Applicant Guide for
Graduate Admission System

Last updated: 5 November 2015
Introduction

This **Guide** serves as a general reference for students who wish to apply to NUS graduate coursework / research programmes using the Graduate Admission System (GDA).

This **Guide** depicts the version of GDA having the release date of 12 November 2015.

The information presented here are purely illustrative, and not reflective of actual admission information.

As the admission requirements will 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.
At the Login Page

**Link to the Graduate Admission System:** [https://inetapps.nus.edu.sg/GDA2/Home.aspx](https://inetapps.nus.edu.sg/GDA2/Home.aspx)

**Existing users:** Log in here using your email address and password.

**New users:** Click here to create your account.

**Existing users who have forgotten your password:** Click here to reset.
First Timer: Create New Account

Your email address will also be your User ID.

If you forget your password, you can click on the “reset password” link on the main page. The link to authorize the password reset will be sent to this email address.

Hence it is important to remember the email address that you are using for your GDA account.
Remember to read the instructions on the homepage carefully.

Click on “Basic Programme Info” to add, edit or submit your application to graduate programme.
Basic Programme Information

For adding of new application:
- Click on the 'Create New Application' button below.

For submitting your application(s):
- 1. Choose the application that you want to submit and click on the 'Apply' hyperlink.
- 2. Read the instructions from the Faculty / School carefully.
- 3. Fill up the information as you step through the application process.
  Note: The page that you are on is saved when you click on the ‘Previous’ or ‘Next’ hyperlinks.
- 4. The system will perform an application completeness check for the selected programme.
- 5. Once the above steps are completed, you will be prompted to fill up the declaration section.
- 6. Click on the ‘Submit’ button in the declaration page to complete your submission.
- 7. To make online payment for the application fee(s), please click “View Application/Make Payment” at the menu on the left.
- 8. If you wish to make changes to basic programme info for an application, please click “Edit”.
- 9. If you are applying to multiple programmes within the same application cycle and wish to change your order of preference, please click on the “Up” and “Down” links as required.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Semester</th>
<th>Application Number</th>
<th>Programme</th>
<th>Application Status</th>
<th>Order of Preference</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/2017</td>
<td>1</td>
<td>2015051156</td>
<td>Master of Science (Nursing)</td>
<td>Application Completed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master of Computing (MComp by Coursework)</td>
<td>Submitted online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015/2016</td>
<td>2</td>
<td>2015051092</td>
<td>Doctor of Philosophy (Malay Studies)</td>
<td>Submitted online</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2015051130</td>
<td>Master of Computing (MComp by Coursework)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2014/2015</td>
<td>2</td>
<td>2015051157</td>
<td></td>
<td>Pending online submission</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Click on “Create New Application” to add a brand new application. For existing applications which have yet to be submitted online, you can click on the relevant links to Edit, Apply or Delete.
Fill up the relevant details for your application and then click on the Save button.

* Denotes required field

**Coursework** ○ **Research**

**Faculty** *

**Faculty of Engineering**

**Programme** *

**Doctor of Philosophy (Engineering & Tech Mgt) Jan 2016**

**Department**

**Division Of Engineering And Tech Mgt**

**Specialisation / Area of Study**

**-- Select Here --**

**Attached to Research Institute/Centre**

**-- Select Here --**

**Source of Finance**

**-- Select Here --**

If 'Self Support', please click [here](#) to upload pay slips and bank statements.

Other Source of Finance, please specify

[Text box]

**Academic Load** *

[Radio buttons: Full-Time, Part-Time]

---

If you intend to study on self-support, upload relevant documents such as pay slips and bank statements by clicking on this link.

Additional info applicable to graduate research programmes only
Clicking on the “Apply” link will take you next to the Check Preference page.

### Check Preference

You are applying for: 2015051159 - Doctor of Philosophy (Engineering & Tech Mgt)

While you can apply for multiple programmes within the same application cycle, the applications can only be submitted one at a time.

If you wish to apply for multiple programmes, please add all the programmes in the previous page, and decide on the order of preference before proceeding. This is because the order of preference for the programmes applied cannot be changed after online submission has been done.

To change the order of preference, please return to the previous page. No action is required, if you are applying for one programme only.

<table>
<thead>
<tr>
<th>Preference</th>
<th>Application Number</th>
<th>Academic Year</th>
<th>Semester</th>
<th>Programme</th>
<th>Application Status</th>
</tr>
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<td>2</td>
<td>Doctor of Philosophy (Malay Studies)</td>
<td>Submitted online</td>
</tr>
<tr>
<td>3</td>
<td>2015051158</td>
<td>2015/2016</td>
<td>2</td>
<td>Doctor of Philosophy (Biomedical Engineering)</td>
<td>Pending online submission</td>
</tr>
<tr>
<td>4</td>
<td>2015051159</td>
<td>2015/2016</td>
<td>2</td>
<td>Doctor of Philosophy (Engineering &amp; Tech Mgt)</td>
<td>Pending online submission</td>
</tr>
</tbody>
</table>

Check for the order of preference before you proceed to “Next”. If you wish to amend the order, click on the “Previous” button.

*Note: Your order of preference is important when you apply for multiple programmes under the same Faculty / School within an application cycle.*
Re-ordering of Preference

Click on the Up and Down links to re-order your preference.

<table>
<thead>
<tr>
<th>Academic Year</th>
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<td></td>
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</tbody>
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Click on “Apply” again to proceed. At the Check Preference page, click on the “Next” button.
Click on “Instructions” to view instructions from the Faculty / School that are applicable to the programme that you are applying. Follow these instructions carefully.

(A) **Online submission**

After you have completed an online submission for each programme that you are applying to, you should enclose the following documents in an envelope addressed to the Graduate Admissions Office, NUS, 10 Kent Ridge Crescent, Singapore 119260: (i) application forms (ii) copies of all official transcripts and certificates (iii) 2 academic references (iv) a copy of your passport (v) a non-refundable application fee of S$20 for each programme, payable by bank draft, credit card, or bank transfer (vi) a copy of your recent photograph (vii) a personal statement (viii) any other documents required by your programme.

**Note**

To navigate to the various sections, you can either:

- **Click on the “Next” button at the bottom of each section**
- **Click on the links at the left panel to “jump” to the specific sections directly**

In addition to the above, your application will not be complete without the receipt of 2 Referee Reports, which your referees will submit online. Please indicate their e-mail contacts accurately when associating the referees with your application. There is no need for hardcopy letters. Note: referees will receive our auto-generated notice AFTER you submit an application, and they have a grace of 30 days to complete their reports online.
Click on “Personal Particulars” to fill in required personal information such as name, gender, date of birth and citizenship.

Some other information will also be required based on the info that you provide (e.g. NRIC number for Singapore Citizens / Permanent Residents).

You can click on the “Upload” button to upload scanned copy of your Photo ID (such as National Identification Card, Passport, Driver’s License etc).

The uploaded document will be indicated at the bottom of the Personal Particulars Page.
Contact Information

Click on “Contact Information” to fill in your personal contact, mailing contact and next of kin contact.

Click on the “Edit” or “Add” links to fill in the contact info under the respective pages.

Note that personal contact and next of kin contact info are compulsory, while mailing contact is optional.
Click on “Academic Qualifications” and input your qualifications in reverse chronological order.

You can click on “Upload Academic Transcript” and “Upload Degree Scroll” to upload softcopies of these documents at this section.
Add Academic Qualification

Step 1
Click on the “Search” link, then input key words on the next page to search for related qualifications.

Select Academic Qualification

Step 2
Click on the relevant qualification.
You will then be taken back to the Add Academic Qualification page with that qualification selected.

Step 3
Proceed to key in the rest of the information and click on the “Save” button when done.
**Awards/Prizes**

**Language Proficiency**

**Test Details**

**Step 1:** Click on the “Add” button.

**Step 2:** Fill in the relevant information then click on “Save”.

*It is not mandatory to fill up these sections.*
Click on “Work Experience” and input your employment history in reverse chronological order.

The total number of years of working experience will be computed and displayed. This is to help you to check for accuracy of the dates that you have keyed in.

You can also upload supporting documents (such as your resume) at this page, by clicking on the “Upload Supporting Doc” button.

If you do not have any working experience at the point of application, you can leave this section blank.
# Work Experience (cont’d)

## Work Experience

**Application:** 2015051158 - Doctor of Philosophy (Biomedical Engineering)

<table>
<thead>
<tr>
<th>Position Held</th>
<th>Name of Company</th>
<th>Date Employed (From)</th>
<th>Date Employed (To)</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
<td>AAA</td>
<td>15/10/2013</td>
<td>29/10/2015</td>
<td></td>
</tr>
<tr>
<td>Temp Clerk</td>
<td>BBB</td>
<td>05/10/2011</td>
<td>01/10/2013</td>
<td></td>
</tr>
</tbody>
</table>

Years of Working Experience (Total Duration): 4 Year(s) 0 Month(s)

Please take note of the following information:

- To indicate in reverse chronological order (latest employment first)

* Denotes required field

- Date Employed (From)*
- Date Employed (To)
- Country of Employment*
- City of Employment
- Name of Company*
- Position Held*
- Industry Sector*
- Nature of Organisation*
- Type of Employment
- Please describe your main job responsibilities.*

Maximum 300 characters

[Save] [Cancel]
Membership / Publications

* Denotes required field

- Name of Organisation
- Position / Type of Membership
- From Date
- To Date

* Denotes required field

- Name of Journal / Conference
- Level of Journal / Conference
- Title of Paper
- Date of Publication (i.e. Year, Volume, Series etc.)
- Impact Factor of Journal
- Conference Start Date
- Conference End Date
- Comments

Add Membership Add Publication Previous Next
If the Faculty / School requires referee report(s) for your application to the programme, click on “Referee” to provide info on your referee(s) and assign them to your application.

**Referee**

**Application: 2015051159 - Doctor of Philosophy (Biomedical Engineering)**

Instructions:
- Please refer to instructions from the Faculty / School on the number of referees to assign for this application.
- Your referee(s) will be receiving an email notification on submission of referee report immediately after you have submitted your application online.
- The deadline of submission of referee report will be 14 days from the date of email notification.

**Create Referee Details**

**Note:** Referee record can also be created by clicking on Referee Details > Create New Referee

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

**Step 2a:** If referee record(s) are already created, check against the record(s) and then click on “Assign”.

**Step 2b:** If referee record(s) not created yet, click on “Create New Referee” instead. On the next page, key in referee details, click “Save” and “Next”. Then do Step 2a to assign referee.

**Application: 2015051159 - Doctor of Philosophy (Engineering & Tech Mgt)**

Instructions:
- Step 1: Click “Create New Referee” to key in details of the referee(s) that you wish to assign for this application.
- Step 2: Check against the referee(s) that you wish to assign and then click on the “Assign” button to complete the referee assignment.

- Name
- Email
- Telephone
- Report Status
- Modify
- Report

No record(s) found.

**Create New Referee**

- Select
- Name
- Email
- Telephone

**Alternate Telephone**

- CountryCode-AreaCode-PhoneNumber (e.g. 44-121-1234567 for foreign number, 65-91234567 for Singapore number)

**Save**

**Cancel**
Submission of Referee Report

Upon your online submission of application (refer to slide 29), your referee(s) will receive an email notification inviting them to submit their report online.

*Your referees are given a **deadline of 14 days** from the date of the email notification to submit their referee report (i.e. the link provide in the email notification will expire after 14 days).*

Some Faculties / Schools allow applicants to manually trigger the email notification to their referee before the application is submitted online. If the programme that you are applying to allows for this, you can trigger the email at the Referee Details page (slide 34). Thereafter, your referee(s) will not receive a second email notification if they have submitted their report by the time you submit your application online.
There are some programmes which require applicants to submit essay(s) as part of their application.

Please note that questions that have been marked with the asterisk (*) are mandatory.
Likewise, some programmes which require applicants to answer a questionnaire as part of their application. Questions that have been marked with the asterisk (*) are mandatory.
The majority of programmes also display a checklist for applicants to take note of what documents are required for submission as part of the application process.
At the “Documents Upload” page, you can view / delete the documents that you have uploaded at the other Sections.

You can also upload additional documents here under the Document Type “Others” by clicking the “Add” button.
Indicate at least one source of information.
Disabilities and Special Needs

Application: 2015051159 - Doctor of Philosophy (Engineering & Tech Mgt)

* Denotes required field

1) Have you had or do you have any communicable disease, mental illness, colour blindness, and/or disability (including but not limited to chronic illness, visual or other physical constraints or limitations), which may or may not cause you to require special assistance or facilities while studying at the University? *

- Yes
- No

2) If 'YES', please provide all relevant information below. This information will allow the University to develop a complete profile of an applicant and to determine whether he/she might need additional resources in his/her studies. The University, however, does not guarantee the provision of special aid (financial or otherwise) to any students.

[Text Box for Additional Information]

Characters left: 300

3) Any Other Information?

[Text Box for Additional Information]

Characters left: 300
You can click on the “Application Completeness Check” at any point of your application to check for outstanding sections that you need to fill up before you can submit the application online.
You will “pass” the Application Completeness Check when all the compulsory sections / questions have been filled up.

After you have double-checked on incomplete optional pages and are ready to submit your application online, click on the “Next” button.

Please note that your application will only be complete when you have submitted all the required documents as indicated in the instructions / checklist from the Faculty / School.
Online Declarations & Application Submission

Click on the “Submit” button to submit your application online.

Go through the steps again from Slide 6 onwards if you wish to apply for other programmes.
After submitting your application online, you can click on “View Application / Make Payment” to make / view payment as well as to view the following:

- **Application Form** *(click on the respective Application Number)*
- **Checklist** *(status updated by admission staff upon receiving your supporting documents)*
- **Instructions from Faculty/School**
- **Supporting documents uploaded**
- **Application Status**
- **Admission Status**
View Checklist

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015051158</td>
<td>Doctor of Philosophy (Biomedical Engineering)</td>
</tr>
</tbody>
</table>

Checklist Items

- ✓ Test Score (e.g. GRE, GMAT, TOEFL, IELTS)
- ✓ Received physical application form
- X Copy of Employment Pass/Work Permit/S-Pas
- X Copy of Financial Statement
- X Passport Photo
- X Resume/CV
- ✓ Test Score - GRE
- ✓ Test Score - TOEFL
- X Test Score - IELTS
- X Motivation Letter
- X GMAT/Referee Report

View Instructions

Please go through the following instructions applicable to the current programme that you are applying:

Thank you for applying to the graduate programme (M.Eng./Ph.D.) in Faculty of Engineering.

(A) Online submission

After you have completed an online submission, for each programme that you are applying to, you should enclose the following documents, to be posted to the Department you are applying to (please refer to section (D) for the mailing address):

- Printout of the Application Form (click on 'Manage Applications' on the left menu, click on the "Application Number" hyperlink).
- Proof of Payment - printout of the e-receipt (Application Fee of S$20 for each programme; we accept major credit/debit cards).
- Proof of Citizenship (local identification card with photo/copy of passport preferred).
- Photocopy of University Transcript / Results Slips (with English translation, where applicable) (Please request your University to send Original/ certified true copy transcript directly to NUS in an official SEALED envelope with its flap bearing the security seal of the University and the signature of the Registrar or representative).
- Degree Scroll / Degree Certificate (if available).
- TOEFL/IELTS and GRE/GATE scoresheets (copies in the first instance; please request ETS to post the original score to the department you are applying to).
- Copy of publication(s), if applicable

# Above to be arranged in descending order, starting with the Printout of the Application Form.

In addition to the above, your application will not be complete without the receipt of 2 Referee Reports, which your referees will submit online. Please indicate their email contacts accurately when associating the referees with your application. There is no need for hardcopy letters. Note: referees will receive our auto-generated notice AFTER you submit an application; and they have a grace of 30 days to complete their reports online.
Making Online Payment

View Application / Make Payment

Step 1: Click on “Pay/View”.

Payment

Step 2: Click on “Proceed to pay”.

Step 3: Check against application(s) that you wish to make payment for. Select the mode of online payment. Click the “Make Payment” button.

Please select programme(s).

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Programme*</th>
<th>Department</th>
<th>Amount</th>
<th>Status</th>
<th>Payment Deadline</th>
<th>Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015051167</td>
<td>Master of Computing (MComp by Coursework)</td>
<td>Dean’s Office (School Of Computing)</td>
<td>N.A</td>
<td>N.A</td>
<td>N.A</td>
<td>N.A</td>
</tr>
<tr>
<td>2015051130</td>
<td>Doctor of Philosophy (Malay Studies)</td>
<td>Malay Studies</td>
<td>S$20</td>
<td>Not Paid</td>
<td>15/09/2015</td>
<td>S$20</td>
</tr>
<tr>
<td>2015051092</td>
<td>Master of Computing (MComp by Coursework)</td>
<td>Dean’s Office (School Of Computing)</td>
<td>S$20</td>
<td>Paid</td>
<td>15/09/2015</td>
<td>S$20</td>
</tr>
<tr>
<td>2015051158</td>
<td>Doctor of Philosophy (Biomedical Engineering)</td>
<td>Bioengineering</td>
<td>S$20</td>
<td>Not Paid</td>
<td>15/09/2015</td>
<td>S$20</td>
</tr>
<tr>
<td>2015051159</td>
<td>Doctor of Philosophy (Engineering &amp; Tech Mgt)</td>
<td>Division Of Engineering And Tech Mgt</td>
<td>N.A</td>
<td>Not Paid</td>
<td>15/09/2015</td>
<td>S$20</td>
</tr>
<tr>
<td>2015051156</td>
<td>Master of Science (Nursing)</td>
<td>Nursing/Alice Lee Ctr For Nursing Stud</td>
<td>S$20</td>
<td>Not Paid</td>
<td>15/09/2015</td>
<td>S$20</td>
</tr>
</tbody>
</table>

* Denotes required field

Payment Mode: Credit/Debit Card (VISA, MasterCard), Internet Debit Card, Alipay Credit Card

Make Payment

Once you have clicked on the “Make Payment” button, you will be redirected to the website of the internet payment service provider. Please take note on the following important points:

1. Please leave your browser open after making payment until you get 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.

2. For payment method Direct Debit via internet banking:
- Browsers supported are Internet Explorer, Mozilla Firefox, Safari and Chrome.
- Please disable popup blocker.

3. For payment method Credit/Debit Card (VISA/Mastercard), a one-time password (OTP) is required to authenticate the cardholder’s identity. You will be redirected to a page to enter the OTP (which is issued by the card issuing bank to the cardholder by SMS or token) before payment can be completed. For cards issued outside Singapore, authentication or the issue of OTP may vary.

4. Please click here to view the scheduled maintenance schedule for the month.

5. The minimum payment amount is SGD20. The maximum payment amount is subject to your bank’s withdrawal or credit limit or SGD$50,000 (whichever is lower).
Credit/Debit Card (Visa/MasterCard)

Internet Debit Card

American Express Credit Card

You can click on the “Receipt” link to view / print the receipt.
Referee Details

Click on “Create/Edit Referee” to do the following:

1. Create info for new referee
2. Edit / delete info for existing referee
3. View online submission status of referee report
4. Trigger email notification to referee on referee report submission

As your referee is given 14 days to submit his / her referee report after receiving the email notification, please remind your referee to submit the report when the deadline is nearing and the report status remains as “pending submission”.

Applicant Guide for Graduate Admission System
Change Password

Old Password*
New Password (minimum 6 characters)*
Confirm New Password (minimum 6 characters)*

Submit
Thank you