

# **Step-by-Step Guide: eApplication for SUSS Full-Time Undergraduate Programmes**


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Stage 0 – Login Page

Before starting the online application, read through the information on the login page.

Select “**Making a New Application**” option, and click on the “**Next**” button.



## Full-Time Programme Admission Application

You are:

Making a New Application

Viewing/Editing Application

Please read the notes below before submitting your application.

**Document Checklist**

Click [here](#) to download the document checklist and sample of certificates, documents required for your online application.

If you have multiple documents, you should combine them into one PDF before uploading. No zip files are allowed. **Each file must be less than 4MB.**

**Mother Tongue Language (MTL) Proficiency**

Applicants need to take note of the Mother Tongue Language (MTL) Proficiency Requirements set by the Ministry of Education. Read more details [here](#).

**Credit Recognition**

You are required to complete and submit 'Application for Credit Recognition Form' to Office of Admissions (Full-Time Programmes) at [ft\\_admissions@suss.edu.sg](mailto:ft_admissions@suss.edu.sg) within 7 days after your submission of online application, should you wish to apply for credit recognition for prior non-SUSS degree courses or degree qualifications. Credit Recognition is subject to approval, and will not be granted if there is incomplete form, no submission of forms and/or supporting documents.

**Application Fee**

Singaporean & Permanent Residents (PR)	International Applicants
\$15	\$30
(inclusive of prevailing GST)	(inclusive of prevailing GST)

Please make a non-refundable application fee via [online payment](#) (VISA/MasterCard credit card or eNETS) at the last step of application.

*\*Only completed and paid applications will be processed.*

*\*In Budget 2022, the Minister for Finance announced that the GST rate will be increased from:*

(i) 7% to 8% with effect from 1 Jan 2023; and

(ii) 8% to 9% with effect from 1 Jan 2024.

The application fee payable remains the same, after including the revised GST rate (9%). For more information on the GST adjustment exercise, please refer to the website [here](#).

**Personal Data Protection Act (PDPA)**

Your data may be used to facilitate academic and administrative matters.

SUSS may contact you regarding application / administrative matters via the contact details provided.

*\* Note: Your NRIC/Passport is required to verify your correct identity and facilitate the processing of your admission application. For more information of SUSS Privacy Policy, please click [here](#).*

Please email [ft\\_admissions@suss.edu.sg](mailto:ft_admissions@suss.edu.sg) if you have any other questions or issues pertaining to the application.

This application system works best on the following browsers:

- Internet Explorer 11
- Firefox
- Safari
- Google Chrome

Next

Clear

Cancel

If you encounter any problem while completing the form, please save your application and contact us at 6248 0288 or [ft\\_admissions@suss.edu.sg](mailto:ft_admissions@suss.edu.sg)

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**Stage 1 – Personal Details and Programme Choice**

(1.1) Fill up your details under the “**Personal Details**” section.

(1.1a) If the Nationality selected is “**Singaporean**”, you just need to fill up this section and proceed to **(1.2) Programme Choice Indication**.

**Personal Details**

Nationality\*  SINGAPOREAN  PERMANENT RESIDENT  OTHERS

NRIC/FIN\*

Full Name as in NRIC/FIN/Passport\*

Full Name\*

Date of Birth\*

Country Of Birth\*

Primary Email Address\*

Secondary Email Address\*

Mobile No.\*

Note: Future correspondence will be sent via SMS/Email. If you do not own a mobile phone line, please provide the mobile phone line number of your emergency contact.

(1.1b) If the Nationality selected is “**Permanent Resident**”, you need to select your “**Primary Nationality**” from the dropdown list.

**Personal Details**

Nationality\*  SINGAPOREAN  PERMANENT RESIDENT  OTHERS

If Permanent Resident, please specify your Primary Nationality

NRIC/FIN\*

Full Name as in NRIC/FIN/Passport\*

Full Name\*

Date of Birth\*

Country Of Birth\*

Primary Email Address\*

Secondary Email Address\*

Mobile No.\*

Note: Future correspondence will be sent via SMS/Email. If you do not own a mobile phone line, please provide the mobile phone line number of your emergency contact.

**Please Select**

- AFGHAN
- ALBANIAN
- ALGERIAN
- AMERICAN
- AMERICAN SAMOA
- ANDORAN
- ANGOLAN
- ANTIGUA
- ARGENTINIAN
- ARMENIAN
- AUSTRALIAN
- AUSTRIAN
- AZERBAIJANI
- BAHAMAS
- BAHRAINI
- BANGLADESHI
- BARBACS
- BELARUSIAN
- BELGIAN
- BELIZE
- BENIN
- BHUTAN
- BOSNIAN
- BOTSWANA
- BRAZILIAN
- BRITISH SUBJECT
- BRUNEIAN
- BULGARIAN
- BURKINA FASO
- BURUNDIAN

(1.1c) If the Nationality selected is “Others”, you need to:

- Select your nationality from the dropdown list;
- Select whether you are an “International Student staying in Singapore” or “International Student staying outside of Singapore”;
- Input your passport details (*ensure that the expiry date is at least 6 months as of the date you are submitting this application*)

**Personal Details** ⓘ

---

Nationality\*  SINGAPOREAN  PERMANENT RESIDENT  OTHERS


If Others, please specify  
Please Select ▾

International Student staying in Singapore  International Student staying outside of Singapore

NRIC/FIN\*

Full Name as in NRIC/FIN/Passport\* JANE DOE MEI LING

Full Name\*

Date of Birth\*  

Country Of Birth\* SINGAPORE ▾

Primary Email Address\* @GMAIL.COM

Secondary Email Address\* @HOTMAIL.COM

Mobile No.\*

Note: Future correspondence will be sent via SMS/Email. If you do not own a mobile phone line, please provide the mobile phone line number of your emergency contact.

---

**Passport Details (International Students)**

Passport No\*

Passport Expiry Date\*   
📅 (dd/mm/yyyy)

Country of Issue\* Please Select ▾

Date of Issue\*   
📅 (dd/mm/yyyy)

(1.2) Indicate your programme choices according to your order of preference.

**Note: You are required to input at least the first programme choice.**

**Once you have submitted your application, the programme choices and ranking are deemed as final.**

It is **not possible** to make any changes.

The Programme You Are Applying For - [i](#)

S/N	Programme
1st Choice	Please Select
2nd Choice	Please Select
3rd Choice	Bachelor of Accountancy
	Bachelor of Science in Business Analytics
	Bachelor of Early Childhood Education
	Bachelor of Science in Finance
	Bachelor of Human Resource Management
	Bachelor of Science in Marketing
	Bachelor of Social Work
	Bachelor of Science in Supply Chain Management
	Bachelor of Public Safety and Security
	Bachelor of Science in Psychology
	Bachelor of Science in Information and Communication Technology
	Bachelor of Arts in Chinese Studies 中文学士学位

Next Clear Save

Click on the “Next” button after you have confirmed your programme choice.

The Programme You Are Applying For - [i](#)

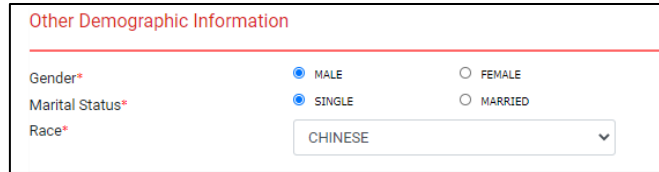
S/N	Programme
1st Choice	Bachelor of Science in Finance with Minor
2nd Choice	Bachelor of Science in Information and Communication Technology with Minor
3rd Choice	Bachelor of Science in Marketing with Minor
4th Choice	Bachelor of Social Work with Minor

Next Clear

**Stage 2 – Demographic Details**

Input details for the following sections accordingly:

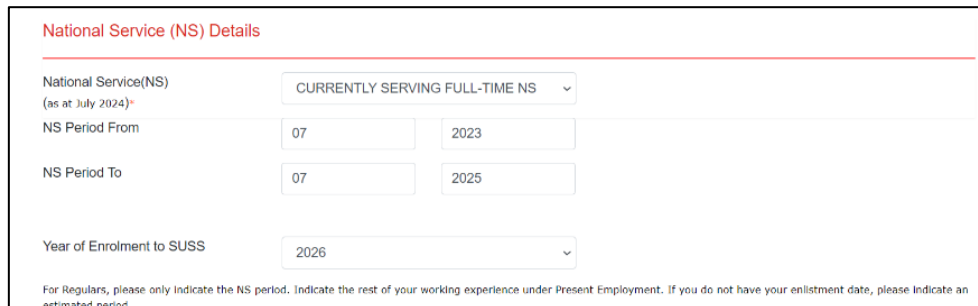
- Other Demographic Information (Gender, Marital Status, Race)



- National Service (NS) Details (if applicable)

**Note: For Regulars, indicate only your NS period. Indicate the rest of your working experience under Present Employment (Stage 4).**

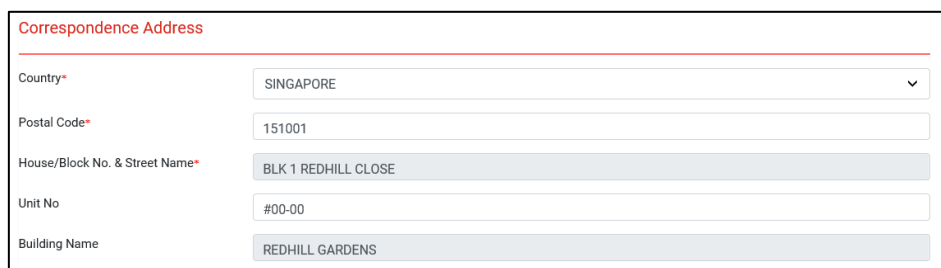
**For applicants pending an enlistment date, please indicate an estimated period. Once you have received the confirmed enlistment date, you can update the admissions team via email ([ft\\_admissions@suss.edu.sg](mailto:ft_admissions@suss.edu.sg)).**



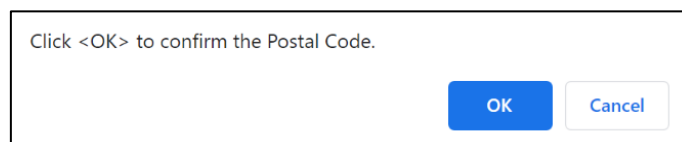
- Correspondence Address

**Note: SUSS will use this mailing address to send hardcopy letters, documents, etc.**

**Local Singapore Address**



1. Type in your postal code. A pop up box will appear.



2. Wait for a dropdown menu with your street address to appear.
3. Select your street address. The fields “House/Block No. & Street Name” and “Building Name” will be auto populated.
4. Type in your Unit No. (if applicable).

## Overseas Address

Correspondence Address	
Country*	AUSTRALIA
Postal Code*	3882
Address Line 1*	104 MARLEY POINT ROAD
Address Line 2	ADDRESS LINE 2
Address Line 3	ADDRESS LINE 3
City / State*	NICHOLSON, VICTORIA

1. Fill up the compulsory fields: **Country**, **Postal Code**, **Address Line 1** (Street Address) and **City/State**.

- Emergency Contact Details

Emergency Contact Details	
Name*	JOHNNY TAN
Relationship*	FATHER
Tel no.*	87777777
Email Address	████@GMAIL.EDU.SG

[Previous](#) [Next](#) [Clear](#) [Save & Exit](#)

Click on the “**Next**” button to proceed to the next stage.



**Stage 3 – Education and Non-Academic Achievements Details**

(3.1) Select your pre-university qualification from the following options.  
See step (3.3) for details on how to fill up the fields for each qualification.

**Education Details** i

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A Levels  
 Polytechnic Diploma (From the 5 MOE Polytechnics ONLY)  
 NUS High School Diploma  
 IB Diploma  
 Other Qualifications

(3.2) If you have taken the **Singapore-Cambridge GCE ‘O’ Levels**, input your grades for English, Second Language (Mother Tongue Language), Mathematics and Additional Mathematics subjects, where applicable.

Select **‘Not Applicable’** in the drop-down list if you do not have “O” Level Qualification.

**“O” Level Qualification (Singapore-Cambridge ONLY)**  
\*Select ‘Not Applicable’ in the drop-down list if you do not have “O” Level Qualification.

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English		Grade*	B3		Year*	2018
Second Language*	Chinese	Grade*	C6		Year*	2018
Mathematics		Grade*	A1		Year*	2018 <span style="font-size: small;">x</span>
Additional Mathematics		Grade*	Not Applicabl		Year	

(3.3) According to the pre-university qualification selected in step (3.1), input the required details (e.g. Awarding Institution, Grades, etc.).

**(3.3a) GCE 'A' Level**

**Singapore-Cambridge GCE 'A' Level**

- If you took the 'A' Level as a private candidate, select "Private Candidate" in the "Awarding Institution" dropdown list. The name of the awarding institution is indicated on your transcript.
- Combine all your transcripts (H2 subjects, contrasting H1 subject and Project Work) into one PDF and upload them in the "Upload Documents" section (Stage 6).

"A" Level Qualification (in a single sitting)

---

GCE 'A' Level (Singapore-Cambridge ONLY)

Year of Award\*

Awarding Institution\*

If Others, please specify in full

**H2 Subject(s)**

Subject	Level	Grades	Year
<input type="text" value="Please Select"/>	H2	<input type="text" value="Please Select"/>	<input type="text"/>
<input type="text" value="Please Select"/>	H2	<input type="text" value="Please Select"/>	<input type="text"/>
<input type="text" value="Please Select"/>	H2	<input type="text" value="Please Select"/>	<input type="text"/>
<input type="text" value="Please Select"/>	H2	<input type="text" value="Please Select"/>	<input type="text"/>

**H1 Contrasting Subject(s)**

Subject	Level	Grades	Year
<input type="text" value="Please Select"/>	H1	<input type="text" value="Please Select"/>	<input type="text"/>

**H1 Mother Tongue Subject(s)**

Subject	Level	Grades	Year
<input type="text" value="Please Select"/>	H1	<input type="text" value="Please Select"/>	<input type="text"/>

**Project Work**

Subject	Level	Grades	Year
Project Work	H1	<input type="text" value="Please Select"/>	<input type="text"/>

**General Paper/Knowledge and Inquiry**

Subject	Level	Grades	Year
<input type="radio"/> General Paper	H1	<input type="text" value="Please Select"/>	<input type="text"/>
<input type="radio"/> Knowledge and Inquiry	H2	<input type="text" value="Please Select"/>	<input type="text"/>

**Additional Subject(s)**

Level	<input type="text" value="Please Select"/>
Subject	<input type="text" value="Please Select"/>
Grade	<input type="text" value="Please Select"/>
Year	<input type="text"/>

**Other GCE 'A' Level qualification (e.g. Cambridge International, Edexcel International etc.)**

- Fill in this portion only if you took the GCE 'A' Levels equivalent. Otherwise, select "Other Qualifications" in step (3.1), and fill in your education details accordingly (as per step 3.3e).

**"A" Level Qualification (in a single sitting)**

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GCE 'A' Level (Singapore-Cambridge ONLY)  
 Other GCE 'A' Level Equivalent (e.g. Cambridge International, Edexcel International, etc.)

Country*	Please Select	Qualification Title*	
Awarding Institution*	Please Select	If Others, please specify in full	
Total No. of passes*		Year of Award*	

**(3.3b) Polytechnic Diploma (Local Polytechnics only)**

**Full-Time Diploma**

- Fill up the fields with details of your **3-year full-time diploma** from the following Polytechnics:
  - Nanyang Polytechnic,
  - Ngee Ann Polytechnic,
  - Republic Polytechnic,
  - Singapore Polytechnic or
  - Temasek Polytechnic
- Student ID as issued by your polytechnic
- **Scroll down the dropdown list to select the correct diploma name from the extensive list of diplomas. Ensure that you select your actual diploma name in full, as printed on your transcript.**
- Only indicate details of your 3-year **full-time diploma** in this section. Documents for other additional diploma qualifications (if any, such as Advanced diploma, Specialist diploma, Conversion diploma, Part-time diploma, CET diploma) can be combined with the documents for full-time diploma and upload together in the "Upload Documents" section (Stage 6).

**Polytechnic Diploma**

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Awarding Institution\* NGEE ANN POLYTECHNIC

Student ID (issued by your polytechnic)\* 12345678

Qualification Title (Full-Time Diploma)\* DIPLOMA IN CHILD PSYCHOLOGY & EARLY EDUCATION

If Others, please specify in full

Period of Study\* From 4 / 2020 To 4 / 2023 (mm/yyyy)

Cumulative Grade Point Average\* 3.56

Please select accordingly if you are submitting:\*

Full-time Diploma\* (Select "Yes" if you have only completed 5 semesters. Select "No" if you have graduated with all semesters completed.)  Yes  No

Conversion Diploma\*  Yes  No

Earn & Learn Diploma\*  Yes  No

Part-Time Diploma\*  Yes  No

Certificate of Merit COM\*  Yes  No

Please check the box if you have obtained a Diploma Plus qualification

**Diploma Plus**

- You may fill up this section if you have obtained a Diploma Plus. Upload your transcript together with your full-time diploma transcript in the “Upload Documents” section (Stage 6).

Diploma Plus	
Qualification Title (Please spell in full)*	CERTIFICATE IN ADVANCED ENGINEERING
Period of Study*	From 4 / 2020 To 4 / 2021 (mm/yyyy)
Grade Point Average (GPA)*	3.89

**(3.3c) NUS High School Diploma**

NUS High School Diploma	
Qualification Title (Please spell in full)*	NUS HIGH SCHOOL DIPLOMA
Period of Study*	From [ ] / [ ] To [ ] / [ ] (mm/yyyy)
Cumulative Average Point (CAP)*	[ ]

**(3.3d) IB Diploma**

IB Diploma	
Awarding Institution*	[ ]
IB EXAM Candidate Number	[ ]
Country*	SINGAPORE
Qualification Title (Please spell in full)*	INTERNATIONAL BACCALAUREATE
Period of Study*	From [ ] / [ ] To [ ] / [ ] (mm/yyyy)
Score*	[ ]
Please check the box if you are submitting a predicted score	<input type="checkbox"/>

**(3.3e) Other Qualifications**

Other Qualifications	
Country*	Please Select
Awarding Institution*	[ ]
	If Others, please specify in full
	[ ]
Qualification Title (Please spell in full)*	[ ]
Period of Study*	From [ ] / [ ] To [ ] / [ ] (mm/yyyy)
Score / GPA*	[ ]

(3.4) If you have taken any of the following tests, you may input the details and scores accordingly.

- SAT
- ACT
- IELTS
- PTE Academic
- C1 Advanced

Note: If you have taken the MUET (Malaysian University English Test) and wish to submit it for application purposes, you may send the transcript to the admissions team via email ([ft\\_admissions@suss.edu.sg](mailto:ft_admissions@suss.edu.sg)).

**Have you taken the SAT test ?**

---

No / Not intending to take  
 Already Taken  
 Intending to Take

**Have you taken the ACT test ?**

---

No / Not intending to take  
 Already Taken  
 Intending to Take

**Have you taken the IELTS Test?**

---

No / Not intending to take  
 Already Taken  
 Intending to Take

**Have you taken the PTE Academic Test?**

---

No / Not intending to take  
 Already Taken  
 Intending to Take

**Have you taken the C1 Advanced Test?**

---

No / Not intending to take  
 Already Taken  
 Intending to Take

(3.4a) If you have taken any of these tests, select the “**Already Taken**” option. The section will expand so that you are able to input the test date and relevant score.

**Have you taken the ACT test ?**

---

No / Not intending to take  
 **Already Taken**

Month/Year taken:  /  (mm/yyyy)

Total ACT Test Score:  ACT Writing Score:

Intending to Take

(3.4b) If you are submitting an application before your registered test date, select the “**Intending to Take**” option; and input the test date.

**Have you taken the SAT test ?**


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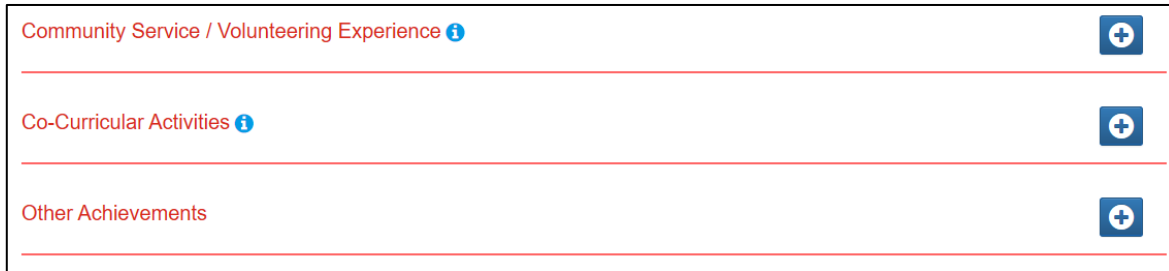
No / Not intending to take  
 Already Taken  
 **Intending to Take**



Month & Year\*  ▼

(3.5) Input the relevant details for your non-academic achievements under the following sub-sections:



- **Community Service/ Volunteering Experience**
- **Co-Curricular Activities**
- **Other Achievements**

Click on the  button to add new records under the respective sections.




Community Service / Volunteering Experience  

---

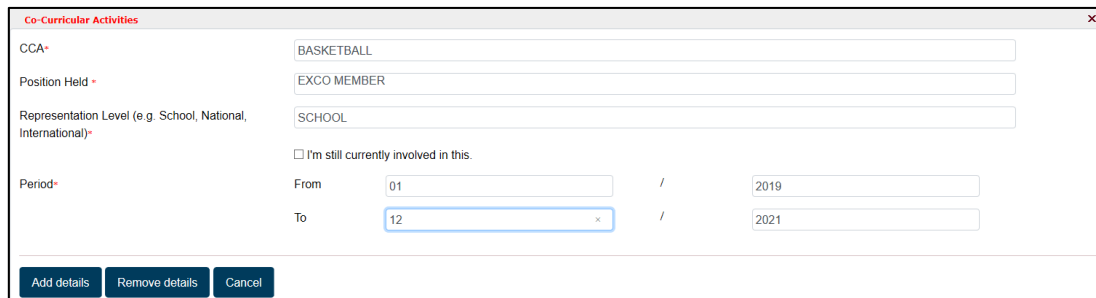
Co-Curricular Activities  


---

Other Achievements 

A new dialog box will appear whenever you click on the  button. After keying in the relevant information, click:

- **Add Details** – to confirm,
- **Remove details** – to empty all the fields for re-entry of information, or
- **Cancel** – to close this dialog box without saving.



**Co-Curricular Activities** 

CCA\*

Position Held\*

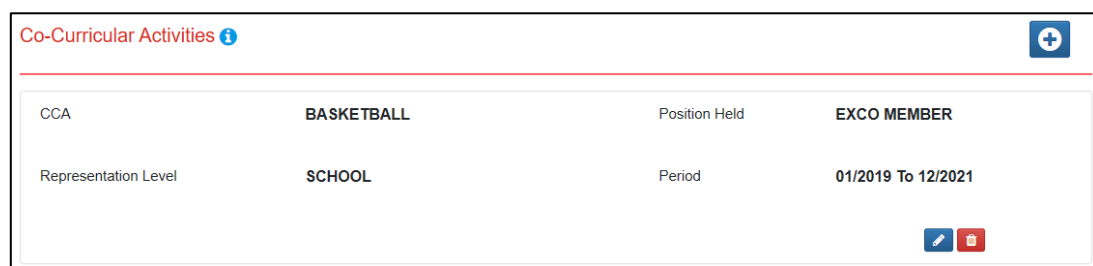
Representation Level (e.g. School, National, International)\*



I'm still currently involved in this.

Period\* From  /

To  /



After clicking on the **“Add Details”** button to confirm the entered information, the dialog box will close and you will return to the main screen to view the information you just added. The successfully added record will look like this:





Co-Curricular Activities  

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CCA	<b>BASKETBALL</b>	Position Held	<b>EXCO MEMBER</b>
Representation Level	<b>SCHOOL</b>	Period	<b>01/2019 To 12/2021</b>


 

To edit an entry, click on the  button. To delete an entry, click on the  button.

Repeat the above steps for all the required sections. Once completed, click on **“Next”** to proceed to the next stage.

**Stage 4 – Employment Details**

Enter the relevant details for your previous and/or current employment. Click on the  button to add new record.

Employment Details (Please only key in work experience that is more than a month) 

---

Previous
Next
Clear
Save & Exit

A new dialog box will appear when you click on the  button. After keying in the relevant information, click:

- **Add Details** – to confirm,
- **Remove details** – to empty all the fields for re-entry of data, or
- **Cancel** – to close this dialog box without saving.

Employment Details x

Name of Company:

Employment Type:  Part Time  Full Time

Employment Status:


Job Title:





I'm still currently involved in this.

Period: From   To

Add details
Remove details
Cancel

After clicking on the **“Add Details”** button to confirm, the dialog box will close and you will return to the main screen.

Employment Details (Please only key in work experience that is more than a month) 

Name of Company	NEW FINANCE	Employment Type	Part Time
Employment Status	ATTACHMENT	Job Title	BUSINESS DEVELOPMENT INTERN
No. of Years/Months	0 year(s) 7 month(s)	Period	06/2021 To 12/2021
 			
Name of Company	ASPIREZ PHOTOGRAPHY	Employment Type	Part Time
Employment Status	FREELANCE	Job Title	PHOTOGRAPHER
No. of Years/Months	4 year(s) 7 month(s)	Period	05/2018 To /
 			

Previous
Next
Clear
Save & Exit

To edit an entry, click on the  button. To delete an entry, click on the  button.

Repeat the above steps for all new entries. Once completed, click on **“Next”** to proceed to the next stage.

## Stage 5 – Reflection Essay

Write a 500-word reflection essay on one quality which you have acquired and why that quality is important to you.

You are strongly encouraged to type the essay on a word document and then use the “copy and paste” function to transfer it into the text box on the application portal.

You may utilise the word count tracker below the textbox to track the number of words that you can enter.

**500-Word Reflection Essay\***

---

From your personal experience, select one quality that you have acquired. Describe in 500 words how you have acquired that quality and why that quality is important to you.

Please type your reflection essay on a word document and use the “copy and paste” function to transfer your essay into this application.

This will prevent a session timeout resulting in your essay not being saved.

Words remaining:500

[Previous](#) [Next](#) [Clear](#) [Save & Exit](#)

Click on “**Next**” to save your entry and proceed to the next stage.



## Stage 6 – Upload Documents

Read through the instructions for uploading documents. This section has been further categorised under different headers to guide your document upload process.

**NOTE: Do not upload ZIP or password protected files.**

**If you have multiple documents to upload, combine the relevant documents (e.g. testimonials from different teachers) into a single file. Ensure that each file size does not exceed more than 4MB before uploading.**

### Upload Supporting Documents

Each file size should not exceed 4MB. Only the following formats are accepted: JPEG, JPG, PDF, DOC, DOCX, BMP, PNG, GIF.

**Please do not upload ZIP or password protected files.**

#### Qualification Documents Required:

- "A" Level Transcript & Certificate **OR**
- Polytechnic Diploma Transcript & Certificate **OR**
- International Baccalaureate (IB) Diploma Transcript & Certificate **OR**
- NUS High School Transcript & Certificate **OR**
- Other Qualifications Transcript & Certificate
- "O" Level Transcript & Certificate *(if applicable)*

#### General Documents [*\* denotes mandatory upload of document(s)*]:

- Front and back of either NRIC or 11B (Applicants serving NS) or Passport (International applicants) \*
- SAT/ACT Result(s), IELTS (Academic)/TOEFL/PTE Academic/C1 Advance/MUET (if applicable)
- National Service Transcript & Certificate (if applicable)
- Other Non-Academic Certificates/ CCA, Referrals
- Testimonials
- Resume \*

**(6.1) Qualification Documents:** This category is customised according to the pre-university qualifications which you have selected in **Stage 3 – Education Details**.


#### GCE 'O' Level

- **Transcript Document:** Upload your GCE 'O' Level transcript. Combine all your transcripts into one PDF.
- **Result Slip / Certificate:** Upload if applicable.
- \* You are only required to submit the transcript.

"O" Level Qualification 	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>


**GCE 'A' Level**

- **Transcript Document:** Upload your GCE 'A' Level transcript. Combine all your transcripts (H2 subjects, contrasting H1 subject and Project Work) into one PDF. If you re-took the GCE 'A' level, upload all your earlier and latest transcripts together.
- **Result Slip / Certificate:** Upload if applicable
- \* You are only required to submit the transcript.

"A" Level Qualification 	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

**Polytechnic Diploma**

- **Transcript Document:** Upload the transcripts for all your 5 semesters if you have not graduated.
- **Result Slip / Certificate:** Upload your final transcript and diploma certificate if you have completed all 6 semesters and graduated. If you have other additional diplomas (e.g Diploma plus, specialist diploma), you can combine your transcripts into one PDF.
- \* You are only required to submit the transcript.

Polytechnic Diploma 	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

**NUS High School Diploma**

- **Transcript Document:** Upload your final transcript.
- **Result Slip / Certificate:** Upload your certificate.
- \* You are only required to submit the transcript.

NUS High School Diploma 	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

**IB Diploma**

- **Transcript Document:** If you are submitting predicted scores, upload the official transcript of your predicted scores obtained from your institution.
- **Result Slip / Certificate:** Upload your final transcript and certificate if you have graduated.
- \* You are only required to submit the transcript.

IB Diploma <span style="float: right;">i</span>	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

**Other Qualifications**

- **Transcript Document:** Upload your final transcript.
- **Result Slip / Certificate:** Upload your certificate.
- \* You are only required to submit the transcript.

Other Qualifications <span style="float: right;">i</span>	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

**(6.2) General Documents:** Upload all non-academic documents here.

**\*Note: It is compulsory to upload your NRIC, 11B or Passport, and Resume.**

General Documents*	
	Uploaded Documents
Front and back of either NRIC or 11B (Applicants serving NS) or Passport (International applicants)*	<a href="#">NRIC.jpg</a> <input type="button" value="Delete"/>
SAT/ACT Result(s), IELTS (Academic)/TOEFL/PTE Academic/C1 Advance/MUET (if applicable)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
National Service Transcript & Certificate (if applicable)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Other Non-Academic Certificates/ CCA, Referrals, Medical Documents	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Testimonials	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Resume*	<a href="#">Resume.docx</a> <input type="button" value="Delete"/>

Click on **“Next”** to proceed to the next stage.

## Stage 7 – Tuition Grant (TG) Declaration

The Tuition Grant Scheme (TGS) was introduced by the Government to subsidise the high cost of tertiary education in Singapore.

TGS is extended to Singapore Citizens (SC) automatically, and is open for application for Singapore Permanent Residents (PR) and International Students (IS).

### **Opt-in or Opt-out from receiving the TG**

- Applicants will indicate their option to opt-in or opt-out from receiving the MOE Tuition Grant Scheme (TGS), which subsidises the tuition fees payable.
- Students who are awarded the TGS will pay subsidised tuition fees.
- Students who opt-out from TGS are liable to pay unsubsidised fees (or full fees) for their study at SUSS.
- Refer to <https://www.suss.edu.sg/full-time-undergraduate/admissions/tuition-fees> for more information before completing this stage.

### **Declare prior TG usage**

- If you have utilised the TG partially or fully for a previous undergraduate programme at another local university, you are required to declare and provide the details.
- SUSS will assess the remaining TG availability and provide advice on your tuition fees payable if you are offered a place at SUSS.

The TG declaration will differ based on nationality.

**(7.1) For Singapore Citizens (SC)**

(7.1a) Read the following declaration. As SC are automatically awarded the TGS, you do not have to indicate the opt-in or opt-out option.

**Declaration for Tuition Grant / Government Subsidy**

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For Singapore Citizens: All eligible Singapore Citizens are automatically awarded a Tier A Tuition Grant, which is the highest level of tuition fee subsidy. You must complete the Tuition Grant Declaration Form as part of your university application.

Please note the following:

- 1) If you have completed a course at the same or lower level, than the course you are applying for, and received subsidies or sponsorship from the Singapore Government for the completed course, you will not be eligible for Tuition Grant.
- 2) If you have completed a course at equal or higher level than the course you are applying for, and received subsidies or sponsorship from the Singapore Government for the completed course, you will not be eligible for Tuition Grant.
- 3) Please read more details on Tuition Grant Eligibility [here](#).


(7.1b) If you have utilised the TG partially or fully for a previous undergraduate programme at another local university, you will have to provide the information at this step. A new section – **Education Information**, will appear.


Please select the option that applies to you:

I have received a Tuition Grant or sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, and I have graduated from the course.  
I am aware that I am ineligible for Tuition Grant for my new course.  
I agree to pay non-subsidised fees for my new course.

I have received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, but I did not graduate / have not graduated from the course.  
I am aware that the Tuition Grant or other Government sponsorship/subsidy that I have previously received will be taken into consideration in assessing my Tuition Grant eligibility for my new course.  
I agree to pay non-subsidised fees for my new course if I am assessed to be ineligible for Tuition Grant.

I have not received any Tuition Grant or sponsorship/subsidy from the Singapore Government previously for a course of study at the same or a higher level as my new course.  
I wish to receive a Tuition Grant and pay subsidised tuition fees for the period of my new course.  
I agree to pay non-subsidised fees if I subsequently become ineligible for the Tuition Grant during the period of my new course.

**Education Information** 

(7.1c) Click on the  button to add a new record. A new dialog box will appear for you to enter the information.

**Add Details**

University:

Programme\*:

Enrolment\*:  /

Withdrawal\*:  /

Study Mode\*:

No. of Credit Units studied\*:

No. of Credit Units to graduate\*:

(7.1d) Click on “**Save**” to confirm and return to the main screen, or “**Cancel**” to close this dialog box without saving.

**(7.2) For Singapore Permanent Residents (PR) or International Students (IS)**

(7.2a) Read the following declaration. As a PR or an IS, you may apply for the TGS.

**Declaration for Tuition Grant / Government Subsidy**

For Permanent Residents: You may apply for a Tier B Tuition Grant, which will partially cover the costs of tertiary education. If you take up a Tier B Tuition Grant, you will be required to secure employment and serve in a Singapore entity for three years upon graduation. To apply, please fill in the Tuition Grant Application Form as part of your university application. Please visit our [website](#) for more details on Tuition Grant.

Please note the following:

- 1) If you have completed a course at the same or lower level, than the course you are applying for, and received subsidies or sponsorship from the Singapore Government for the completed course, you will not be eligible for Tuition Grant.
- 2) If you have completed a course at equal or higher level than the course you are applying for, and received subsidies or sponsorship from the Singapore Government for the completed course, you will not be eligible for Tuition Grant.
- 3) Please read more details on Tuition Grant Eligibility [here](#).

(7.2b) Indicate your opt-in or opt-out option.

**\*Note: If you choose to opt-out, you are liable to pay unsubsidised fees (or full fees) for your course of study at SUSS.**

Please select one option from the following:

- I am a Permanent Resident/International Student and I wish to apply for a Tuition Grant. I am prepared to sign a Tuition Grant Agreement with the Government of Singapore, which would require that I secure employment and serve in a Singapore entity for three years upon graduation. (please proceed to fill in the Tuition Grant Application Form)
- I am a Permanent Resident/International Student and I do not wish to apply for a Tuition Grant. I will pay full fees throughout my course of study.


(7.2c) By opting in, you are also required to declare if you have utilised the TG partially or fully for a previous undergraduate programme at another local university. If yes, a new section – **Education Information**, will appear.

Please select the option that applies to you:

- I have received a Tuition Grant or sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, and I have graduated from the course. I am aware that I am ineligible for Tuition Grant for my new course. I agree to pay non-subsidised fees for my new course.
- I have received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, but I did not graduate / have not graduated from the course. I am aware that the Tuition Grant or other Government sponsorship/subsidy that I have previously received will be taken into consideration in assessing my Tuition Grant eligibility for my new course. I agree to pay non-subsidised fees for my new course if I am assessed to be ineligible for Tuition Grant.
- I have not received any Tuition Grant or sponsorship/subsidy from the Singapore Government previously for a course of study at the same or a higher level as my new course. I wish to receive a Tuition Grant and pay subsidised tuition fees for the period of my new course. I agree to pay non-subsidised fees if I subsequently become ineligible for the Tuition Grant during the period of my new course.

**Education Information**



(7.2d) Click on the  button to add new record. A new dialog box will appear for you to enter the information.

**Add Details** ✕

University

Programme

Enrolment  /

Withdrawal  /

Study Mode **Full-Time**

No. of Credit Units studied

No. of Credit Units to graduate

(7.2e) Click on **“Save”** to confirm and return to the main screen, or **“Cancel”** to close this dialog box without saving.

(7.2f) Proceed to the next sub-section on the TG Agreement obligation for PR and IS.  
Tick the checkbox to confirm that you are agreeable to the terms and conditions set forth for accepting and opting in for the TGS.

**TG Declaration Form (for PR/IS)**

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I understand that if I am offered and accept a Tuition Grant for my studies:

- I am required to sign a Tuition Grant Agreement with the Government of Singapore after matriculation, and secure employment and serve in a Singapore entity for 3 years upon graduation.
- I am required to have two sureties to sign the Tuition Grant Agreement. My sureties must be above 21 and below 65 years of age, and must not be undischarged bankrupts.

In applying for a Tuition Grant, I confirm that I agree to the terms and conditions set forth above. Knowingly providing false information in this form is a criminal offence under Section 177 of the Penal Code, is punishable with imprisonment for a term up to 6 months, or a fine up to a maximum of \$5,000, or with both.

(7.2g) At the last step, certify that all information provided in this section is true and correct by ticking the checkbox.

**Certify Tuition Grant Declaration**

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I hereby certify that all information given by me in this Tuition Grant Declaration is true and correct. I understand that any misrepresentations or omissions in the declaration will result in paying non-subsidised fees if I am assessed to be ineligible for Tuition Grant.

Click on **“Next”** to proceed to the next stage.

## Stage 8 – Application Summary

A summary of the details which you have entered from Stages 1 to 7 will be shown.

**Note: The intake year refers to the year that you are submitting your application.**

The screenshot shows a progress bar with 9 stages: 1 Programme Choice, 2 Demographic Information, 3 Education Details, 4 Employment Details, 5 Reflection Essay, 6 Upload Document, 7 Tuition Grant Declaration, 8 Application Summary (highlighted), and 9 Applicant's Declaration. Below the progress bar are buttons for 'Previous', 'Next', and 'Save & Exit'. The 'Summary of Application' section displays the following details:

Applicant Name	
NRIC/FIN/Passport No	
Intake	July 2024

### Editing the application

(8.1a) To make changes in any stage/section, click on “**Edit**” for the particular section.

The screenshot shows a table titled '[-] Programme Selection' with an 'Edit' button in the top right corner. The table lists the applicant's programme choices:

S/N	Programme
1st Choice	Bachelor of Science in Finance
2nd Choice	Bachelor of Science in Information and Communication Technology
3rd Choice	Bachelor of Science in Marketing
4th Choice	Bachelor of Social Work



(8.1b) After making the change, click on **“Save & Back to Summary”** to return to the main summary page of Stage 8.

The Programme You Are Applying For - i

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S/N	Programme
1st Choice	Bachelor of Science in Finance <span style="float: right;">▼</span>
2nd Choice	Bachelor of Science in Information and Communication Technology <span style="float: right;">▼</span>
3rd Choice	Bachelor of Science in Marketing <span style="float: right;">▼</span>
4th Choice	Bachelor of Social Work <span style="float: right;">▼</span>

Next
Clear
Save & Exit
Save & Back to Summary

Repeat the steps for other sections, if required.

Check that all the details are reflected correctly. Click on **“Next”** to confirm the application summary, and proceed to **Stage 9 – Applicant’s Declaration**.

Please click “Next” to proceed to the last step – Applicant Declaration. Once the Applicant Declaration step is completed, no further changes can be made. An Application Summary, together with an Application Number will be sent to your email.

Your application is only complete when you have paid the application fee (S\$15 for Singaporean and Permanent Resident; or S\$30 for International Applicant).  
Payment can be made at the last step via VISA/MasterCard credit card or eNets.

For any assistance regarding your application, please send an email to [ft\\_admissions@suss.edu.sg](mailto:ft_admissions@suss.edu.sg).

Previous
Next
Save & Exit

**Stage 9 – Applicant’s Declaration**

(9.1) Complete the declaration by selecting “Yes” or “No” for each question.

**Applicant’s Declaration**

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**Disability and Special Needs**

SUSS adopts an inclusive and fair admission policy. The University will not deny an applicant admission based solely on his/her state of health (including mental health), whether past or present. For the University to develop a complete profile of an applicant in order to determine the additional resources and support that may be needed to support you if you are admitted to the University, it is essential that you provide the information requested below. You should note, however, that while the University will do what it can, within the constraints of its resources, the University cannot promise the availability or provision of any assistance (financial or otherwise) to any student admitted to its programmes. When applying for admission to SUSS, you should consider carefully your state of health and the support you may need.

Do you have any past or current medical/mental health condition and/or learning/physical disability?

Yes  No

Does your medical/mental health condition and/or learning/physical disability require special assistance or facilities while studying at the University?

Yes  No

**Other Information**

1 Have you ever been convicted of an offence by a court of law or military court (court martial) in any country?

Yes  No

2 Are there any court proceedings pending against you anywhere in respect of any offence?

Yes  No

3 Are you currently, or have you ever been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?

Yes  No

4 Are you currently, or have you ever been, under investigation or subject to enquiry in respect of any misconduct, scholastic or otherwise, at any educational institution?

Yes  No

(9.2) If you have selected “Yes” for any of the questions, please enter the information in the text box which will appear below the questions. You may return to “Upload Documents” section (Stage 6) to upload any supporting medical documents.

If you have answered “Yes” to any of the above, please provide a full statement with the relevant information below.

I certify that all information given by me in this application is true and correct.

I understand that Singapore University of Social Sciences (SUSS) may reject my application on the grounds of misrepresentation, omission or false declaration on my part.

I further understand that Singapore University of Social Sciences (SUSS) may carry out verification checks on me (including obtaining my past academic results) with the Singapore Ministry of Education, the local polytechnics and/or the previous education institution(s).

I hereby agree to abide by all regulations and procedures specified by SUSS if I am successfully registered as its student.

I hereby agree that Singapore University of Social Sciences (SUSS) may disclose my personal data to academic and administrative staff and where necessary to external institutions or parties for administration of my application and any purpose within the legitimate interest of the University relating to the administration or conduct of the programme (including processing and compilation of statistics and assessment of applications) and the transfer of my personal data outside of Singapore for the purpose of storage, backup and/or recovery. I acknowledge and agree that any disclosure in accordance with the Personal Data Protection Act 2012 and Singapore University of Social Sciences’ [Privacy Policy](#).

(9.3) Indicate your agreement to the **Personal Data Protection Act** by ticking the checkbox.

**Personal Data Protection Act**

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Please click on the [link](#) to view the Personal Data Protection Act

I agree to the above

The data provided may be used for the purpose of marketing courses, event and promoting the university. Photographs may be taken during the interview for the purpose of marketing collaterals. You may be contacted by letter, telephone, email or text messages with details of future events and courses organised or promoted by the university that be of interest to you. If you do not wish to receive such information, please un-check this box.

[Previous](#) [Submit](#) [Clear](#)

(9.4) Click on the “**Submit**” button to submit your online application. You would not be able to return to previous pages once you have click on the “**Submit**” button.

Once the application is submitted successfully, no further changes can be made. The Application Summary PDF and your Application Number will be sent to both your primary and secondary email addresses.

For any further assistance regarding your application, please send an email to [ft\\_admissions@suss.edu.sg](mailto:ft_admissions@suss.edu.sg) with your full name and application number.

Complete your application by making payment for your application fee (S\$15 for Singaporean and Permanent Resident; or S\$30 for International Applicant) in the next stage.

## Stage 10 – Payment for eApplication Fee

Only online payment is accepted. Payment can be made via VISA/MasterCard credit card or eNets.

(10.1) Select the preferred payment method by clicking on the corresponding options. You will be directed to the payment gateway with instructions on how to make payment.

**Payment**

\*In Budget 2022, the Minister for Finance announced that the GST rate will be increased from:

(i) 7% to 8% with effect from 1 Jan 2023; and

(ii) 8% to 9% with effect from 1 Jan 2024.

The application fee payable remains the same, after including the revised GST rate (9%). For more information on the GST adjustment exercise, please refer to the website [here](#).

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[View Invoice](#) [pay by e-credit card](#) [pay by e-nets](#) [Save & Exit](#)

(10.2) Upon successful payment, an e-Receipt will be sent to both your primary and secondary email addresses.

To log off, click on “**Save & Exit**”.

## Viewing/Editing Application

If you require more time to work on your application, you can always click on the **'Save & Exit'** button and return to continue from where you left off on another day. Do note that you will not be able to edit your application once you have completed the **Applicant's Declaration**.

**500-Word Reflection Essay\***

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From your personal experience, select one quality that you have acquired. Describe in 500 words how you have acquired that quality and why that quality is important to you.

Please type your reflection essay on a word document and use the "copy and paste" function to transfer your essay into this application.

This will prevent a session timeout resulting in your essay not being saved.

Words remaining:500

To continue with your application, select the **'Viewing/Editing Application'** option.

**SUSS**  
SINGAPORE UNIVERSITY  
OF SOCIAL SCIENCES

**Full-Time Programme Admission Application**

**You are:**

- Making a New Application
- Viewing/Editing Application**
- Upload Additional Documents

Please read the notes below before submitting your application.

**Document Checklist**

Click [here](#) to download the document checklist and sample of certificates, documents required for your online application.

If you have multiple documents, you should combine them into one PDF before uploading. No zip files are allowed. Each file must be less than 4MB.

You are required to log in using your primary email address which you have provided in your application, and the Login ID. The Login ID comprises of the **last 4 characters of your NRIC/FIN/Passport No + Date of Birth (DDMM)**.

**Example: NRIC SXXXX123A and Date of Birth 01/09/1990, your Login ID will be 123A0109**

**You are:**

- Making a New Application
- Viewing/Editing Application
- Upload Additional Documents

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Email Address\*

Login ID\*

Last 4 characters of NRIC/FIN/Passport No + Date of Birth (DDMM)

Example: NRIC SXXXX123A and Date of Birth 01/09/1990, Login ID will be 123A0109

If you encounter any issues during the application submission process, please email to [ft\\_admissions@suss.edu.sg](mailto:ft_admissions@suss.edu.sg).