

APPLICATION INSTRUCTIONS/CHECKLIST

PAYMENT

E-payment by credit/debit card is available at the Graduate Admission System (GDA 2). Do **not** attach your cash to the application form. Bank draft should be made payable to "**National University of Singapore**". Please indicate on the reverse side your **name and contact numbers, and the programme** you are applying for. Ensure that these are written correctly and legibly.

DOCUMENTS TO BE SUBMITTED (Kindly note that these documents will not be returned)

1. Application Form from the 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. Certified true copies of English translation of the document(s) must accompany any document(s) not in English.
Candidates are allowed to apply only ONE programme per session.
 - (a) Graduation Certificate of Postgraduate Degree (if any) / Bachelor's Degree (English Translation)
 - (b) Official Transcripts of Bachelor's Degree (English Translation) (1 Set)
Candidates are responsible to request for ***Official transcripts** from each university/institution attended using the attached Transcript Request Form. Candidates who have attended more than one university/institution should make photocopies of the attached Transcript Request Form as required.

Note: For non-NUS graduates applying to SDE graduate coursework programmes, 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 refer to the instructions in the Transcript Request Form.
 - (c) TOEFL / IELTS
Applicants whose medium of undergraduate instruction is not English **must** submit documentary evidence of their TOEFL/IELTS score. The School of Design and Environment TOEFL Institution code is 9080. (indicate 'School of Design and Environment' and Programme applied). For IELTS, applicants need to indicate to IELTS the full School of Design & Environment address stated below, as there is no institutional code. TOEFL and IELTS results are only valid for 2 years after the test and should be valid at the beginning of the application period for the programme applied for. **Applicants with undergraduate degrees (and graduate degrees, if any) from Myanmar are required to submit documentary evidence of their TOEFL/IELTS scores.**
 - (d) Academic Referee's Report Forms
Recommendations from 2 referees are to be submitted online via GDA 2. Your referees may be academics or employers.
 - (e) Other Supporting Documents
Photocopy of deed poll, NRIC (Singapore Blue/Pink), passport, re-entry permit, employment/S pass, work permit (provide Foreign Identification Number (FIN)/Unique Identification Number (UIN)(if any)), scholarships, prizes or awards certificates, professional membership certificates. Applicants must produce **originals** of all documents when requested or upon matriculation of the course (if successful).
2. International applicants for **full-time** programmes must submit **documentary evidence of financial support** (minimum amount ~ S\$16,000) e.g. bank statement, and documentary evidence of scholarship or other award obtained. 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.
 3. The receipt of Application Fee, 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.
 4. 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.
 5. Master of Architecture, Master of Landscape Architecture and MA (Urban Design) programme applicants must also submit a complete A4 size **academic** design portfolio of undergraduate work (10-20 pages), with complete drawings of each design project. Otherwise their applications will not be considered. The Department will retain the portfolio. Professional portfolio may only be considered in exceptional cases (eg strong professional experience). Candidates are to provide firm's verification that the submissions comprise only the candidate's input.
 6. Master of Urban Planning and MSc (Integrated Sustainable Design) programme applicants with design background, e.g. Architecture, Landscape Architecture, Urban Design, must submit an A4-size academic design **and/or** professional project portfolio (10-20 pages), with complete drawings of each design project. Otherwise their applications will not be considered. The Department will retain the portfolio. For professional portfolios, candidates are to provide firm's verification that the submissions comprise only the candidate's input.
 7. Candidates applying to Master of Architecture are required to submit **FORM A**.
 8. Master of Urban Planning and MSc (Integrated Sustainable Design) programme applicants must provide a detailed CV.
 9. Candidates applying to MSc (Integrated Sustainable Design) are required to submit an essay not exceeding 2000 words. For more information, please refer to <http://www.sde.nus.edu.sg/mscid/admission.html>
 10. MSc (Environmental Management), Master of Landscape Architecture and MSc (Real Estate) programme candidates must submit personal statement. Please write a brief account of yourself, reasons for wanting to pursue the programme and employment history and experience gained from your work. The statement must not be more than **400 words**.

Completed application form and supporting documents are to reach the address below by **12 January 2017**

The Vice-Dean (Academic)
Dean's Office (SDE 1, Level 3)
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.**