Welcome to Singapore University of Social Sciences e-Application Guide

*If you encounter any issues with the application, do email us at **admissions@suss.edu.sg.**

Important Notes

This admission application is only applicable to **Part-time Undergraduate, Graduate** and **Law programmes.**

Refer to our Online Application Guide for assistance on how to apply online.

This form may take you 10-20 minutes to complete. Please have these documents ready for uploading:

Part-Time Undergraduate Programme

- Document checklist
- For self-employed applicants, please view guideline here.

Note: This is required to verify your correct identity and facilitate the processing of your admission application. For more information of SUSS Privacy Policy, please click here

If you would like to apply for credit recognition for completed degree courses or prior degree qualifications, you are required to complete and submit the Application for Credit Recognition Form to us via email at admissions@suss.edu.sg within 7 days after of your submission of this online application. Credit Recognition is subject to approval, and will not be granted if there is incomplete form, no submission of form and/or supporting documents.

You will take personal responsibility for the information provided in your application.

A non-refundable application fee is applicable for each application, payable via Internet Banking using VISA/MasterCard Credit card or eNETs (participating banks for eNets - DBS/POSB, UOB and Citibank).

The data provided on this form may be disclosed to academic and administrative staff, and where necessary, to external institutions or parties for administration of your 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).

☐ I have read and understood the above instructions

☐ The data provided on this form may be used for the purposes of marketing courses, events and promoting the University. You may be contacted by letter, telephone, e-mail or text messages with details of future events and courses organised or promoted by the University that might be of interest to you. If you do not wish to receive such information, please tick this box.

Check the box after you have read and understood the important instructions.

Online Application

◉ New Application   ○ View / Edit Application

Select "New Application" or "View/Edit Application" and click "Next" to proceed.

[Next] [Clear]

Step 1– Programme Selection

1 Programme Selection   **2** Personal Details   **3** Employment Details   **4** Education Details   **5** Declaration   **6** Documents Upload   **7** Application Summary

If you wish to go back to the previous page, click on the top page banner. Please do not click on the 'back' button of the browser.

Programme Selection ℹ

Programme Intake*	2024/07 ▼
Programme Type	MASTER ▼
Discipline	MANAGEMENT (CHINESE) -G ▲
Programme*	Master of Science in Management 管 ▼
Awarding Institution	**SUSS**
School	**SCHOOL OF BUSINESS**

Next

Click "Next" to proceed to next page

Programme Intake：
eg："2024/07"for Jul 2024 Intake，"2025/01"for Jan 2025 Intake

Programme Type：
eg: select"Master"

Discipline：
eg: select"Management (Chinese) - G"

Programme：
eg: select"Master of Science in Management 管理学硕士学位（MSMGT）"

You can only choose one programme.

Step 2– Personal Details

Personal Details

NRIC/FIN/Passport No* ⓘ
`G1234567F`

Date of Birth*
`31/07/1995`

Residency Status*
`OTHERS`

Nationality*
`CHINESE`

Type of Pass* ⓘ
`INTERNATIONAL STUDENT`

Pass Expiry Date*
`DD/MM/YYYY`

Full Name as in NRIC/FIN/Passport*
`LIU XINHUI`

Salutation*
`MS`

Surname/Family Name*
`LIU`

Given Name*
`XINHUI`

Race*
`CHINESE`
`IF OTHERS, PLEASE SPECIFY`

Gender*
○ MALE   ⊘ FEMALE

Marital Status*
○ MARRIED   ⊘ SINGLE

National Service (NS) Details ⓘ

NS Status (as of **11 Aug 2024**)*
`NOT APPLICABLE`

Surname/Family Name ：For eg "LAU XIN HUI", surname is "LAU".

Given Name： For eg "LAU XIN HUI" given name is "XIN HUI".

Race：Please select， " CHINESE " ，" MALAY " ，"INDIAN"， "EURASIAN" or "OTHERS" .

Gender： "MALE" ， "FEMALE" .

Marital Status： "MARRIED" ， "SINGLE" .

National Service （**NS**）**Details:** Not applicable to international students

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NRIC/FIN/Passport No：
Please provide any one of the following：
- NRIC: Singapore Citizen/Permanent Resident
- Other passes (Employment Pass/Work Pass/Student Pass/Long-Term Residence Pass)
- Passport No: For international students

Date of Birth： Using the format DD/MM/YYYY, for eg： "31 July 1995" will be "31/07/1995" .

Residency Status： For international students, select "Others" .

Nationality：Please select the nationality， For e.g., China will be "Chinese" 。

Type of Pass：Please select Pass type； Foreigners to indicate "International Student"

Pass Expiry Date : Fill in the pass expiry date (Not applicable to international students).

Full Name as in NRIC/FIN/Passport:
Fill in full name， for eg. "LIU XINHUI" , leave a spacing between **Surname/Family Name** and **Given Name**.

Salutation: "Mr" for Male, "Ms" for female.

Step 2– Personal Details

Home/Correspondence Address

Country*
CHINA

Postal Code*
535000

Address Line 1*
7 XINXING ROAD

Address Line 2
ADDRESS LINE 2

Address Line 3
ADDRESS LINE 3

City / State*
GUILIN / GUANGXI

Contact Details ⓘ

Email Address*
liuxinhui@sina.com.cn

Mobile No.*
86182231479652

Home Telephone No.
867772828225

Note: Future correspondence will be sent via SMS/Email. If you do not own a mobile phone, please provide the mobile number of one of your contacts.

[Previous] [Next] [Save & Exit]

Click "**Save & Exit**" to save the details you have entered before exiting the E-app. You can log in again during the application period to resume your application.

Click "**Next**" to go the next page.

*Fill in and verify your personal details. Please ensure your email address is correct as we will contact you via this email.

Home/Correspondence Address
Country ： From the drop-down list, select a country, for e.g. "China"

Postal Code：Enter a postal code, for e.g. "535000"。

Address Line 1：Fill in the address with street name and number, "7 Xinxing Road"。

Address line 2-3 (Optional)：Fill in other information not in Address Line 1

City/State：For e.g. "Guilin / Guangxi"

Contact Details
Email address:
Please enter the email address you would like to send and receive all information regarding your application liuxinhui@sina.com.cn.

Mobile Number：If it is a non-Singapore number, please fill in the country code and mobile phone number in this format. For e.g. "86182231479652"，where "86" is the country code and "182231479652" is the contact number.

Home Telephone No (Optional)：Please fill in your home phone number, in this format "867772828225", where "86" is the country code, "777" is the area code, and "2828225" is the phone number.

Step 3– Employment Details

Present Employment Status：
"Employed"；"Self-employed"；
"Freelance"；"Unemployed"；
"Home-maker"；"Retired"；
"Internship"；"Attachment"

Company Name：E.g. "Xinhua Trading Pte Ltd".

Current Designation：E.g. "Manager"，"Director"，"President".

Job Function: "Engineering"，"Finance and Accounting"，"General Management"，"Human Resource Management/Development"，"Marketing and Sales"，"Manufacturing / Production"，"Research and Development"

Commencement date of service at this company：Using format MM/YYYY，E.g. "Feb 2013" as "02/2013"。

Employment Type : "Full-time" or "Part-time".

Country: Country of Employment

Postal code：Postal code for place of employment

Address Line 1-3：
For the specific address of the place of employment, indicate the street name and number.

City/State：Indicate the name of the City for place of employment, including state (province).

Office Contact No: "General" for general contact; "Ext" for extension contact; "DID" for direct dial number. For e.g., (86) 777-2828225 can be entered as 867772828225.

To add a previous employment record, click on the right side of "Past Employment Record" button.

Step 3– Employment Details

Employment Information   ×

Company Name*   BBI INVESTMENT CO

Designation   EXECUTIVE

Period*   From   01/2011   📅

                       To   01/2013   📅

No. of Years/Months   2 YEAR(S) 1 MONTH(S)   (as of 31 Jul 2023)

Employment Type*   ⊘ FULL-TIME   ○ PART-TIME

                              ➕ Add   ✖ Cancel

After clicking the 'Add Past Employment Record', a pop-up window will appear. Please fill in the required information.

After filling in the required information, click "Add" to add to the record.

The added employment record will appear as "Past Employment Record".

Past Employment Record ⓘ   ⊕

Company Name	BBI INVESTMENT CO	Designation	EXECUTIVE
Period From/To	01/2011 - 01/2013	Employment Type	FULL-TIME
No. of Years/Months (as of 31 Jul 2023)	2 year(s) 1 month(s)		✏️ 🗑️

Previous   Next   Save & Exit

Click "**Next**" to go to the next page.

Step 4– Education Details

Educational Qualification List ⓘ

Click "+" to add on to the Education Qualification List.

Add Education Details

Country*	CHINA
Institution Type*	UNIVERSITY
Awarding Institution* For GCE 'O' & 'A' levels taken in Singapore, select "Singapore Cambridge - GCE 'O' & 'A' Levels"	Others
	GUANGXI UNIVERSITY
Qualification Title*	Others
	BACHELOR DEGREE
Period of Study*	From MM/YYYY 📅 To MM/YYYY 📅
Mode of Study*	☑ FULL-TIME ○ PART-TIME
Taken at SIM/SIM-OUC/UniSIM/SUSS?* ⓘ	○ YES ☑ NO
Qualification Attained Via*	On-campus

➕ Add   **✖ Cancel**

Taken at SIM/SIM-OUC/UniSIM/SUSS?："Yes" or "No".

Qualification Attained Via："On campus" or "External Degree Programme/Distance Learning"

Fill in the education information in the pop-up window

Country：Please select the country awarding the qualification certificate.

Institution Type："University"，"Other Institution"

Awarding Institution：Select from the drop-down list or select "Others" and fill in the Institution name, such as "Guangxi University".

Qualification Type：
Select from the drop-down list or select "Others" and fill in the name of the certificate, such as "Bachelor Degree" or "Diploma".

Period of Study："From" period "To" period. Using format MM/YYYY，E.g. "Feb 2013" as "02/2013"。

Mode of Study："Full-time" or "Part-time".

Step 5– Declaration

Progress bar: 1 Programme Selection → 2 Personal Details → 3 Employment Details → 4 Education Details → 5 Declaration → 6 Documents Upload → 7 Application Summary

Medical, Disability and Special Needs

SUSS adopts an inclusive and fair admission policy. The University will not deny an applicant admission based solely on his/her state of h
present. For the University to develop a complete profile of an applicant in order to determine the additional resources and support that m
the University, it is essential that you provide the information requested below. You should note, however, that while the University will do what it can, within the constraints of its resources, the University cannot promise the availability or provision of any assistance (financial or otherwise) to any student admitted to its programmes. When applying for admission to SUSS, you should carefully consider your state of health and the support you may need.

Do you have any past or current medical/mental health condition and/or learning/physical disability?*   ○ YES ⊙ NO

Does your medical/mental health condition and/or learning/physical disability require special assistance or facilities while studying at the University?*   ○ YES ⊙ NO

> Please select "NO" if you are not suffering from any health, mental or learning disabilities,

> Check and verify.

Other Information

1. Have you ever been convicted of an offence by a court of law or military court (court martial) in any country or are there any court proceedings pending against you anywhere in respect of any offence?*   ○ YES ⊙ NO

2. Are you currently, or have you been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?*   ○ YES ⊙ NO

3. Are you currently, or have you been, under investigation or subject to enquiry in respect of any type of misconduct, scholastic or otherwise, at any educational institution?*   ○ YES ⊙ NO

> Please select "NO" if you do not have any legal disputes or academic violations.

Declaration

* I hereby declare and confirm that:

    a. the information provided by me in this application is true and correct;

    b. all copies of supporting documentation provided by me for purposes of this application are true copies of the originals;

    c. in respect of supporting documentation that are not in the English language, these have been duly translated and certi which such supporting documentation were issued.

* 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 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 local universities.

* I hereby agree that Singapore University of Social Sciences 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 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.

☑ I acknowledge that I have read and confirm my acceptance of the above mentioned declaration notes.

[Previous] [Next] [Save & Exit]

> Click "I acknowledge..." and click "Next" to go to the next page.

Step 6– Documents Upload & Important Instructions

Upload Supporting Documents

Instructions

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

S/N	Documents	Remarks (JPEG, JPG, PDF, DOC or DOCX)
1	NRIC or Residency Proof	• Singapore Citizen and Permanent Resident: i) NRIC (front and back) ii) Valid Re-Entry Permit (REP) of Singapore Permanent Resident status • Other Resident: 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.	• 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 Proficency Requirement (ELPR) for SUSS graduate programmes conducted in English	• Submission of TOEFL/IELTS results if: 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	• 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.

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.

1. **NRIC or Residency Proof：** E.g. Passport

2. **Certificate and detailed transcript for all educational qualifications：** Upload scanned copies of certificates (or certified copies/translations).

3. **English Language Proficiency Requirement：** Not applicable to Graduate Programmes conducted in Chinese.

4. **Recent passport-size colour photograph：** JPEG format, 400 pixels (width) x 514 pixels (height).

Documents not uploaded during the online application must be emailed as attachments to admissions@suss.edu.sg within 7 days of submission of application. Incomplete applications (i.e. documents and/or application fees not submitted) will not be processed.

# Step 6–Documents Upload & Important Instructions

Photo *

File name of Photograph   Upload Photo

> Your photo and file name will appear on the page upon successful upload.

General Documents

Document			
Residency Proof		📁 File selection	⊕ Upload ⊗ Remove
Employment Proof		📁 File selection	⊕ Upload ⊗ Remove
TOEFL/IELTS Report		📁 File selection	⊕ Upload ⊗ Remove
Personal Statement (for DBA & PHGER)		📁 File selection	⊕ Upload ⊗ Remove
Resume/CV		📁 File selection	⊕ Upload ⊗ Remove
Reference letters (for DBA)		📁 File selection	⊕ Upload ⊗ Remove
Research Proposal		📁 File selection	⊕ Upload ⊗ Remove

Residency Proof ：E.g. Passport

Employment Proof ：E.g. letter of certification from the company.

Resume/CV：Resume in Chinese.

Qualification Documents

Awarding institution	GUANGXI UNIVERSITY	Qualification Title	BACHELOR DEGREE
Transcript Document		📁 File selection	⊕ Upload ⊗ Remove
Certificate Document		📁 File selection	⊕ Upload ⊗ Remove

"**File Selection**"；
"**Upload**"；
"**Remove**"

Transcript Document：E.g. transcript certificate obtainable via Xuexin.com (Certified copy/translation of transcripts)

Certificate Document：E.g., Scanned copies of certificates obtainable via Xuexin.com (certified copies/translations)

Summary of Application

Summary of Application

Applicant Name	**LIU XINHUI**
NRIC/FIN/Passport No.	**G1234567F**
Awarding Institution	**SUSS**
Programme	**MSMGT - Master of Science in Management 管理学硕士学位**
Intake	**2024/07**

[+] Personal Details

[+] Employment Details

[+] Education Details

[+] Declaration Details

[+] Documents Upload

Pay using Credit Card   **Pay using e-Nets**   **Previous**   **Save & Exit**

Pay the application fee online using a credit card or eNets.

Please check and verify the information. If there are any errors, please return to the corresponding page to rectify.

Successful Payment Acknowledgement

Online Application

Thank you for your e-application.

You have successfully made payment of   (inclusive of GST)

An email will be sent to your email address example@email.com. Please print the PDF file of your Submitted Application and attach it together with your supporting documents if you did not upload the documents in this e-application.

[Print Submitted Application & Receipt] [Close]

Ensure your email address is correct.

Click "print" for the PDF receipt of application.

Important information on notification of application status：

➢ For January intake, the notification will be by end November and for July intake, the notification will be by end May. You will receive notification of your application status via email.

➢ If successful, you will be invited to participate in the online Acceptance of Offer (AOO). The deadlines for AOO are 15 December and 15 June for the January and July intakes respectively. To be enrolled as a student, you will need to pay the course fee by the stipulated deadline.

➢ In the event of overwhelming demand and limited vacancy, priority will be given to eligible applicants who applied early.

➢ As we will be communicating with you via email/handphone, please update us at admissions@suss.edu.sg if there is a change in your contact details. Do indicate your name and applied programme in your email to us.

Thank you for applying to Singapore University of Social Sciences.