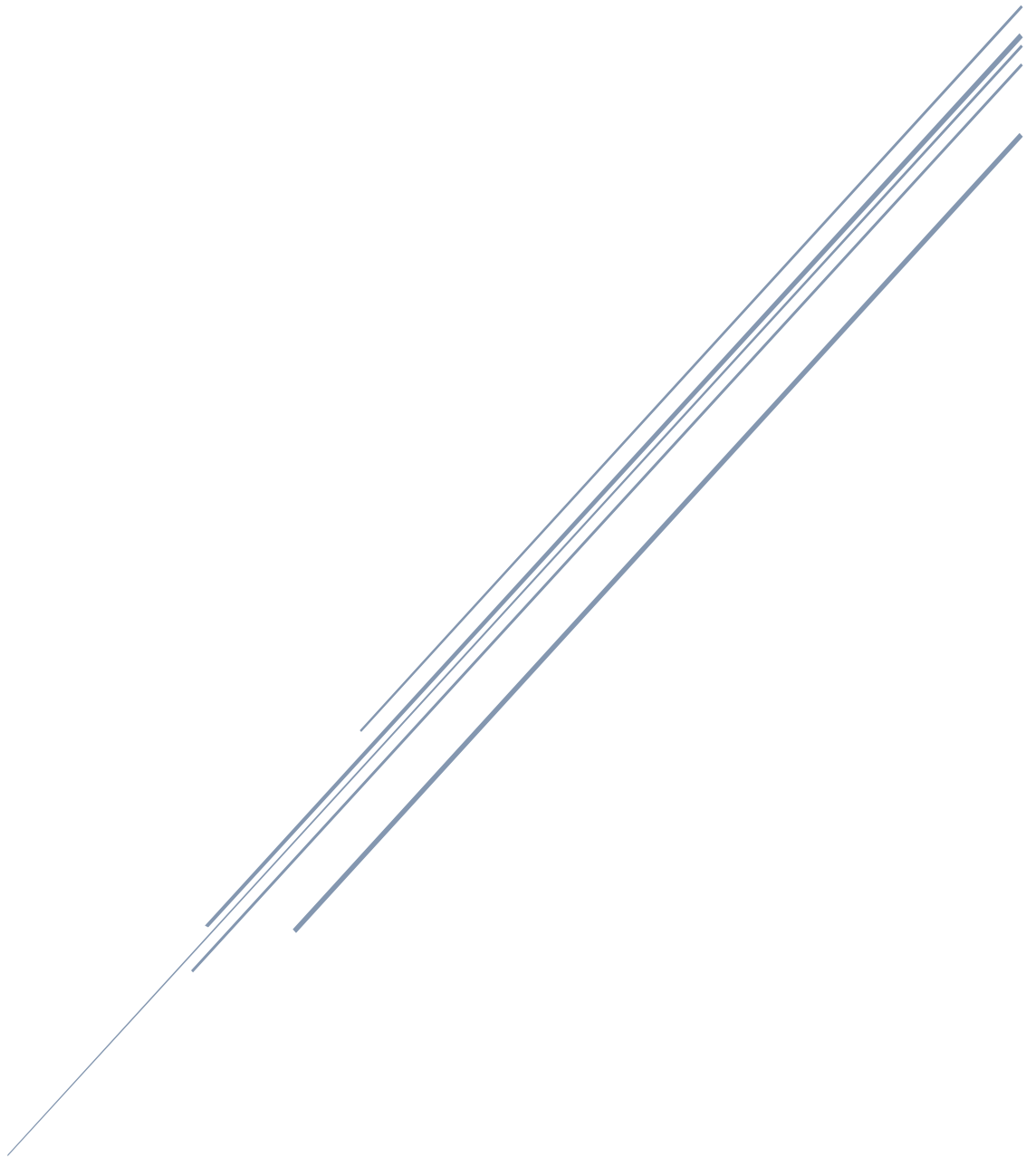


Application Guide To MBI Graduate Programme



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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



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 two main sections for user authentication. The first section is titled 'Existing Applicant Sign In' and contains three input fields: 'Email Address', 'Password', and 'Security Code'. Below these fields is a yellow banner with the '51FNB' logo and a 'Sign In' button. The second section is titled 'New Applicant Sign In' and contains two links: 'Create New Account' and 'Staff Sign In'. There are also links for 'Difficulty signing in?' and 'Reset 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 that **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 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' Details
- 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 Referee Reports), and email to mbigraduate@nus.edu.sg. Please limit your PDF file size at 10MB.

- Academic Referees
After you have completed and submitted your online application, your Academic Referees will each receive an email containing a link, which they can access to complete an online Referee Report form. They are required to submit their recommendations via the link within 2 weeks. Please ensure that you **key** in correctly your Academic Referees' email addresses in your online application form.

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.

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 documents. 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 make payment by NETS at the NUS Student Service Centre (located at University Sports Centre, USC-03-07, 2 Sports Drive 1) 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>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

- 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 document (excluding Referee Reports) to mbigraduate@nus.edu.sg (refer to the Checklist for the Supporting Documents).

6. Application date 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.

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 via Zoom.

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's / 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 undelivered e-mails and its 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.

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. Graduate Record Examinations (GRE) General Test

13.1 PhD applicants are required to submit their GRE scores. GRE exemptions would be given on a case-by-case basis.

13.2 MBI adopts a holistic process in reviewing all candidates based on a range of criteria such as academic achievements, research experience, letter of recommendations, relevant work experience etc.

13.3 Minimum requirements for GRE:

- Verbal and Quantitative Reasoning: 320
- Analytical Writing: 3.5

13.4 Applicants with more than one year of post-college work experience may request for exemption in writing, stating the reasons (e.g. academic and research background and history, achievement, performance, publications etc).

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

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

14. TOEFL / IELTS Test

14.1 A TOEFL or IELTS score is required for applicants (exempted for graduates from local institutions 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 mbiggraduate@nus.edu.sg for further advice.

Note: TOEFL / IELTS scores are valid for two years from the test date. If it has been more than two 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 supporting documents in the following order, in a single PDF file (excluding Referee Reports) to be emailed to mbigraduate@nus.edu.sg (max file size 10MB).

<input type="checkbox"/>	Proof of Payment of Application Fee Printout of e-receipt (S\$50) after successful credit or debit card transaction.
<input type="checkbox"/>	Proof of identity A copy of Singapore NRIC (Singaporeans or Singapore PRs) / copy of Passport page (International applicants).
<input type="checkbox"/>	Application Form Printout of the online Application Form from the application system (duly declared, signed and dated) <u>AND</u> including a recent coloured passport-sized photograph affixed on the application form.
<input type="checkbox"/>	Personal Statement 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.
<input type="checkbox"/>	Educational Certificate and Transcripts (with English translation, if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Certified-true copy of the Master's degree certificate <input type="checkbox"/> Certified-true copy of the Bachelor's degree certificate <input type="checkbox"/> Original or electronic copy of the Master's degree transcript <input type="checkbox"/> Original or electronic copy of Bachelor's degree transcript <p>Official transcript of academic records is required from each university you have attended. The softcopy is to be included in the PDF dossier. The official transcript may be submitted in either format:</p> <ul style="list-style-type: none"> • Hardcopy transcript: <ul style="list-style-type: none"> ➢ To be requested from your university using the prescribed form to be directly mailed to MBI. ➢ Transcripts must be enclosed in an official SEALED envelope with its flap bearing the security seal of the university and the signature of the Registrar or representative. <p>OR</p> <ul style="list-style-type: none"> • Electronic transcript: <ul style="list-style-type: none"> ➢ Official electronic transcript is acceptable from your university. ➢ Please request your university to send the transcript to mbigraduate@nus.edu.sg, while informing us of the incoming e-transcript. <p>Applicants from NUS can submit the official electronic transcript of their academic records downloaded from the student system. Applicants from other local institutions can submit either official electronic transcript or certified-true copy of their result slips / official transcripts.</p>
<input type="checkbox"/>	GRE General Test A clear and complete scanned copy of your official score report. Applicants are required to submit their GRE scores.
<input type="checkbox"/>	TOEFL / IELTS Test A clear and complete scanned copy of your official score report. TOEFL / IELTS is required for all applicants whose native tongue and medium of undergraduate instruction is not in English. Exemption is given for graduates from local institutions, e.g. NUS / NTU.
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Referees Two (2) Academic Referees' Details The Academic Referees' details are to be provided in the online admission system.
<input type="checkbox"/>	Copy of publication(s) – if applicable
<input type="checkbox"/>	Other supporting documents – if applicable Scholarships, awards and prizes received, membership of organizations, etc. For working applicants, please provide proof of employment including job title, job description / responsibilities and duration of employment.

16. FAQs

Are there any admission interview and/or test?

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

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.

I do not have GRE score. Can GRE be substituted by GATE (Graduate Aptitude Test in Engineering) for applicants from India?

GRE cannot be replaced by GATE.

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.

Is there a difference between submitting a Referee Report and a Letter of Recommendation/Reference Letter?

Referee Report is compulsory while Letter of Recommendation/Reference Letter is optional. Referee Report follows a specific template in which crucial information of the applicant is required.

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/her junk mail or spam box. If your referee 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 the "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.