

**PART-TIME  
UNDERGRADUATE PROGRAMMES  
ADMISSIONS GUIDE**

Updated as of 22 June 2026

# Submitting a Part-time Undergraduate Programme Application

## Important Notes

This admission application is only applicable to **Part-time Undergraduate, Graduate and Law programmes**.

You may refer to our online application guides:

[English Guide](#)

[Chinese Guide](#)

This form may take you 10-20 minutes to complete. Please have these documents ready for uploading:

### Part-Time Undergraduate Programme

- [Document checklist](#)
- For self-employed applicants, please view [guideline here](#).

### Graduate Programme

- [Document checklist](#)

*\*Note: This 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](#)*

If you would like to apply for credit recognition for completed degree courses or prior degree qualifications, you are required to complete and submit the [Application for Credit Recognition Form](#) within 7 days of your submission of this online application. Credit Recognition is subject to approval, and will not be granted if there is incomplete form, no submission of form and/or supporting documents.

For Part-time Undergraduate & Bachelor of Law Programme : email form to [admissions@suss.edu.sg](mailto:admissions@suss.edu.sg).

For Juris Doctor & Graduate Programmes : email form to [gs\\_admissions@suss.edu.sg](mailto:gs_admissions@suss.edu.sg).

You will take personal responsibility for the information provided in your application.

A non-refundable application fee is applicable for each application, payable via Internet Banking using VISA/MasterCard Credit card or eNETs (participating banks for eNets - DBS/POSB, UOB and Citibank).

The data provided on this form may be disclosed to academic and administrative staff, and where necessary, to external institutions or parties for administration of your 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).

- I have read and understood the above instructions
- The data provided on this form may be used for the purposes of marketing courses, events and promoting the University. You may be contacted by letter, telephone, e-mail or text messages with details of future events and courses organised or promoted by the University that might be of interest to you. If you do not wish to receive such information, please tick this box.

## Online Application

- New Application
- View / Edit Application

[Next](#) [Clear](#)

\*If you encounter any issues with the application, do email us at: [admissions@suss.edu.sg](mailto:admissions@suss.edu.sg) for Part-time Undergraduate & Bachelor of Laws programmes.

Check the box after you have read through the guide and relevant documents.

Select “**New Application**” or “**View/Edit Application**” and click “**Next**” to proceed.

# Step 1: Programme Selection

## Programme Selection

Programme Intake*	2027/01 ▾
Programme Type	UNDERGRADUATE ▾
Discipline	ELECTRONICS ▾
Programme*	Bachelor of Engineering Electronics ▾
Awarding Institution	SUSS
School	SCHOOL OF SCIENCE & TECHNOLOGY

### Programme Intake:

e.g., “2027/01” for Jan 2027 Intake  
“2027/07” for Jul 2027 Intake

### Programme Type:

e.g., select “UNDERGRADUATE”

### Discipline:

e.g., select “ELECTRONICS”

### Programme:

e.g., select “Bachelor of Engineering Electronics (BEHEMJ1)”

You can only choose **one** programme.

Next

Click “**Next**” to proceed to next page.

# Step 2: Personal Details

## Personal Details

<p>NRIC/FIN/Passport No* <sup>i</sup></p> <input type="text" value="G12345678G"/>	<p>Full Name as in NRIC/FIN/Passport*</p> <input type="text" value="LAU XIN HUI"/>
<p>Date of Birth*</p> <input type="text" value="31/07/1996"/>	<p>Salutation*</p> <input type="text" value="MRS"/>
<p>Residency Status*</p> <input type="text" value="EMPLOYMENT PASS/WORK PERMIT/S PASS"/>	<p>Surname/Family Name*</p> <input type="text" value="LAU"/>
<p>Nationality*</p> <input type="text" value="CHINESE"/>	<p>Given Name*</p> <input type="text" value="XIN HUI"/>
<p>Type of Pass* <sup>i</sup></p> <input type="text" value="TYPE OF PASS"/>	<p>Race*</p> <input type="text" value="CHINESE"/>
<p>Pass Expiry Date*</p> <input type="text" value="27/07/2032"/>	<p>IF OTHERS, PLEASE SPECIFY</p>
	<p>Gender*</p> <input type="radio"/> MALE <input checked="" type="radio"/> FEMALE
	<p>Marital Status*</p> <input checked="" type="radio"/> MARRIED <input type="radio"/> SINGLE

## National Service (NS) Details <sup>i</sup>

NS Status (as of 24 Jan 2027)\*

## Home/Correspondence Address

Country\*

Postal Code\*

House/Block No. & Street Name\*

Unit No

Building Name

## Contact Details <sup>i</sup>

Email Address\*

Mobile No.\*

Home Telephone No.

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

### NRIC/FIN/Passport No:

Please provide any one of the following:  
 - NRIC: Singapore Citizen/Permanent Resident  
 - FIN (Employment Pass/Work Permit/S-Pass etc.)

**Pass Expiry Date:** Fill in the pass expiry date (Applicable to Other Residents)

**Full Name as in NRIC/FIN/Passport:** Fill in full name in the exact order as per official documents, for e.g. "LAU XIN HUI", leave a spacing between **Surname/Family Name** and **Given Name**

### Contact Details

#### Email address:

Please enter a valid email address to receive all information regarding your application

Click "**Next**" to proceed to next page, or "**Previous**" to return to prior step, or "**Save & Exit**" to save your application and continue later.

# Step 3: Employment Details

## Present Employment Details

Present Employment Status* <input type="text" value="EMPLOYED"/>	Country* <input type="text" value="SINGAPORE"/>						
Company Name* <input type="text" value="ABC PTE. LTD"/>	Postal code* <input type="text" value="599494"/>						
Current Designation* <input type="text" value="MANAGER"/>	Block No. & Street Name* <input type="text" value="463 CLEMENTI ROAD"/>						
Job Function* <input type="text" value="ENGINEERING"/>	Unit No. <input type="text" value="(E.G. #01-02)"/>						
Commencement date of service at this company* <input type="text" value="From 03/2021"/>	Building Name <input type="text" value="SINGAPORE UNIVERSITY OF SOCIAL SCIENCES"/>						
Employment Type* <input checked="" type="radio"/> FULL-TIME <input type="radio"/> PART-TIME	Office Contact No* <table border="1"> <tr><td>General</td><td>8000001</td></tr> <tr><td>Ext</td><td>EXT</td></tr> <tr><td>DID</td><td>DID</td></tr> </table>	General	8000001	Ext	EXT	DID	DID
General	8000001						
Ext	EXT						
DID	DID						

**Commencement date of service at present employment:** Using format MM/YYYY, E.g. "Mar 2021" as "03/2021"

**Employment Type:** "Full-time" or "Part-time"

- Note that internship falls under Part-Time employment
- Applicants to part-time undergraduate programmes must have **at least two years of full-time work experience** or **be currently employed full-time**
- To add a previous employment record, click the "+" button on the right of Past Employment Record

## Past Employment Record



<input type="button" value="Previous"/>	<input type="button" value="Next"/>	<input type="button" value="Save &amp; Exit"/>
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Click "Next" to proceed to next page, or "Previous" to return to prior step, or "Save & Exit" to save your application and continue later.

# Step 4: Education Details



## Educational Qualification List

Qualification Title	DIPLOMA IN INFOCOMM & DIGITAL MEDIA (IT NETWORK AND SYSTEM ADMINISTRATION)	Period of Study	01/2019 - 02/2021 (2year(s) 2month(s))	
Awarding Institution	NANYANG POLYTECHNIC	Mode of Study	PART-TIME	
Country	SINGAPORE	Taken at SIM/SIM-OUC/UniSIM/SUSS?	NO	
GPA	3.5	Student ID (issued by your Polytechnic)	F111111	



Click "+" button to add on to the Education Qualification List.

## TOEFL/IELTS/SAT (If applicable)

TOEFL: Year Awarded:  Total Score:  Test of Written English score:

IELTS: Year Awarded:  Total Score:  Score of Sub-Test (1):  (2):  (3):  (4):

SAT: Year Awarded:  Total Score:  Test score of (1) Critical Reading:   
 Test score of (2) Mathematics:   
 Test score of (3) Writing:

Click "+" button to provide TOEFL/ IELTS/ SAT scores (If applicable).

I will be taking the test on:

Results will be released on:

I agree to send a copy of the results to Singapore University of Social Sciences upon request.



Click "+" button if you are currently pursuing any programme(s) that you have yet to complete.

## Other programmes that you are currently pursuing (including SUSS programmes)

Click "Next" to proceed to next page, or "Previous" to return to prior step, or "Save & Exit" to save your application and continue later.

# Step 5: Government Subsidies

## Government subsidy

I declare that the information provided by me in this form is true and accurate to the best of my knowledge, and that I have not deliberately or wilfully omitted any information that would render me ineligible to receive a Government Subsidy.

I hereby confirm and declare that I:

I have received a Government subsidy/tuition grant or sponsorship from the Singapore Government for a previous course of study at the same or a higher level as my new programme, and I have graduated from the course.

I am aware that I am ineligible for Government subsidy/tuition grant for my new programme and I agree to pay non-subsidised fees for my new programme.

I have received partial Government subsidy/tuition grant or sponsorship from the Singapore Government for a previous course of study at the same or a higher level as my new programme, but I did not graduate/have not graduated from the course.

I am aware that the Government subsidy/tuition grant or sponsorship that I have previously received will be taken into consideration in assessing my Government Subsidy/tuition grant eligibility for my new programme.

If I am eligible for the remaining Government Subsidy/tuition grant, I agree to pay non-subsidised fees for part of my new programme.

I have not received any Government subsidy/tuition grant or sponsorship from the Singapore Government for a course of study at the same or higher level as the programme I am applying for.

I wish to receive a Government subsidy/tuition grant. I agree to pay non-subsidised fees if I subsequently become ineligible for the Government subsidy/tuition grant during the period of my programme of study.

Government subsidy is not applicable to me as I do not meet the criteria for government subsidy.

Important Notes: Government subsidy will apply to selected graduate programmes when it is available.

Would you like to opt out of Government Subsidy?

Yes, I would like to opt out  No, I do not wish to opt out

Applicants are required to declare accurately whether they have previously enrolled in or are currently pursuing an undergraduate degree or higher qualification, including cases where they withdrew before completing the programme.

**IMPORTANT NOTE:** Failure to provide accurate and complete information may affect the applicant's eligibility for government subsidy and/or admission status. Students may also be liable to pay unsubsidised fees (or full fees) for their study at SUSS.

Please refer to the [webpage](#) for more information.

**IMPORTANT NOTE:** If you wish to receive Government Subsidy (where eligible), please select this option. Otherwise, it will be taken as your decision not to receive the subsidy even if you are eligible, and full fees may apply.

Click "Next" to proceed to next page, or "Previous" to return to prior step, or "Save & Exit" to save your application and continue later.

# Step 6: Applicant's Declaration

## Medical, 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 carefully consider 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?\*

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

YES  NO

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 or are there any court proceedings pending against you anywhere in respect of any offence?\*

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

3. Are you currently, or have you been, under investigation or subject to enquiry in respect of any type of misconduct, scholastic or otherwise, at any educational institution?\*

YES  NO

YES  NO

YES  NO

## Declaration

\* I hereby declare and confirm that:

- a. the information provided by me in this application is true and correct;
- b. all copies of supporting documentation provided by me for purposes of this application are true copies of the originals; and
- c. in respect of supporting documentation that are not in the English language, these have been duly translated and certified by a notary public or equivalent official in the country in which such supporting documentation were issued.

\* 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 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 local universities.

\* I hereby agree that Singapore University of Social Sciences 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 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](#).

I acknowledge that I have read and confirm my acceptance of the above mentioned declaration notes.

If you select "Yes" for any of the question, please upload the supporting documents accordingly.

Tick the checkbox to certify that all information is true and correct to the best of your knowledge

Click "Next" to proceed to next page, or "Previous" to return to prior step, or "Save & Exit" to save your application and continue later.

# Step 7: Document Upload & Important Information

## Upload Supporting Documents

### Instructions

#### 1. Checklist of documents to be submitted for Admissions Application

S/N	Document	Remarks
1	NRIC or Residency proof	<ul style="list-style-type: none"> <li>Singapore Citizen and Permanent Resident:                             <ul style="list-style-type: none"> <li>- NRIC (front and back)</li> <li>- Valid Re-Entry Permit (REP) of Singapore Permanent Resident status</li> </ul> </li> <li>Other Resident:                             <ul style="list-style-type: none"> <li>- Employment Pass (front and back with expiry date clearly stated)</li> <li>- Passport (particulars page)</li> </ul> </li> </ul>
2	Certificate and detailed transcripts for all educational qualifications (including GCE 'O' level)	<ul style="list-style-type: none"> <li>Non-English international qualifications must be translated to English with Notary certification.</li> <li>Photocopy of certificates and transcripts (A4 size).</li> <li>Back copy of the academic transcript must be submitted if the grading system or transcript guide is printed on the reverse side of the transcript.</li> </ul>
3	Employment proof, if you are currently employed	<ul style="list-style-type: none"> <li>Latest payslip (within last 3 months) with company name/logo, your name and NRIC no., OR</li> <li>Current dated certification letter (on company's letterhead) from your current employer - indicating your name NRIC No., designation, working hours and salary, OR</li> <li>CPF contribution statement (latest 3 months)</li> </ul>
4	Employment proof, if you are currently self-employed or unemployed	<ul style="list-style-type: none"> <li>CPF contribution statement (for 24 months), OR</li> <li>Income Tax Notice of Assessment (for past 2 years)</li> </ul>
5	Recent passport-sized colour photograph	<ul style="list-style-type: none"> <li>400 x 514 pixels (jpeg format, &lt;60kb)</li> </ul>

Please ensure all documents are uploaded before submitting your application. You may refer to the specific [programme webpage](#) for any other additional documents required.

Documents not uploaded during the online application must be emailed as attachments to [admissions@suss.edu.sg](mailto:admissions@suss.edu.sg) within 7 days of submission of application. **Incomplete applications (i.e. documents and/or application fees not submitted) will not be processed.**

For self-employed applicants, refer to this [checklist](#).

# Step 8: Summary & Application Fee Payment



## Summary of Application

Applicant Name  
NRIC/FIN/Passport No.  
Awarding Institution  
Programme  
Intake

[+] Personal Details

[+] Employment Details

[+] Education Details

[+] Government Subsidy

[+] Declaration Details

[+] Documents Upload

A progress indicator on top of the top also allows you to click on the specific step and return to that page for rectification.

Please check and verify the information before paying the application fee.

If there are any errors, please return to the corresponding page to rectify.

Please ensure that payment is completed via one of the options above. An acknowledgement email will be issued upon successful payment.

**IMPORTANT NOTE:** Applications without successful payment will not be processed.

Pay using Credit Card | Pay using e-Nets | Previous | Save & Exit

# Successful Payment Acknowledgement

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Thank you for your e-applicati

You have successfully made payment of (inclusive of GST)

An email will be sent to your email address example@email.com. Please print the PDF file of your Submitted Application and attach it together with your supporting documents if you did not upload the documents in this e-application.

Print Submitted Application & Receipt

Close

Click "Print" for the PDF receipt of application.

# Important Information on Application Status Notification

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- You will receive notification of your application status via email:
  - by end November for the January intake OR
  - by end May for the July intake
- You will be required to complete the Acceptance of Offer (AOO) if you have been offered a place:
  - by 15 December for the January intake OR
  - by 30 June for the July intake
- To be enrolled as a student, you will need to pay the tuition fee by the stipulated deadline. For more details on the admissions calendar, please refer [here](#).
- Applicants are strongly encouraged to submit their applications as early as possible, as applications are processed on a rolling basis. In the event of overwhelming demand, priority will be given to eligible applicants who applied early.
- As we will be communicating with you via email/handphone, please update us at [admissions@suss.edu.sg](mailto:admissions@suss.edu.sg) if there is a change in your contact details. Do indicate your name, intake and applied programme in your email to us.

**Thank you for applying to Singapore University of Social Sciences!**