

Documents Checklist for Graduate Studies Programme

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

S/N	Document	Remarks
1	NRIC or Residency proof	<ul style="list-style-type: none"> • Singapore Citizen and Permanent Resident: <ol style="list-style-type: none"> i. NRIC (front and back) ii. Valid Re-Entry Permit (REP) of Singapore Permanent Resident status • Other Resident: <ol style="list-style-type: none"> 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.	<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	English Language Proficiency Requirement (ELPR) for SUSS graduate programmes conducted in English	<ul style="list-style-type: none"> • Submission of TOEFL/IELTS results if: <ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> • 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.

Additional Compulsory Supporting Documents to be submitted (Programme-Specific)

School of Business

Graduate Diploma in Analytics and Visualisation / Master of Analytics and Visualisation

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience. Provide an optional reference contact (email address and phone number)

Graduate Diploma in Artificial Intelligence for Business

S/N	Document	Remarks
1	Resume	<ul style="list-style-type: none"> Submit a resume that outlines your skills, accomplishments, and work experience

Graduate Diploma in Digital Marketing and Master of Digital Marketing

S/N	Document	Remarks
1	Resume	<ul style="list-style-type: none"> Submit a resume that outlines your skills, accomplishments, and work experience

Graduate Diploma in IP and Innovation Management / Master of IP and Innovation Management

S/N	Document	Remarks
1	Resume	<ul style="list-style-type: none"> Submit a resume that outlines your skills, accomplishments, and work experience

Master of Science in Management 中文管理学硕士

S/N	Document	Remarks
1	Resume/CV form 个人简历	<ul style="list-style-type: none"> Submit a resume/CV using the template here. 请使用此处提供的模版提交一份个人简历。

Master of Science in Strategic IP and Innovation Management 知识产权策略与创新管理硕士学位

S/N	Document	Remarks
1	Resume/CV form 个人简历	<ul style="list-style-type: none"> Submit a resume/CV. 请使用此处提供的模版提交一份个人简历。

Doctor of Business Administration (DBA)

S/N	Document	Remarks
1	Resume/CV form	<ul style="list-style-type: none"> Submit a resume/CV using the template here
2	Research Proposal <i>(please follow the research proposal template)</i>	<ul style="list-style-type: none"> Research questions; Motivation; How would society benefit from the findings; How do you plan to conduct the research
3	Reference Letters	<ul style="list-style-type: none"> Two reference letters on your character as well as achievements and capabilities Referees are required to submit the reference letters directly to Graduate Studies department at gs_admissions@suss.edu.sg and using the reference letter template available here.

School of Humanities and Behavioral Sciences

Master of Psychology/Graduate Diploma in Organisational Psychology

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Personal Statement	<ul style="list-style-type: none"> A personal statement of interest and reasons for choosing the programme (1 page only)
3	Academic Transcripts	<ul style="list-style-type: none"> Submit a copy of official transcript.

Master of Psychology (Clinical)

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience using the template provided here.
2	Personal Statement	<ul style="list-style-type: none"> A personal statement of interest and reasons for choosing the programme (1 page only)
3	Academic Transcripts	<ul style="list-style-type: none"> Submit a copy of official transcript.
4	Academic Reference Letters	<ul style="list-style-type: none"> Two Academic reference letters using the template provided here. Referees are required to submit the reference letter directly to Graduate Studies department at gs_admissions@suss.edu.sg

Graduate Certificate/Diploma in Applied Linguistics, Master of Arts in Applied Linguistics (TESOL)

S/N	Document	Remarks
1	Resume	<ul style="list-style-type: none"> Submit a resume that outlines your skills, accomplishments, and work experience

Master of Applied Research in Social Sciences

S/N	Document	Remarks
1	Research Proposal	<ul style="list-style-type: none"> • Submit a proposed topic or area of research (of about 500 words) stating the following: <ul style="list-style-type: none"> - Proposed topic or area of research - Motivation for the proposed topic or area of research - Importance and relevance of the proposed topic in addressing contemporary issues and its potential contributions

S R Nathan School of Human Development

Doctor of Philosophy (Gerontology)

S/N	Document	Remarks
1	Research Proposal	<ul style="list-style-type: none"> • Research Proposal requirements: Microsoft Word, 12 pt font, 4000 words (including references) <ul style="list-style-type: none"> - Proposed topic or area of research - Identified potential supervisor (if any) - Motivation for the proposed topic or area of research - Relevance of the proposed topic in addressing contemporary issues/challenges in the profession/industry/society
2	Personal Statement	<ul style="list-style-type: none"> • A personal statement stating your motivation for pursuing a PhD and reason for selecting SUSS and your post PhD career aspirations (500 words)
3	Curriculum Vitae (CV)	<ul style="list-style-type: none"> • Submit a full curriculum vitae detailing your work experience
4	Academic Reference Letters	<ul style="list-style-type: none"> • Two Academic reference letters. Referees are required to submit the reference letter directly to Graduate Studies department at gs_admissions@suss.edu.sg

Master of Counselling

S/N	Document	Remarks
1	Reference Letters	<ul style="list-style-type: none"> • Two reference letters. Refer to the instructions here • Referees are required to submit the reference letter directly to Graduate Studies department at gs_admissions@suss.edu.sg
2	Personal Statement	<ul style="list-style-type: none"> • A personal statement (not more than 500 words)

Graduate Diploma in Psychodynamic Approaches

S/N	Document	Remarks
1	Reference Letters	<ul style="list-style-type: none"> • Two reference letters. Refer to the instructions here • Referees are required to submit the reference letter directly to Graduate Studies department at gs_admissions@suss.edu.sg
2	Personal Statement	<ul style="list-style-type: none"> • A personal statement (not more than 400 words)
3	Curriculum Vitae (CV)	<ul style="list-style-type: none"> • Submit a full curriculum vitae detailing your work experience

Master of Education in Early Childhood Education (Chinese)

S/N	Document	Remarks
1	Reference Letters 推荐信要求	<ul style="list-style-type: none"> 1. 一封来自你过去或目前的工作上级、主管、或直接领导; 2. 一封来自你在学术或专业领域的导师、教授或讲师 Referees are required to submit the reference letter directly to Graduate Studies department at gs_admissions@suss.edu.sg
2	Personal Statement 个人陈述要求	<ul style="list-style-type: none"> 请在 800 字以内, 撰写个人陈述, 回答以下问题: 1. 申请动机: 是什么生活经历促使你选择学前教育领域? 请从家庭背景、个人成长和与孩子互动的经历中, 说明这些经历如何激发你投身学前教育的动机, 特别是你希望如何通过教育促进孩子们的成长和发展。2. 个人成长与准备: 你从这些经历中学到了什么? 你认为自己做了哪些准备, 有助于你成为一名优秀的学前教育工作者? 3. 适合该课程的原因: 为什么你认为自己适合接受学前教育硕士课程的培训? 你的经历、背景或职业目标如何与学前教育学习计划相匹配? 4. 其他相关信息: 任何有助于选拔的信息, 如志愿服务经验、与儿童工作的经历或相关培训。

Graduate Diploma in Expressive Arts Therapy

S/N	Document	Remarks
1	Portfolio/Certificates	<ul style="list-style-type: none"> Experience or familiarity, preferably, in the two expressive arts forms Experience or training in one counselling model or approach Portfolio/Powerpoint slides of artwork and/OR Certificates of Training/letters of recommendations (if any)
2	Essay	<ul style="list-style-type: none"> Why the interest in this programme? What would you like to do with the qualification upon graduation?
3	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Graduate Diploma in Community Leadership and Social Development

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Graduate Diploma in Non-Profit Management

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Graduate Diploma in Social Work

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Graduate Diploma in Human Capital Management / and Master of Human Capital Management

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Graduate Diploma in Youth Work

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Aspirational Letter	<ul style="list-style-type: none"> Stating the motivation and why you want take the programme (not more than 2 pages)

Graduate Diploma in Professional Life Coaching

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Aspirational Letter	<ul style="list-style-type: none"> Stating the motivation and why you want take the programme (not more than 2 pages)

School of Science and Technology

Doctor of Philosophy (Engineering)

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Research Proposal	<ul style="list-style-type: none"> Submit a research proposal based on the template
3	Personal Statement	<ul style="list-style-type: none"> A personal statement stating your motivation for pursuing a PhD, reason for selecting SUSS and your post PhD career aspirations.
4	Academic Reference Letters	<ul style="list-style-type: none"> Two Academic reference letters. Referees are required to submit the reference letter directly to Graduate Studies department at gs_admissions@suss.edu.sg

Master of Engineering

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Research Proposal	<ul style="list-style-type: none"> Submit a research proposal based on the template
3	Personal Statement	<ul style="list-style-type: none"> A personal statement stating your motivation for pursuing a PhD, reason for selecting SUSS and your post PhD career aspirations.
4	Academic Reference Letters	<ul style="list-style-type: none"> Two Academic reference letters. Referees are required to submit the reference letter directly to Graduate Studies department at gs_admissions@suss.edu.sg

Graduate Diploma in Project Management and Master of Built Environment

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience.

School of Law

Master of Taxation

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Graduate Studies

Doctor of Philosophy

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Research Proposal	<ul style="list-style-type: none"> Submit a proposed topic or area of research stating the following: <ul style="list-style-type: none"> Proposed topic or area of research Identified potential supervisor (if any) Motivation for the proposed topic or area of research Relevance of the proposed topic in addressing contemporary issues/challenges in the profession/industry/society
3	Personal Statement	<ul style="list-style-type: none"> A personal statement stating your motivation for pursuing a PhD, reason for selecting SUSS and your post PhD career aspirations.
4	Academic Reference Letters	<ul style="list-style-type: none"> Two Academic reference letters. Referees are required to submit the reference letter directly to Graduate Studies department at gs_admissions@suss.edu.sg

Master of Social Sciences

S/N	Document	Remarks
1	Research Proposal	<ul style="list-style-type: none"> Submit a proposed topic or area of research (of about 500 words) stating the following: <ul style="list-style-type: none"> Proposed topic or area of research Motivation for the proposed topic or area of research Importance and relevance of the proposed topic in addressing contemporary issues and its potential contributions
2	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience

Institute of Adult Learning

Master in Boundary-Crossing Learning and Leadership

S/N	Document	Remarks
1	Curriculum Vitae (CV)	<ul style="list-style-type: none"> Submit a full curriculum vitae detailing your work experience
2	Personal Statement	<ul style="list-style-type: none"> A personal statement of interest and reasons for choosing the programme (1 page only)

- 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 Graduate Studies department at gs_admissions@suss.edu.sg
- 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.

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

To be eligible for the 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 a 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.