SUSS Full-Time Undergraduate Programme
Admissions Document Checklist

Checklist of documents to be submitted for Admissions Application:

This checklist is a guide to help you prepare softcopies of all relevant supporting documents needed when submitting an application. The supporting document(s) for each applicant will vary based on the information provided in the application form.

If you have multiple documents of the same type (e.g. transcripts, testimonials, letters etc) to upload, you may combine them into a single PDF.

Note:

- Each file size should not exceed 4MB
- Do not upload ZIP or password protected files

No.	Supporting Document	Prepared?
1	Identification and residency proof: • NRIC/ 11B *(front and back)* • Digital IC *(via Singpass app)* • Passport *(International Students only)* Legal document for name update: • Official document stating update of legal name, in full complete pages *(e.g. Deed Poll, Baptism or Religious certificate(s), Marriage Certificate)*	
2	Resume	
3	Qualification Documents *(refer to the table below for the required documents)*	
4	GCE 'O' Level Certificate/Transcript (Singapore-Cambridge ONLY if any)	
If applicable:		
5	SAT/ACT Result(s), IELTS (Academic)/TOEFL/PTE Academic/C1 Advance/MUET	
6	Certificates, Referrals and Testimonials *(e.g. Work experience, Social or Community service, Volunteer work)*	
7	National Service Transcript	
8	Medical report(s) or Doctor's memo	
9	Statement of criminal records or offence	
10	Schooling History from Primary 1/Grade 1/ Year 1 *(applicable to applicants who do not meet the minimum age requirement)*	

Refer to the respective education background for the documents that you need to prepare:

Supporting Document	Prepared?
For Polytechnic Diploma *(ONLY from NP, NYP, RP, SP, TP)*	
• Certified Final Academic Transcript • Graduation Certificate Applicants may submit your 5 semesters' results with the latest CGPA, if you have not completed all 6 semesters or are pending graduation.	
For GCE A' Level *(Singapore-Cambridge ONLY)*	
• GCE 'A' Level Transcript • Graduation Certificate Official transcript issued by Cambridge to be submitted in a single PDF. This should include the H2 subjects, General Paper from the same sitting, H1 subjects, along with Project Work and Mother Tongue transcript.	
For NUS High School Diploma	
• NUS High School Diploma Academic Transcript	
For International Baccalaureate (IB) Diploma	
• International Baccalaureate (IB) Official transcript **OR** • International Baccalaureate (IB) Results Summary attested by the school Applicants may submit the predicted scores issued by your school if you have not received the official result or have yet to take the final exam.	
For Other Qualifications	
• Year 12 Final Transcript attested by the school • Graduation Certificate (if any) Applicants with selected qualifications may submit their predictive scores if they have not received their final Year 12 results: • Year 12 predictive grades **OR** • Year 11 (Semesters 1 and 2) and Year 12 (Semester 1) Non-English international qualifications must be translated into English and accompanied by Notary Certification.	