NUS
National University
of Singapore

# Applicant Guide
## to the Graduate Admission System

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## 1. Introduction

This Applicant Guide is a reference for applicants who wish to apply to the NUS graduate programmes using the Graduate Admission System.

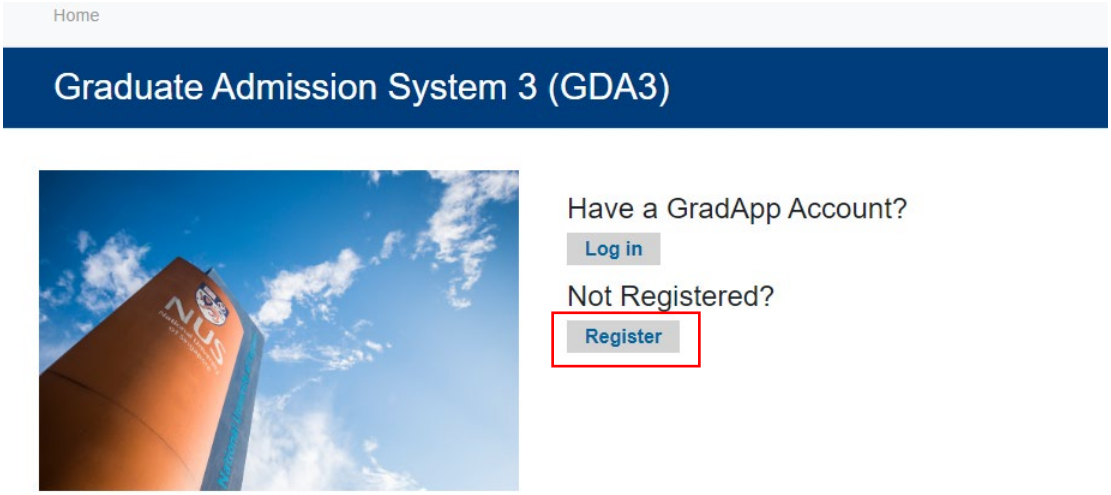
As the admission requirements vary from programme to programme, please expect to encounter pages / sections that may be different from those shown in this guide.

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

## 2. Accessing the NUS Graduate Admission System

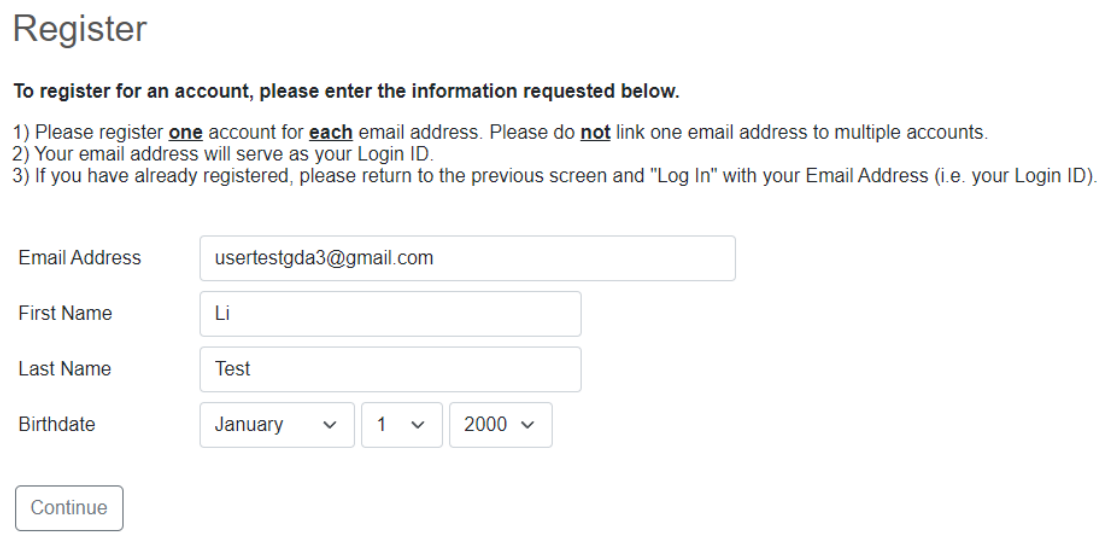
You can access the Graduate Admission Systems (GDA3) at https://gradapp.nus.edu.sg/apply

At the login page, applicants can register for an account to start an application or log in if they have an existing account.

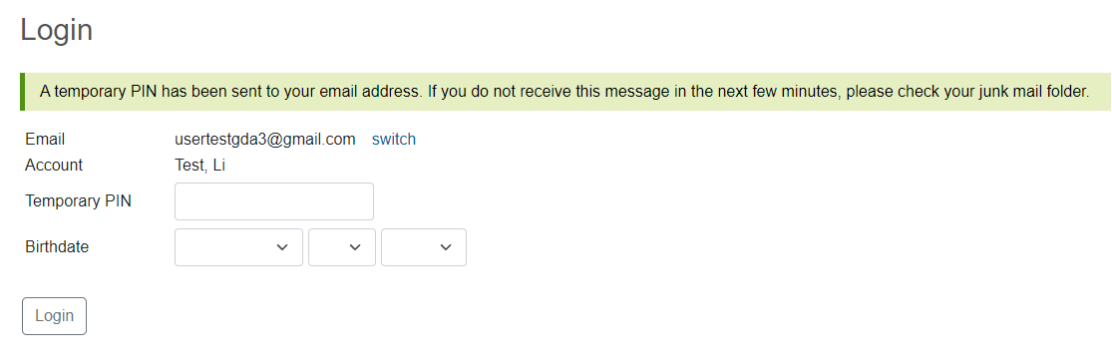



After clicking on “Register” you will be brought to this page to enter your information. Please note that the email address which you provide when creating your new GDA account will also be your login ID. You will also receive email notifications relating to your applications via this email address.

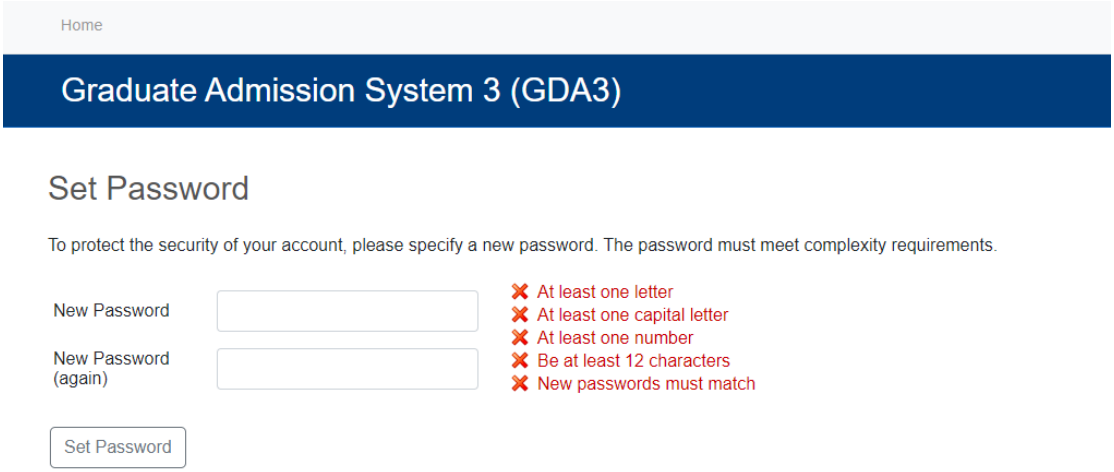
Hence, it is important that you remember which email address you provided as you will need it to access the system and receive alerts.



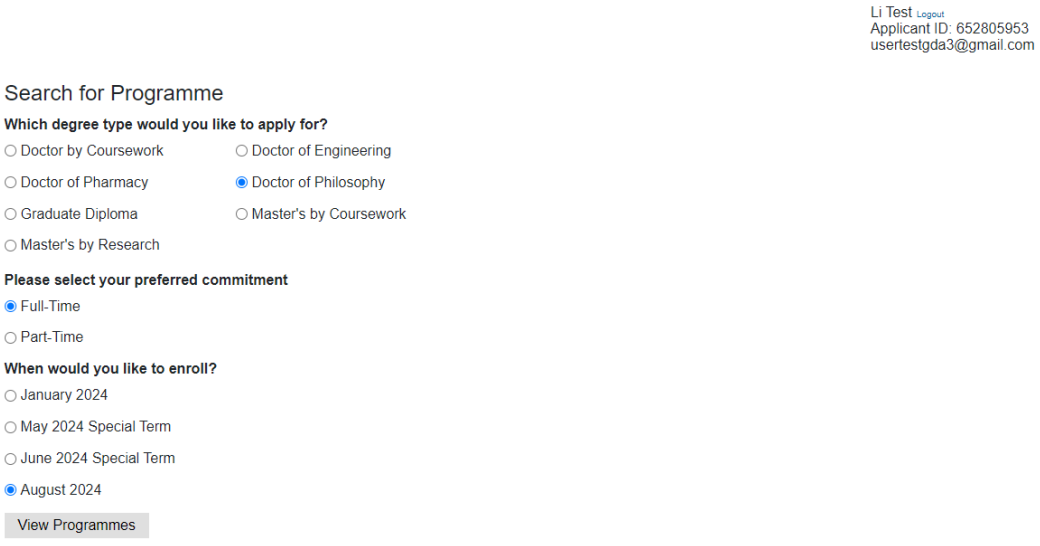

GDA3 will send a temporary PIN to the registered email address. If you did not receive your temporary PIN in the next few minutes, please check your junk mail folder.



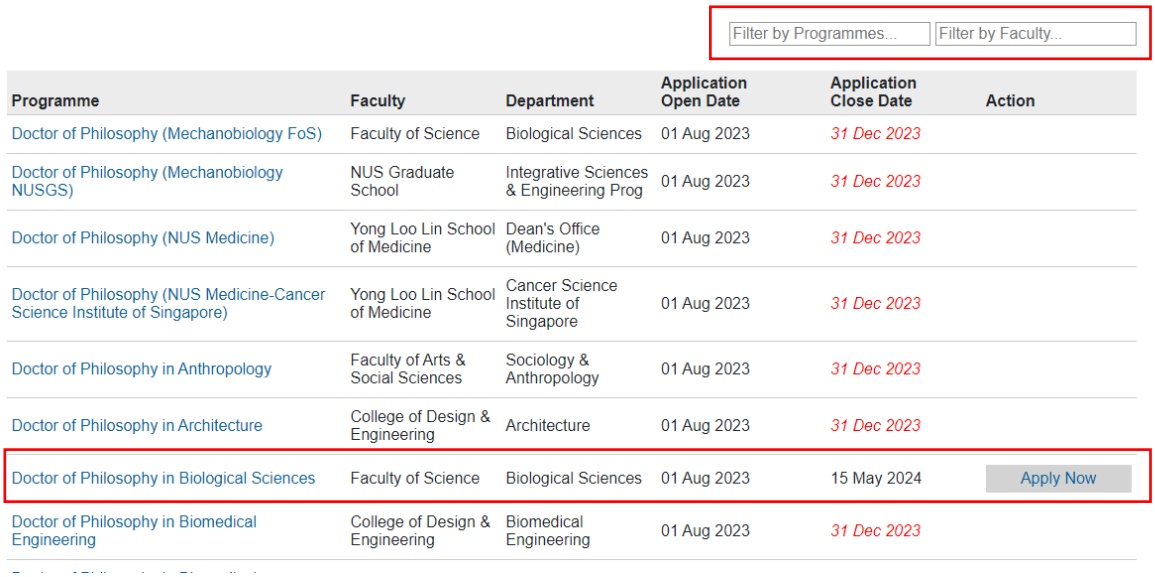
GDA3 will prompt applicants to set a password.




Once the password is set up, applicants can proceed to search for the programme to apply for.



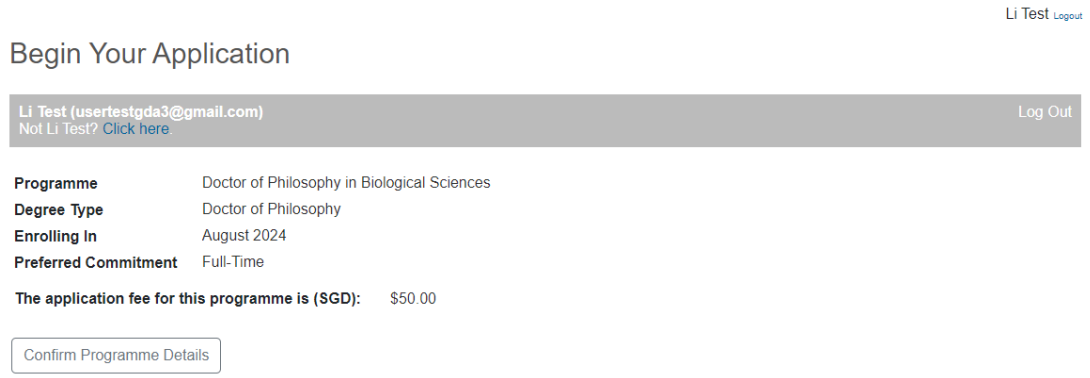
Applicants can further search for their desired programme by using Filter by Programmes or Filter by Faculty search field.



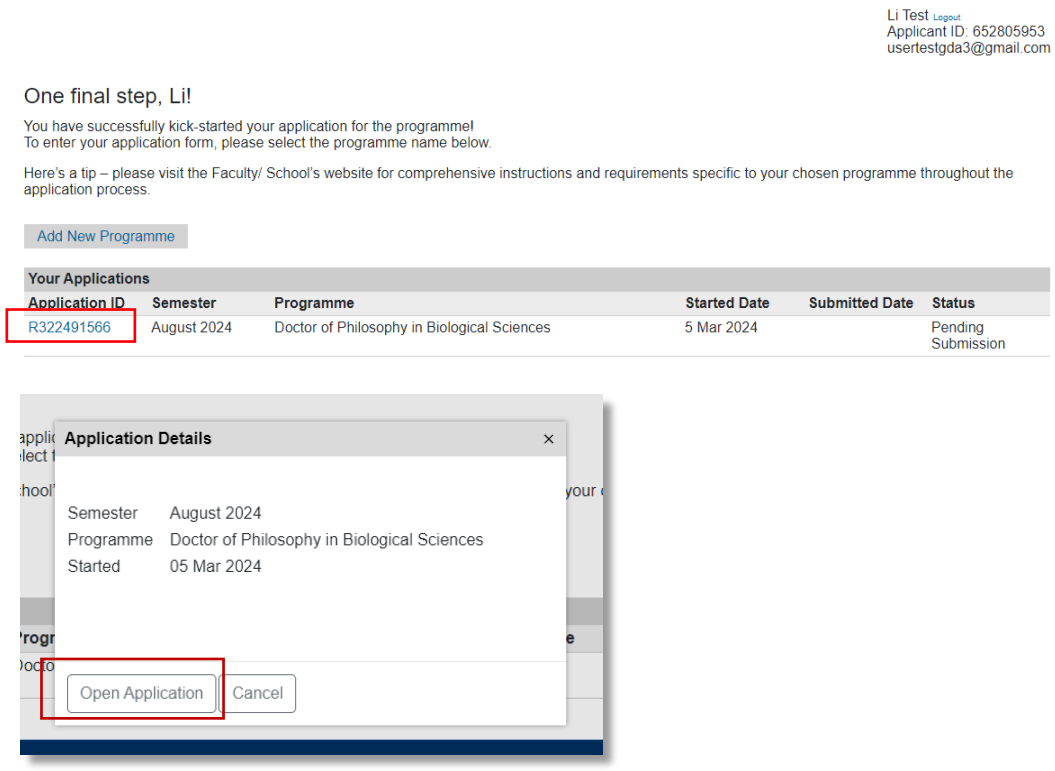

| Programme | Faculty | Department | Application Open Date | Application Close Date | Action |
|---|---|---|---|---|---|
| Doctor of Philosophy (Mechanobiology FoS) | Faculty of Science | Biological Sciences | 01 Aug 2023 | *31 Dec 2023* | |
| Doctor of Philosophy (Mechanobiology NUSGS) | NUS Graduate School | Integrative Sciences & Engineering Prog | 01 Aug 2023 | *31 Dec 2023* | |
| Doctor of Philosophy (NUS Medicine) | Yong Loo Lin School of Medicine | Dean's Office (Medicine) | 01 Aug 2023 | *31 Dec 2023* | |
| Doctor of Philosophy (NUS Medicine-Cancer Science Institute of Singapore) | Yong Loo Lin School of Medicine | Cancer Science Institute of Singapore | 01 Aug 2023 | *31 Dec 2023* | |
| Doctor of Philosophy in Anthropology | Faculty of Arts & Social Sciences | Sociology & Anthropology | 01 Aug 2023 | *31 Dec 2023* | |
| Doctor of Philosophy in Architecture | College of Design & Engineering | Architecture | 01 Aug 2023 | *31 Dec 2023* | |
| Doctor of Philosophy in Biological Sciences | Faculty of Science | Biological Sciences | 01 Aug 2023 | 15 May 2024 | Apply Now |
| Doctor of Philosophy in Biomedical Engineering | College of Design & Engineering | Biomedical Engineering | 01 Aug 2023 | *31 Dec 2023* | |

Should applicants require more information on the programme, they can mouse over and click on the programme. A new tab will be launched with the programme's information.

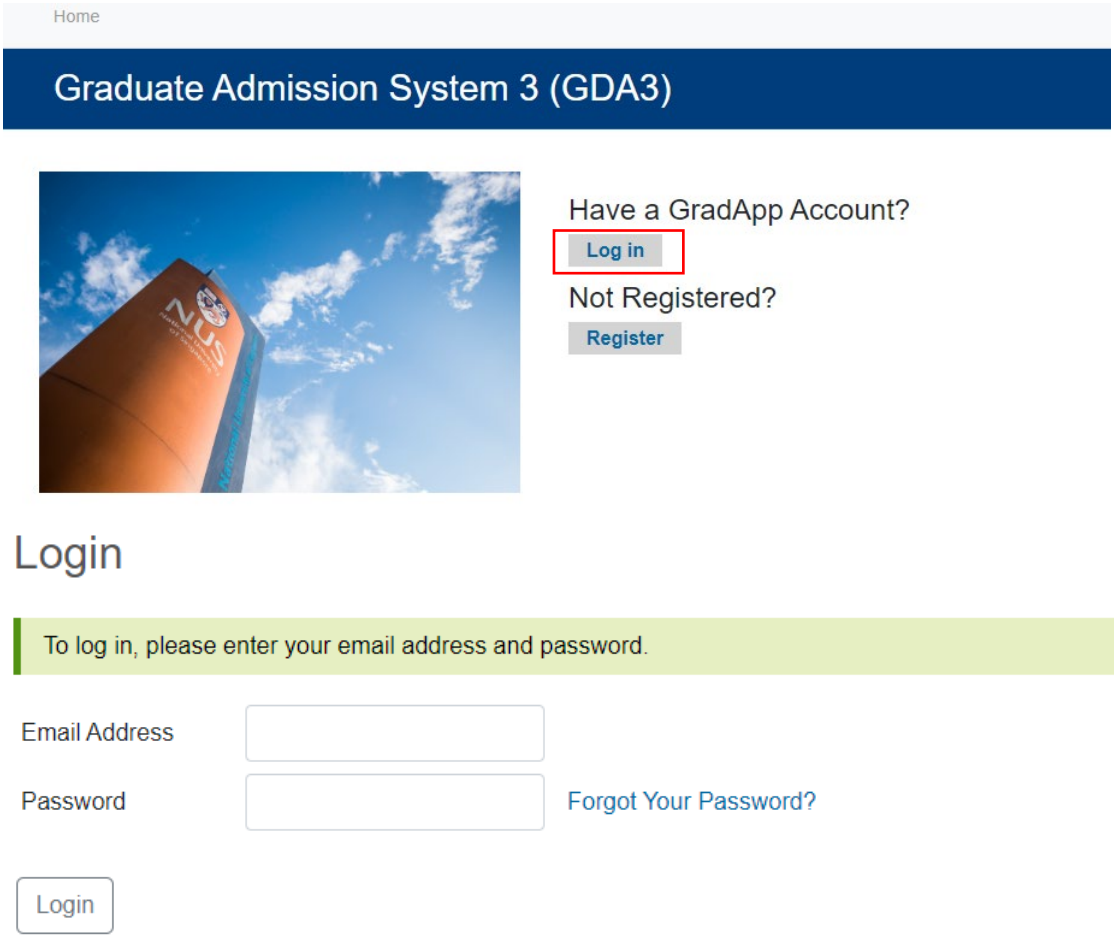
Programmes that are open for applications will have the Apply Now button. Application Open and Close Dates are indicated next to the respective programmes. To apply, click on the Apply Now. Applicants will be brought to the summary page to confirm the Programme Detail and application fee.




Once confirmed, click on the Confirm Programme Details. The applicant will be brought to the Application page to start the application process. Click on the Application ID to open the application form. More information on the Application will be shared in the Submit An Application section.

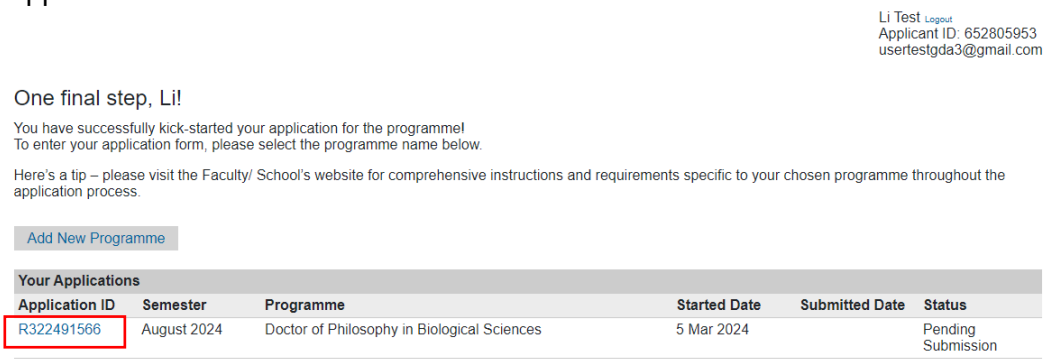



If you have forgotten your password, you can reset it here. A temporary PIN will be sent to your registered email address to setup a new password.

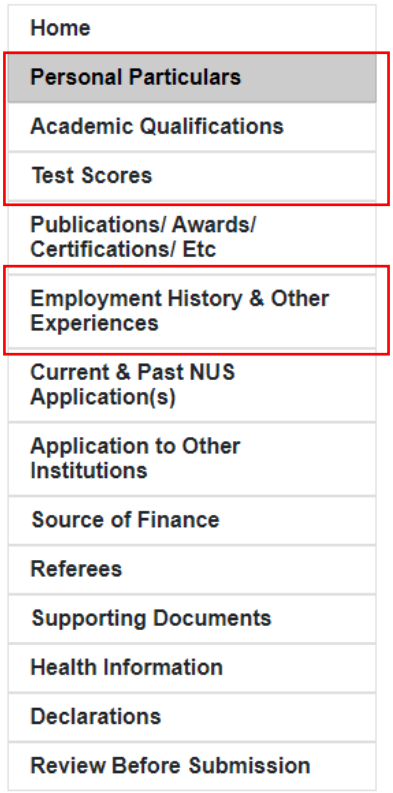


## 3. Submit An Application

When you are ready to submit your application for the programme, click on the Application ID.




You will be brought to the following page to complete the various sections of the application. Please note that different programmes may have different admission requirements and the sections may differ between programme.



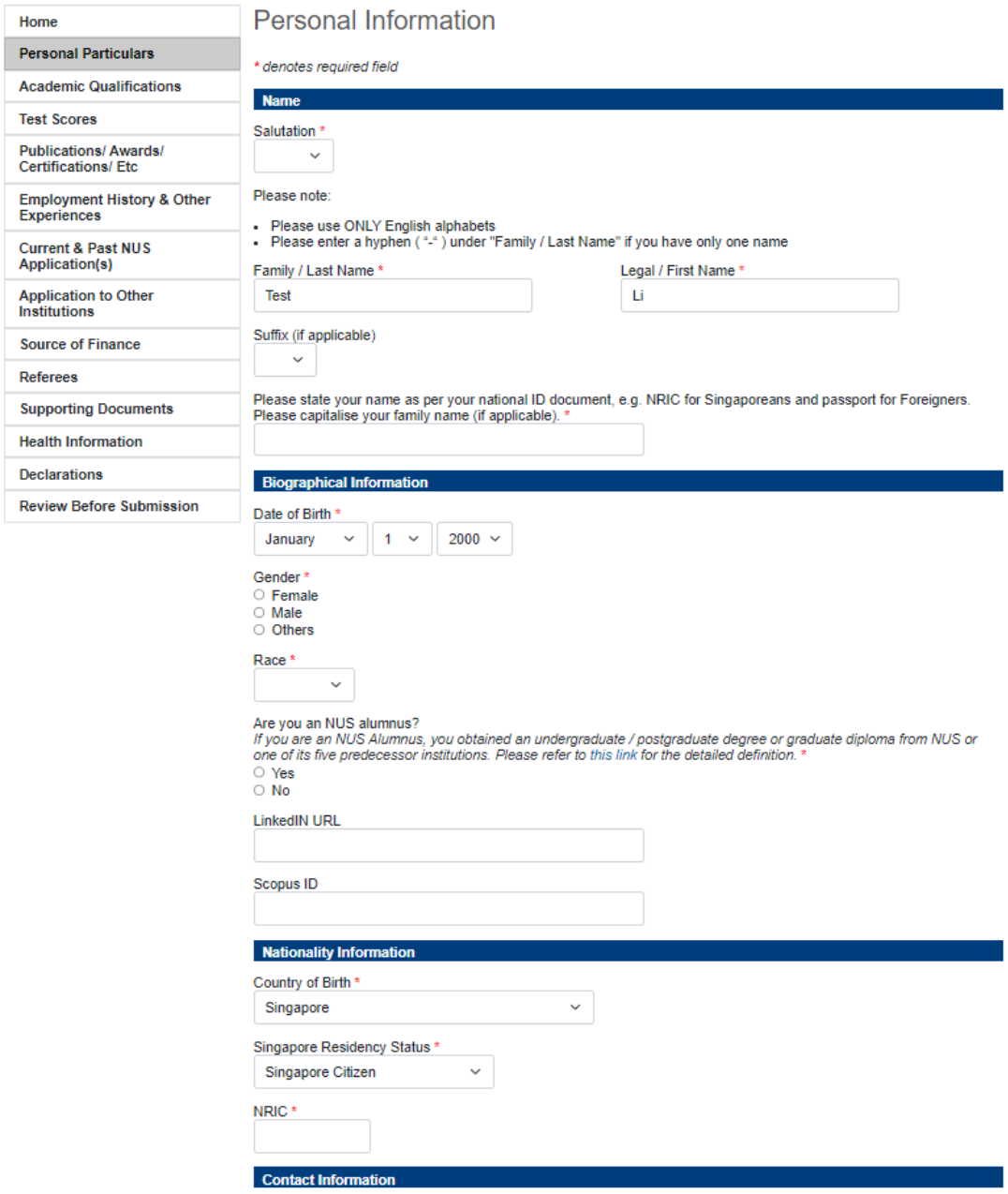

You will need to complete all sections in the application.

Information in the section (highlighted in red) will be pre-populated if you submit applications to another programme. In other words, you need not refill information in these sections in subsequent application(s) to other programmes.

### 3.1 Personal Particulars

If you are successful in your admission, your official name will be printed on your NUS 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 Pass application.

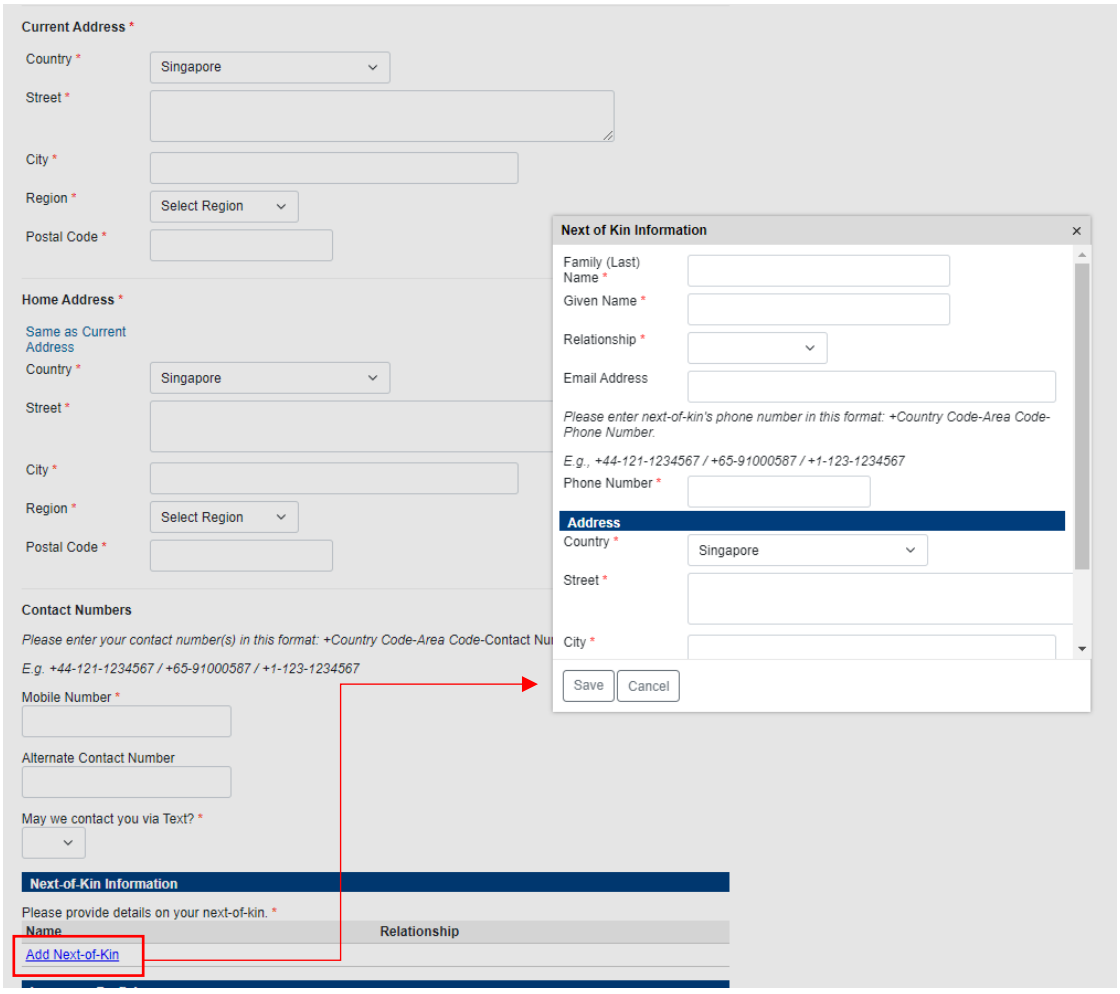
Please ensure that your personal particulars correspond **exactly** with the information printed on your National Identity Card or Passport.



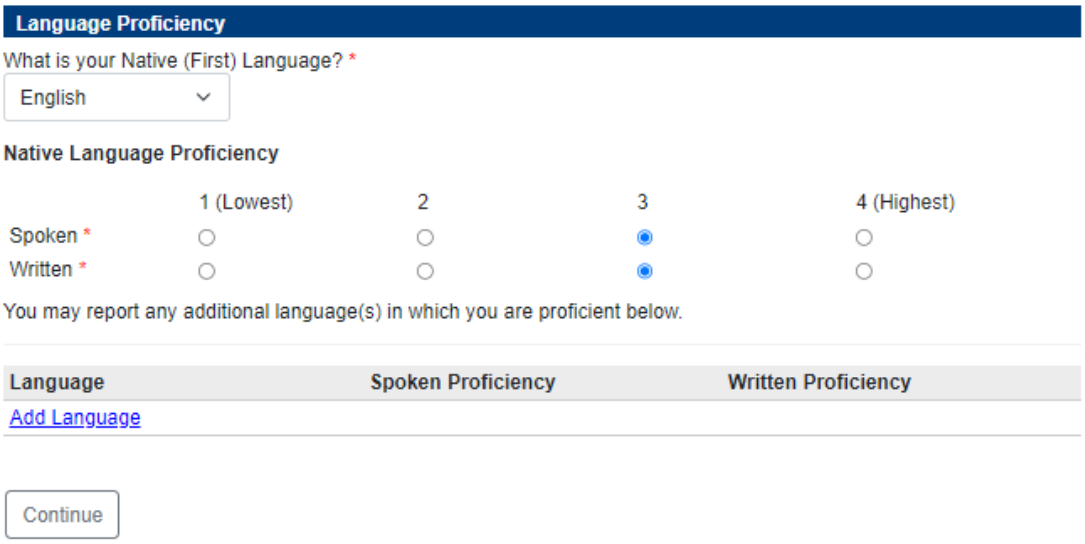

If you are a Singapore Citizen and Singapore Permanent Resident, you are required to provide your NRIC number. For international applicants who are currently residing in Singapore on a Pass, please specify the type of Singapore Pass which you are holding. If you do not hold any of such document, please select “Not Applicable”.

## 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 Information and Next of Kin Contact.



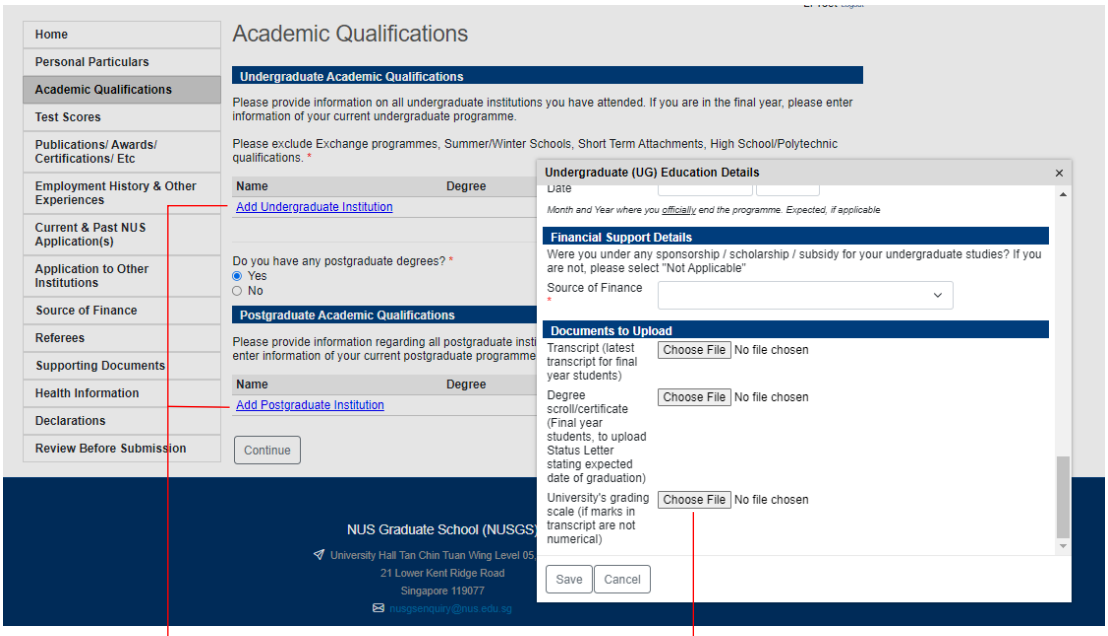
Applicants are required to indicate their ability to speak or write in their native language and any other acquired languages.




To continue to the next section, or to save the section to continue the application later, applicants can click the **Continue** button.

## 3.2 Academic Qualifications

Please provide details of your academic qualifications (including postgraduate qualification, if any) that you have completed, or are going to complete, under this section.




Click on the relevant link to provide details of your academic qualifications.

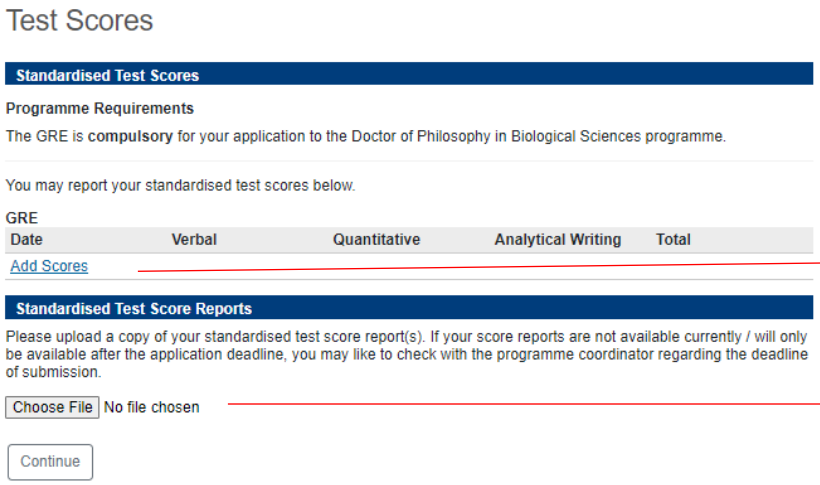
Click on the relevant Choose File button to upload the required documents.

### 3.3 Test Scores

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

- GRE (Graduate Record Exam)
- TOEFL (Test for English as a Foreign Language) or IELTS (International English Testing System)
- GMAT (Graduate Management Admission Test)

These tests may be required by certain Programmes and will be displayed in the Application form.

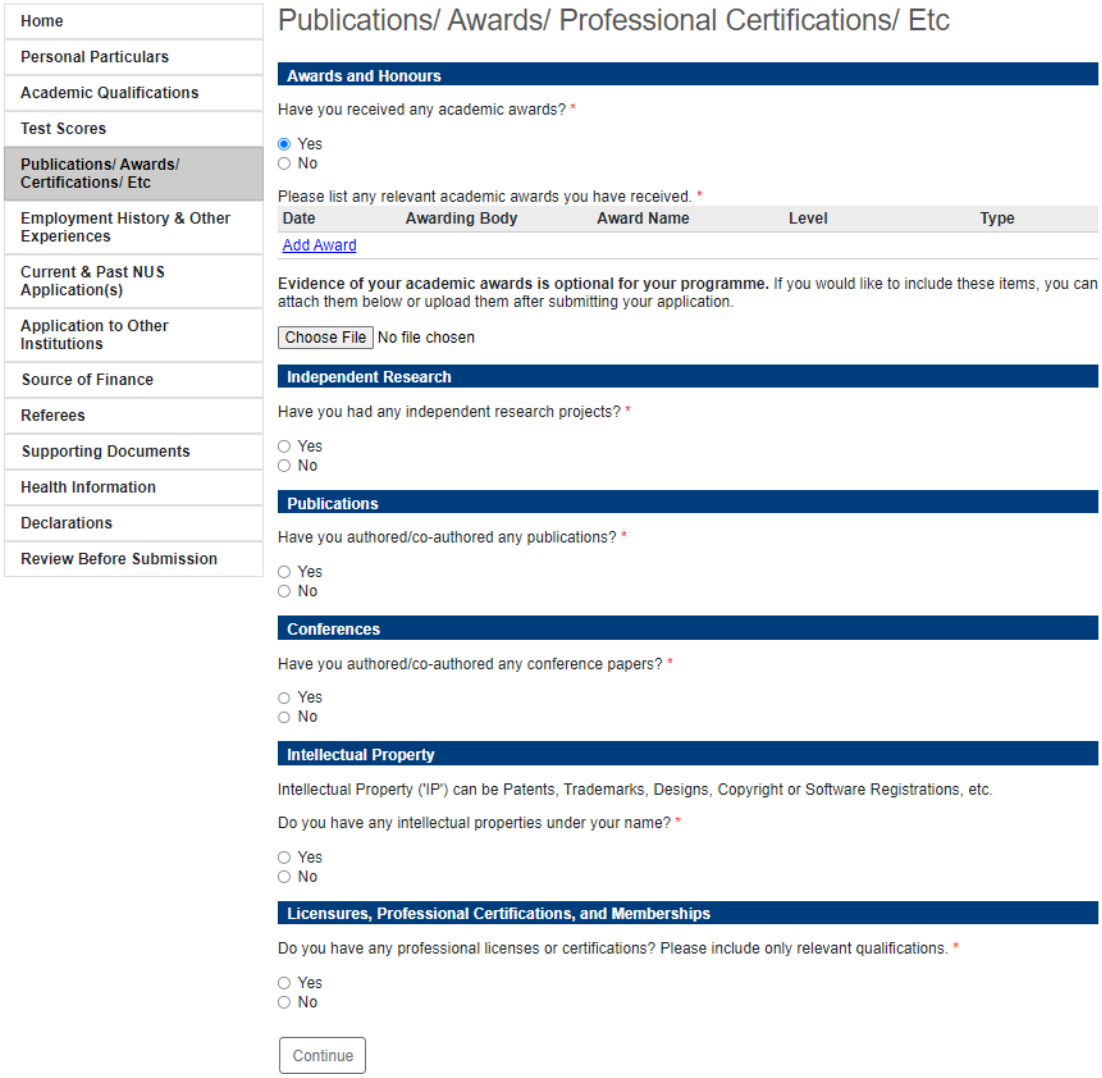



Please add test scores and click the Choose File button to upload the test score report.

GDA3 prompts applicants to add TOEFL/IELTS test scores if these tests are required by the programme.

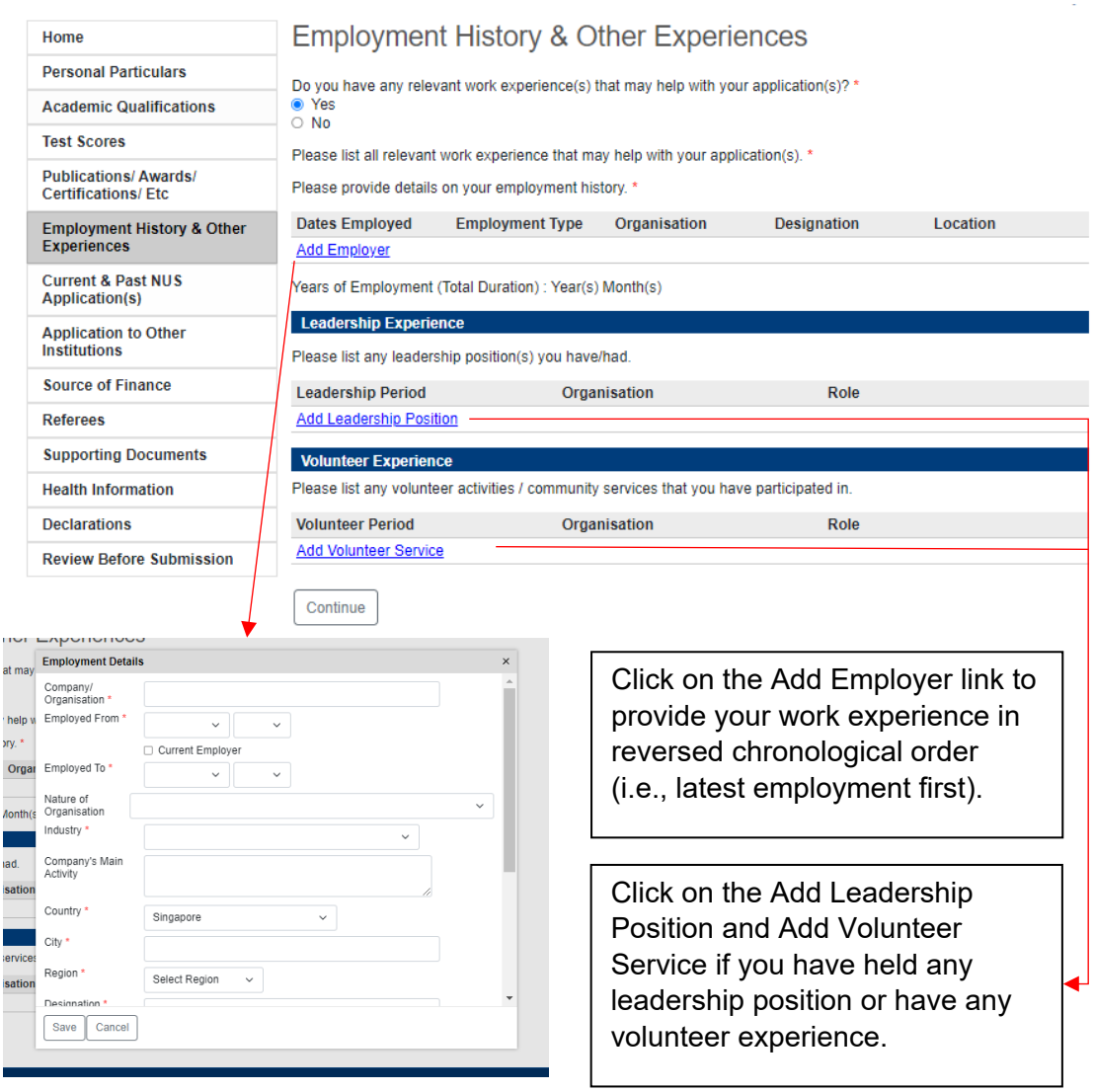
## 3.4 Publications/ Awards / Professional Certifications/ Etc.

If you have obtained any relevant awards or prizes that may support your application for admission, you can provide the details under this section.



## 3.5 Employment History & Other Experiences

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.

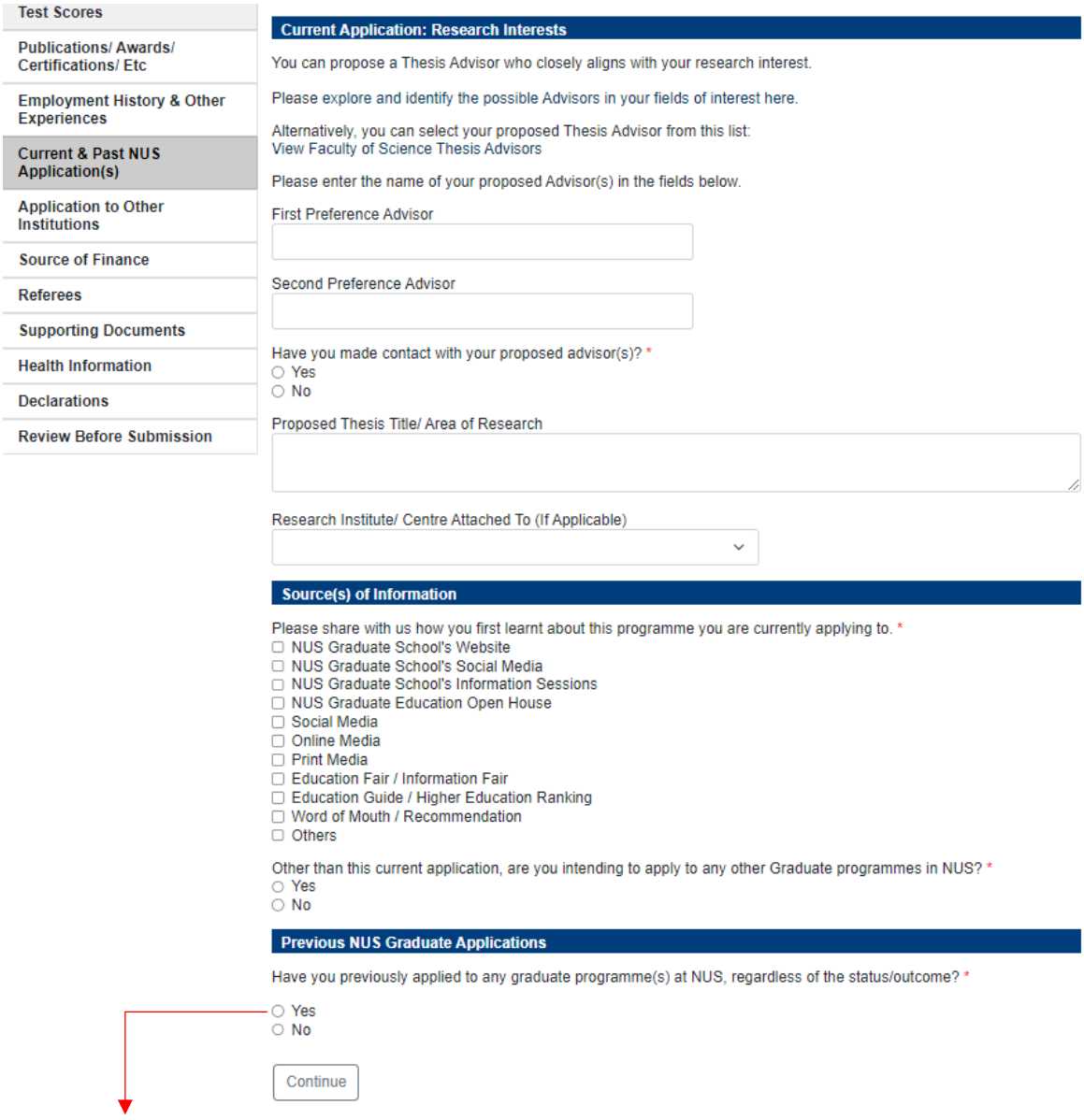


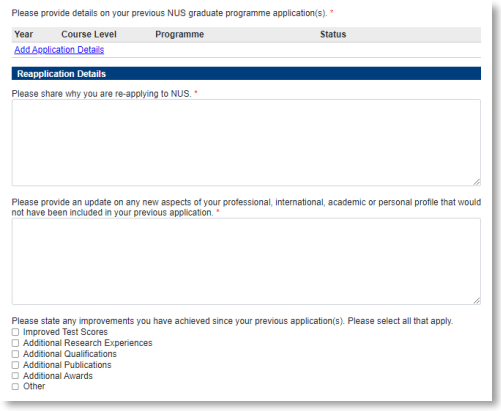

Click on the Add Employer link to provide your work experience in reversed chronological order (i.e., latest employment first).

Click on the Add Leadership Position and Add Volunteer Service if you have held any leadership position or have any volunteer experience.

## 3.6 Current and Past NUS Applications

Applicants to research programmes are to propose a Thesis Advisor and thesis title/research area, research institute/centre attached to, etc. Please share where you first heard about the programme that you are applying to and indicate if they have applied to any graduate programme(s) at NUS, regardless of the status/outcome.

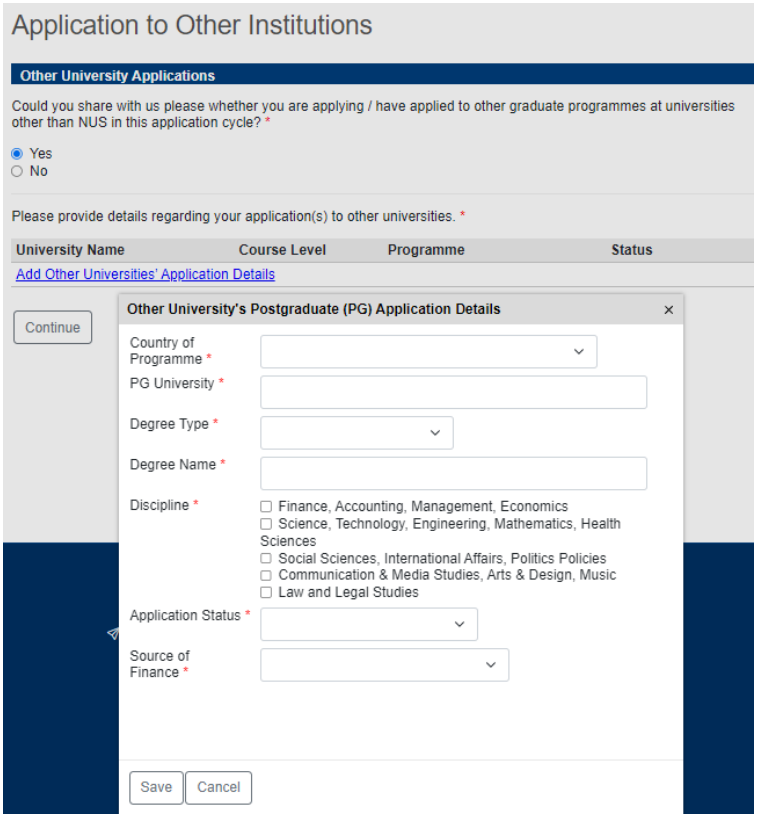



Please provide details if you have previously applied to any graduate programme(s) at NUS.

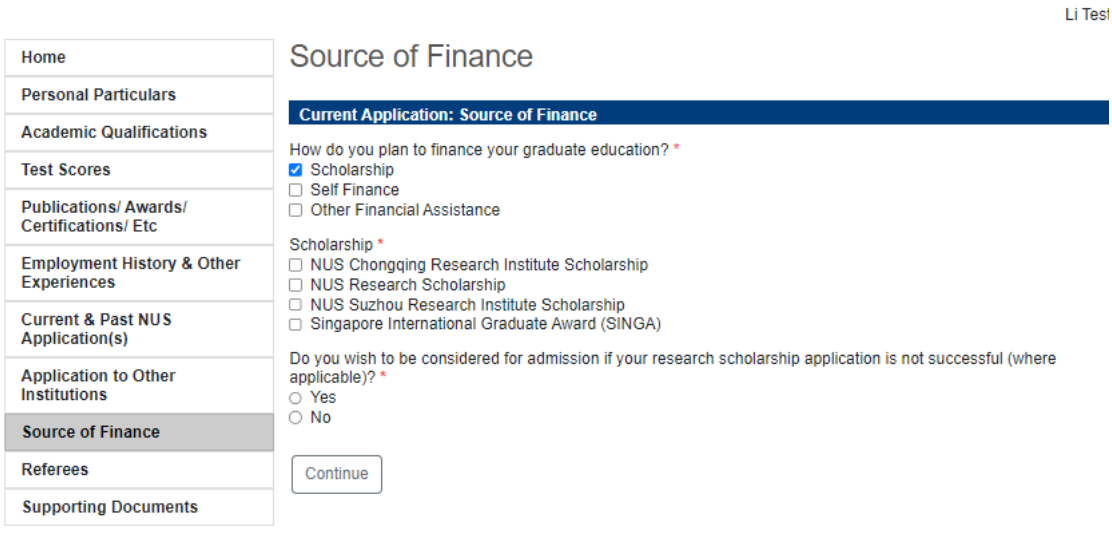
## 3.7 Application to Other Institutions

Please share if you are applying or have applied to other graduate programmes outside of NUS.



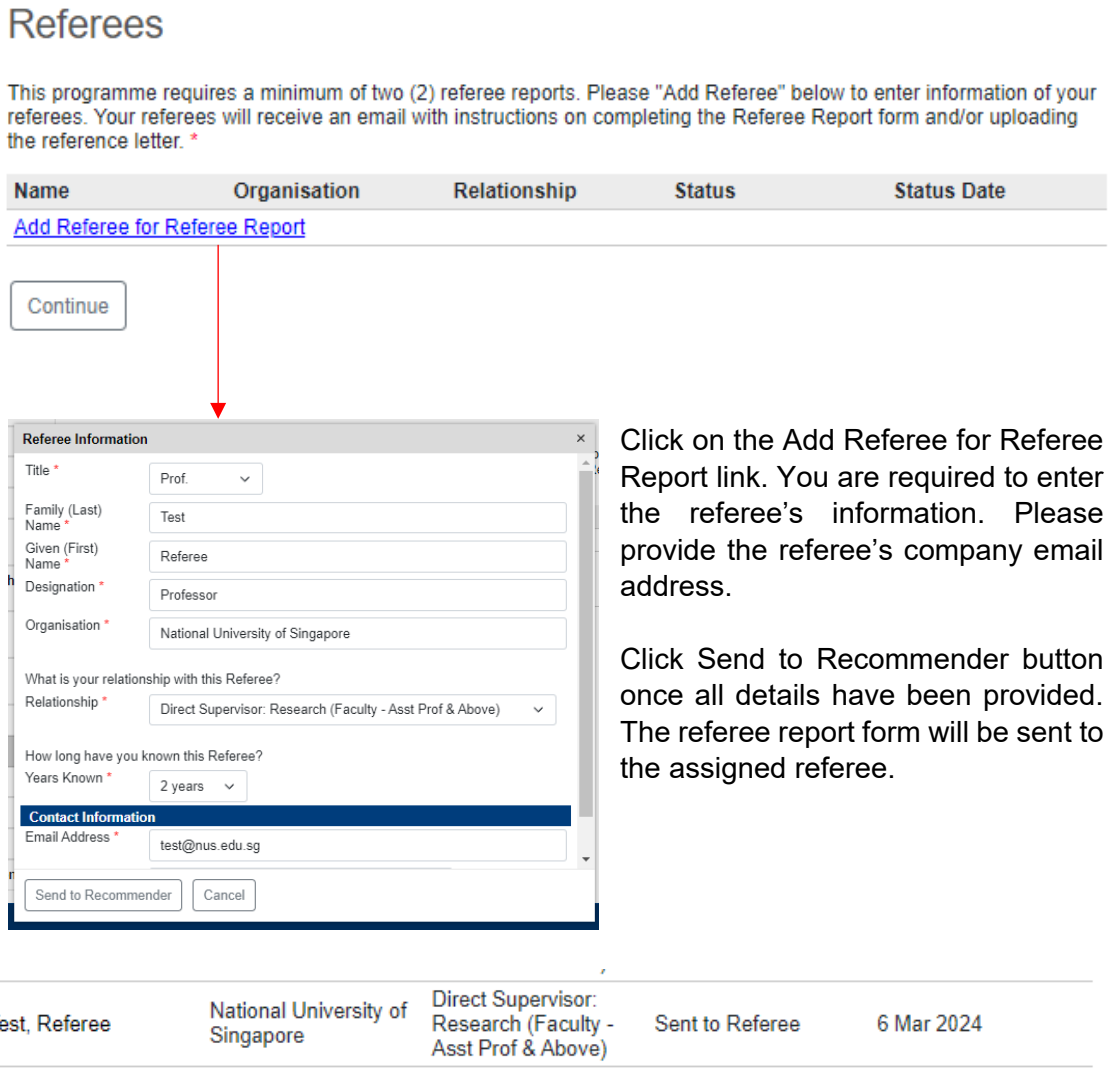

## 3.8 Source of Finance

Applicants are to select the source of finance (e.g., applying for scholarship, on company sponsorship, self-funding applicant, etc.) if enrolled into the programme. If you are applying for a scholarship, please select the scholarship that you are applying for. Please note that some research programmes do not allow applicants to enroll if they are not awarded the scholarship.



## 3.9 Referee

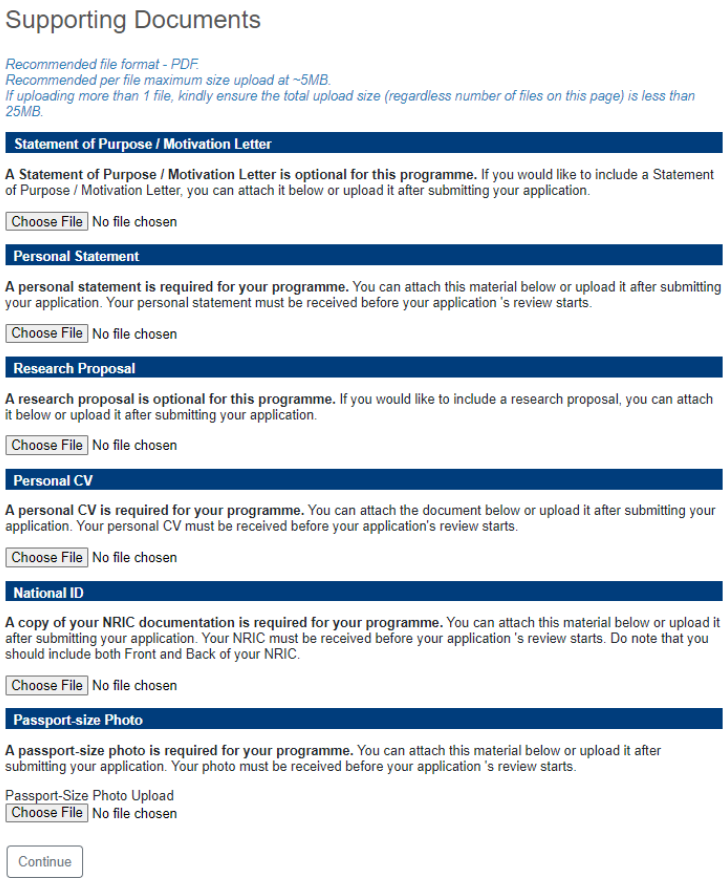
As part of the review criteria, the Faculty/School may require at least one referee's report(s) for the programe. In this section, you can create referee details and assign referees to your application.




Click on the Add Referee for Referee Report link. You are required to enter the referee's information. Please provide the referee's company email address.

Click Send to Recommender button once all details have been provided. The referee report form will be sent to the assigned referee.

## 3.10 Supporting Documents

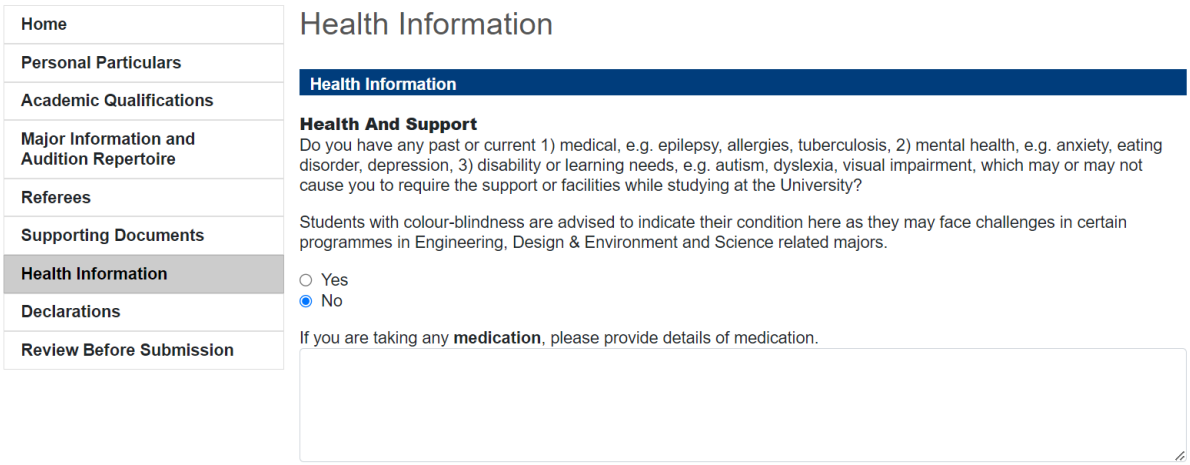



This section allows you to upload supporting document(s) that are required or optional for assessment.

Click on the Choose File button to upload the relevant documents.

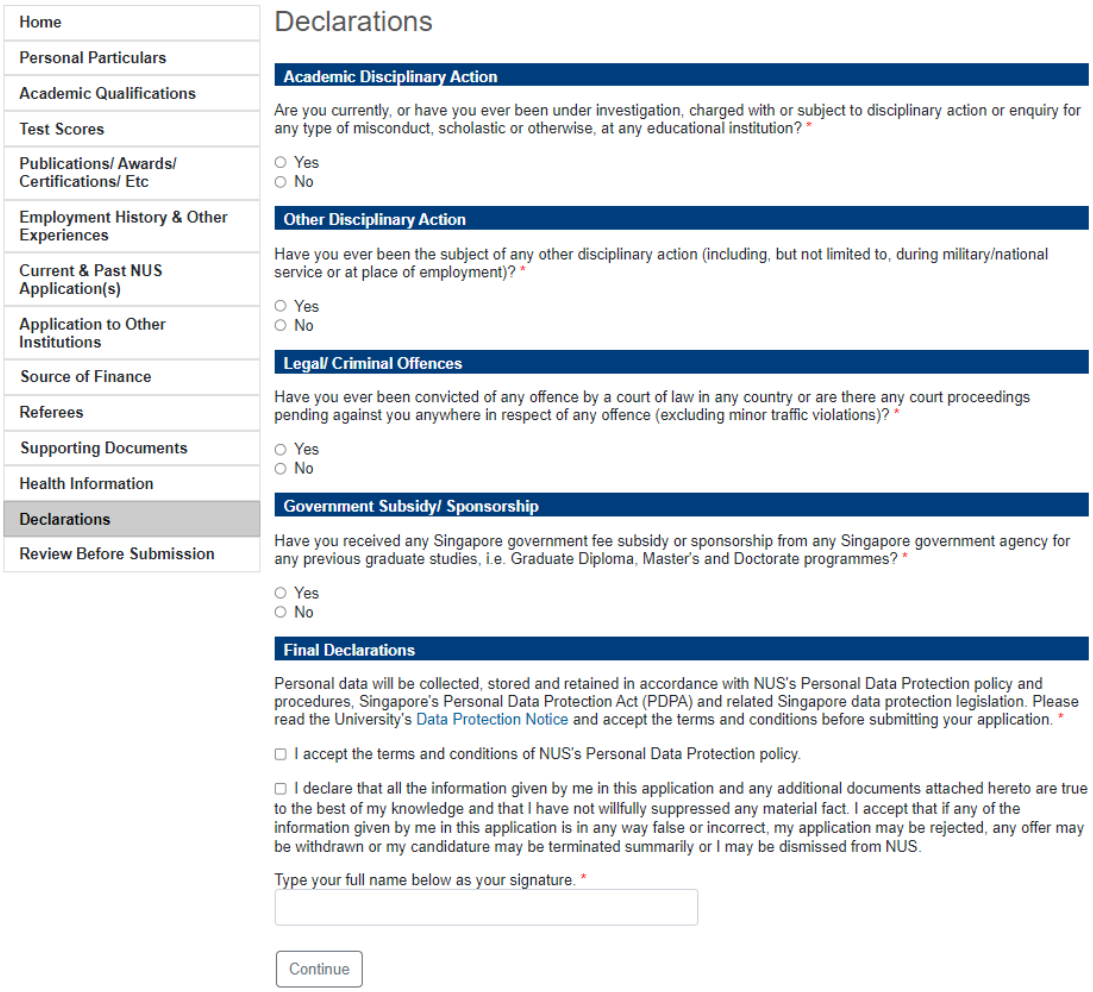
## 3.11 Health Information

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



## 3.12 Declaration

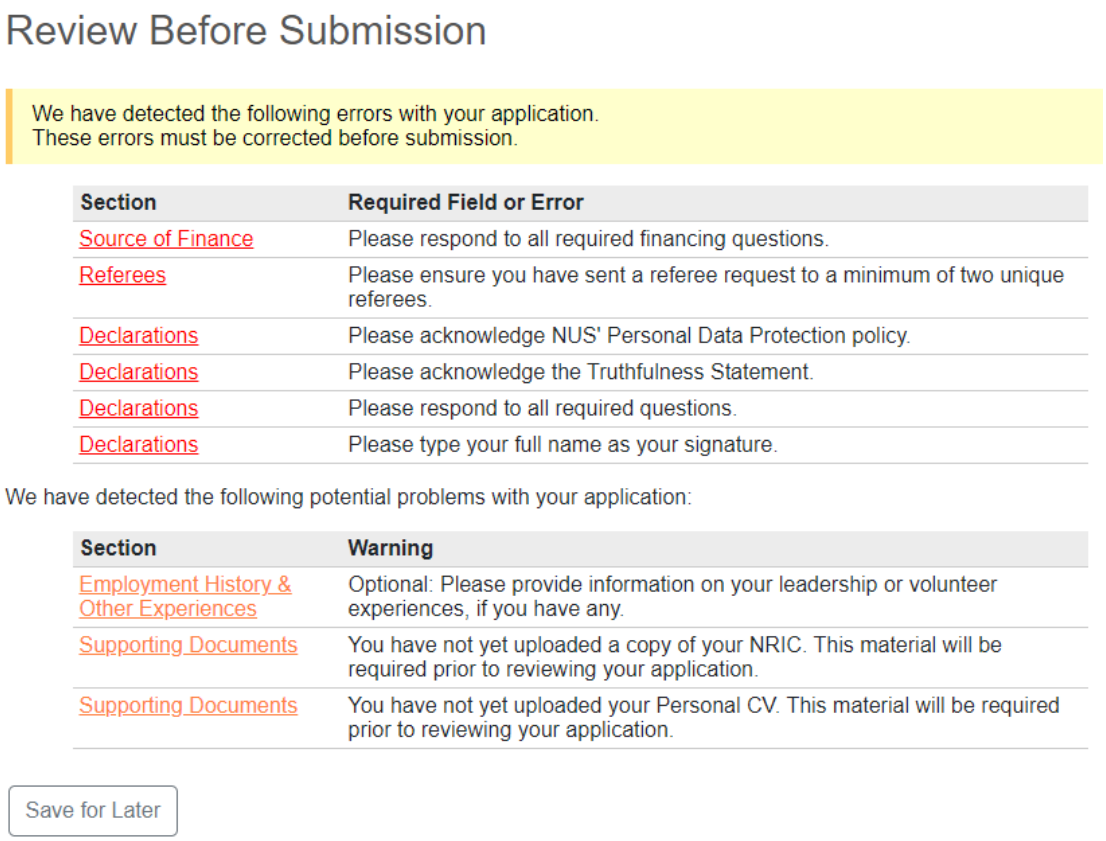
Applicants are to complete the declarations honestly.



### 3.13 Review Before Submission

Before submitting your application, please ensure that all mandatory fields and documents are updated. You will not be allowed to submit your online application if there are any mandatory sections that are not completed. Such sections will be highlighted in **red**. You can go back to the relevant section by clicking on the link.

This section 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 **orange**.



Review Before Submission

We have detected the following errors with your application.
These errors must be corrected before submission.

| Section | Required Field or Error |
|---|---|
| Source of Finance | Please respond to all required financing questions. |
| Referees | Please ensure you have sent a referee request to a minimum of two unique referees. |
| Declarations | Please acknowledge NUS' Personal Data Protection policy. |
| Declarations | Please acknowledge the Truthfulness Statement. |
| Declarations | Please respond to all required questions. |
| Declarations | Please type your full name as your signature. |

We have detected the following potential problems with your application:

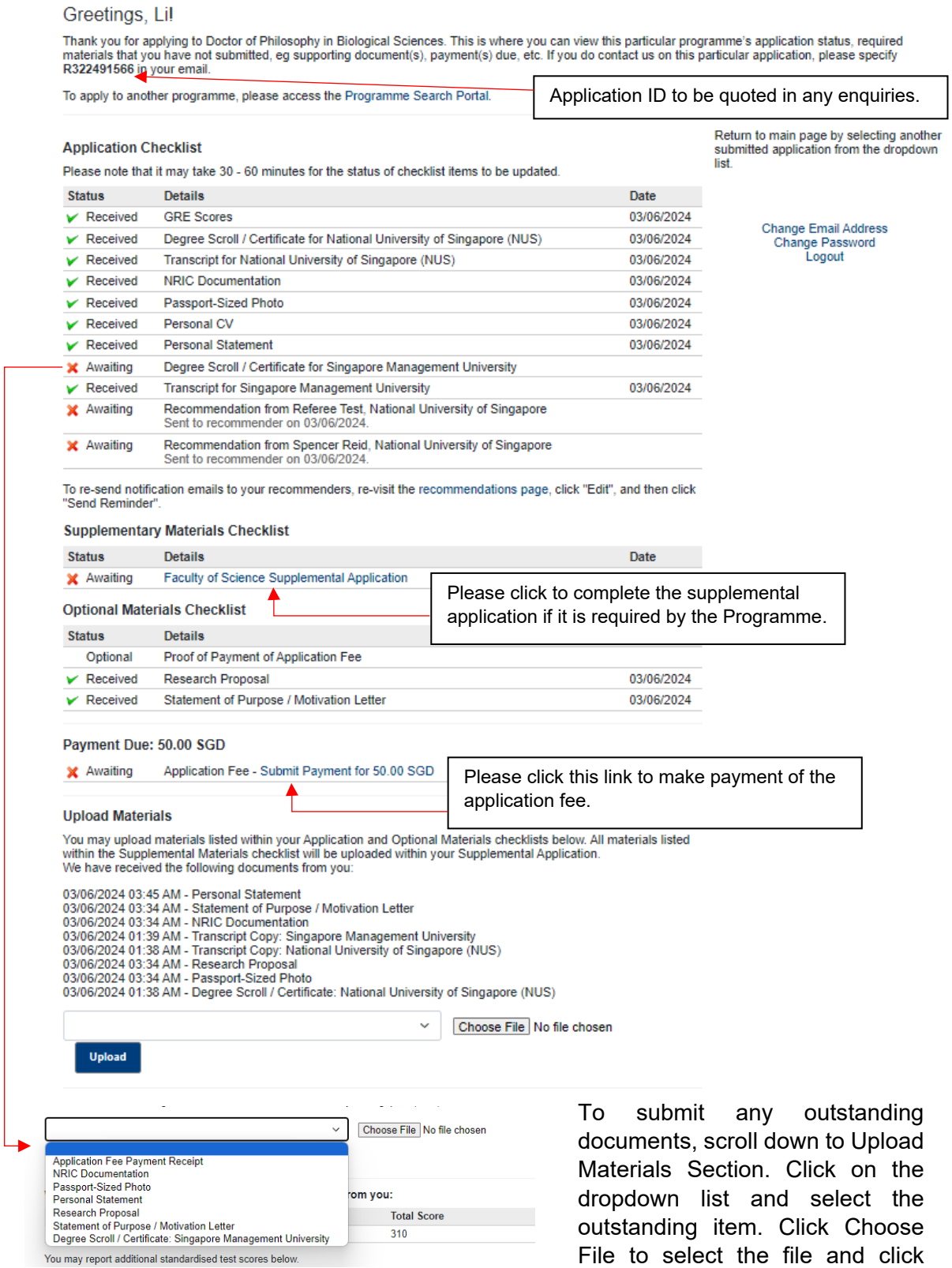
| Section | Warning |
|---|---|
| Employment History & Other Experiences | Optional: Please provide information on your leadership or volunteer experiences, if you have any. |
| Supporting Documents | You have not yet uploaded a copy of your NRIC. This material will be required prior to reviewing your application. |
| Supporting Documents | You have not yet uploaded your Personal CV. This material will be required prior to reviewing your application. |

Save for Later

Please ensure that the information entered in the application form is accurate as you are unable to make changes to your application after the submission is done.

## 4. Application Checklist

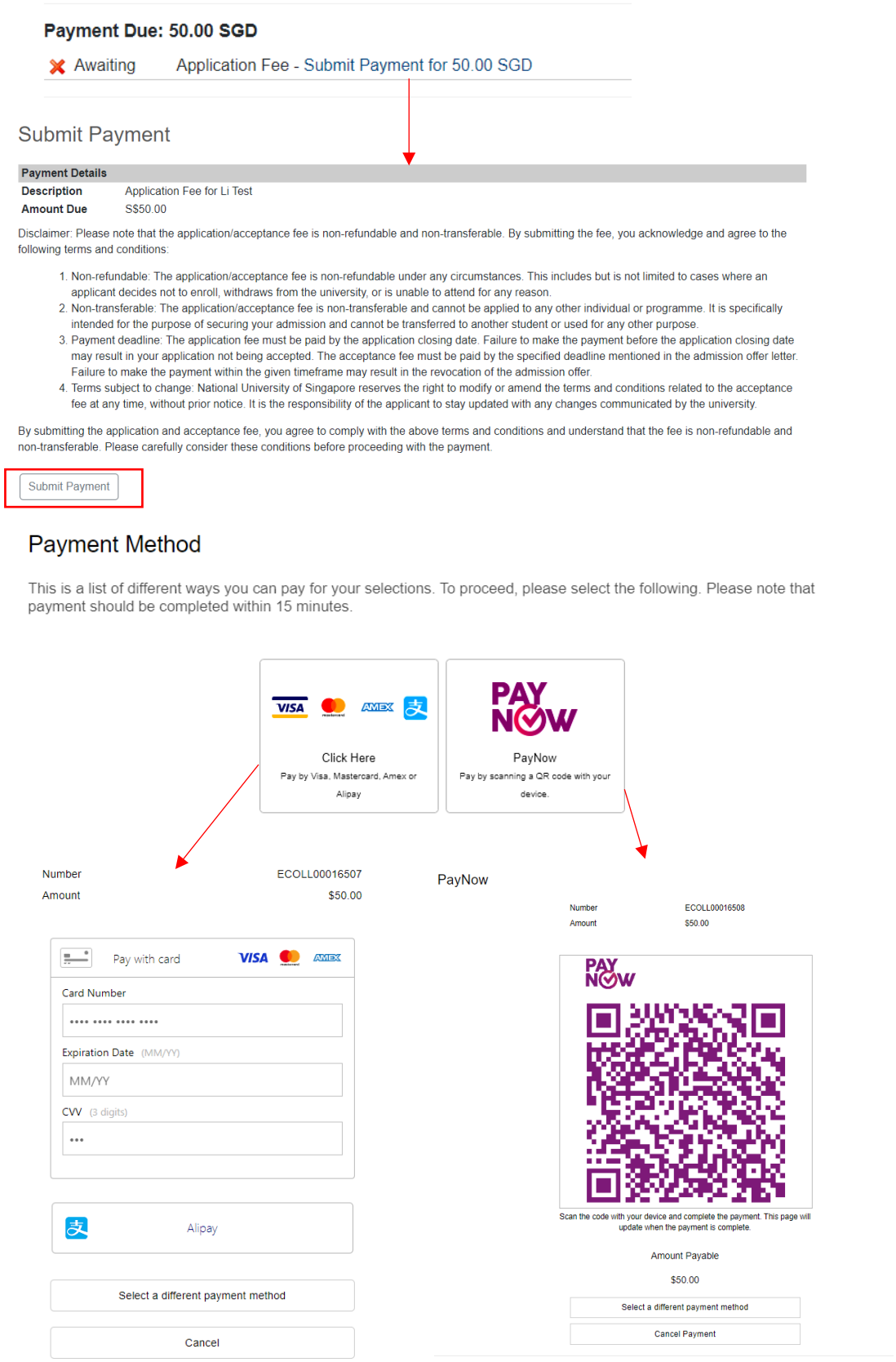
This section will indicate if further information or documents are required to be completed for assessment. Please note that the status of checklist may take 30 – 60 minutes to be updated.



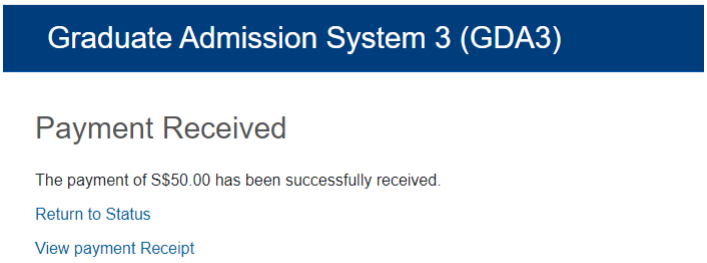

To submit any outstanding documents, scroll down to Upload Materials Section. Click on the dropdown list and select the outstanding item. Click Choose File to select the file and click Upload to upload the document.

## 4.1 Payment of Application Fee

Please note that your application will not be processed until the application fee (if any) is paid. Payment can be made by using VISA, Mastercard, Amex, Alipay or PayNow.



You will see this page once payment is successful. Click on View Payment Receipt to print a copy of the receipt for reference, or click Return to Status to return to the Application Checklist page.



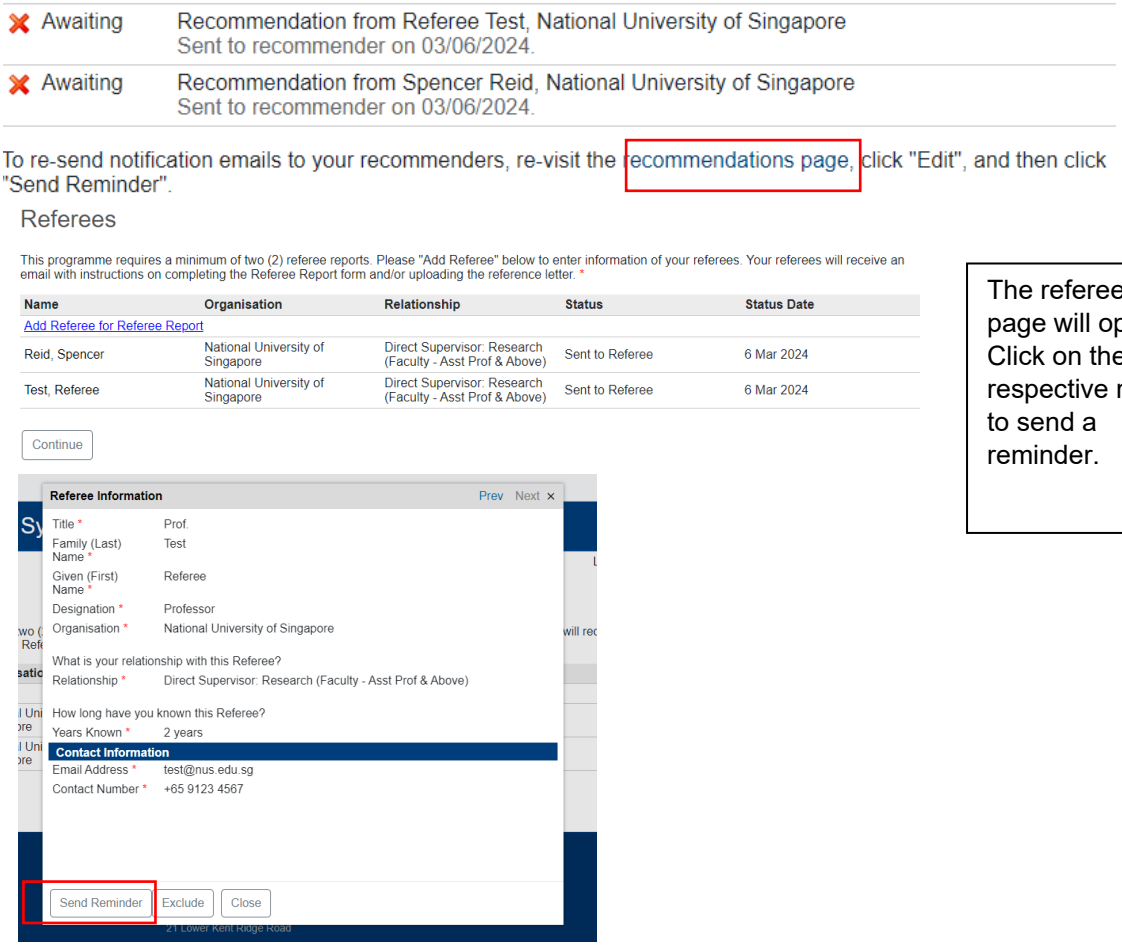

The checklist will be updated to show that payment has been received.

## 5. 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 the management of referees.

### 5.1 Send Reminder to Referee

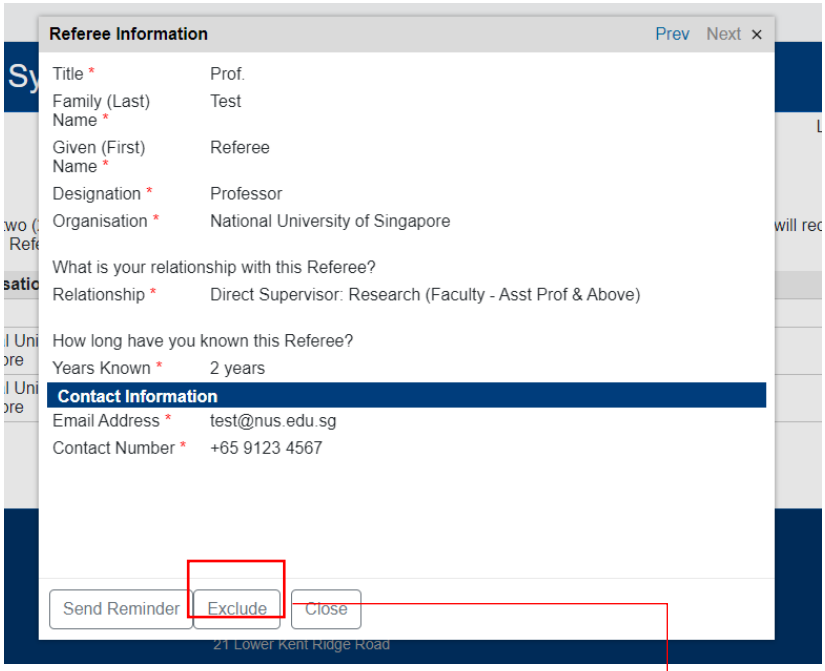
You can send a reminder to the assigned referee(s) by clicking on the recommendations page link in the Application Checklist page.



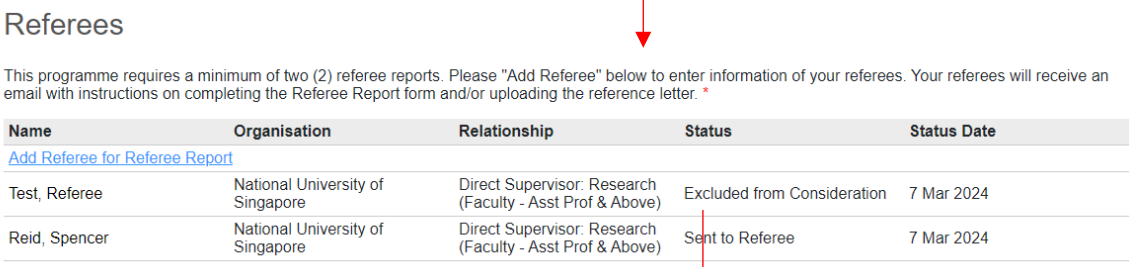

The referees page will open. Click on the respective referee to send a reminder.

## 5.2 Edit/Remove an Assigned Referee

To edit or remove an assigned referee, click on the Exclude button.




The referee status changed to Excluded from Consideration.



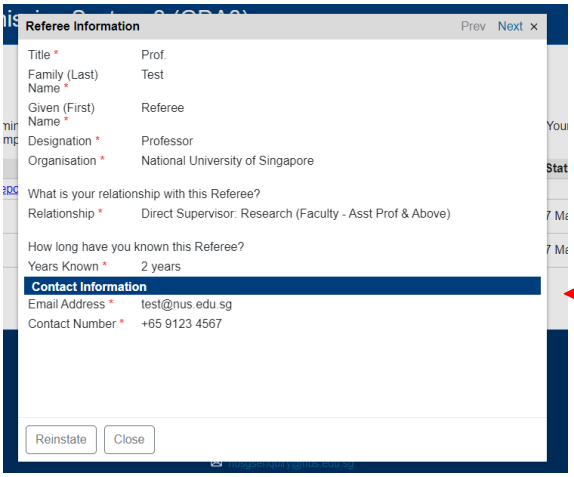
Referees

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 | | | | |
| Test, Referee | National University of Singapore | Direct Supervisor: Research (Faculty - Asst Prof & Above) | Excluded from Consideration | 7 Mar 2024 |
| Reid, Spencer | National University of Singapore | Direct Supervisor: Research (Faculty - Asst Prof & Above) | Sent to Referee | 7 Mar 2024 |

Click on Add Referee for Referee Report to add a new referee.

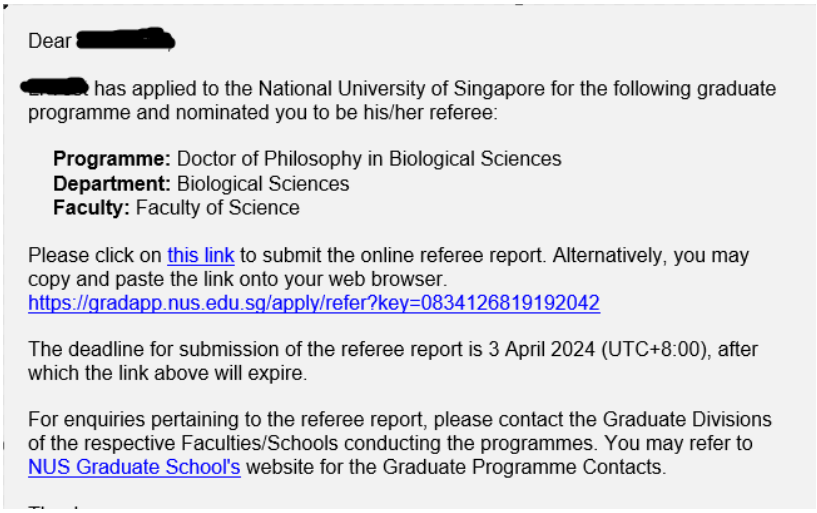
## 5.3 Reinstating a Referee




To reinstating the previously excluded referee, click on the respective referee and click the Reinstate button.

## 5.4 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 28 days from the date of the email:



Dear [redacted]

[redacted] has applied to the National University of Singapore for the following graduate programme and nominated you to be his/her referee:

**Programme:** Doctor of Philosophy in Biological Sciences
**Department:** Biological Sciences
**Faculty:** Faculty of Science

Please click on this link to submit the online referee report. Alternatively, you may copy and paste the link onto your web browser.
https://gradapp.nus.edu.sg/apply/refer?key=0834126819192042

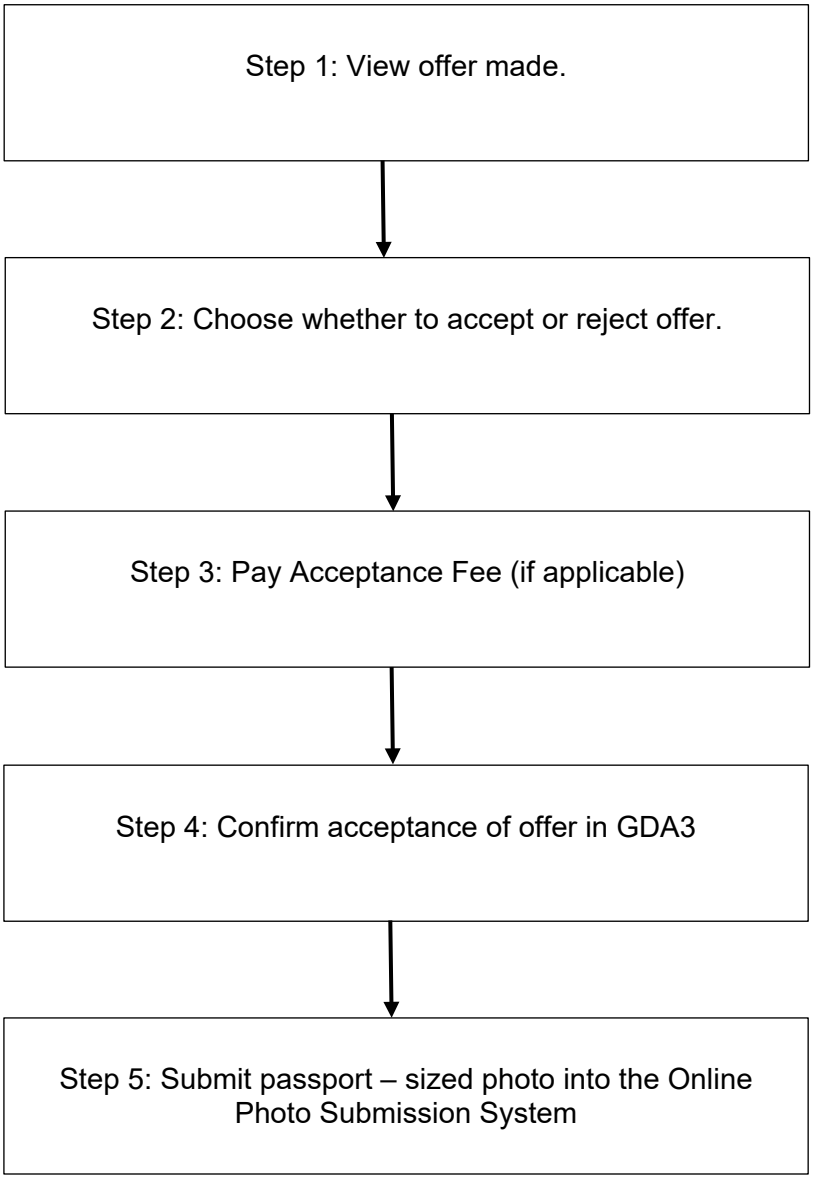
The deadline for submission of the referee report is 3 April 2024 (UTC+8:00), after which the link above will expire.

For enquiries pertaining to the referee report, please contact the Graduate Divisions of the respective Faculties/Schools conducting the programmes. You may refer to NUS Graduate School's website for the Graduate Programme Contacts.

Applicants can send reminders to their assigned referees. An email notification will be triggered to the referee. If the deadline for submission of the referee report has passed, the referee will be given a 1-week extension to submit his referee report.

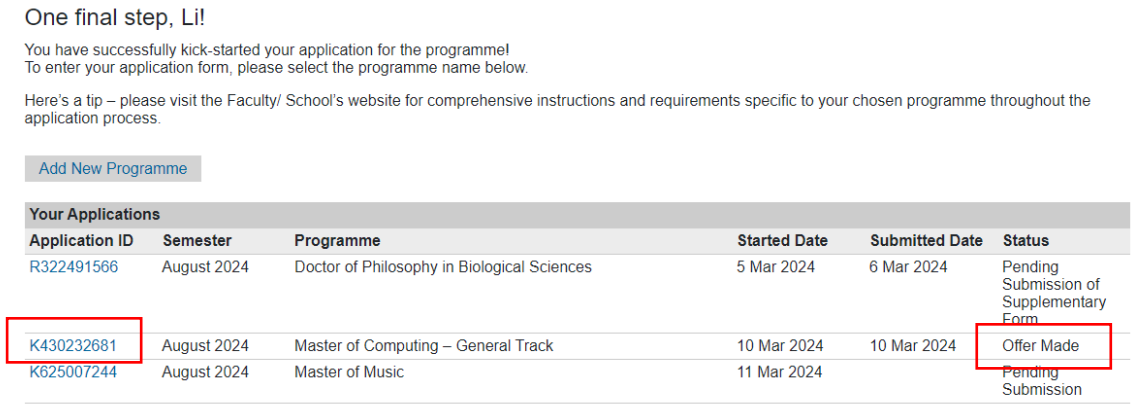
## 6. Submit Reply on Offer

Applicants, who receive offers to the NUS graduate programmes, will be notified via email to submit their acceptance via the Graduate Admissions System. This section explains the various steps to take when accepting the NUS offer online: -

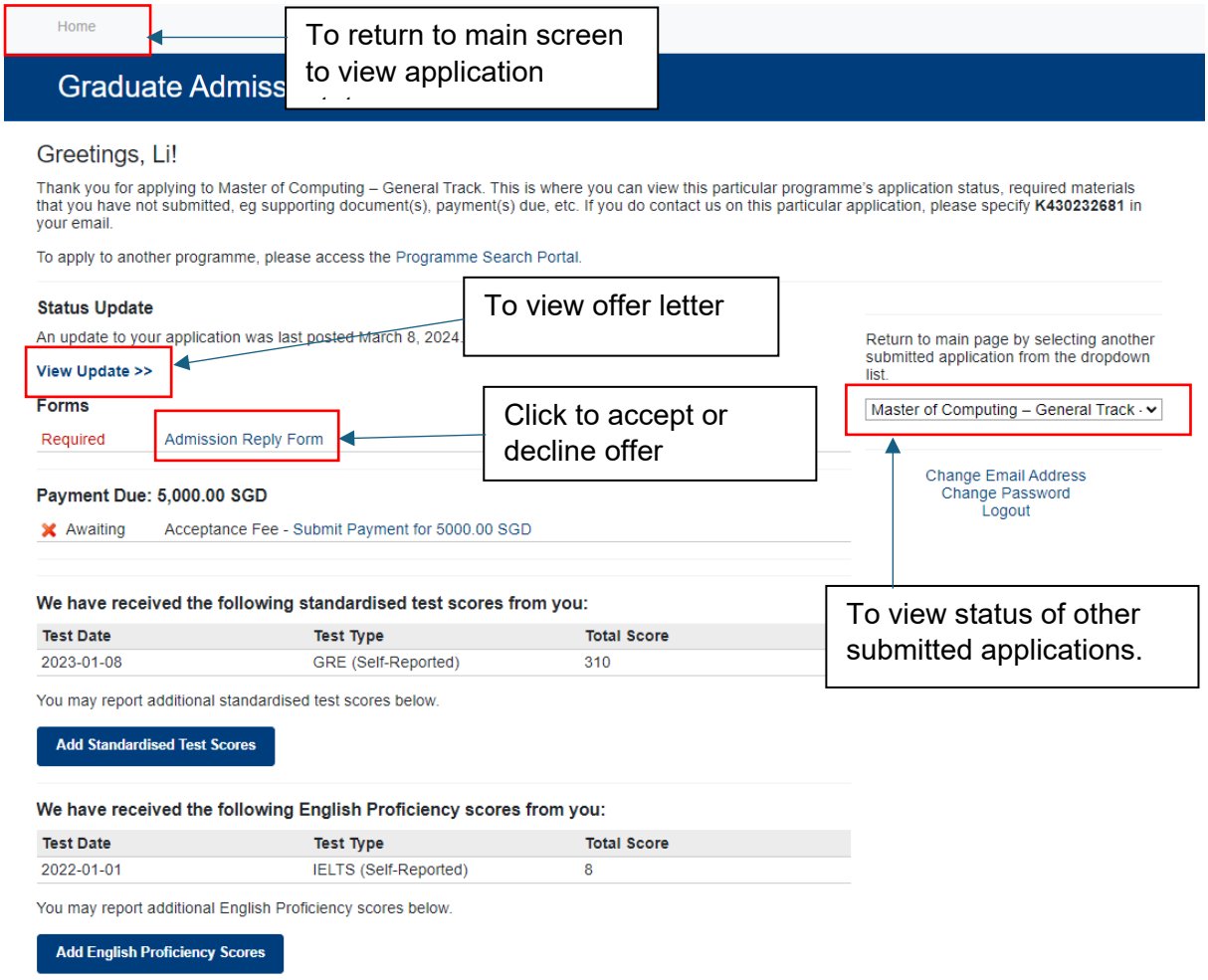


## Step 1: View offer made

Log into GDA3 and click on the Application ID with the status “Offer Made”.



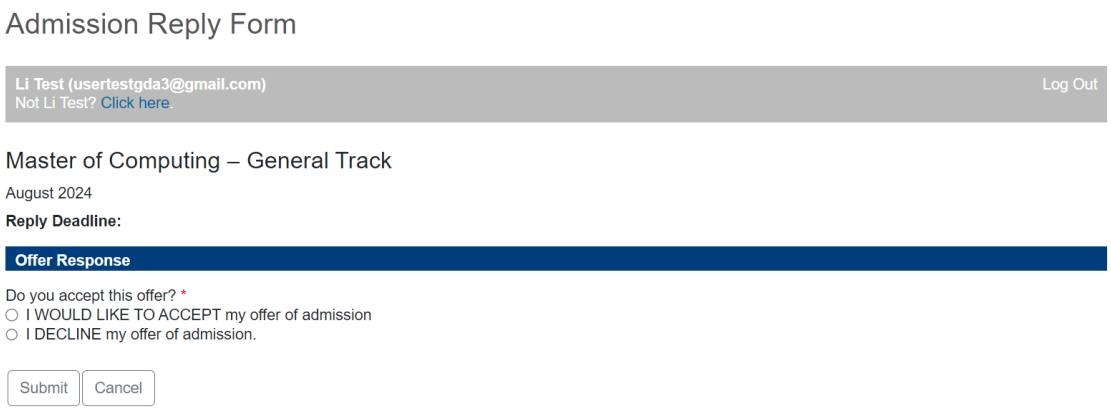

Overview of the Application Management Page page




Please complete your online reply by the deadline given in your admission offer letter. If you have been offered admission to multiple programmes, please note that you can only accept one programme within the same intake.

## Step 2: Choose whether to accept or reject offer

Next, select the relevant option to confirm if you are accepting or declining the offer of admission.

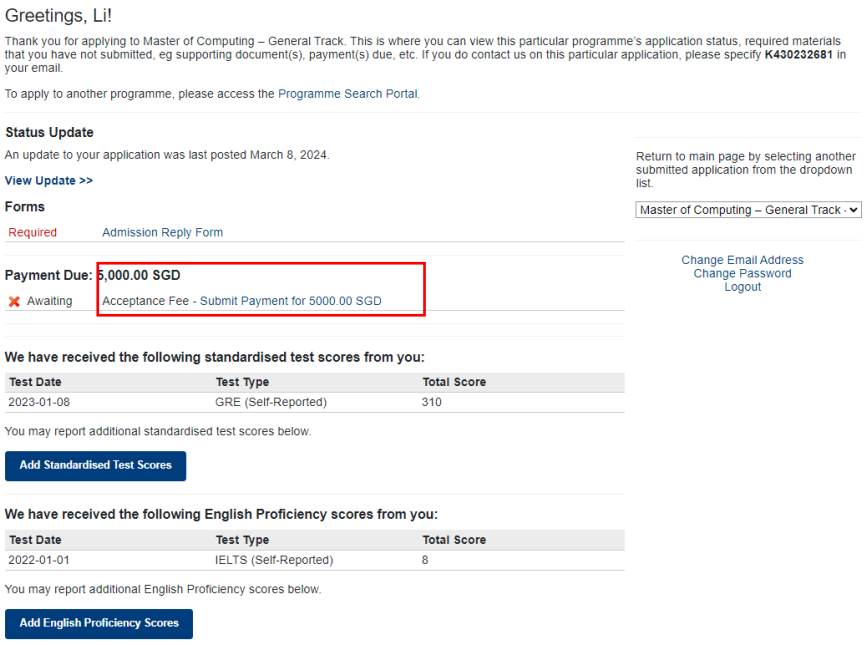



- If you are accepting the offer, you will be prompted to select acceptance reason(s). Click submit to confirm your decision on the Admission Reply Form. There are some programmes that require applicants to pay the acceptance fee. Kindly note that your offer acceptance will not be considered as final until NUS has received your acceptance fee. Payment of acceptance fee will be made outside of the Admission Reply Form in Step 3.

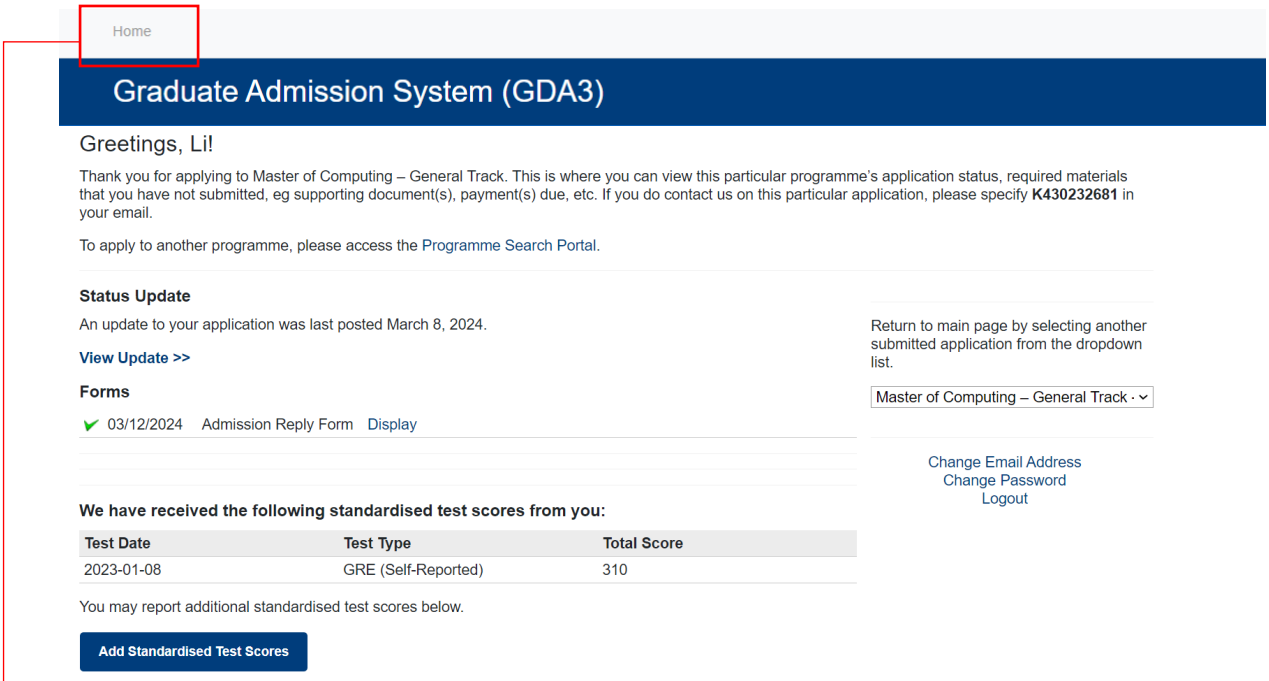
- If you decide to reject the offer of admissions, you will be prompted to select a reason for declining the offer. Click submit to confirm your decision.

## Step 3: Pay Acceptance Fee (if applicable)

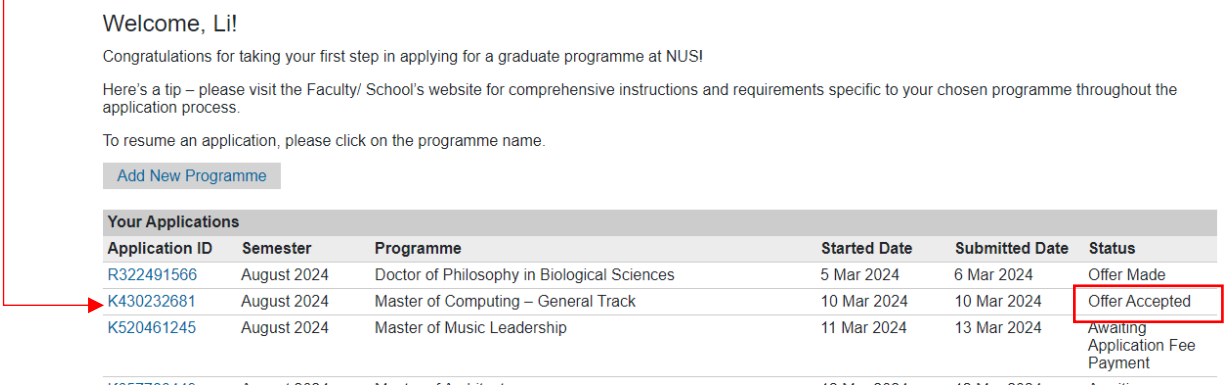
Payment of acceptance fee can be made by click on the Submit Payment link. Please refer to the chapter on “Payment for Fees” for details.



Once payment of acceptance fee is made, the payment due activity will disappear.

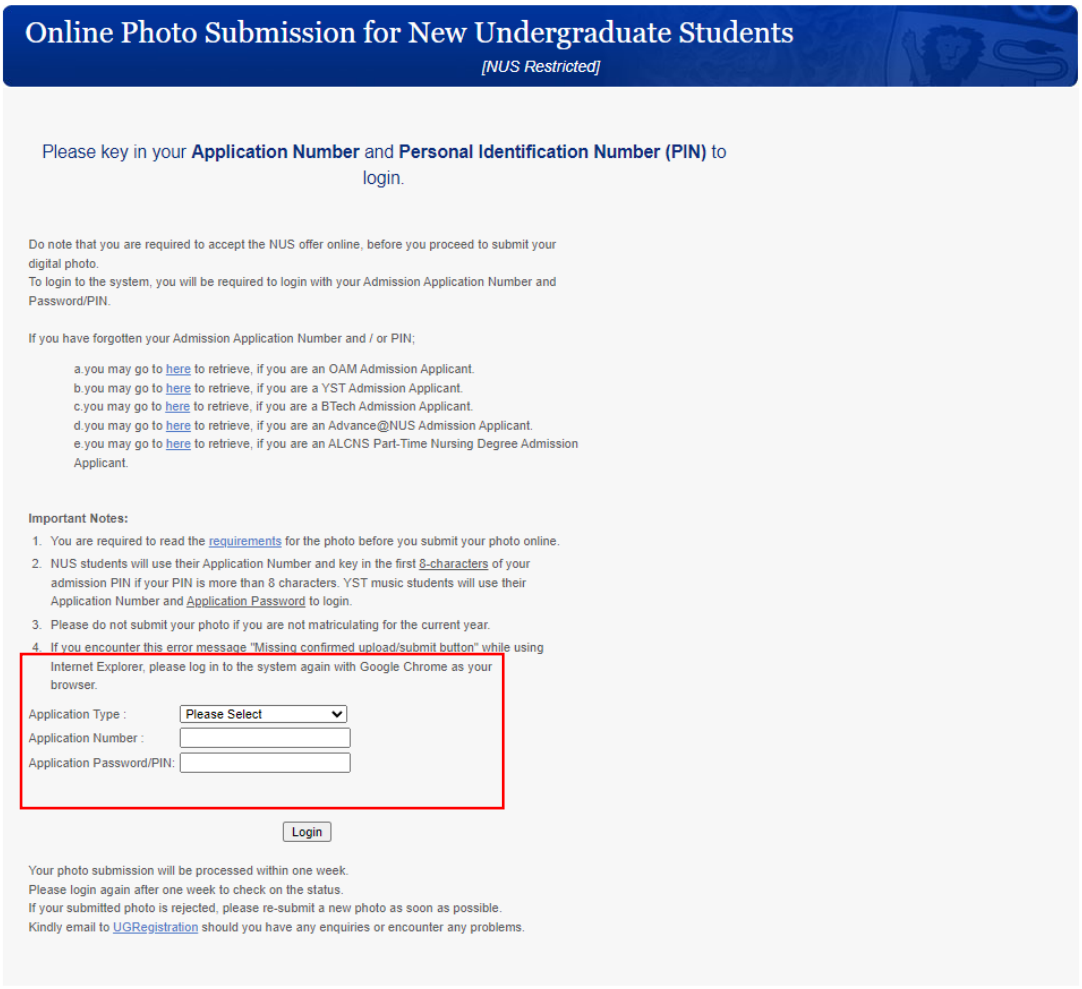



You have confirmed acceptance of offer. Click on Home to view the Offer Accepted status.



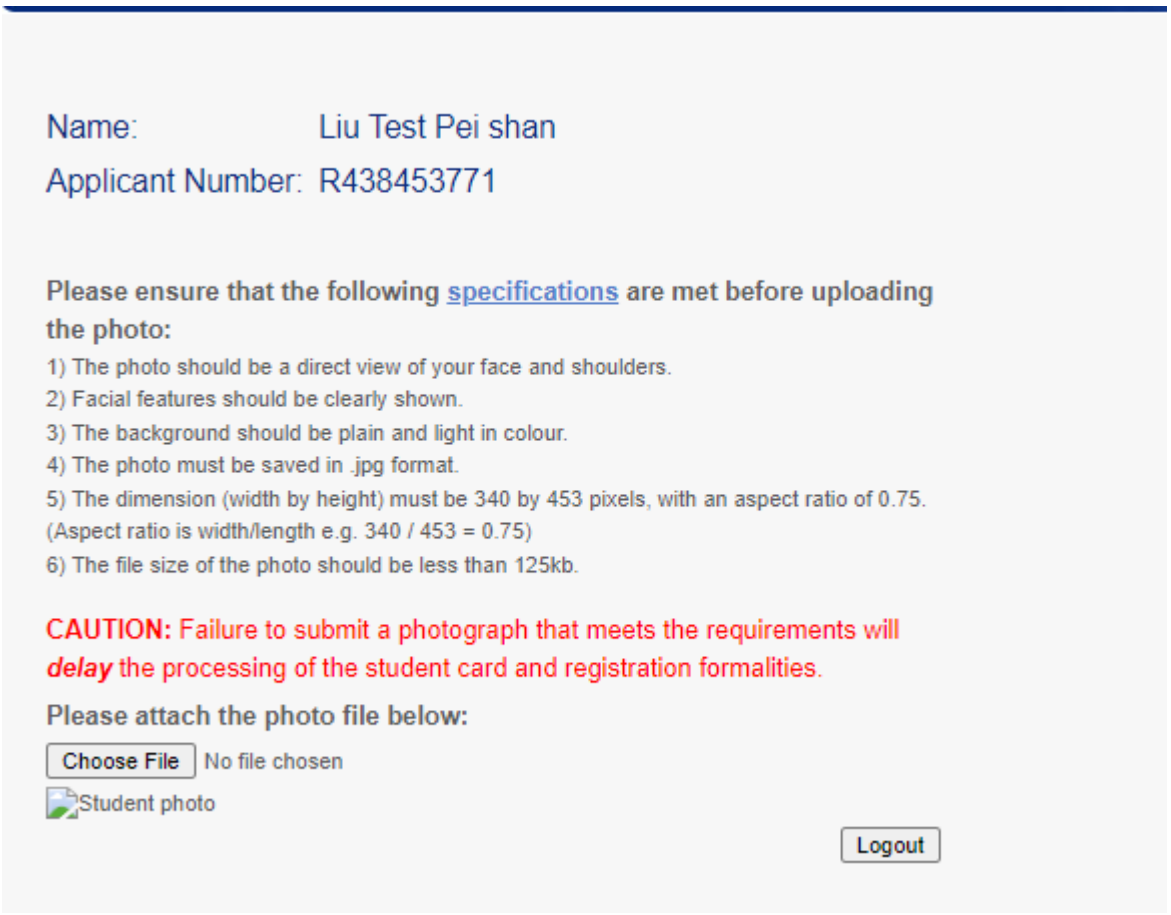
## Step 5: Submit passport – sized photo

Submit a passport-size colour photo which will be used for the printing of your NUS student card. Access the Online Photo Submission System via the link in your offer letter or here.




Please enter the following to log in: -

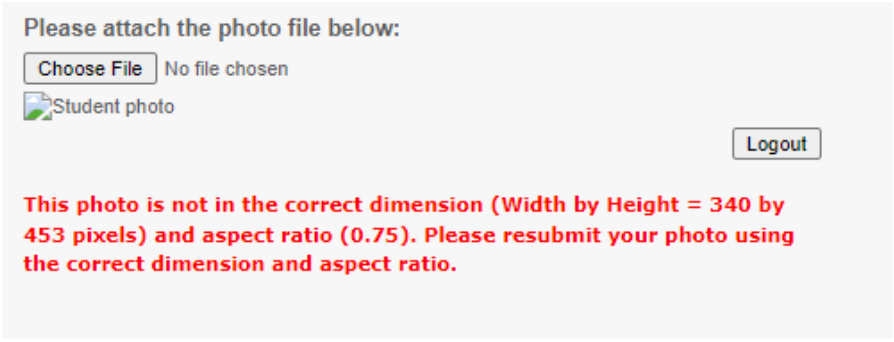
- Select GDA from the Application Type dropdown list.
- Key in your Application Number.
- Key in the email address that is used for your application
- Key in your password used to log into GDA3.
- Click Login to log into the Online Photo Application.




Please verify that your name and Application Number are correct.

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.

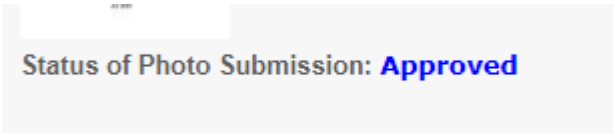
An error message will appear if the applicant's photo submission is rejected. If there are any error in your name and application number, please contact the relevant Faculty/School directly.




Please re-submit an improved photo for approval as soon as possible by clicking the Choose File and repeat the steps. This is to prevent any delay or forfeit of your acceptance of offer.

Upon submission, a message will show that the photo is pending verification and processing. Applicants can login to the system again in one week's time to check the status of the photo submission.

After the photo is verified and accepted by the Faculty/School, the Status of Photo Submission will be reflected as "Approved".



NUS Graduate School
National University of Singapore
University Hall
Tan Chin Tuan Wing
Level 5
21 Lower Kent Ridge Road
Singapore 119077