

**NUS GRADUATE RESEARCH STUDENT  
ADMISSION APPLICATION DOCUMENT CHECKLIST**

- \* denotes compulsory submission
- Documents to be compiled and submitted in the following order, where applicable
  - in your single PDF file, to be emailed to [ngsbox4@nus.edu.sg](mailto:ngsbox4@nus.edu.sg) – please cap your file size at 10MB
  - AND**
  - in your hardcopy application package

**One-page CV\*** using our **prescribed template**, downloadable from “5. Supporting Documents” @ [http://www.nus.edu.sg/ngs/Instruction\\_on\\_application\\_submission\\_to\\_NGS.html#5](http://www.nus.edu.sg/ngs/Instruction_on_application_submission_to_NGS.html#5)

Complete printout of the **Online Application Form\*** generated from the application system, duly declared, **signed**, and containing a recent **passport-sized photograph\*** pasted on the cover page of the Form

**Statement of Purpose\*** of at least two pages on A4-size paper

**PhD-MBA Essay\***. Questions are to be downloaded from [http://www.nus.edu.sg/ngs/prospective\\_students/PhD\\_MBA/PhD-MBA-Essay-Aug'14.pdf](http://www.nus.edu.sg/ngs/prospective_students/PhD_MBA/PhD-MBA-Essay-Aug'14.pdf)

**Research Proposal** of at least two pages on A4-size paper

**Personal CV\***

**Copy of Publication(s)** (if any)

**Other Relevant Supporting Document(s)** (e.g. Certificates of Academic or Research Excellence, Awards, etc)

A copy of **Bachelor's and/or Master's degree transcript(s)\* & certificate(s)\*** with English translation if applicable.

**Note:** For **original transcript\***, please request your university/institution to send it directly to NGS in a SEALED envelope with its flap bearing the security seal and the signature of the Registrar or representative. Please use this [prescribed form](#) for the request.

A copy of **GRE** and **TOEFL/IELTS** scoresheet (where applicable). This can take the form of

- complete, clear and sharp scan (for your PDF) and photocopy (for hardcopy package) of the **official** results slip

OR

- complete, clear and sharp PDF printout from the official website, bearing clearly, the respective logo(s), your personal details, and the results for both your PDF softcopy and hardcopy package. Please note we do not accept partial screen shot or printout.

**Two Academic Referee Reports\***

Please refer to [http://www.nus.edu.sg/ngs/Instruction\\_on\\_application\\_submission\\_to\\_PhDMBA.html#5](http://www.nus.edu.sg/ngs/Instruction_on_application_submission_to_PhDMBA.html#5) > “Referee Reports” for the mode of submission.

Proof of Payment\* of **Application Fee**, depending on the particular mode of payment you have chosen under [http://www.nus.edu.sg/ngs/Instruction\\_on\\_application\\_submission\\_to\\_PhDMBA.html#6](http://www.nus.edu.sg/ngs/Instruction_on_application_submission_to_PhDMBA.html#6)

Copy of **Singapore NRIC\* or citizenship certificate/re-entry permit\*** for Singapore citizens OR Singapore PRs  
Copy of **Passport** page showing nationality and personal details for International Applicants