Saw Swee Hock School of Public Health

DOCTOR OF PHILOSOPHY / MASTER OF SCIENCE
ONLINE APPLICATION – AUG 2025 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 2025 intake will close on **15 November 2024**. All applicants must take the GRE test and TOEFL/IELTS test (if applicable) by 30 November 2024. All academic transcripts and referee reports must reach our School by 30 November 2024.

APPLICATION CHECKLIST

1. **Create an applicant account (instructions)**

2. **Add an application (instructions)**

3. **Complete the online application and submit supporting documents (instructions)**

    a. **Supporting documents that can be uploaded to GDA3**

    Please upload scanned copies of the following documents to the corresponding sections in GDA3:

Section in GDA3	Document to upload
Academic Qualifications	Certificates for the qualifications stated in the application (with English translation if applicable)
	NUS official transcript or OpenCerts file *For transcripts of non-NUS qualifications, please see point 3b.*
	Polytechnic Transcript *For applicants who graduated from one of the polytechnics in Singapore*
Test Scores	TOEFL/IELTS Scoresheet • 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

Section in GDA3	Document to upload
	• TOEFL/IELTS scores are valid for 2 years from the test date. Applicants must take the TOEFL/IELTS test **by 30 November 2024**.
Publications/ Awards/ Professional Certifications/ Etc	Certificates of awards and prizes (if applicable)
	Publications (if applicable)
	Conference papers/abstracts (if applicable)
Supporting Documents	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.
	Curriculum Vitae/Resume
	NRIC (both front and back) *For both Singaporeans and Singapore PRs*
	Passport (personal particulars page) *For foreigners*
	Employment Pass (if applicable)
	Passport photograph (at least 300 dpi)

b. 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:
i. Hardcopy transcript sent to our physical address (please refer to the **TRANSCRIPT REQUEST FORM**)
ii. Electronic transcript sent to GDR_SPH@nus.edu.sg from your university's transcript repository system
iii. PDF of electronic transcript sent to GDR_SPH@nus.edu.sg by an authorized personnel from your university's academic records office, 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.
• CSSD-verified transcripts that are sent directly to our school from CSSD (*for Chinese applicants)*.

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 **30 November 2024**.

c. GRE General Test

• All applicants must submit test scores for the GRE General Test.
  o Applicants with excellent academic track record from renowned universities may request for waiver of this requirement. Please email your CV and transcripts to GDR_SPH@nus.edu.sg.
  o For MSc applicants, the requirement will be waived for applicants whose undergraduate degrees were completed in 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. All applicants must take the GRE test **by 30 November 2024**.

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 <u>institutional 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. **Submit the online application (instructions)**

6. **Complete the supplemental application form (instructions)**

7. **Application Fee – Online Payment (instructions)**

All applications must be accompanied by a non-refundable application fee of Singapore SGD50.00. **Please note that an application without the application fee payment will not be processed.**

STEP 1: CREATE AN APPLICANT ACCOUNT

1. Go to the NUS Graduate Admission System and click "Register"
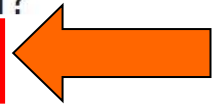
Graduate Admission System (GDA3)

Have a GradApp Account?
Log in

Not Registered?
Register

2. Enter your details and click "continue"

Graduate Admission System (GDA3)

Register

To register for an account, please enter the information requested below.

1) Please register **one** account for **each** email address. Please do **not** link one email address to multiple accounts.
2) Your email address will serve as your Login ID.
3) If you have already registered, please return to the previous screen and "Log In" with your Email Address (i.e. your Login ID).

Email Address	
First Name	
Last Name	
Birthdate	

Continue
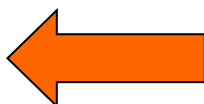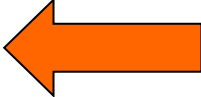
3. A temporary pin will be sent to your email address. Enter the pin and click "Login"

Graduate Admission System (GDA3)

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	gdr_sph@nus.edu.sg switch
Account	Testing, Testing
Temporary PIN	[ ]
Birthdate	[⌄] [⌄] [⌄]

[Login]

4. Follow the on-screen instructions to create a new password.

Graduate Admission System (GDA3)

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.
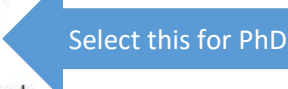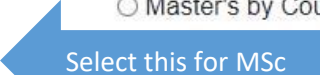
New Password	[••••••••••••]	✔ At least one letter
		✔ At least one capital letter
		✔ At least one number
New Password (again)	[••••••••••••]	✔ Be at least 12 characters
		✔ New passwords must match

[Set Password]

STEP 2: ADD AN APPLICATION

1. Next, you will come to the following page. Select the appropriate options and click "View Programmes".

Search for Programme
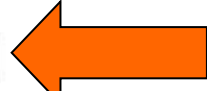
Which degree type would you like to apply for?

○ Doctor by Coursework   ○ Doctor of Engineering

○ Doctor of Pharmacy   ● Doctor of Philosophy   ◀ Select this for PhD

○ Graduate Diploma   ○ Master's by Coursework

○ Master's by Research   ◀ Select this for MSc

Please select your preferred commitment

● Full-Time

○ Part-Time

When would you like to enroll?

○ January 2025

○ May 2025 Special Term

○ June 2025 Special Term

● August 2025

[View Programmes]

2. Select the correct programme and click "Apply Now".

Programme	Faculty	Department	Application Open Date	Application Close Date	Action
Doctor of Philosophy in Public Health	Saw Swee Hock School of Public Health	Dean's Office (SSH School of Public Health)	*01 May 2024*	15 Nov 2024	Apply Now

3. Check the details and click "Confirm Programme Details"

Begin Your Application

Testing Testing (gdr_sph@nus.edu.sg)
Not Testing Testing? Click here.

Programme	Doctor of Philosophy in Public Health
Degree Type	Doctor of Philosophy
Enrolling In	August 2025
Preferred Commitment	Full-Time

The application fee for this programme is (SGD): $50.00

[Confirm Programme Details]

STEP 2: ADDING AN APPLICATION

4. Click on the application ID to start completing the form.

One final step, Testing!

You have successfully kick-started your application for the programme!
To enter your application form, please select the programme name below.

Here's a tip – please visit the Faculty/ School's website for comprehensive instructions and requirements specific to your chosen programme throughout the application process.

Add New Programme

Your Applications

Application ID	Semester	Programme	Started Date	Submitted Date	Status
R		Doctor of Philosophy in Public Health	21 Apr 2024		Pending Submission
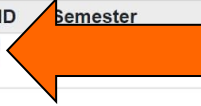
STEP 3: COMPLETING THE ONLINE APPLICATION

1. Next, complete the sections listed in the left column and upload the corresponding supporting documents.

    See here for the required supporting documents.

    For the section on "Current & Past NUS Application(s)", please select **only one** advisor.

Graduate Admission System (GDA3)

Testing Testing Logout

Current and Past NUS Applications

You are applying to the Full-Time **Doctor of Philosophy in Public Health** programme for August 2025.

Current Application: Research Interests

You can propose a Thesis Advisor who closely aligns with your research interest.

Please explore and identify the possible Advisors in your fields of interest here.

Alternatively, you can select your proposed Thesis Advisor from this list:
View Saw Swee Hock School of Public Health Thesis Advisors

Please enter the name of your proposed Advisor(s) in the fields below.

First Preference Advisor

Enter only one advisor. Leave "Second Preference Advisor" blank

Second Preference Advisor

Have you made contact with your proposed advisor(s)? *
○ Yes
○ No

Proposed Thesis Title/ Area of Research

Left navigation column:
- Home
- Personal Particulars
- Academic Qualifications
- Test Scores
- Publications/ Awards/ Certifications/ Etc
- Employment History & Other Experiences
- Current & Past NUS Application(s)
- Application to Other Institutions
- Source of Finance
- Referees
- Supporting Documents
- Health Information
- Declarations
- Review Before Submission

STEP 4: REFEREE REPORTS

ENTERING YOUR REFEREE DETAILS

1. Go to "Referees" and click on "Add Referee for Referee Report".

Graduate Admission System (GDA3)

Testing Testing Logout

Home				
Personal Particulars				
Academic Qualifications				
Test Scores				
Publications/ Awards/ Certifications/ Etc				
Employment History & Other Experiences				
Current & Past NUS Application(s)				
Application to Other Institutions				
Source of Finance				
Referees				

Referees

This programme requires a minimum of two (2) referee reports. Please "Add Referee" below to enter information of your referees. Your referees will receive an email with instructions on completing the Referee Report form and/or uploading the reference letter. *

Name	Organisation	Relationship	Status	Status Date

Add Referee for Referee Report

Continue

2. Enter your referee's details and click "Send to Recommender".

Referee Information

Title *

Family (Last) Name *

Given (First) Name *

Designation *

Organisation *

What is your relationship with this Referee?
Relationship *

How long have you known this Referee?
Years Known *

Contact Information

Email Address *
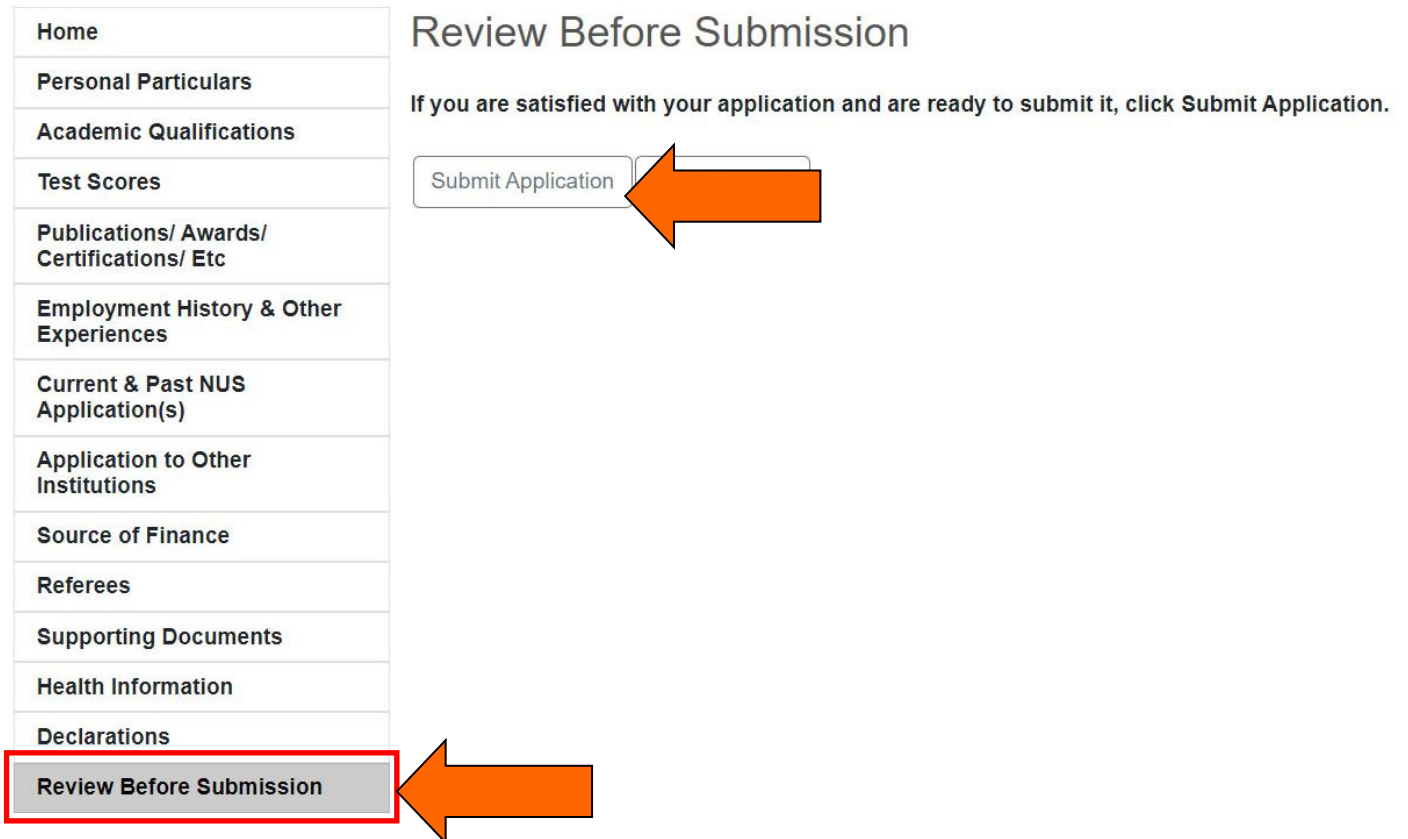
Please enter your referee's institutional email address. Personal email addresses (e.g. gmail, hotmail, yahoo mail etc) are not acceptable.

Contact Number *

Send to Recommender

STEP 5: SUBMIT THE ONLINE APPLICATION

1. Go to "Review Before Submission", check that all the applicable sections have been completed, and click "Submit Application".

STEP 6: COMPLETE THE SUPPLEMENTAL APPLICATION FORM

1. After submitting your application, you will be directed to this page which shows the list of outstanding documents for your application. Please scroll down and click on "School of Public Health Supplemental Application"

2. Complete the following question and click "Submit"

STEP 7: ONLINE PAYMENT OF APPLICATION FEE

1. Next, scroll down further and click on "Application Fee – Submit payment for 50.00 SGD". Follow the onscreen instructions to make the payment.

   Please note that an application without the application fee payment will not be processed.

Application Checklist

Please note that it may take 30 - 60 minutes for the status of checklist items to be updated.

Status	Details	Date
✘ Awaiting	GRE Scores	
✘ Awaiting	Degree Scroll / Certificate for National University of Singapore (NUS)	
✘ Awaiting	Transcript for National University of Singapore (NUS)	
✔ Received	NRIC Documentation	06/02/2024
✔ Received	Passport-Sized Photo	06/02/2024
✔ Received	Personal CV	06/02/2024
✘ Awaiting	Proof of Payment of Application Fee	
✔ Received	Research Proposal	06/02/2024
✘ Awaiting	TOEFL or IELTS Scores	
✘ Awaiting	Recommendation from Chunxuan Yong, NUS Sent to recommender on 04/21/2024.	
✘ Awaiting	Recommendation from Yang Chunxuan, NUS Sent to recommender on 04/21/2024.	

To re-send notification emails to your recommenders, re-visit the recommendations page, click "Edit", and then click "Send Reminder".

Supplementary Materials Checklist

Status	Details	Date
✘ Awaiting	School of Public Health Supplemental Application	

Optional Materials Checklist

Status	Details	Date
✔ Received	Documentary Evidence of Financial Support	06/02/2024
✔ Received	Personal Statement	06/02/2024
✔ Received	Writing Sample	06/02/2024

Payment Due: 50.00 SGD

✘ Awaiting	Application Fee - Submit Payment for 50.00 SGD	