

## School of Design & Environment Graduate Degrees By Research

### Application

Online applications are **STRONGLY** preferred.

**\*Important Note:**

Please note that even though an application is submitted online, the application form (completed online application form should be printed from the online application system), accompanied by proof of application fee payment and the relevant supporting documents must be sent to the School via post by the relevant deadlines.

Your application will only be processed for the respective intake accordingly. Therefore, please take note of the respective application closing dates.

Please note that the application processing is done separately for coursework and research programmes. Candidates are advised to apply for only one programme for each intake.

Unless granted approval by our University, no candidate may concurrently be a student for more than one degree or register as an NUS candidate and of another university/institute.

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 added advantage in gaining admission and the University reserves the right to reject such applications without giving reasons.

### Password (for online application only)

When submitting your application online, you will be asked to enter a **6-character Password**. Your Password is important and can be used, together with your application number, to access the following online facilities related to your application:

- Online Application Status Enquiry\*
- Online Update of Contact Details
- Online Reply to Offer of Admission

**\*Note:**

If you have posted your supporting documents and payment (by bank draft), please allow 4 weeks for postal delivery before checking your admission and payment status.

## Application Fee

The following non-refundable application fee is payable for each programme you apply for:

Mode of Application	Application Fee
Paper-based application	S\$40 per application (inclusive of prevailing GST)
Online application	S\$20 per application (inclusive of prevailing GST)

Please send your proof of payment together with your application package. **Please note that an application without the application fee payment or with insufficient application fee amount will not be processed.**

The modes of payment are:

- **Local Students:**
  - a. Online payment by any of the methods (For application submitted for Semester 1 AY 2012/2013 onwards)
    - VISA, Mastercard or AMEX
    - Debit Card (Applicants must have an online banking account with either of the following banks – POSB/DBS, UOB or Citibank); or
  - b. Complete the relevant [Application Fee Form](#) and send it together with a cheque (should be crossed) made payable to "**National University of Singapore**". Please write your name, mailing address, contact number and programme(s) applied for at the reverse side of the cheque; or
  - c. Complete the relevant [Application Fee Form](#) and make payment by NETS at the Student Service Centre (located at Level 1, Yusof Ishak House) during operating hours.
- **International Students:**
  - a. Online payment by any of the methods (For application submitted for Semester 1 AY 2012/2013 onwards)
    - VISA, Mastercard or AMEX
    - Debit Card (Applicants must have an online banking account with either of the following banks – POSB/DBS, UOB or Citibank); or
  - b. Complete the relevant [Application Fee Form](#) and send it together with a bank draft (drawn on a bank in Singapore in Singapore dollar) made payable to "**National University of Singapore**". Please write your name, mailing address, contact number and programme(s) applied for on the reverse side of the bank draft
  - c. If you are unable to obtain a bank draft in Singapore dollar, you may submit a bank draft in US dollar of USD18.50 (for S\$20 fee) or USD37 (for S\$40 fee) respectively. The amounts in USD include bank charge which will be incurred by the University to process the bank draft.

## Supporting Documents

Please note the following when completing the online application:

a. **Research Proposal**

At least two A4 pages. Please check with the respective departments if you need more information on the specifications for the proposal.

b. **Transcript**

An official transcript of academic records is required from each university you have attended. You are responsible for requesting the transcript(s) from the relevant University. Please use the prescribed form for such request. If you have attended more than one university/institution, you should make copies of the transcript request forms as required.

Transcripts must be enclosed in an official SEALED envelope with its flap bearing the security seal of the university and the signature of the Registrar or representative and sent to the School.

Graduates from NUS can submit certified true copies of their examination result slips or official transcripts of their academic records.

In addition to your transcripts, please attach a certified true copy of your graduation certificate(s) to support your application.

c. **TOEFL/IELTS\***

Applicants whose native tongue AND medium of university instruction is not English should submit the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) as evidence of their proficiency in the English language. Applicants are encouraged to take the TSE (Test of Spoken English) and TWE (Test of Written English).

Please note that the TOEFL/IELTS scores are valid for 2 years from the test date. If it has been more than two years since you last took the test, you must take it again to have the scores reported.

For IOEFL, applicants are to quote our School's code (9080).

d. **GRE**

All applicants should preferably submit GRE scores. The requirement of GRE is waived for applicants graduated from NUS, NTU and SMU.

Please note that GRE scores are valid for 5 years from the test date. If it has been more than five years since you last took the test, you must take it again to have the scores reported.

For GRE, applicants are to quote our University's code (0677) and the specific code of the Department (4499).

e. **Referee Reports**

Recommendations from 2 academic referees are to be submitted. Please download the Academic Referee Report here. You should request your referees to return the completed form to the School in a SEALED envelope, with its opening bearing their signatures across it.

- f. **Publication(s)**  
Please submit a copy of each of your publication(s), if any. The journal's "Impact Factor" field (which allows input of up to one decimal point) is essentially a measure of scientific impact that is based on citation rates for an article or other citable item. It also takes into account the significance of the journals in which result has been published. Please leave it blank if you are unsure.
- g. **Documentation Proof of Financial Support**  
**International** applicants who are not applying for our Research Scholarship or have indicated their wish to be considered for admission in the event that their Research Scholarship application is unsuccessful, must submit **documentary evidence of their ability to support their study** (e.g. a bank statement) indicating the availability of funding of **at least S\$15,000 or its equivalent**.
- Applicants who are sponsored by an individual or organization will need to submit a letter from the sponsor with details/documentary proof of the sponsorship.
- Those who are working in Singapore and applying for admission to our part-time programme may submit a copy of their recent pay slip.
- h. **Citizenship certificate/NRIC/Passport**  
For Singapore Citizens or Singapore PRs, please submit a copy of your Singapore NRIC or citizenship certificate/re-entry permit.
- For International applicants, please submit a copy of your passport page showing nationality.
- i. Applicants applying for **Lee Kong Chian Graduate Scholarship** are required to submit a personal essay and a record of co-curricular activities or community service.
- j. All supporting documents which are **not in English** must be accompanied by an official certified English translation.
- k. Supporting documents submitted are **not** returnable. Enclosures via e-mails will not be opened and will be deleted.

### Submission of Application

Completed applications (together with proof of the application fee payment and supporting documents) should be mailed directly to:

Vice-Dean (Research)  
Dean's Office  
School of Design and Environment  
National University of Singapore  
4 Architecture Drive  
Singapore 117 566

\*Important note: It is important that you inform the School if there are any changes/updates to your application after your submission.

### Correspondences from the University

The University will correspond with you primarily using e-mail and the online status enquiry during application process to convey messages such as requesting for outstanding documents, interview notification etc.

Hence, it is very important that you provide a valid and correct e-mail address and maintain your e-mail account regularly. The University will not be responsible for undeliverable e-mails and their consequences.

### Application Closing Dates and Outcome

If you have submitted the **completed application (with all the required documents)** before the respective application closing date, your application will be processed for that specific intake and you will be informed officially of the outcome of your application in writing latest as follows:

Intake	Closing Date	Application Outcome
Semester 1 (August)	15 November	31 May
Semester 2 (January)	15 May	31 October

Completed/Incomplete application received after the respective application deadline will be considered for the next Intake.

You can check your status via the online admission system.

Due to the large number of applicants seeking admission, we are sorry that we will not be able to attend to enquiries on the status of applications or receipt of documents. If you are concerned about the delivery of your documents, you may wish to consider sending them via registered mail or courier.

## **Rejection of Application**

Inaccurate or false information or omission of material information or no application fee payment will render your application invalid. The University reserves the right to reject applications that are incomplete or inaccurate. Persons admitted on the basis of inaccurate or false information may be expelled.

The University has not engaged any external agencies to undertake graduate student recruitment on its behalf and it reserves the right to reject without giving reasons applications submitted through any external agencies.