

List of Supporting Documents

- 1. One recent passport-sized coloured photograph taken within the last 3 months**
 - To be affixed on the top right corner of the application form OR
 - Soft copy of passport-sized coloured photograph in the following specifications:
 - .jpg format
 - 350 X 450 in pixel
 - Taken against white background
- 2. NRIC (Singapore Citizen/ Singapore Permanent Resident)/ Passport (Foreigner) – Front and Back**
- 3. Documentary proof – Front & Back:**
 - Singapore Permanent Resident (SPR) – Blue NRIC or a valid Re-Entry Permit
 - Part-Time International candidate - Immigration Pass (e.g. Employment/ Diplomatic/ Dependent Pass or Work Permit) issued by the Immigration & Checkpoints Authority
- 4. Bachelor/ Master’s Transcript(s) and Degree Scroll(s)**
 - Original Language
 - Official translation in English (if original is not in English) – including the translation of subjects should be listed in the same order as that of the original transcript (label the transcript if need be)

Note on Official Transcript

- A copy of official transcript with detailed academic results is required from each university attended. It should show the university name with the official stamp or it should be certified and translated by the university. The transcript results should show marks obtained in each subject and not just grades obtained, wherever possible
- Transcript has to include grading/ marking scale of the Transcript (Interpretation of Grades/ Marks)
- Applicant may submit the certificate true copy of the Transcript in replace of the Official Transcript (Certification should be done by the University which issued the Transcript)
- The applicant is responsible for requesting transcripts from his/ her University(s)

(Translation must be done by the Home University or any official authorized parties)

- 5. TOEFL/IELTS results (applies only to applicants whose native language is not English)**
Note: GRE score is not compulsory for admission to coursework programmes.

6. Other supporting documents (if applicable)

- Documentary proof of present and previous employment with designation, dates of appointment and resignation indicated (e.g. IR8A forms or letters of appointment and resignation) (if applicable)
- Graduate Management Admission Test (GMAT) results (if applicable)
- Professional qualifications/membership certificates, if any.
- Any other relevant documents (e.g. supporting letter from your employer or referee).

Note: There is no fixed standard format for reference letters.

Note: For programmes offered by [Nanyang Business School \(NBS\)](#) and [S.Rajaratnam School of International Studies \(RSIS\)](#), there may be extra documents required by these schools. Please follow the requirements listed in the School's website.

Documents submitted in support of your application are non-refundable. Please send only clear legible photocopies of documents. Do not submit original documents. Original documents should be produced at a later date upon request. The university will not be responsible for the loss, damage or return of original documents submitted.