

APPLICATION INSTRUCTION – *for online application*

Completing your application...

Online Application

Any omission of information required in the application or supporting documents will render the application void and should be avoided. Please indicate "N.A." or leave the column blank if any section does not apply to you or no information is available. Please complete the entry of online application in English. Please note that you will be required to print the completed application form as well as the relevant supporting documents for submission.

Referees

Please list the names and addresses of two persons (not relatives of applicant) from whom we may request letters of reference pertaining to your academic ability and/or job performance. The University will contact the referees directly should letters of reference be required.

Objective of Pursuing Course

This should be downloaded from the application website and filled out. Thereafter, please print 2 copies to submit with your online application forms and other supporting documents, arranging each copy immediately after the first and second set of your printed online application forms respectively.

Supporting documents

All supporting documents submitted in a language other than English **must** be accompanied by an officially translated and certified copy in the English language. Documents submitted should be A4-sized and all envelopes are to be removed (except the original full transcript to remain in Official SEALED envelope). Please do NOT file or bind your application documents. Original copies of supporting documents submitted by candidates will not be returned.

IMPORTANT NOTES

- Each **complete** application for 1 M.Sc. programme consists of:
 - Completed Online Application Form (1st set) with 1 set of supporting documents
 - Completed Online Application Form (2nd set) with another set of supporting documents identical to 1st set's of supporting documents
- For the order of arrangement of application forms & supporting documents, please refer to the application checklist for a diagrammatic representation

If you are applying for MORE THAN 1 M.Sc. programme...

The number of forms and supporting documents which you are required to submit :

$$(\text{Number of M.Sc. programme applied for}) \times (2 \text{ sets of your completed Online Application Form} + 2 \text{ sets of supporting documents})$$

Acknowledgement Card (to be downloaded from the "Documents" section of the online application website)

Your completed acknowledgement card should be returned to us together with your completed application package. Please print it on A4-sized paper. Once we begin processing your application, the card will be returned to acknowledge receipt of your application. We will also indicate on the card any outstanding documents in support of your admission (if any).

Transcript Request Form (Click [here](#) to download the form)

An ORIGINAL official transcript of academic records, or its certified true copy, is required from each university attended. Candidates with qualifications other than those from NUS are to request the transcript(s) from your relevant university. Please use the transcript request form for this purpose. If you have attended more than one university, you should make photocopies of the transcript request form as required.

Graduate Coursework Application Fee Form (Click [here](#) to download the form)

Each programme applied for should be accompanied by the payment of an application fee of **S\$20** (inclusive of 7% GST) for application submitted. Do **print** a copy of the Graduate Coursework Application Fee form and **submit it together** with your cheque/bank draft. Cheques and bank drafts must be made payable to "**National University of Singapore**" Please refer to the Graduate Coursework Application Fee form for details on payment.

TOEFL/IELTS Scoresheets

TOEFL/IELTS scores are required for applicants who graduated from universities where English is not the main medium of instruction. [Minimum TOEFL score 580 (paper-based test) or 237 (computer-based test) or 92 (internet-based test) or IELTS result of 6.0].

NUS Graduate Scholarship for ASEAN Nationals

We advise applicants applying for these to be familiar with the eligibility, rules & conditions described in our application booklet and/or website before applying. TOEFL or IELTS scoresheet is compulsory for application to the NUS GSA. Applicants who fail to meet the eligibility requirements need not apply.

Submission of applications

Please return the completed forms and supporting documents to:

Vice-Dean (Graduate Studies)
Graduate Studies Office, Faculty of Engineering
Blk EA Level 6 Room 16
National University of Singapore
9 Engineering Drive 1
Singapore 117576

CLOSING DATE: 2 September 2009

Note : We regret that request for change(s) to the application(s) submitted will not be entertained.

Enquiries

If you need further information, you may contact the following office/staff :

APPLICATION / GENERAL INFORMATION

Ms S C Cheng	Graduate Studies Office	6516 8301	engcsc@nus.edu.sg
Miss A L Ng	Graduate Studies Office	6516 4488	engnal@nus.edu.sg
Miss Low	IP Academy - <i>M.Sc. (IP Mgt)</i> ^α only	6232 9815	low_shuh_ling@ipacademy.com.sg

PROGRAMME DETAILS

Prof E T Kang	Chemical Engrg	6516 2189	cheket@nus.edu.sg
Dr S D Pang	Civil Engrg / Geotec ^α	6516 2799	cvepsd@nus.edu.sg
A/Prof C S Chang	Elect Engrg	6516 6543	eleccs@nus.edu.sg
A/Prof Bai Renbi	Environmental Engrg	6516 4532	esebairb@nus.edu.sg
A/Prof K L Poh	Industrial & Sys Engrg	6516 2193	isepohkl@nus.edu.sg
Dr J S Chen	Materials Sci & Engrg	6516 7574	msecj@nus.edu.sg
A/Prof T S Lee	Mechanical Engrg	6516 2156	mpeleets@nus.edu.sg
A/Prof Marcelo Ang	Intellectual Property Mgt ^α / Mgt of Tech ^α	6516 2555	mpeangh@nus.edu.sg
A/Prof S P Lim	Mechatronics ^α	6516 2235	mpelimsp@nus.edu.sg
A/Prof S C Foo	Safety, Health & Env Tech	6516 8721	chefoosc@nus.edu.sg
A/Prof W T Chan	Sys Design & Mgt ^α	6516 2576	cvecwt@nus.edu.sg
A/Prof D H Lee	Transp Sys & Mgt	6516 2131	cveleedh@nus.edu.sg

General Office Contacts for Programmes in :

<u>General Office Contacts for Programmes in :</u>	<u>Tel. No.:</u>	<u>Location</u>
Chem Engrg / Safety, Health & Env Tech	6516 5031	E5 02-09
Civil Engrg / Geotec ^α / Transp Sys & Mgt	6516 2149	E1A 07-03
Env Engrg	6516 5922	EA 03-12
Elect Engrg	6516 2109	E4 05-45
Ind & Sys Engrg	6516 5497	E1A 06-25
Mgt of Tech ^α / Sys Design & Mgt ^α	6516 8502	E3A 04-09
Mat Sci & Engrg	6516 5192	E3A 04-10
Mech Engrg / Mechatronics ^α	6516 5122	EA 07-04
Intellectual Property Mgt ^α	6232 9815	IP Academy
<i>Url: http://www.ipacademy.com.sg</i>		7 Maxwell Road #05-01A, MND Complex Annexe B S'pore 069111

^α Only offered once a year in August.

APPLICATION CHECKLIST – for online application

Do Remember ... that for **EACH programme** you apply, you **MUST** enclose the following:

(Please tick for documents submitted)

- completed acknowledgement card (*affixed with S'pore stamp of 50 cents for local addresses*)
- bank draft / cheque (S\$20 for each M.Sc. programme applied for submitted via online application) to be made payable to "**National University of Singapore**"
- completed [Graduate Coursework Application Fee Form](#)
- completed Online Application Forms (**2 sets required** for each M.Sc. programme which you are applying for)
- completed Objective of Pursuing Course (to be downloaded from the application website and filled out. Please print **2 copies** for each M.Sc. programme which you are applying for)

Supporting Documents (TWO identical sets in A4 size to be arranged in the following order)

- Singapore NRIC or citizenship certificate (*for Singaporeans*)
- photocopy of the page of your passport bearing the passport number (*for all non Singaporeans*)
- Entry permit (*for Singaporean PRs*)
- Employment Pass / Work Permit (*for International applicants working in Singapore*)
- documentary proof of change in name (*if you had your name changed and your name in NRIC /Passport is not identical to the name printed in your degree scroll /certificate /university transcript*)
- GCE 'O' level (*for Singaporeans*) or Middle School results or equivalent (*final year*)
- GCE 'A' level (*for Singaporeans*) or High School results or equivalent (*final year*)
- Polytechnic results and certificate (*if applicable*)
- Photocopy of University Transcript / Results Slips (*from 1st year to final / honours year*).

(Candidates with qualifications other than those from NUS are to submit 1 original transcript / certified true copy of transcript. This must be enclosed in an official SEALED envelope of the university with its flap bearing the security seal of the university and the signature of the Registrar or representative and sent **DIRECTLY from the issuing university to NUS. You may wish to use the provided [Transcript Request Form](#).)**

- Degree scroll / Degree certificate (*if you are a current student, expected date of completion of degree: _____*)
- a financial statement indicating a total of at least S\$15,000 or equivalent (*for International applicants applying for full-time course*)
- TOEFL** scoresheet indicating a min. score of 580 (paper-based test) or 237 (computer-based test) or 92 (internet-based test) or **IELTS** result of 6.0.
(*for International applicants who graduated from universities where English is not the main medium of instruction*)
- GRE scoresheet (*optional*)

For **each programme** that you apply, please help us to **arrange your documents** in the following order (**by removing all the envelopes for supporting documents**) as shown pictorially. Please do not file or bind your application.

Thank you for assisting.

