

**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](mailto: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](mailto:GDR_SPH@nus.edu.sg) from your university’s transcript repository system
- c. PDF of electronic transcript sent to [GDR\\_SPH@nus.edu.sg](mailto: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](http://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”

**Graduate Admission System**

**Existing Applicant Sign In**

Email Address

Password

Security Code

**J4N24**

**Sign In**

Difficulty signing in? [Reset password](#)

**New Applicant Sign In**

[Create New Account](#)

**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**

It is mandatory for candidates to complete and submit the online applications personally.

As is 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. 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.
- Please ensure that your email account is active and frequently checked throughout the period of your application.

**Email Address\***

**Full Name as per Passport / Singapore NRIC\***

**Password (minimum 8 characters)\***

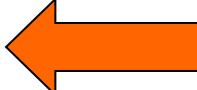
**Confirm Password (minimum 8 characters)\***

**Date of Birth (dd/mm/yyyy)\***

**Security Code\***

**E3X5R**

**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**

**Existing Applicant Sign In**

Email Address

Password

Security Code

**J4N24**

Sign In

Difficulty signing in?  
[Reset password](#)

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

For New Applicant

For overseas online payment, 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.

**Read More->**

**Important**

1. It is mandatory for candidates to complete and submit the online applications personally.

2. Go to “Basic Programme Info”

**Graduate Admission System**

**HOME** **SIGN OUT**

**Home**

**YYYYYY XXXXX**

**Basic Programme Info**

**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 (\*).
- Supporting documents submitted are not returnable.

**Viewing Applications and Making Online Payment**

- After submitting your application online, click on “View Applications/Make Payment/Submit Reply on Offer of Admission” at the left menu to view your application (Application Form, Instructions, Checklist, Documents Upload, Application/Admission status, etc).
- Click on the same link to make online payment for your submitted applications. If the programme is not listed in this page, it means that you have not completed the application and hence, payment is not allowed. Please click on the “Basic Programme Info” at the left menu to complete your application. Once you have passed the application completeness check and completed the necessary declarations, you will be able to click on the “Submit & Make Payment” button to make payment for the application.

(For other payment modes, please refer to the instructions page of your programme or approach the department administrator if you have queries.)

## 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):

- 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 / 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.
- 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 "Up" and "Down" links as required.

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

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

Specialisation / Area of Study

-- Select Here--

Attached to Research Institute/Centre

-- Select Here --

Source of Finance

-- Select Here--

If 'Self Support', please click [here](#) to upload

For Source of Finance, please see [here](#) for information on the available scholarships

Other Source of Finance, please specify

-- Select Here--

Academic Load\*

## Applicable for Research Programmes Only

Proposed Supervisor

[Please Select Supervisor](#) [Clear](#)

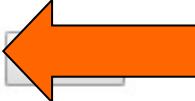
Proposed Thesis Title/Area of Research

-- Select Here--

Informed Proposed Supervisor?

Yes  No

Save



## STEP 3: COMPLETING THE ONLINE APPLICATION

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



**Graduate Admission System**

HOME
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):

- ▶ 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 fee(s), please click "View Application/Make Payment" 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
2016/2017	1	<a href="#">2015094458</a>	Doctor of Philosophy	Pending online submission	1	<a href="#">Edit</a> <a href="#">Apply</a> <a href="#">Delete</a>

[Create New Application](#)

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



**Graduate Admission System**

HOME
SIGN OUT

### 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

[Previous](#) [Next](#)

## STEP 3: COMPLETING THE ONLINE APPLICATION

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



# Graduate Admission System

HOME SIGN OUT

### View Instructions

Application: 2021137930 - 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 download the application instructions from our website: <https://sph.nus.edu.sg/education/grp/how-to-apply/>

If you have any queries, please contact us at GDR\_SPH@nus.edu.sg

Previous Next

- Personal Particulars ⓘ
- Contact Information ⓘ
- Academic Qualifications ⓘ
- Test Details
- Awards/Prizes
- Languages Proficiency
- Work Experience
- Referee
- Questionnaire
- Checklist
- Documents Upload
- Source of Information
- Health and Support ⓘ
- Application Completeness Check & Submission

## STEP 4: REFEREE REPORTS

## ENTERING YOUR REFEREE DETAILS

1. Go to “Referee Details”



## Graduate Admission System

HOME SIGN OUT

**View Instructions**

Application: 2021137930 - 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 download the application instructions from our website: <https://sph.nus.edu.sg/education/grp/how-to-apply/>

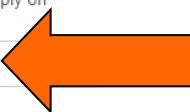
If you have any queries, please contact us at GDR\_SPH@nus.edu.sg

Previous Next

YYYYYY XXXXX

- Basic Programme Info 
- Instructions
- Personal Particulars 
- Contact Information 
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- Awards/Prizes
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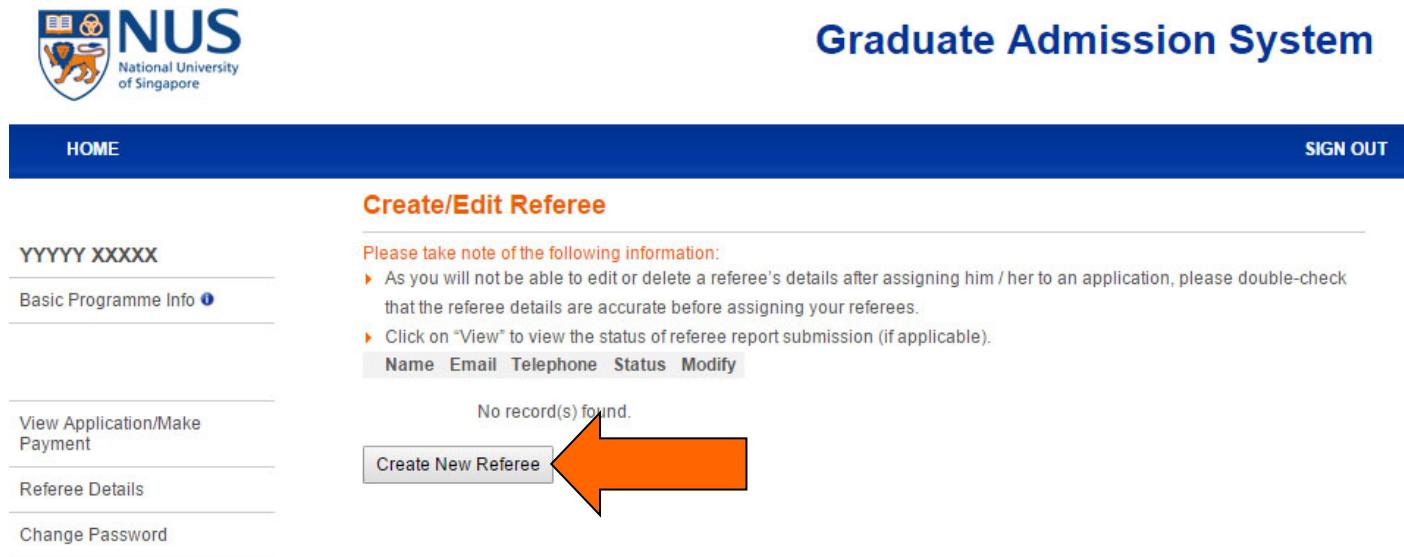
View Application/Make Payment/Submit Reply on Offer of Admission

Referee Details 

Change Password

## STEP 4: REFEREE REPORTS

2. Select “Create New Referee”



**Graduate Admission System**

**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	-- Select Here --
Referee Name*	<input type="text"/>
Designation*	<input type="text"/>
Organisation*	<input type="text"/>
Email*	<input type="text"/>
Telephone*	<input type="text"/>
Alternate Telephone	<input type="text"/>

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

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

**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



# Graduate Admission System

HOME SIGN OUT

**View Instructions**

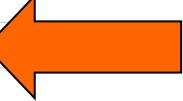
YYYYYY XXXXX

Application: 2021137930 - 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 download the application instructions from our website: <https://sph.nus.edu.sg/education/grp/how-to-apply/>

If you have any queries, please contact us at GDR\_SPH@nus.edu.sg

Previous Next

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

2. Select “Assign Referee”

### Referee

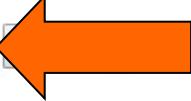
Application: 2015094458 - Doctor of Philosophy

#### 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

No record(s) found.

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.

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

#### 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 \*.bt 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.		

[Add](#) [Delete](#)

**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.



### Graduate Admission System

HOME SIGN OUT

#### Application Completeness Check

Application: 2021137930 - 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 : Awards/Prizes

Section : Test Details

Section : Work Experience

Previous Next