

## APPLICATION INSTRUCTIONS/CHECKLIST

### APPLICATION FEE

E-payment by credit/debit card is available at the Graduate Admission System (GDA 2). The receipt of Application Fee of S\$50.00 can be printed at GDA2. This amount is inclusive of GST, and is non-refundable. The application will not be processed without the application fee.

### DOCUMENTS TO BE SUBMITTED

All supporting documents must reach the School by the stipulated deadline. Please note that these documents will not be returned. Certified true copies of English translation of the document(s) must accompany any document(s) not in English.

**1. Application Form printed from GDA 2 (with passport-size photographs attached)**

Any omission of information required in the application forms or supporting document(s) will render the application void. Please note that candidates are allowed to apply **only ONE programme** per session.

**2. Photocopy of Degree Scroll/Certificate**

**3. Official Transcripts/Result Slips**

Candidates are responsible to request for **Official transcripts** from each university/institution attended using the attached Transcript Request Form.

**Note:** For non-NUS graduates applying to SDE graduate coursework programme, the official transcripts must be sent to the School of Design and Environment **directly** from the universities/institutions.

NUS graduates can submit certified true copies of their official transcripts or examination result slips. If candidates wish to apply for transcripts, please visit the website at <http://www.nus.edu.sg/registrar/administrative-policies/transcripts-and-records.html>

**4. TOEFL / IELTS**

Applicants whose medium of undergraduate instruction is not English **must** submit documentary evidence of their TOEFL/IELTS score. The minimum score expected is as follows:-

TOEFL Internet-based test	:	92 (Master of Urban Planning and Master of Landscape Architecture)
TOEFL Internet-based test	:	85 (All other coursework programmes)
IELTS-Academic	:	6.0

TOEFL score sheets should not be more than 2 years old when used in applying for the programme. The school TOEFL code is 9080.

**5. Academic Referee's Report Forms**

Recommendations from 2 referees are to be submitted online via GDA 2. Your referees may be academics or employers.

**6. Other Supporting Documents**

Photocopy of deed poll, NRIC (Singapore Blue/Pink), passport, re-entry permit, employment/S pass, work permit (provide FIN if any), scholarships, prizes or awards certificates, professional membership certificates.

**7.** If you are a full-time staff member of the University, please indicate your department, staff number and attach a photocopy of your appointment letter/letter from Department Head and Staff Card.

**8.** International applicants for **full-time** programmes must submit **documentary evidence of financial support** (minimum amount ~ S\$40,000) e.g. bank statement at the point when offer of admission is made. If the financial statement belongs to another person, please submit a memo/email indicating the relationship between this person and the applicant, and that this person will sponsor the applicant's studies in NUS.

### ADDITIONAL DOCUMENTS

**MSc (Integrated Sustainable Design) only**

a) Applicants with design background, e.g. Architecture, Landscape Architecture, Urban Design, must submit an A4-size hardcopy academic design **and/or** professional project portfolio (10-20 pages), with complete drawings of each design project. For professional portfolios, candidates are to provide firm's verification that the submissions comprise only the candidate's input.

b) A detailed CV

c) An essay explaining in what way the question of sustainability is important to the candidate's home country/city/region, what s/he plans to do after graduation, and why, specifically, s/he has chosen MSc ISD. The essay should not exceed 2000 words.

**MSc (Environmental Management) only**

a) Personal statement. Please write a brief account of yourself, reasons for wanting to pursue the programme and any relevant employment history and experience gained from your work. The statement must not be more than **400 words**.

**Closing Date**

Completed application form and supporting documents are to reach the address below by **15 August 2018**

**The Vice-Dean (Academic)  
Dean's Office (SDE2-02-08)  
School of Design & Environment  
National University of Singapore  
4 Architecture Drive  
Singapore 117566**

***\*\*The University is not obliged to give reasons for unsuccessful applicants. No appeals will be considered.***