Application for Graduate Diploma

Guidelines for Application for Graduate Diploma

The application for Graduate Diploma is subject to the following provisos:

1. Application for Graduate Diploma is subject to the fulfillment of requirement under the Graduate Diploma programme.

2. Students must have attained a pass grade in all the courses that matches the Curriculum Plan of the relevant graduate diploma programme at the point of application.

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

   \[
   \text{CGPA} = \frac{\text{SUM (course cu x course GPV)}}{\text{(total cu of all graded courses)}}
   \]

4. For Graduate Diploma 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, 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: Student Records, Office of Academic Services) or via email to certapplication@suss.edu.sg

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

<table>
<thead>
<tr>
<th>Application Period</th>
<th>Submission Cut-off Date</th>
<th>Certificate Release Date</th>
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<tbody>
<tr>
<td>January to June Semester</td>
<td>1st Week of June</td>
<td>End October</td>
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<tr>
<td>July to December Semester</td>
<td>1st Week of December</td>
<td>End April</td>
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8. Applications submitted after the Submission Cut-off Date will be processed in the next application period.

9. The University reserves the right to change fees and discontinue or vary the content of a programme/course.
Application for Graduate Diploma

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 Diploma in

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title for Completed Courses</th>
<th>Credit Units</th>
<th>Course Semester</th>
<th>Course Results</th>
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SECTION 2: Personal Information

Full Name: ___________________________ (please underline surname)  PI No: __________________
Address: ____________________________________________________________________________
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: ____________________________________________
______________________________________________________