SINGAPORE UNIVERSITY OF SOCIAL SCIENCES

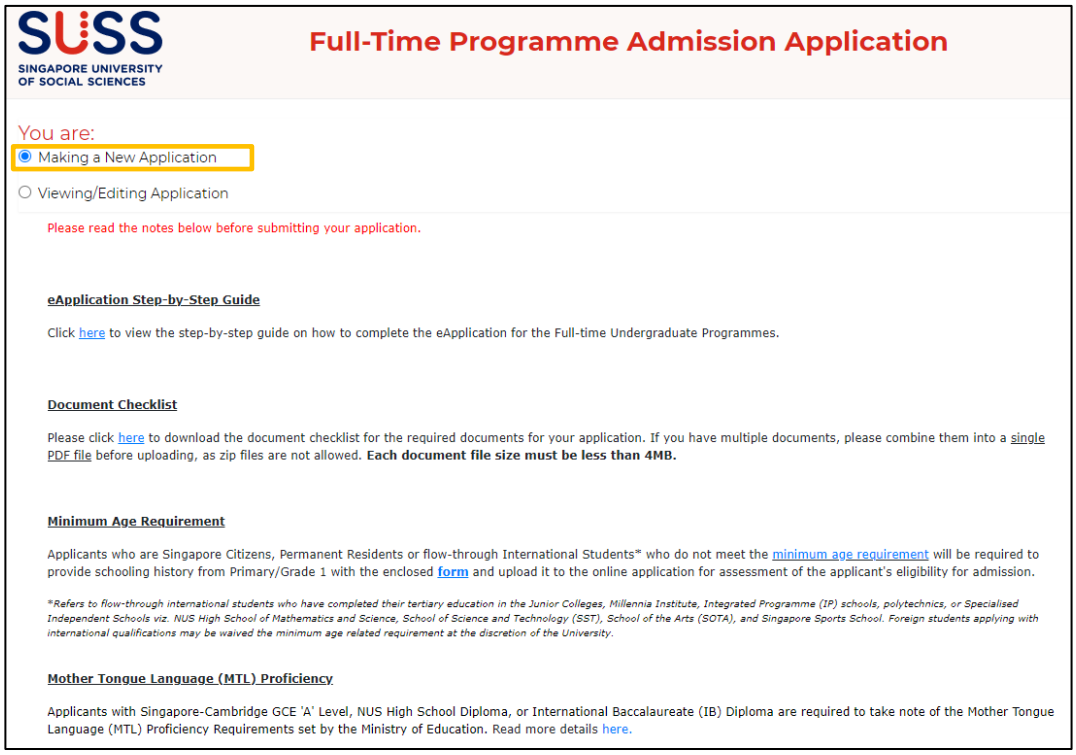
Step-by-Step Guide: eApplication for SUSS Full-Time Undergraduate Programmes

Step-by-Step Guide Content

Stage 0 – Login Page **3**
Stage 1 – Personal Details and Programme Choice **4**
Personal Details 4
Singapore Citizen 4
Singapore Permanent Resident 4
Other Nationalities 5
Programme Choice 6
Stage 2 – Demographic Information **7**
Stage 3 – Education Details **9**
Education Details 9
Singapore-Cambridge GCE 'O' Level 9
Pre-University Qualification 10
GCE 'A' Level 10
Polytechnic Diploma (Local Polytechnics only) 11
NUS High School Diploma 12
International Baccalaureate (IB) Diploma 12
Other Qualifications 13
Standardised Tests 13
Non-Academic Achievements 14
Stage 4 – Employment Details **16**
Stage 5 – Reflection Essay **17**
Stage 6 – Upload Document **18**
Stage 7 – Tuition Grant (TG) Declaration **21**
Singapore Citizens (SC) 22
Singapore Permanent Residents (PR) or International Students (IS) 24
Stage 8 – Application Summary **26**
Stage 9 – Applicant's Declaration **27**
Stage 10 – Payment for eApplication Fee **29**
Viewing/Editing Application **30**

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.

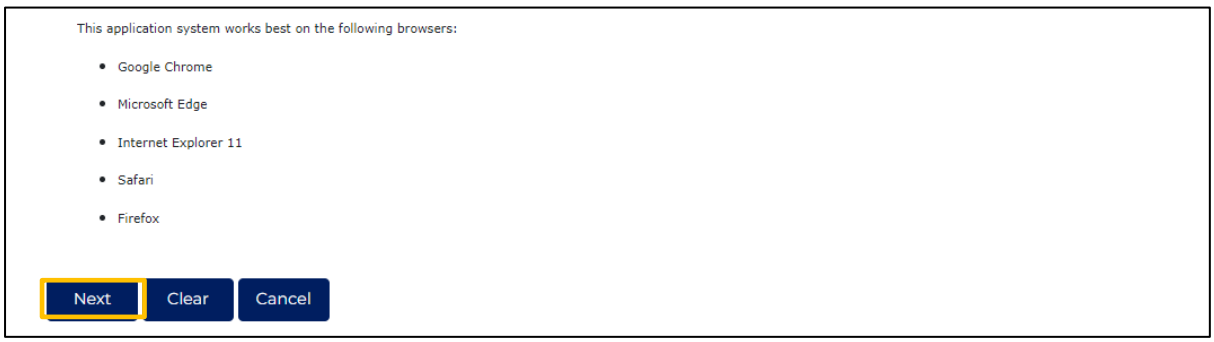


Minimum Age Requirement

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.

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

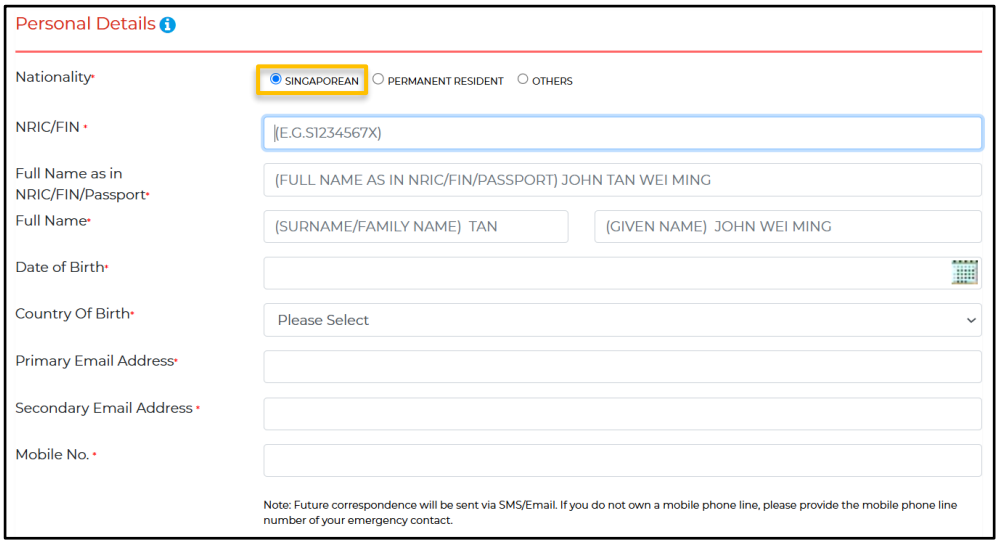


Stage 1 – Personal Details and Programme Choice

1.1 Personal Details

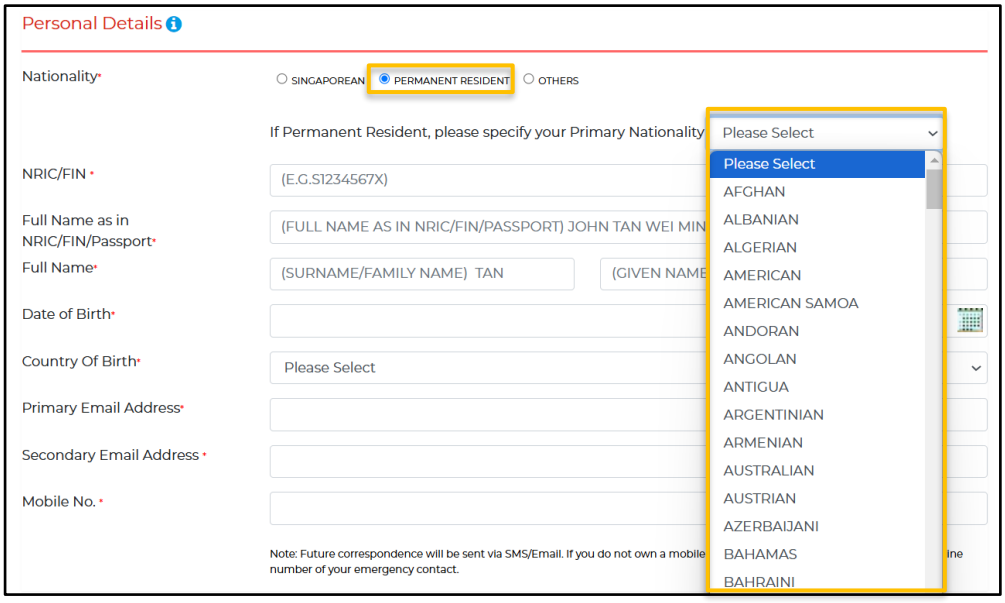
(a) Nationality – Singapore Citizen

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



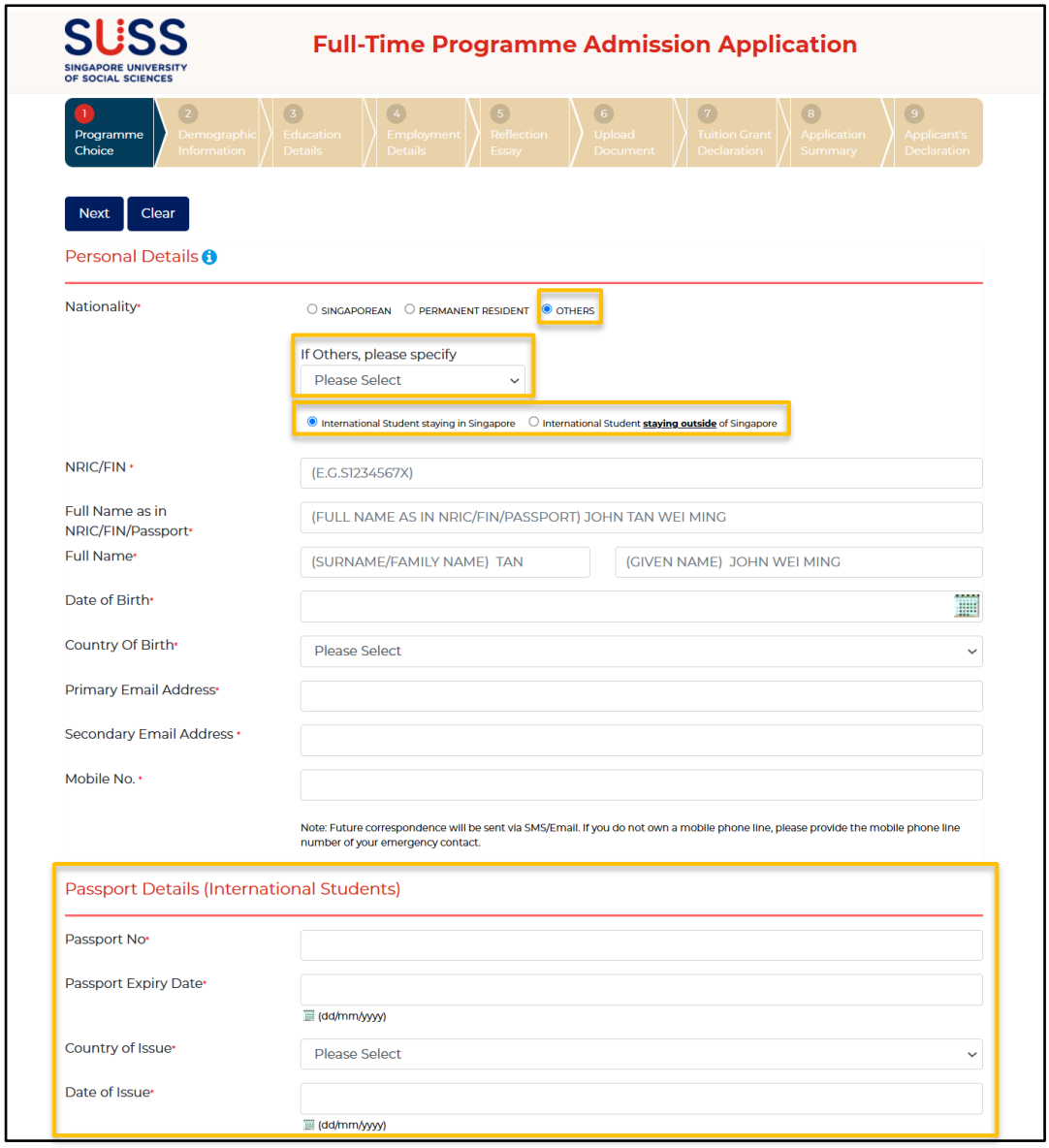
(b) Nationality – Singapore Permanent Resident

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



(c) Nationality – Other Nationalities

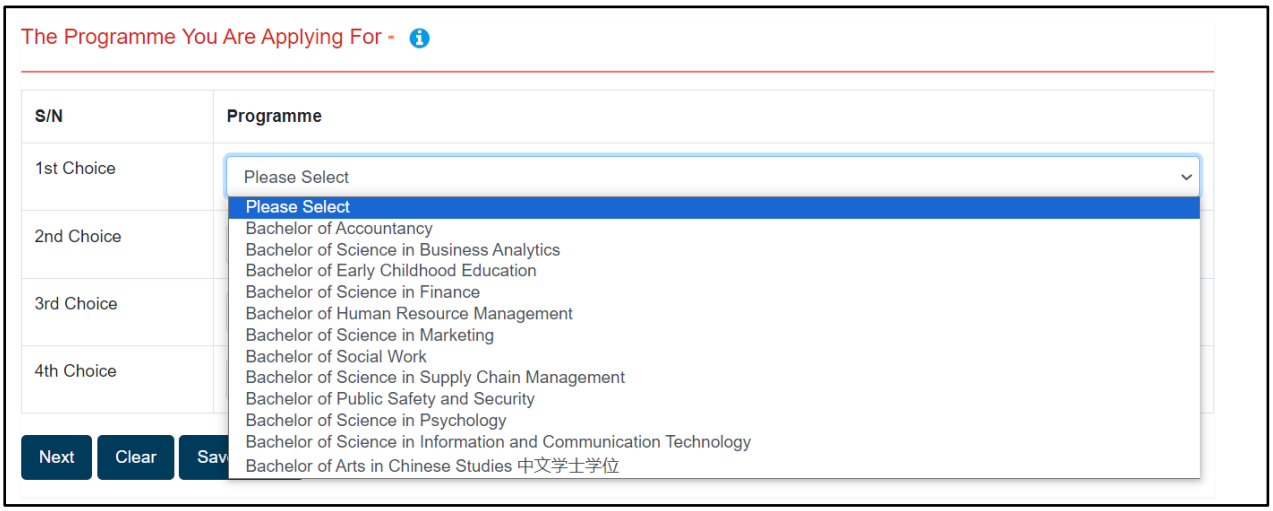
- Select the "Others" option and select your nationality from the dropdown list.
- Select whether you are an "International Student staying in Singapore" or "International Student staying outside of Singapore".
- Input your passport details and ensure that the passport expiry date is at least 6 months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



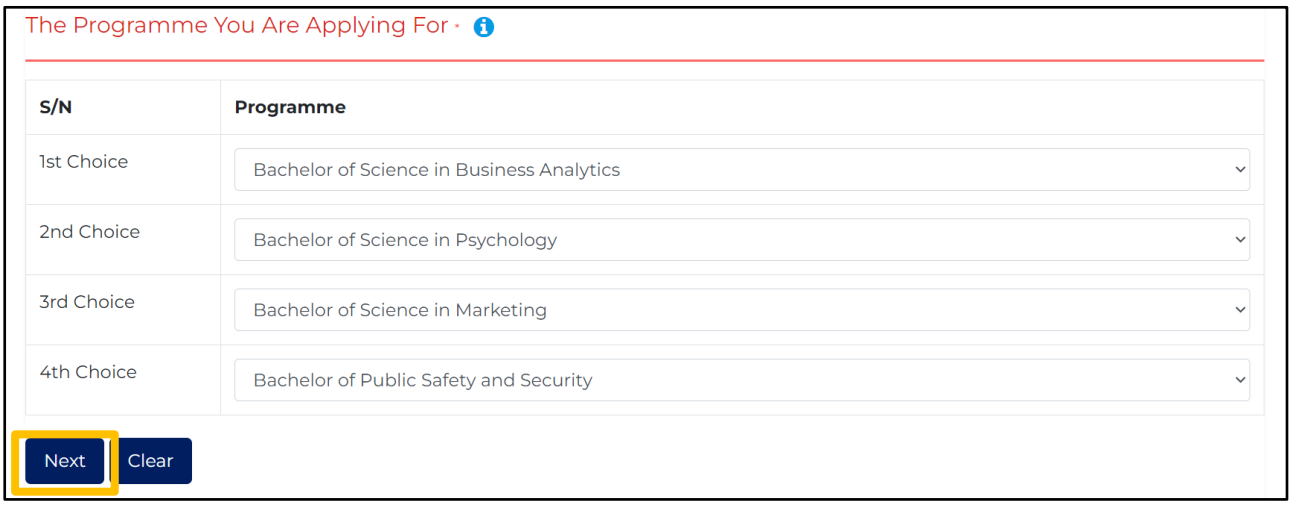
1.2 Programme Choice

- 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.



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

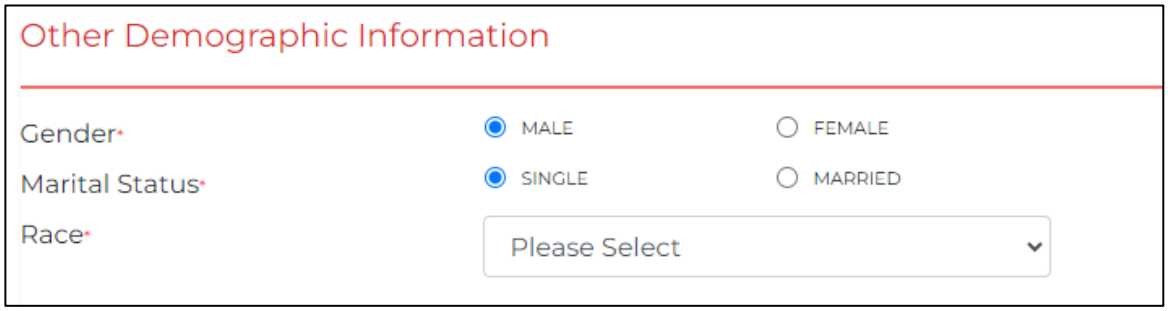


Stage 2 – Demographic Information

Input the necessary details for the following sections accordingly:

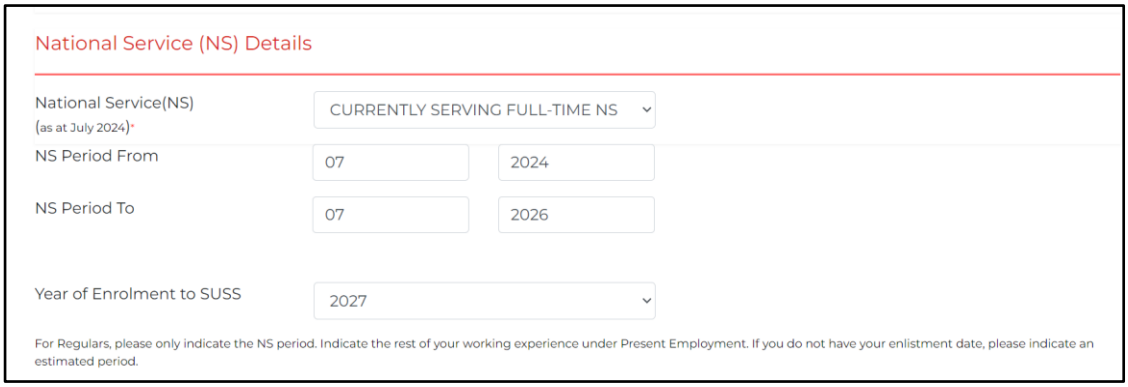
2.1 Other Demographic Information

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



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).

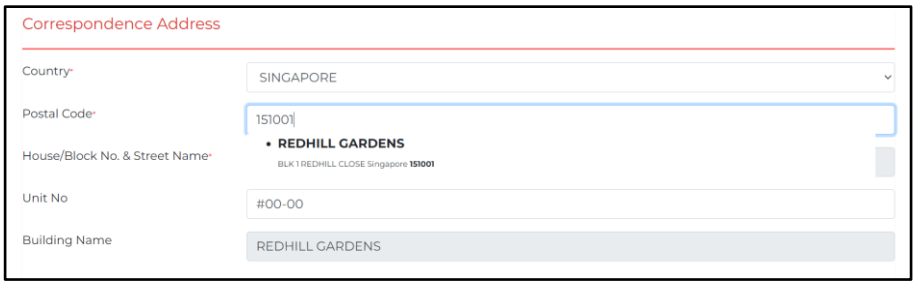


2.3 Correspondence Address

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

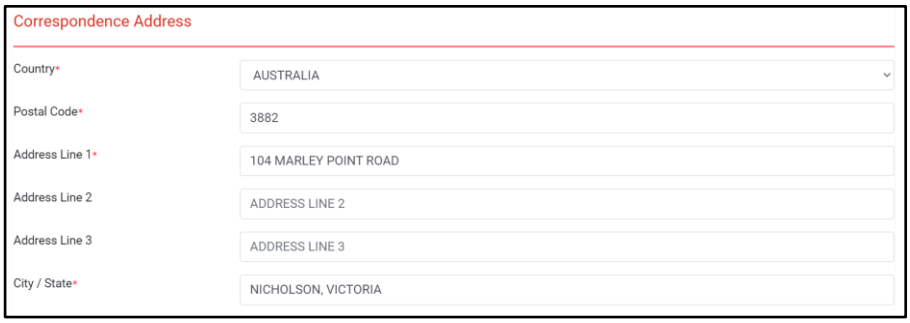
(a) Local Singapore Address:

- 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)



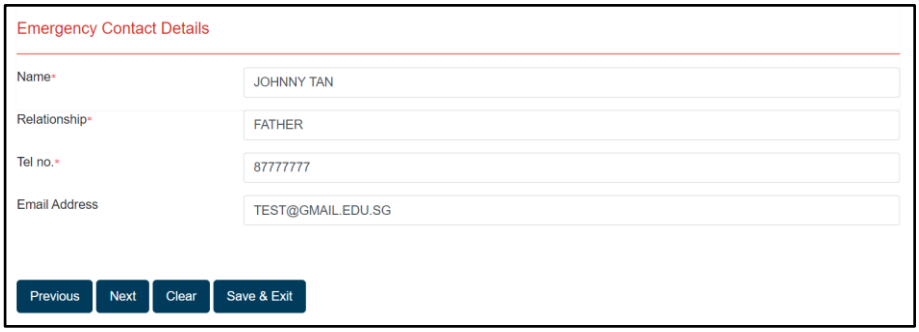
(b) Overseas Address:

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



2.4 Emergency Contact Details

- Input the necessary contact details in case of emergency.

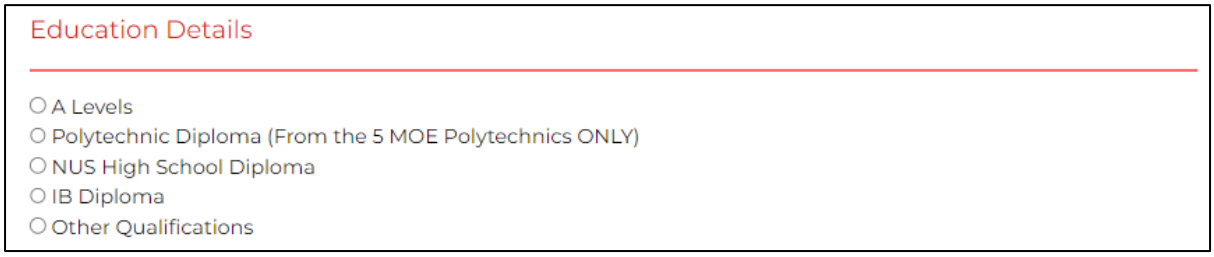


- Click the "Next" button at the bottom of the page to proceed on with your application.

Stage 3 – Education Details

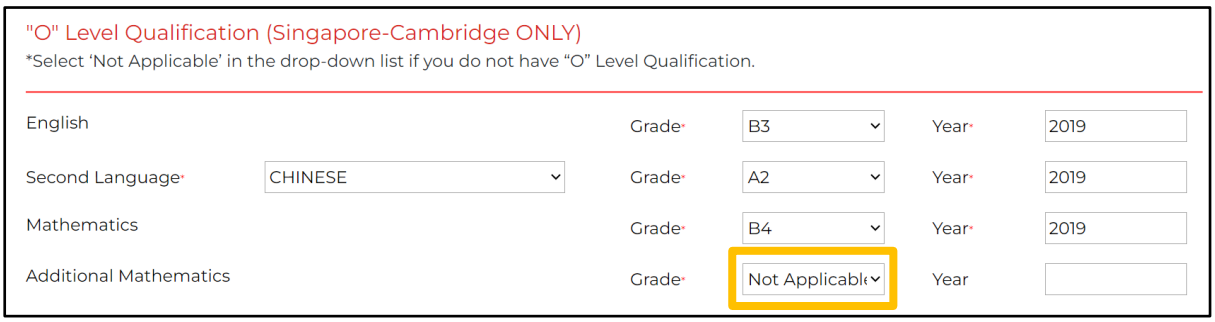
3.1 Education Details

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



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.



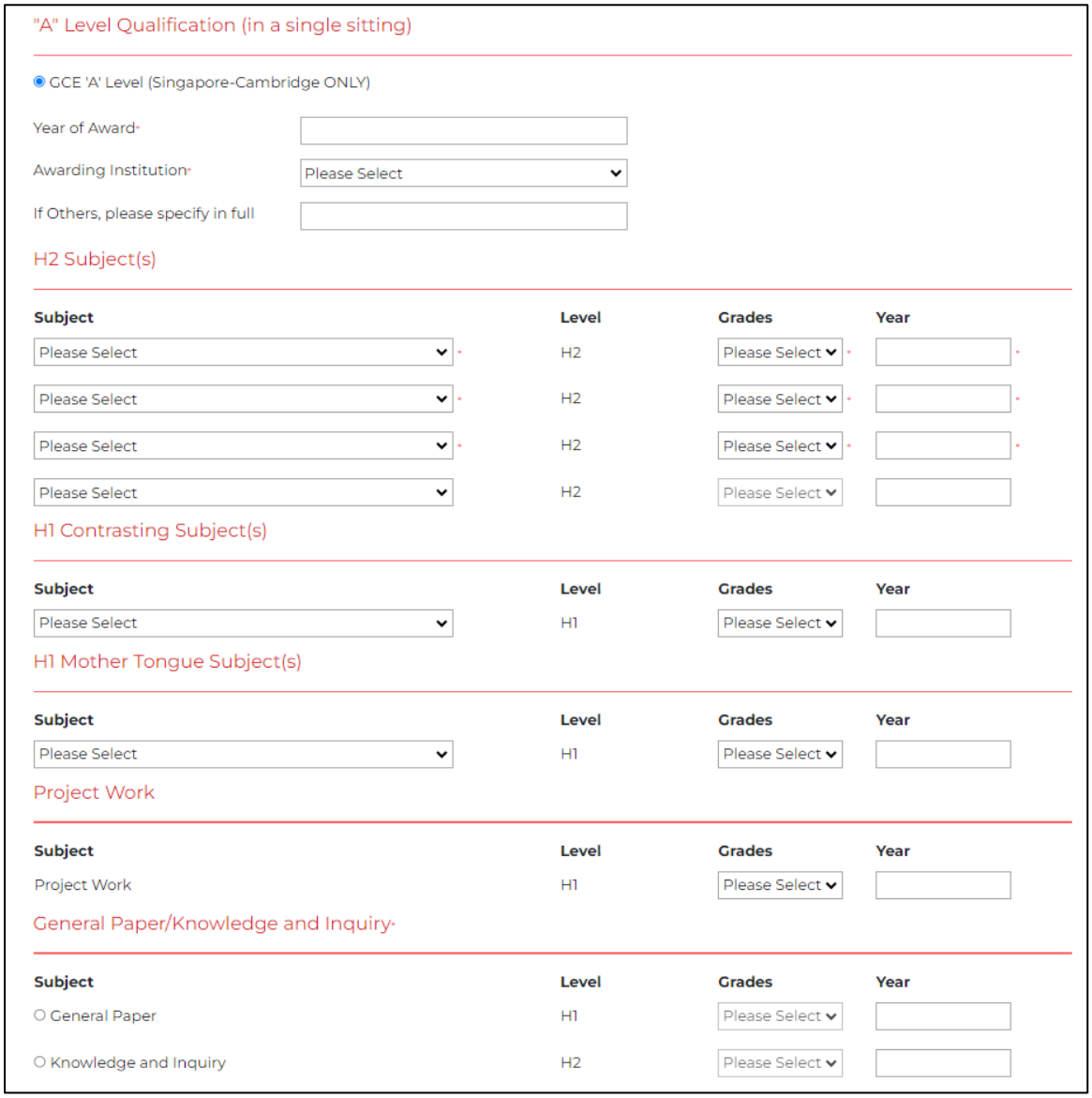
3.3 Pre-University Qualification

- 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

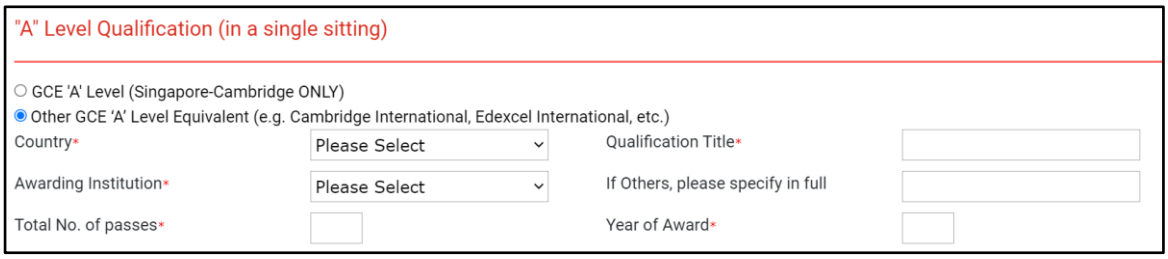
Singapore-Cambridge GCE 'A' Level

- 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.



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

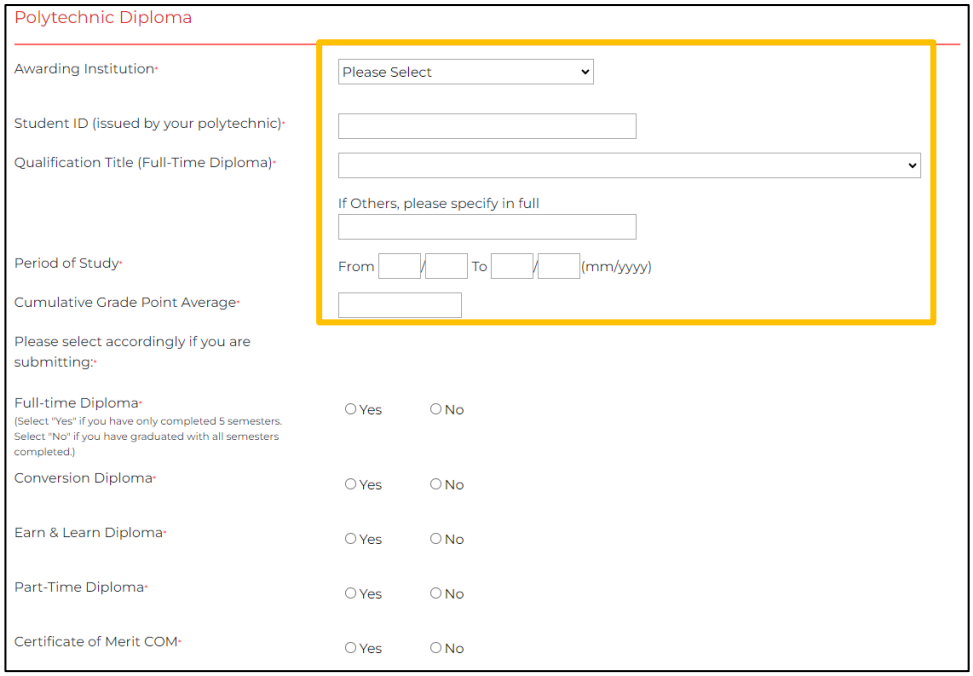
- Select the "Other GCE 'A' Level Equivalent" option and fill in this portion only if you took the **GCE 'A' Level equivalent** (e.g. Cambridge International A-level, Edexcel International, etc.)
- Fill in the necessary details in the required fields as per your official transcript.



(b) Polytechnic Diploma (Local Polytechnics only)

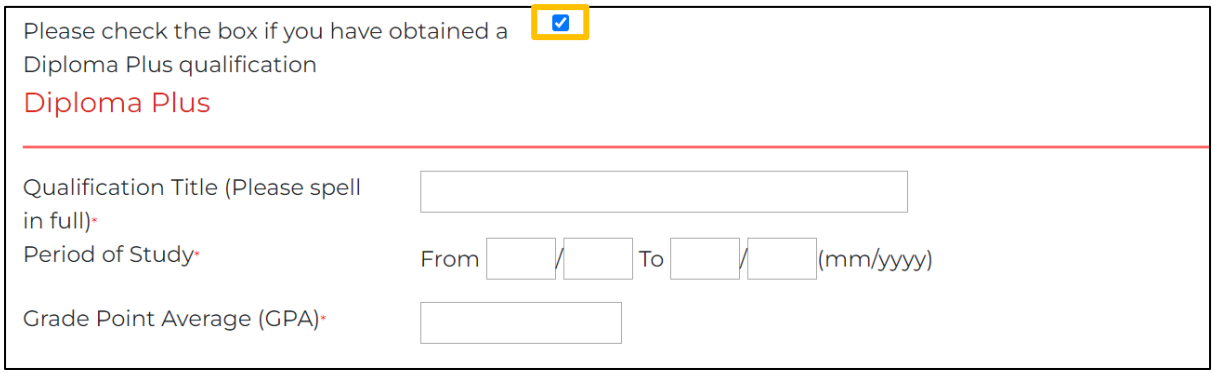
Full-Time Polytechnic Diploma

- 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.



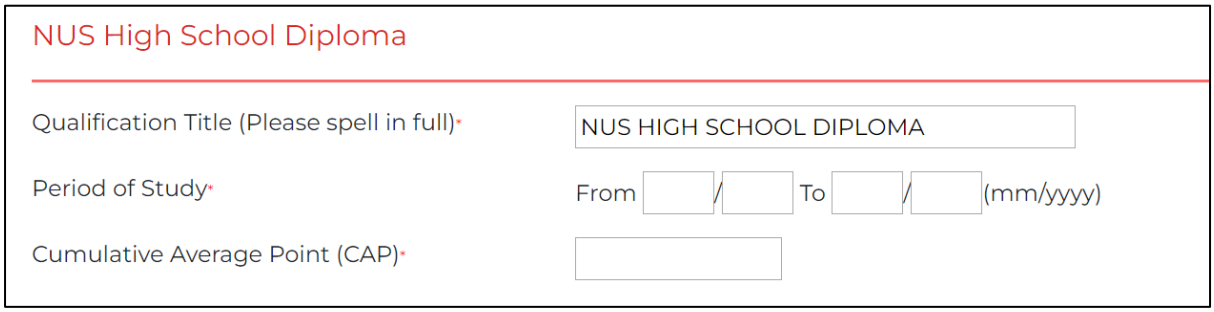
Diploma Plus

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



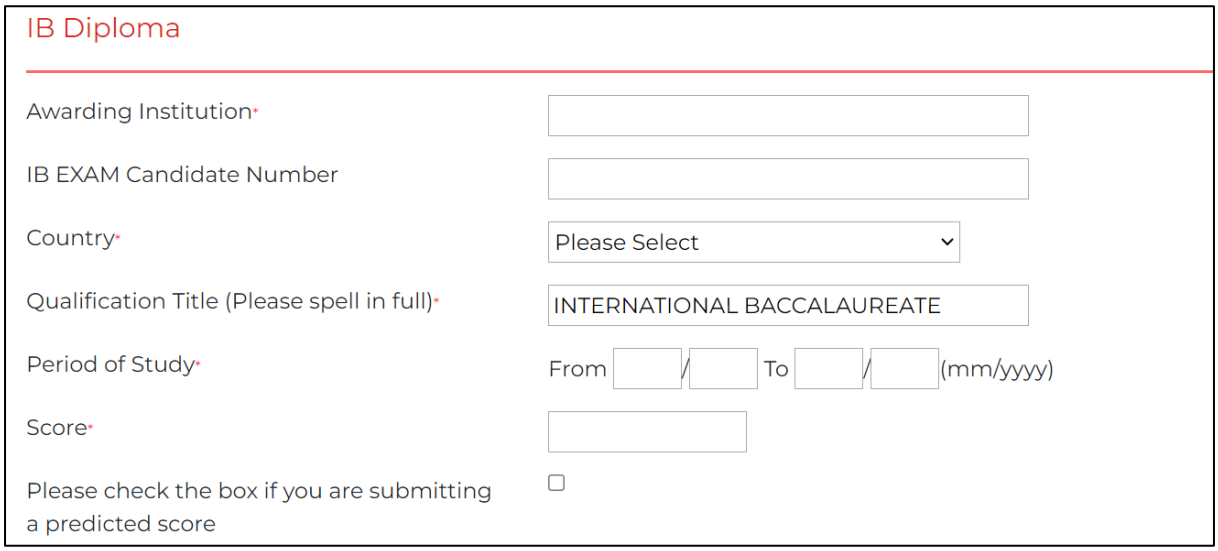
(c) NUS High School Diploma

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



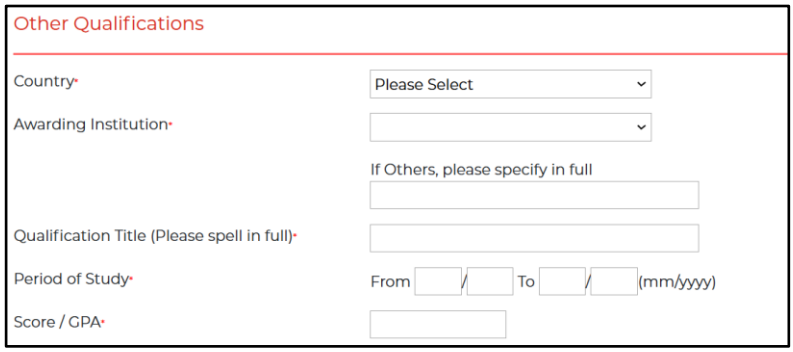
(d) International Baccalaureate (IB) Diploma

- 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).



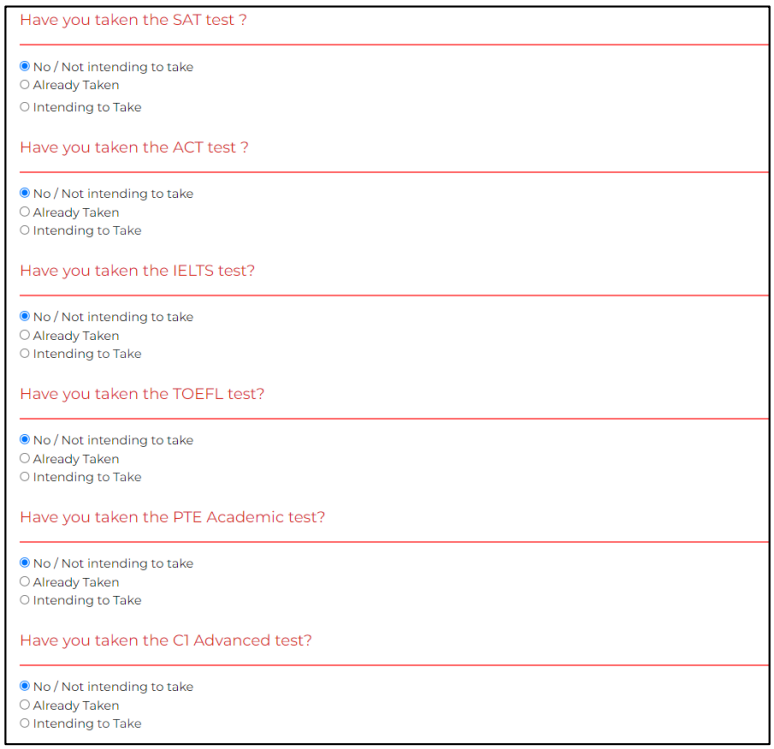
(e) Other Qualifications

- 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.



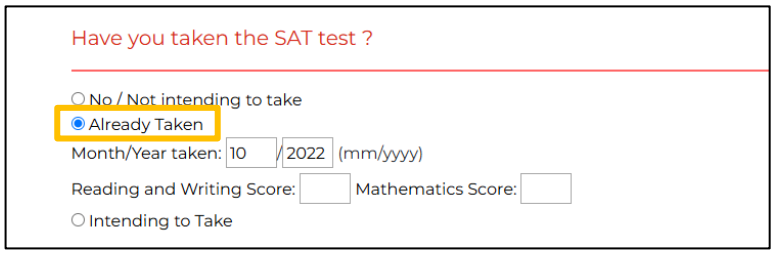
3.4 Standardised Tests

- 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).



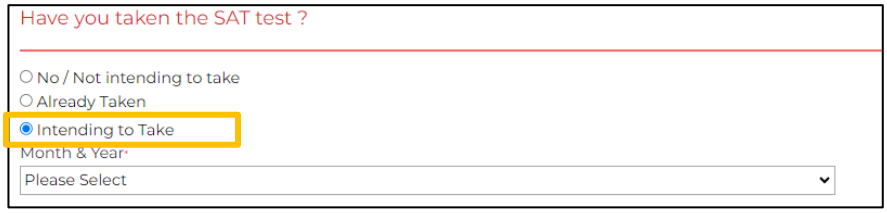
(a) Option - Already Taken

- 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.



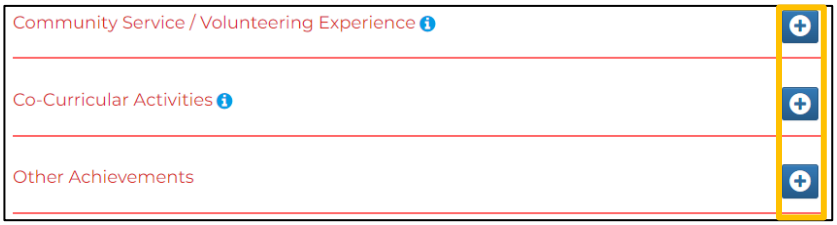
(b) Option – Intending to Take

- 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.

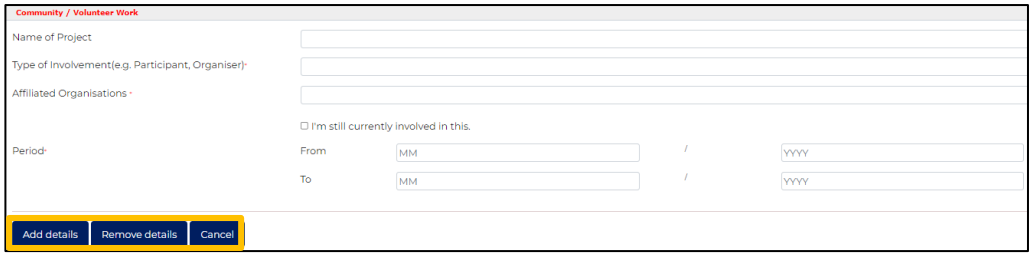


3.5 Non-Academic Achievements

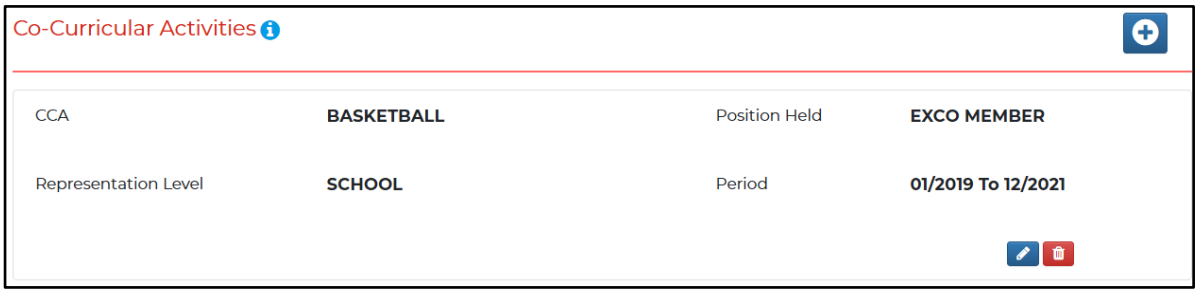
- Input the relevant details of your non-academic achievements under the sub-sections:
  - **Community Service/Volunteering Experience**
  - **Co-Curricular Activities**
  - **Other Achievements**
- Click on the button to add new records under the respective section.



- 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



- 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:

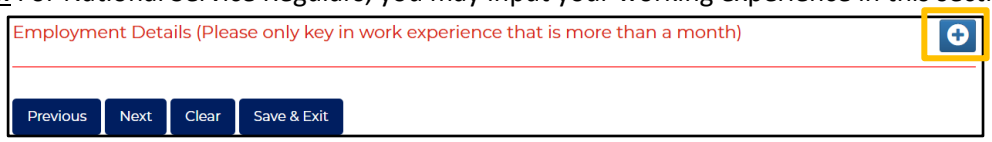


- To edit an entry, click on the button. To delete an entry, click on the button.
- Repeat the above steps if you wish to add activities according to each section. Once you have finalised all entries, click on "**Next**" to proceed on to the next stage.

Stage 4 – Employment Details

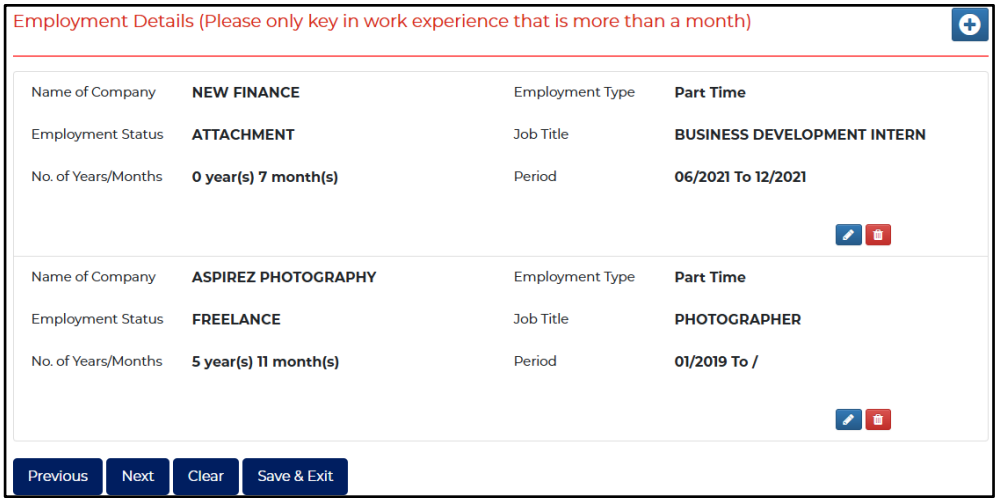
- Select the button to enter the relevant details for your previous and/or current employment

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



- 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.

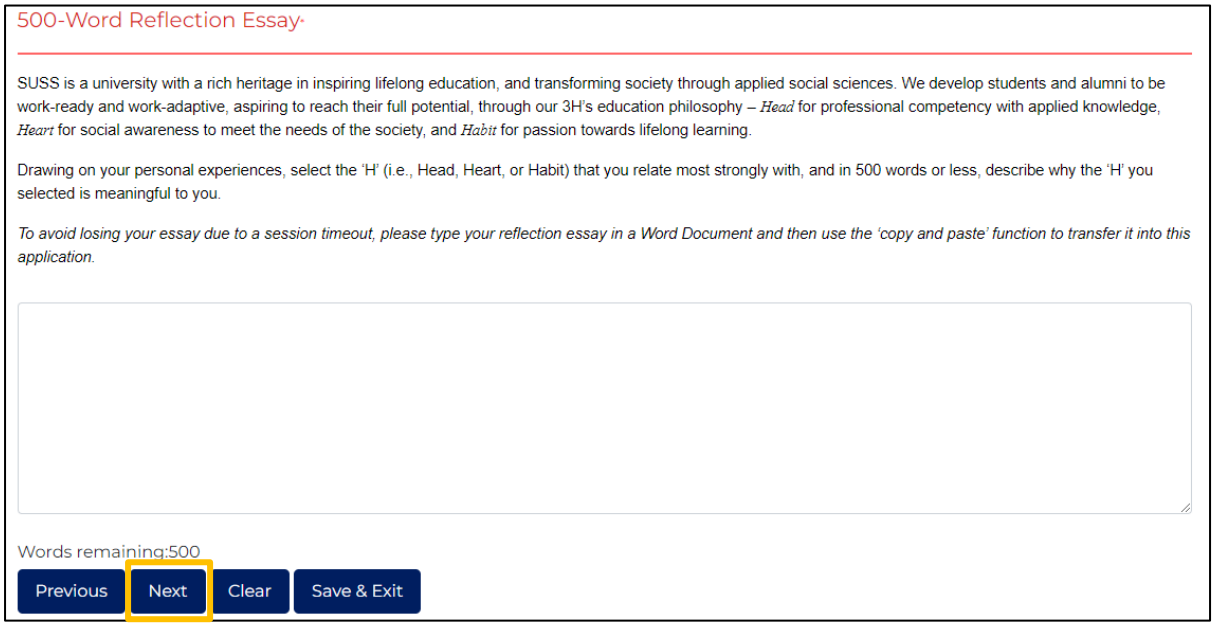
- After you click the “Add details" button, the dialog box will close, and you will return to the main screen with the overview of all entered entries.



- 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

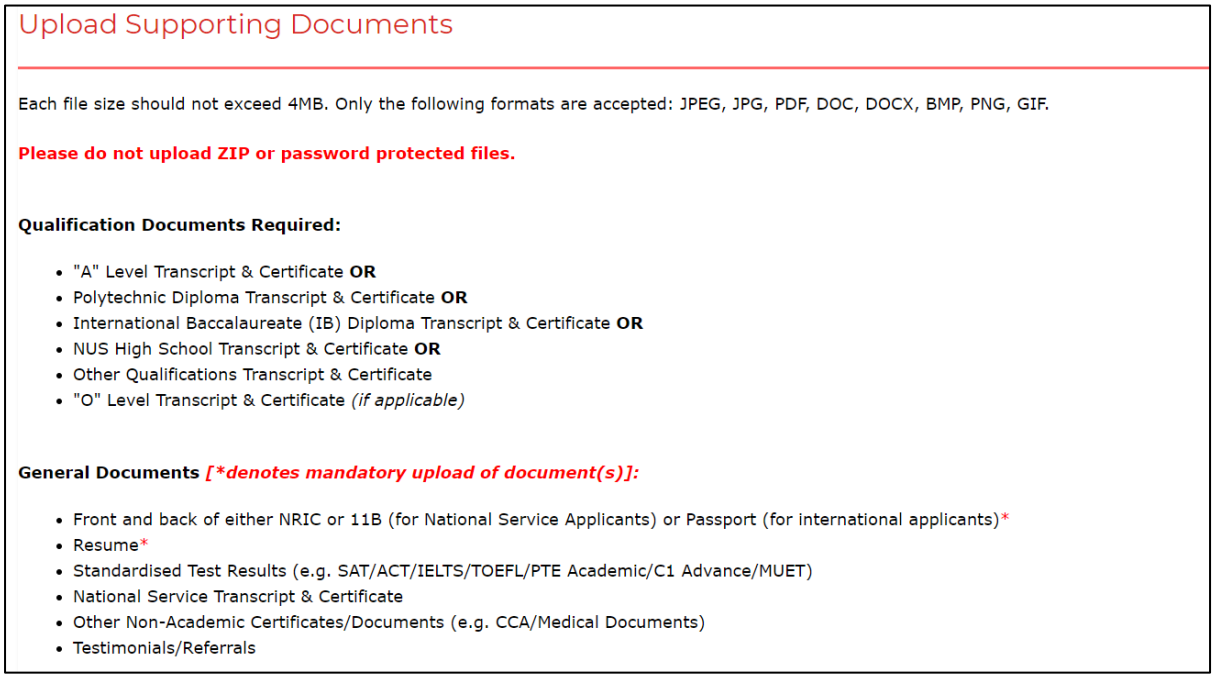
- You are required to write a 500-word reflection essay as part of the application process.
- Refer to the essay topic given at this section and input your reflection essay accordingly.
- To avoid losing your essay due to a session timeout, please type your reflection essay in a Word document and use 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.



- 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.

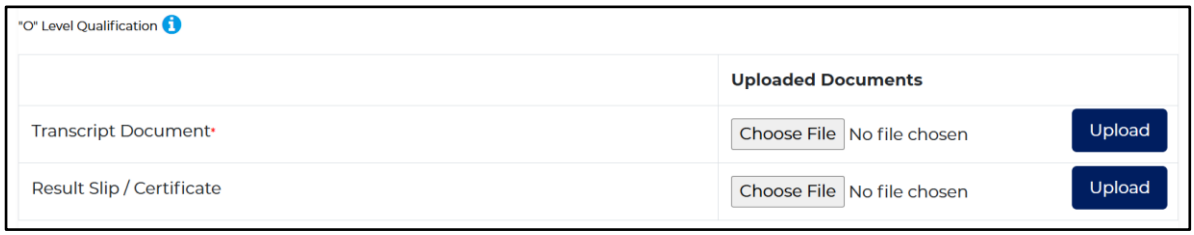


6.1 Qualification Documents

- 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.

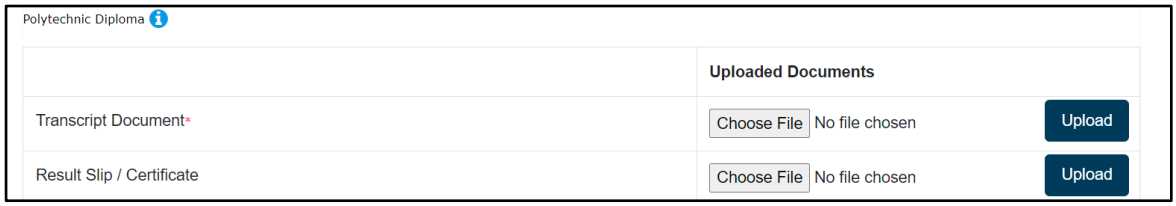


(b) GCE 'A' Level

- **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.

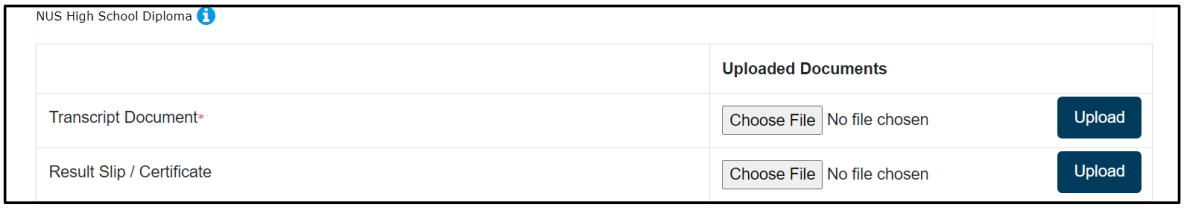
(c) Polytechnic Diploma

- **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.).



(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.

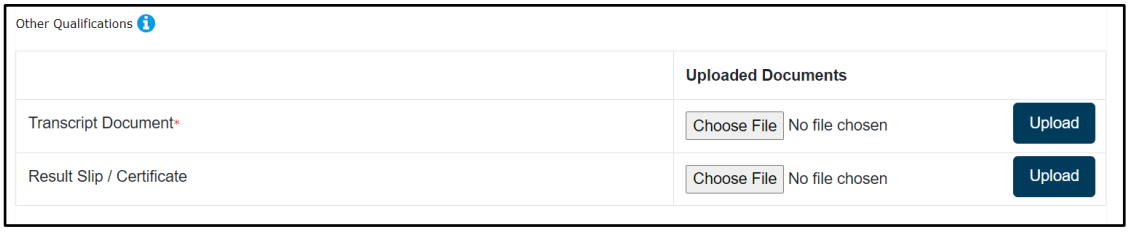


(e) International Baccalaureate (IB) Diploma

- **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.

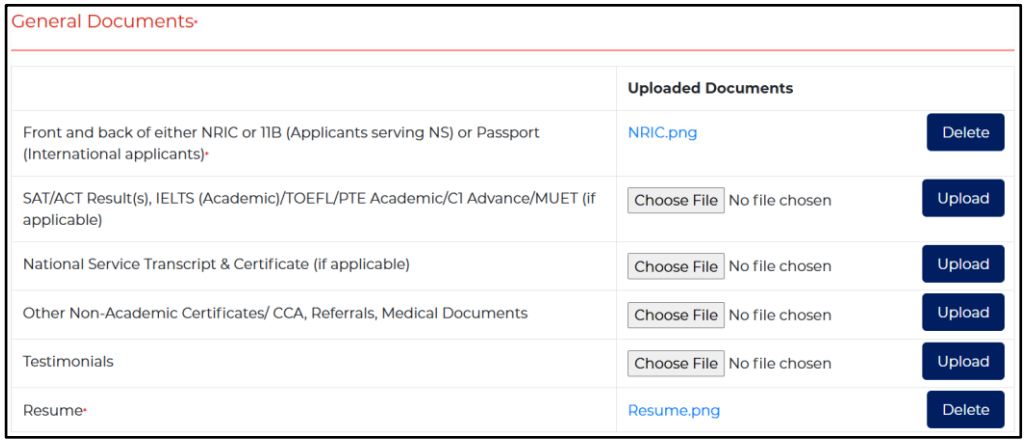
(f) <u>Other Qualifications</u>

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



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.



- 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:

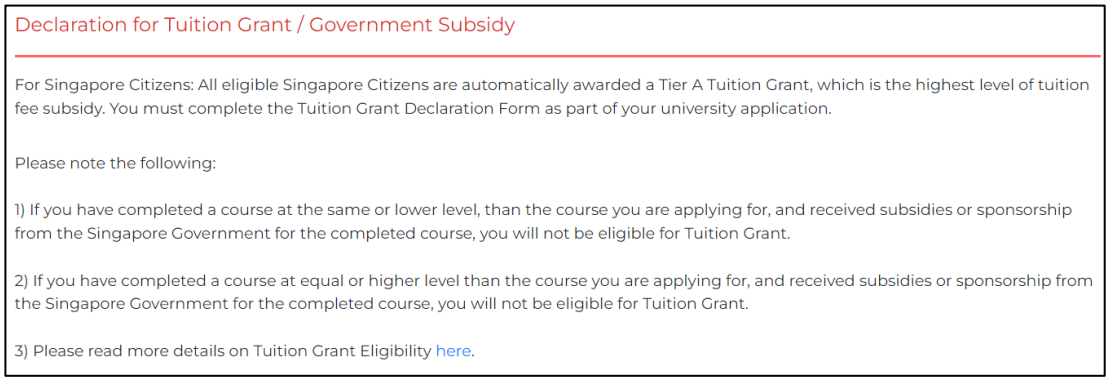
- Indicate your option to opt-in or opt-out from receiving the MOE Tuition Grant Scheme (TGS)
- Students who are awarded the TGS will pay subsidised tuition fees.
- Students who opt-out from the TGS will be liable to pay unsubsidised fees (or full fees) for their study at SUSS.
- Refer to https://www.suss.edu.sg/full-time-undergraduate/admissions/tuition-fees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

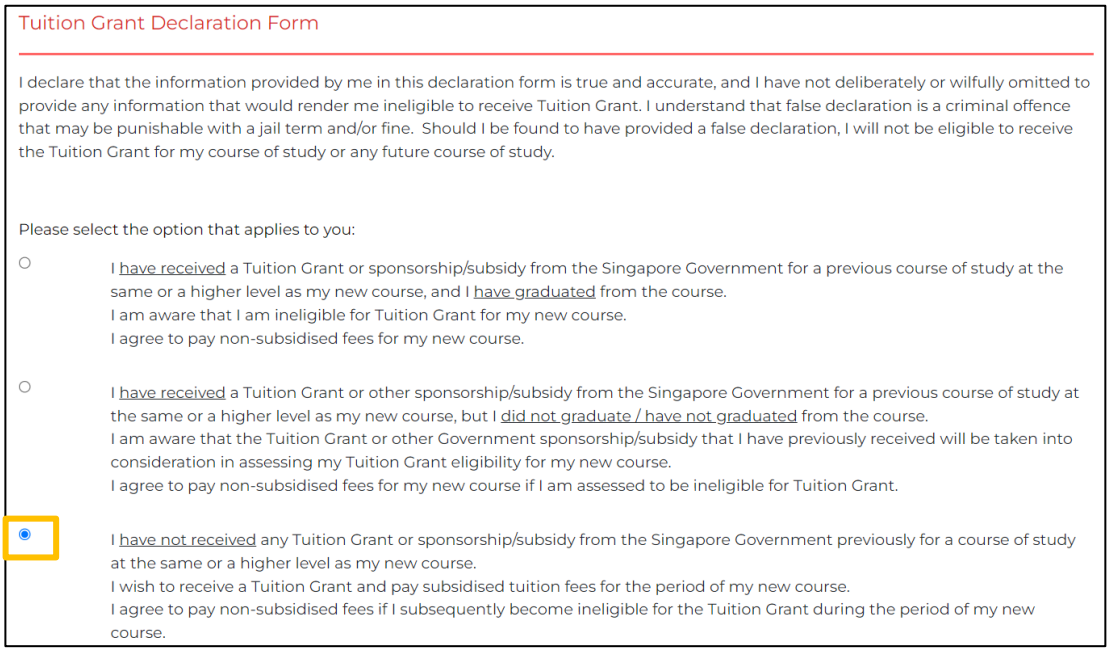
Please note the following:

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.

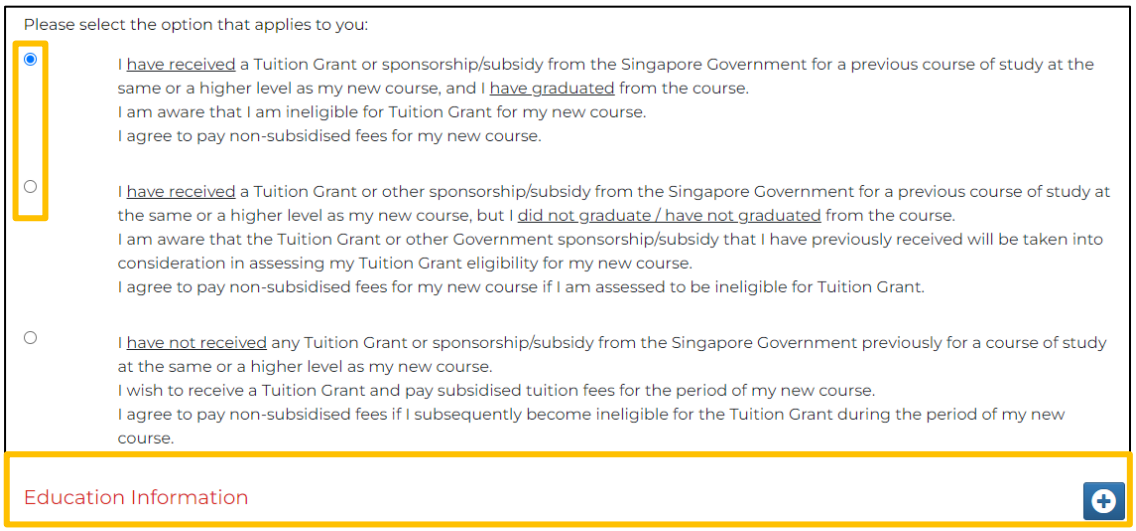
Please select the option that applies to you:

○ 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.

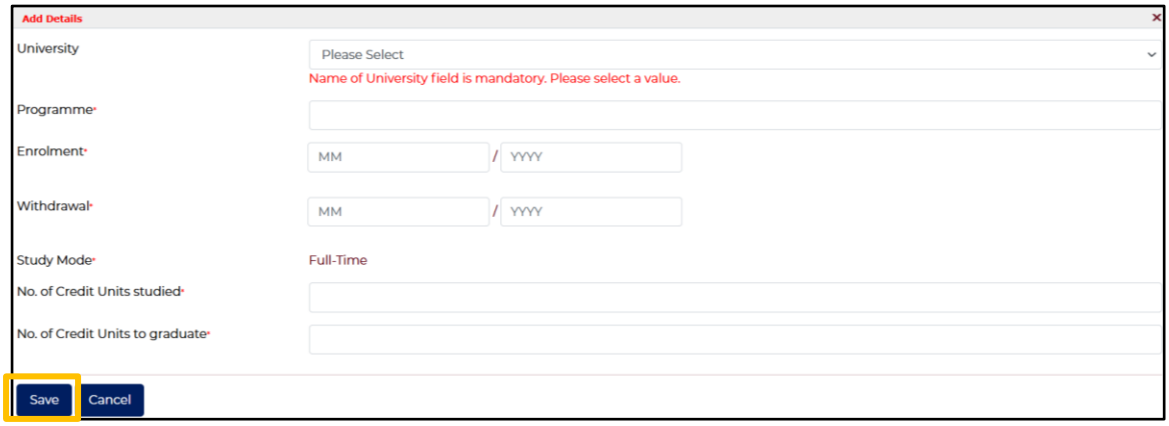
○ I have received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, but I did not graduate / have not graduated from the course.
I am aware that the Tuition Grant or other Government sponsorship/subsidy 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.



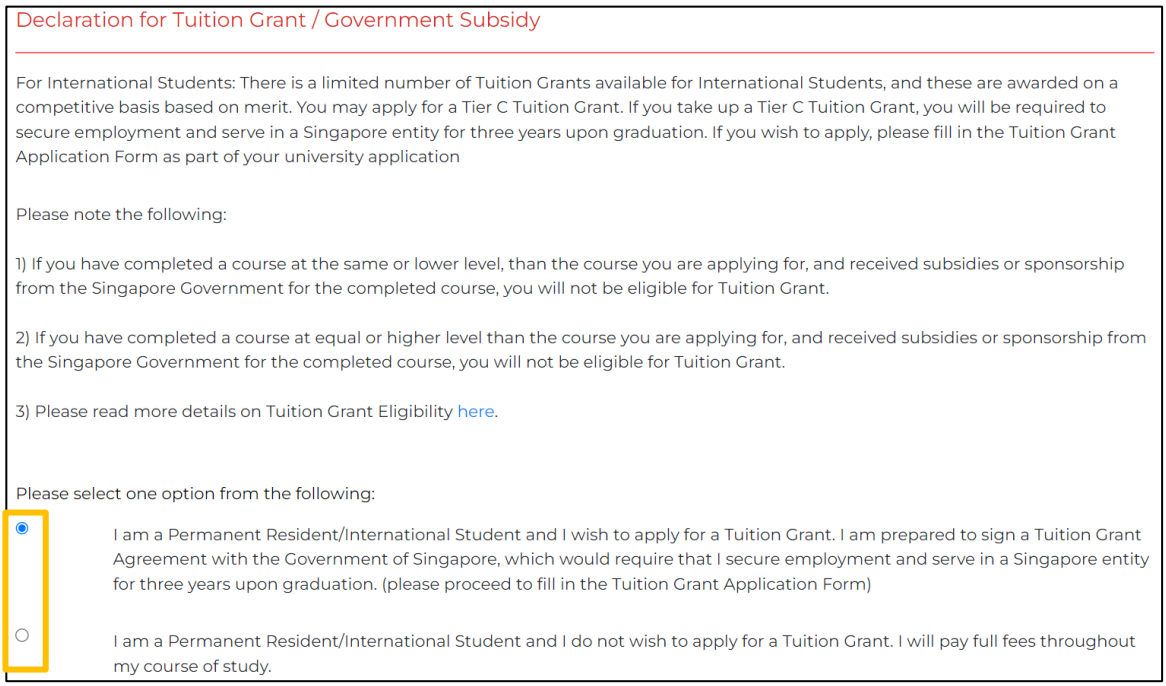
- Click on the button to add a new record and input information as required.



- 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)

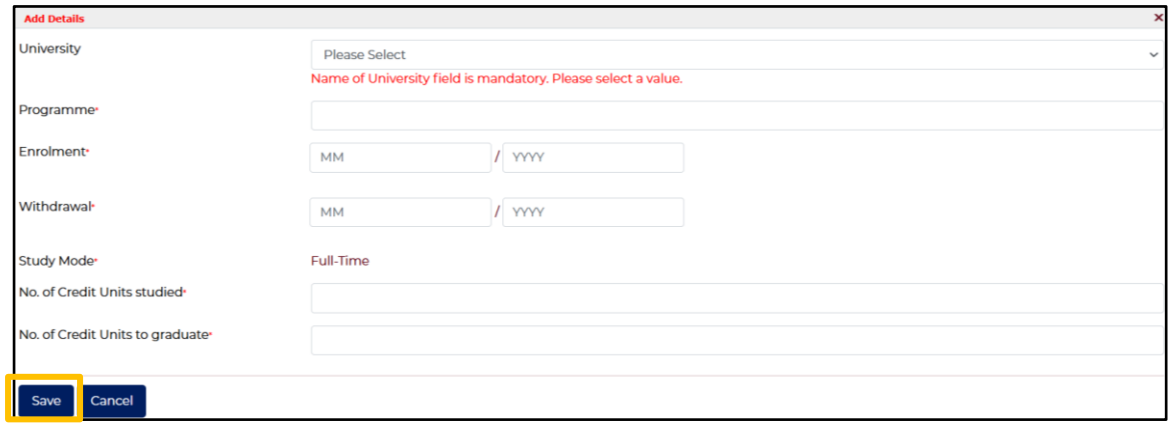
- Read the Tuition Grant declaration shown for PR/IS applicants based on the nationality you have selected in **Stage 1.1 – Personal Details**.
- PR/IS applicants may apply for the TGS by indicating the option to opt-in or opt-out.
- Students who opt-out from the TGS will be liable to pay unsubsidised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



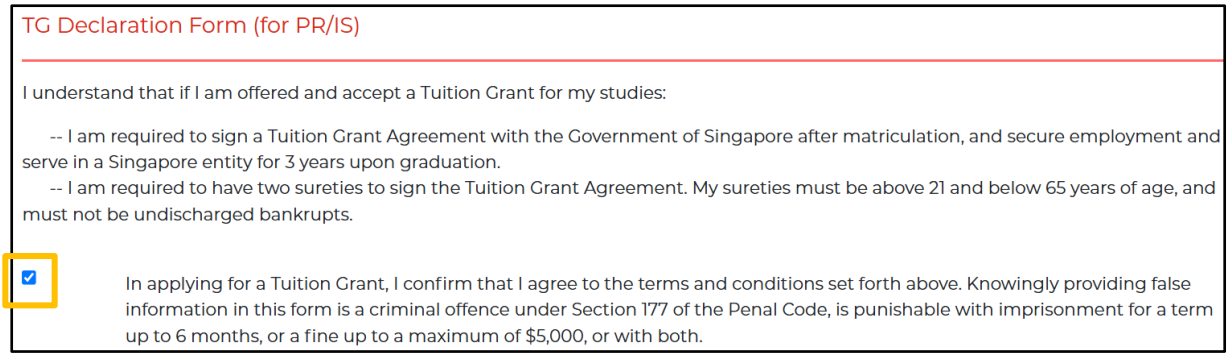
(a) If you are a PR/IS applicant and chose the option to opt-in for TGS

- 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.

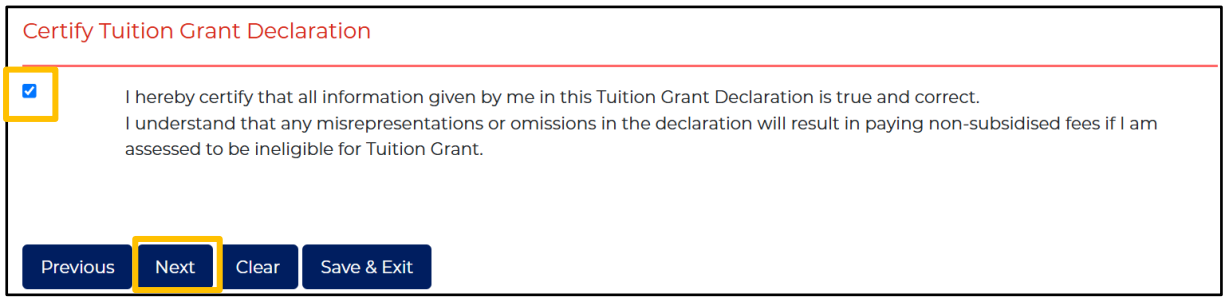
- Click on the button to add a new record and input information as required.



- 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.



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

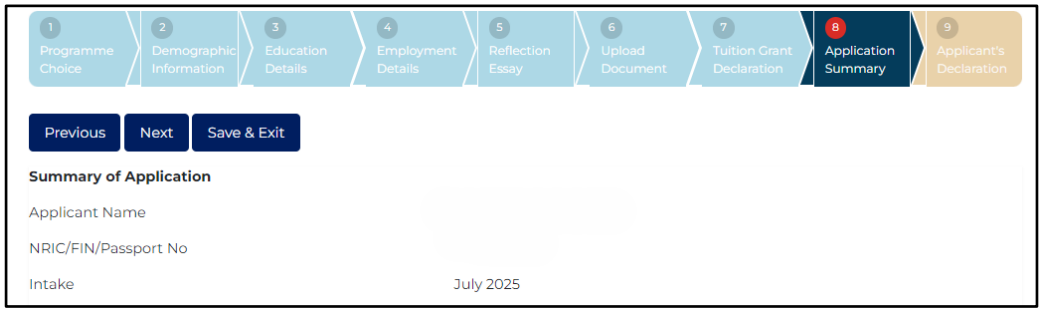


- Click "**Next**" to proceed on with the application.

Stage 8 – Application Summary

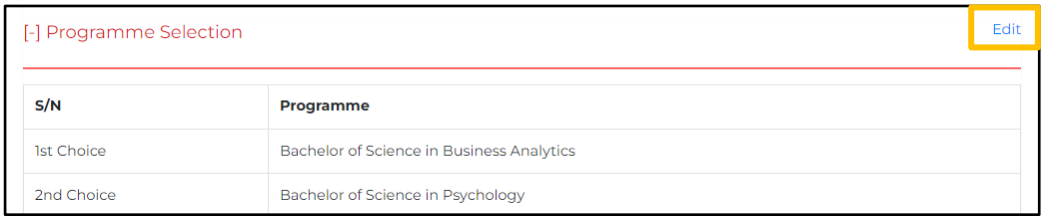
A summary of the details which you have entered from Stage 1 to Stage 7 will be reflected here.

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

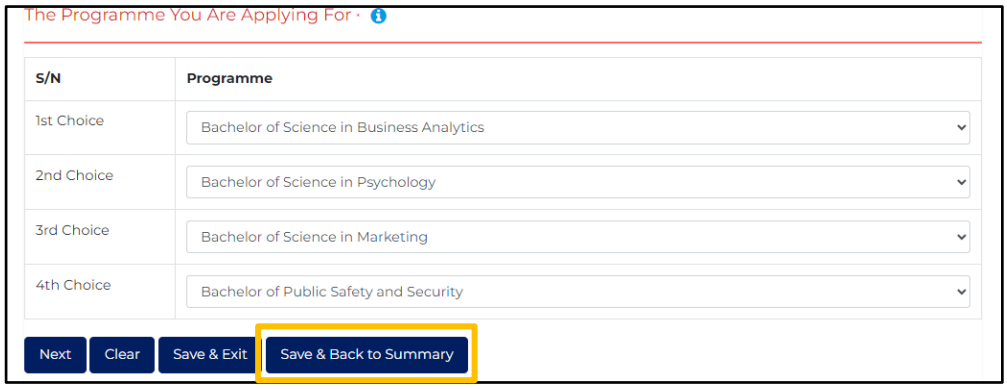


Editing the application

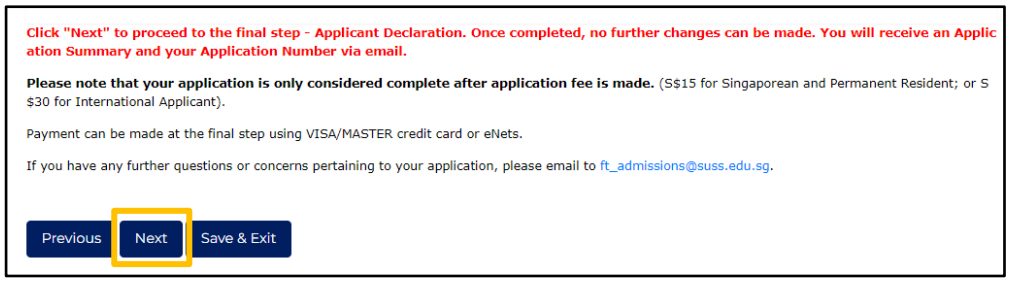
- To make changes to any stage/section, click “Edit” for the particular section.



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

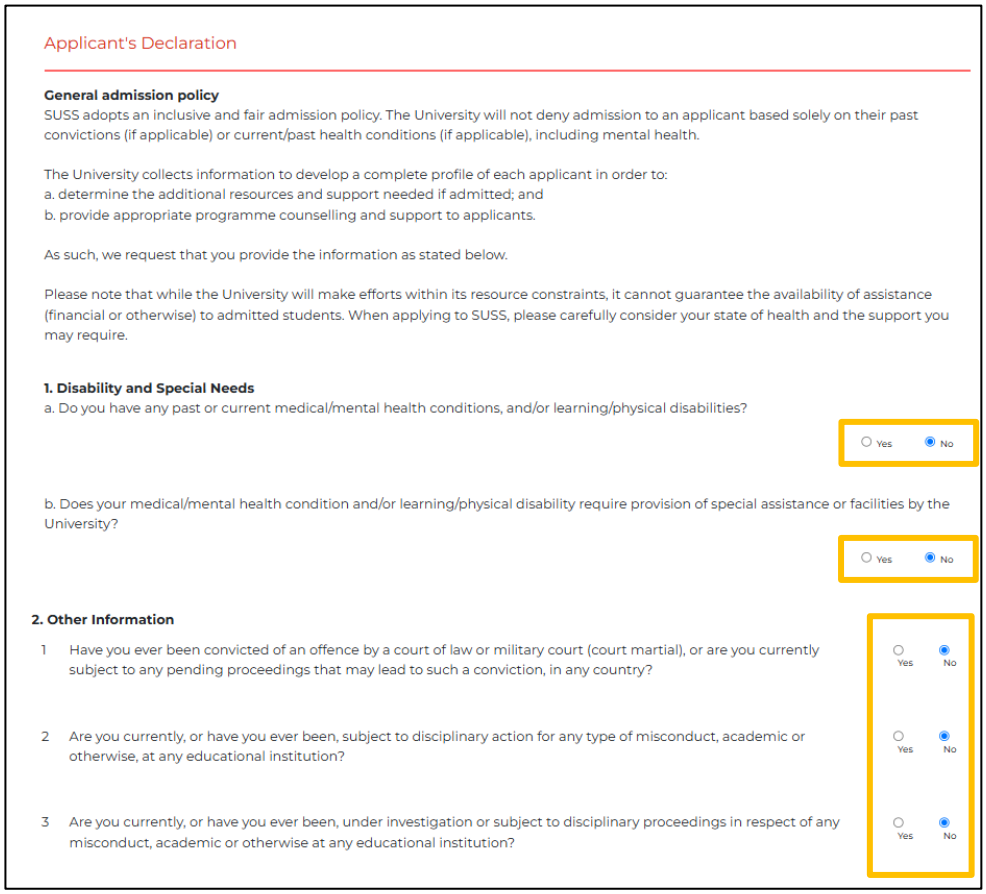


- Check that all details are reflected correctly and click “Next” to confirm the application summary and proceed to **Stage 9 – Applicant’s Declaration**.



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

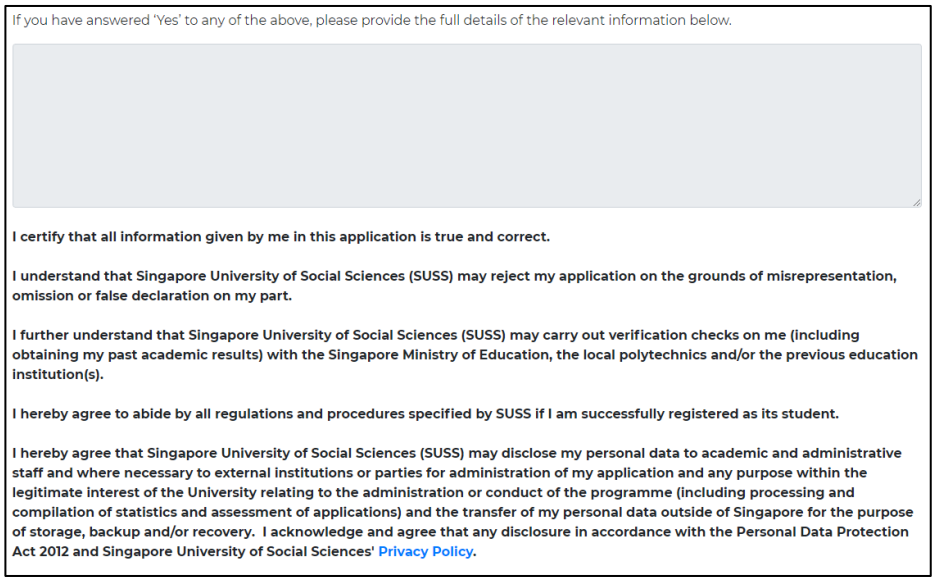
2. Other Information

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.

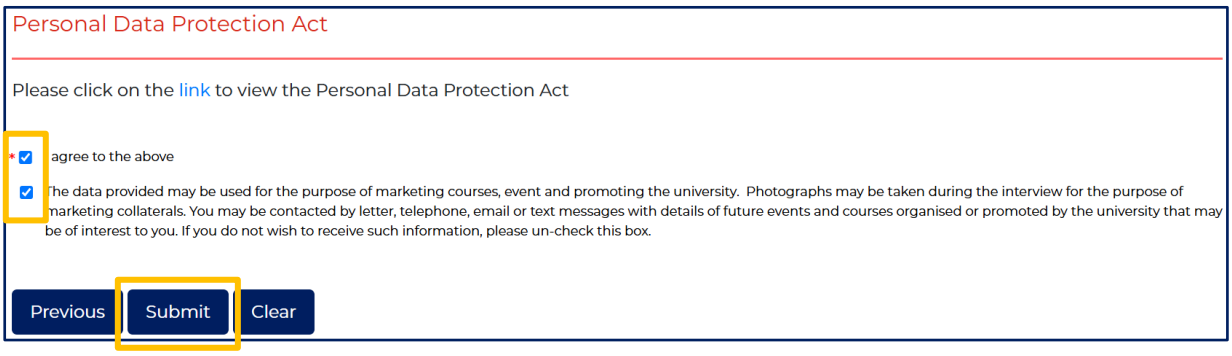
I understand that Singapore University of Social Sciences (SUSS) may reject my application on the grounds of misrepresentation, omission or false declaration on my part.

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.

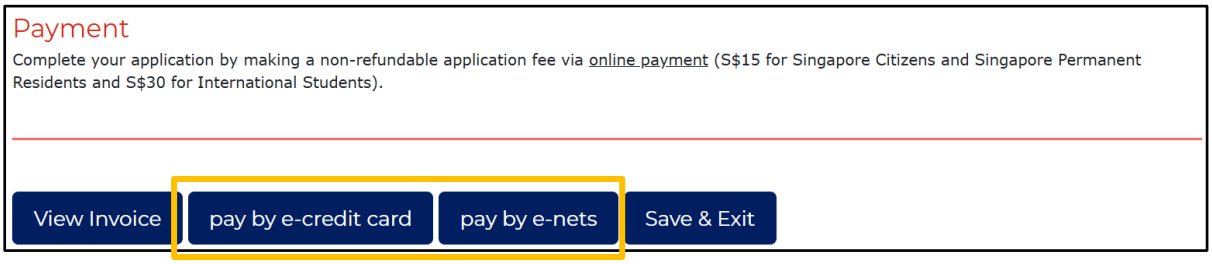


- Do note that you would not be able to make any changes to your application once it has been submitted successfully after **Stage 9 – Applicant’s Declaration**.
- Applications will only be considered completed after the non-refundable application fee has been made after the submission of the application,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

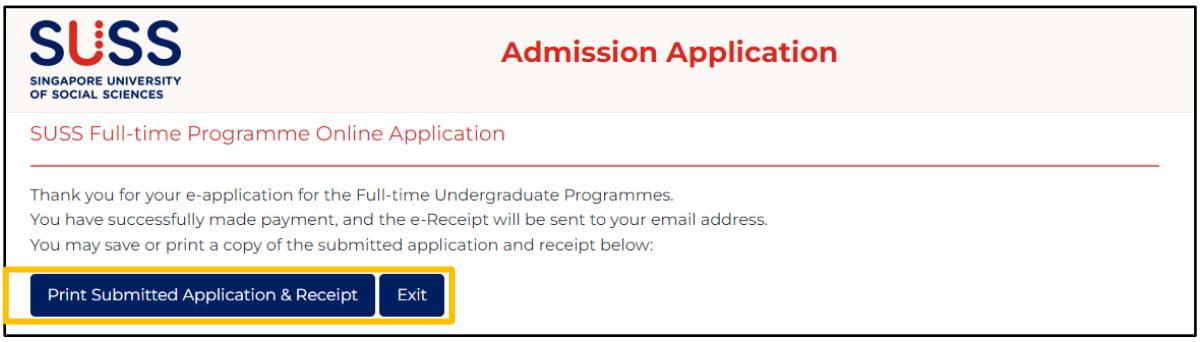
If you require any assistance or have any questions regarding your application, please email to ft_admissions@suss.edu.sg with your Full Name and Application Number.

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.



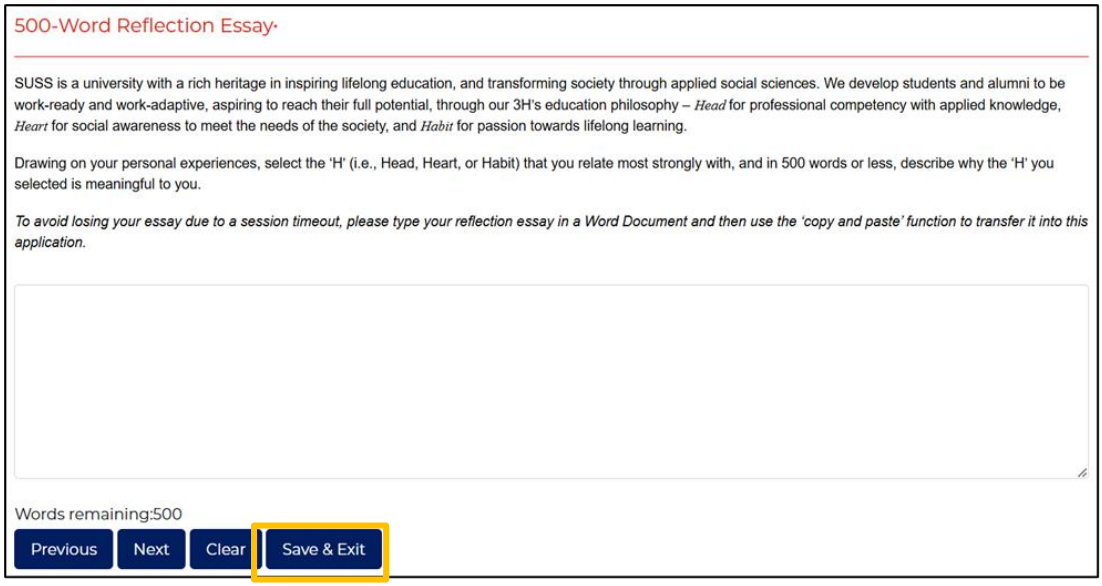
- Upon successful payment, an e-Receipt will be sent to your primary and secondary email addresses.
- You may save or print a copy of the submitted application and receipt for record.



Note: Applications are only considered <u>complete</u> after the application fee payment is made.

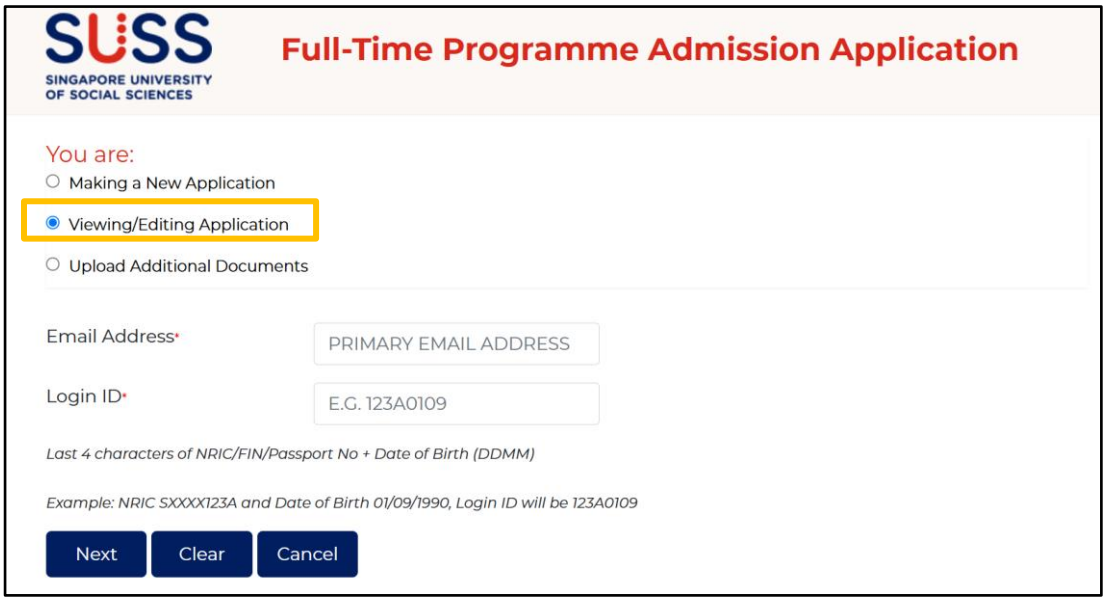
Viewing/Editing Application

- 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**.



- 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



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.