

Application Procedures

Please read the instructions carefully before you commence the application process.

The University has not engaged any external agencies to undertake student recruitment on its behalf. Candidates interested in our graduate programmes are advised to apply directly to the University and not through any agents. Candidates who apply through agents will not have any added advantage in gaining admission.

1. Online Application Form

Only online applications will be accepted. There is no application fee.

Begin your MBA online application submission >>>

Preference of programme

To start the application, you need to indicate at least one MBA programme as Preference 1 under the "Preference" section of the online application.

If you are interested in more than one MBA programme, please indicate your order of preference in the online application.

Double Degree Programmes

Applicants for the NUS-Peking University MBA and the NUS-HEC Paris MBA have to apply to both NUS and the partner university. Admittance into the double degree programmes is conditional on the applicant getting an admission offer from both NUS and the partner university.

The application for Peking University can be found [here](#). Instructions on the application can be found [here](#).

The application for HEC Paris can be found [here](#).

Applicants for the NUS MBA-Master in Public Policy (MPP) and the NUS MBA-Master in Public Administration (MPA) have to indicate their choice of double degree in the "Preference" section of the online application for the MBA programme. Please note that if you have chosen the NUS MBA-MPP or NUS MBA-MPA degrees, you need to leave the Specialisation field empty since you cannot specialise in Real estate or Healthcare Management.

Specialisations

If you intend to apply for the NUS MBA (Specialisation in Real Estate) or the NUS MBA (Specialisation in Healthcare Management), you need to indicate your choice of specialisation in the "Preference" section of the online application.

If you do not intend to specialise or you are choosing the other specialisations (Marketing, Finance or Strategy & Organisation), you do not need to indicate any specialisation in the online form.

Declaration

Please fill in this section last. Once you click the submit button, you will submit your application and no further changes can be made.

2. Supporting Documents

Please note that you will need to upload the following supporting documents as part of your online application. After submission of your completed application (with all your documents uploaded), please allow 6-8 weeks for verification of documents before checking your admission status.

In the online application, applicants are able to upload their supporting documents in their account. Account size limit: 2MB. There is no limit to the number of files you may upload.

Transcripts / Marksheets and Degree Certificate

For the online application, you can upload scanned copies of your attested transcript/ marksheet/ degree certificate via the portal for our preliminary review of your application.

However, the official transcripts and attested copy of degree scroll for your application will be required after you are offered a place in the NUS MBA or its double degree programmes. The official transcripts must be sent to NUS Business School directly by the organisers/ university.

What is a valid certified/attested copy of a document?

A document will be considered as a valid copy if it has been stamped by a recognised authority. A recognised authority must be either an educational institution (e.g. your current/previous university) or a legal representative (e.g. a lawyer or public notary). The documents must have original stamps from the chosen authority and not be photocopies.

What is a valid translated copy of a document?

A document will be considered as a valid translation if it has an original stamp from an official translation company and be attached to the original document.

Download NUS MBA Transcript Request Form to request official transcript from your University's Registrar.

GMAT and TOEFL / IELTS / PTE scores

The scores must be sent to NUS Business School directly by the organisers. You will need to request the organisers to send the official scores to us.

To expedite your application, you may also scan your unofficial score report and upload it via the online application system while we wait for your official scores to be sent to us. You also need to indicate your GMAT and TOEFL / IELTS results in the application portal under the "Other Tests" section.

Resume

Upload your updated resume containing your education background, work experience, memberships in associations/ organisations, achievements, international experience, etc.

Official identification documents

The following documents are required for:

- a. Singapore citizens and Singapore Permanent Residents - A copy of the NRIC (front and back)
- b. International applicants - A copy of your passport (applies to both the Full & Part Time Programme)
- c. International applicants applying to the Part Time MBA programme - A copy of your employment pass (front and back)

Financial Supporting Documents

Please also submit financial supporting documents explaining how you are planning to finance your tuition fees and living expenses. You can use more than one financing option.

The supporting documents required for the respective financing options are as follow:

1. Self Sponsored - Bank account statements or latest income statement (endorsed by the company's Finance or HR department) with indication of your salary being credited to your name
2. Company Sponsored - A Letter of Sponsorship by Company
3. Others - Documents that will support your financing option

If you are not able to provide the above-mentioned documents, kindly provide a letter to state your financing options and the reasons for not being able to provide the financial supporting documents.

Photographs

We will require three (3) colour passport-size photographs from successful applicants.

3. Application Essays

All applicants to the NUS MBA programme have to complete two essay questions via the online application system. The word limit for each essay is 300 words.

For the second essay question, there is an option to create a two-minute video, instead of writing an essay. For such videos, you may either upload the video on YouTube, change the privacy settings to "Unlisted" and email us the URL. Alternatively, you can send in your video to us in a thumbdrive or CD to the address listed below.

The only exception is the application for the NUS MBA Double Degrees with Lee Kuan Yew School of Public Policy which requires you to complete additional essay questions for either the Master in Public Policy program or the Master in Public Administration program. You are required to type the essays and save them in MS Word / PDF before uploading these essays onto the online application system upon submitting your application.

Application essay questions for the Master in Public Policy program can be found here (Item #7). Application essay questions for the Master in Public Administration program can be found here (Item #7).

4. Referee reports

Two (2) referee reports are required to complete your application. The two referees can be your current/previous employer or corporate client.

In the online application system, you are required to provide contact information about your referees. This information is important as it allows us to contact your referees. The email will contain information on how to access and submit the online referee report. Under the online application system, you could also initiate to send out the online referee form to your two referees before you complete your online application.

5. Address for submission of documents

Supporting documents and/or video response to the essay question can be sent to:

MBA Programmes Office, NUS Business School
Mochtar Riady Building, Level 4
15 Kent Ridge Drive, Singapore 119245

If you are a citizen of China and are applying from China, please send your supporting documents directly to:

333 1607 , 200030
Room 1607, Ascendas Plaza, 333 Tian Yao Qiao Road, Shanghai, China 200030

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