

Documents Checklist for Graduate Studies Programme

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"> • Singapore Citizen and Permanent Resident: <ol style="list-style-type: none"> i. NRIC (front and back) ii. Valid Re-Entry Permit (REP) of Singapore Permanent Resident status • Other Resident: <ol style="list-style-type: none"> i. Employment Pass (front and back with expiry date clearly stated) and Passport (particulars page) ii. Passport (for International Students applicants)
2	Certificate and detailed transcript for all educational qualifications (i.e Bachelor degree, Master's degree**) ** applicable for Doctoral programmes.	<ul style="list-style-type: none"> • Non-English international qualifications must be translated to English with Notary certification. • Photocopy of certificates and transcripts (A4 size) • 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.
3	English Language Proficiency Requirement (ELPR) for SUSS graduate programmes conducted in English	<ul style="list-style-type: none"> • Submission of TOEFL/IELTS results if: <ol style="list-style-type: none"> i. the undergraduate degree is not awarded by an English-medium university; or ii. the undergraduate degree is awarded by an English-medium university but the language of instruction was not in English. An official letter from the university to certify as such must be produced for waiver of the ELPR requirement. • Those without TOEFL/IELTS results will need to take the SDE101 course at SUSS.
4	Recent passport-sized colour photograph	<ul style="list-style-type: none"> • 400 x 514 pixels (jpeg format, <60kb)

* Uploaded file formats should be in Portable Document Format (PDF) or JPEG only. Each document file size should not exceed 4MB and must not be password-protected.

Additional Compulsory Supporting Documents to be submitted (Programme-Specific)

Doctor of Philosophy (Gerontology)

S/N	Document	Remarks
1	Research Proposal	<ul style="list-style-type: none"> • Research Proposal requirements: Microsoft Word, 12 pt font, 4000 words (including references) <ul style="list-style-type: none"> - Proposed topic or area of research - Identified potential supervisor (if any) - Motivation for the proposed topic or area of research - Relevance of the proposed topic in addressing contemporary issues/challenges in the profession/industry/society
2	Personal Statement	<ul style="list-style-type: none"> • A personal statement stating your motivation for pursuing a PhD and reason for selecting SUSS and your post PhD career aspirations (500 words)
3	Curriculum Vitae (CV)	<ul style="list-style-type: none"> • Submit a full curriculum vitae detailing your work experience
4	Academic Reference Letters	<ul style="list-style-type: none"> • Two Academic reference letters. Referees are required to submit the reference letter directly to Student Admissions department at admissions@suss.edu.sg

Doctor of Business Administration (DBA)

S/N	Document	Remarks
1	Resume/CV form	<ul style="list-style-type: none"> • Submit a resume/CV using the template here
2	Research Proposal <i>(please follow the research proposal template)</i>	<ul style="list-style-type: none"> • Research questions; • Motivation; • How would society benefit from the findings; • How do you plan to conduct the research
3	Reference Letters	<ul style="list-style-type: none"> • Two reference letters on your character as well as achievements and capabilities • Referees are required to submit the reference letters directly to Student Admissions department at admissions@suss.edu.sg using the reference letter template available here

Master of Taxation

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Master of Psychology

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Personal Statement	<ul style="list-style-type: none"> A personal statement of interest and reasons for choosing the programme (1 page only)
3	Academic Transcripts	<ul style="list-style-type: none"> Submit a copy of official transcript.

Master of Social Sciences

S/N	Document	Remarks
1	Research Proposal	<ul style="list-style-type: none"> Submit a proposed topic or area of research (of about 500 words) stating the following: <ul style="list-style-type: none"> Proposed topic or area of research Motivation for the proposed topic or area of research Importance and relevance of the proposed topic in addressing contemporary issues and its potential contributions
2	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Master of Counselling

S/N	Document	Remarks
1	Reference Letters	<ul style="list-style-type: none"> Two reference letters. Refer to the instructions here
2	Personal Statement	<ul style="list-style-type: none"> A personal statement (not more than 500 words)

Doctor of Philosophy

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Research Proposal	<ul style="list-style-type: none"> Submit a proposed topic or area of research stating the following: <ul style="list-style-type: none"> Proposed topic or area of research Identified potential supervisor (if any) Motivation for the proposed topic or area of research Relevance of the proposed topic in addressing contemporary issues/challenges in the profession/industry/society
3	Personal Statement	<ul style="list-style-type: none"> A personal statement stating your motivation for pursuing a PhD, reason for selecting SUSS and your post PhD career aspirations.
4	Academic Reference Letters	<ul style="list-style-type: none"> Two Academic reference letters. Referees are required to submit the reference letter directly to Student Admissions department at admissions@suss.edu.sg

Master of Applied Research in Social Sciences

S/N	Document	Remarks
1	Research Proposal	<ul style="list-style-type: none"> Submit a proposed topic or area of research (of about 500 words) stating the following: <ul style="list-style-type: none"> Proposed topic or area of research Motivation for the proposed topic or area of research Importance and relevance of the proposed topic in addressing contemporary issues and its potential contributions

Doctor of Philosophy (Engineering)

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Research Proposal	<ul style="list-style-type: none"> Submit a research proposal based on the template
3	Personal Statement	<ul style="list-style-type: none"> A personal statement stating your motivation for pursuing a PhD, reason for selecting SUSS and your post PhD career aspirations.
4	Academic Reference Letters	<ul style="list-style-type: none"> Two Academic reference letters. Referees are required to submit the reference letter directly to Student Admissions department at admissions@suss.edu.sg

Master of Engineering

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Research Proposal	<ul style="list-style-type: none"> Submit a research proposal based on the template
3	Personal Statement	<ul style="list-style-type: none"> A personal statement stating your motivation for pursuing a PhD, reason for selecting SUSS and your post PhD career aspirations.
4	Academic Reference Letters	<ul style="list-style-type: none"> Two Academic reference letters. Referees are required to submit the reference letter directly to Student Admissions department at admissions@suss.edu.sg

Graduate Diploma in Analytics and Visualisation (GDAV) and Master of Analytics and Visualisation (MAVI)

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience. Provide an optional reference contact (email address and phone number)

Graduate Diploma in Community Leadership and Social Development

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Graduate Diploma in Non-Profit Management

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Master in Boundary-Crossing Learning and Leadership

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Graduate Diploma in Artificial Intelligence for Business

S/N	Document	Remarks
1	Resume	<ul style="list-style-type: none"> Submit a resume that outlines your skills, accomplishments, and work experience

Graduate Diploma in Expressive Arts Therapy

S/N	Document	Remarks
1	Portfolio/Certificates	<ul style="list-style-type: none"> Experience or familiarity, preferably, in the two expressive arts forms Experience or training in one counselling model or approach
2	Essay	<ul style="list-style-type: none"> Why the interest in this programme? What would you like to do with the qualification upon graduation?

Master of Science in Management 中文管理学硕士

S/N	Document	Remarks
1	Resume/CV form 个人简历	<ul style="list-style-type: none"> Submit a resume/CV using the template here. 请使用此处提供的模版提交一份个人简历。

2. Documents that are not uploaded during your e-Application must be submitted to Singapore University of Social Sciences (SUSS) via email **within 7 days** of your e-Application. Indicate your name and applied programme in your email.

Email your supporting documents to: admissions@suss.edu.sg

3. **All educational certificates and result transcripts MUST** be certified true copy by SUSS except the following:

- Degree from the local Universities (NUS, NTU, SMU, SUSS, SIT & SUTD)
- Diploma from the local Polytechnics (NP, NYP, RP, SP & TP)
- GCE 'A' or 'O' Level from Singapore Ministry of Education

SUSS will notify applicants to bring their original qualifications (certificates and academic transcripts) with photocopies for certification, if required, at a later date.

4. **Course Fee Concession for graduates (at Master's or Bachelor level) of Singapore Institute of Management**

To be eligible for the course fee concession, you are required to obtain a certification letter from SIM Global Education to confirm that you are a graduate of the Singapore Institute of Management.

To request for a certification letter, please email: students@sim.edu.sg and note that they will need at least 7 working days to process your request.

Concession eligibility may be reviewed and subject to change at the discretion of SUSS without prior notice.