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 GDR_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 notarized English translation.
• The originals of submitted documents must be furnished for verification at student registration.
• All supporting documents submitted by applicants will not be returned.
• Applicants may apply simultaneously to multiple MSc/PhD 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 2019 intake is **15 January 2019**. Applicants who are not exempted from TOEFL/IELTS and GRE tests must take the TOEFL/IELTS and GRE tests latest by 15 January 2019. We will not accept test scores for tests taken after 15 January 2019.

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 academic referees are to be submitted online. Please note that Academic Referees must be University faculty who have taught you and/or supervised you in research, and are able to comment on your academic ability in comparison with your peers in University.

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 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:
   - Passport photograph (at least 300 dpi)
   - Certificates for the qualifications stated in the application (with English translation if applicable)
   - Copy of NRIC / Passport* & Employment Pass (if applicable)
     *Singapore PRs are required to submit scanned copies of both their NRIC and Passport*
   - Curriculum Vitae/Resume – please include information on
     1. Previous research projects (if any) which you have participated in, and your role in them
     2. Publications (if any) – *please provide the Journal name, Volume, Pages and Authorship (specify if first author or co-author).*
     3. Conference presentations and abstracts (if any) – *please specify if it is a poster or oral presentation, title of presentation, authorship, conference’s name, year and venue.*
   - Research Proposal for your proposed research topic. This can be a 1 to 2 page summary, and should include information on 1. Background/motivation for the study, 2. Research questions, 3. Methods used and 4. Expected results.
   - IELTS scoresheet (if applicable)
   - Certificates of awards and prizes stated in the application
   - [For applicants applying for The Courage Fund PhD (Infectious Disease) Scholarship Full-Time Award] Personal essay and a record of their co-curricular activities and/or community service.

6. **Official Transcripts**

   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.

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

7. **TOEFL/IELTS (Academic)**

   - Applicable for all international applicants **EXCEPT** those whose undergraduate or graduate degrees are from NUS, NTU, SMU or SUTD or from 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.

8. **GRE General Test**

   - Applicable for all applicants **EXCEPT** graduates from NUS, NTU, SMU or SUTD
   - Please request the testing organization to send your scoresheet directly to Saw Swee Hock School of Public Health. Please quote 0677 (for University Code), and 0616 (for Department Code).
   - Please note that the GRE scores are valid for 5 years from the test date.
9. 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.

10. Submitting the online application (instructions)

11. Additional Supporting Documents for The Courage Fund PhD (Infectious Disease) Scholarship

- Applicants who are applying for the Full-Time award are required to submit a personal essay and a record of their co-curricular activities and/or community service. Please upload this in the “Documents Upload” section

- Applicants who are applying for the Part-Time award are required to submit a letter of recommendation from their current Head of Department (HOD). Recommendation letters should be printed on the institution’s letterhead, and placed in a sealed envelope with the HOD’s signature across the seal. Please mail the letter to:

  Attn: Ms Yang Chunxuan (+65 66012499)
  Graduate Research Programmes, Education Office
  Saw Swee Hock School of Public Health, National University of Singapore
  Tahir Foundation Building, #10-01, 12 Science Drive 2, Singapore 117549
STEP 1: CREATE AN APPLICANT ACCOUNT

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

   ![NUS Graduate Admission System](image)

   **Welcome to Graduate Admission System (GDA2)**

   Please refer to the instructions from the Faculty/School with which you are applying before you proceed to apply online.

   **Notice**
   - **Modus 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.

   ![Login](image)

   **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.

   ![Create a new account](image)

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:

   ![NUS Graduate Admission System](image)

   - Email Address
   - Password
   - Security Code

   - Sign In

   Notice
   - Modes of Online Payment
   - Processing status for online payment
     - For applicants who encounter this status after online payment attempt, please try again (if needed) after 6 hours.

   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 accrued advantage in gaining admission and the University reserves the right to reject such applications without giving reasons.

2. Go to “Basic Programme Info”

   ![NUS Graduate Admission System](image)

   - Basic Programme Info

   Adding and Submitting Application to NUS Graduate Programme
   - From “Basic Programme Info” at the left menu to start.
   - If 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.

   Referree Details (applicable to certain programmes)
   - Click on “Referree Details” at the left menu to create / edit / delete referree details, and to check for submission status of the online referree 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”

4. Complete the following fields and click “Save”.

* Denotes required field

- For Source of Finance, please 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”

Please enter your referee’s institutional 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

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.

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.

No record(s) found.

Create New Referee

All Referees

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
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<td>65-66012499</td>
</tr>
</tbody>
</table>

Assign
STEP 5: UPLOAD SUPPORTING DOCUMENTS

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

Documents to be uploaded:
- Passport photograph (at least 300 dpi)
- Certificates for the qualifications stated in the application (with English translation if applicable)
- Copy of NRIC / Passport* & Employment Pass (if applicable)
  *Singapore PRs are required to submit copies of both their NRIC and Passport
- Curriculum Vitae/Resume – please include information on
  o Previous research projects (if any) which you have participated in, and your role in them
  o Publications (if any) – please provide the Journal name, Volume, Pages and Authorship (specify if first author or co-author).
  o Conference presentations and abstracts (if any) – please specify if it is a poster or oral presentation, title of presentation, authorship, conference’s name, year and venue.
- Research Proposal for your proposed research topic
- IELTS scoresheet (if applicable)
- Certificates of awards and prizes stated in the application
- Graduates from NUS can upload scanned copies of their NUS official transcript/ result slips
- Personal essay and a record of co-curricular activities and/or community service [Only for applicants applying for The Courage Fund PhD (Infectious Disease) Scholarship Full-Time Award]
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.