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1. Introduction

This guide is a general reference for applicants who wish to apply to NUS graduate programmes using the Graduate Admission System (GDA). The information presented here are purely illustrative, and not reflective of actual admission information.

As the admission requirements vary from programme to programme, please expect to encounter pages and instructions that are different from those shown in this guide.

If you need assistance on your online application, please contact the respective Faculty/School that you are applying to directly.

2. Access the NUS Graduate Admission System

You can access the GDA at: https://inetapps.nus.edu.sg/GDA2

At the login page, please take note of the following:

For existing user, login here using the GDA account which you had created.

For new user, you can create your GDA account here.

Please note that the email address which you provide when creating your new GDA account will also be your login ID.

If you forget your password, you can request for a password reset. The link to authorise the new password reset will be sent to this email address.

You will also receive email notifications relating to your applications via this email address.

Hence, it is important that you remember which email address that you provide, as you will need it to access the system and receive alerts.
3. **Overview of Homepage**

Upon successful login, you should see the following homepage:

Before you begin to apply, please read the instructions on this page carefully.

Click to:
- create new applications
- change your order of preference
- submit your applications online

Click to:
- view application status
- make online payment for application / acceptance fee
- accept/reject the offer of admission and submit passport-size photo

Click to:
- create / update referee details
- track referee report status

For the security of your GDA account, please consider changing your password from time to time.
4. Create New Application

4.1. Basic Programme Information

When you are ready, click on the Basic Programme Info link at the homepage to add, edit or submit your application.

If you wish to apply to more than one programme, simply go through the above same steps for the respective programme that you are applying to.

If you wish to apply for multiple programmes within the same application cycle, please create all the programmes at this page, and decide on the order of preference before submitting your applications online, as the order of preference cannot be changed after the submission of application.

Select and key in details, such as the programme that you wish to apply to, your (proposed) source of finance if enrolled into the programme, academic load (i.e. full-time or part-time).

Applicants to research programmes can also indicate your proposed supervisor and thesis title / area of research, research institute/centre attached to etc.

Important Note:
As the specific instructions on applications will vary from programme to programme, please refer to the relevant instructions from the Faculty/ School/Institute that you are applying to. After you have checked that your inputs are correct, click on the “Save” button to complete the creation of your application.

If you wish to apply to more than one programme, simply go through the above same steps for the respective programme that you are applying to.
4.2. Checking and Updating Order of Preference

The Order of Preference will only be taken into consideration when you apply to multiple programmes under the same Faculty/School. The screenshots above present an example where it is important as both of the programmes are offered by the same Faculty which will take note of the order of preference when processing the applications.

On the other hand, the order of preference does not matter when an applicant applies for, say, the Master of Computing and Master of Public Policy, which are offered by different Faculties/Schools.

As your preferences cannot be changed after submission of application, please finalise your order of preference before submitting your application (i.e. when the Application Status is at “Pending online submission”).

5. Submit Application

Click on the Apply link to begin the submission of your application one at a time. You will be prompted to check your order of preference:

Click the Previous button if you wish to amend the order of preference, or click the Next button when you are ready to proceed.
If you click on the Next button, you will be brought to the following page where you complete the various sections of the application.

5.1. Instructions

Please note that different programmes may have different admission requirements. For example, some programmes require applicants to provide supporting documents in hardcopy. Hence, it is important that you read carefully the instructions for the specific programme under this section before proceeding to complete the other sections of your application.

View Instructions

Please click HERE for the general instructions before proceeding to apply online.

Important: 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 additional advantage in gaining admission and the University reserves the right to reject such applications without giving reasons.
5.2. Personal Particulars

If you are successful in your admission, your official name will be printed on your Student Card, as well as on your Academic Transcript and Degree Scroll upon graduation. For full-time international students, your personal particulars will be submitted to the Singapore Immigration and Checkpoint Authority (ICA) for your Student’s Pass application.

As such, please ensure that personal particulars that you submit correspond exactly with the information printed on your national identity card/passport.

Click on the “Upload” button to submit a copy of your Photo ID (example: Passport Bio-data Page or NRIC).
5.3. Contact Information

As part of the University’s efforts to ensure readiness in dealing with crisis or emergency situations, it is compulsory for you to provide your Personal Contact Info and Next of Kin Contact under this section.

Click on the *Edit* or *Add* link to fill in the contact information under the respective pages:

- **Your Primary Email Address is also your login ID.**
- If you change it, please remember to use your new email address when you re-login to the system.

*Denotes required field*
5.4. Academic Qualifications

Please provide the details of your academic qualifications that you have completed or will be completing under this section.

- Click on the relevant “Upload” button to submit a copy of your Academic Transcript / Degree Scroll.
- If you have more than one transcript / scroll, please combine them into a single file before uploading.
- Click on the “Add” button, to provide details of your academic qualification.
- Click on this “Search” link to look for the relevant qualifications. The list of qualifications that matches your search input will be displayed for your selection.
5.5. Test Details

Certain graduate programmes may require applicant to demonstrate readiness for graduate study through a specific standard of achievement in common placement examinations such as:

- GATE (Graduate Aptitude Test in Engineering)
- GMAT (Graduate Management Admission Test)
- GRE (Graduate Record Exam)
- LSAT (Law School Admission Test)
- TOEFL (Test of English as a Foreign Language)
- PET FDN (Pearson Test of English FDN)
- IELTS (International English Testing System)

This section is not mandatory. If you have any of the above, please provide the details of your examination result under this section.

Click on the “Add” button to provide details of any of the following Test Score:
5.6. Awards/Prizes

If you have obtained any relevant awards or prizes that may support your application for admission, you can provide the details under this section. This section is not mandatory.

Click on the “Add” button, to provide details of your award/prizes.

5.7. Languages Proficiency

This section allows applicants to indicate their ability to speak or write in any acquired languages, such as English, Chinese, etc. This section is not mandatory.

Click on the “Add” button, to provide information on your language proficiency.
5.8. Work Experience

You need not complete this section if you do not have any working experience at the point of your application. To help you check for accuracy, the total duration of your work experience will be automatically computed and displayed once you have keyed in the start and end date of your employment.

Click on the “Add” button to provide information on your work experience in reversed chronological order (i.e. latest employment first).

Click on the “Upload” button to submit a copy of your employment supporting documents. If you have more than one document, please combine them into a single file before uploading.
5.9. Membership/Publications

If you have any relevant membership or publications that may support your application for admission, you can provide the details under this section. This section is not mandatory.
5.10. Referee

As part of the assessment criteria, the Faculty/School may require a referee’s report(s) for the programme. Under the Referee page, you can create referee details and assign your referees to your applications.

**Step 1:** Click on the “Assign Referee” button.

If you have any existing referees created for an earlier application, you should be able to assign the same referee for the new programme. Simply check against existing referee record and click on the “Assign” button.

**Step 2:** If there is no existing referee records or if you wish to assign a new referee, click on the “Create New Referee” link. After which you can proceed to assign the newly created referee record to the programme as per Step 1.

While your referees will receive an email informing them to submit their referee report within 14 days after you submit your application online, some faculties allow you to trigger the email notification to your referees before online submission. If the “Send Email to Referee” link is available, you can click it to trigger the email notification.
5.11. Essay/Questionnaire

Some programmes may require their applicant to submit essays and / or reply to a questionnaire as part of their admission consideration. Please complete the essays and / or questionnaire accordingly.
5.12. View Checklist

The majority of programmes also display a checklist for applicant to note the supporting documents that they will need to submit following their online submission.

Unless otherwise instructed by the Faculty/School, all supporting documents, along with the printed signed copy of your online application, should be submitted to the respective Faculty/School via post by the given deadline.

Do note that your online application will not be considered as complete until after you have submitted the necessary supporting documents as indicated in this checklist.

5.13. Documents Upload

This section allows you to check the supporting documents which you had uploaded in the earlier sections of your application. This may include softcopies of your academic transcript, degree scroll, personal identification etc.

If you need to upload additional documents, you can also add them here under document type “Others”.
5.14. Source of Information

Please indicate where and when you first heard about the programme that you are applying to. At least one source must be indicated.

<table>
<thead>
<tr>
<th>Source of Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application: 2017065183 - Doctor of Philosophy (History)</td>
</tr>
</tbody>
</table>

**Please indicate where and when you first heard of our programme. At least one source must be indicated.**

- **Internet (Website/Search engine)**
  - (Maximum 300 characters)

- **Educational Fair (City/Year)**
  - (Maximum 300 characters)

- **Information Session (City/Year)**
  - (Maximum 300 characters)

- **Printed Advertisement (please specify which source)**
  - (Maximum 300 characters)
5.15. Health and Support

Applicants with disabilities may face challenges in certain programmes. Hence, should you require special needs it is advisable that you make this known under this section.

![Health and Support form](image-url)
5.16. Application Completeness Check

You will not be allowed to submit your online application if there are any compulsory sections that are not completed, which may include compulsory essay/questionnaire questions, assignment of referee(s) and payment of application fees. Such sections are highlighted in **red**.

The *Application Completeness Check* will also detect optional sections that are left blank. While it is not compulsory to complete these in order to submit your application, you may wish to complete them if they are relevant in proving your credentials and eligibility for the programme. Such sections are highlighted in **blue**.

You can click on the *Application Completeness Check* at any point to track which are the compulsory / optional sections that you have yet to complete.

To complete the sections, click on the respective links at the left panel to go to the specific sections.

If you pass the *Application Completeness Check*, you should be able to click on the Next button to proceed with the online declarations and submission of application.
5.17. Online Declarations and Submission of Application

Upon successful submission of application online, you will receive an email acknowledgement with the header "Submission of Application to NUS Graduate Programme" sent from NUS Graduate Admission System.

Please read through carefully and complete your declarations before clicking on the "Next" button to proceed.

Before submitting your online application, please ensure that you read the Personal Data Notice and Consent carefully.

Do note that once you click on the "Make Payment and Submit" button you are deemed to have given your consent, and you will no longer be able to make changes to your application.
5.18. Payment

With effect from March 2017, the majority of NUS graduate programmes require applicants to make payment for Application Fee before they can submit their application online. Payment can be made using VISA, Mastercard, Amex, Alipay or PayNow. Once the payment is made, please check to ensure that your admission application is submitted successfully.
6. On Managing Referees

As referee reports are commonly included as part of the assessment criteria for NUS graduate programmes, this section highlights the key aspects on management of referees.

6.1. Create/Edit Referee Details

You can create, edit or delete a referee's details by clicking on the Referee Details link at the left panel on your homepage:

If you have not already created the referee details when you start to submit your application, you will be allowed to create and assign them to your application during your submission.

As the number of referee reports required will vary from programme to programme, please refer to the specific instructions from the Faculty/School hosting the programme(s) that you are applying to.

Applicants can choose to assign the same referee to provide referee report for multiple applications under the same application cycle:

- If all the programmes applied are using the same format for the referee report, this referee will only be required to submit the referee report once.
- However, if the programmes are using different formats for the referee report, the referee will then be required to submit multiple reports.

Click here to create a new referee record.

Do note that you can no longer edit or delete the referee details after assigning him/her to an application.

In such case, if you need to amend the record, please contact the relevant Faculty/School directly.
6.2. Track Status of Referee Report Submission

Click on the View link to check on the status of your referee’s report submission.

Do note that your referees will be given 14 days to submit their report from the date of the email notification.

Please remind your referee to submit his/her report when the deadline is nearing and the report status is still shown as “Pending Submission”.

If you have already submitted your application and require a new referee, you can create the record for the new referee under this section. Thereafter, please approach the Faculty / School that you are applying to for help in associating the referee to your application and emailing him / her the referee report link.
6.3. Email Invitation to submit Referee Report

After you have submitted your application online, your assigned referees will each receive an email inviting them to submit their referee report online within 14 days from the date of the email:

![Email Invitation to submit Referee Report](image)

Faculties may sometimes allow applicants to manually trigger this email notification before the application is submitted. When the email is triggered in this way, the 14-day deadline will likewise be from the date of email notification (instead of the date of application submission).

If your referee attempts to access the link after it expires, he/she will encounter the following message:

![Referee Report Status](image)

In the above situation, please contact the Faculty/School that you are applying to directly, should your referee require assistance on the referee report submission (e.g. resending of email notification, extending of deadline for report).
7. **On Making Payment for Fees**

This section contains key points on payment of application and/or acceptance fees for applicants to take note.

7.1. **Application Fee**

With effect from March 2017, the majority of NUS graduate programmes require applicants to make payment for application fee before they are allowed to submit their applications online.

7.2. **Acceptance Fee**

There are some programmes that require applicants to make payment for acceptance fee before they can accept the offer of admission. Hence, for programmes that allow applicants to accept the offer online, the system will check for payment of acceptance fee (if applicable), before allowing the applicant to accept the offer.

7.3. **Important Notes**

Please take note of the following:

- All payments for application fee and acceptance fee are **not** refundable.
- While the payment status is usually updated from the e-payment facility within a few seconds to a few minutes, it may sometimes take up to a few hours. As such, please plan this possibility and refrain from making payment last minute ahead of the submission of application/acceptance of offer.
- If you believe that your payment attempt is successful but the payment status is shown as unsuccessful in the system, please refrain from making payment again. Instead, please contact the faculty/school/institute that you are applying to for clarification on the actual payment status. This is to prevent multiple payments.

7.4. **Making Online Payment**

To make payment online for application fee and/or acceptance fee, navigate to **View Application/Make Payment/Submit Reply on Offer of Admission**, then click any of the **Pay/View** links:

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” link and follow the instructions given on page 4-19. 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.
Do not click on the payment link if you are not ready to pay yet, as you may need to wait for up to 6 hours before you can make another payment attempt.

On the next page, you will be able to see the amount and payment status for each of the applications that you are applying to. When you are ready to proceed with the online payment for application/acceptance fee, click on the Proceed to pay link under the relevant fee type.

The next few screenshots shows the payment of acceptance fee, which is required by some programmes before applicants can accept the offer of admission. The payment of application fee (if applicable) under this section will follow the same steps.

**Important Note:**
If the programme that you are applying to requires payment of application fee before submission of application, payment has to be made when you “Apply” at Basic Programme Info page instead.

Check against the programme in which you wish to make payment and indicate you preferred payment mode before clicking on the Make Payment button.

1. Payments for application and acceptance fee are not refundable.
2. Upon clicking on the make payment button, you would be re-directed to the payment method page where you can opt to pay either using VISA, Mastercard, Amex, Alipay or PayNow.
3. Please do not click on the make payment button if you are not ready to pay yet, as the payment session will be terminated if there is no activity within 15 minutes. In such cases, you may need to wait for up to 6 hours before you can make another payment attempt.
4. Please leave your browser open after making payment until you get to see the payment receipt. Do not use the BACK or RELOAD/REFRESH browser functions or CLOSE browser while using the service until the payment receipt or the Error page is displayed.
If payment is successful, you can print the receipt by clicking on the link under the Receipt column at the Payment page:

7.5. Regarding Other Modes of Payment

While applicants are strongly recommended to make payment for fees via internet banking, payment by cheque and other offline means can still be accepted.

However, applicants are advised to wait for 1 or 2 days for the offline payment status to be updated by the administrator before proceeding to submit application/accept offer.
8. Track Application, Admission and Payment Status

View Application/Make Payment/Submit Reply on Offer of Admission is a useful one-stop page that allows you to track the key status updates pertaining to your submitted applications to NUS graduate programmes.

You can access the page by clicking the link at the left panel of your homepage, and proceed to do the following:

<p>| | | | | | | | |</p>
<table>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Download your submitted application in PDF format by clicking on the application number.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>View the list of supporting documents to submit following your online submission. <strong>Note:</strong> Your online application submission will not be considered as complete until after you have submitted the necessary supporting documents as indicated in this checklist.</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>3</td>
<td>View the admission instructions that are specific to the programme.</td>
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<td></td>
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</tr>
<tr>
<td>4</td>
<td>View the supporting documents which you had earlier uploaded when you apply for admission.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>View and make payment for application / acceptance fees where applicable.</td>
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</tr>
<tr>
<td>6</td>
<td>Check your Application Status. <strong>Note:</strong> If your application has been processed successfully, the status will be updated as either “Application completed” or “Physical application verified”.</td>
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</tr>
<tr>
<td>7</td>
<td>Check your Admission Status. <strong>Note:</strong> If you are successful in your application, the status will be updated as “Offer Made”.</td>
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<tr>
<td>8</td>
<td>Reply Online to Offer of Admission (for certain programmes only). <strong>Note:</strong> Some programme may require their applicant to confirm their acceptance or rejection using hardcopy reply form. Hence, please refer to your admission offer letter for the procedure and deadline to confirm your reply on the offer of admission.</td>
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</tbody>
</table>
9. **Submit Reply on Offer of Admission Online**

Applicants who receive offers of admission to NUS graduate programmes may be invited to submit their acceptance via one of the following ways:

- Logging in to the Graduate Admission System to accept the offer and submit the photograph online.
- Returning a signed hardcopy “Reply on Offer of Admission” form, containing a recent passport-size photograph

This section explains the various steps to take when accepting the NUS offer online:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td>Go to “View Application/Make Payment/Submit Reply on Offer of Admission”</td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td>Choose Whether to Accept or Reject Offer</td>
</tr>
<tr>
<td><strong>Step 3:</strong></td>
<td>Complete Admission Declarations</td>
</tr>
<tr>
<td><strong>Step 4:</strong></td>
<td>Submit Passport-Size Photo</td>
</tr>
<tr>
<td><strong>Step 5:</strong></td>
<td>Verify Personal Details</td>
</tr>
<tr>
<td><strong>Step 6:</strong></td>
<td>Pay Acceptance Fee (if applicable)</td>
</tr>
<tr>
<td><strong>Step 7:</strong></td>
<td>Confirm Acceptance of Offer</td>
</tr>
</tbody>
</table>
Step 1: Go to “View Application/Make Payment/Submit Reply on Offer of Admission”

If you are required to submit your reply online, the link for you to confirm your acceptance or rejection of the offer of admission will be activated under the last column as shown in the screenshot below.

Please complete your online reply by the deadline given in your admission offer letter.

If you have been offered an admission to multiple programmes, please note that you can only accept one programme within the same intake. Upon confirmation, you can no longer make changes to your reply. If you wish to make changes, please contact the relevant Faculty/School directly.

Step 2: Decide whether to accept or reject offer

Next, select the relevant option to confirm if you are accepting or declining the offer of admission.
• **Acceptance of Offer:** If you accept the offer of admission, please proceed to **Step 3**.

• **Rejection of Offer:** If you decide to reject the offer of admission, you will be prompted to confirm your decision by clicking on the *Confirm* button:

![Image of Offer Rejection Confirmation](image.png)

**Step 3: Complete Admission Declarations**

If you accept the offer, you will be required to complete the following admission declarations:

![Image of Admission Declarations](image.png)
Step 4: Submit passport-size photo

Submit a passport-size colour photo which will be used for the printing of your NUS student card.

To avoid any delay in the printing of the card, please ensure that the uploaded photo meets the NUS Requirements of Photograph for Online Submission.

Applicants whose photos are rejected will be notified via email that will inform on the reason for rejection. When such applications login to the system, the rejection status and reason will also be displayed:

Please re-submit improved photo for approval as soon as possible by clicking the Update/View link and repeating the steps. This is to prevent any delay or forfeit of your acceptance of offer.
Upon submission, the Photo Verification Status will be reflected as “Processing”.

All submitted photo will be subjected to verification and if it is acceptable, the Photo Verification Status will be reflected as “Approved”.

**Step 5: Verify personal details**

If there are any changes or errors to your personal details (such as name, date of birth, and identity card number), please contact the relevant Faculty/School directly to update our records accordingly.

As further instructions relating to your student registration will be conveyed via email, it is essential that you also update the University on any changes to your email address under this step.

Please note that your email address is also your Login ID for GDA. If you change it, please remember to use your new email address when you login to the system in the future.
**Step 6: Pay acceptance fee (applicable for selected programmes only)**

There are some programmes that require applicants to pay the acceptance fee **first** before the online reply can be submitted. Kindly note that the acceptance fee is non-refundable.

Once the offer has been made to the applicant, payment of the acceptance fee can be made online by navigating to: View Application/Make Payment/Submit Reply on Offer of Admission > Pay/View. Refer to the chapter on "On Making Payment for Fees" for details.

If the acceptance fee has not been paid before the applicant proceeds to accept the offer online, the system will prompt the applicant to make payment as the next step of the online reply.

---

**Note:**

The above screen will not be displayed to applicants who:
1) do not need to pay acceptance fee, or
2) have already made the payment.
Step 7: Confirm Acceptance of Offer

Before you confirm your acceptance, please check that all the information given at the earlier steps are correct.

If you find any inaccuracies, simply go back to the relevant step and amend accordingly.

Once you are satisfied that the information you have given are in order, please check against the declaration checkbox and click on the Confirm button.

Upon successful confirmation, your admission status will be shown as “Offer Accepted”.

![Confirmation of Reply on Offer of Admission]

- Application Number: 2020093635
- Programme: The NUS Executive MBA
- Faculty/Department: NUS Business School / Dean's Office (Blk)
- Academic Load: Full Time
- Admit Term: Semester 2, Academic Year 2020/2021

I accept the offer of admission of the above indicated Programme with Scholarship / Fellowship / Award as indicated in my admission offer letter.

Admission Declarations:
1. Are you currently pursuing any other graduate programme(s) in this University or any other University/Institution? No
2. Have you been offered admission to other graduate programme(s) in this University or any other University/Institution? No

Upload Passport Size Photo (For Printing of NUS Student Card)

Verification of Personal Details

- Official Name
- Date of Birth
- NRIC No. / Foreign Identification No. (FIN)
- Passport No.
- Email Address

Important Notice:
- Further instructions relating to Student Registration will be conveyed via email. Hence, please check that you have provided a valid email address.
- Your Official Name shown here will be printed on your degree scroll and academic transcript.
- Check that your Official Name, Date of Birth and NRIC/Passport Number correspond exactly with the information printed on your NRIC/Passport/Employment Pass/Student's Pass. If there is any error, please contact the faculty/programme coordinator.
- Candidates who wish to enrol concurrently into more than one degree programmes (offered by NUS or another University) will need to seek prior approval from NUS.
- If you are bonded for your undergraduate studies or former graduate programme, please seek approval for bond deferment, where necessary.

☐ I have read the above notice and declare that the information provided by me in connection with this Offer of Admission is true and complete.

![Application Status]

- Application Number: 2016055181
  - View View View
  - Physical application verified
- Application Status: Offer Accepted
- Admission Reply, Declarations & Photo Upload: (You have uploaded your photograph on 15 March 2017, 09:40:13)

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