

Step-by-Step Guide: eApplication for SUSS Full-Time Undergraduate Programmes

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Stage 0 – Login Page

- To start a new online application, select the **“Making a New Application”** option and read through all the information listed before continuing your application.

SUSS
SINGAPORE UNIVERSITY
OF SOCIAL SCIENCES

Full-Time Programme Admission Application

You are:

Making a New Application

Viewing/Editing Application

Please read the notes below before submitting your application.

eApplication Step-by-Step Guide

Click [here](#) to view the step-by-step guide on how to complete the eApplication for the Full-time Undergraduate Programmes.

Document Checklist

Please click [here](#) to download the document checklist for the required documents for your application. If you have multiple documents, please combine them into a [single PDF file](#) before uploading, as zip files are not allowed. **Each document file size must be less than 4MB.**

Minimum Age Requirement

Applicants who are Singapore Citizens, Permanent Residents or flow-through International Students* who do not meet the [minimum age requirement](#) will be required to provide schooling history from Primary/Grade 1 with the enclosed [form](#) and upload it to the online application for assessment of the applicant's eligibility for admission.

*Refers to flow-through international students who have completed their tertiary education in the Junior Colleges, Millennia Institute, Integrated Programme (IP) schools, polytechnics, or Specialised Independent Schools viz. NUS High School of Mathematics and Science, School of Science and Technology (SST), School of the Arts (SOTA), and Singapore Sports School. Foreign students applying with international qualifications may be waived the minimum age related requirement at the discretion of the University.

Mother Tongue Language (MTL) Proficiency

Applicants with Singapore-Cambridge GCE 'A' Level, NUS High School Diploma, or International Baccalaureate (IB) Diploma are required to take note of the Mother Tongue Language (MTL) Proficiency Requirements set by the Ministry of Education. Read more details [here](#).

Minimum Age Requirement

Applicants who do not meet the minimum age requirement are required to download the form and upload the completed form at the end of the application, during the **“Upload Document”** stage.

Minimum Age Requirement

Applicants who are Singapore Citizens, Permanent Residents or flow-through International Students* who do not meet the [minimum age requirement](#) will be required to provide schooling history from Primary/Grade 1 with the enclosed [form](#) and upload it to the online application for assessment of the applicant's eligibility for admission.

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- After reading the necessary information, click the **“Next”** button to proceed.

This application system works best on the following browsers:

- Google Chrome
- Microsoft Edge
- Internet Explorer 11
- Safari
- Firefox

Next Clear Cancel

Stage 1 – Personal Details and Programme Choice

1.1 Personal Details

(a) Nationality – Singapore Citizen

- Select the “Singaporean” option and fill in the necessary details in this section to proceed to **(1.2) Programme Choice**.

The screenshot shows the 'Personal Details' form with the 'SINGAPOREAN' radio button selected. The form fields are as follows:

- Nationality: SINGAPOREAN, PERMANENT RESIDENT, OTHERS
- NRIC/FIN: (E.G.S1234567X)
- Full Name as in NRIC/FIN/Passport: (FULL NAME AS IN NRIC/FIN/PASSPORT) JOHN TAN WEI MING
- Full Name: (SURNAME/FAMILY NAME) TAN, (GIVEN NAME) JOHN WEI MING
- Date of Birth: [Empty field with calendar icon]
- Country Of Birth: Please Select
- Primary Email Address: [Empty field]
- Secondary Email Address: [Empty field]
- Mobile No.: [Empty field]

Note: Future correspondence will be sent via SMS/Email. If you do not own a mobile phone line, please provide the mobile phone line number of your emergency contact.

(b) Nationality – Singapore Permanent Resident

- Select the “Permanent Resident” option and select your **Primary Nationality** from the dropdown list to proceed to **(1.2) Programme Choice**.

The screenshot shows the 'Personal Details' form with the 'PERMANENT RESIDENT' radio button selected. The 'Country Of Birth' dropdown menu is open, showing a list of nationalities. The form fields are as follows:

- Nationality: SINGAPOREAN, PERMANENT RESIDENT, OTHERS
- If Permanent Resident, please specify your Primary Nationality: Please Select
- NRIC/FIN: (E.G.S1234567X)
- Full Name as in NRIC/FIN/Passport: (FULL NAME AS IN NRIC/FIN/PASSPORT) JOHN TAN WEI MING
- Full Name: (SURNAME/FAMILY NAME) TAN, (GIVEN NAME) JOHN WEI MING
- Date of Birth: [Empty field with calendar icon]
- Country Of Birth: Please Select (dropdown menu open)
- Primary Email Address: [Empty field]
- Secondary Email Address: [Empty field]
- Mobile No.: [Empty field]

Note: Future correspondence will be sent via SMS/Email. If you do not own a mobile phone line, please provide the mobile phone line number of your emergency contact.

The dropdown menu for 'Country Of Birth' contains the following options: Please Select, AFGHAN, ALBANIAN, ALGERIAN, AMERICAN, AMERICAN SAMOA, ANDORAN, ANGOLAN, ANTIGUA, ARGENTINIAN, ARMENIAN, AUSTRALIAN, AUSTRIAN, AZERBAIJANI, BAHAMAS, and BAHRAIN.

(c) Nationality – Other Nationalities

- Select the “Others” option and select your nationality from the dropdown list.
- Select whether you are an “International Student staying in Singapore” or “International Student staying outside of Singapore”.
- Input your passport details and **ensure that the passport expiry date is at least 6 months from the date of submission of this application.**
- Fill in the necessary details in this section to proceed to **(1.2) Programme Choice.**

The screenshot displays the SUSS (Singapore University of Social Sciences) Full-Time Programme Admission Application form. The form is divided into nine steps: 1. Programme Choice, 2. Demographic Information, 3. Education Details, 4. Employment Details, 5. Reflection Essay, 6. Upload Document, 7. Tuition Grant Declaration, 8. Application Summary, and 9. Applicant's Declaration. The 'Nationality' section is highlighted with a yellow box. It includes radio buttons for 'SINGAPOREAN', 'PERMANENT RESIDENT', and 'OTHERS'. The 'OTHERS' option is selected. Below it, a dropdown menu is labeled 'If Others, please specify' with 'Please Select' as the current selection. Another set of radio buttons allows the user to choose between 'International Student staying in Singapore' (selected) and 'International Student staying outside of Singapore'. Below this, there are input fields for NRIC/FIN, Full Name as in NRIC/FIN/Passport, Full Name (split into Surname/Family Name and Given Name), Date of Birth, Country of Birth, Primary Email Address, Secondary Email Address, and Mobile No. A note states: 'Note: Future correspondence will be sent via SMS/Email. If you do not own a mobile phone line, please provide the mobile phone line number of your emergency contact.' The 'Passport Details (International Students)' section is also highlighted with a yellow box. It includes input fields for Passport No., Passport Expiry Date (with a date format hint of dd/mm/yyyy), Country of Issue (with a dropdown menu), and Date of Issue (with a date format hint of dd/mm/yyyy).

1.2 Programme Choice

- Indicate your programme choices according to your order of preference.
- You may select up to four programme choices, and if you do not meet the shortlisting criteria for your first programme, you will be considered for your second choice, and so on.
- For applicants interested in Early Childhood Education, Psychology and/or Social Work programmes, you are required to rank these programmes within the first and second choice to be considered for shortlisting.

Note: Once an application is submitted, the programme choices and ranking are deemed final, and no further changes may be made.

The Programme You Are Applying For - [i](#)

S/N	Programme
1st Choice	<input type="text" value="Please Select"/>
2nd Choice	<input type="text" value="Please Select"/>
3rd Choice	<input type="text" value="Please Select"/>
4th Choice	<input type="text" value="Please Select"/>

Bachelor of Accountancy
Bachelor of Science in Business Analytics
Bachelor of Early Childhood Education
Bachelor of Science in Finance
Bachelor of Human Resource Management
Bachelor of Science in Marketing
Bachelor of Social Work
Bachelor of Science in Supply Chain Management
Bachelor of Public Safety and Security
Bachelor of Science in Psychology
Bachelor of Science in Information and Communication Technology
Bachelor of Arts in Chinese Studies 中文学士学位

- Click the “Next” button after you have confirmed your programme choice(s) to proceed.

The Programme You Are Applying For - [i](#)

S/N	Programme
1st Choice	<input type="text" value="Bachelor of Science in Business Analytics"/>
2nd Choice	<input type="text" value="Bachelor of Science in Psychology"/>
3rd Choice	<input type="text" value="Bachelor of Science in Marketing"/>
4th Choice	<input type="text" value="Bachelor of Public Safety and Security"/>

Stage 2 – Demographic Information

Input the necessary details for the following sections accordingly:

2.1 Other Demographic Information

- Select the appropriate options for **Gender**, **Marital Status** and **Race**.

Other Demographic Information

Gender* MALE FEMALE

Marital Status* SINGLE MARRIED

Race*

2.2 National Service (NS) Details (if applicable)

- For regulars, indicate only your NS period here, while the rest of your working experience should be indicated under **Stage 4 – Employment Details**.
- For applicants pending a confirmed enlistment date, indicate an estimated period instead. Once your enlistment date has been confirmed, do update the admissions team via email (ft_admissions@suss.edu.sg).

National Service (NS) Details

National Service(NS)
(as at July 2024)*

NS Period From

NS Period To

Year of Enrolment to SUSS

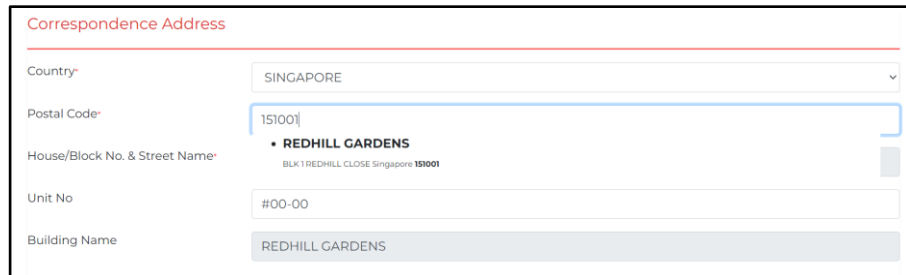
For Regulars, please only indicate the NS period. Indicate the rest of your working experience under Present Employment. If you do not have your enlistment date, please indicate an estimated period.

2.3 Correspondence Address

Note: SUSS will use this mailing address to send hardcopy documents, letters, etc.

(a) Local Singapore Address:

- Select “Singapore” under the **Country** field and fill in your postal code.
- The system will prompt the closest matching block and street name.
- Ensure that the suggested address is accurate before clicking the prompt, for it to autofill the **House/Block No. & Street Name** fields.
- Fill in your Unit No. (if applicable)

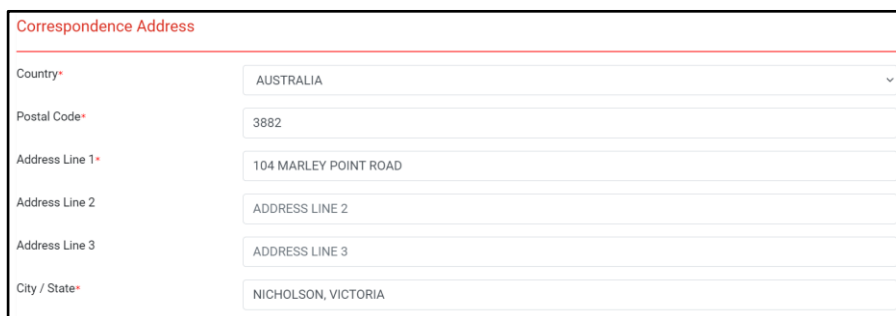


The screenshot shows a form titled "Correspondence Address" with the following fields and values:

Country*	SINGAPORE
Postal Code*	151001
House/Block No. & Street Name*	• REDHILL GARDENS BLK 1 REDHILL CLOSE Singapore 151001
Unit No	#00-00
Building Name	REDHILL GARDENS

(b) Overseas Address:

- Fill in the necessary fields for **Country**, **Postal Code**, **Address Line 1** (Street Address) and **City/State**.

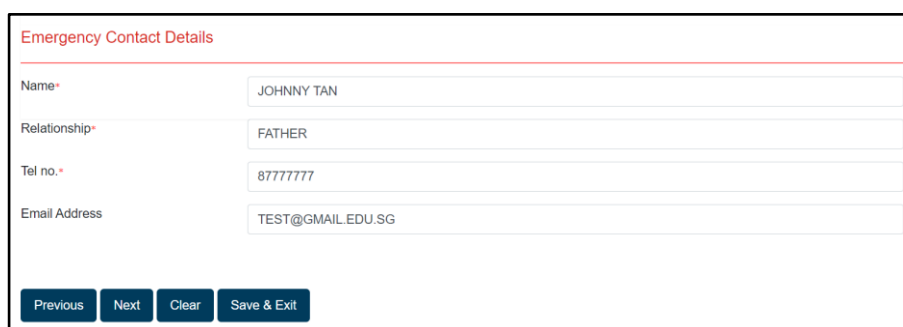


The screenshot shows a form titled "Correspondence Address" with the following fields and values:

Country*	AUSTRALIA
Postal Code*	3882
Address Line 1*	104 MARLEY POINT ROAD
Address Line 2	ADDRESS LINE 2
Address Line 3	ADDRESS LINE 3
City / State*	NICHOLSON, VICTORIA

2.4 Emergency Contact Details

- Input the necessary contact details in case of emergency.



The screenshot shows a form titled "Emergency Contact Details" with the following fields and values:

Name*	JOHNNY TAN
Relationship*	FATHER
Tel no.*	87777777
Email Address	TEST@GMAIL.EDU.SG

At the bottom of the form, there are four buttons: Previous, Next, Clear, and Save & Exit.

- Click the “Next” button at the bottom of the page to proceed on with your application.

Stage 3 – Education Details

3.1 Education Details

- Select your pre-university qualification from the following qualification options.
- The respective fields based on the chosen qualification option will appear accordingly.

Education Details

- A Levels
- Polytechnic Diploma (From the 5 MOE Polytechnics ONLY)
- NUS High School Diploma
- IB Diploma
- Other Qualifications

3.2 Singapore-Cambridge GCE 'O' Level

- For applicants who have taken the Singapore-Cambridge GCE 'O' Level, input your respective grades and year taken for English, Second Language (Mother Tongue Language), Mathematics and Additional Mathematics subjects, where applicable.
- Select "Not Applicable" in the dropdown list if you do not have GCE 'O' Level qualification.

"O" Level Qualification (Singapore-Cambridge ONLY)

*Select 'Not Applicable' in the drop-down list if you do not have "O" Level Qualification.

English		Grade*	B3	Year*	2019
Second Language*	CHINESE	Grade*	A2	Year*	2019
Mathematics		Grade*	B4	Year*	2019
Additional Mathematics		Grade*	Not Applicable	Year	

3.3 Pre-University Qualification

- According to the type of pre-university qualification you are applying with, fill in the details in the required fields (e.g. Awarding Institution, Grades, etc).

(a) GCE 'A' Level

Singapore-Cambridge GCE 'A' Level

- Select the name of your Awarding Institution from the dropdown list, as per your transcript.
- If you took the Singapore-Cambridge GCE 'A' Level as a private candidate, select "Private Candidate" for the Awarding Institution field.
- Fill in the necessary details in the required as per your official transcript.

"A" Level Qualification (in a single sitting)

GCE 'A' Level (Singapore-Cambridge ONLY)

Year of Award*

Awarding Institution*

If Others, please specify in full

H2 Subject(s)

Subject	Level	Grades	Year
<input type="text" value="Please Select"/>	H2	<input type="text" value="Please Select"/>	<input type="text"/>
<input type="text" value="Please Select"/>	H2	<input type="text" value="Please Select"/>	<input type="text"/>
<input type="text" value="Please Select"/>	H2	<input type="text" value="Please Select"/>	<input type="text"/>
<input type="text" value="Please Select"/>	H2	<input type="text" value="Please Select"/>	<input type="text"/>

H1 Contrasting Subject(s)

Subject	Level	Grades	Year
<input type="text" value="Please Select"/>	H1	<input type="text" value="Please Select"/>	<input type="text"/>

H1 Mother Tongue Subject(s)

Subject	Level	Grades	Year
<input type="text" value="Please Select"/>	H1	<input type="text" value="Please Select"/>	<input type="text"/>

Project Work

Subject	Level	Grades	Year
Project Work	H1	<input type="text" value="Please Select"/>	<input type="text"/>

General Paper/Knowledge and Inquiry

Subject	Level	Grades	Year
<input type="radio"/> General Paper	H1	<input type="text" value="Please Select"/>	<input type="text"/>
<input type="radio"/> Knowledge and Inquiry	H2	<input type="text" value="Please Select"/>	<input type="text"/>

Other GCE 'A' Level Qualification (e.g. Cambridge International, Edexcel International, etc.)

- Select the “Other GCE 'A' Level Equivalent” option and fill in this portion only if you took the **GCE 'A' Level equivalent** (e.g. Cambridge International A-level, Edexcel International, etc.)
- Fill in the necessary details in the required fields as per your official transcript.

"A" Level Qualification (in a single sitting)

GCE 'A' Level (Singapore-Cambridge ONLY)
 Other GCE 'A' Level Equivalent (e.g. Cambridge International, Edexcel International, etc.)

Country* Qualification Title*

Awarding Institution* If Others, please specify in full

Total No. of passes* Year of Award*

(b) Polytechnic Diploma (Local Polytechnics only)

Full-Time Polytechnic Diploma

- Fill in the fields with details of your **3-year Full-Time Diploma** from the local Polytechnics:
 - Nanyang Polytechnic
 - Ngee Ann Polytechnic
 - Republic Polytechnic
 - Singapore Polytechnic
 - Temasek Polytechnic
- Select the correct qualification title from the extensive dropdown list of diploma names.
- The qualification title should match your diploma name in full, as printed on your transcript.
- If you are applying with your 5th semester results, input your 5th semester CGPA and email your final semester result and transcript to ft_admissions@suss.edu.sg once received.
- Only indicate details of your **3-year Full-Time Diploma** in this section.

Polytechnic Diploma

Awarding Institution*

Student ID (issued by your polytechnic)*

Qualification Title (Full-Time Diploma)*

If Others, please specify in full

Period of Study*
From / / To / / (mm/yyyy)

Cumulative Grade Point Average*

Please select accordingly if you are submitting*:

Full-time Diploma* Yes No
(Select "Yes" if you have only completed 5 semesters. Select "No" if you have graduated with all semesters completed.)

Conversion Diploma* Yes No

Earn & Learn Diploma* Yes No

Part-Time Diploma* Yes No

Certificate of Merit COM* Yes No

Diploma Plus

- Tick the checkbox if you have obtained a Diploma Plus qualification and fill in the required fields.

Please check the box if you have obtained a Diploma Plus qualification

Diploma Plus

Qualification Title (Please spell in full)*

Period of Study* From / To / (mm/yyyy)

Grade Point Average (GPA)*

(c) NUS High School Diploma

- Fill in the qualification title, period of study and cumulative average point as required.

NUS High School Diploma

Qualification Title (Please spell in full)*

Period of Study* From / To / (mm/yyyy)

Cumulative Average Point (CAP)*

(d) International Baccalaureate (IB) Diploma

- Fill in the required fields and tick the checkbox if you are submitting a predicted score.
- Once you have received the final results and transcript, please update the admissions team via email (ft_admissions@suss.edu.sg).

IB Diploma

Awarding Institution*

IB EXAM Candidate Number

Country*

Qualification Title (Please spell in full)*

Period of Study* From / To / (mm/yyyy)

Score*

Please check the box if you are submitting a predicted score

(e) Other Qualifications

- Select the “Country” and “Awarding Institution” from the dropdown list.
- Input the exact Qualification Title that you have attained.
- Ensure that all details entered are in full, as indicated on your transcript.

Other Qualifications

Country*

Awarding Institution*

If Others, please specify in full

Qualification Title (Please spell in full)*

Period of Study* From / To / (mm/yyyy)

Score / GPA*

3.4 Standardised Tests

- If you have taken any of the following standardised tests, input the details and scores accordingly.
 - SAT
 - ACT
 - IELTS
 - TOEFL
 - PTE Academic
 - C1 Advanced
- If you have taken the MUET (Malaysian University English Test), you may send the transcript to the admissions team via email (ft_admissions@suss.edu.sg).

Have you taken the SAT test ?

No / Not intending to take
 Already Taken
 Intending to Take

Have you taken the ACT test ?

No / Not intending to take
 Already Taken
 Intending to Take

Have you taken the IELTS test?

No / Not intending to take
 Already Taken
 Intending to Take

Have you taken the TOEFL test?

No / Not intending to take
 Already Taken
 Intending to Take

Have you taken the PTE Academic test?

No / Not intending to take
 Already Taken
 Intending to Take

Have you taken the C1 Advanced test?

No / Not intending to take
 Already Taken
 Intending to Take

(a) Option - Already Taken

- If you have already taken any of the standardised tests, select “Already Taken” option.
- The section will expand, and you will be able to input the test date and relevant score.

Have you taken the SAT test ?

No / Not intending to take

Already Taken

Month/Year taken: / (mm/yyyy)

Reading and Writing Score: Mathematics Score:

Intending to Take

(b) Option – Intending to Take

- If you are submitting the application before your registered test date, select “Intending to Take” option and select the test date from the dropdown list.

Have you taken the SAT test ?


No / Not intending to take



Already Taken



Intending to Take


Month & Year:


3.5 Non-Academic Achievements

- Input the relevant details of your non-academic achievements under the sub-sections:
 - **Community Service/Volunteering Experience**
 - **Co-Curricular Activities**
 - **Other Achievements**
- Click on the  button to add new records under the respective section.

Community Service / Volunteering Experience  

Co-Curricular Activities  

Other Achievements 

- A new dialog box will appear when you click on the  button. After entering the relevant information, click:
 - **Add Details** – to confirm,
 - **Remove details** – to empty all the fields for re-entry of information, or
 - **Cancel** – to close this dialog box without saving

Community / Volunteer Work

Name of Project

Type of Involvement(e.g. Participant, Organiser)

Affiliated Organisations



I'm still currently involved in this.

Period: From /



To /



Add details **Remove details** **Cancel**

- Once you have entered the activity and selected the **"Add details"** button, the dialog box will close, and you will return to the main screen to view the information you just added. The successful added record will look like this:


Co-Curricular Activities  

CCA	BASKETBALL	Position Held	EXCO MEMBER
Representation Level	SCHOOL	Period	01/2019 To 12/2021


 

- To edit an entry, click on the  button. To delete an entry, click on the  button.
- Repeat the above steps if you wish to add activities according to each section. Once you have finalised all entries, click on **"Next"** to proceed on to the next stage.


Stage 4 – Employment Details

- Select the  button to enter the relevant details for your previous and/or current employment

Note: For National Service Regulars, you may input your working experience in this section.

Employment Details (Please only key in work experience that is more than a month) 

Previous Next Clear Save & Exit

- A new dialog box will appear when you select the  button. After entering the relevant information, select:
 - **Add Details** – to confirm,
 - **Remove details** – to empty all the fields for re-entry of information, or
 - **Cancel** – to close this dialog box without saving.

Employment Details

Name of Company: NEW FINANCE

Employment Type: Part Time Full Time

Employment Status: ATTACHMENT


Job Title: BUSINESS DEVELOPMENT INTERN





I'm still currently involved in this.

Period: From 06 2021 To 12 2021



Add details Remove details Cancel

- After you click the “Add details” button, the dialog box will close, and you will return to the main screen with the overview of all entered entries.

Employment Details (Please only key in work experience that is more than a month) 

Name of Company	NEW FINANCE	Employment Type	Part Time
Employment Status	ATTACHMENT	Job Title	BUSINESS DEVELOPMENT INTERN
No. of Years/Months	0 year(s) 7 month(s)	Period	06/2021 To 12/2021
 			
Name of Company	ASPIREZ PHOTOGRAPHY	Employment Type	Part Time
Employment Status	FREELANCE	Job Title	PHOTOGRAPHER
No. of Years/Months	5 year(s) 11 month(s)	Period	01/2019 To /
 			

Previous Next Clear Save & Exit

- To edit an entry, click on the  button. To delete an entry, click on the  button.
- Repeat the above steps for all the required sections.
- Once you have completed and finalised all entries, click the “Next” button to proceed.

Stage 5 – Reflection Essay

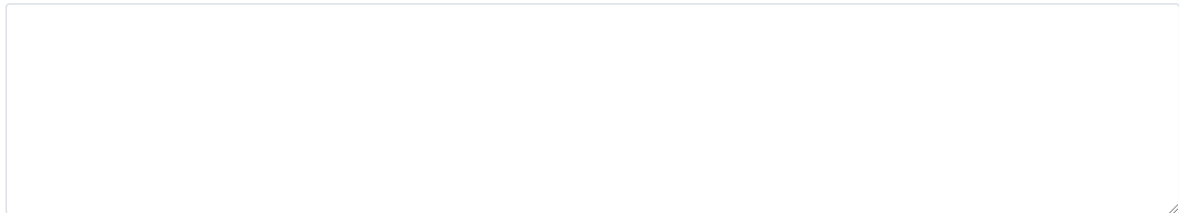
- You are required to write a 500-word reflection essay as part of the application process.
- Refer to the essay topic given at this section and input your reflection essay accordingly.
- To avoid losing your essay due to a session timeout, please type your reflection essay in a Word document and use the “copy and paste” function to transfer it into the application.
- You may utilise the word count tracker below the text box for your reference on word count.

500-Word Reflection Essay

SUSS is a university with a rich heritage in inspiring lifelong education, and transforming society through applied social sciences. We develop students and alumni to be work-ready and work-adaptive, aspiring to reach their full potential, through our 3H's education philosophy – *Head* for professional competency with applied knowledge, *Heart* for social awareness to meet the needs of the society, and *Habit* for passion towards lifelong learning.

Drawing on your personal experiences, select the 'H' (i.e., Head, Heart, or Habit) that you relate most strongly with, and in 500 words or less, describe why the 'H' you selected is meaningful to you.

To avoid losing your essay due to a session timeout, please type your reflection essay in a Word Document and then use the 'copy and paste' function to transfer it into this application.



Words remaining:500

Previous

Next

Clear

Save & Exit

- Click the “Next” button to save your reflection essay and proceed on with the application.

Stage 6 – Upload Document

- Read through the list of qualification documents and general documents required and upload the documents specifically according to the different headers.
- If you have multiple documents (e.g. testimonials, letters, etc.) to upload, combine the documents into a single PDF for upload.
- Select “Choose File” to upload the document into the field, then select “Upload” button.
- Each file size should not exceed more than 4MB.
- Do not upload ZIP or password protected files.

Upload Supporting Documents

Each file size should not exceed 4MB. Only the following formats are accepted: JPEG, JPG, PDF, DOC, DOCX, BMP, PNG, GIF.

Please do not upload ZIP or password protected files.

Qualification Documents Required:

- "A" Level Transcript & Certificate **OR**
- Polytechnic Diploma Transcript & Certificate **OR**
- International Baccalaureate (IB) Diploma Transcript & Certificate **OR**
- NUS High School Transcript & Certificate **OR**
- Other Qualifications Transcript & Certificate
- "O" Level Transcript & Certificate (*if applicable*)

General Documents [**denotes mandatory upload of document(s)*]:

- Front and back of either NRIC or 11B (for National Service Applicants) or Passport (for international applicants)*
- Resume*
- Standardised Test Results (e.g. SAT/ACT/IELTS/TOEFL/PTE Academic/C1 Advance/MUET)
- National Service Transcript & Certificate
- Other Non-Academic Certificates/Documents (e.g. CCA/Medical Documents)
- Testimonials/Referrals

6.1 Qualification Documents

- Submit the documents for your pre-university qualification and ‘O’ Level qualification, if applicable, in this category. The upload fields are customised to the pre-university qualification you have selected previously.

(a) GCE ‘O’ Level

- **Transcript Document:** Upload your official GCE ‘O’ Level Transcript(s).
- **Result Slip/Certificate:** Upload your official GCE ‘O’ Level Certificate, if applicable.

*O' Level Qualification 	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

(b) GCE 'A' Level

- **Transcript Document:** Combine all your GCE 'A' Level transcripts, including the Project Work/H1 transcript/Mother Tongue Language transcript, into a single PDF for upload. If you re-took the GCE 'A' Level, combine and upload all your earlier and latest transcripts together.
- **Result Slip/Certificate:** Upload your GCE 'A' Level Certificate, if applicable.

"A" Level Qualification 	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

(c) Polytechnic Diploma

- **Transcript Document:** Combine all semesters' transcripts into one PDF for upload. Upload the transcripts for all your 5 semesters, if you have not receive the final semester transcript.
- **Result Slip/Certificate:** Upload the official full-time Diploma Certificate and/or combine additional certificates (e.g. Diploma Plus, Specialist Diploma, Part-time Diploma, etc.).

Polytechnic Diploma 	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

(d) NUS High School Diploma

- **Transcript Document:** Upload your official final NUS High School Diploma transcript.
- **Result Slip/Certificate:** Upload your official NUS High School Diploma certificate.

NUS High School Diploma 	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

(e) International Baccalaureate (IB) Diploma

- **Transcript Document:** Upload the official final transcript if you have completed your studies, or the official predicted scores transcript from your institution.
- **Result Slip/Certification:** Upload the official IB Diploma certificate if you have graduated.

IB Diploma 	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

(f) Other Qualifications

- **Transcript Document:** Upload your official transcript(s) in one file.
- **Result Slip/Certificate:** Upload your official qualification certificate.

Other Qualifications 	
	Uploaded Documents
Transcript Document*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Result Slip / Certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

6.2 General Documents

- Upload the necessary non-academic documents here according to the upload fields.
- It is compulsory to upload NRIC/11B/Passport, and Resume.
- If you have multiple copies of the same type of document such as testimonials or referral letters, combine them into one file and upload according to the document type.

General Documents*	
	Uploaded Documents
Front and back of either NRIC or 11B (Applicants serving NS) or Passport (International applicants)*	NRIC.png <input type="button" value="Delete"/>
SAT/ACT Result(s), IELTS (Academic)/TOEFL/PTE Academic/C1 Advance/MUET (if applicable)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
National Service Transcript & Certificate (if applicable)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Other Non-Academic Certificates/ CCA, Referrals, Medical Documents	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Testimonials	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Resume*	Resume.png <input type="button" value="Delete"/>

- Click the “Next” button to proceed on with the application after uploading all required documents.

Stage 7 – Tuition Grant (TG) Declaration

- The MOE Tuition Grant Scheme (TGS) was introduced by the Government to subsidise the high cost of tertiary education in Singapore.
- TGS is extended to Singapore Citizens (SC) automatically and is open for application for Singapore Permanent Residents (PR) and International Students (IS).
- The TG declaration section will differ based on your selected nationality option in **Stage 1.1 – Personal Details**.

You are required to:

(a) **Opt-in or Opt-out from receiving the TG:**

- Indicate your option to opt-in or opt-out from receiving the MOE Tuition Grant Scheme (TGS)
- Students who are awarded the TGS will pay subsidised tuition fees.
- Students who opt-out from the TGS will be liable to pay unsubsidised fees (or full fees) for their study at SUSS.
- Refer to <https://www.suss.edu.sg/full-time-undergraduate/admissions/tuition-fees> for more detailed information before completing this stage.

(b) **Declare prior TG usage:**

- If you have utilised the TG partially or fully for a previous undergraduate programme at another local university, you are required to declare and provide the necessary details.
- SUSS will assess the remaining TG availability and provide advice on your tuition fees payable if you are offered a place at SUSS.

7.1 Singapore Citizens (SC)

- Read the Tuition Grant declaration shown for Singapore Citizens, if you have selected the Singaporean option as your nationality in **Stage 1.1 – Personal Details**.
- As Singapore Citizens are automatically awarded the TGS, you do not have to indicate the opt-in or opt-out option.

Declaration for Tuition Grant / Government Subsidy

For Singapore Citizens: All eligible Singapore Citizens are automatically awarded a Tier A Tuition Grant, which is the highest level of tuition fee subsidy. You must complete the Tuition Grant Declaration Form as part of your university application.

Please note the following:

- 1) If you have completed a course at the same or lower level, than the course you are applying for, and received subsidies or sponsorship from the Singapore Government for the completed course, you will not be eligible for Tuition Grant.
- 2) If you have completed a course at equal or higher level than the course you are applying for, and received subsidies or sponsorship from the Singapore Government for the completed course, you will not be eligible for Tuition Grant.
- 3) Please read more details on Tuition Grant Eligibility [here](#).

- (a) If you have not received any TG for any undergraduate programme from another local university, select the last option. Tick the checkbox to certify that all information is true and correct.

Tuition Grant Declaration Form

I declare that the information provided by me in this declaration form is true and accurate, and I have not deliberately or wilfully omitted to provide any information that would render me ineligible to receive Tuition Grant. I understand that false declaration is a criminal offence that may be punishable with a jail term and/or fine. Should I be found to have provided a false declaration, I will not be eligible to receive the Tuition Grant for my course of study or any future course of study.

Please select the option that applies to you:

- I have received a Tuition Grant or sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, and I have graduated from the course.
I am aware that I am ineligible for Tuition Grant for my new course.
I agree to pay non-subsidised fees for my new course.
- I have received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, but I did not graduate / have not graduated from the course.
I am aware that the Tuition Grant or other Government sponsorship/subsidy that I have previously received will be taken into consideration in assessing my Tuition Grant eligibility for my new course.
I agree to pay non-subsidised fees for my new course if I am assessed to be ineligible for Tuition Grant.
- I have not received any Tuition Grant or sponsorship/subsidy from the Singapore Government previously for a course of study at the same or a higher level as my new course.
I wish to receive a Tuition Grant and pay subsidised tuition fees for the period of my new course.
I agree to pay non-subsidised fees if I subsequently become ineligible for the Tuition Grant during the period of my new course.

(b) If you have utilised the TG partially or fully for a previous undergraduate programme at another local university, select the option based on whether you have graduated from the previous course of study or not. Provide the necessary information under the new sub-section, Education Information.

Please select the option that applies to you:

I have received a Tuition Grant or sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, and I have graduated from the course.
I am aware that I am ineligible for Tuition Grant for my new course.
I agree to pay non-subsidised fees for my new course.

I have received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, but I did not graduate / have not graduated from the course.
I am aware that the Tuition Grant or other Government sponsorship/subsidy that I have previously received will be taken into consideration in assessing my Tuition Grant eligibility for my new course.
I agree to pay non-subsidised fees for my new course if I am assessed to be ineligible for Tuition Grant.

I have not received any Tuition Grant or sponsorship/subsidy from the Singapore Government previously for a course of study at the same or a higher level as my new course.
I wish to receive a Tuition Grant and pay subsidised tuition fees for the period of my new course.
I agree to pay non-subsidised fees if I subsequently become ineligible for the Tuition Grant during the period of my new course.

Education Information +

- Click on the + button to add a new record and input information as required.

Add Details x

University: v
Name of University field is mandatory. Please select a value.

Programme:

Enrolment: /

Withdrawal: /

Study Mode:

No. of Credit Units studied:

No. of Credit Units to graduate:

Save Cancel

- Click on the “Save” button to confirm the new record and return to the main application page or click “Cancel” to close the dialog box without saving the details.

7.2 Singapore Permanent Residents (PR) or International Students (IS)

- Read the Tuition Grant declaration shown for PR/IS applicants based on the nationality you have selected in **Stage 1.1 – Personal Details**.
- PR/IS applicants may apply for the TGS by indicating the option to opt-in or opt-out.
- **Students who opt-out from the TGS will be liable to pay unsubsidised fees (or full fees) for their study at SUSS.**

Declaration for Tuition Grant / Government Subsidy

For International Students: There is a limited number of Tuition Grants available for International Students, and these are awarded on a competitive basis based on merit. You may apply for a Tier C Tuition Grant. If you take up a Tier C Tuition Grant, you will be required to secure employment and serve in a Singapore entity for three years upon graduation. If you wish to apply, please fill in the Tuition Grant Application Form as part of your university application

Please note the following:

- 1) If you have completed a course at the same or lower level, than the course you are applying for, and received subsidies or sponsorship from the Singapore Government for the completed course, you will not be eligible for Tuition Grant.
- 2) If you have completed a course at equal or higher level than the course you are applying for, and received subsidies or sponsorship from the Singapore Government for the completed course, you will not be eligible for Tuition Grant.
- 3) Please read more details on Tuition Grant Eligibility [here](#).

Please select one option from the following:

I am a Permanent Resident/International Student and I wish to apply for a Tuition Grant. I am prepared to sign a Tuition Grant Agreement with the Government of Singapore, which would require that I secure employment and serve in a Singapore entity for three years upon graduation. (please proceed to fill in the Tuition Grant Application Form)

I am a Permanent Resident/International Student and I do not wish to apply for a Tuition Grant. I will pay full fees throughout my course of study.

(a) If you are a PR/IS applicant and chose the option to opt-in for TGS


- Select the respective option if you have or have not utilised the TG, partially or fully, for a previous undergraduate programme at another local university.
- If you have utilised TG before, provide the necessary information under the new sub-section, Education Information.

Please select the option that applies to you:

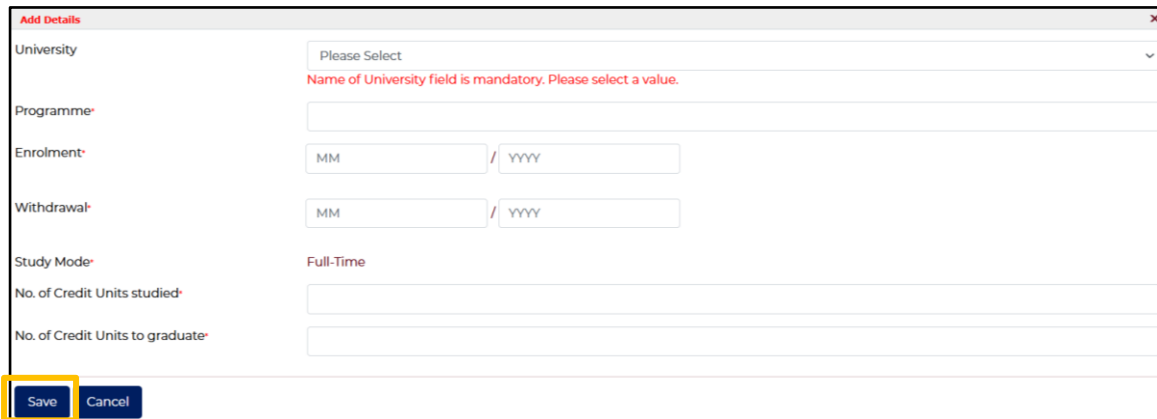
I have received a Tuition Grant or sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, and I have graduated from the course.
I am aware that I am ineligible for Tuition Grant for my new course.
I agree to pay non-subsidised fees for my new course.

I have received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, but I did not graduate/ have not graduated from the course.
I am aware that the Tuition Grant or other Government sponsorship/subsidy that I have previously received will be taken into consideration in assessing my Tuition Grant eligibility for my new course.
I agree to pay non-subsidised fees for my new course if I am assessed to be ineligible for Tuition Grant.

I have not received any Tuition Grant or sponsorship/subsidy from the Singapore Government previously for a course of study at the same or a higher level as my new course.
I wish to receive a Tuition Grant and pay subsidised tuition fees for the period of my new course.
I agree to pay non-subsidised fees if I subsequently become ineligible for the Tuition Grant during the period of my new course.

Education Information 

- Click on the  button to add a new record and input information as required.



Add Details

University: Please Select
Name of University field is mandatory. Please select a value.

Programme:

Enrolment: MM / YYYY

Withdrawal: MM / YYYY

Study Mode: Full-Time

No. of Credit Units studied:

No. of Credit Units to graduate:

Save Cancel

- Click on the “Save” button to confirm the new record and return to the main application page or click “Cancel” to close the dialog box without saving the details.
- PR/IS students that opt-in for TGS will need to read the declaration information and tick the checkbox to confirm that you are agreeable to the terms and conditions set forth for accepting and opting in for the TGS.

TG Declaration Form (for PR/IS)

I understand that if I am offered and accept a Tuition Grant for my studies:

-- I am required to sign a Tuition Grant Agreement with the Government of Singapore after matriculation, and secure employment and serve in a Singapore entity for 3 years upon graduation.

-- I am required to have two sureties to sign the Tuition Grant Agreement. My sureties must be above 21 and below 65 years of age, and must not be undischarged bankrupts.

In applying for a Tuition Grant, I confirm that I agree to the terms and conditions set forth above. Knowingly providing false information in this form is a criminal offence under Section 177 of the Penal Code, is punishable with imprisonment for a term up to 6 months, or a fine up to a maximum of \$5,000, or with both.

- Certify that all information provided in this section is true and correct by ticking the checkbox.

Certify Tuition Grant Declaration

I hereby certify that all information given by me in this Tuition Grant Declaration is true and correct.

I understand that any misrepresentations or omissions in the declaration will result in paying non-subsidised fees if I am assessed to be ineligible for Tuition Grant.

Previous

Next

Clear

Save & Exit

- Click “Next” to proceed on with the application.

Stage 8 – Application Summary

A summary of the details which you have entered from Stage 1 to Stage 7 will be reflected here.

Note: The intake year refers to the year that you are submitting your application.

The screenshot shows a progress bar with 9 stages. Stage 8, 'Application Summary', is highlighted in dark blue. Below the progress bar are three buttons: 'Previous', 'Next', and 'Save & Exit'. The 'Summary of Application' section displays the following information:

Applicant Name	
NRIC/FIN/Passport No	
Intake	July 2025

Editing the application

- To make changes to any stage/section, click “Edit” for the particular section.

The screenshot shows the '[-] Programme Selection' section. It contains a table with two columns: 'S/N' and 'Programme'.

S/N	Programme
1st Choice	Bachelor of Science in Business Analytics
2nd Choice	Bachelor of Science in Psychology

An 'Edit' button is located in the top right corner of the section.

- After making changes, click “Save & Back to Summary” to return to the main summary page.

The screenshot shows the 'The Programme You Are Applying For' section. It contains a table with two columns: 'S/N' and 'Programme'.

S/N	Programme
1st Choice	Bachelor of Science in Business Analytics
2nd Choice	Bachelor of Science in Psychology
3rd Choice	Bachelor of Science in Marketing
4th Choice	Bachelor of Public Safety and Security

At the bottom of the section are four buttons: 'Next', 'Clear', 'Save & Exit', and 'Save & Back to Summary'. The 'Save & Back to Summary' button is highlighted with a yellow box.

- Check that all details are reflected correctly and click “Next” to confirm the application summary and proceed to **Stage 9 – Applicant’s Declaration**.

The screenshot shows the 'Applicant's Declaration' stage. It contains the following text:

Click "Next" to proceed to the final step - Applicant Declaration. Once completed, no further changes can be made. You will receive an Application Summary and your Application Number via email.

Please note that your application is only considered complete after application fee is made. (S\$15 for Singaporean and Permanent Resident; or S \$30 for International Applicant).

Payment can be made at the final step using VISA/MASTER credit card or eNets.

If you have any further questions or concerns pertaining to your application, please email to ft_admissions@suss.edu.sg.

At the bottom are three buttons: 'Previous', 'Next', and 'Save & Exit'. The 'Next' button is highlighted with a yellow box.

Stage 9 – Applicant’s Declaration

- Complete the declaration by selecting “Yes” or “No” option for each question respectively.

Applicant's Declaration

General admission policy
SUSS adopts an inclusive and fair admission policy. The University will not deny admission to an applicant based solely on their past convictions (if applicable) or current/past health conditions (if applicable), including mental health.

The University collects information to develop a complete profile of each applicant in order to:
a. determine the additional resources and support needed if admitted; and
b. provide appropriate programme counselling and support to applicants.

As such, we request that you provide the information as stated below.

Please note that while the University will make efforts within its resource constraints, it cannot guarantee the availability of assistance (financial or otherwise) to admitted students. When applying to SUSS, please carefully consider your state of health and the support you may require.

1. Disability and Special Needs

a. Do you have any past or current medical/mental health conditions, and/or learning/physical disabilities?

Yes No

b. Does your medical/mental health condition and/or learning/physical disability require provision of special assistance or facilities by the University?

Yes No

2. Other Information

1. Have you ever been convicted of an offence by a court of law or military court (court martial), or are you currently subject to any pending proceedings that may lead to such a conviction, in any country?

Yes No

2. Are you currently, or have you ever been, subject to disciplinary action for any type of misconduct, academic or otherwise, at any educational institution?

Yes No

3. Are you currently, or have you ever been, under investigation or subject to disciplinary proceedings in respect of any misconduct, academic or otherwise at any educational institution?

Yes No

- If you have selected “Yes” for any of the questions, provide additional information in the text box below the questions. You may upload any supporting documents in **Stage 6 - Upload Documents**, if applicable.

If you have answered 'Yes' to any of the above, please provide the full details of the relevant information below.

I certify that all information given by me in this application is true and correct.

I understand that Singapore University of Social Sciences (SUSS) may reject my application on the grounds of misrepresentation, omission or false declaration on my part.

I further understand that Singapore University of Social Sciences (SUSS) may carry out verification checks on me (including obtaining my past academic results) with the Singapore Ministry of Education, the local polytechnics and/or the previous education institution(s).

I hereby agree to abide by all regulations and procedures specified by SUSS if I am successfully registered as its student.

I hereby agree that Singapore University of Social Sciences (SUSS) may disclose my personal data to academic and administrative staff and where necessary to external institutions or parties for administration of my application and any purpose within the legitimate interest of the University relating to the administration or conduct of the programme (including processing and compilation of statistics and assessment of applications) and the transfer of my personal data outside of Singapore for the purpose of storage, backup and/or recovery. I acknowledge and agree that any disclosure in accordance with the Personal Data Protection Act 2012 and Singapore University of Social Sciences' [Privacy Policy](#).

- Read through and indicate your agreement to the Personal Data Protection Act by ticking the checkbox.
- Select the “Submit” button when you are ready to submit your online application.

Personal Data Protection Act

Please click on the [link](#) to view the Personal Data Protection Act

agree to the above

The data provided may be used for the purpose of marketing courses, event and promoting the university. Photographs may be taken during the interview for the purpose of marketing collaterals. You may be contacted by letter, telephone, email or text messages with details of future events and courses organised or promoted by the university that may be of interest to you. If you do not wish to receive such information, please un-check this box.

[Previous](#) [Submit](#) [Clear](#)

- Do note that you would not be able to make any changes to your application once it has been submitted successfully after **Stage 9 – Applicant’s Declaration**.
- Applications will only be considered completed after the non-refundable application fee has been made after the submission of the application, in the next stage.
- The application summary PDF and your application number will be sent to both your primary and secondary email addresses.

If you require any assistance or have any questions regarding your application, please email to ft_admissions@suss.edu.sg with your Full Name and Application Number.

Stage 10 – Payment for eApplication Fee

- Payment for the eApplication fee can be done only through online payment.
- Payment can be made via VISA/MASTER Credit Card or eNets.
- Select the preferred payment mode option and you will be directed to the payment gateway with the payment instructions on how to make payment.

Payment

Complete your application by making a non-refundable application fee via [online payment](#) (S\$15 for Singapore Citizens and Singapore Permanent Residents and S\$30 for International Students).

[View Invoice](#)

[pay by e-credit card](#)

[pay by e-nets](#)

[Save & Exit](#)

- Upon successful payment, an e-Receipt will be sent to your primary and secondary email addresses.
- You may save or print a copy of the submitted application and receipt for record.



Admission Application

SUSS Full-time Programme Online Application

Thank you for your e-application for the Full-time Undergraduate Programmes.
You have successfully made payment, and the e-Receipt will be sent to your email address.
You may save or print a copy of the submitted application and receipt below:

[Print Submitted Application & Receipt](#)

[Exit](#)

Note: Applications are only considered complete after the application fee payment is made.

Viewing/Editing Application

- If you require more time to work on your application, select “Save & Exit” to save your application at any stage of the application
- Applicants will not be able to edit their application once it has been submitted successfully after **Stage 9 – Applicant’s Declaration**.

500-Word Reflection Essay*

SUSS is a university with a rich heritage in inspiring lifelong education, and transforming society through applied social sciences. We develop students and alumni to be work-ready and work-adaptive, aspiring to reach their full potential, through our 3H's education philosophy – *Head* for professional competency with applied knowledge, *Heart* for social awareness to meet the needs of the society, and *Habit* for passion towards lifelong learning.

Drawing on your personal experiences, select the 'H' (i.e., Head, Heart, or Habit) that you relate most strongly with, and in 500 words or less, describe why the 'H' you selected is meaningful to you.

To avoid losing your essay due to a session timeout, please type your reflection essay in a Word Document and then use the 'copy and paste' function to transfer it into this application.

Words remaining:500

Previous Next Clear **Save & Exit**

- Select “Viewing/Editing Application” to login back and continue with your saved application.
- Log in with your **Primary Email Address** which you have provided in your application, and the Login ID. The Login ID comprises of the **last 4 characters of your NRIC/FIN/Passport Number + Date of Birth (DDMM)**.

Example: NRIC SXXXX123A + Date of Birth 01/09/1990, your Login ID will be 123A0109

SUSS
SINGAPORE UNIVERSITY
OF SOCIAL SCIENCES

Full-Time Programme Admission Application

You are:

Making a New Application

Viewing/Editing Application

Upload Additional Documents

Email Address*

Login ID*

Last 4 characters of NRIC/FIN/Passport No + Date of Birth (DDMM)

Example: NRIC SXXXX123A and Date of Birth 01/09/1990, Login ID will be 123A0109

Next Clear Cancel

If you encounter any issues during the application submission process, take a screenshot of the issue/error and email to ft_admissions@suss.edu.sg.