Saw Swee Hock School of Public Health

DOCTOR OF PHILOSOPHY / MASTER OF SCIENCE
ONLINE APPLICATION – AUG 2022 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 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, each application **must have its own set of application fee payment and supporting documents**.
- Application for the August 2022 intake closes on **31 December 2021**. Applicants who are not exempted from the TOEFL/IELTS and GRE tests must take the tests latest by 31 December 2021. We will not accept test scores for tests taken after 31 December 2021.

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)
- 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)
- Curriculum Vitae/Resume – please include information on
  - Previous research projects (if any) which you have participated in, and your role in them
  - Publications (if any) – *please provide the Journal name, Volume, Pages and Authorship (specify if first author or co author).*
  - Conference presentations (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 should be 2 to 3 pages long (excluding references) and should include 1. Informative title, 2. Aims & Hypothesis, 3. Literature Review including gaps that your proposal hopes to fill, 4. Methods and 5. Discussion.
- Certificates of awards and prizes stated in the application.

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.

Your university can send us the transcript by one of the following ways:

a. Hardcopy transcript sent to our physical address (please refer to the **TRANSCRIPT REQUEST FORM**)
b. Electronic transcript sent to GDR_SPH@nus.edu.sg from your university's transcript repository system
c. PDF of electronic transcript sent to GDR_SPH@nus.edu.sg by an authorized personnel from your university, using the official university email address. The email address must be verifiable, for example, listed on your university website as the contact email for the academic records office.

We also accept World Education Service (WES) evaluation reports that are sent directly to our school from WES. Please visit www.wes.org for further details.

If the transcripts are not in English, they must be accompanied by English translations that have been notarized. All transcripts must reach our school by **31 December 2021**.

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 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.
- TOEFL/IELTS scores are valid for 2 years from the test date. Applicants must take the TOEFL/IELTS test latest by 31 December 2021. We will not accept test scores for tests taken after 31 December 2021.

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).
- GRE scores are valid for 5 years from the test date. Applicants must take the GRE test latest by 31 December 2021. We will not accept test scores for tests taken after 31 December 2021.

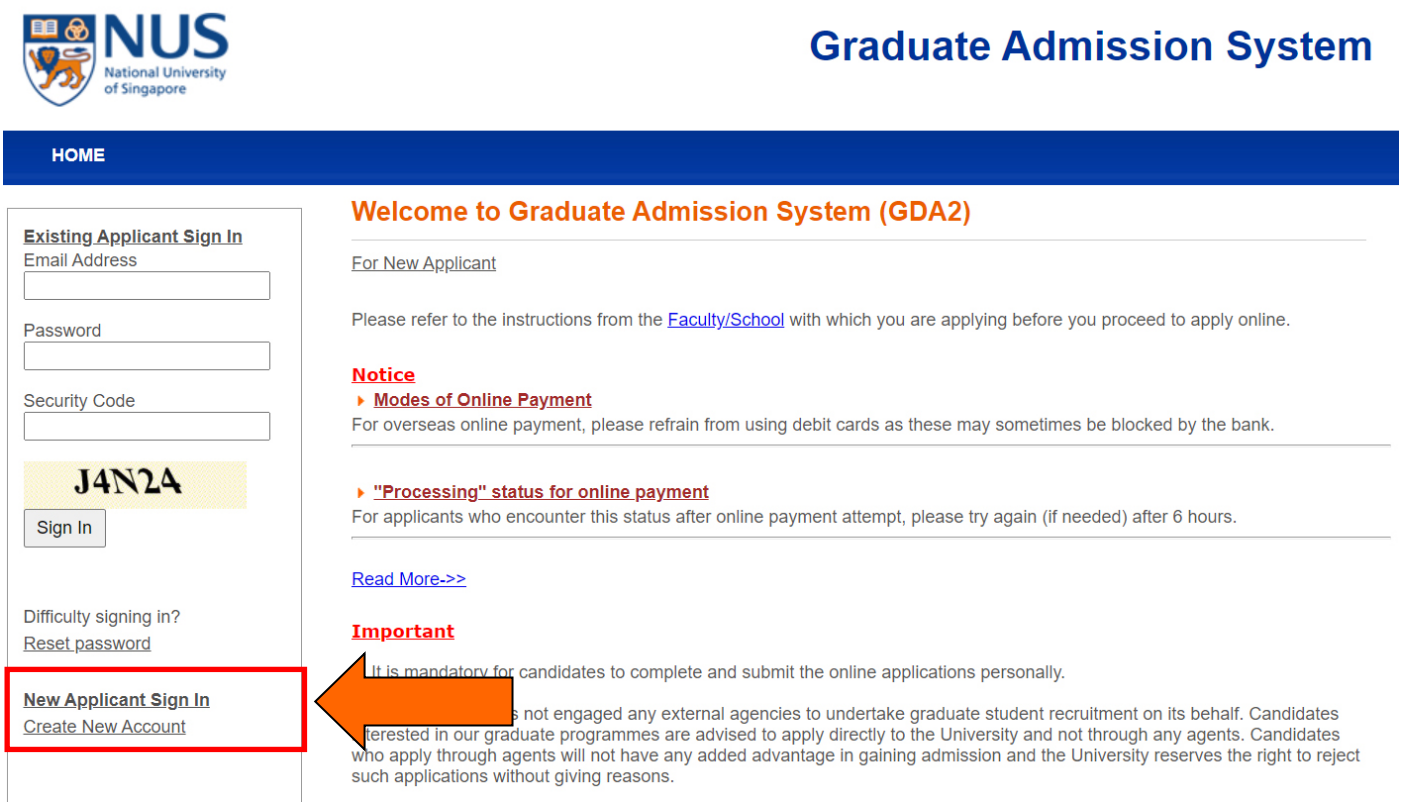
9. Application Fee – Online Payment

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.

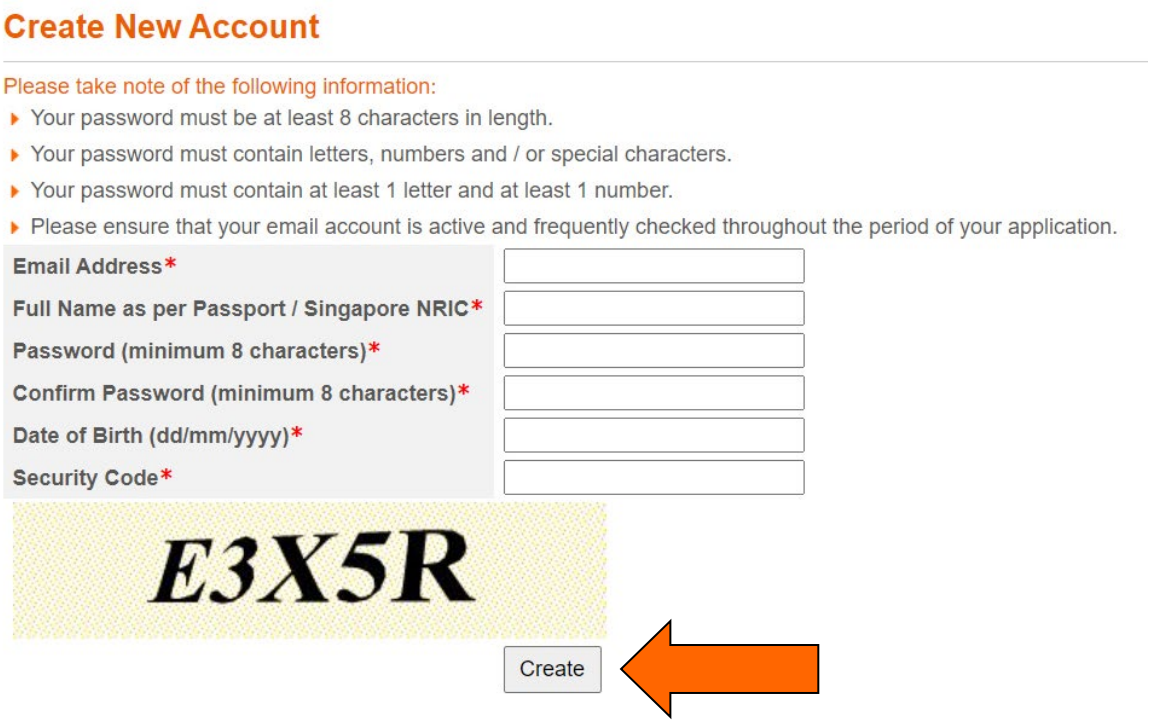
10. Submitting the online application (instructions)

STEP 1: CREATE AN APPLICANT ACCOUNT

1. Go to the [NUS Graduate Admission System] and click "Create New Account"

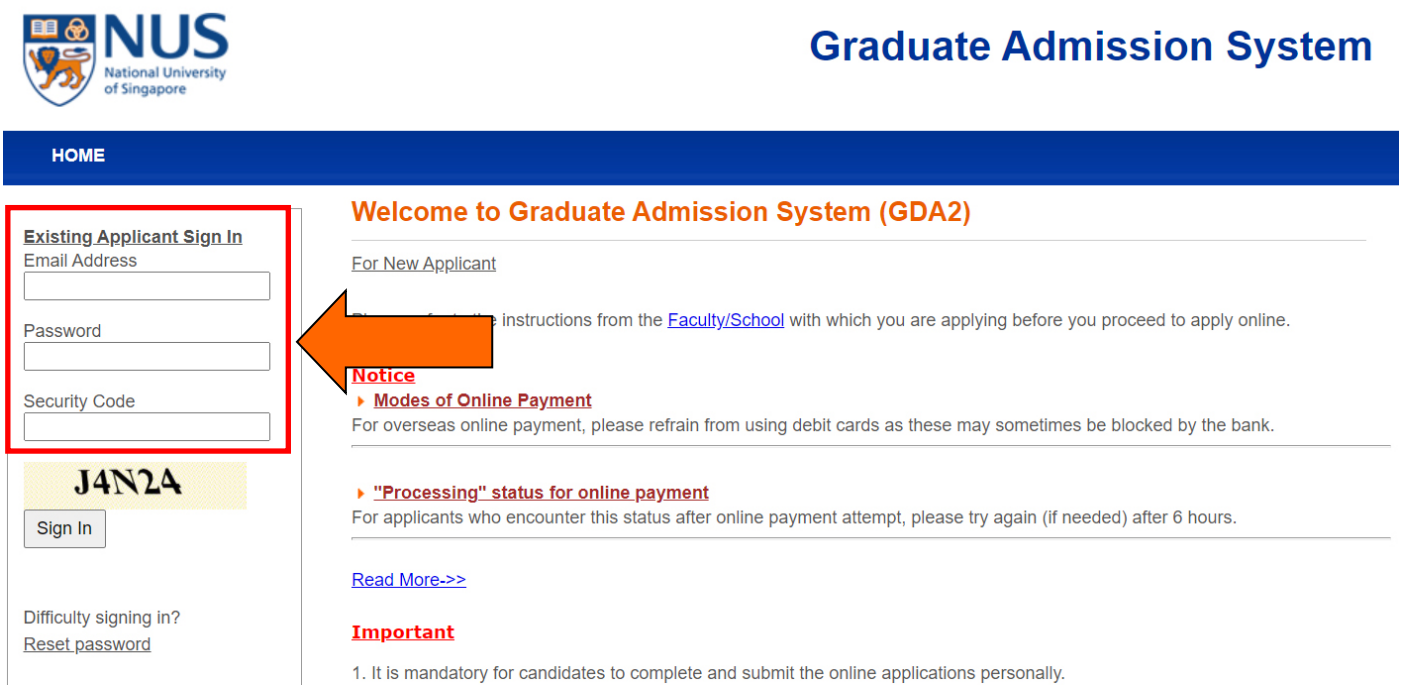


2. Enter your details and click "create"

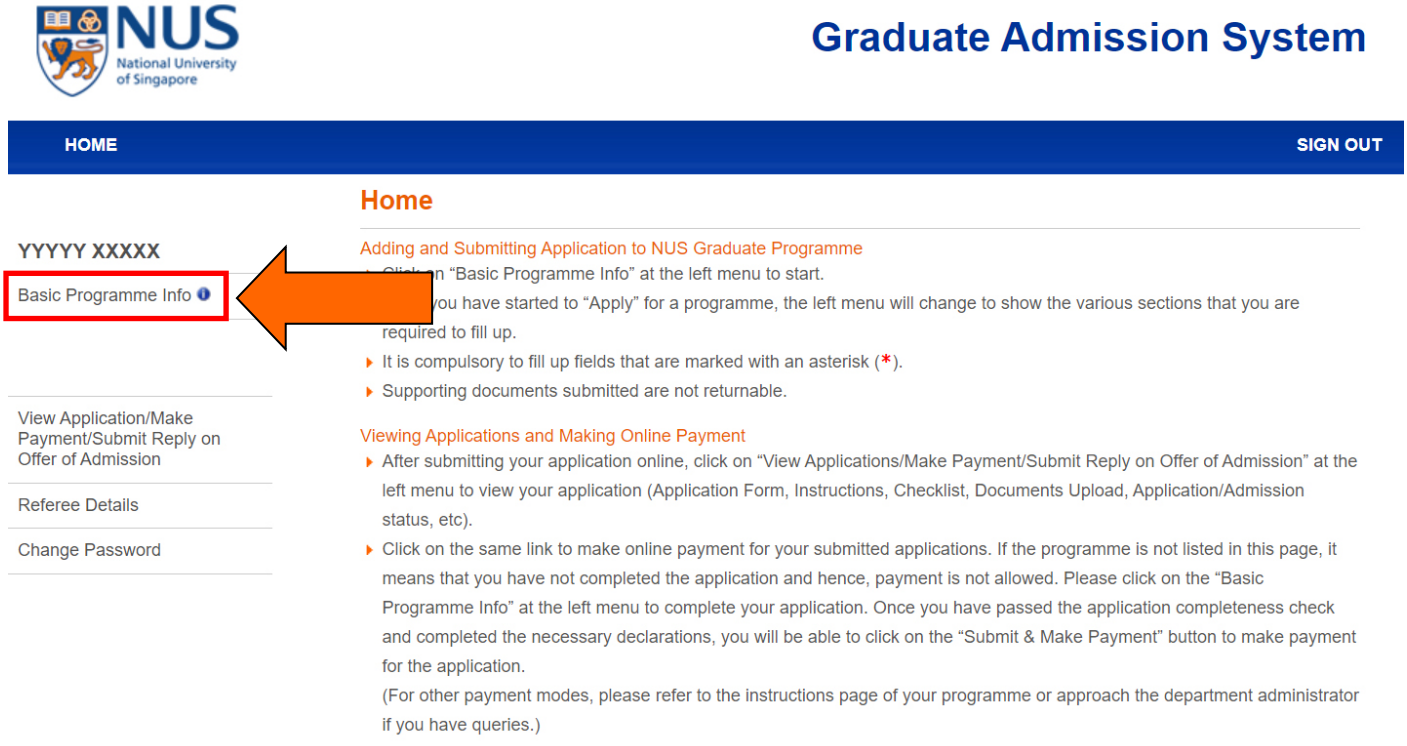


STEP 2: ADDING AN APPLICATION

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

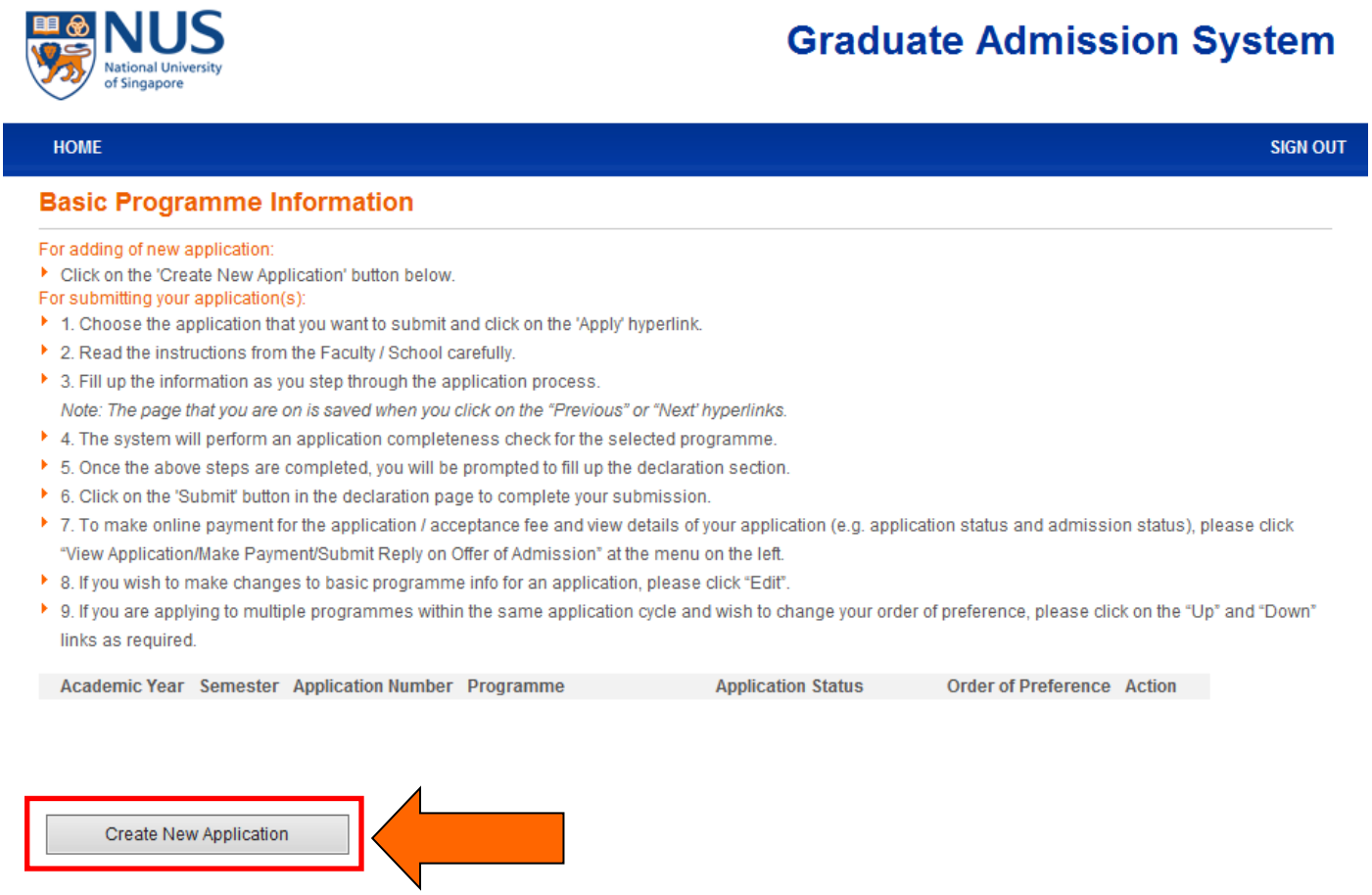


2. Go to "Basic Programme Info"

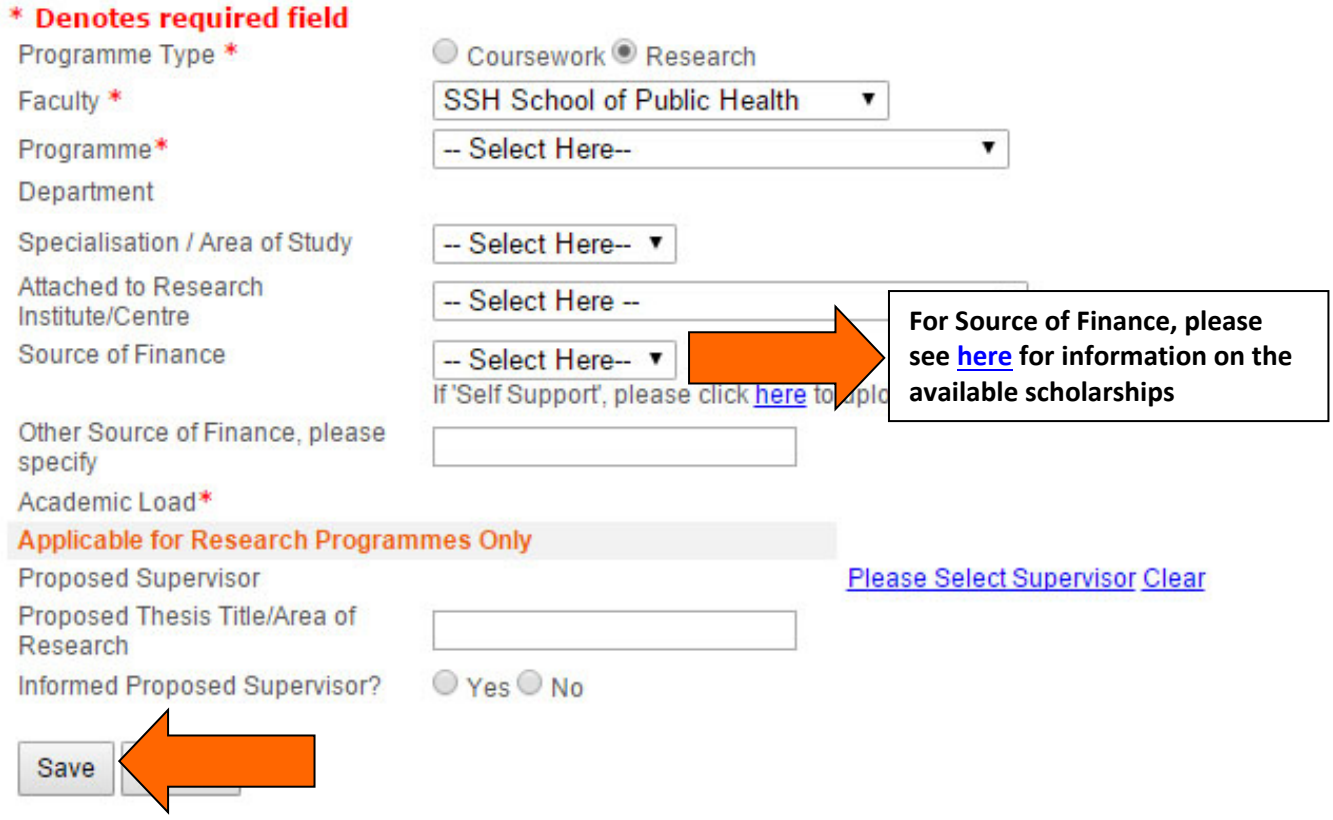


STEP 2: ADDING AN APPLICATION

3. Click "Create New Application"

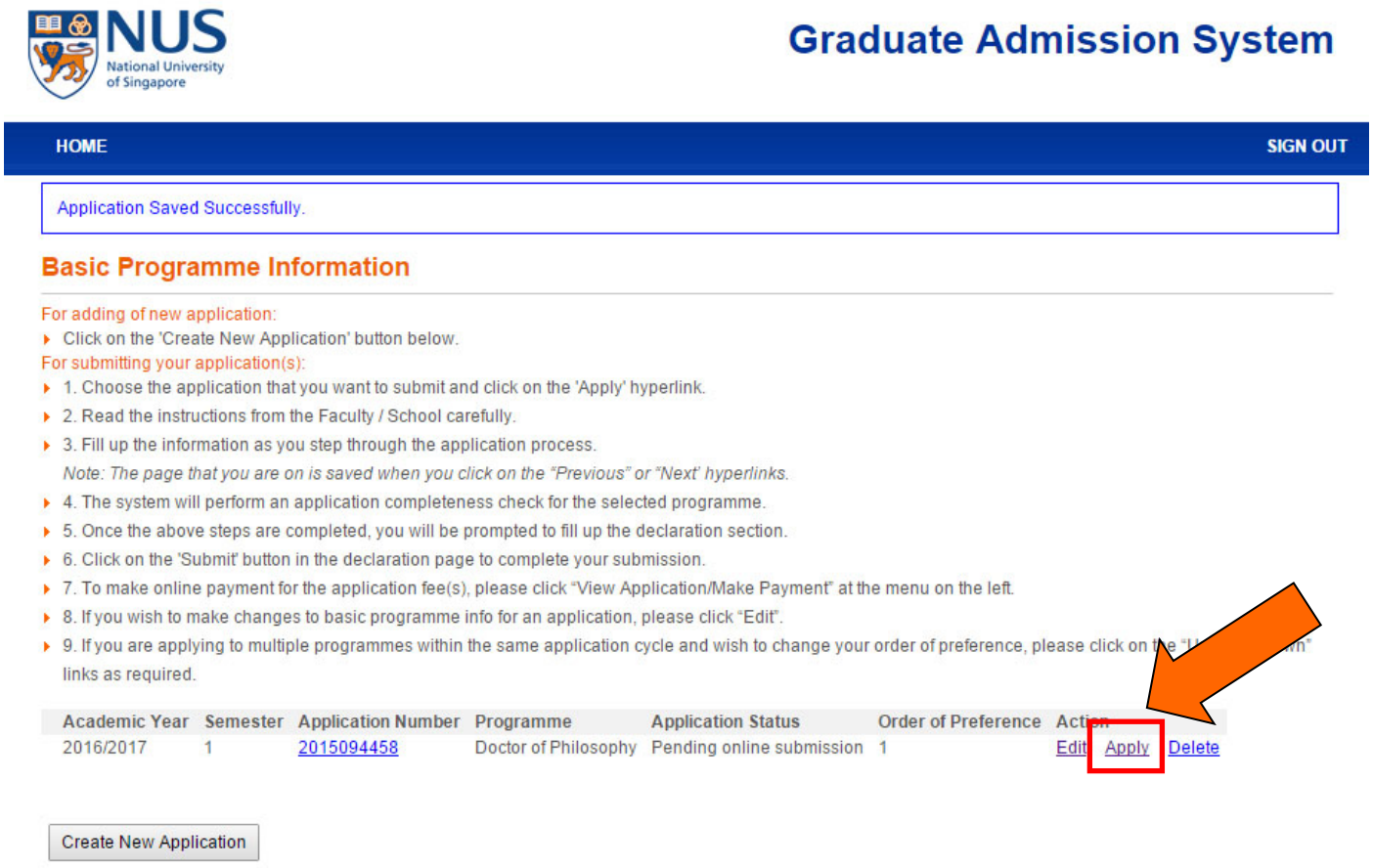


4. Complete the following fields and click "Save".

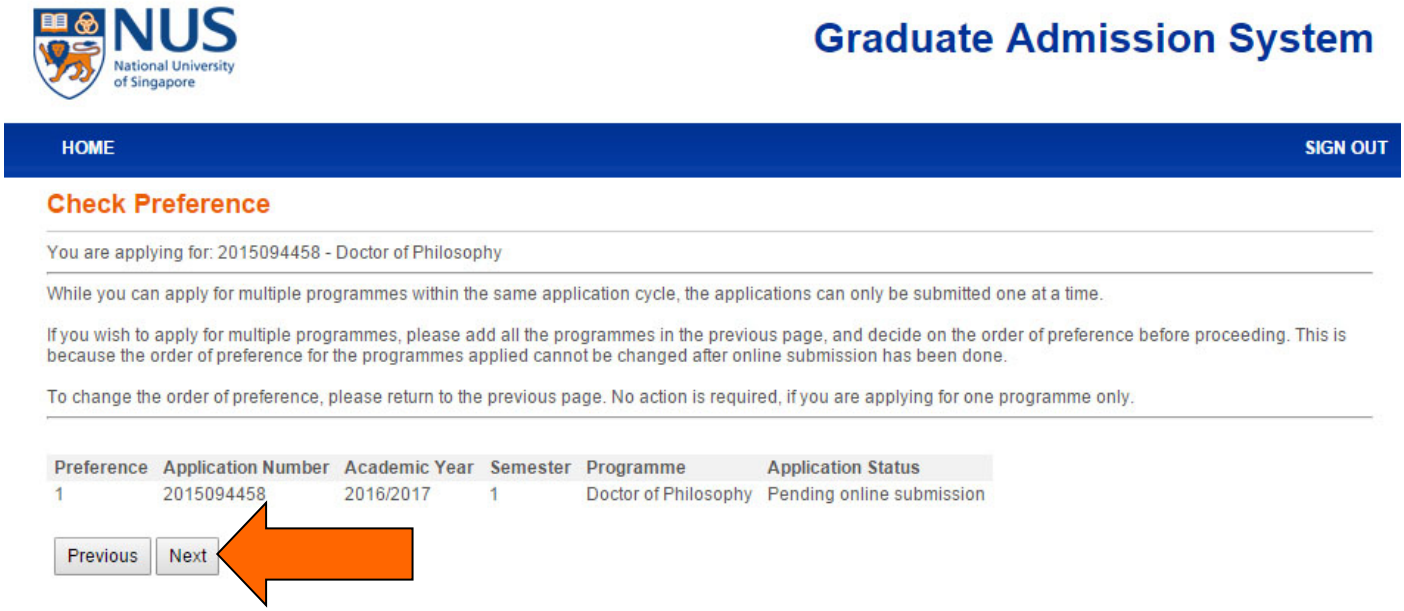


STEP 3: COMPLETING THE ONLINE APPLICATION

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

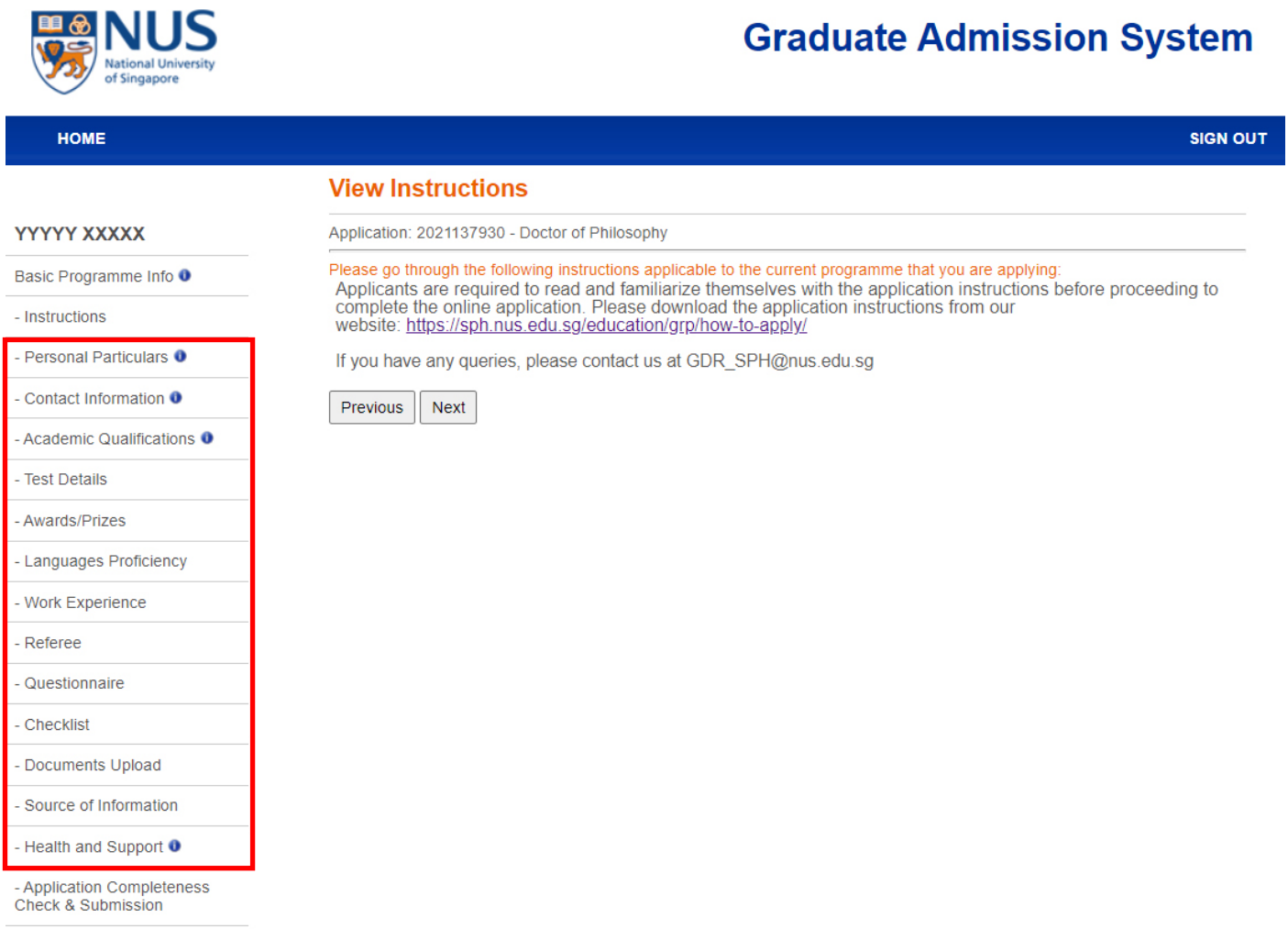


2. If you are applying for more than one programme, this page shows your order of preference. Click "Next" to continue



STEP 3: COMPLETING THE ONLINE APPLICATION

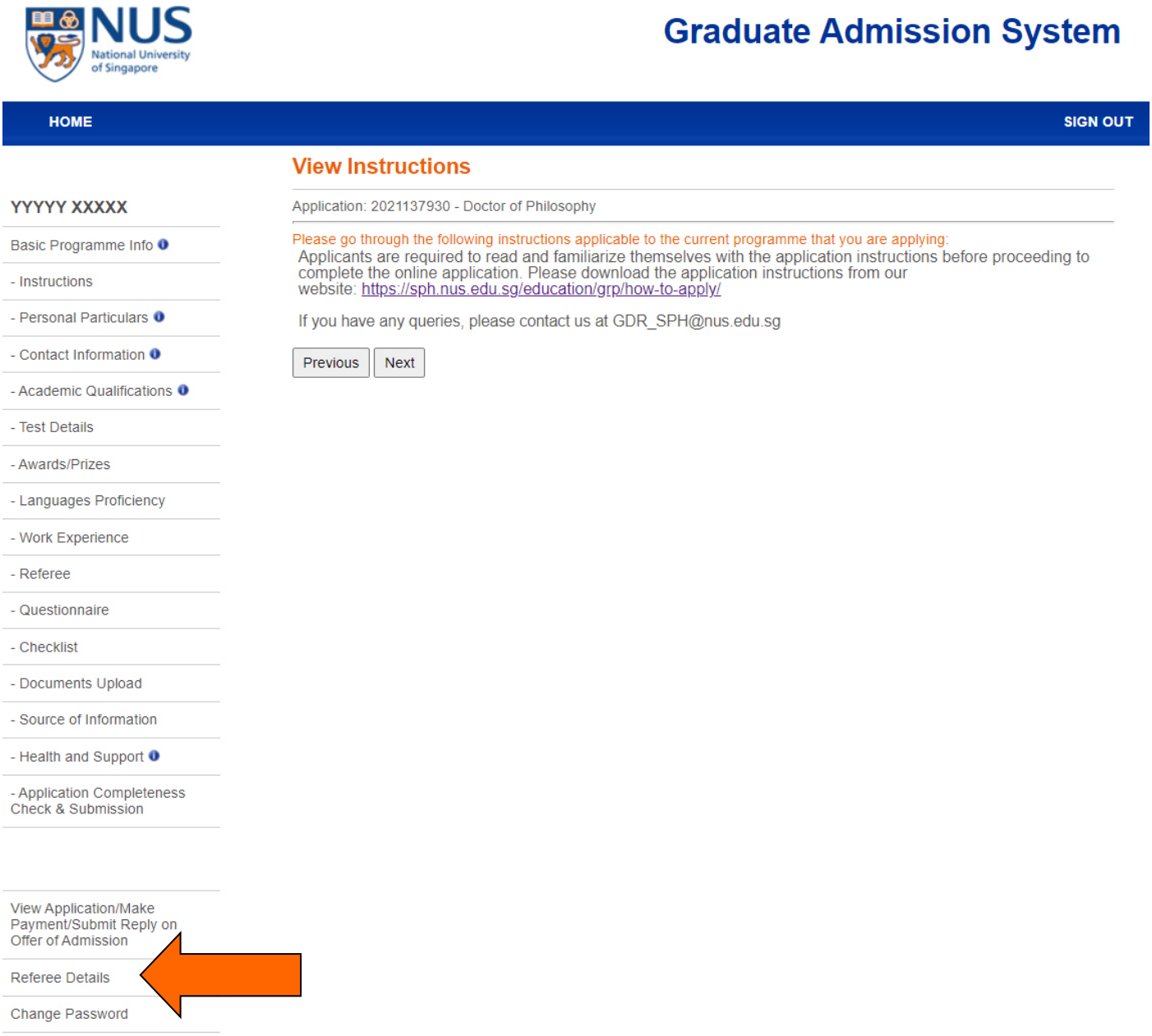
3. Next, complete the sections listed in the left column:



STEP 4: REFEREE REPORTS

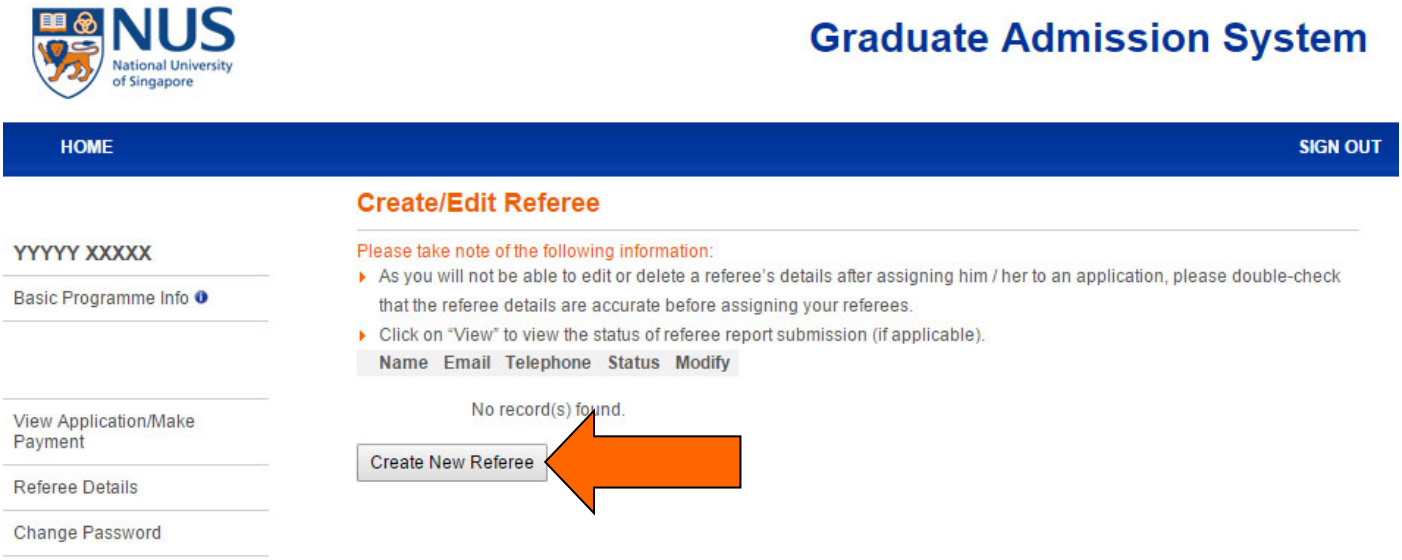
ENTERING YOUR REFEREE DETAILS

1. Go to “Referee Details”

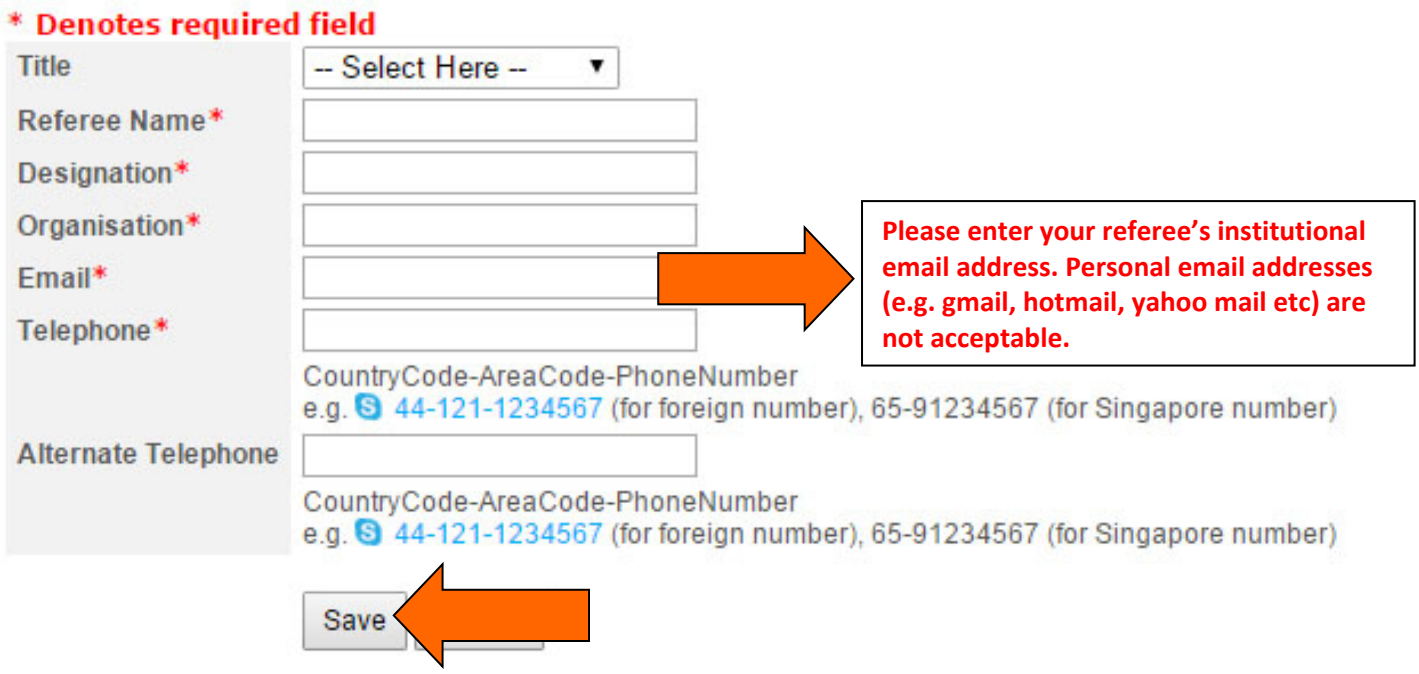


STEP 4: REFEREE REPORTS

2. Select “Create New Referee”



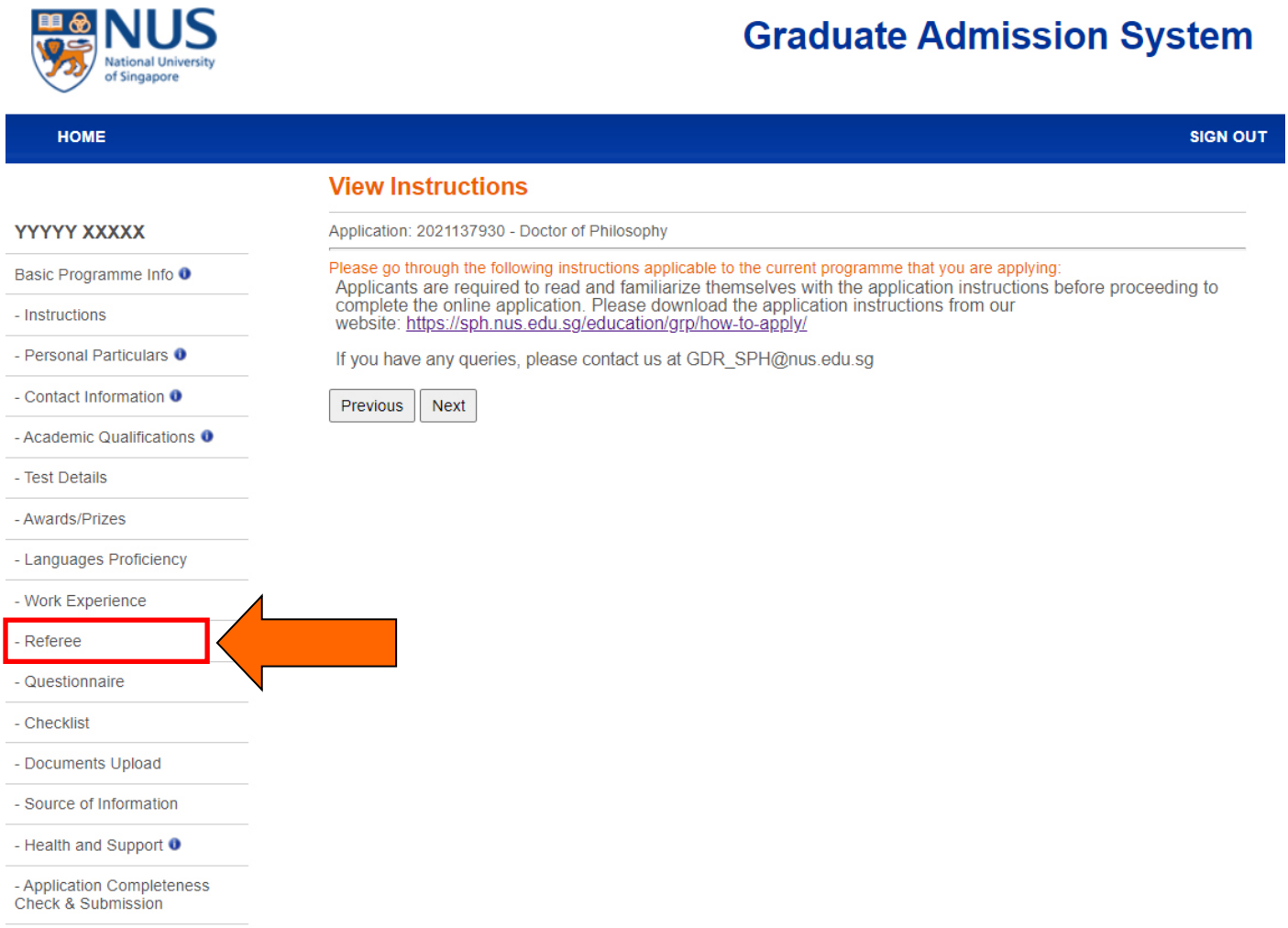
3. Enter your referee’s details and click “Save”



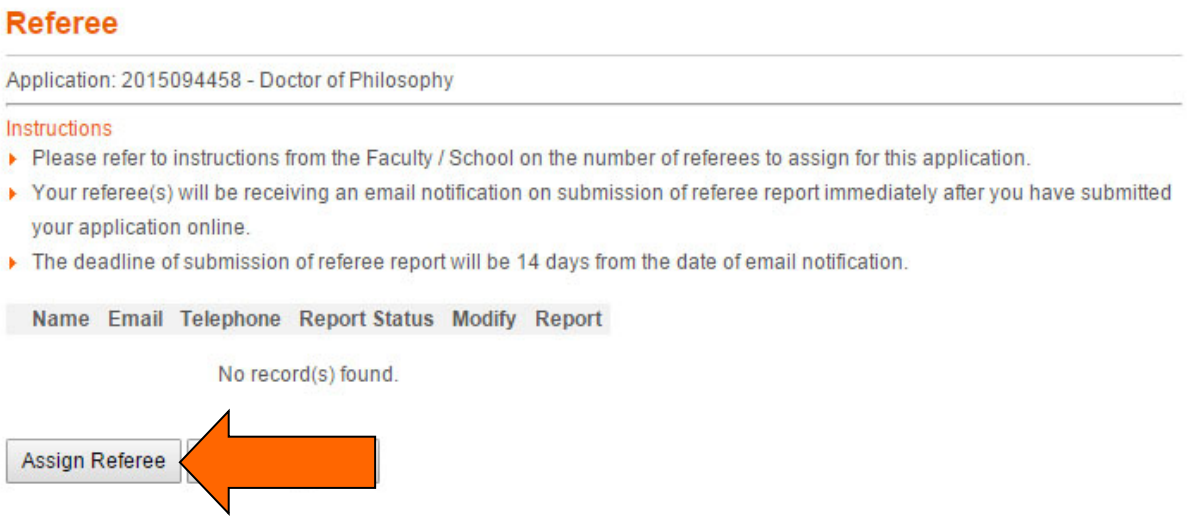
STEP 4: REFEREE REPORTS

ASSIGNING YOUR REFEREE TO YOUR APPLICATION

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

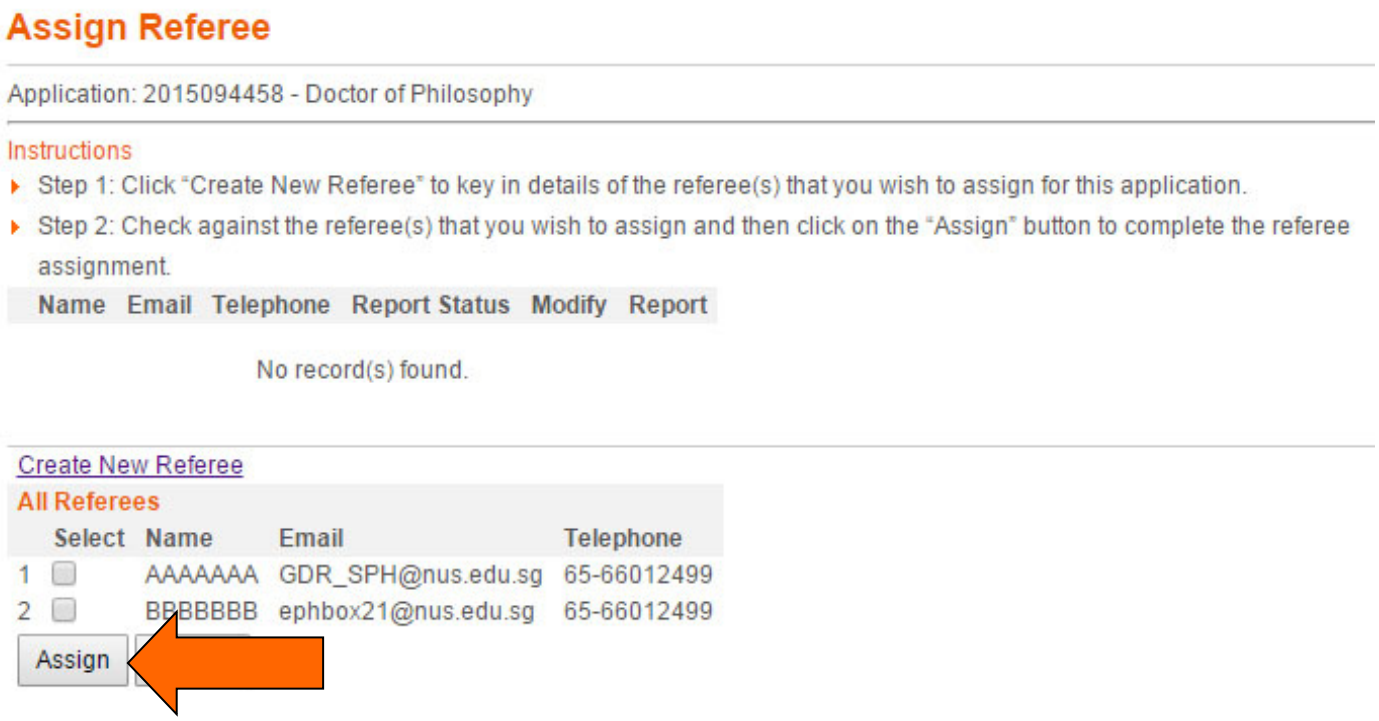


2. Select “Assign Referee”



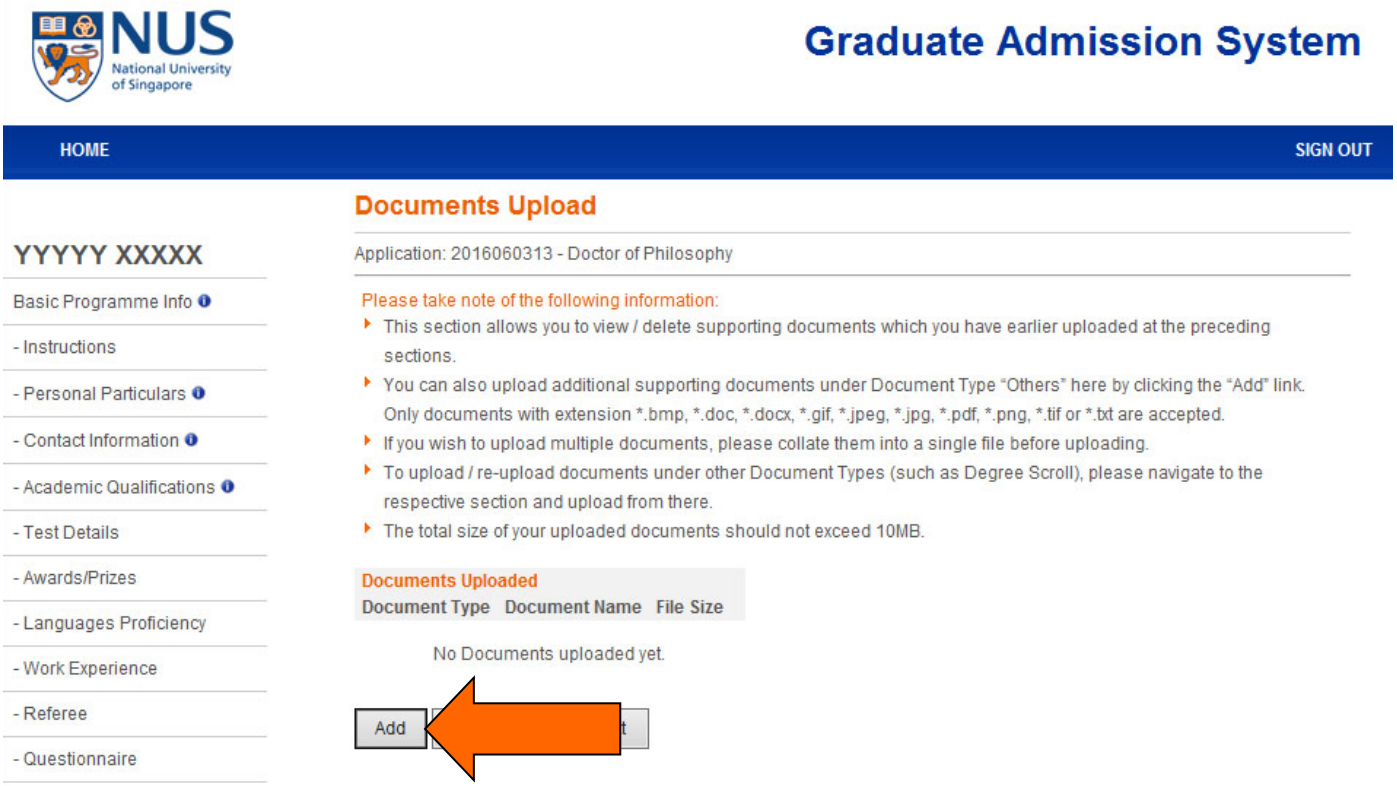
STEP 4: REFEREE REPORTS

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

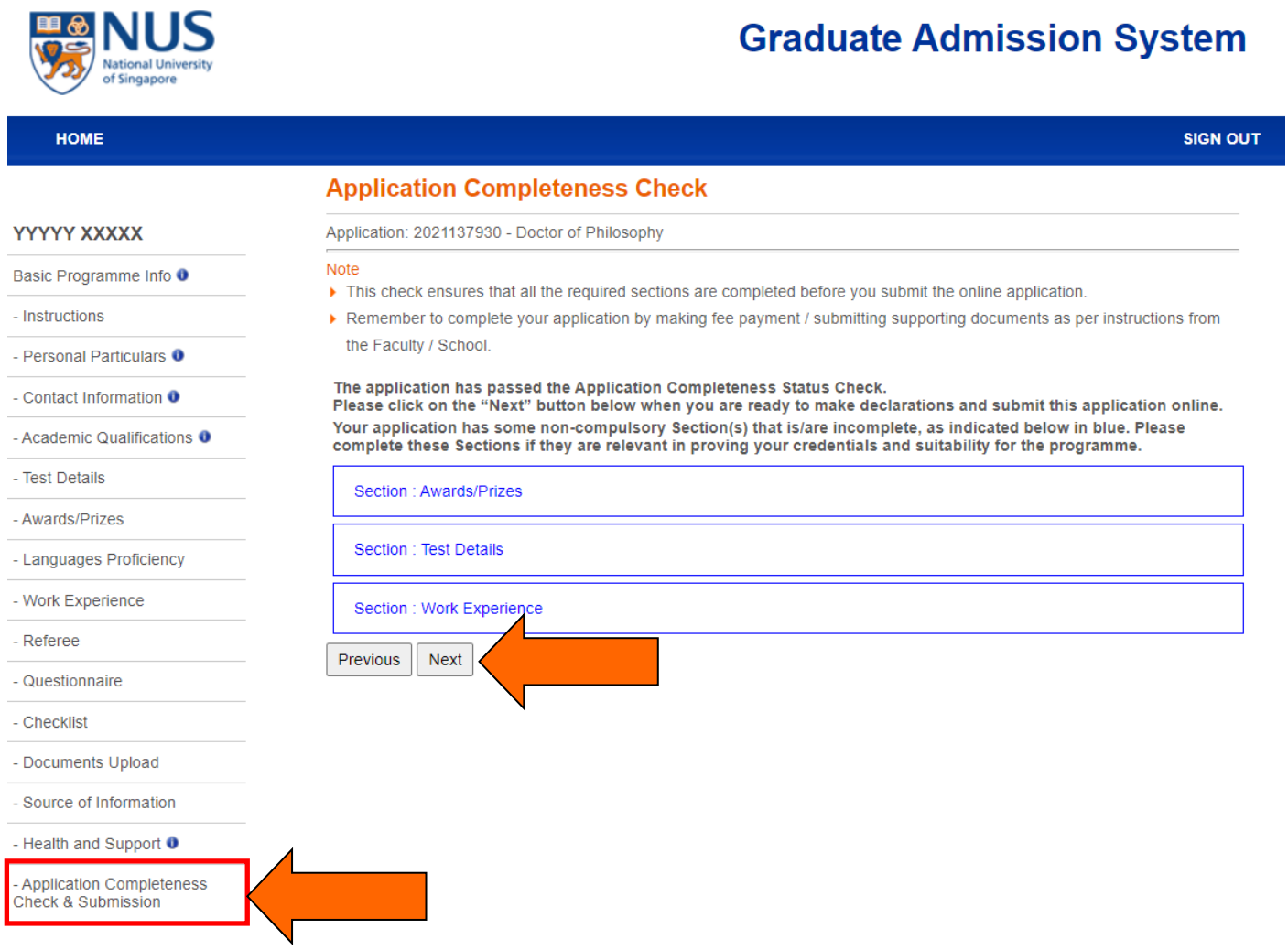
1. Go to "Documents Upload" and click "Add"



Documents to be uploaded:

- **Passport photograph (at least 300 dpi)**
- **NRIC (Front and Back) / Passport (Personal Particulars Page)***
  Singapore PRs must submit copies of both NRIC and Passport
- **Employment Pass (if applicable)**
- **Certificates for the qualifications stated in the application (with English translation if applicable)**
- **Graduates from NUS can upload scanned copies of their NUS official transcript**
- **Polytechnic Transcript (for applicants who graduated from one of the polytechnics in Singapore)**
- **IELTS scoresheet (if applicable)**
- **Curriculum Vitae/Resume – please include information on**
  - Previous research projects (if any) which you have participated in, and your role in them
  - Publications (if any) – *please provide the Journal name, Volume, Pages and Authorship (specify if first author or co-author).*
  - Conference presentations (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**
- **Certificates of awards and prizes stated in the application**

STEP 6: 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 make the application fee payment and submit your application.