLIST

1. Create an applicant account ([instructions](#))
2. Adding an application ([instructions](#))
3. Complete the online application ([instructions](#))
4. Referee Reports ([instructions](#))

Recommendations from **2 professional referees** are to be submitted online.

You are required to enter your referees' contact details* in the Graduate Admission System. Please see [here](#) for the instructions.

***IMPORTANT: For email addresses, please enter the institutional/organisation email addresses of your referees. Referee reports submitted by referees using their personal email accounts (e.g. gmail, hotmail, yahoo mail etc.) are not acceptable.**

5. Upload Supporting Documents ([instructions](#))

Please upload scanned copies of the following documents using the “Documents Upload” function with the corresponding file naming convention:

Document	File naming convention *IMPORTANT: Please follow the file naming convention STRICTLY
Curriculum Vitae/Resume	02. CV_<FULL NAME>
Degree Scroll <i>(with English translation if applicable)</i>	03. DegScroll_<FULL NAME>_<DEGREE ABBREVIATION> <i>e.g. 03. DegScroll_FULL NAME_BSc/MSc/PhD</i>
Transcript <i>(with English translation if applicable)</i>	04. Transcript_<FULL NAME>_<DEGREE ABBREVIATION> <i>e.g. 03. Transcript_FULL NAME_BSc/MSc/PhD</i>
Polytechnic Transcript <i>(for applicants who graduated from one of the polytechnics in Singapore)</i>	04. Transcript_<FULL NAME>_Diploma
Personal Statement <i>(Click for template)</i>	05. Personal Statement_<FULL NAME>
IELTS/TOEFL scoresheet <i>(if applicable)</i>	07a. IELTS/TOEFL_<FULL NAME>
Certificates of awards and prizes stated in the application <i>(Combine certificates and awards into one PDF file)</i>	08. OtherCertsAwards_<FULL NAME>
NRIC (both front and back) / Passport (personal particulars page)* <i>*Singapore PRs are required to submit scanned copies of <u>both</u> their NRIC and Passport</i>	09. NRIC_<FULL NAME> 09. Passport_<FULL NAME>
Documentary proof of financial support <i>(E.g. Latest payslip, bank account statement or scholarship/sponsorship letter. For international students, please ensure that your finances are able to support the entire cost of the programme and living expenses in Singapore)</i>	11. SOF_<FULL NAME>
Passport photograph (at least 300 dpi)	Others. Passport photo_<FULL NAME>
Employment Pass (if applicable)	Others. Employment Pass_<FULL NAME>
Others	Others. <Item Description>_<FULL NAME>

6. Official Transcripts

For non-NUS qualifications:

An official transcript of academic records is required from each university you have attended/are attending. The transcript **MUST BE SUBMITTED DIRECTLY** to the Saw Swee Hock School of Public Health from your university Registrar. Please present the "**TRANSCRIPT REQUEST FORM**" to your university Registrar.

Transcripts must be enclosed in an official **SEALED** envelope with its flap bearing the security seal of the university and the signature of the Registrar or representative. If the transcripts are not in English, they must be accompanied by English translations that have been notarized.

Digital transcripts may be sent to GDC_SPH@nus.edu.sg

For NUS Qualifications:

Graduates from NUS can submit scanned copies of their NUS official transcript.

For applicants who graduated from one of the polytechnics in Singapore:

Applicants who graduated from one of the polytechnics in Singapore are required to submit a scanned copy of their polytechnic transcript.

7. TOEFL/IELTS (Academic)

- Applicable for all international applicants **EXCEPT** those whose undergraduate or graduate degrees are from Singapore autonomous universities or English-medium institutions in Australia, Canada, Ireland, New Zealand, the United Kingdom and the United States
- For TOEFL, please request the testing organization to send your scoresheet directly to Saw Swee Hock School of Public Health. Please quote 7897 for the TOEFL Institutional Code.
- For IELTS scores, applicants can submit a scanned copy of their IELTS scoresheet.
- Please note that the TOEFL/IELTS scores are valid for 2 years from the test date.
- Applicants must take the TOEFL/IELTS test latest by **15 November 2023**. We will not accept test scores for tests taken after this date.

8. Application Fee – Online Payment ([instructions](#))

All applications must be accompanied by a non-refundable application fee of Singapore SGD50.00. Please note that you will need to complete the application fee payment before you can submit your application.

9. Submitting the online application ([instructions](#))

LINKS TO FORMS

- [Transcript Request form](#)
- [Personal Statement](#)

STEP 1: CREATE AN APPLICANT ACCOUNT

- Go to the [NUS Graduate Admission System](#) and click “Create a new account”



Graduate Admission System

HOME

Email Address

Password

Security Code

74QKB

Sign In

Can't access your account?
[Reset password ...](#)

Don't have an account?
[Create a new account ...](#)

Go to
[Staff Sign In](#)

Welcome to Graduate Admission System (GDA2)

For New Applicant

Please refer to the instructions from the [Faculty/School](#) with which you are applying before you proceed to apply online.**Notice**▶ **Modes of Online Payment**

For overseas online payment, please refrain from using debit cards as these may sometimes be blocked by the bank.

▶ **"Processing" status for online payment**

For applicants who encounter this status after online payment attempt, please try again (if needed) after 6 hours.

[Read More->>](#)**Important**

Candidates are required to complete and submit the online applications personally.

The University has not engaged any external agencies to undertake graduate student recruitment on its behalf. Candidates interested in our graduate programmes are advised to apply directly to the University and not through any agents. Candidates who apply through agents will not have any added advantage in gaining admission and the University reserves the right to reject such applications without giving reasons.

- Enter your details and click “create”

Create New Account

Please take note of the following information:

- ▶ Your password must be at least 8 characters in length.
- ▶ Your password must contain letters, numbers and / or special characters.
- ▶ Your password must contain at least 1 letter and at least 1 number.

Email Address*

Full Name*

Password (minimum 8 characters)*

Confirm Password (minimum 8 characters)*

Date of Birth (dd/mm/yyyy)*


Security Code*

D171X

Create

STEP 2: ADDING AN APPLICATION

1. Go back to the [NUS Graduate Admission System](#) and login using your email and password:



Graduate Admission System

HOME

74QKB

Sign In

Can't access your account?
[Reset password ...](#)

Don't have an account?
[Create a new account ...](#)

Go to
[Staff Sign In](#)

Welcome to Graduate Admission System (GDA2)

For New Applicant

the instructions from the [Faculty/School](#) with which you are applying before you proceed to apply online.

Notice

- ▶ [Modes of Online Payment](#)
For overseas online payment, please refrain from using debit cards as these may sometimes be blocked by the bank.
- ▶ ["Processing" status for online payment](#)
For applicants who encounter this status after online payment attempt, please try again (if needed) after 6 hours.

[Read More->>](#)

Important

1. It is mandatory for candidates to complete and submit the online applications personally.
2. The University has not engaged any external agencies to undertake graduate student recruitment on its behalf. Candidates interested in our graduate programmes are advised to apply directly to the University and not through any agents. Candidates who apply through agents will not have any added advantage in gaining admission and the University reserves the right to reject such applications without giving reasons.

2. Go to "Basic Programme Info"



Graduate Admission System

HOME
SIGN OUT

Home

YYYYY XXXXX

Basic Programme Info ?

View Application/Make Payment/Submit Reply on Offer of Admission

Referee Details

Change Password

Adding and Submitting Application to NUS Graduate Programme

Click on "Basic Programme Info" at the left menu to start.

Once you have started to "Apply" for a programme, the left menu will change to show the various sections that you are required to fill up.

- ▶ It is compulsory to fill up fields that are marked with an asterisk (*).

Viewing Applications and Making Online Payment

- ▶ After submitting your application online, click on "View Applications/Make Payment" at the left menu to view your application (Application Form, Instructions, Checklist, Documents Upload, Application/Admission status).
- ▶ Click on the same link to make online payment for your submitted applications.
(For other payment modes, please refer to the instructions page of your programme or approach the department administrator if you have queries.)

Referee Details (applicable to certain programmes)

- ▶ Click on "Referee Details" at the left menu to create / edit / delete referee details, and to check for submission status of the online referee report.

User Guide

- ▶ Click on this [link](#) to access the guide for applicants on using the NUS Graduate Admission System.

STEP 2: ADDING AN APPLICATION

3. Click "Create New Application"



Graduate Admission System

HOME

SIGN OUT

Basic Programme Information

For adding of new application:

- ▶ Click on the 'Create New Application' button below.

For submitting your application(s):

- ▶ 1. Choose the application that you want to submit and click on the 'Apply' hyperlink.
- ▶ 2. Read the instructions from the Faculty / School carefully.
- ▶ 3. Fill up the information as you step through the application process.

Note: The page that you are on is saved when you click on the "Previous" or "Next" hyperlinks.

- ▶ 4. The system will perform an application completeness check for the selected programme.
- ▶ 5. Once the above steps are completed, you will be prompted to fill up the declaration section.
- ▶ 6. Click on the 'Submit' button in the declaration page to complete your submission.
- ▶ 7. To make online payment for the application / acceptance fee and view details of your application (e.g. application status and admission status), please click "View Application/Make Payment/Submit Reply on Offer of Admission" at the menu on the left.
- ▶ 8. If you wish to make changes to basic programme info for an application, please click "Edit".
- ▶ 9. If you are applying to multiple programmes within the same application cycle and wish to change your order of preference, please click on the "Up" and "Down" links as required.

Academic Year	Semester	Application Number	Programme	Application Status	Order of Preference	Action
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Create New Application

4. Complete the following fields and click "Save".

* Denotes required field

Programme Type * Coursework Research

Faculty * SSH School of Public Health

Programme * -- Select Here--

Department -- Select Here--

Specialisation / Area of Study -- Select Here--

Attached to Research Institute/Centre -- Select Here --

Source of Finance -- Select Here--

Other Source of Finance, please specify

Academic Load *

For Source of Finance, please select 'Self Support' if you are applying for SSHSPH scholarships.

See [here](#) for information on the available scholarships.

Applicable for Research Programmes Only

Proposed Supervisor

Proposed Thesis Title/Area of Research

Informed Proposed Supervisor? Yes No

[Please Select Supervisor Clear](#)

Save

STEP 3: COMPLETING THE ONLINE APPLICATION

- Next, go back to “Basic Programme Information”. Click “Apply”



Graduate Admission System

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SIGN OUT

Application Saved Successfully.

Basic Programme Information

For adding of new application:

- Click on the 'Create New Application' button below.

For submitting your application(s):

- Choose the application that you want to submit and click on the 'Apply' hyperlink.
- Read the instructions from the Faculty / School carefully.
- Fill up the information as you step through the application process.

Note: The page that you are on is saved when you click on the "Previous" or "Next" hyperlinks.

- The system will perform an application completeness check for the selected programme.
- Once the above steps are completed, you will be prompted to fill up the declaration section.
- Click on the 'Submit' button in the declaration page to complete your submission.
- To make online payment for the application fee(s), please click "View Application/Make Payment" at the menu on the left.
- If you wish to make changes to basic programme info for an application, please click "Edit".
- If you are applying to multiple programmes within the same application cycle and wish to change your order of preference, please click on the "Change Order of Preference" links as required.

Academic Year	Semester	Application Number	Programme	Application Status	Order of Preference	Action
2016/2017	1	2015094458	Doctor of Philosophy	Pending online submission	1	Edit Apply Delete

- If you are applying for more than one programme, this page shows your order of preference. Click “Next” to continue



Graduate Admission System

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Check Preference

You are applying for: 2015094458 - Doctor of Philosophy

While you can apply for multiple programmes within the same application cycle, the applications can only be submitted one at a time.

If you wish to apply for multiple programmes, please add all the programmes in the previous page, and decide on the order of preference before proceeding. This is because the order of preference for the programmes applied cannot be changed after online submission has been done.

To change the order of preference, please return to the previous page. No action is required, if you are applying for one programme only.

Preference	Application Number	Academic Year	Semester	Programme	Application Status
1	2015094458	2016/2017	1	Doctor of Philosophy	Pending online submission

STEP 3: COMPLETING THE ONLINE APPLICATION

3. Next, complete the sections listed in the left column:



Graduate Admission System

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SIGN OUT

YYYYY XXXXX

Basic Programme Info ⓘ

- Instructions

- Personal Particulars ⓘ

- Contact Information ⓘ

- Academic Qualifications ⓘ

- Test Details

- Awards/Prizes

- Languages Proficiency

- Work Experience

- Referee

- Questionnaire

- Checklist

- Documents Upload

- Source of Information

- Disabilities and Special Needs ⓘ

- Application Completeness Check

View Application/Make Payment

Referee Details

Change Password

View Instructions

Application: 2015094458 - Doctor of Philosophy

Please go through the following instructions applicable to the current programme that you are applying:

Applicants are required to read and familiarize themselves with the application instructions before proceeding to complete the online application. Please click [here](#) to download the application instructions.

If you have any queries, please contact us at GDR_SPH@nus.edu.sg

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STEP 4: REFEREE REPORTS

ENTERING YOUR REFEREE DETAILS

1. Go to “Referee Details”



Graduate Admission System

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SIGN OUT

YYYYY XXXXX

Basic Programme Info ⓘ

- Instructions

- Personal Particulars ⓘ

- Contact Information ⓘ

- Academic Qualifications ⓘ

- Test Details

- Awards/Prizes

- Languages Proficiency

- Work Experience

- Referee

- Questionnaire

- Checklist

- Documents Upload

- Source of Information

- Disabilities and Special Needs ⓘ

- Application Completeness Check

View Application/Make Payment

Referee Details

Change Password

View Instructions

Application: 2015094458 - Doctor of Philosophy

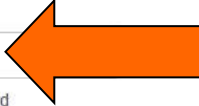
Please go through the following instructions applicable to the current programme that you are applying:

Applicants are required to read and familiarize themselves with the application instructions before proceeding to complete the online application. Please click [here](#) to download the application instructions.

If you have any queries, please contact us at GDR_SPH@nus.edu.sg

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STEP 4: REFEREE REPORTS

2. Select "Create New Referee"



Graduate Admission System

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YYYYY XXXXX

Basic Programme Info ⓘ

View Application/Make Payment

Referee Details

Change Password

Create/Edit Referee

Please take note of the following information:

- ▶ As you will not be able to edit or delete a referee's details after assigning him / her to an application, please double-check that the referee details are accurate before assigning your referees.
- ▶ Click on "View" to view the status of referee report submission (if applicable).

Name	Email	Telephone	Status	Modify
No record(s) found.				

Create New Referee

3. Enter your referee's details and click "Save"

*** Denotes required field**

Title

Referee Name *

Designation *

Organisation *

Email *

Telephone *

Alternate Telephone

-- Select Here -- ▼

CountryCode-AreaCode-PhoneNumber
e.g. S 44-121-1234567 (for foreign number), 65-91234567 (for Singapore number)

CountryCode-AreaCode-PhoneNumber
e.g. S 44-121-1234567 (for foreign number), 65-91234567 (for Singapore number)


Save

Please enter your referee's institutional / organizational email address. Personal email addresses (e.g. gmail, hotmail, yahoo mail, etc.) are not acceptable.

STEP 4: REFEREE REPORTS

ASSIGNING YOUR REFEREE TO YOUR APPLICATION

1. Go back to “Basic Programme Info” and select “Referee” from the left column



Graduate Admission System

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SIGN OUT

YYYYY XXXXX

- Basic Programme Info ⓘ
- Instructions
- Personal Particulars ⓘ
- Contact Information ⓘ
- Academic Qualifications ⓘ
- Test Details
- Awards/Prizes
- Languages Proficiency
- Work Experience
- Referee
- Questionnaire
- Checklist
- Documents Upload
- Source of Information
- Disabilities and Special Needs ⓘ
- Application Completeness Check

View Instructions

Application: 2015094458 - Doctor of Philosophy

Please go through the following instructions applicable to the current programme that you are applying: Applicants are required to read and familiarize themselves with the application instructions before proceeding to complete the online application. Please click [here](#) to download the application instructions.

If you have any queries, please contact us at GDR_SPH@nus.edu.sg

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2. Select “Assign Referee”

Referee

Application: 2015094458 - Doctor of Philosophy

Instructions

- ▶ Please refer to instructions from the Faculty / School on the number of referees to assign for this application.
- ▶ Your referee(s) will be receiving an email notification on submission of referee report immediately after you have submitted your application online.
- ▶ The deadline of submission of referee report will be 14 days from the date of email notification.

Name	Email	Telephone	Report	Status	Modify	Report
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No record(s) found.

Assign Referee

STEP 4: REFEREE REPORTS

- Select your referees and click "Assign". After you have [submitted your application](#), your referees will receive an email with the link to the online referee report form. Your referees will be given two weeks to submit their report.

Assign Referee

Application: 2015094458 - Doctor of Philosophy

Instructions

- ▶ Step 1: Click "Create New Referee" to key in details of the referee(s) that you wish to assign for this application.
- ▶ Step 2: Check against the referee(s) that you wish to assign and then click on the "Assign" button to complete the referee assignment.

Name	Email	Telephone	Report Status	Modify	Report
------	-------	-----------	---------------	--------	--------

No record(s) found.

[Create New Referee](#)

All Referees


Select	Name	Email	Telephone
1 <input type="checkbox"/>	AAAAAAA	GDR_SPH@nus.edu.sg	65-66012499
2 <input type="checkbox"/>	BBBBBBB	ephbox21@nus.edu.sg	65-66012499

Assign



STEP 5: UPLOAD SUPPORTING DOCUMENTS

1. Go to “Documents Upload” and click “Add”



Graduate Admission System

HOME
SIGN OUT

YYYYY XXXXX

Basic Programme Info ⓘ

- Instructions

- Personal Particulars ⓘ

- Contact Information ⓘ

- Academic Qualifications ⓘ

- Test Details

- Awards/Prizes

- Languages Proficiency

- Work Experience

- Referee

- Questionnaire

- Checklist

Documents Upload

- Source of Information

- Disabilities and Special Needs ⓘ

- Application Completeness Check

View Application/Make Payment

Referee Details

Change Password

Documents Upload


Application: 2016060313 - Doctor of Philosophy

Please take note of the following information:

- ▶ This section allows you to view / delete supporting documents which you have earlier uploaded at the preceding sections.
- ▶ You can also upload additional supporting documents under Document Type “Others” here by clicking the “Add” link. Only documents with extension *.bmp, *.doc, *.docx, *.gif, *.jpeg, *.jpg, *.pdf, *.png, *.tif or *.txt are accepted.
- ▶ If you wish to upload multiple documents, please collate them into a single file before uploading.
- ▶ To upload / re-upload documents under other Document Types (such as Degree Scroll), please navigate to the respective section and upload from there.
- ▶ The total size of your uploaded documents should not exceed 10MB.

Documents Uploaded

Document Type	Document Name	File Size
No Documents uploaded yet.		



Documents to be uploaded:

- **Passport photograph (at least 300 dpi)**
- **NRIC (both front and back) / Passport (personal particulars page)***
- ****Singapore PRs are required to submit scanned copies of both their NRIC and Passport***
- **Employment Pass (if applicable)**
- **Certificates for the qualifications stated in the application (with English translation if applicable)**
- **Polytechnic Transcript (for applicants who graduated from one of the polytechnics in Singapore)**
- **IELTS scoresheet (if applicable)**
- **[Personal Statement](#)**
- **Curriculum Vitae/Resume**
- **Documentary proof of financial support (E.g Latest payslip or bank account statement. For international students, please ensure that your finances are able to support the entire cost of the programme and living expenses in Singapore)**
- **Certificates of awards and prizes stated in the application**

***IMPORTANT: Please follow the [file naming convention](#) STRICTLY**



STEP 6: ONLINE PAYMENT OF APPLICATION FEE

- Go to “View Application/Make Payment/Submit Reply on Offer of Admission” → “Pay/View”, and follow the on-screen instructions.



Graduate Admission System

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YYYYY XXXXX

Basic Programme Info ⓘ

View Application/Make Payment/Submit Reply on Offer of Admission

Referee Details

Change Password

View Application / Make Payment / Submit Reply on Offer of Admission

Note:

- ▶ Click on the application number to retrieve your application form in Adobe PDF format.
 - ▶ Click on the link under “Checklist” to obtain the list of outstanding items to submit and / or outstanding actions to do following your online submission of application.
 - ▶ If you are successful in your admission, the admission status will be updated as “Offer Made”. Please refer to your admission offer letter for the procedure and deadline to confirm your acceptance / rejection of the offer of admission.
- Please do the following:
- ▶ You are required to confirm your acceptance/rejection of the offer of admission online, the link under “Admission Reply, Declarations & Photo Upload” will be activated. Please click on the link to proceed.
 - ▶ The offer of admission will be deemed as withdrawn if you do not submit your confirmation of acceptance by the deadline stipulated in your admission offer letter.
 - ▶ Candidates who wish to enrol concurrently into more than one degree programmes (offered by NUS or another University) will need to seek prior approval from NUS.
 - ▶ Please [contact](#) the respective faculty/programme coordinator should you require assistance in relation to the application / admission of any listed programmes.

Application Number	Checklist	Instruction	Documents Uploaded	Pay/View	Application Status	Admission Status	Admission Reply, Declarations & Photo Upload
<i>2017/2018, Semester 1, Master of Public Health (MPH)</i>							
2016064190	View	View	View	Pay/View	Physical application verified	Offer Withdrawn	
<i>2016/2017, Semester 1, Doctor of Philosophy</i>							
2015094458	View	View	View	Pay/View			

STEP 7: SUBMITTING THE ONLINE APPLICATION

1. Go to “Application Completeness Check”, check that all the applicable sections have been completed, and click “Next”.
2. Follow the on-screen instructions to submit your application.



Graduate Admission System

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SIGN OUT

YYYYY XXXXX

Basic Programme Info ⓘ

- Instructions

- Personal Particulars ⓘ

- Contact Information ⓘ

- Academic Qualifications ⓘ

- Test Details

- Awards/Prizes

- Languages Proficiency

- Work Experience

- Referee

- Questionnaire

- Checklist

- Documents Upload

- Source of Information

- Disabilities and Special Needs ⓘ

- Application Completeness Check

View Application/Make Payment

Referee Details

Change Password

Application Completeness Check

Application: 2016060313 - Doctor of Philosophy

Note

- ▶ This check ensures that all the required sections are completed before you submit the online application.
- ▶ Remember to complete your application by making fee payment / submitting supporting documents as per instructions from the Faculty / School.

The application has passed the Application Completeness Status Check. Please click on the “Next” button below when you are ready to make declarations and submit this application online. Your application has some non-compulsory Section(s) that is/are incomplete, as indicated below in blue. Please complete these Sections if they are relevant in proving your credentials and suitability for the programme.

Section : Test Details

Section : Awards/Prizes

Section : Work Experience

Section : Documents Upload

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