

Documents Checklist for Part-Time Undergraduate Programme

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

S/N	Document	Remarks (JPEG, JPG, PDF, DOC or DOCX)
1	NRIC or Residency proof	<ul style="list-style-type: none"> • Singapore Citizen and Permanent Resident: <ul style="list-style-type: none"> ➢ NRIC (front and back) ➢ Valid Re-Entry Permit (REP) of Singapore Permanent Resident status. • Other Resident: <ul style="list-style-type: none"> ➢ Employment Pass (front and back with expiry date clearly stated) and Passport (particulars page)
2	Certificate and detailed transcript for all educational qualifications (including GCE 'O' level)	<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	Employment proof, if you are currently employed	<ul style="list-style-type: none"> • Latest payslip (within last 3 months) with company name/logo, your name and NRIC no., OR • Current dated certification letter (on company's letterhead) from your current employer - indicating your name, NRIC no., designation, working hours and salary, OR • CPF contribution statement (latest 3 months)
4	Employment proof, if you are currently self-employed or unemployed	<ul style="list-style-type: none"> • CPF contribution statement (for 24 months), OR • Income Tax Notice of Assessment (for past 2 years)
5	Recent passport-sized colour photograph	<ul style="list-style-type: none"> • 400 x 514 pixels (jpeg format, <60kb)

Bachelor of Laws and Juris Doctor – Additional documents to be submitted (Compulsory)

S/N	Document	Remarks
1	Personal Statement	<ul style="list-style-type: none"> • A statement on aspirations and motivations for choosing this programme (up to 1000 words)
2	Supporting Evidence	<ul style="list-style-type: none"> • Supporting documents on your commitment to the practice of criminal and family law
3	Resume (not required for fresh school leavers)	<ul style="list-style-type: none"> • Details of your current and past work experience

Bachelor of Counselling – Additional documents to be submitted (Compulsory)

S/N	Document	Remarks
1	Personal Statement	<ul style="list-style-type: none"> A personal statement pertaining to 4 given questions (up to 500 words)

Bachelor of Sports and Physical Education – Additional documents to be submitted (Compulsory)

S/N	Document	Remarks
1	Compulsory submission of their health memo and, if necessary, supplementary forms.	<ul style="list-style-type: none"> Health Memo https://www.suss.edu.sg/docs/default-source/contentdoc/nshd/bse_healthmemo.pdf Supplementary Forms - https://www.suss.edu.sg/docs/default-source/contentdoc/nshd/bse_supplementary-forms.pdf
2	Compulsory submission of their CV in the prescribed format.	<ul style="list-style-type: none"> CV https://www.suss.edu.sg/docs/default-source/contentdoc/nshd/bspe-application-cv.docx

* 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.

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

2. **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.

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

To be eligible for 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 the 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.