

## Documents Checklist for Graduate Studies Programme

1. Checklist of documents\* to be submitted for Admissions Application:

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

\* 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)**

**School of Business**

**Graduate Diploma in Analytics and Visualisation / Master of Analytics and Visualisation**

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> <li>Submit a full curriculum vitae detailing your work experience.</li> <li>Provide an optional reference contact (email address and phone number)</li> </ul>
2	Personal Statement	<ul style="list-style-type: none"> <li>A personal statement stating your motivation for pursuing a PhD and reason for selecting SUSS and your post PhD career aspirations (500 words)</li> </ul>

**Graduate Diploma in Artificial Intelligence for Business**

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

**Graduate Diploma in Digital Marketing and Master of Digital Marketing**

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

**Graduate Diploma in IP and Innovation Management / Master of IP and Innovation Management**

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

**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"> <li>Submit a resume/CV using the template <a href="#">here</a>. 请使用此处提供的模版提交一份个人简历。</li> </ul>

**Doctor of Business Administration (DBA)**

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

**School of Humanities and Behavioral Sciences**

**Master of Psychology/Graduate Diploma in Organisational Psychology**

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

**Graduate Certificate/Diploma in Applied Linguistics, Master of Arts in Applied Linguistics (TESOL)**

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

**Master of Applied Research in Social Sciences**

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

## S R Nathan School of Human Development

### Doctor of Philosophy (Gerontology)

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

### Master of Counselling

S/N	Document	Remarks
1	Reference Letters	<ul style="list-style-type: none"> <li>Two reference letters. Refer to the instructions <a href="#">here</a></li> <li>Referees are required to submit the reference letter directly to Graduate Studies department at <a href="mailto:gs_admissions@suss.edu.sg">gs_admissions@suss.edu.sg</a></li> </ul>
2	Personal Statement	<ul style="list-style-type: none"> <li>A personal statement (not more than 500 words)</li> </ul>

### Graduate Diploma in Psychodynamic Approaches

S/N	Document	Remarks
1	Reference Letters	<ul style="list-style-type: none"> <li>Two reference letters. Refer to the instructions <a href="#">here</a></li> <li>Referees are required to submit the reference letter directly to Graduate Studies department at <a href="mailto:gs_admissions@suss.edu.sg">gs_admissions@suss.edu.sg</a></li> </ul>
2	Personal Statement	<ul style="list-style-type: none"> <li>A personal statement (not more than 400 words)</li> </ul>
3	Curriculum Vitae (CV)	<ul style="list-style-type: none"> <li>Submit a full curriculum vitae detailing your work experience</li> </ul>

### Master of Education in Early Childhood Education (Chinese)

S/N	Document	Remarks
1	Reference Letters 推荐信要求	<ul style="list-style-type: none"> <li>1. 一封来自你过去或目前的工作上级、主管、或直接领导;</li> <li>2. 一封来自你在学术或专业领域的导师、教授或讲师</li> <li>Referees are required to submit the reference letter directly to Graduate Studies department at <a href="mailto:gs_admissions@suss.edu.sg">gs_admissions@suss.edu.sg</a></li> </ul>

2	<b>Personal Statement 个人陈述要求</b>	<ul style="list-style-type: none"> <li>请在 800 字以内，撰写个人陈述，回答以下问题： 1. 申请动机：是什么生活经历促使你选择学前教育领域？请从家庭背景、个人成长与孩子互动的经历中，说明这些经历如何激发你投身学前教育的动机，特别是你希望如何通过教育促进孩子们的成长和发展。 2. 个人成长与准备：你从这些经历中学到了什么？你认为自己做了哪些准备，有助于你成为一名优秀的学前教育工作者？ 3. 适合该课程的原因：为什么你认为自己适合接受学前教育硕士课程的培训？你的经历、背景或职业目标如何与学前教育学习计划相匹配？ 4. 其他相关信息：任何有助于选拔的信息，如志愿服务经验、与儿童工作的经历或相关培训。</li> </ul>
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### Graduate Diploma in Expressive Arts Therapy

S/N	Document	Remarks
1	Portfolio/Certificates	<ul style="list-style-type: none"> <li>Experience or familiarity, preferably, in the two expressive arts forms</li> <li>Experience or training in one counselling model or approach</li> <li>Portfolio/Powerpoint slides of artwork and/OR Certificates of Training/letters of recommendations (if any)</li> </ul>
2	Essay	<ul style="list-style-type: none"> <li>Why the interest in this programme? What would you like to do with the qualification upon graduation?</li> </ul>
3	Curriculum Vitae (CV)	<ul style="list-style-type: none"> <li>Submit a full curriculum vitae detailing your work experience</li> </ul>

### Graduate Diploma in Community Leadership and Social Development

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

### Graduate Diploma in Non-Profit Management

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

### Graduate Diploma in Social Work

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

### Graduate Diploma in Human Capital Management / and Master of Human Capital Management

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

### Graduate Diploma in Youth Work

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> <li>Submit a full curriculum vitae detailing your work experience</li> </ul>
2	Aspirational Letter	<ul style="list-style-type: none"> <li>Stating the motivation and why you want take the programme (not more than 2 pages)</li> </ul>

### Graduate Diploma in Professional Life Coaching

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> <li>Submit a full curriculum vitae detailing your work experience</li> </ul>
2	Aspirational Letter	<ul style="list-style-type: none"> <li>Stating the motivation and why you want take the programme (not more than 2 pages)</li> </ul>

### School of Science and Technology

#### Doctor of Philosophy (Engineering)

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

#### Master of Engineering

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> <li>Submit a full curriculum vitae detailing your work experience</li> </ul>
2	Research Proposal	<ul style="list-style-type: none"> <li>Submit a research proposal based on the <a href="#">template</a></li> </ul>
3	Personal Statement	<ul style="list-style-type: none"> <li>A personal statement stating your motivation for pursuing a PhD, reason for selecting SUSS and your post PhD career aspirations.</li> </ul>

4	Academic Reference Letters	<ul style="list-style-type: none"> <li>Two Academic reference letters. Referees are required to submit the reference letter directly to Graduate Studies department at <a href="mailto:gs_admissions@suss.edu.sg">gs_admissions@suss.edu.sg</a></li> </ul>
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### Graduate Diploma in Project Management and Master of Built Environment

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

### School of Law

#### Master of Taxation

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

### Graduate Studies

#### Doctor of Philosophy

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

#### Master of Social Sciences

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

2	Curriculum Vitae (CV)	<ul style="list-style-type: none"> <li>Submit a full curriculum vitae detailing your work experience</li> </ul>
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## **Institute of Adult Learning**

### **Master in Boundary-Crossing Learning and Leadership**

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

- 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 Graduate Studies department at [gs\\_admissions@suss.edu.sg](mailto:gs_admissions@suss.edu.sg)
- 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](mailto: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.