

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.

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

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:

Application Period	Submission Cut-off Date	Certificate Release Date
January to June Semester	1 st Week of June	End October
July to December Semester	1 st Week of December	End April

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.

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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 _____

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: _____
