

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	- Singapore Citizen and Permanent Resident: ➢ NRIC (front and back) ➢ Valid Re-Entry Permit (REP) of Singapore Permanent Resident status. - Other Resident: ➢ Employment Pass (front and back with expiry date clearly stated) and Passport (particulars page) - Legal document for name update ➢ Official document stating update of legal name, in full complete pages (e.g. Deed poll, baptism or religious certificate, marriage certificate, etc)
2	Certificate and detailed transcript for all educational qualifications (including GCE 'O' level)	- 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	- 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	- CPF contribution statement (for 24 months), OR - Income Tax Notice of Assessment (for past 2 years)
5	Recent passport-sized colour photograph	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	A statement on aspirations and motivations for choosing this programme (up to 1000 words)
2	Supporting Evidence	Supporting documents on your commitment to the practice of criminal and family law

3	Resume (not required for fresh school leavers)	Details of your current and past work experience
4	LNAT Registration	Provision of candidate ID and scheduled test date for retrieval of your LNAT results (Applicants may apply before registering for and taking LNAT but will need to email their LNAT registration to admissions@suss.edu.sg once it is available)

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

S/N	Document	Remarks
1	Personal Statement	A personal statement pertaining to 4 given questions (up to 500 words)
2	Writing Sample	A writing sample discussing the importance of self-care for counsellors (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.	- Health Memo https://www.suss.edu.sg/docs/default-source/dept_s-r-a/bse_healthmemo-pdf.pdf - Supplementary Forms - https://www.suss.edu.sg/docs/default-source/dept_s-r-a/bse_supplementary-forms-pdf.pdf
2	Compulsory submission of their CV in the prescribed format.	CV https://www.suss.edu.sg/docs/default-source/dept_s-r-a/bse-application-cv.pdf

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.