MASTER OF ECONOMICS (COURSEWORK)

APPLICATION DOCUMENT CHECKLIST

*Note:

1. Please upload the copy of these application documents to the Graduate Admission System (GDA2) during the online application stage. The total size of your uploaded documents should not exceed 10MB. Please save your documents as PDF.

2. All supporting documents must be in English or accompanied by an official translation in English. Translated copies of the documents must be certified true copies. In particular, translated copies of the transcript(s) and degree scroll(s) must be certified by the issuing institution(s). If you are unable to obtain certified true copies of your supporting documents, notarised documents will be accepted.

3. There is no need to send any application documents to us by post by the application deadline. If your application is shortlisted for admission, you will be contacted by us and will be asked to submit relevant supporting documents to us by post.

4. The online checklist in the Graduate Admission System (GDA2) may not be updated in time. You will receive a reminder email if additional information is required.

No.	Documents (compulsory) to be submitted and attached in the <u>following order</u> (where applicable)	Remarks
1	**Copy of official identification documents** • Singapore Citizens: Singapore **NRIC** • Singapore PRs: **Re-entry permit** • International Applicants (citizens of other countries): The page of **passport** bearing the passport number and personal particulars; if you do not have a passport, please enclose citizenship certification/birth certificate. • International Applicants Working in Singapore: **Employment Pass** and **letter of approval** from employer (for international applicants working in Singapore).	
2	**Certified true copy of Bachelors and/or Masters certificate or degree scroll (with English translation if applicable)** If you have not completed your undergraduate degree/received your degree scroll when making application, you can submit the student status/provisional certificate/studying certificate first. **If shortlisted:** Send the <u>**certified true copy**</u> via post. Graduates from local universities can provide the Opencerts file instead.	

3	**Original Bachelors and/or Masters degree transcript (with English translation if applicable)**	
	If you have not completed your undergraduate degree/received your complete transcript when making application, you can submit the latest copy of your transcript first. Please ensure that the transcript information like grading scale is included. **If shortlisted**: • Applicants who are <u>graduates from NUS</u> can submit photocopies of their result slips or official transcripts of their academic records. • Applicants who are <u>graduates of other universities</u> have to request **original** official transcripts **directly** from their university/universities. The official transcript(s) must be enclosed in an official sealed envelope with its flap bearing the security seal of the university and the signature of the Registrar or his/her representative (with the designation indicated on the envelope). The envelope must be forwarded directly from the university/universities, <u>unopened</u>, together with the Transcript Request Form. **Only transcripts received directly from universities in the prescribed manner are acceptable.** • Graduates from local universities can provide the Opencerts file instead. • If the original transcript is NOT in English, both **original and translated version** must be submitted.	
4	**Recommendations from two academic referees**	
	Your recommendations from the two academic referees are to be submitted via the online admission system. You should check with your referees and obtain their institutional e-mail address. E-mail addresses from domains other than ".edu" may be subject to additional screening and filtering. Even if you have not submitted your online application, you can choose to trigger the email to your referees once you have assigned them to your application. If not, <u>after</u> your online application is submitted, an automated e-mail will be sent to your referees inviting them to complete their recommendations online. Your referee reports will be sent to us directly via the online application system so there is no need for you to send separate recommendations to us. Referees will be given 14 days to submit his/her referee report after receiving the email notification. You are advised to remind your referees to submit their reports when the deadline is nearing and the report status remains as "pending submission". **If shortlisted**: You do not need to send separate recommendations to us in your application package, if your referee reports have been submitted online.	
5	**TOEFL/IELTS score report (if applicable)**	
	Applicants whose native tongue **and** medium of university instruction is **not** English should submit TOEFL or IELTS scores as evidence of their proficiency in the English language. You will only need to upload the photocopy of the score report to GDA2. TOEFL/IELTS scores are only valid for **two years** after the test and the validity should not expire before the beginning of the application period. You do not have to arrange for the original copy to be sent to us unless your score report is expiring soon, or you are required to do so. If you request for a waiver of the TOEFL/IELTS requirement, please upload a cover note with supporting documents (i.e the proofing letter stating that your undergraduate medium of instruction is English).	

6	**Documentary evidence of financial support (if applicable)**	
	International applicants must submit documentary evidence of financial support in the form of a letter of confirmation from a sponsor and a bank statement (Certificate of Deposit). It can be yours or from your sponsor. The bank statement must indicate a total of at least **S$60,000** or its equivalent (using latest current exchange rate) and should be **original or certified as true copy** by an officer from the bank. Apart from the "Certified True Copy" stamp, the officer should indicate his/her name, designation and signature. We do not impose a time period for which the money has to be in the account. If the bank account is NOT in your name, you can either request the bank to include how you are related to the sponsor or get the sponsor to write you a letter of confirmation that states he/she is willing to sponsor your education and his/her relationship with you, along with a bank statement from your sponsor's bank. There is no standard format for the sponsor letter. Please collate the sponsor letter (if applicable) and the bank statement into one single file before uploading.	

*Note for applicants:
Due to the large number of applications received, we appreciate your understanding that we are not able to entertain enquiries on the status of applications or receipt of documents. You will be contacted by us if there are any outstanding documents.