

Checklist for Application

1. The application has multiple parts, so you will find it helpful to review each form and read the instructions carefully before you begin working on your application.
2. International applicants must take both the TOEFL and GRE. Applicants from Indian Universities can take the GATE instead. Applicants can either:
 - a. submit TOEFL and GRE/GATE scoresheets certified by their universities with the university stamp;
 - b. request NTU to certify their scoresheets if they are in Singapore
3. Obtain transcript
Request your transcript from the Registrar of the college or university you have attended using the Transcript Request Form, and submit it in a sealed envelope together with your application materials. The transcript should contain your college/university record to date, with a department, if available. Applicants who have attended universities that do not issue transcripts should submit certified or attested copies of all grade reports, examination results and diplomas. The transcript must be in English. You should request your college/university to send the transcript to you, enclosed in a SEALED envelope with the Registrar's signature and official security seal across the envelope opening.
4. Distribute and collect evaluators' forms
Ask three professors (or two professors and one supervisor/manager, if you are employed) who know you well to write evaluations on the forms contained in the application package. Submit each evaluation (form and recommendation letter, if in separate sheet) in a sealed envelope with your application.
5. All forms must be completed. Write clearly or type using black or blue ink.
6. All application materials must be completed in English.
7. Transcript & Evaluations must be original, hardcopy documents whereas all the other supporting documents must be either original or certified true copies by the appropriate authorities. Include a photocopy of the first page of your passport, or if not available, a copy of your identity card.
8. Keep a copy of all the application materials (for your own record).
9. Your application will not be processed until all the required documents are submitted.
10. Complete and assemble all parts of the application, including:
 - i. Application for Graduate Admission Form
 - ii. Statement of Objectives Form
 - iii. Biographical Data Record
 - iv. Scores for required tests (TOEFL, GRE/GATE) and GPA
 - v. Official transcript
 - vi. 3 sets of Evaluation for Admission Form
 - vii. Photocopy of your Passport or Identity Card
11. Submit application
Put all the application materials and documents into a big Envelope and post or courier it to the NEMS at the following address:

NEMS Programme
NTU-Stanford Office
School of Civil & Environmental Engineering
Nanyang Technological University
Block N1, #B3c-41, 50 Nanyang Avenue
Singapore 639798

E-mail: nems@ntu.edu.sg