Welcome to Singapore University of Social Sciences e-Application Guide 欢迎使用新加坡社科大学电子申请指引

Important Notes

This admission application is only applicable to **Part-time Undergraduate, Graduate** and **Law programmes**.

You may refer to our online application guides:

English Guide

Chinese Guide

This form may take you 10-20 minutes to complete. Please have these documents ready for uploading:

Part-Time Undergraduate Programme

- Document checklist
- For self-employed applicants, please view guideline here.

Graduate Programme

- Document checklist

*Note: This is required to verify your correct identity and facilitate the processing of your admission application. For more information of SUSS Privacy Policy, please click here

If you would like to apply for credit recognition for completed degree courses or prior degree qualifications, you are required to complete and submit the Application for Credit Recognition Form within 7 days of your submission of this online application. Credit Recognition is subject to approval, and will not be granted if there is incomplete form, no submission of form and/or supporting documents.

For Part-time Undergraduate & Law Programmes : email form to admissions@suss.edu.sg.

For Graduate Programmes : email form to gs_admissions@suss.edu.sg.

You will take personal responsibility for the information provided in your application.

A non-refundable application fee is applicable for each application, payable via Internet Banking using VISA/MasterCard Credit card or eNETs (participating banks for eNETs - DBS/POSB, UOB and Citibank).

The data provided on this form may be disclosed to academic and administrative staff, and where necessary, to external institutions or parties for administration of your 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).

☐ I have read and understood the above instructions

☐ The data provided on this form may be used for the purposes of marketing courses, events and promoting the University. You may be contacted by letter, telephone, e-mail or text messages with details of future events and courses organised or promoted by the University that might be of interest to you. If you do not wish to receive such information, please tick this box.

Online Application

⊙ New Application ○ View / Edit Application

Next   Clear

阅读并理解重要说明后，请勾选此框。

选择"**New Application**"提交新的申请，或"**View/Edit Application**"查看/编辑已有申请，然后单击"**Next**"继续。

*如在申请过程中遇到任何问题，请发送电子邮件至

- 硕士学位: **gs_admissions@suss.edu.sg** 寻求帮助。

- 非全日制本科: **admissions@suss.edu.sg** 寻求帮助。

Step 1第一步 – Programme Selection选择学位项目

步骤导航（顶部横幅）：
1. Programme Selection
2. Personal Details
3. Employment Details
4. Education Details
5. Declaration
6. Documents Upload
7. Application Summary

如果您想返回上一页，请点击顶部页面横幅。请不要点击浏览器的"后退"按钮。

Programme Selection ⓘ

Programme Intake*	2024/07
Programme Type	MASTER
Discipline	MANAGEMENT (CHINESE) -G
Programme*	Master of Science in Management 管
Awarding Institution	SUSS
School	SCHOOL OF BUSINESS

Next

点击"**Next**"进入下一页。

例如：
Programme Intake 入学日期：
例如："2024/07"为2024年7月入学，"2025/01"为2025年1月入学

Programme Type 项目类型：
请选择"Master"硕士

Discipline 学科类型：
请选择"Management (Chinese) - G"

Programme 课程选择：
如果您是新加坡公民、永久居民、工作准证或其他长期准证持有者，请选择"Master of Science in Management 管理学硕士 学位（MSMGT）"；

如果您是国际学生，请选择"Master of Science in Management 管理学硕士学位（MSMGT – A)"。

您只能选择一个学位项目

Step 2 第二步– Personal Details个人信息

NRIC/FIN/Passport No 身份证件号码：
请填写以下之一：
- NRIC: 新加坡公民/永久居民身份证号码；
- FIN: 其他准证（就业准证/工作准证/学生准证/长期居留准证）号码；
- Passport No: 护照号码（国际学生）。

Date of Birth 生日：格式为DD/MM/YYYY，例如："1995年7月31日"为"31/07/1995"。

Residency Status 居住状态：国际学生请选择"Others"。

Nationality 国籍：请选择正确国籍，例如中国籍为"Chinese"。

Type of Pass 准证类型：请选择正确准证类型；国际学生请填写"International Student"

Pass Expiry Date 准证到期日: 请填写正确日期，国际学生无需填写。

Full Name as in NRIC/FIN/Passport 身份证件上的全名:
请填写拼音全名，例如"刘欣慧"拼音全名为"LIU XINHUI"，姓和名之间有空格。

Salutation 称呼：男士请选择"MR"，女士请选择"MS"。

Surname/Family Name 姓氏：姓氏拼音，例如"刘欣慧"姓氏拼音为"LIU"。

Given Name 名字：名字拼音，例如"刘欣慧"名字拼音为"XINHUI"。

Race 种族：请选择正确种族，"CHINESE"华人族裔，"MALAY"马来族裔，"INDIAN"印度族裔，"EURASIAN"欧亚裔，"OTHERS"其他族裔。

Gender 性别："MALE"男性，"FEMALE"女性。

Marital Status 婚姻状况："MARRIED"已婚，"SINGLE"单身。

National Service （NS）Details 国民服役细节: 国际学生不用填写。

Step 2第二步 – Personal Details个人信息（续）

Home/Correspondence Address

Country*
CHINA

Postal Code*
535000

Address Line 1*
7 XINXING ROAD

Address Line 2
ADDRESS LINE 2

Address Line 3
ADDRESS LINE 3

City / State*
GUILIN / GUANGXI

Contact Details ⓘ

Email Address*
liuxinhui@sina.com.cn

Mobile No.*
86182231479652

Home Telephone No.
867772828225

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

Previous | Next | Save & Exit

单击"**Save & Exit**"保存已输入的详细信息并退出电子申请。您可以在申请期内再次登录以继续您的申请。

单击"**Next**"进入下一页。

*填写并验证您的个人详细信息。请确保提供正确电子邮件地址/邮箱，因为<u>我们将通过您的电子邮件地址/邮箱与您联系</u>。

Home/Correspondence Address 家庭/通信地址

Country 国家：从下拉列表中选取国家，例如"China"。

Postal Code 邮政编码：输入邮政编码，例如"535000"。

Address Line 1地址栏1：填入具体地址，如街道名称和号码，"7 Xinxing Road"。

Address line 2-3 地址栏2和3：可选项，填入地址栏1以外的信息。

City/State 城市/州（省）名称：例如"Guilin / Guangxi"。

Contact Details 具体的联系方式

Email address 电子邮件地址:
请填写用来联系的电子邮件地址，用来发送和接受所有有关申请的信息，例如"liuxinhui@1111.com.cn"。

Mobile Number 移动电话号码：如果是非新加坡号码，请填写国家号和手机号，无任何标点符号，例如填入"86182231479652"，其中"86"为国家号，"182231479652"为移动电话号码。

Home Telephone No 家庭电话：可选项，请填写家庭电话，例如"867772828225"，其中"86"为国家号，"777"为地区号，"2828225"为电话号码。

Step 3 第三步– Employment Details就业信息

Present Employment Details

Present Employment Status
EMPLOYED

Company Name
XINHUA TRADING PTE LTD

Current Designation
MANAGER

Job Function
GENERAL MANAGEMENT

Commencement date of service at this company
From 02/2013

Employment Type ✓FULL-TIME ○PART-TIME

Country*
CHINA

Postal code*
535000

Address Line 1*
7 XINXING STREET

Address Line 2
ADDRESS LINE 2

Address Line 3
ADDRESS LINE 3

City / State*
GUILIN/GUANGXI

Office Contact No*

General	867772828225
Ext	EXT
DID	DID

Past Employment Record ⓘ ⊕

[Previous] [Next] [Save & Exit]

Country国家： 就业地国家。

Postal code邮政编码： 就业地邮政编码。

Address Line 1-3： 就业地具体地址，填写街道名称和号码。

City/State 城市/州省： 就业地城市名称，州（省）名称。

Office Contact No 办公室联络号码："General"拨叫总号；"Ext"分机号；"DID"直拨号码。例如（86）777-2828225，可填为867772828225。

如需添加之前就业记录，请点击"**Past Employment Record**"右边的按钮。 ⊕

Present Employment Status目前就业状况：
"Employed"企业雇用；"Self-employed"自雇；"Freelance"自由职业；"Unemployed"无业；"Home-maker"家庭主妇；"Retired"退休；"Internship"实习；"Attachment"借调。

Company Name 公司名称： 公司的英文名称，例如："Xinhua Trading Pte Ltd"。

Current Designation 目前职务： 目前职务的英文名称，例如常用的"Manager"（经理），"Director"（主管），"President"（总裁）等。

Job Function 工作职能： 请从列表中选择相应的工作职能，例如"Engineering"（工程），"Finance and Accounting"（财务和会计），"General Management"（一般管理），"Human Resource Management/Development"（人力资源），"Marketing and Sales"（市场营销和销售），"Manufacturing / Production"（生产），"Research and Development"（研发）。

Commencement date of service at this company 在现任雇主开始工作的时间： 格式为MM/YYYY，例如"2013年2月"为"02/2013"。

Employment Type 就业种类： "Full-time"为全职，"Part-time"为兼职。

Step 3 第三步– Employment Details职业信息（续）

Employment Information

Company Name*	BBI INVESTMENT CO
Designation	EXECUTIVE
Period*	From 01/2011 📅
	To 01/2013 📅
No. of Years/Months	2 YEAR(S) 1 MONTH(S) (as of 31 Jul 2023)
Employment Type*	⊙ FULL-TIME ◯ PART-TIME

+ Add **✕ Cancel**

点击添加之前就业记录按钮之后，系统出现弹窗，请按要求将信息填写完整。

信息填写完整之后，按"**Add**"添加记录。

添加的就业记录会显示在"**Past Employment Record**"中。

Past Employment Record ℹ️ ⊕

Company Name	**BBI INVESTMENT CO**	Designation	**EXECUTIVE**
Period From/To	**01/2011 - 01/2013**	Employment Type	**FULL-TIME**
No. of Years/Months (as of 31 Jul 2023)	**2 year(s) 1 month(s)**		✏️ 🗑️

Previous **Next** **Save & Exit**

单击"**Next**"进入下一页。

Step 4第四步 – Education Details 教育信息

請按"**+**"點擊添加教育證書。

Educational Qualification List ⓘ

Add Education Details ✕

Country*	CHINA ▾
Institution Type*	UNIVERSITY ▾
Awarding Institution* For GCE 'O' & 'A' levels taken in Singapore, select "Singapore Cambridge - GCE 'O' & 'A' Levels"	Others ▾
	GUANGXI UNIVERSITY
Qualification Title*	Others ▾
	BACHELOR DEGREE
Period of Study*	From MM/YYYY 📅 To MM/YYYY 📅
Mode of Study*	⊙ FULL-TIME ◯ PART-TIME
Taken at SIM/SIM-OUC/UniSIM/SUSS?* ⓘ	◯ YES ⊙ NO
Qualification Attained Via*	On-campus ▾

✚ Add   ✖ Cancel

在弹出的窗口中填写教育信息

Country国家：请选择正确的授予教育证书的国家 。

Institution Type 机构类型："University"大学， "Other Instituion"其他机构。

Awarding Institution 授予教育证书的机构：从下拉列表中选取，或者选择"Others"，并在空格中填写机构的英文名称，例如"Guangxi University"。

Qualification Type 教育证书类别：请从下拉列表中选择，或者选择"Others"，并在空格中填写证书的英文名称，例如"Bachelor Degree"本科学位， "Diploma"大专文凭。

Period of Study 学习时间："From"从某个时间"To"至 某个时间。时间格式为 MM/YYYY，例如"2013年2月"为"02/2013"。

Mode of Study 学习模式："Full-time"全职， "Part-time"兼职。

Taken at SIM/SIM-OUC/UniSIM/SUSS? 申请者是否从SIM/SIM-OUC/UniSIM/SUSS获得证书："Yes"是， "No"否。

Qualification Attained Via 获得证书途径："On campus"在校学习， "External Degree Programme/Distance Learning"校外机构办学/远程学习。

Step 5第五步 – Declaration声明

Medical, Disability and Special Needs

SUSS adopts an inclusive and fair admission policy. The University will not deny an applicant admission based solely on his/h... present. For the University to develop a complete profile of an applicant in order to determine the additional resources and sup... the University, it is essential that you provide the information requested below. You should note, however, that while the Univer... the University cannot promise the availability or provision of any assistance (financial or otherwise) to any student admitted to its programmes. When applying for admission to SUSS, you should carefully consider your state of health and the support you may need.

> 申请者如无健康、精神、学习障碍方面的问题，请选择"NO"。

Do you have any past or current medical/mental health condition and/or learning/physical disability?*   ○ YES ⊘ NO

Does your medical/mental health condition and/or learning/physical disability require special assistance or facilities while studying at the University?*   ○ YES ⊘ NO

Other Information

1. Have you ever been convicted of an offence by a court of law or military court (court martial) in any country or are there any court proceedings pending against you anywhere in respect of any offence?*   ○ YES ⊘ NO

2. Are you currently, or have you been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?*   ○ YES ⊘ NO

3. Are you currently, or have you been, under investigation or subject to enquiry in respect of any type of misconduct, scholastic or otherwise, at any educational institution?*   ○ YES ⊘ NO

> 阅读并确认声明说明。

> 申请者如无法律纠纷、学术违规方面的问题，请选择"NO"。

Declaration

* I hereby declare and confirm that:

   a. the information provided by me in this application is true and correct;

   b. all copies of supporting documentation provided by me for purposes of this application are true copies of the originals;

   c. in respect of supporting documentation that are not in the English language, these have been duly translated and certified by a notary public or equivalent official in the country in which such supporting documentation were issued.

* 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 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 local universities.

* I hereby agree that Singapore University of Social Sciences 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 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.

☑ I acknowledge that I have read and confirm my acceptance of the above mentioned declaration notes.

[Previous] [Next] [Save & Exit]

> 打勾"**I acknowledge……**"并点击"**Next**"进入下一页。

Step 6第六步 – Documents Upload & Important Instructions 提交文件及重要指示

Upload Supporting Documents

Instructions

1. Checklist of documents* to be submitted for Admissions Application:

S/N	Documents	Remarks (JPEG, JPG, PDF, DOC or DOCX)
1	NRIC or Residency Proof	• Singapore Citizen and Permanent Resident: i) NRIC (front and back) ii) Valid Re-Entry Permit (REP) of Singapore Permanent Resident status • Other Resident: i) Employment Pass (front and back with expiry date clearly stated) and Passport (particulars page) ii) Passport (for International Students applicants)
2	Certificate and detailed transcript for all educational qualifications (i.e Bachelor degree, Master's degree**) **applicable for Doctoral programmes.	• Non-English international qualifications must be translated to English with Notary certification • Photocopy of certificates and transcripts (A4 size) • Back copy of the academic transcript must be submitted if the grading system or transcript guide is printed on the reverse side of the transcript
3	English Language Proficency Requirement (ELPR) for SUSS graduate programmes conducted in English	• Submission of TOEFL/IELTS results if: i) the undergraduate degree is not awarded by an English-medium university; or ii) the undergraduate degree is awarded by an English-medium university but the language of instruction was not in English. An official letter from the university to certify as such must be produced for waiver of the ELPR requirement. • Those without TOEFL/IELTS results will need to take the SDE101 course at SUSS.
4	Recent passport-sized colour photograph	• 400 x 514 pixels (jpeg format, <60kb)

*Uploaded file formats should be in Portable Document Format (PDF) or JPEG only. Each document file size should not exceed 4MB and must not be password-protected

2 Documents that are not uploaded during your e-Application must be submitted to Singapore University of Social Sciences (SUSS) via email within 7 days

Indicate your name and applied programme in your email.

Email your supporting documents to admissions@suss.edu.sg.

Instructions 对于需要提交的文件的指示

1. **NRIC or Residency Proof 身份证件**：例如护照 。
2. **Certificate and detailed transcript for all educational qualifications 文凭、学位证书和成绩单**：例如证书扫描件和学信网认证书（或认证过的复印件/翻译件）。
3. **English Language Proficiency Requirement 英语语言能力要求**：不适用于中文项目。
4. **Recent passport-size colour photograph 近期彩色护照照片**：JPEG格式，400像素(宽）x 514像素（高） 。

在线申请期间未上传的文件必须在**提交申请后 7 天内**把文件通过电子邮件附件发送到 gs_admissions@suss.edu.sg (硕士学位) 或 admissions@suss.edu.sg （**非全日制本科**）寻求帮助。

不完整的申请（即未提交文件和/或申请费）将不予处理。

Step 6第六步–Documents Upload & Important Instructions提交文件及重要指示（续）
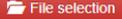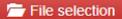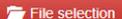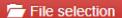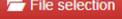
Photo *

File name of Photograph   Upload Photo

如果上传成功，您的照片和文件名将出现在页面上。

General Documents
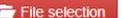
Residency Proof   [File selection] [Upload] [Remove]

Employment Proof   [File selection] [Upload] [Remove]

TOEFL/IELTS Report   [File selection] [Upload] [Remove]

Personal Statement (for DBA & PHGER)   [File selection] [Upload] [Remove]

Resume/CV   [File selection] [Upload] [Remove]

Reference letters (for DBA)   [File selection] [Upload] [Remove]

Research Proposal   [File selection] [Upload] [Remove]

Residency Proof 身份证件：
例如护照 。

Employment Proof 就业证明材料：例如公司出具的证明信。

Resume/CV： 中文个人简历。

Qualification Documents

Awarding institution   **GUANGXI UNIVERSITY**   Qualification Title   **BACHELOR DEGREE**

Transcript Document   [File selection] [Upload] [Remove]

Certificate Document   [File selection] [Upload] [Remove]

Transcript Document 成绩单：
例如学信网成绩单证书、认证过的成绩单复印件/翻译件。

Certificate Document 证书文件：
例如证书扫描件和学信网认证书（或认证过的复印件/翻译件）

"**File Selection**"从电脑中选择文件；
"**Upload**"   上传文件；
"**Remove**"   删除已上传文件。

Summary of Application申请总结

Summary of Application

Applicant Name	**LIU XINHUI**
NRIC/FIN/Passport No.	**G1234567F**
Awarding Institution	**SUSS**
Programme	**MSMGT - Master of Science in Management 管理学硕士学位**
Intake	**2024/07**

[+] Personal Details

[+] Employment Details

[+] Education Details

[+] Declaration Details

[+] Documents Upload

Pay using Credit Card   **Pay using e-Nets**   **Previous**   **Save & Exit**

请仔细检查所填信息的准确性。
如有错误，请回到相应的页面修改。

使用**信用卡**或 **eNets** 进行
申请费用的在线支付。

Successful Payment Acknowledgement
付费成功收据

Online Application

Thank you for your e-application.

You have successfully made payment of   (inclusive of GST)

An email will be sent to your email address example@email.com. Please print the PDF file of your Submitted Application and attach it together with your supporting documents if you did not upload the documents in this e-application.

Print Submitted Application & Receipt   Close

确保电子邮件地址准确。

打印提交的申请和收据

Important information on notification of application status有关申请状态通知的重要信息：

➢ For January intake, the notification will be by end November and for July intake, the notification will be by end May. You will receive notification of your application status via email. 对于 1 月入学的申请，通知将于 11 月底前发出；对于 7 月入学的申请，通知将于 5 月底前发出。 您将通过电子邮件收到有关您的申请状态的通知。

➢ If successful, you will be invited to participate in the online Acceptance of Offer (AOO). The deadlines for AOO are 15 December and 15 June for the January and July intakes respectively. To be enrolled as a student, you will need to pay the course fee by the stipulated deadline. 如果申请成功，您将被邀请参加在线接受录取通知书 (AOO)。 一月和七月入学的 AOO 截止日期分别为 12 月 15 日和 6 月 15 日。 要注册为学生，您需要在规定的截止日期前支付课程费用。

➢ In the event of overwhelming demand and limited vacancy, priority will be given to eligible applicants who applied early. 如果申请量过大且空缺有限，我们将优先考虑较早提交申请的合格申请人。

➢ As we will be communicating with you via email or phone, please inform us of any changes to your contact details by emailing:

For Graduate Programmes: gs_admissions@suss.edu.sg

For Part-time Undergraduate & Law Programmes: admissions@suss.edu.sg

➢ Kindly indicate your name and the programme you have applied for in your email. This will help us to update your information promptly.

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