Saw Swee Hock School of Public Health

GRADUATE DIPLOMA IN PUBLIC HEALTH 2024

APPLICATION INFORMATION BOOKLET

Saw Swee Hock School of Public Health

GRADUATE DIPLOMA IN PUBLIC HEALTH
ONLINE APPLICATION – AUG 2024 INTAKE

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 *(with English translation if applicable)*	03. DegScroll_<FULL NAME>_<DEGREE ABBREVIATION> *e.g. 03. DegScroll_FULL NAME_BSc/MSc/PhD*
Transcript *(with English translation if applicable)*	04. Transcript_<FULL NAME>_<DEGREE ABBREVIATION> *e.g. 03. Transcript_FULL NAME_BSc/MSc/PhD*
Polytechnic Transcript *(for applicants who graduated from one of the polytechnics in Singapore)*	04. Transcript_<FULL NAME>_Diploma
Personal Statement *(Click for template)*	05. Personal Statement_<FULL NAME>
IELTS/TOEFL scoresheet *(if applicable)*	07a. IELTS/TOEFL_<FULL NAME>
Certificates of awards and prizes stated in the application *(Combine certificates and awards into one PDF file)*	08. OtherCertsAwards_<FULL NAME>
NRIC (both front and back) / Passport (personal particulars page)* **Singapore PRs are required to submit scanned copies of both their NRIC and Passport*	09. NRIC_<FULL NAME> 09. Passport_<FULL NAME>
Documentary proof of financial support (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)	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.

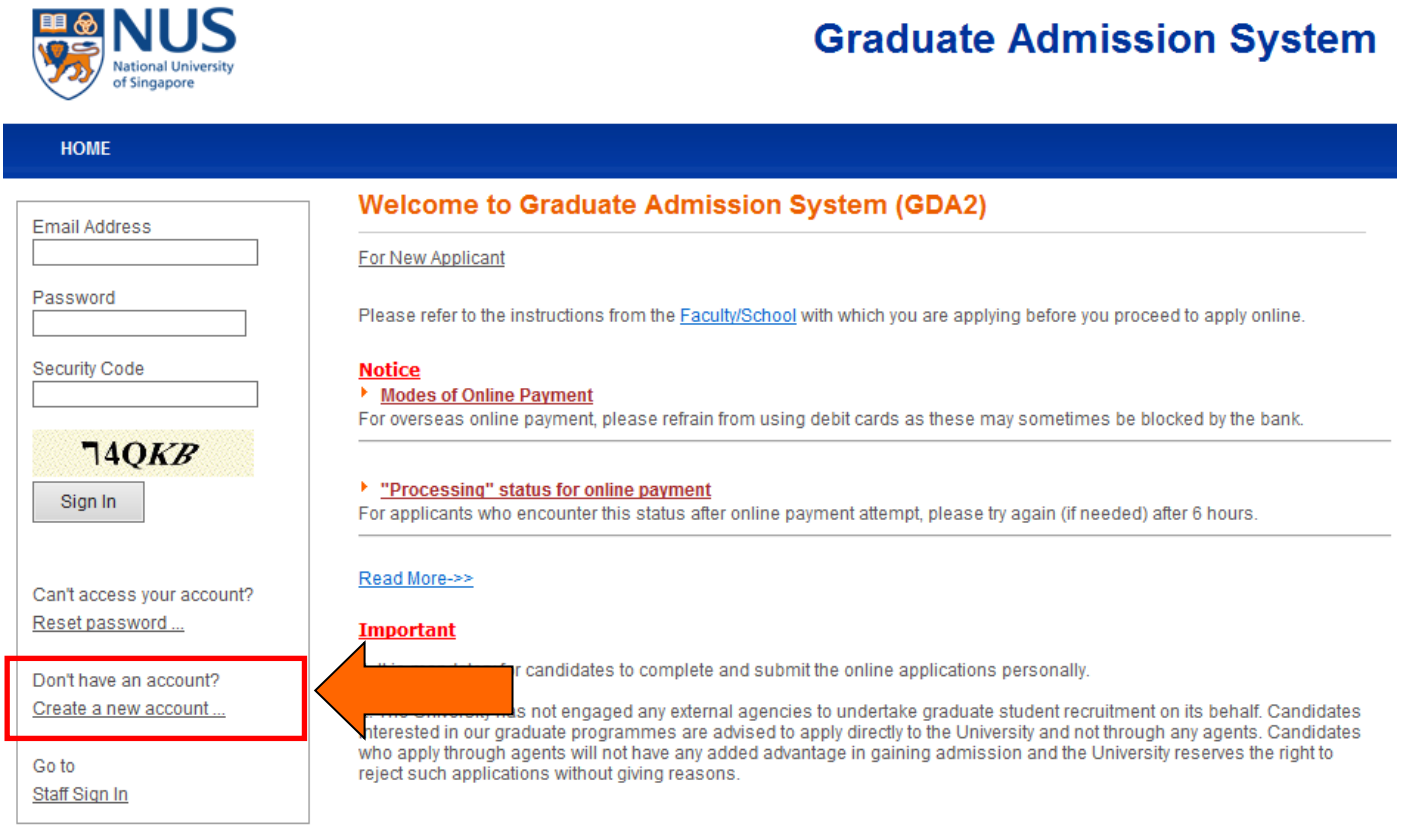
9. Submitting the online application (instructions)

LINKS TO FORMS

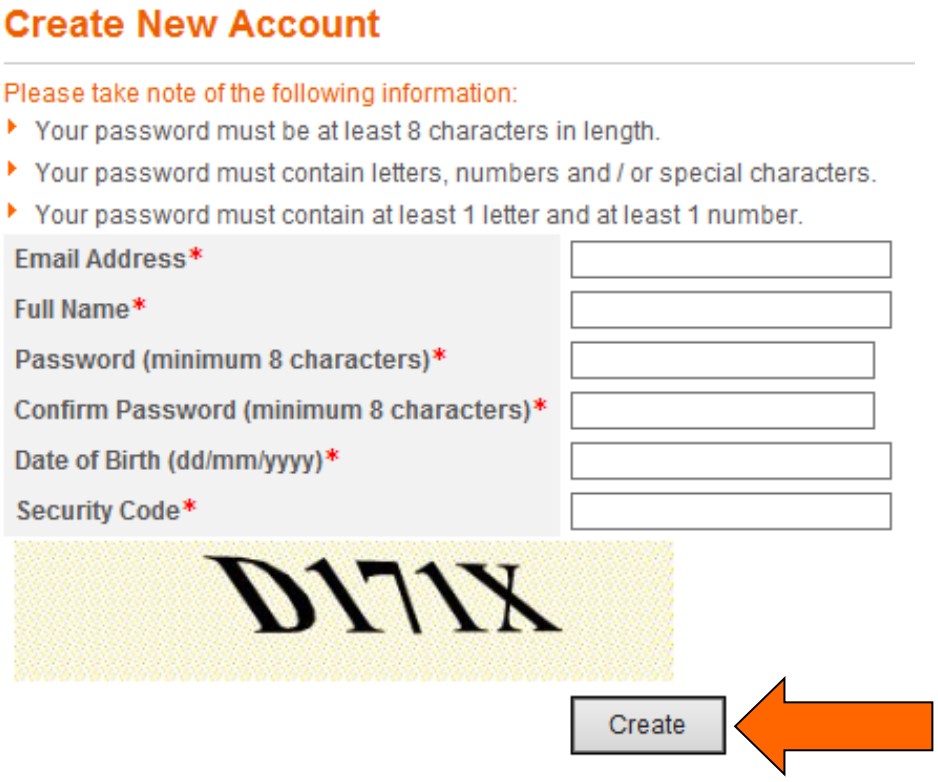
- Transcript Request form
- Personal Statement

STEP 1: CREATE AN APPLICANT ACCOUNT

1. Go to the NUS Graduate Admission System and click "Create a new account"

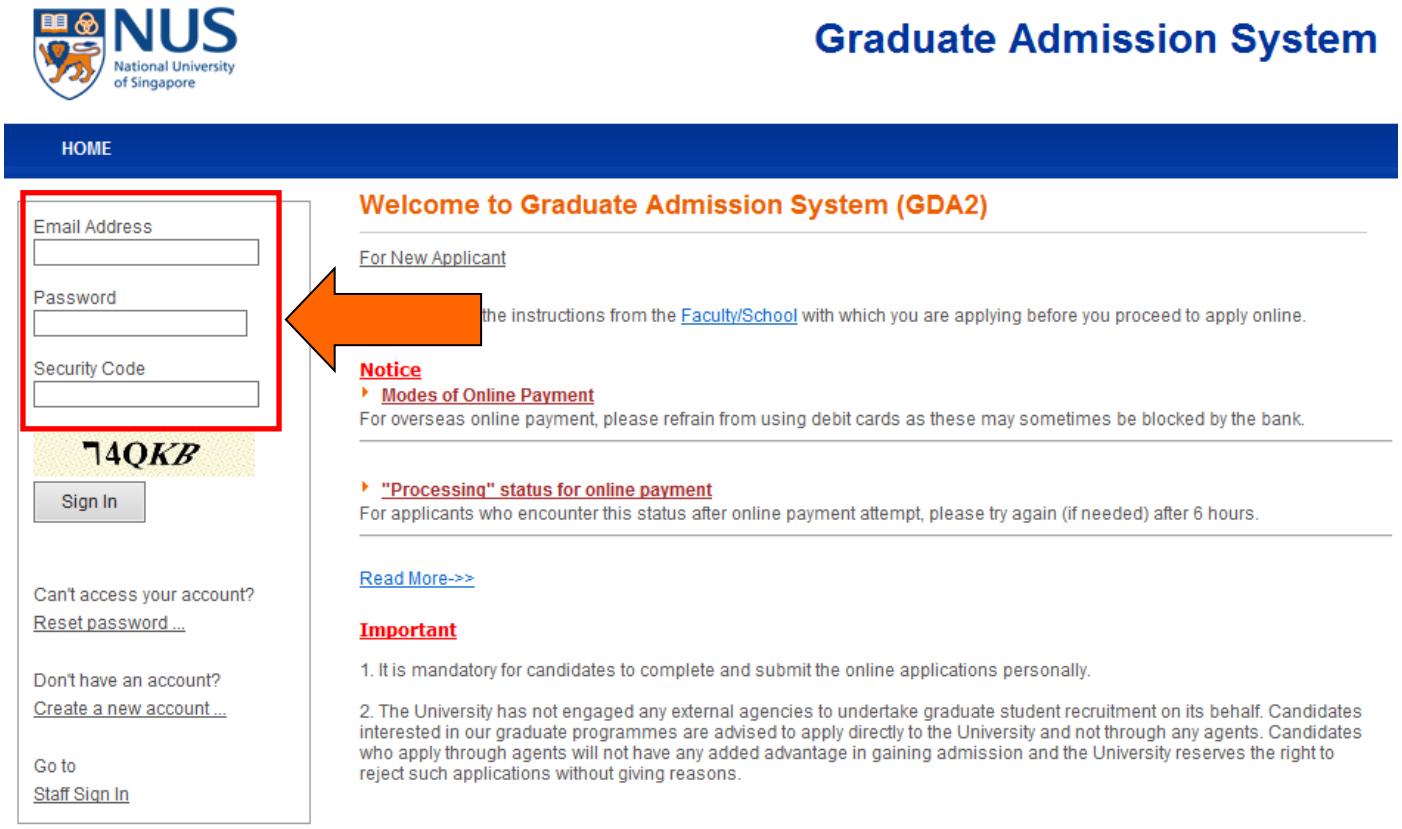


2. Enter your details and click "create"



STEP 2: ADDING AN APPLICATION

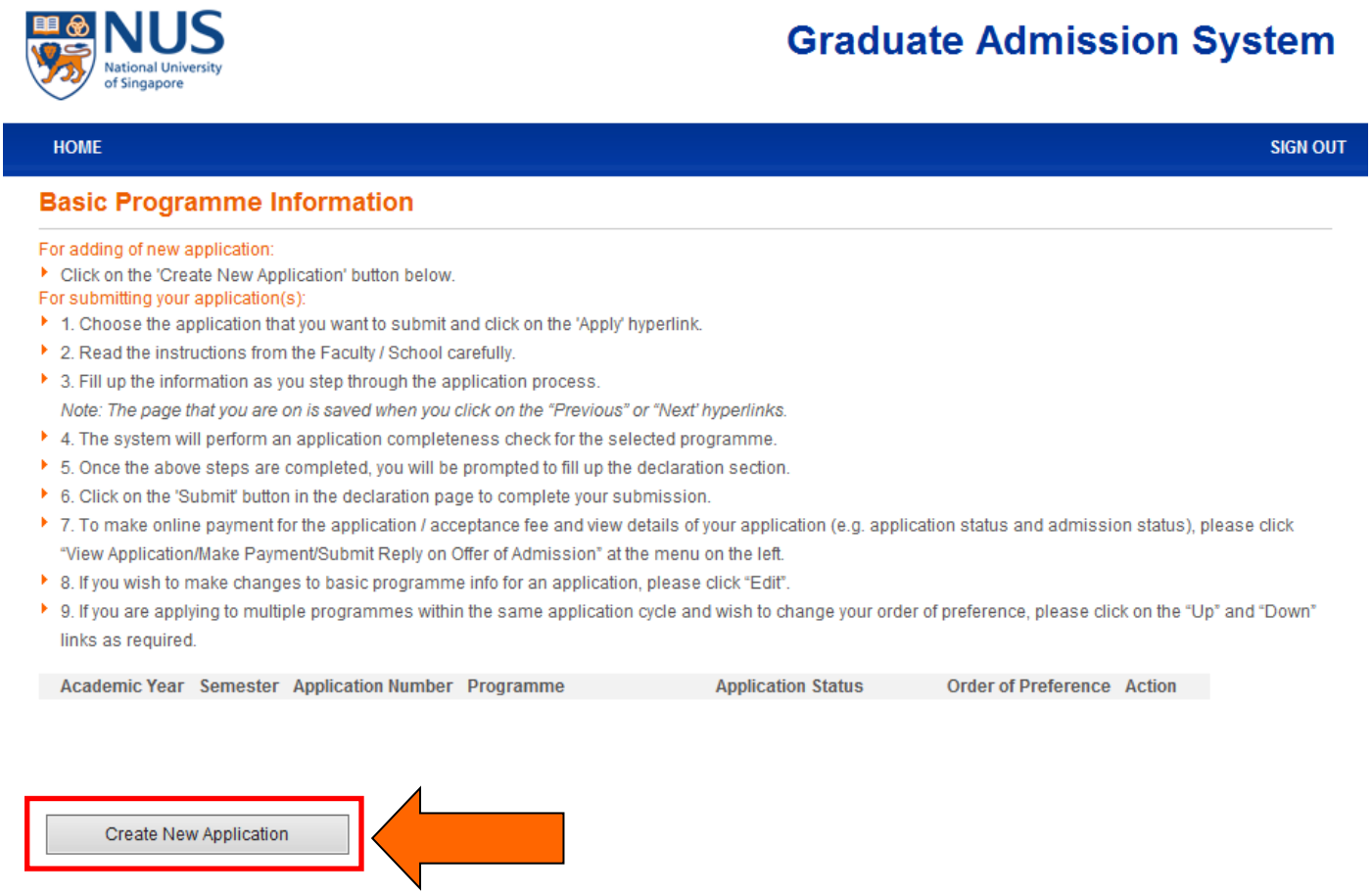
1. Go back to the NUS Graduate Admission System and login using your email and password:



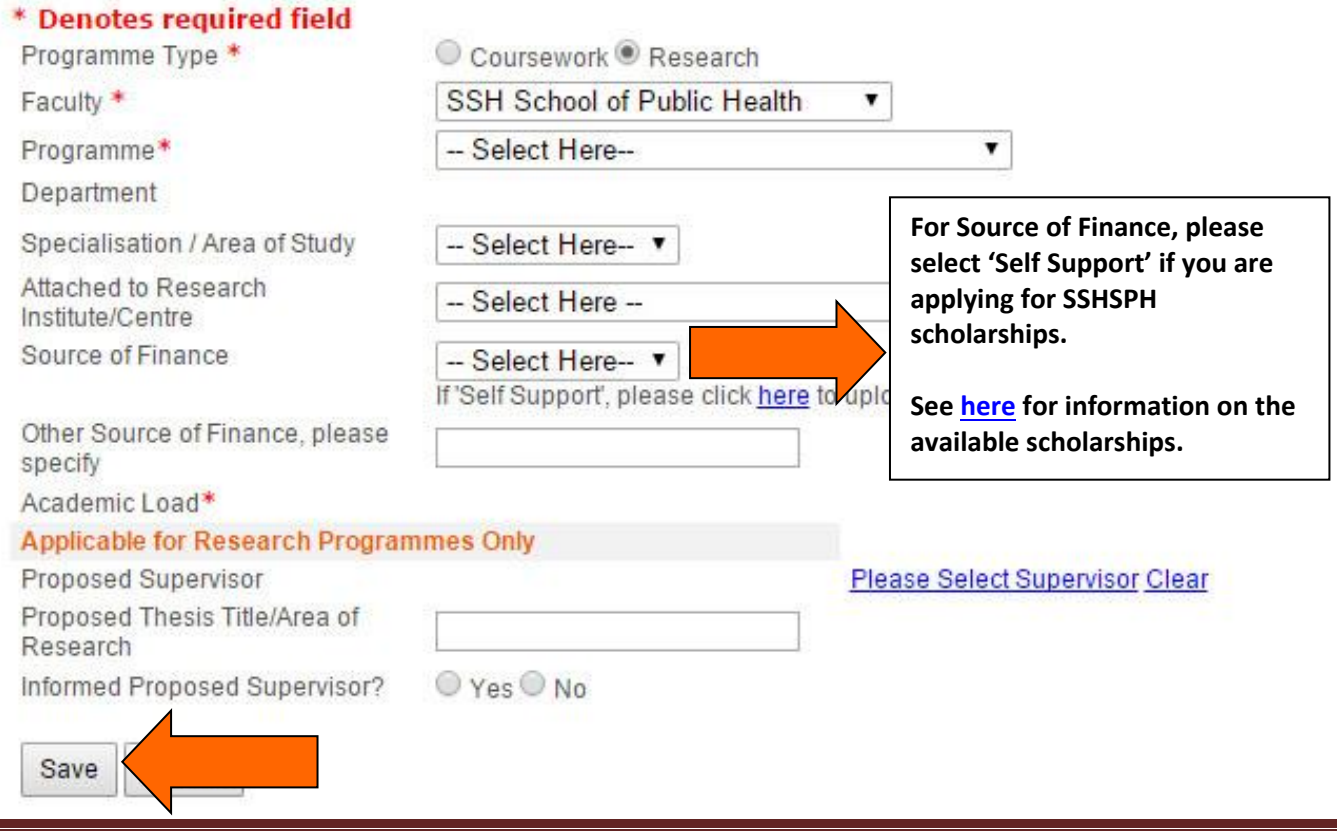
2. Go to "Basic Programme Info"

STEP 2: ADDING AN APPLICATION

3. Click "Create New Application"



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

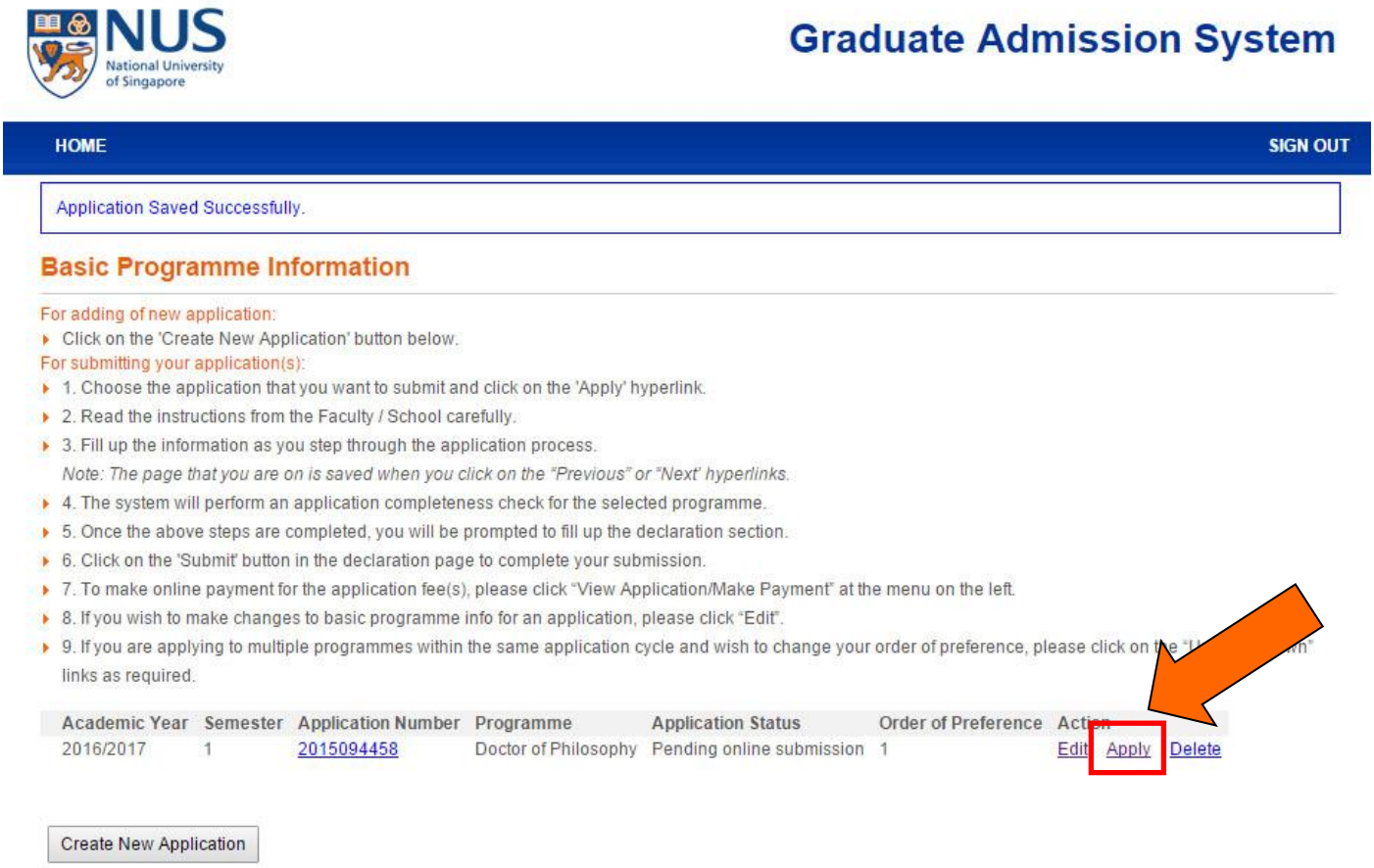


For Source of Finance, please select 'Self Support' if you are applying for SSHSPH scholarships.

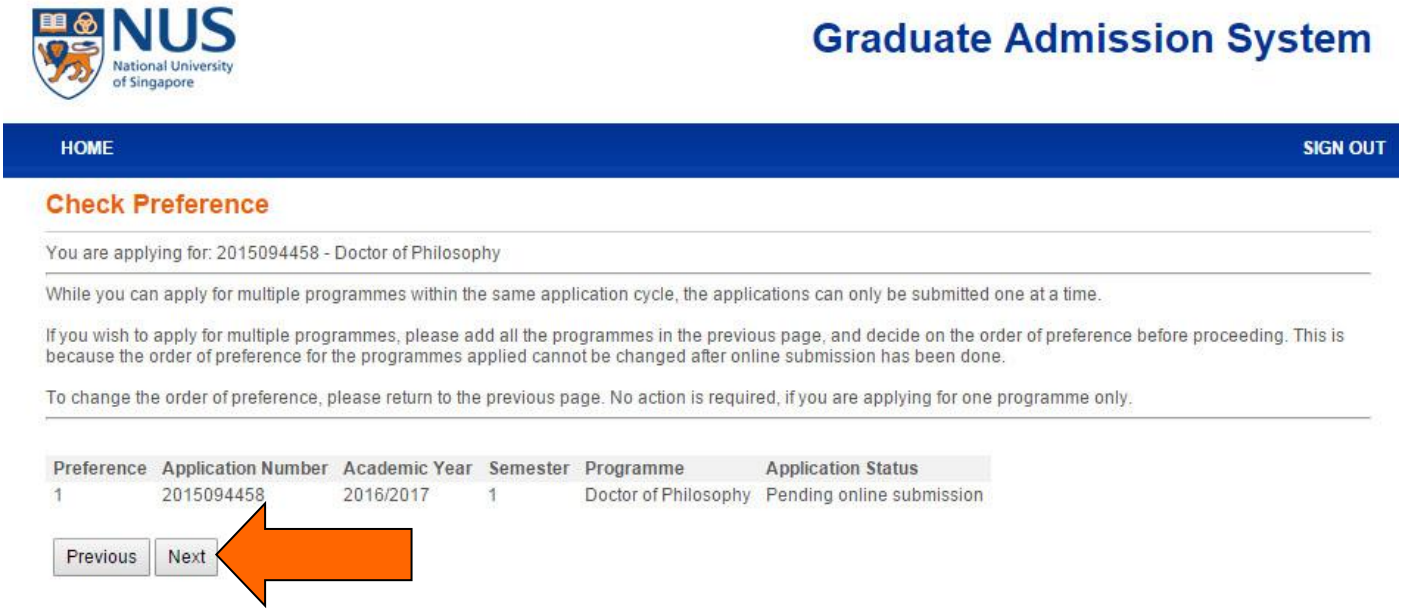
See here for information on the available scholarships.

STEP 3: COMPLETING THE ONLINE APPLICATION

1. Next, go back to "Basic Programme Information". Click "Apply"

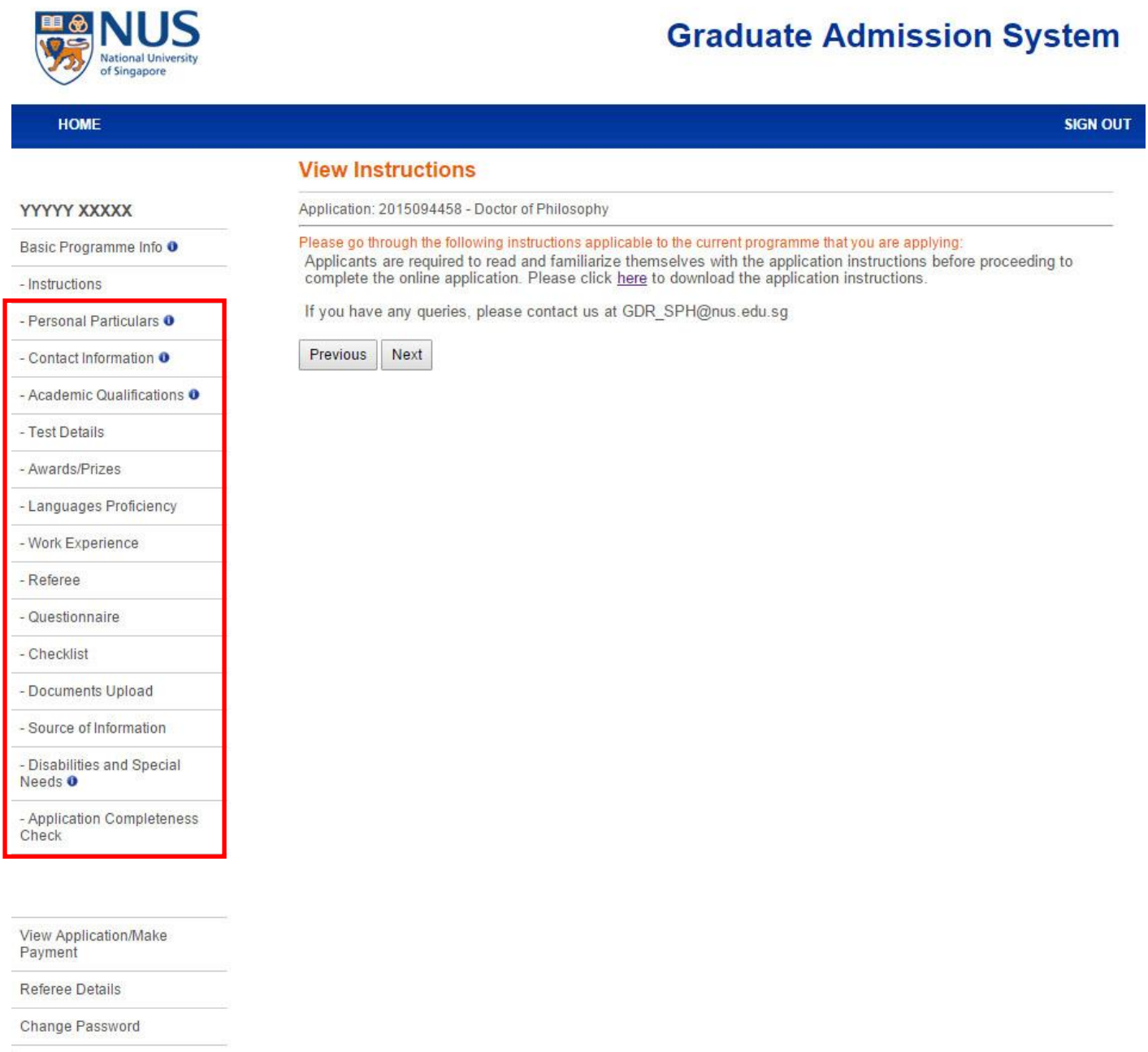


2. If you are applying for more than one programme, this page shows your order of preference. Click "Next" to continue



STEP 3: COMPLETING THE ONLINE APPLICATION

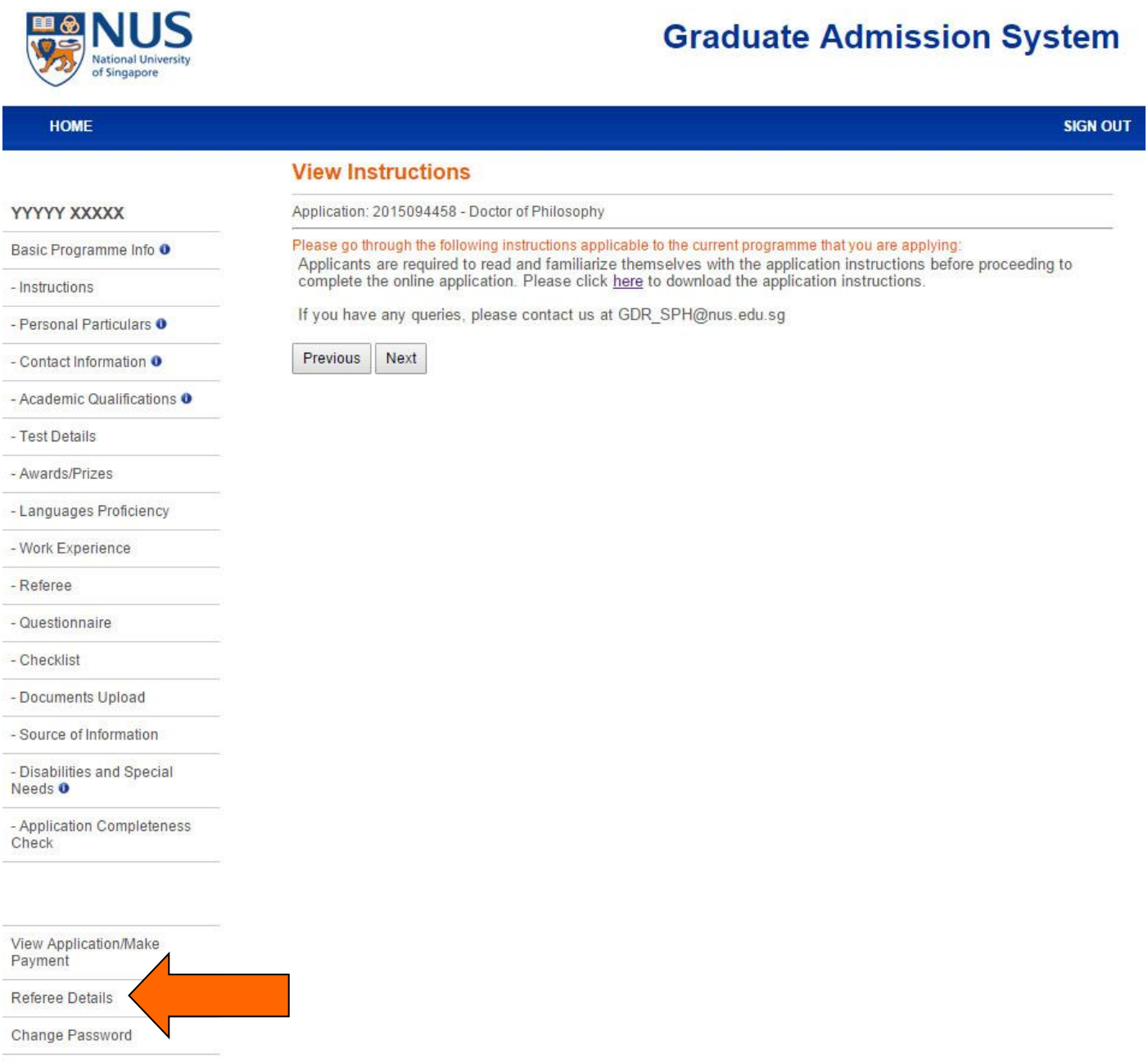
3. Next, complete the sections listed in the left column:



STEP 4: REFEREE REPORTS

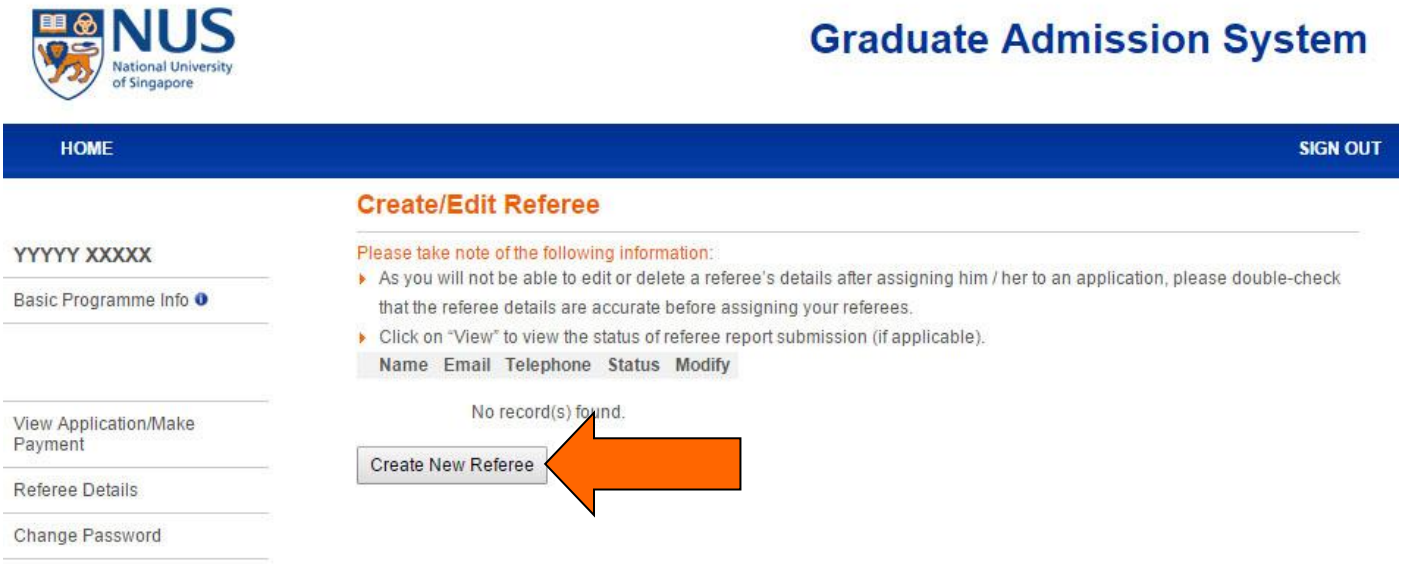
ENTERING YOUR REFEREE DETAILS

1. Go to “Referee Details”

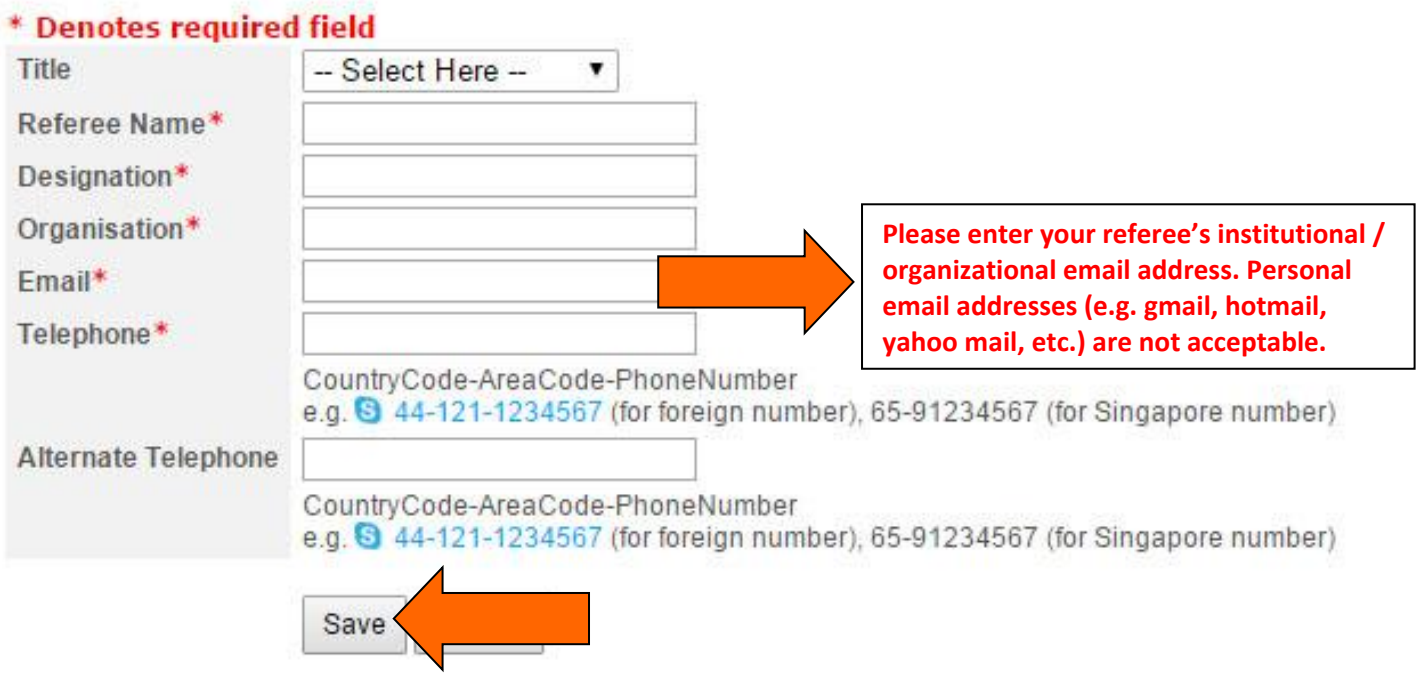


STEP 4: REFEREE REPORTS

2. Select “Create New Referee”



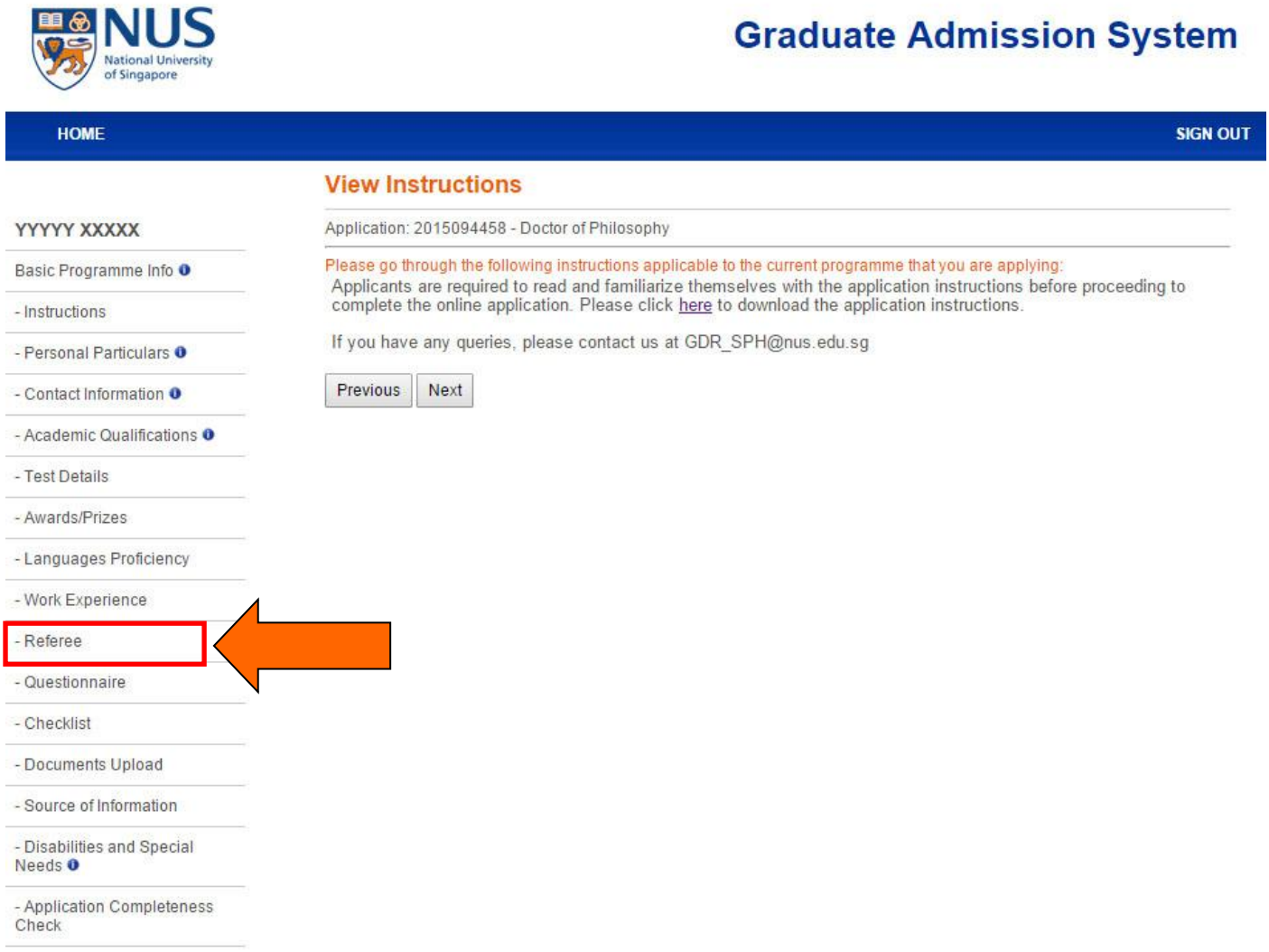
3. Enter your referee’s details and click “Save”



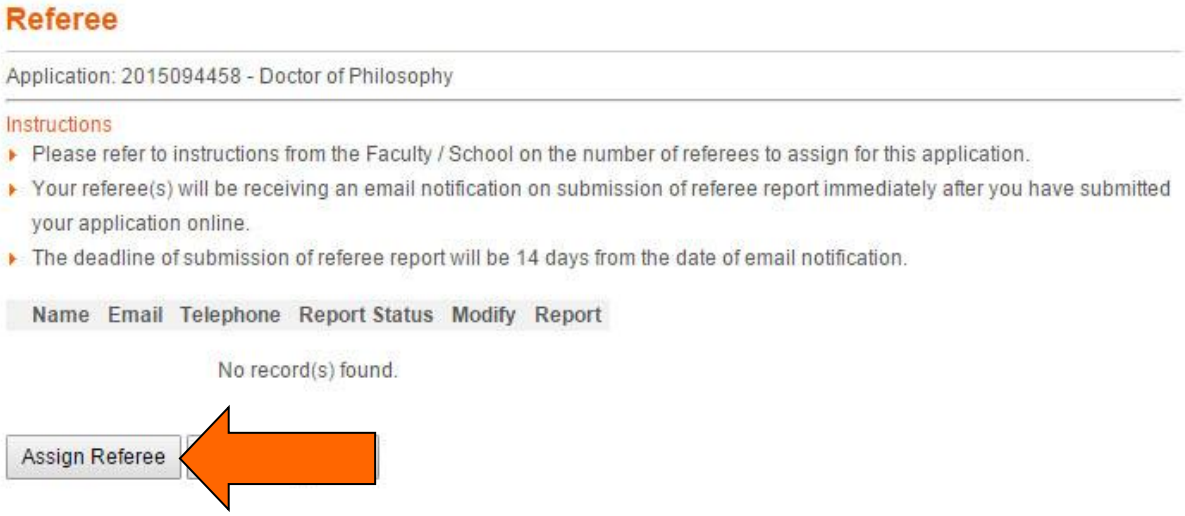
STEP 4: REFEREE REPORTS

ASSIGNING YOUR REFEREE TO YOUR APPLICATION

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

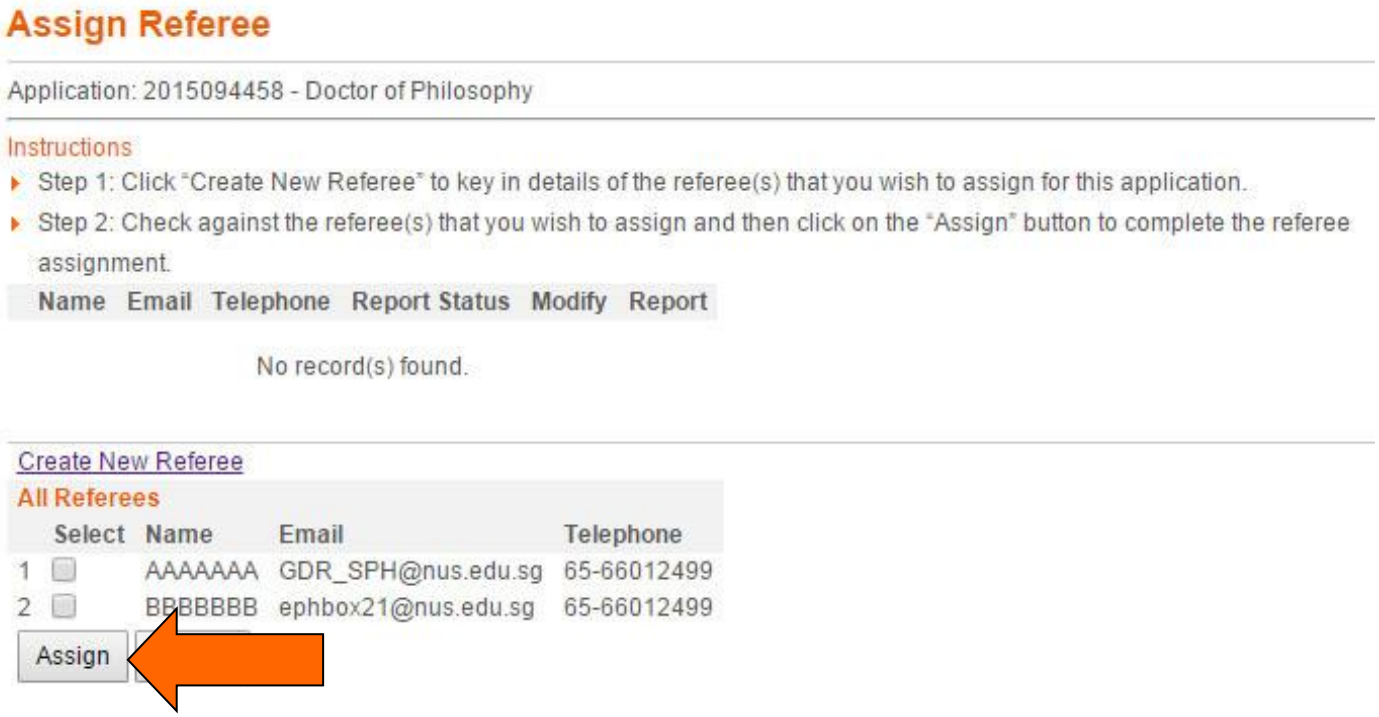


2. Select “Assign Referee”



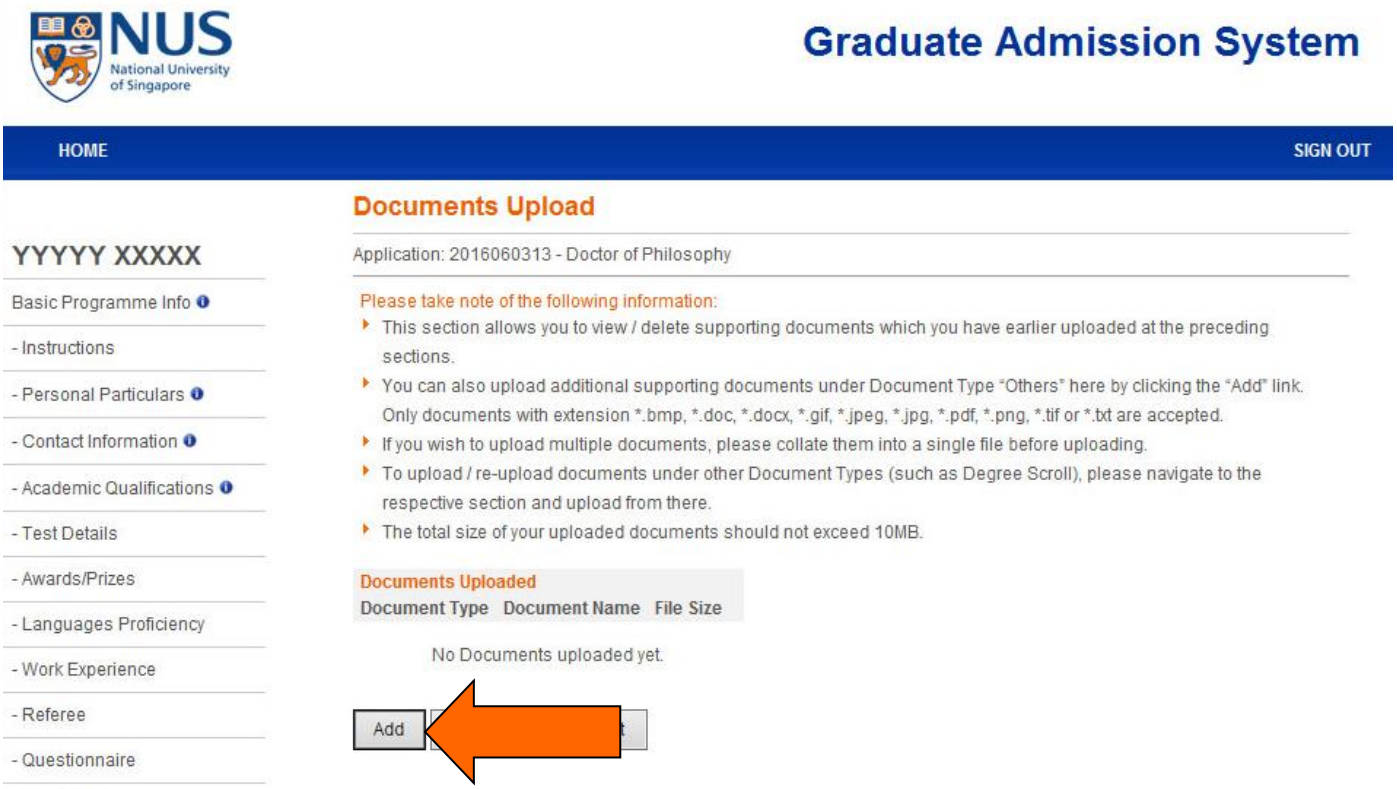
STEP 4: REFEREE REPORTS

3. 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.



STEP 5: UPLOAD SUPPORTING DOCUMENTS

1. Go to "Documents Upload" and click "Add"



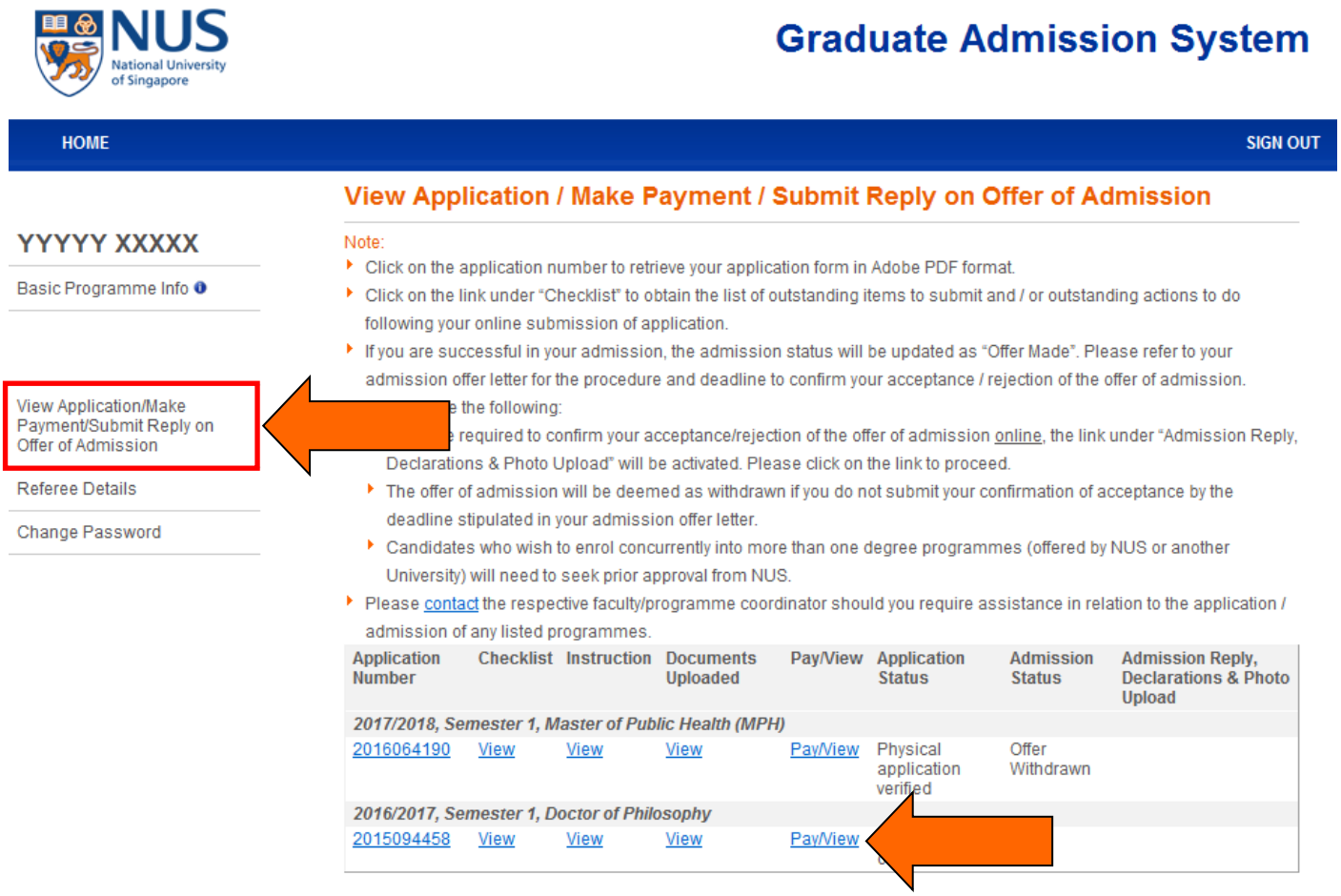
Documents to be uploaded:

- **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**

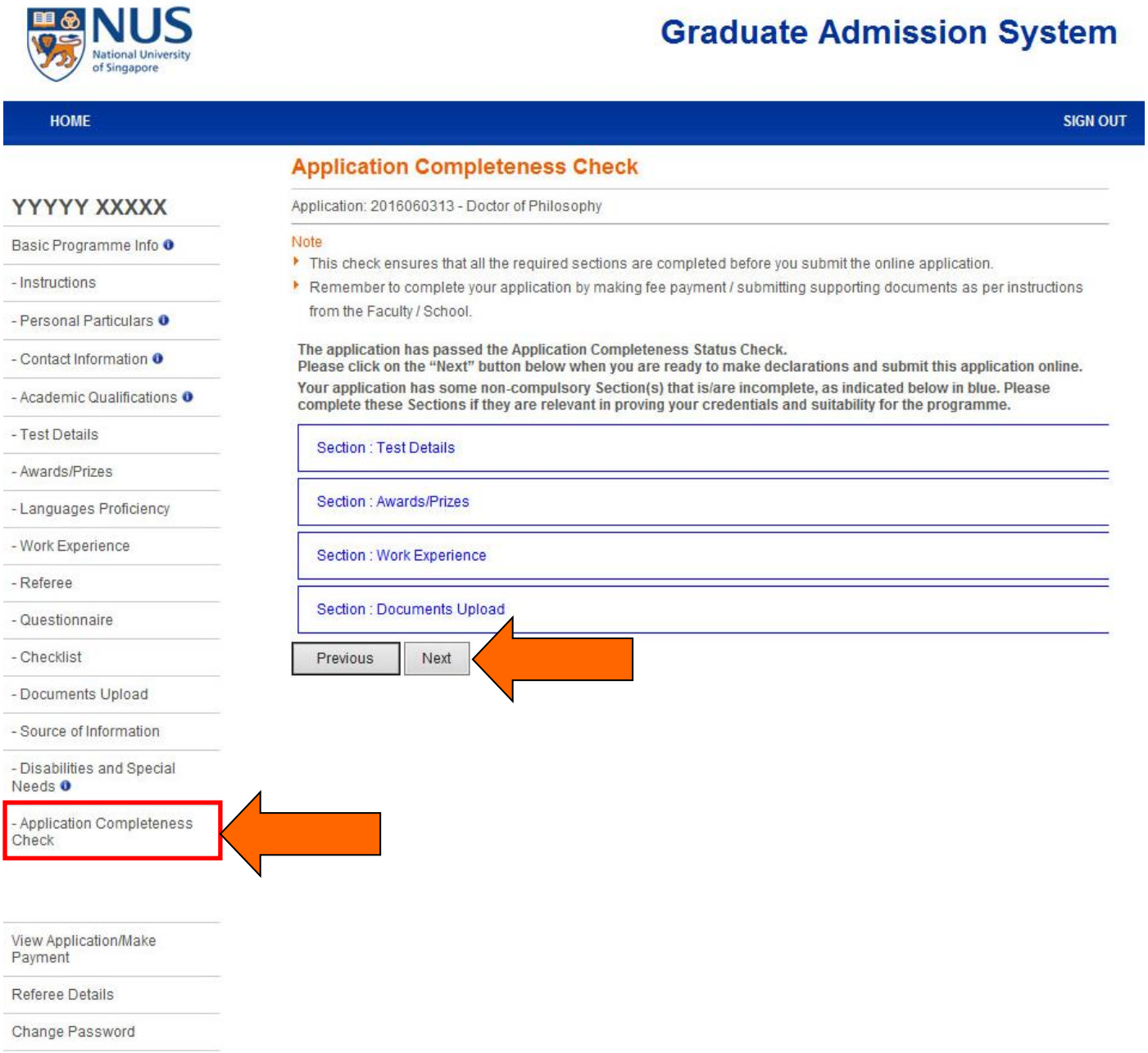
***IMPORTANT: Please follow the file naming convention STRICTLY**

STEP 6: ONLINE PAYMENT OF APPLICATION FEE

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



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.