Welcome to Singapore University of Social Sciences e-Application Guide

This system is best viewed using Chrome 52 or Mozilla Firefox 48

*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).



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

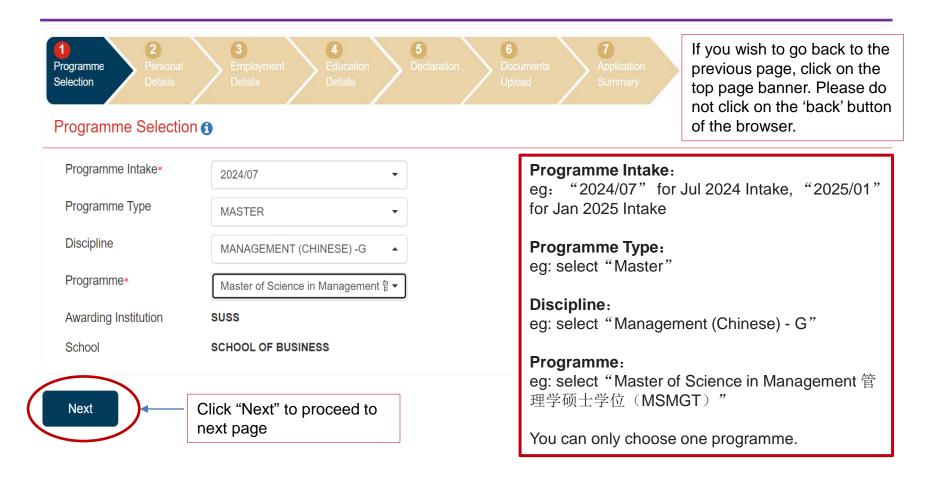
New Application View / Edit Application

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

Next

Clear

Step 1– Programme Selection

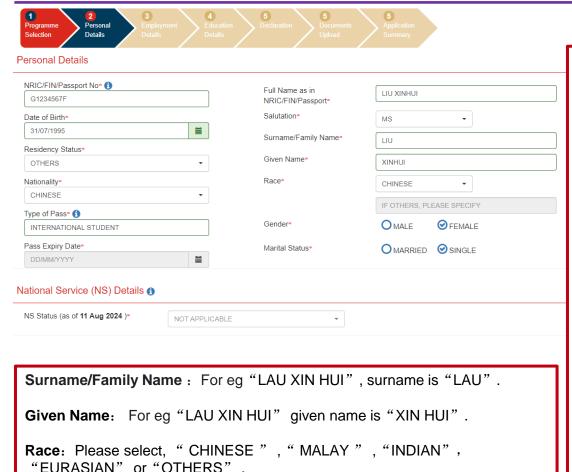


Step 2– Personal Details

Gender: "MALE", "FEMALE".

Marital Status: "MARRIED", "SINGLE".

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



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"

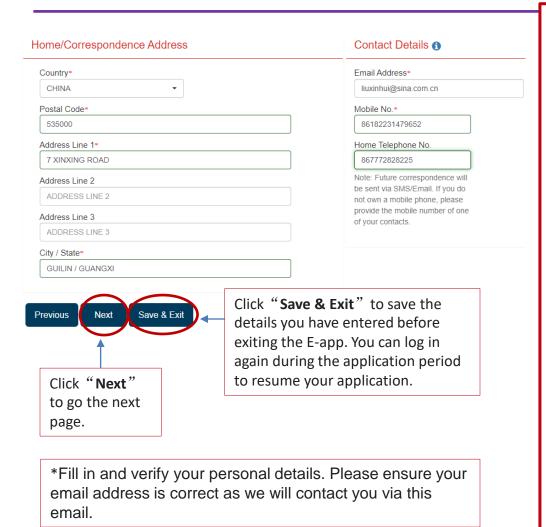
Pass Expiry Date: Fill in the pass expiry date (Not applicable to international students).

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: 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"

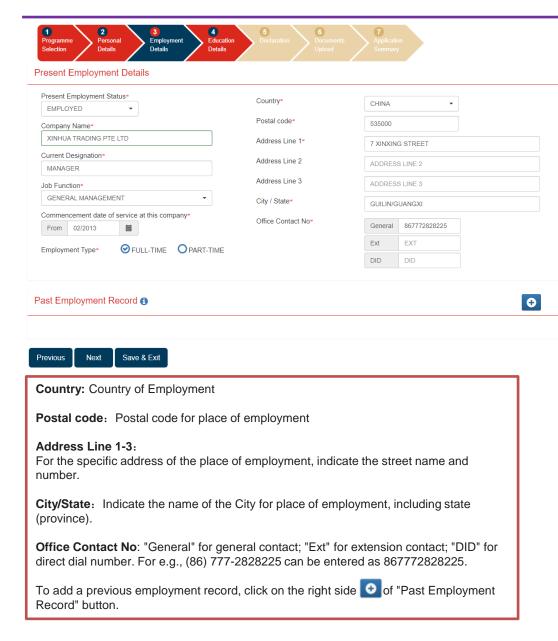
Contact Details Email address:

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.

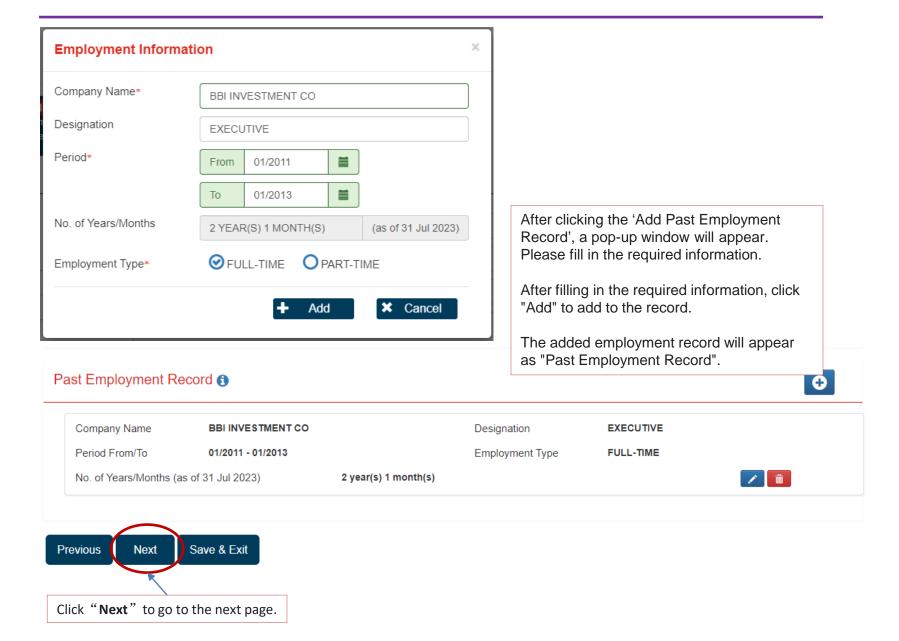
Home Telephone No (Optional): Please fill in your home phone number, in this format "867772828225", where "86" is the country code, "777" is the area code, and "2828225" is the phone number.

Step 3- Employment Details

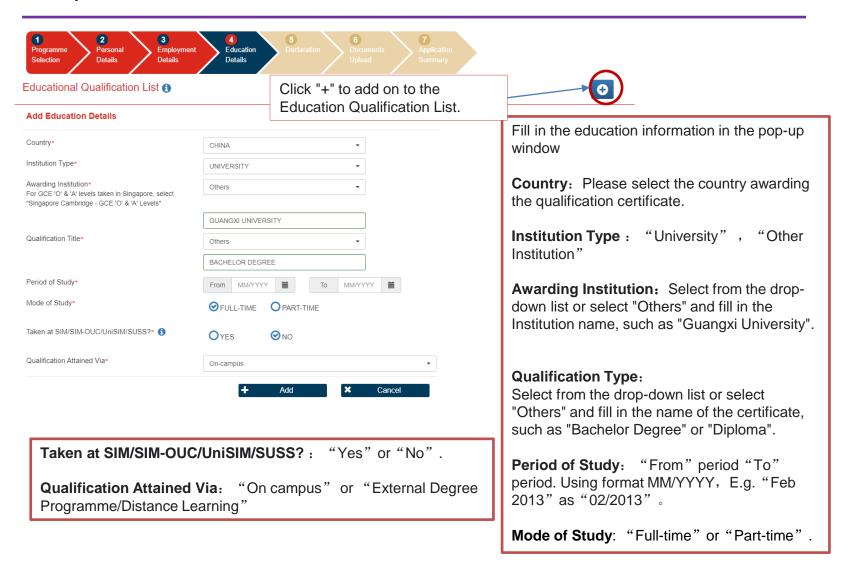


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Present Employment Status:
"Employed"; "Self-employed";
"Freelance"; "Unemployed";
"Home-maker"; "Retired";
"Internship": "Attachment"
Company Name: E.g. "Xinhua Trading Pte
Ltd".
Current Designation: E.g. "Manager",
"Director", "President".
Job Function: "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".
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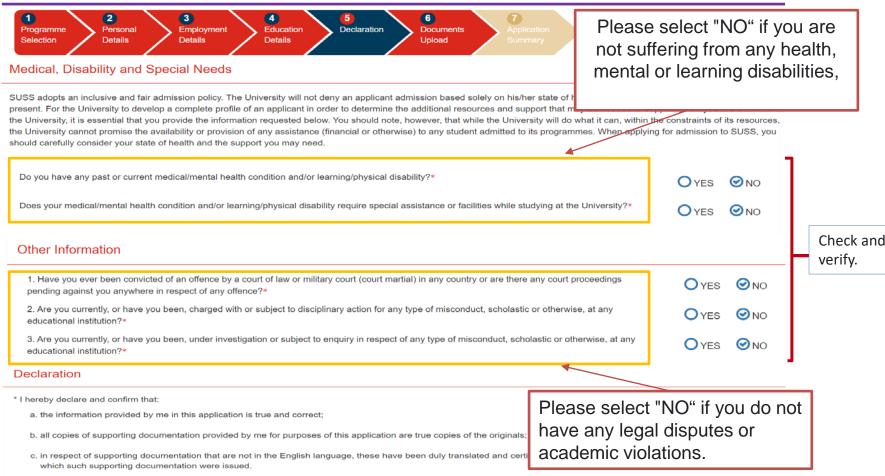
Step 3– Employment Details



Step 4– Education Details



Step 5 – Declaration



- * 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.



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

Step 6– Documents Upload & Important Instructions



Instructions

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

S/ND	Documents	Remarks (JPEG, JPG, PDF, DOC or DOCX)
1 N	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)
e 2 (i	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 (I	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 F	Recent passport-sized colour photograph	400 x 514 pixels (jpeg format, <60kb)

- **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).

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.

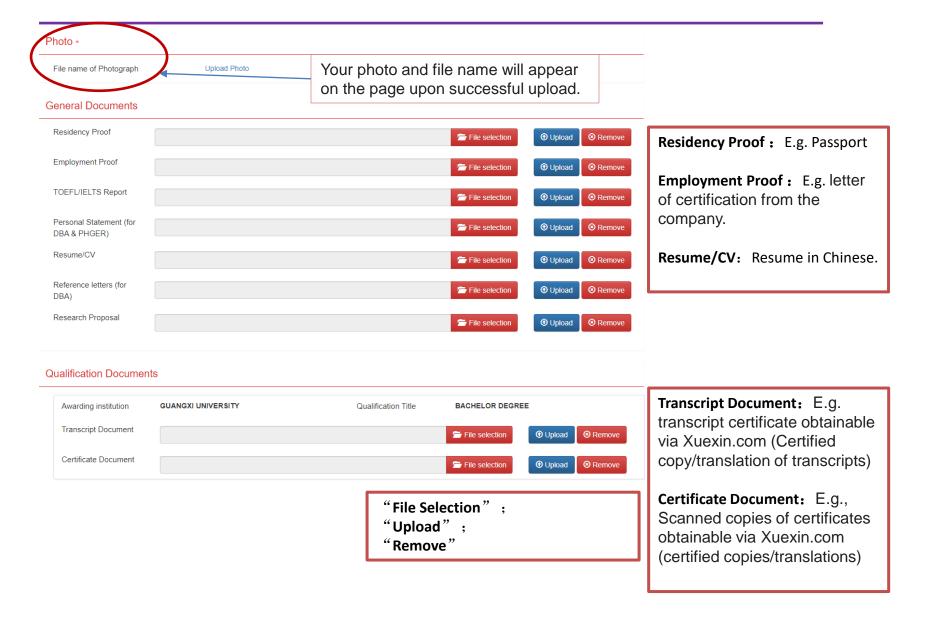
Indicate your name and applied programme in your email

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

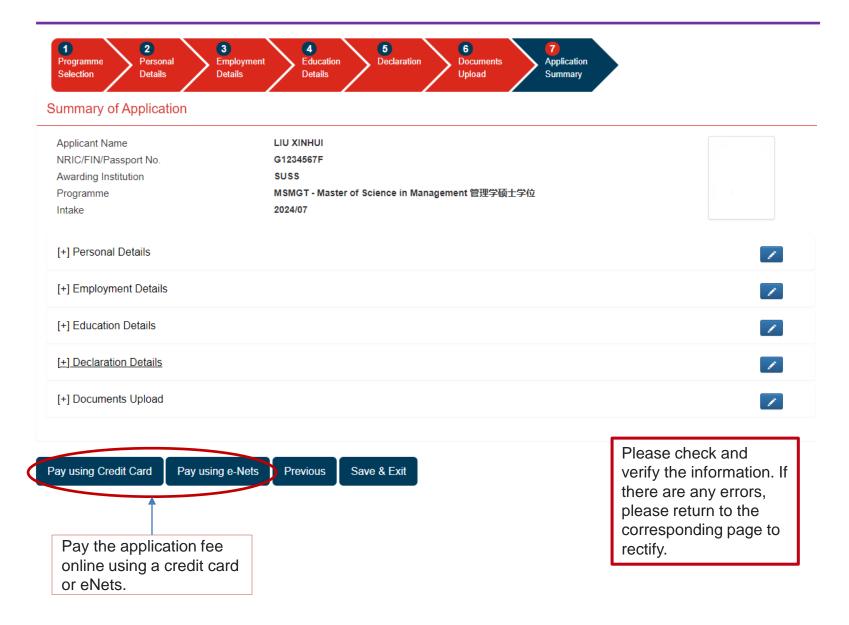
Documents not uploaded during the online application must be emailed as attachments to admissions@suss.edu.sg within 7 days of submission of application. Incomplete applications (i.e. documents and/or application fees not submitted) will not be processed.

[&]quot;Uploaded file formats should be in Portable Document Format (PDF) or JPEG only. Each document file size should not exceed 4MB and must

Step 6–Documents Upload & Important Instructions



Summary of Application



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.