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.
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.

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

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<table>
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<tr>
<th>S/N</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td>Please Select</td>
</tr>
<tr>
<td>2nd Choice</td>
<td>Bachelor of Accountancy, Bachelor of Science in Business Analytics, Bachelor of Early Childhood Education</td>
</tr>
<tr>
<td>3rd Choice</td>
<td>Bachelor of Science in Finance, Bachelor of Human Resource Management, Bachelor of Science in Marketing</td>
</tr>
<tr>
<td>4th Choice</td>
<td>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</td>
</tr>
</tbody>
</table>

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Click on the “**Next**” button after you have confirmed your programme choice.
Stage 2 – Demographic Details

Input details for the following sections accordingly:

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

![Other Demographic Information]

- 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).

![National Service (NS) Details]

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

**Local Singapore Address**

![Correspondence 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

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

   - Emergency Contact Details

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

- 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.
(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).
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).

<table>
<thead>
<tr>
<th>‘A’ Level Qualification (in a single sitting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ GCE ‘A’ Level (Singapore-Cambridge ONLY)</td>
</tr>
<tr>
<td>☑ Other GCE ‘A’ Level Equivalent (e.g. Cambridge International, Edexcel International, etc.)</td>
</tr>
<tr>
<td>Country*: Please Select</td>
</tr>
<tr>
<td>Awarding Institution*: Please Select</td>
</tr>
<tr>
<td>Total No. of passes:*</td>
</tr>
<tr>
<td>Qualification Title*: If Others, please specify in full</td>
</tr>
<tr>
<td>Year of Award*:</td>
</tr>
</tbody>
</table>

(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).
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).

(3.3c) NUS High School Diploma

(3.3d) IB Diploma

(3.3e) Other Qualifications
(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).

(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.

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

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.

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:

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.

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.

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

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.

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 OR
- "O" Level Transcript & Certificate (if applicable)

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

- Front and back of either NRIC or IJIC (Applicants serving NS) or Passport (International applicants)
- SAT/ACT Result(s), IELTS (Academic)/TOEFL/ITE/Advance MUET (if applicable)
- National Service Transcript & Certificate (if applicable)
- Other Non-Academic Certifications/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.
**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.

**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.

**NUS High School Diploma**

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

**Other Qualifications**

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

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

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

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](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**

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 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.

(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: Please Select
- Programme:
- Enrolment:
- Full-Time
- 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.
(7.2d) Click on the button to add new record. A new dialog box will appear for you to enter the information.

(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.

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

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.

Editing the application

(8.1a) To make changes in any stage/section, click on “Edit” for the particular section.
(8.1b) After making the change, click on “Save & Back to Summary” to return to the main summary page of Stage 8.

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.
Stage 9 – Applicant’s Declaration

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

- 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?

Other Information

1. Have you ever been convicted of an offence by a court of law or military court (court martial) in any country?
2. Are there any court proceedings pending against you anywhere in respect of any offence?
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?
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?

(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](image)

(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 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.

(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”.

*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.

View Invoice pay by e-credit card pay by e-nets 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

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.

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
If you encounter any issues during the application submission process, please email to ft_admissions@suss.edu.sg.