

NUS NON-GRADUATING STUDENT ADMISSION APPLICATION DOCUMENT CHECKLIST

Exchange Students (Nominated by a [Partner University](#))

Scanned / Softcopy documents to be uploaded (where applicable) via the [NUS Online Application System](#). Please **do not** submit hardcopy documents.

1. For **ALL** applicants:

- Passport showing your particulars**, with an expiry date that is valid until the completion of studies at NUS (for non-Singapore Citizens)
- Official Academic Transcript(s), including the grade legend** issued by the Home University (with English translation, if applicable). The transcript must be endorsed with the university's seal and official signatory or a verification link.
- Record of courses taken in current semester/term**

2. For applicants who wish to be admitted as **research students**:

- Agreement from the NUS proposed supervisor** – *This can be in the form of an email or a letter.*
- Letter of support from Home University's research supervisor with his/her contact details**
- Detailed training [plan](#)**
- Curriculum vitae with publication list, if any**

3. Other supporting documents (if applicable):

- Detailed course syllabus or links to online course syllabus** for courses that are pre-requisites to NUS modules (both completed and current courses) – *Recommended for applicants who wish to read modules with pre-requisites.*
- [Completed declaration form](#)** to declare the level of proficiency in foreign language – *For applicants who wish to read [Level 1000 language modules](#) in NUS (with prefix 'LA' e.g. LAC/LAF/LAG, etc.).*
- Letter from the **Home University** stating the year of design module applicants should be enrolled in during their exchange at NUS (e.g. Year 1, 2, 3, 4) – *For applicants who wish to read [Architecture Design modules](#) in NUS.*
- Copy of a valid **TOEFL/IELTS test scores** – *For applicants who wish to read [law modules](#) and are from non-English medium universities.*

✉ nghelp@nus.edu.sg / ☎ (65) 6516 1476

NUS NON-GRADUATING STUDENT ADMISSION APPLICATION DOCUMENT CHECKLIST

Non-Exchange Students (Not Nominated by a [Partner University](#) / Not From a Partner University)

Scanned / Softcopy documents to be uploaded (where applicable) via the [NUS Online Application System](#). In addition, all documents (except passport, record of courses taken in current semester and course syllabus) are required to be posted in hard copy to NUS Registrar's Office. Tuition and/ or research fees are applicable for Non-Exchange Students.

1. For **ALL** applicants:

- Passport showing your particulars**, with an expiry date that is valid until the completion of studies at NUS (for non-Singapore Citizens) [*hard copy is not required*]
- Official Academic Transcript(s), including the grade legend** issued by the Home University (with English translation, if applicable). Only original academic transcripts of degree programs completed and/or currently in progress will be accepted. The transcript must be endorsed with the university's seal and official signatory. Original hard copy will not be returned to the applicant.
- Record of courses taken in current semester/term** [*hard copy is not required*]
- Student status letter from Home University** indicating your expected graduate date/month and current student status in the University;
- Documentary proof of financial support in English** certifying financial ability to make payment for the Miscellaneous Student Fees (MSFs) and tuition fees for at least 3 modules or research fee.
 - *Self-financing student*: Submit a bank statement (original, certified true copy or electronically generated statements will be accepted). The statement should not be dated more than 6 months from the intended date of admission.
 - *Scholarship holder*: Submit an official letter from the sponsoring organization(s) with details of the sponsorship over the period of study/research at NUS.
- Copy of a valid **TOEFL/IELTS test scores** – For applicants who wish to do coursework and are from non-English medium universities.

2. For applicants who wish to be admitted as **research students**:

- Agreement from the NUS proposed supervisor** – *This can be in the form of an email or a letter.*
- Letter of support from Home University's research supervisor with his/her contact details**
- Detailed training [plan](#)**
- Curriculum vitae with publication list, if any**

3. Other supporting documents, if applicable:

- Detailed course syllabus or links to online course syllabus** for courses that are pre-requisites to NUS modules (both completed and current courses) – *Recommended for applicants who wish to read modules with pre-requisites. [*hard copy is not required*]*
- [Completed declaration form](#)** to declare the level of proficiency in foreign language – *For applicants who wish to read Level 1000 language modules in NUS (with prefix 'LA' e.g. LAC/LAF/LAG, etc.).*
- Letter from the **Home University** stating the year of design module applicants should be enrolled in during their exchange at NUS (e.g. Year 1, 2, 3, 4) – *For applicants who wish to read Architecture Design modules in NUS.*

Non-Exchange students: Completed hard copy application materials must be submitted to:

Registrar's Office (Non-Graduating Student Admission)
National University of Singapore, University Hall, Lee Kong Chian Wing, #UHL-04-01,
21 Lower Kent Ridge Road,
Singapore 119077

Notes:

- All Students: Indicate your Application number on the package.
- **China Scholarship Council** scholars applying as research students: Please send your application materials to the above address and indicate 'CSC application' and your NUS supervisor's name on your package, unless specified otherwise by your host department.

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