



**GRADUATE STUDIES DIVISION  
FACULTY OF ARTS AND SOCIAL SCIENCES**

**GRADUATE COURSEWORK APPLICATION DOCUMENT CHECKLIST**

**Note:** Applicants should ensure that all supporting documents are 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). Certification of the supporting documents may be made by a responsible person e.g., school principal, commanding officer, personnel manager, etc. If you are unable to obtain certified true copies of your supporting documents, notarised documents will be accepted. However, do note that you will have to pay for notarised documents.

**Documents (compulsory) to be submitted with your online application.**

Scanned copy of **Singapore NRIC** for Singapore citizens OR scanned copy of **Re-entry permit** for Singapore PRs OR scanned copy of **Passport** page showing nationality and personal details for International applicants.

Scanned copy of **Employment Pass and letter of approval** from employer for International applicants working in Singapore.

Certified True Copy of **Bachelor's and/or Master's certificate or degree scroll** (with English translation, if applicable).

Graduates from local universities can upload the Opencerts file with their online application.

**Bachelor's and/or Master's degree transcript** (with English translation, if applicable)

**Note:**

Graduates from local universities can upload the Opencerts file with their online application.

Applicants who are graduates from NUS can submit scanned copy of their result slips or transcripts of their academic records.

Applicants who are graduates of other universities can submit scanned copy of their result slip(s) or transcript(s) of their academic records with their online application. Applicants who are shortlisted for admission have to request official transcripts **directly** from their university/universities using the prescribed Transcript Request Form. The official transcript/transcripts 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 to the Department of the programme applied for, directly from the university/universities, unopened, together with the Transcript Request Form. **Only transcripts received directly from universities in the prescribed manner are acceptable.**

Please ensure that the university's grading scheme is included in the scanned copy that you upload to your online application.

Recommendations from **two academic referees**

**Note:**

The recommendations from the two academic referees are to be submitted via the online admission system.

If the referees' report is not submitted online, it must be forwarded to applicants in sealed envelopes with the flap of each envelope bearing the signature of the respective referees. These envelopes must be forwarded, unopened, to the respective department.

Candidates applying for admission to the Master of Psychology (Clinical) programme are required to submit one additional referee, on top of two academic referees, commenting on profession/clinical/research skills.

**Documents (compulsory) to be submitted with your online application.**

Candidates applying for admission to the Master of Science (Climate Change and Sustainability) and Graduate Diploma in Climate Change and Sustainability programmes are required to submit one referee either from a university advisor (in the case of recent graduates) or an employer (in the case of those who graduated from university several years ago).

 **TOEFL/IELTS/GRE score report**
**Note:**

For TOEFL/IELTS/GRE, please request the testing organisation to send the score report directly to NUS for verification. Applicants are to also submit scanned copy of the score report with their online application.

 **Documentary evidence of financial support**
**Note:**

International applicants must submit documentary evidence of financial support in the form of a letter of confirmation from a sponsor and a bank statement or documentary evidence of scholarship or other award obtained. The financial statement should reflect a minimum sum as indicated below for the different programmes:

Programme	Minimum sum required*
<ul style="list-style-type: none"> <li>• Graduate Diploma in Applied and Public History</li> <li>• Graduate Diploma in Asian and Global History</li> <li>• Graduate Diploma in Contemporary Southeast Asia</li> </ul>	\$40,000
<ul style="list-style-type: none"> <li>• Master of Arts (Applied and Public History)</li> <li>• Master of Arts (Asian and Global History)</li> <li>• Master of Arts (Chinese Culture and Language)</li> <li>• Master of Arts (Contemporary Southeast Asia)</li> <li>• Master of Arts (English Language and Linguistics)</li> <li>• Master of Arts (Literary Studies)</li> <li>• Master of Arts (Japanese Visual Cultures)</li> <li>• Master of Arts (Theatre and Performance Studies)</li> <li>• Master of Communication</li> <li>• Graduate Diploma in Social Work</li> </ul>	S\$50,000
<ul style="list-style-type: none"> <li>• Master of Arts (Arts and Cultural Entrepreneurship)</li> <li>• Master of Economics</li> <li>• Master of Social Work</li> </ul>	S\$60,000
<ul style="list-style-type: none"> <li>• Master of Psychology (Clinical)</li> </ul>	S\$80,000

\* The minimum sum required includes the estimated living expenses plus tuition and miscellaneous student fees during the normal duration of each programme.

 **Writing sample** (only applicable to candidates applying for admission to the Master of Arts (English Language and Linguistics) programme, Master of Arts (Literary Studies) programme and/or Master of Arts (Theatre and Performance Studies) programme)

 **Latest CV and, if available, supporting documents for scholarship** (only applicable to candidates applying for admission to the Master of Psychology (Clinical) programme)

 **Personal statement and writing sample** (only applicable to candidates applying for admission to the Department of History's Graduate Diploma and Master's programmes)