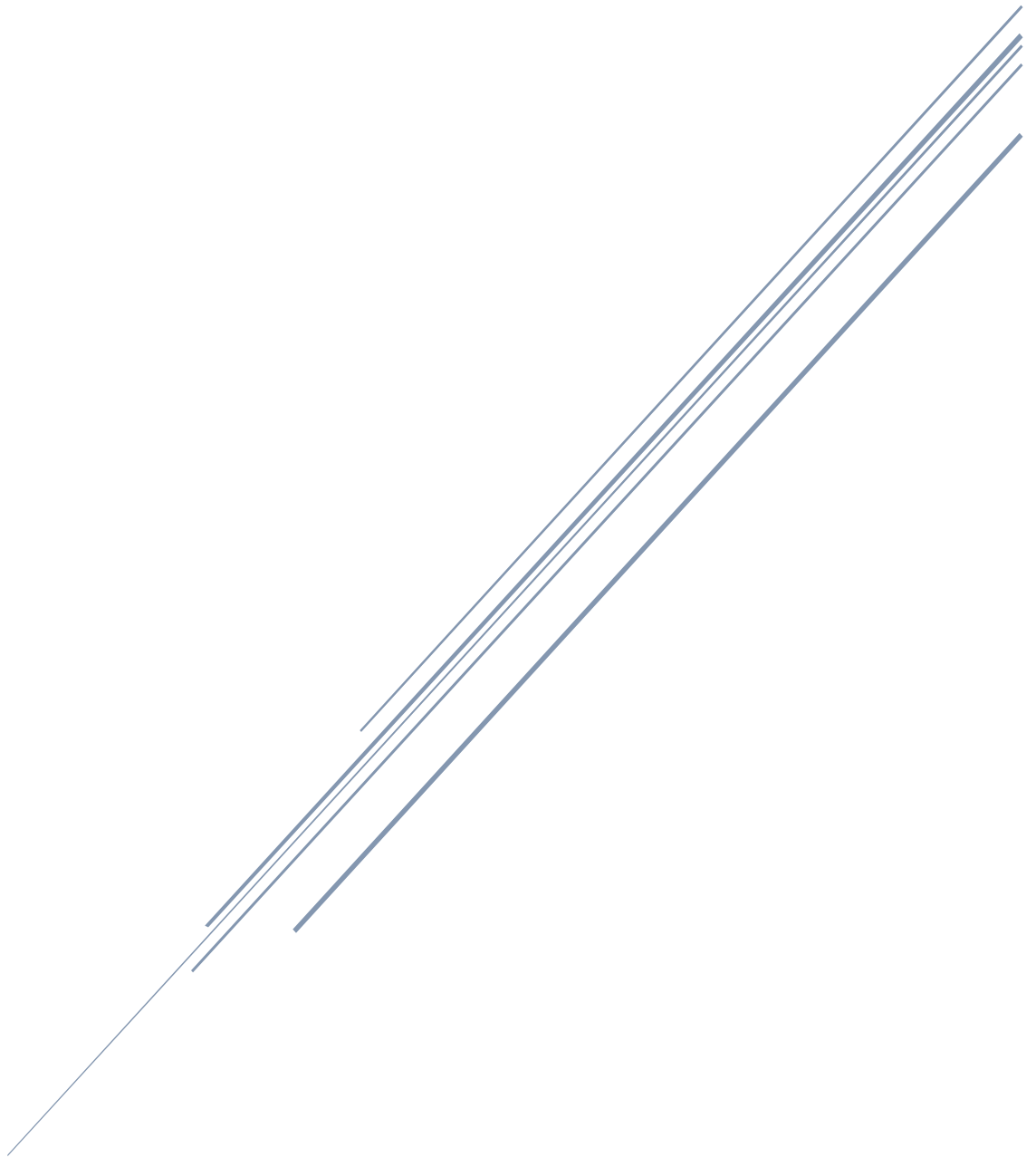


Application Guide To MBI Graduate Programme



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1. How to apply to MBI PhD Programme?

You can submit an online application via the Graduate Admission System (GDA2): <https://inetapps.nus.edu.sg/GDA2/Home.aspx>.

2. How to start an online application?

2.1 To apply online:

For New Applicants:	Click on Create a new account
For Return Applicants:	Sign in with your Email Address and Password

2.2 You are allowed to apply simultaneously to multiple PhD programmes that come under different Faculties/Schools in NUS if you wish to be considered for more than one Faculty/School. However please note **each application** must be accompanied by its **own set of application fee payment and supporting documents**.

Unless granted approval by our university, no candidate may concurrently be a student for more than one degree or register as an NUS candidate and of another university/institute.

2.3 Personal Particulars

- For overseas applicants new to Singapore, you may skip the fields "Pass Type" and "Foreign Identification Number (FIN)".

2.4 Selecting the Programme to Apply

Click on

- Manage Applications
- Add New Application
- Applicants must select the following information:
 - Course:** Full Time
 - Faculty:** Faculty of Science
 - *Programme:** Doctor of Philosophy (Mechanobiology FoS)
 - Source of Finance:** Scholarship
 - *Proposed Supervisor:** you can skip this field

***Note:**

MBI (FoS) refers to: MBI (Faculty of Science)

The Registration under hosting School FoS will only affect students in terms of you being a part of a larger student body for networking and extra-curricular activities. All academic and administrative requirements will be handled within MBI.

Applicants are not required to propose a Supervisor (Thesis Advisor) at this point of application as admitted students will undergo lab rotations before a match (on lab

The screenshot shows the 'HOME' page of the Graduate Admission System (GDA2). It features a blue header with the word 'HOME'. Below the header, there are three main sections for user authentication: 'Existing Applicant Sign In' with fields for 'Email Address', 'Password', and 'Security Code'; a '51ENB' logo with a 'Sign In' button; and 'New Applicant Sign In' with a 'Create New Account' link. At the bottom, there is a 'Staff Sign In' link. A 'Difficulty signing in? Reset password' link is also present.

assignment) will be made by the Graduate Committee, taking into consideration the students and Pls' choice and preference.

2.5 Compulsory sections to complete, where applicable

Please ensure you complete:

- Academic Qualifications
- Test Details – GRE and TOEFL/IELTS
- Awards/Prizes
- Languages Proficiency
- Publications
- Questionnaire and Declaration
- Referees
- Payment

3. Supporting documents

Refer to page 9 for

- the checklist of supporting documents, AND
- the sequence in which these supporting documents should be submitted.

Unless otherwise indicated, these supporting documents are to be compiled into a single PDF file (excluding Referees Reports), and email to mbigraduate@nus.edu.sg. Please limit your PDF file size at 10MB.

4. Application fee

- A non-refundable application fee of S\$50 inclusive of GST is payable for each application.
- Applicant should email proof of payment together with your application materials. An application without the application fee will not be processed.
- Mode of payment:

Local Students:	<p>a. Online Payment via</p> <ul style="list-style-type: none"> ➤ Credit Card (AMEX, VISA or MasterCard). ➤ Debit Card (applicants must have an online banking account with either of the following local banks - POSB/DBS, UOB or Citibank). <p>Applicants should login to the Graduate Admission System to check the status of their payment a few days after payment is made.</p> <p>b. Complete the Application Fee Form and send it together with a crossed cheque made payable to “National University of Singapore”. Please write your name, mailing address and programme (MBI Graduate Programme) applied for at the reverse side of the cheque; or</p> <p>c. Complete the Application Fee Form and make payment by NETS at the Student Service Centre (located at University Sports Centre, USC-03-07) during operating hours.</p>
International Students:	<p>a. Online Payment via</p> <ul style="list-style-type: none"> ➤ Credit Card (AMEX, VISA or MasterCard). ➤ Debit Card (applicants must have an online banking account with Singapore local banks - POSB/DBS, UOB or Citibank). <p>Applicants should login to the Graduate Admission System to check the status of their payment a few days after payment is made.</p> <p>b. Complete the Application Fee Form and send it together with a bank draft (drawn on a bank in Singapore in Singapore dollars) made payable to “National University of Singapore”. Please write your name, mailing address and programme (MBI Graduate Programme) applied for at the reverse side of the bank draft.</p> <p>c. If you are unable to obtain a bank draft in Singapore dollar, you may submit a bank draft in USD, equivalent of S\$50. Please note that all bank charges are to be borne by the applicant.</p> <p>Note: <i>For cheques and bank draft drawn in US dollar, please submit a bank draft of USD38.50. this amount is inclusive of a bank surcharge of USD2.50.</i></p> <p>Please note that an application without the application fee payment will not be processed.</p>

5. Submission of application

5.1 After you have submitted the online form, you would not be able to make any changes. Requesting us to make any changes will delay your application. Thus, please ensure that all is in order and complete before you “**Submit**” your online application.

Please note that your application will only be deemed complete after we have received all the supporting documents.

5.2 After online submission, please

- print out your completed application form.
- sign the form and affix your recent photograph.
- ensure that all non-English supporting documents be accompanied with an official certified English translation.
- combine the duly completed and signed form with your supporting documents and (a) Email the single PDF compilation (excluding Referees Reports) to mbigraduate@nus.edu.sg (refer to the Checklist for Supporting Documents).

6. Application dates and outcome

6.1 MBI admits new students in August:

Intake: August 2024 Semester 1	Application: <ul style="list-style-type: none">• Opens on 16th September 2023• Closes on 14th January 2024
	Interview period: <ul style="list-style-type: none">• From end of January 2024 onwards (For shortlisted candidates)
	Outcome: <ul style="list-style-type: none">• From early March 2024 onwards

6.2 If you have submitted the completed application (with all the required documents) before the application closing date, your application will be processed and you will be informed officially of the outcome of your application.

6.3 Applications received after the closing date will be considered for the next intake.

6.4 Applicants shortlisted for interview will be notified via email. Applicants will be interviewed in person in their home countries, via Zoom or Skype.

6.5 The entire review process will be a holistic one. It will take into consideration the applicant's academic and research background and history, achievements, performance and publications (if available), one's Referee Reports, Personal Statement, etc.

For unsuccessful applicants, we seek your understanding that the selection criteria are confidential and as such MBI reserves the right of non-disclosure.

7. Reference letter

A good reference takes into account scholastic ability, publications, research experience, character, personal qualities, etc.

8. Bond after graduation from existing programme

8.1 It is the onus of successful applicants to apply for deferment of serving the existing bond. The official memo documenting the approval of deferment of bond service should be submitted to MBI at least one month before matriculation into MBI's PhD programme.

8.2 Item 8.1 applies to:

- applicants who are required to serve bond after graduation from existing (be it Bachelor / Master's) programme, and who intend to commence their MBI PhD immediately after official graduation; and / or
- applicants who are serving any bond at the point of application to MBI PhD should declare such information in the Questionnaire section of the application form.

9. **Correspondences from the University**

9.1 MBI will correspond with you primarily using email (email address provided in your application) during the application process to convey messages such as requesting for outstanding documents, interview notifications etc.

9.2 Hence, it is very important that you provide a valid and correct email address and maintain your email account regularly. The University will not be responsible for undeliverable e-mails and their consequences.

10. **Rejection of Application**

Inaccurate or false information or omission of material / information or no application fee payment will render your application invalid. The University reserves the right to reject applications that are incomplete or inaccurate. Persons admitted on the basis of inaccurate or false information may be expelled.

11. **Feedback / Queries**

Please contact mbigraduate@nus.edu.sg and allow a response time of 2-3 working days.

General Criteria

12. Admission Requirement

A Bachelor of Science or Engineering degree with at least an Honours (Distinction) or its equivalent qualification with a GPA of at least 4.0 out of 5.0.

13. GRE General Test

13.1 All applicants must submit GRE scores with a minimum score of 320 for the GRE Verbal (V) and Quantitative (Q) sections and a minimum score of 3.5 for the Analytical (A) section before the final offer is made.

GRE	Minimum score
Verbal Reasoning	320
Quantitative Reasoning	
Analytical Writing	3.5

13.2 GRE exemptions would be given to the following applicants:

- NUS/NTU/SUTD graduates with Honours (Highest Distinction) with a GPA of at least 4.50
- SMU graduates with Honours (Highest Distinction) with a GPA of at least 3.80
- Graduates from top overseas university or has an offer from top university would be considered for exemption on a case-by-case basis
- Graduates with a Master's degree with a GPA of minimum 4.50 would be considered for exemption on a case-by-case basis

Note: GRE scores are valid for five (5) years from the test date. If it has been more than five (5) years since you last took the test, you must take it again to have the score reported.

14. TOFEL / IELTS Test

14.1 A TOEFL or IELTS score is required for applicants (exempted for graduates from local institution e.g. NUS / NTU) whose native language AND medium of university instruction is not completely in English.

Type of Test		Minimum Score
TOEFL	Paper-based	580
	Computer-based	237
	Internet-based	85
IELTS		6

14.2 Applicants with more than one (1) year of post-college work experience may request for waiver in writing, stating the reasons. A writing test might be required during the interview for our consideration.

14.3 Applicants who do not meet the minimum requirement can write to mbigraduate@nus.edu.sg for further advice.

Note: TOEFL / IELTS scores are valid for two (2) years from the test date. If it has been more than two (2) years since you last took the test, you must take it again to have the score reported.

15. MBI PhD Application Checklist & Supporting Documents

Please arrange your Application documents in the following order, in a single PDF file (excluding Referees Reports) to be emailed to mbigraduate@nus.edu.sg (max file size 10MB).

<p>1. Proof of Payment</p> <p><input type="checkbox"/> Printout of eReceipt (S\$50) after successful credit or debit card transaction</p>
<p>2. Proof of identity</p> <p><input type="checkbox"/> Copy of *Singapore NRIC or **Citizen Certificate/Re-Entry Permit (for *Singaporeans or **Singapore PRs)</p> <p><input type="checkbox"/> Copy of Passport page (for international applicants)</p>
<p>3. Application Form</p> <p><input type="checkbox"/> Printout of the online Application Form from the application system (duly declared and signed) <u>AND</u></p> <p><input type="checkbox"/> A recent coloured passport-sized photograph affixed on the application form</p>
<p>4. Personal Statement</p> <p><input type="checkbox"/> Please write not more than two (2) pages to describe your research interest; a brief research proposal to illustrate your understanding of mechanobiology; your future career choices, the reasons for your choice, and how a PhD from MBI can prepare you for it; your experiences and stories to help us understand your personality, communication and team skills, quantitative capability, and interdisciplinary spirits of adventure.</p>
<p>5. Educational Certificate and Transcripts</p> <p><input type="checkbox"/> *Certified copy of the Master's degree certificate [with English translation if applicable]</p> <p><input type="checkbox"/> *Certified copy of the Bachelor's degree certificate [with English translation if applicable]</p> <p><input type="checkbox"/> *Original or certified copy of the Master's degree transcript [with English translation if applicable]</p> <p><input type="checkbox"/> *Original or certified copy of Bachelor's degree transcript [with English translation if applicable]</p> <p>For transcripts only (<i>applicants with degrees from non-SG institutions</i>): An official transcript of academic records is required from each university you have attended. You are responsible for requesting the transcript(s) from the relevant university.</p> <p>Besides the soft-copy upload, please request your university to send the original hard-copy transcript directly to MBI in a sealed envelope with its flap bearing the security seal of the university and the signature of the Registrar or the representative. Please use the prescribed form for such request.</p> <p><i>Graduates from NUS and other local Universities</i> may retrieve their OpenCerts from Skill Passport in MySkillsFuture portal and email copies of their result slips or transcripts of their academic records directly to MBI.</p>
<p>6. GRE General Test</p> <p><input type="checkbox"/> A clear and complete scanned copy of your official score report</p> <p>All applicants must submit their GRE scores except for NUS, NTU, SUTD and SMU students with Honours (Highest Distinction).</p> <p>GRE scores are valid for five (5) years from the test date. If the test was taken more than five years, applicants should retake the test to have the scores reported.</p>
<p>7. TOEFL / IELTS Test</p> <p><input type="checkbox"/> A clear and complete scanned copy of your official score report</p> <p>TOEFL / IELTS is needed for all applicants whose native tongue <u>AND</u> medium of undergraduate university instruction is not in English. Exemption is given for graduates from local institutions, eg. NUS / NTU.</p> <p>TOEFL / IELTS scores are valid for two (2) years from the test date. If the test has been taken more than two (2) years ago, applicants should retake the test to have the scores reported.</p> <p>Applicants with more than one (1) year of post-college work experience may request for waiver of TOEFL / IELTS in writing, stating the reasons.</p>
<p>8. Referee Reports</p> <p><input type="checkbox"/> Two (2) Academic Referees' Reports</p> <p>After you have completed and submitted your online application – less your Academic Referee' reports, your Academic Referees will each receive an email containing a link, which they can access to complete an online Referee Report form. (Ensure you key in correctly your Academic Referees' email addresses in your online application form)</p> <p>If your referee did not receive the auto-generated emails, please email mbigraduate@nus.edu.sg stating your name, application number and your referee(s) name and title.</p>
<p>9. Copy of publication(s) – if applicable</p>
<p>10. Resume</p>
<p>11. Other supporting documents – if applicable Scholarships, awards and prizes received, membership of organizations, etc</p> <p>For working applicants, please provide evidences of employment including job title, job description / responsibilities and duration of employment.</p>

16. FAQs

Are there any admission interviews and/or test?

Shortlisted applicants are required to attend an interview and will be notified via email. The interview will be conducted via Zoom or Skype.

What is the age limit for admission to the MBI Graduate Programme?

There is no age limit. As long as you meet the minimum requirements, you are eligible to apply. Each application is considered on its own merits.

Is submission of GRE scores compulsory?

Yes, it is compulsory for all applicants to submit GRE scores, except NUS, NTU, SUTD, SMU graduates who had graduated with Honours (Highest Distinction).

I do not have GRE score. Is the GATE (Graduate Aptitude Test in Engineering) score acceptable?

No, GRE score cannot be replaced by GATE score.

Can TOEFL be substituted by IELTS?

Yes.

My TOEFL / IELTS / GRE test score is not available yet, can I submit copies of the online results instead?

We do not accept screenshot/printout of the TOEFL / IELTS / GRE test score taken from the test website.

My referee did not get any email to submit my referee report. My other referee has missed the deadline to submit my report. What can I do?

Kindly request your referee to check his junk mail or spam box. If your referees did not receive our notification or has missed the deadline, please write to us at mbigraduate@nus.edu.sg

Can I make changes to my application?

You may make changes online while it is in "Draft" stage. Once you have clicked "Submit", you will not be able to make changes. You would have to email MBI Graduate Office at mbigraduate@nus.edu.sg for the proposed changes.

Do I need to mail the application form and supporting documents after I have emailed all the documents to the MBI Graduate Office?

There is no need to mail the hard copy documents to MBI Graduate Office.

While I have uploaded/ submitted all my supporting documents, my application status is still reflecting as "Submitted online" etc. Why is this so?

The programme administrator will update the status of your application in due course. If there are any issues with your application, the MBI Graduate Office will email you directly.

I have forgotten my application password to the online application system. What should I do?

You may reset your password via the online application system login page. You will be required to enter the email address that you have used to register the account with the system. Upon submission of the email address, you will receive an email containing the link to reset your password.