

Saw Swee Hock School of Public Health

MASTER OF PUBLIC HEALTH 2024

APPLICATION INFORMATION BOOKLET

Saw Swee Hock School of Public Health

MASTER OF 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 <u>GDC_SPH@nus.edu.sg</u>

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 <u>must have its own set of</u> <u>application fee payment and supporting documents</u>.
- The application closing date for the August 2024 intake is <u>15 November 2023</u>. 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 **<u>14 January 2024</u>** will not be processed and are considered as rejected.

APPLICATION CHECKLIST

- 1. Create an applicant account (instructions)
- 2. Adding an application (instructions)
- 3. Complete the online application (<u>instructions</u>)
- 4. Referee Reports (instructions)

Recommendations from <u>2 professional referees</u> are to be submitted online.

You are required to enter your referees' contact details* in the Graduate Admission System. Please see <u>here</u> for the instructions.

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

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=""></full>
Degree Scroll	03. DegScroll_ <full name="">_<degree abbreviation=""></degree></full>
(with English translation, if applicable)	e.g. 03. DegScroll_JOHN DOE_BSc/MSc/PhD
Transcript	04. Transcript_ <full name="">_<degree abbreviation=""></degree></full>
(with English translation, if applicable)	e.g. 03. Transcript_JOHN DOE_BSc/MSc/PhD
Polytechnic Transcript	04. Transcript_ <full name="">_Diploma</full>
(for applicants who graduated from one of the	
polytechnics in Singapore)	
Personal Statement	05. Personal Statement_ <full name=""></full>
IELTS/TOEFL scoresheet (if applicable)	07a. IELTS/TOEFL_ <full name=""></full>
Certificates of awards and prizes stated in the	08. OtherCertsAwards_ <full name=""></full>
application	
(Combine certificates and awards into one PDF file)	
NRIC (both front and back) / Passport (personal	09. NRIC_ <full name=""></full>
particulars page)*	09. Passport_ <full name=""></full>
*Singapore PRs are required to submit scanned	
copies of <u>both</u> their NRIC and Passport	
Documentary proof of financial support	11. SOF_ <full name=""></full>
(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)	
Passport photograph (at least 300 dpi)	Others. Passport photo_ <full name=""></full>
Employment Pass (if applicable)	Others. Employment Pass_ <full name=""></full>
Others	Others. <item description="">_<full name=""></full></item>

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 <u>SEALED</u> 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 <u>EXCEPT</u> 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 <u>**15 November 2023**</u>. 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"

NUS National University of Singapore	Graduate Admission System
НОМЕ	
Email Address	Welcome to Graduate Admission System (GDA2)
	For New Applicant
Password	Please refer to the instructions from the Faculty/School with which you are applying before you proceed to apply online.
	Notice ▶ <u>Modes of Online Payment</u> For overseas online payment, please refrain from using debit cards as these may sometimes be blocked by the bank.
Sign In	Processing" status for online payment For applicants who encounter this status after online payment attempt, please try again (if needed) after 6 hours.
Can't access your account? <u>Reset password</u>	Read More->> Important
Don't have an account? Create a new account	The second standard of the second standard sta
Go to <u>Staff Sign In</u>	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. 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*	
DIJIX	
	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"

NUS National University of Singapore	Graduate Admission System
НОМЕ	SIGN OUT
	Home
YYYYY XXXXX	Adding and Submitting Application to NUS Graduate Programme
Basic Programme Info 0	 A grade of a 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 (*).
View Application/Make Payment/Submit Reply on Offer of Admission	 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).
Referee Details	Click on the same link to make online payment for your submitted applications. (For other payment modes, please refer to the instructions have of your programme or approach the department.
Change Password	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

НОМЕ			SIGN OUT
Basic Programme Information	on		
 For adding of new application: Click on the 'Create New Application' butto For submitting your application(s): 1. Choose the application that you want to 2. Read the instructions from the Faculty /: 3. Fill up the information as you step throug Note: The page that you are on is saved with 4. The system will perform an application of 5. Once the above steps are completed, you 6. Click on the 'Submit' button in the declar 7. To make online payment for the application "View Application/Make Payment/Submit R 8. If you wish to make changes to basic pro- links as required. 	n below. submit and click on the 'Apply' hy School carefully. gh the application process. <i>hen you click on the "Previous" of</i> completeness check for the selec ou will be prompted to fill up the d ation page to complete your subr ion / acceptance fee and view de eply on Offer of Admission" at the ogramme info for an application, ses within the same application c	perlink. <i>"Next" hyperlinks.</i> tted programme. eclaration section. mission. tails of your application (e.g. applicatio menu on the left. please click "Edit". ycle and wish to change your order of p	n status and admission status), please click preference, please click on the "Up" and "Down"
Academic Year Semester Application	Number Programme	Application Status	Order of Preference Action
Create New Application 4. Complete the following fields * Denotes required field	and click "Save".		
Programme Type *	Coursework O Rese	earch	
Faculty *	SSH School of Publi	c Health 🛛 🗸	
Programme*	Master of Public Hea	alth (MPH) 🗸 🗸]
Department	Dean's Office (Ssh Sch	Of Public Health)	
Specialisation / Area of Study	Select Here	~	For Source of Finance, please
Source of Finance	Select Here If 'Self Support', please	click here to upload pay slips	select 'Self Support' if you have not obtained the
Other Source of Finance, please specify			scholarship/sponsorship.
Academic Load*	○ Full-Time ○ Part-Time	Ŷ	See <u>here</u> for information on the available scholarships.
Save			

STEP 3: COMPLETING THE ONLINE APPLICATION

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

NUS National University of Singapore Graduate Admission Syst						stem	
HOME							SIGN OU
Application Save	d Successful	ly.					
Basic Progra	amme In	formation					
For adding of new a Click on the 'Creat Click on the 'Creat For submitting your 1. Choose the ap 2. Read the instre 3. Fill up the inform Note: The page t 4. The system wi 5. Once the abov 6. Click on the 'S 7. To make onlin 8. If you wish to r 9. If you are appl links as required	application: ate New App application (application that uctions from rmation as you that you are of that you are of that you are of that you are of that you are of that you are of that you are of that you are of that you are of that you are of that you are of that you a	blication' button below. s): it you want to submit and the Faculty / School can ou step through the app on is saved when you can application completen completed, you will be part in the declaration page or the application fee(s) as to basic programme in ple programmes within	Ind click on the 'Apply' hyperlink. refully. Dication process. <i>lick on the "Previous" or "Next' hy</i> ess check for the selected progra prompted to fill up the declaration e to complete your submission. , please click "View Application/IV info for an application, please click the same application cycle and w	perlinks. mme. section. lake Payment" at the menu on k "Edit". rish to change your order of pr	the left. reference, please click	on the "Up" and	
Academic Year	Semester	Application Number	Programme	Application Status	Order of Preference	Action	
2010/2017	1	2010094408	master of Public Health (MPH)	renaing online submission		Edit Apply	Delete
Create New App	lication						

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

of Sing	al University japore				
HOME					SIG
Check P	reference				
ou are apply	/ing for: 2015094458 -	Doctor of Philosop	hy		
way wish to	apply for multiple prog	rammes, please ad	d all the pro	ogrammes in the previous page, a	and decide on the order of preference before proceeding. This i
o change the	e order of preference for	please return to the	previous pa	age. No action is required, if you a	are applying for one programme only.
o change the Preference	e order of preference for Application Number	Academic Year	previous pa Semester	age. No action is required, if you a	are applying for one programme only. Application Status
Preference	Application Number 2015094458	Academic Year 2016/2017	semester	Programme Master of Public Health (MPH)	Application Status Pending online submission

STEP 3: COMPLETING THE ONLINE APPLICATION

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

NUS National University of Singapore	Graduate Admission System
НОМЕ	SIGN OUT
	View Instructions
YYYYY XXXXX	Application: 2020040753 - Master of Public Health (MPH)
Basic Programme Info 0	Please go through the following instructions applicable to the current programme that you are applying:
- Instructions	For details on full application procedures and list of documents to be submitted, please visit the
- Personal Particulars 0	school's website at: <u>https://spn.nus.edu.sg/education/mpn/now-to-appiy/</u>
- Contact Information 0	Please read the information carefully for your application.
- Academic Qualifications 0	All documents submitted for application will NOT be returned
- Test Details	For further clarifications or queries, email to: gdc sph@nus.edu.sg
- Awards/Prizes	
- Languages Proficiency	
- Work Experience	Previous Next
- Referee	
- Questionnaire	
- Checklist	
- Documents Upload	
- Source of Information	
- Health and Support 0	
- Application Completeness Check & Submission	
View Application/Make Payment/Submit Reply on Offer of Admission	
Referee Details	
Change Password	

ENTERING YOUR REFEREE DETAILS

1. Go to "Referee Details"

NUS National University of Singapore	Graduate Admission System				
HOME	SIGN OUT				
	View Instructions				
YYYYY XXXXX	Application: 2020040753 - Master of Public Health (MPH)				
Basic Programme Info 0	Please go through the following instructions applicable to the current programme that you are applying:				
- Instructions	For details on full application procedures and list of documents to be submitted, please visit the				
- Personal Particulars 0	school's website at. <u>https://spit.itds.edu.sg/education/htpi//tow-to-appily/</u>				
- Contact Information 0	Please read the information carefully for your application.				
- Academic Qualifications 0	All documents submitted for application will NOT be returned				
- Test Details	For further clarifications or queries, email to: gdc_sph@nus.edu.sg				
- Awards/Prizes					
- Languages Proficiency					
- Work Experience	Previous Next				
- Referee					
- Questionnaire					
- Checklist					
- Documents Upload					
- Source of Information					
- Health and Support 0					
- Application Completeness Check & Submission					
View Application/Make					
Offer of Admission					
Referee Details					
Change Password					

2. Select "Create New Referee"

Graduate Admission System		
SIGN OUT		
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		
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3. Enter your referee's details and click "Save"

Title	Select Here	v	
Referee Name*			
Designation*			
Organisation*			Please enter your referee's institutional /
Email*			organizational email address. Personal
Telephone*			yahoo mail, etc.) are not acceptable.
	CountryCode-AreaCe.g. 9 44-121-1234	ode-PhoneNumber 567 (for foreign numbe	r), 65-91234567 (for Singapore number)
Alternate Telephone			
	CountryCode-AreaCe.g. S 44-121-1234	ode-PhoneNumber 567 (for foreign numbe	r), 65-91234567 (for Singapore number)
	Save		

ASSIGNING YOUR REFEREE TO YOUR APPLICATION

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

NUS National University of Singapore	Graduate Admission System
HOME	SIGN OUT
	View Instructions
YYYYY XXXXX	Application: 2020040753 - Master of Public Health (MPH)
Basic Programme Info 0	Please go through the following instructions applicable to the current programme that you are applying:
- Instructions	For details on full application procedures and list of documents to be submitted, please visit the
- Personal Particulars 0	school's website at. <u>https://spn.nus.edu.sg/education/mpn/now-to-apply/</u>
- Contact Information 0	Please read the information carefully for your application.
- Academic Qualifications 0	All documents submitted for application will NOT be returned
- Test Details	For further clarifications or queries, email to: gdc_sph@nus.edu.sg
- Awards/Prizes	
- Languages Proficiency	
- Work Experience	Previous Next
- Referee	
- Questionnaire	
- Checklist	
- Documents Upload	
- Source of Information	
- Health and Support 0	
- Application Completeness Check & Submission	

2. Select "Assign Referee" Referee

Application: 2020040753 - Master of Public Health (MPH)

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.



3. Select your referees and click "Assign". After you have <u>submitted your application</u>, 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 - Master of Public Health (MPH)

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.

C	reate Ne	w Referee		
A	Refere	es		
	Select	Name	Email	Telephone
1		AAAAAAA	GDR_SPH@nus.edu.sg	65-66012499
2		BBBBBBB	ephbox21@nus.edu.sg	65-66012499
3	Assign			

STEP 5: UPLOAD SUPPORTING DOCUMENTS

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



*IMPORTANT: Please follow the <u>file naming convention</u> 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 onscreen instructions.

NUS National University of Singapore	Graduate Admission System
НОМЕ	SIGN OUT
	View Application / Make Payment / Submit Reply on Offer of Admission
YYYYY XXXXX	Note:
Basic Programme Info 0	 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
View Application/Make Payment/Submit Reply on Offer of Admission	admission offer letter for the procedure and deadline to confirm your acceptance / rejection of the offer of admission. the following: required to confirm your acceptance/rejection of the offer of admission <u>online</u> , the link under "Admission Reply, Declarations & Photo Upload" will be activated. Please click on the link to proceed.
Referee Details	The offer of admission will be deemed as withdrawn if you do not submit your confirmation of acceptance by the
Change Password	 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 Checklist Instruction Documents Pay/View Application Admission Admission Reply, Number Uploaded Status Status Status Declarations & Photo
	2017/2018, Semester 1, Master of Public Health (MPH)
	2016064190 View View View Pav/View

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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.

NUS National University of Singapore	Graduate Admission System		
НОМЕ	SIGN OUT		
	Application Completeness Check		
YYYYY XXXXX	Application: 2016060313 - Master of Public Health (MPH)		
Basic Programme Info 0	Note		
- Instructions	 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 		
- Personal Particulars 0			
- Contact Information 0			
- Academic Qualifications 0			
- Test Details			
- Awards/Prizes			
- Languages Proficiency			
- Work Experience			
- Referee			
- Questionnaire			
- Checklist	Previous Next		
- Documents Upload			
- Source of Information			
- Disabilities and Special Needs 0	4		
- Application Completeness Check			
View Application/Make Payment			
Referee Details			
Change Password			