

## **Centre for Continuing and Professional Education Application for Certificate/ Graduate Certificate**

### **Guidelines for Application for Certificate/ Graduate Certificate**

The application for Certificate / Graduate Certificate is subject to the following provisos:

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.

$$\text{CGPA} = \text{SUM (course cu x course GPV)} / (\text{total cu of all graded courses})$$

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 'CCPE/CERT02/SEP18', together with the supporting documents (if any), for the application. Any incomplete application will not be processed.
6. Application may be submitted in person, via postal mail (463 Clementi Road Singapore 599494, Attention: Centre for Continuing and Professional Education) or via email to [cet@suss.edu.sg](mailto: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.

## 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

Programme Title: Graduate Certificate / Certificate \* in \_\_\_\_\_

Course Code	Course Title for Completed Courses	Credit Units	Course Semester	Course Results

### SECTION 2: Personal Information

Full Name: \_\_\_\_\_ (please underline surname) PI No: \_\_\_\_\_

Address: \_\_\_\_\_ Singapore \_\_\_\_\_

Home No: \_\_\_\_\_ Mobile 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

Head of Programme's Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Status: Approved / Not approved (please circle one)**

Remarks: \_\_\_\_\_

CCPE Director's Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Status: Approved / Not approved (please circle one)**

Remarks: \_\_\_\_\_

\* Please delete accordingly.