

### Application Overview and Document Preparation

This guide offers a clear overview of the application process and details the key documents you will need to prepare to complete your application successfully. It is designed to help you understand what to expect and how to organise your materials ahead of submission.

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## 1. Important Application Information

### 1.1 Apply Online

All applications must be submitted through the online portal. The application process consists of two parts:

- **Main Application:** Provide your personal details, academic and professional history, referee contact information, and upload the supporting documents.
- **Application Fee Payment:** Once the main application is submitted, you will be prompted to make the application fee payment. Only after payment is made will your application be considered complete. Payment for the application fee must be made by the application deadline.

### 1.2 Language of Application

- All parts of the application must be completed in **English**.
- If any supporting document is not in English, you must provide a **notarised or officially certified English translation** together with the original document.
- Translations must be issued or endorsed by a **notary public**, a **certified translation service**, or the **issuing institution** (e.g., your university's registrar or official translation office).
- Documents submitted **without a certified English translation** will be considered **incomplete** and cannot be assessed.

### 1.3 Multiple Applications

- You may apply to more than one programme across different Faculties or Schools at NUS.
- Each application must be submitted **separately** and include its own set of **supporting documents** and **application fee**.

### 1.4 Document Return Policy

All documents submitted as part of your application will **not be returned**.

## 2. Preparing Your Supporting Documents

### 2.1 Upload of Documents

You will need to upload your supporting documents to the online application system. Please start preparing early, as documents issued or submitted by external parties may take time to arrange.

**General requirements:**

- All documents must be submitted in **PDF format**.
- All documents must be in **English** or accompanied by a **notarised English translation**.
- Ensure that scanned documents are clear and legible.
- Clearly name each file using your **full name** and the **document type** (e.g. *JaneTan\_Transcript.pdf*).

### 2.2 Documents to Be Uploaded by the Applicant

#### 2.2.1 Academic Qualifications

- Scanned copies of degree scroll(s) and official transcripts from each university attended must be uploaded to the online application system (both are required).
- If your degree is still in progress, please upload a scanned copy of your most recent transcript.

*Please note:*

- *For qualifications awarded by non-NUS institutions, applicants will also be required to arrange for an official transcript to be sent directly from the awarding institution to the School after application submission.*
- *Details are provided in Section 3.1 Transcript Request Requirements.*

### 2.2.2 English Language Proficiency for Test Scores

#### **Exemptions**

You are not required to submit TOEFL or IELTS scores if you have completed a degree (undergraduate or graduate) from:

- Singapore autonomous universities; or
- English-medium institutions in Australia, Canada, Ireland, New Zealand, the United Kingdom, or the United States.

**Applicants who do not meet the above exemption criteria** must submit valid test scores for **one** of the following:

- **TOEFL (Test of English as a Foreign Language):** minimum score of 85
- **IELTS Academic (International English Language Testing System):** minimum score of 6.0

*Please note:*

- *Test scores must be valid at the time of application (within two years from the test date).*
- *Expired scores will not be accepted.*

### 2.2.3 Curriculum Vitae (CV)

A current CV outlining your academic background, work experience, and relevant achievements.

### 2.2.4 Passport or Identification Document

- **Singapore citizens:** NRIC (front and back)
- **Singapore PRs:** Passport biodata page and NRIC (front and back)
- **International applicants:** Passport biodata page

### 2.2.5 Personal Statement

- Provide a statement addressing your professional experience, the relevance of the DrPH programme to your career goals, and how it will support your future contributions.
- Please use the prescribed form. Where additional space is required, additional pages may be attached.
- Please ensure that all text (including continuation pages) uses a font size of at least 9-point.

### 2.2.6 Funding and Sponsorship Documentation

You must provide documentation indicating how you intend to finance your studies:

- **Latest payslip or bank statement** (for self-financing applicants); **or**
- **Formal sponsorship or scholarship letter** (for sponsored applicants).

*Please note:*

- *Applicants who are pending the outcome of a scholarship or sponsorship application and are unable to provide a formal sponsorship or award letter at the time of application should apply as self-financing and submit the relevant financial documentation.*
- *Funding status may be updated subsequently, subject to the submission of official supporting documents.*
- *All documents must be in English or accompanied by an official translation.*

### 2.2.7 Publications/ Awards/ Certifications (Optional)

Supporting documents such as publications, awards, or professional certifications.

## 2.3 Documents Submitted by External Parties (in support of your application)

### 2.3.1 Referees

- Enter the **institutional email addresses** of at least **two (2) referees** in the online system.
- **Referee reports submitted using personal email accounts (e.g. Gmail, Hotmail, Yahoo Mail) are not acceptable.**
  - If a referee does not have an organisation-assigned email address, they must **upload supporting evidence** (e.g., a signed letter on the organisation's letterhead) confirming that they are not issued an institutional account.
- The system will email referees a secure link to submit their reports directly.
- While the system automatically assigns referees a one-month window to complete their reports, **the application deadline takes precedence.**

*Important:*

- All applications must be fully completed by the document submission deadline stated on the programme website, including all supporting documents and referee reports.
- Applications with fewer than two valid referee reports will be considered incomplete and cannot be processed.
- Please also refer to **Section 3.2 Institutional Mentor Acknowledgement Form.**

## 3. After Application: Official Verification by External Institutions

### 3.1 Transcript Request Requirements (for non-NUS degrees only)

- For NUS qualifications, uploaded transcripts will be verified internally. No additional action is required.
- For non-NUS qualifications, you must arrange for your official transcript to be sent directly from your institution.

#### 3.1.1 Accepted Submission Methods (by Awarding Institution)

##### US universities

- Transcripts must be sent via Parchment directly to the School.

##### All other universities

- Secure electronic transcript sent from the university's official system to: *SPH\_DrPH@nus.edu.sg*
- Official transcript emailed by authorised academic records staff:
  - The sender's email must be listed on the university's official website.
  - The sender must include the URL where the email address is published.
  - Transcripts from unverifiable sources will be rejected.

##### Recognised services

- OpenCerts (.opencert file) for NUS, NTU, SMU, SUSS, and SUTD
- WES evaluation reports sent directly by WES
- CSSD-verified transcripts sent directly by CSSD (for Chinese applicants)

### 3.2 Institutional Mentor

When identifying an Institutional Mentor (IM), applicants should consider individuals who are familiar with their professional role and organisational context and who are able to support the completion of practice-based portfolio tasks under SPH6905 DrPH Portfolio.

A suitable Institutional Mentor would typically be someone who:

- has a senior and/or supervisory role within the applicant's organisation or professional setting;
- has sufficient understanding of the applicant's responsibilities, scope of work, and decision-making environment;
- is able to confirm access to appropriate organisational or professional settings in which portfolio tasks may be undertaken; and
- is willing and able to provide ongoing support over the duration of the programme (typically three to five years), or to assist in identifying a suitable replacement if circumstances change.

#### **Institutional Mentor Acknowledgement Form**

- The proposed institutional mentor is required to use their organisation-assigned email address when completing the prescribed Institutional Mentor Acknowledgement Form.
- Responses should be provided within the form. Where additional space is required, responses may be continued on a separate document, which should be clearly labelled and submitted together with the form.
- Please ensure that all text (including continuation pages) uses a font size of at least 9-point.
- If the institutional mentor is also serving as one of the applicant's referees, the completed form should be uploaded together with the referee report via the online referee submission portal.
- If the institutional mentor is not a referee, the signed form should be emailed directly to [SPH\\_DrPH@nus.edu.sg](mailto:SPH_DrPH@nus.edu.sg).