

Graduate Programmes Checklist

a)	Application Acknowledgement Letter. Click HERE to print a copy.
b)	A copy of Online Application Form , duly declared and signed. A recent passport-sized photograph has to be affixed in the box provided.
c)	Please provide a copy of ONE of the following: Singapore citizens: Singapore NRIC or Citizenship Certificate Singapore PRs: Re-Entry Permit International Applicants: Passport page (clearly reflecting full name and date of birth)
d)	Official Bachelor's/Master's Degree Transcripts (in its original language and with English translation, where applicable). These are to be enclosed in a SEALED envelope with its flap bearing the security seal of the university and the signature of the Registrar or representative. You are responsible for requesting the transcript(s) from your university. If your university is unable to provide it at this juncture, please submit a copy for our processing first. Transcript Request Form (optional): Use this form to request your university to provide the transcripts to you in a SEALED envelope to be submitted with the other documents. Alternatively, your university may send the transcripts directly to us, but no acknowledgement shall be provided to you or your university. You must ensure that the correct mailing address is written on the form. Applicants who are graduating in 2022: Please submit your academic results/transcripts available at the point of application or by the application closing date to be considered for admission on a provisional basis. The final transcripts and degree certificate must be submitted by end June/early July 2022. NUS graduates may submit certified true copies of their official transcripts.
e)	Official ranking / Cumulative Grade Point Average / Grading system (where possible) Provide your ranking/position, Cumulative Grade Point Average (with maximum GPA indicated) and Grading system on an official letter, if this information is not available on the transcripts. If the information is not available at all, please include an explanatory letter to help us better understand your transcripts.
f)	Certified copy of Bachelor's/Master's Degree Certificate (in its original language and with English translation, where applicable). If you are graduating in 2022, please submit your degree certificate latest by early July 2022.
g)	Official TOEFL or IELTS (Academic) Score report (where applicable) TOEFL: Please quote TOEFL Destination code: 9085 when ordering the score report to be sent to the NUS Faculty of Law. IELTS: Please provide a photocopy reflecting the TRFN. NUS only accepts TOEFL iBT scores from a single test date, not MyBest scores. TOEFL iBT Special Home Edition test scores may be accepted
h)	Curriculum Vitae/ Resume The curriculum vitae (CV) should list academic, professional and personal achievements, including significant appointments held. Each appointment should include the organization, the period it was held for and major responsibilities.

	Please also indicate the total duration/ years of working experiences.
i)	<p>Two academic/professional referee reports are to be submitted online via the Graduate Admission System. There is no need to submit hardcopies. At least one of them must be from an academic who has taught you.</p> <p>You should obtain your academic referees' institutional email address. While your referees will receive an email informing them to submit their referee report within 14 days after you submit your application online, you may trigger the email notification to your referees before online submission.</p>
j)	<p>Personal statement</p> <p>Describe your personal, academic and professional history, including significant non-law activities and why you think you will be an asset to the NUS community. There is no fixed format but please keep the length to 750 words.</p>
k)	<p>A copy of the online application fee receipt.</p> <p>To print a copy: Login to the Graduate Admission System. Click 'View Application/Make Payment/Submit Reply on Offer of Admission'. Click 'Pay/ View'. Click the receipt number, which leads to a hyperlink to an online application fee receipt.</p>
l)	<p>Statement for Scholarships</p> <p>Mandatory for applicants who indicate 'Scholarship' under 'Source of Finance' in the online application form. For more information on scholarship application procedures, please refer to https://law1.nus.edu.sg/admissions/sch_requirements.html</p>
m)	<p>Applicable to PhD applicants only:</p> <p>i) Detailed Research Proposal and Preliminary Reading List: Please attach a research proposal (between 2,500 to 3,000 words) with a suggested thesis title of the particular area/topic which you wish to work on. Your proposal must be sufficiently detailed to enable the Selection Committee to judge whether it will make a significant contribution to legal scholarship and to consider your application. A list of your preliminary readings should accompany the research proposal.</p> <p>ii) Statement of Purpose: Describe your reasons for wishing to pursue doctoral research. There is no fixed format or length required for the statement.</p> <p>iii) Personal Statement: Describe briefly any of your personal, academic and professional history, including significant non-law activities, that you think relevant and what you think you will bring to the NUS community. There is no fixed format but please keep the length to 750 words.</p>
n)	<p>Applicable to applicants who wish to pursue the LLM (Maritime Law) / Graduate Diploma in Maritime Law & Arbitration on a <u>part-time</u> basis:</p> <p>Letter of support from employer: The purpose of the letter is to ensure that your employer is aware of your plan to pursue the programme.</p>

Notes:

1. Please **mail** these supporting documents to us by the deadline set out at https://law1.nus.edu.sg/admissions/app_periods_forms.html
2. All documents and application fee submitted are **non-returnable/ non-refundable**.
3. Where certain documents are not available by the application deadline, please include a letter stating when these will be available and can be submitted.