SUSS Academy
Application for Certificate/ Graduate Certificate

The application for Certificate / Graduate Certificate is subject to the following Terms and Conditions:

1. Application for Certificate / Graduate Certificate is subject to the fulfillment of requirement under the certification programme.

2. The minimum Cumulative Grade Point Average (CGPA) for the Graduate Certificate is 2.50 where CGPA is the average of your Grade Points for all the courses examined.

   CGPA = SUM (course cu x course GPV) / (total cu of all graded courses)

3. The completed courses must match the Curriculum Plan of the certification programme at the point of application.

4. For Certificate that requires the completion of external course(s), students must attach the certificate(s) for course(s). The certificate has to be 'Certified True Copy' by Singapore University of Social Sciences.

5. Students must submit the completed form 'SUSSACADEMY/CERT01/APR24', together with the supporting documents (if any), for the application. Any incomplete application and inaccurate information provided will not be processed.

6. Application may be submitted in person, via postal mail to 11 Eunos Road 8, #07-03 Singapore 408601, Attention: SUSS Academy or via email to cet@suss.edu.sg.

7. Applications will be processed according to the following schedule:

Application Period	Submission Cut Off Date	Certificate Release Date
End January Semester	15 July	End April
End July Semester	15 January	End September

8. The University reserves the right to change fees and discontinue or vary the content of a programme/course.

Mail to: **Singapore University of Social Sciences**, SUSS Academy, 11 Eunos Road 8, #07-03 Singapore 408601
email: cet@suss.edu.sg

SUSSACADEMY/CERT01/APR24

Application for Certificate/Graduate Certificate

Important Note: Approval for all applications will be given at the sole discretion of the University and the decision will be final.

SECTION 1: Programme Information

Please tick the correct type of certificate and indicate the name of the programme.

☐ Graduate Certificate in _____

☐ Certificate in / of _____

Course Code	Course Title for Completed Courses	Credit Units	Semester Completion	Exam Letter Grade

SECTION 2: Personal Information

Full Name: _____   CET PI No.: _____

Address: _____   Singapore _____

Mobile Phone No.: _____   Email: _____

SECTION 3: Declaration

I hereby certify that all the information given above is correct. I will abide by the terms and conditions governing this application.

Signature: _____   Date: _____

For Official Use Only

Approval Status: Yes / No *(please delete accordingly)*

Remarks for Approval Status: _____

Head of Programme's Name & Signature: _____   Date: _____

Verified by SUSS Academy:

Director's Name & Signature: _____   Date: _____