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1. Introduction

This Applicant Guide is a reference for applicants who wish to apply to the NUS graduate programmes using the Graduate Admission System.

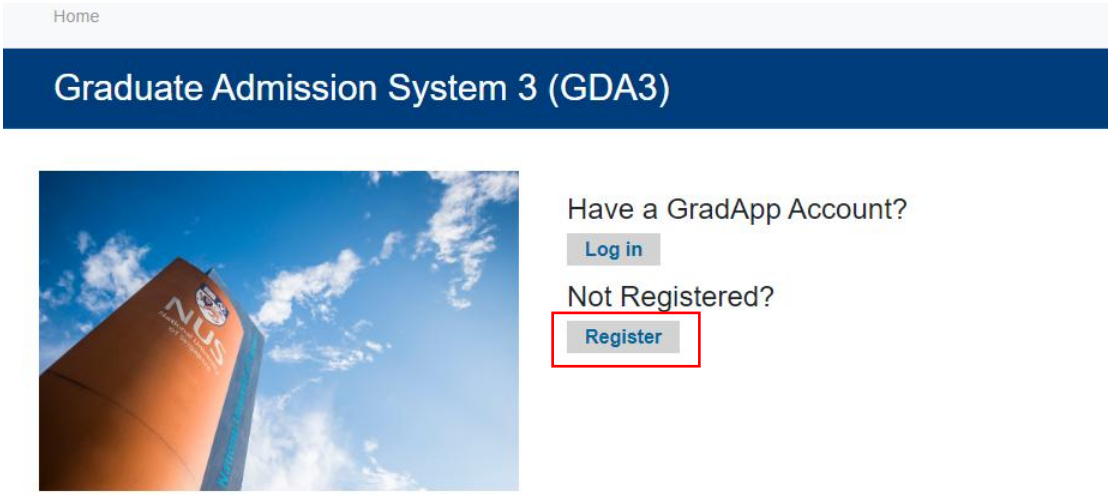
As the admission requirements vary from programme to programme, please expect to encounter pages / sections that may be different from those shown in this guide.

If you require assistance with your online application, please contact the respective Faculty/School that you are applying to.

2. Accessing the NUS Graduate Admission System

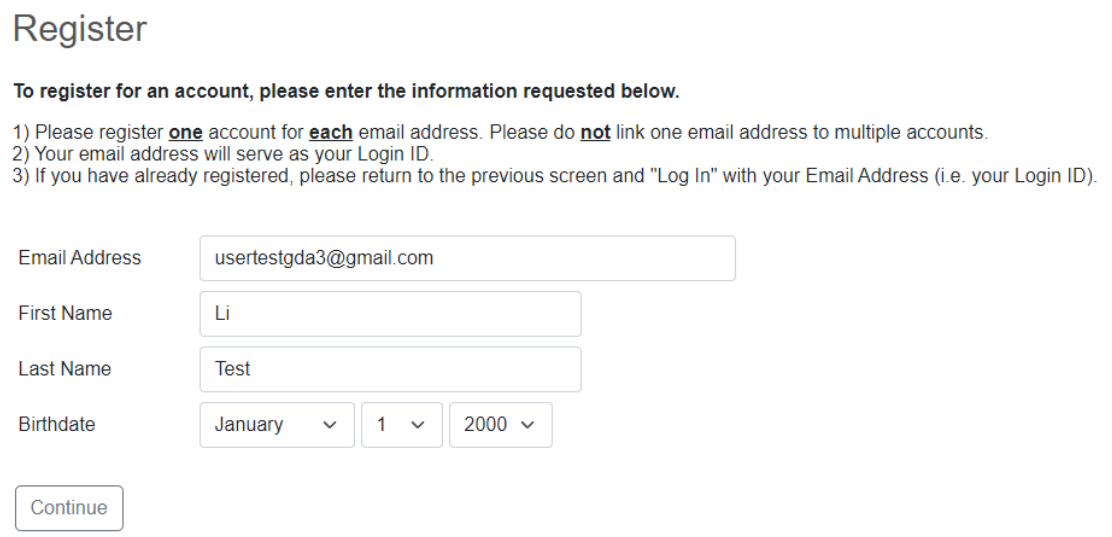
You can access the Graduate Admission Systems (GDA3) at https://gradapp.nus.edu.sg/apply

At the login page, applicants can register for an account to start an application or log in if they have an existing account.

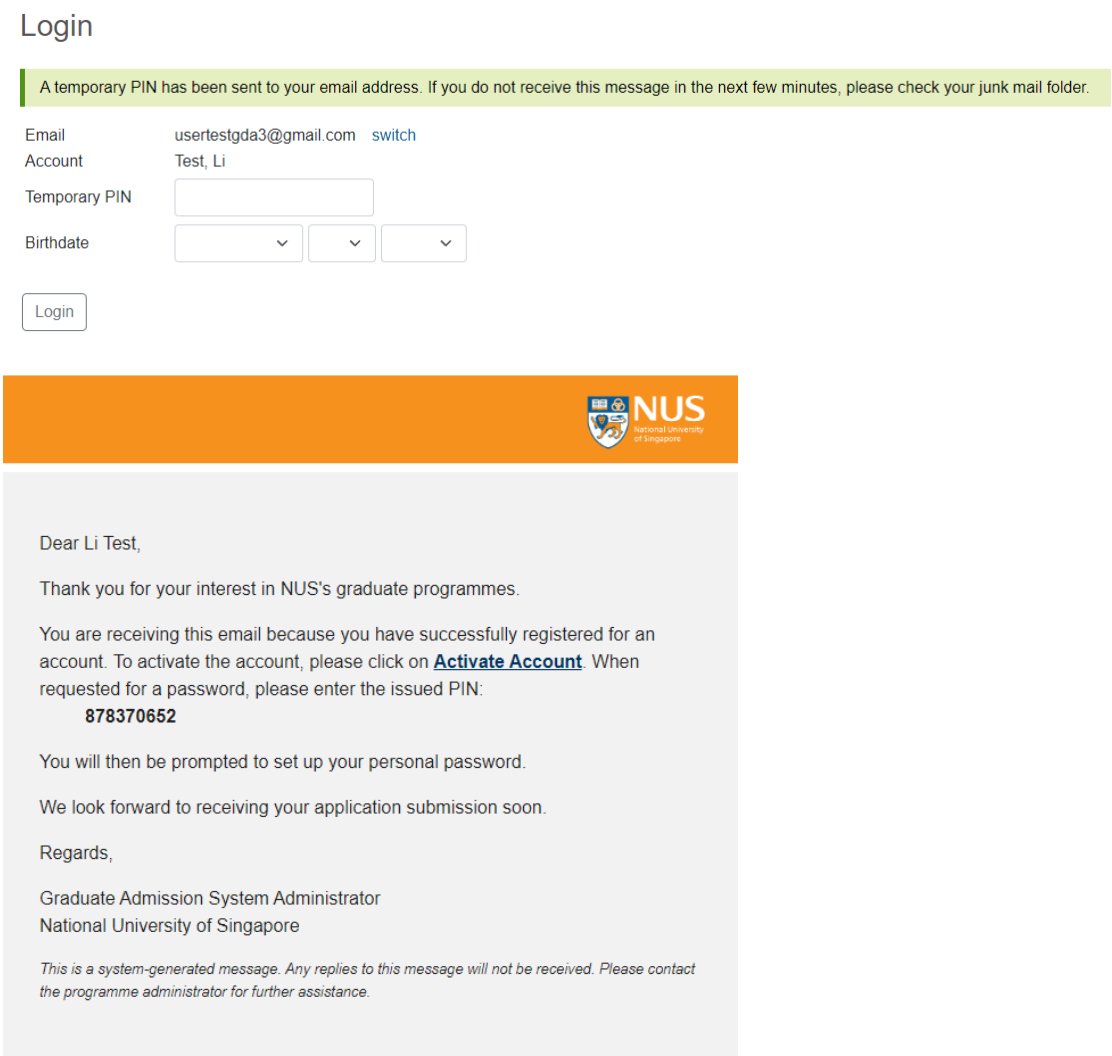


After clicking on “Register” you will be brought to this page to enter your information. Please note that the email address which you provide when creating your new GDA account will also be your login ID. You will also receive email notifications relating to your applications via this email address.

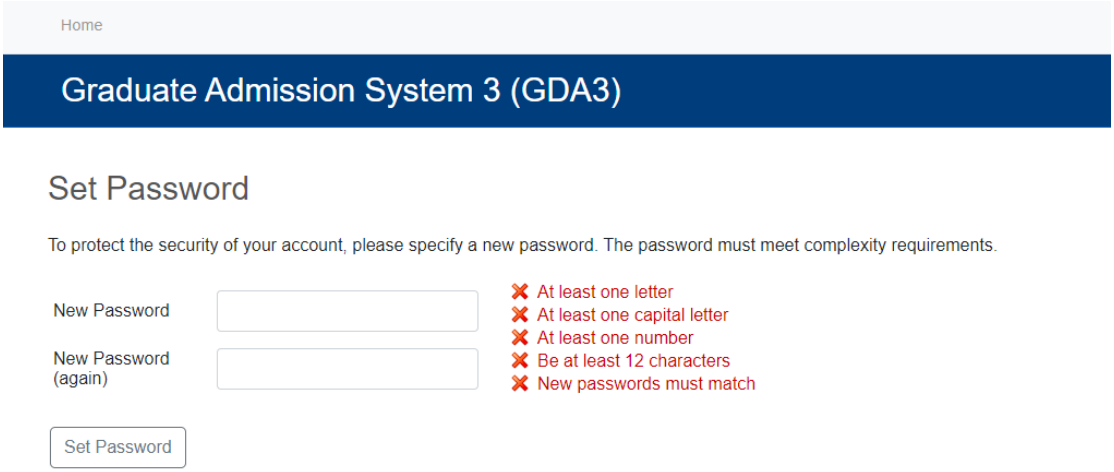
Hence, it is important that you remember which email address you provided as you will need it to access the system and receive alerts.



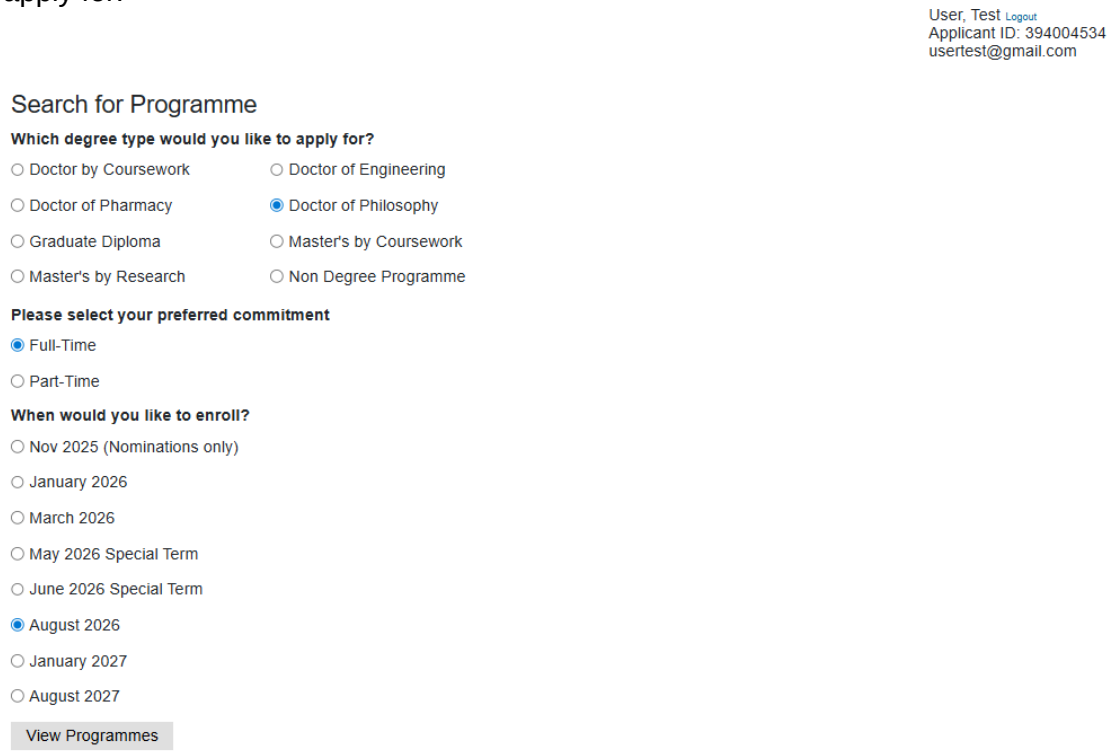
GDA3 will send a temporary PIN to the registered email address. If you did not receive your temporary PIN in the next few minutes, please check your junk mail folder.



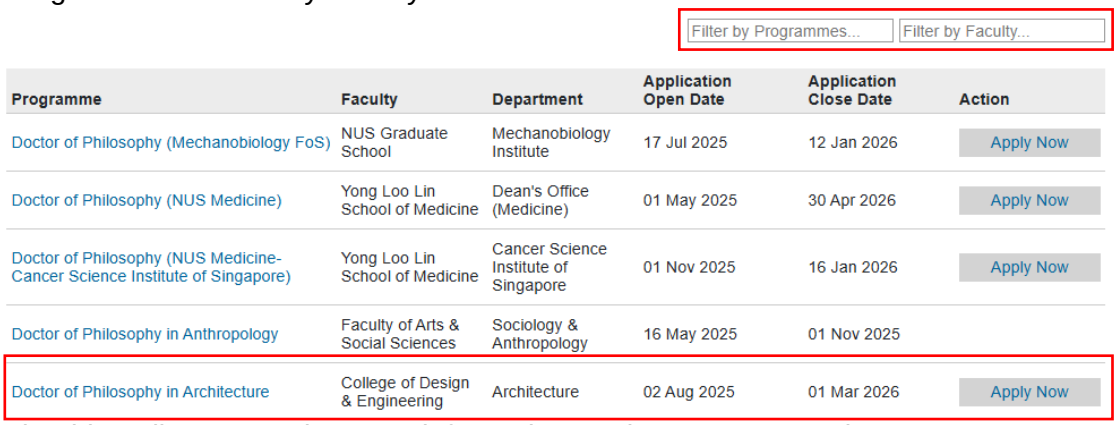
GDA3 will prompt applicants to set a password.



Once the password is set up, applicants can proceed to search for the programme to apply for.

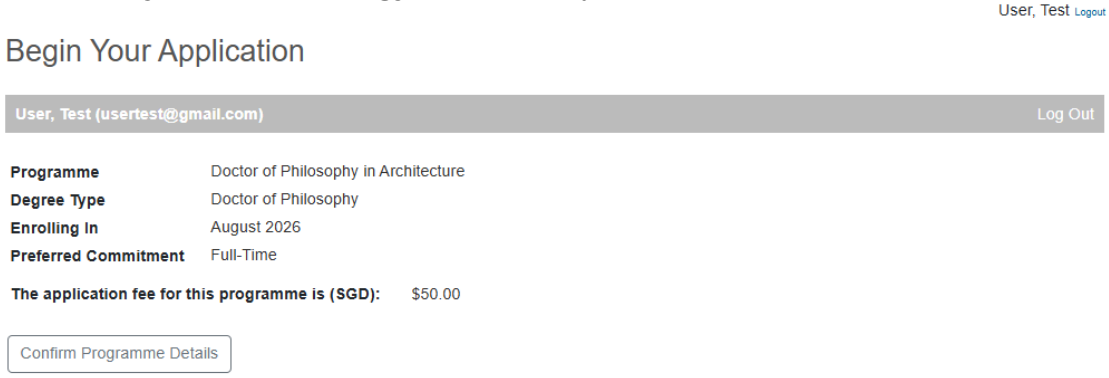


Applicants can further search for their desired programme by using Filter by Programmes or Filter by Faculty search field.

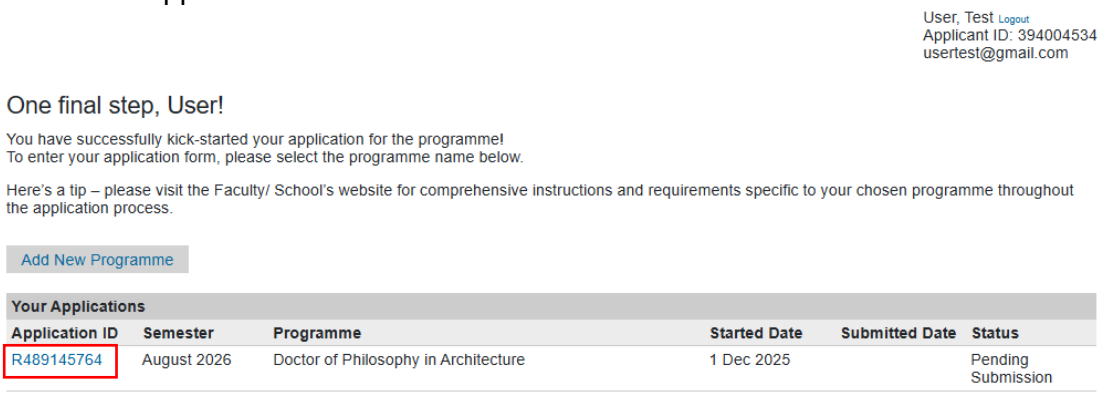


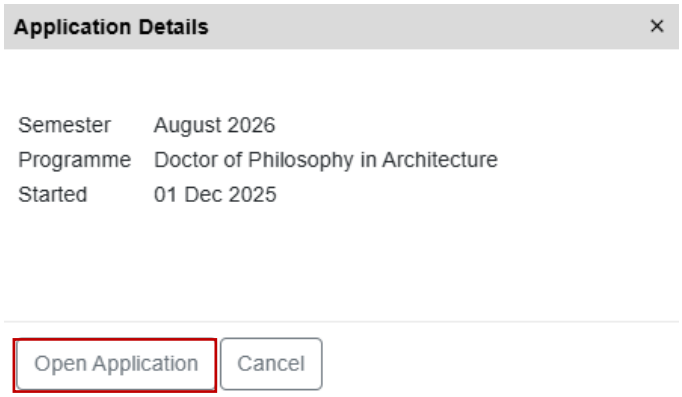
Should applicants require more information on the programme, they can mouse over and click on the programme. A new tab will be launched with the programme's information.

Programmes that are open for applications will have the Apply Now button. Application Open and Close Dates are indicated next to the respective programmes. To apply, click on the Apply Now. Applicants will be brought to the summary page to confirm the Programme Detail and application fee. Please select the programme: **Doctor of Philosophy (Mechanobiology FoS)** to apply.

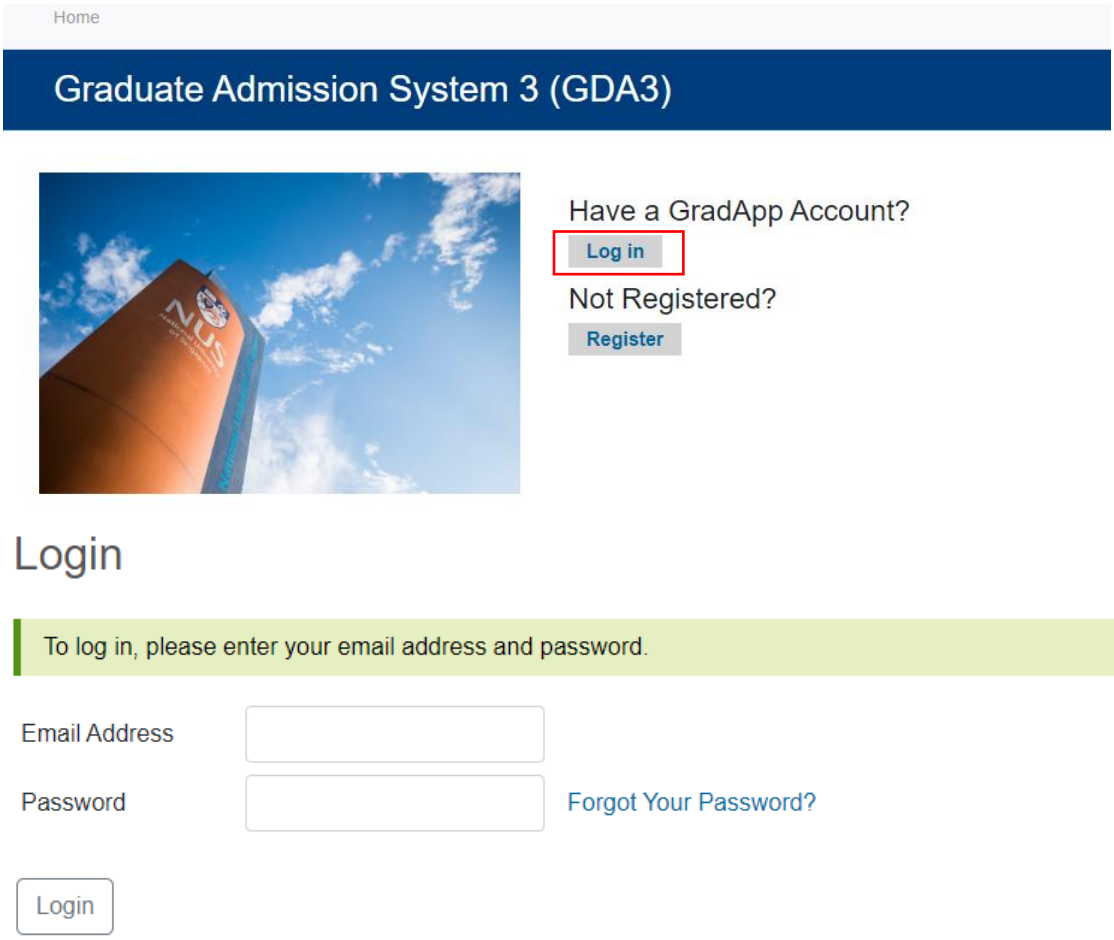


Once confirmed, click on the Confirm Programme Details. The applicant will be brought to the Application page to start the application process. Click on the Application ID to open the application form. More information on the Application will be shared in the Submit an Application section.



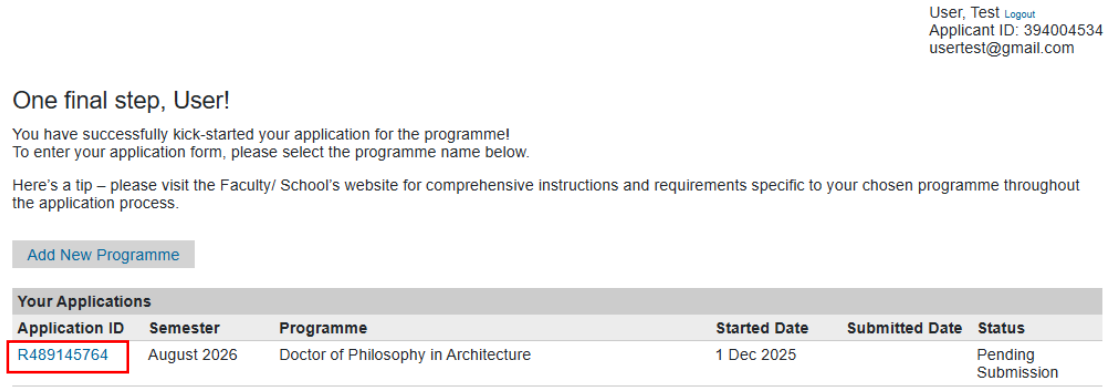


If you have forgotten your password, you can reset it here. A temporary PIN will be sent to your registered email address to setup a new password.

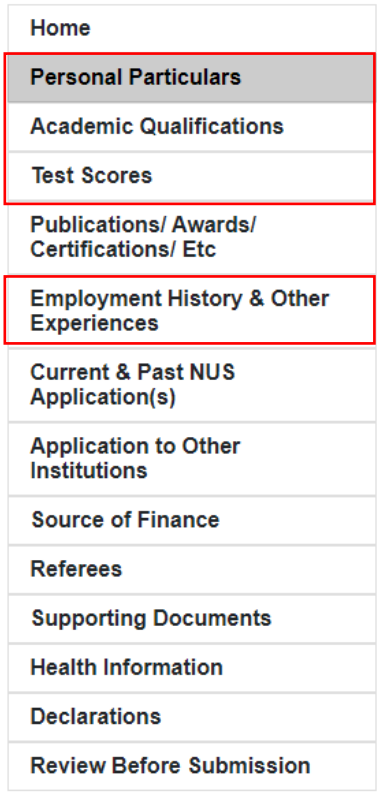


3. Submit an Application

When you are ready to submit your application for the programme, click on the Application ID.



You will be brought to the following page to complete the various sections of the application. Please note that different programmes may have different admission requirements and the sections may differ between programme.



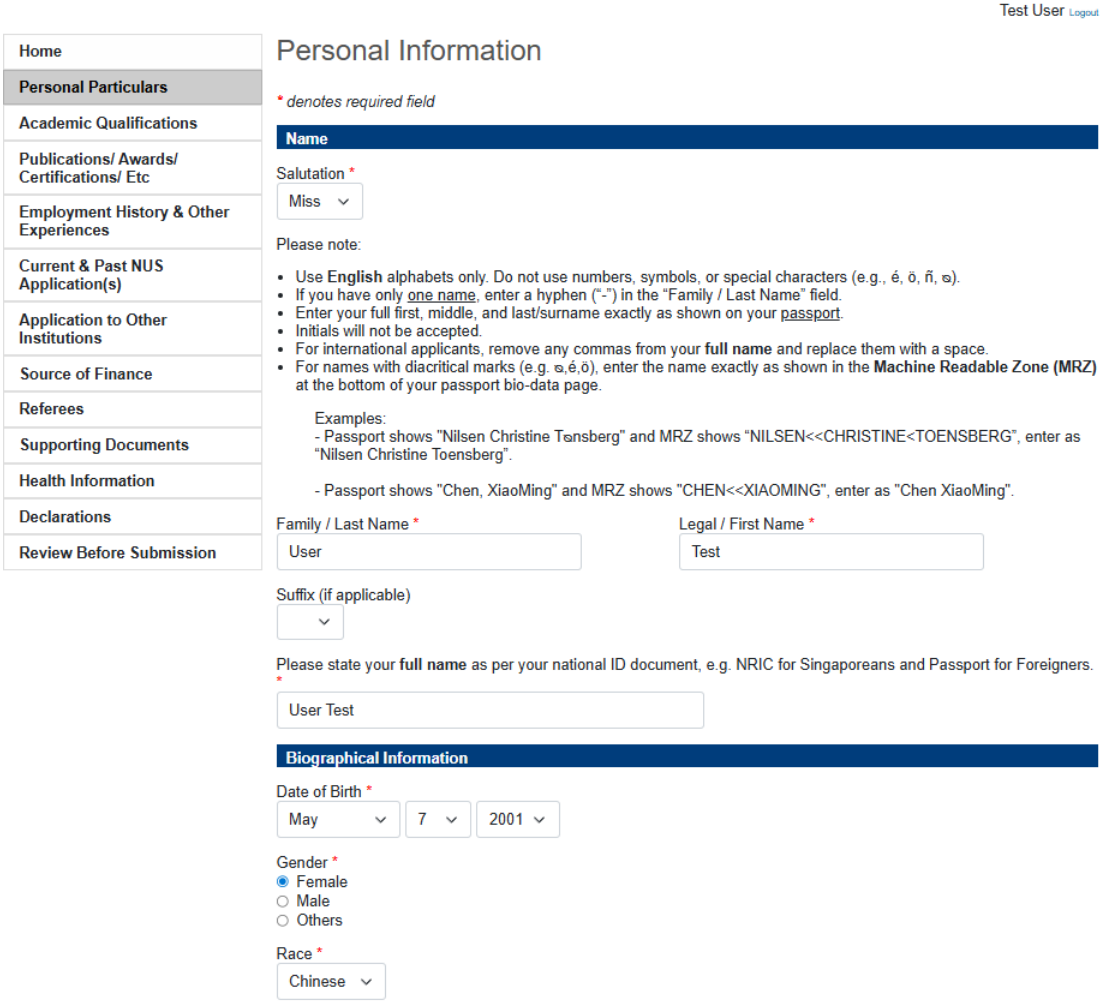
You will need to complete all sections in the application.

Information in the section (highlighted in red) will be pre-populated if you submit applications to another programme. In other words, you need not refill information in these sections in subsequent application(s) to other programmes.

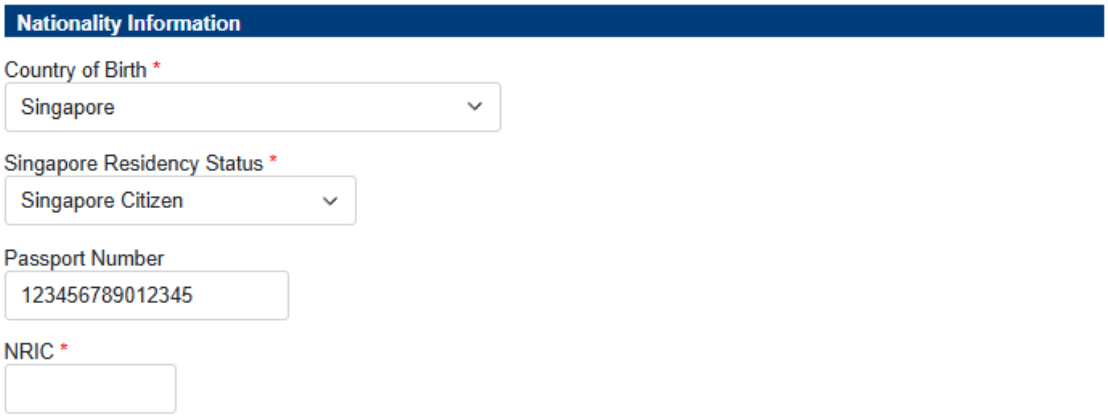
3.1 Personal Particulars

If you are successful in your admission, your official name will be printed on your NUS Student Card, as well as on your Academic Transcript and Degree Scroll upon graduation. For full-time International Students, your personal particulars will be submitted to the Singapore Immigration and Checkpoint Authority (ICA) for your Student Pass application.

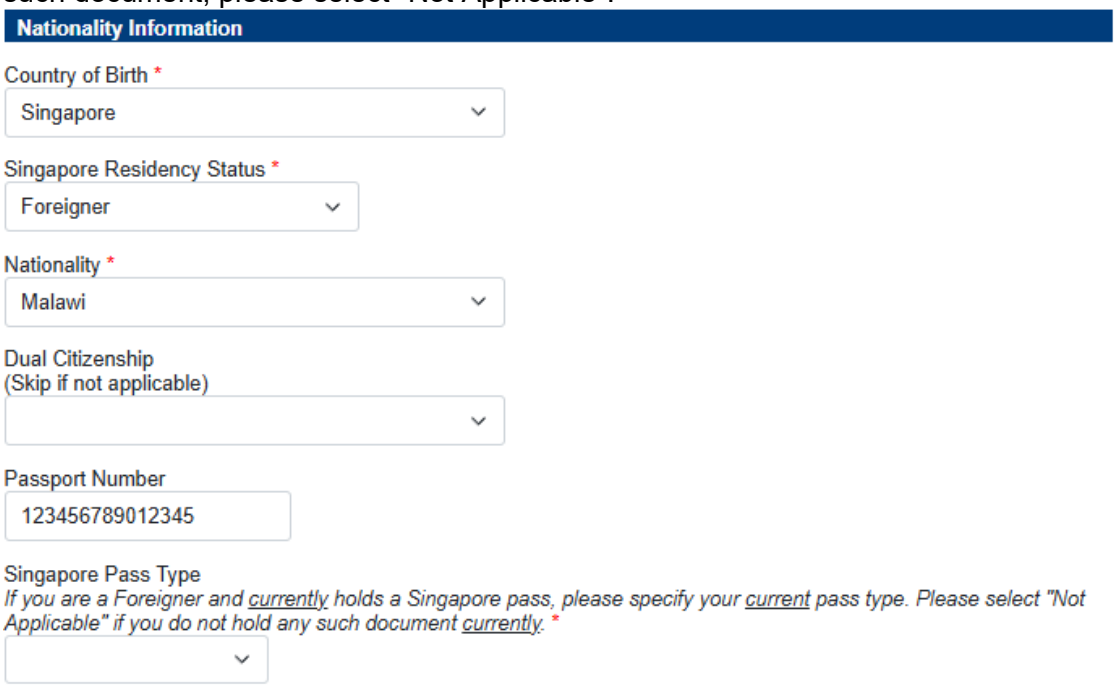
Please ensure that your personal particulars correspond **exactly** with the information printed on your National Identity Card or Passport.



If you are a Singapore Citizen and Singapore Permanent Resident, you are required to provide your NRIC number.

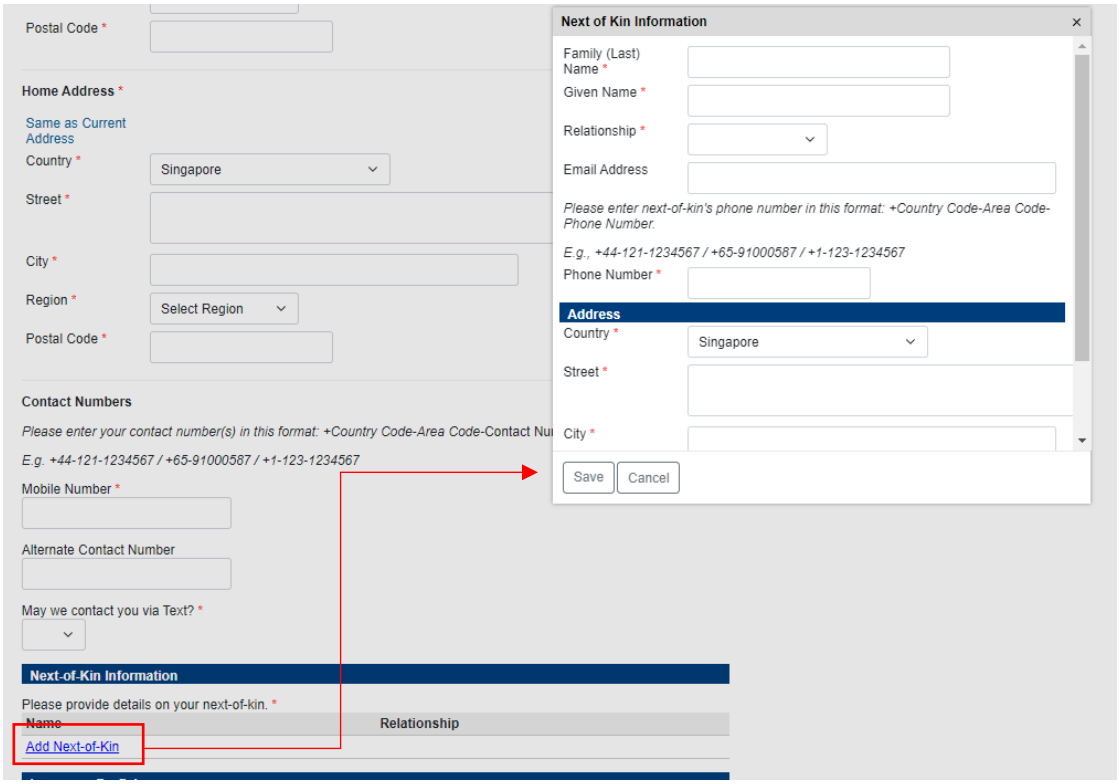


For international applicants who are currently residing in Singapore on a Pass, please specify the type of Singapore Pass which you are holding. If you do not hold any of such document, please select “Not Applicable”.

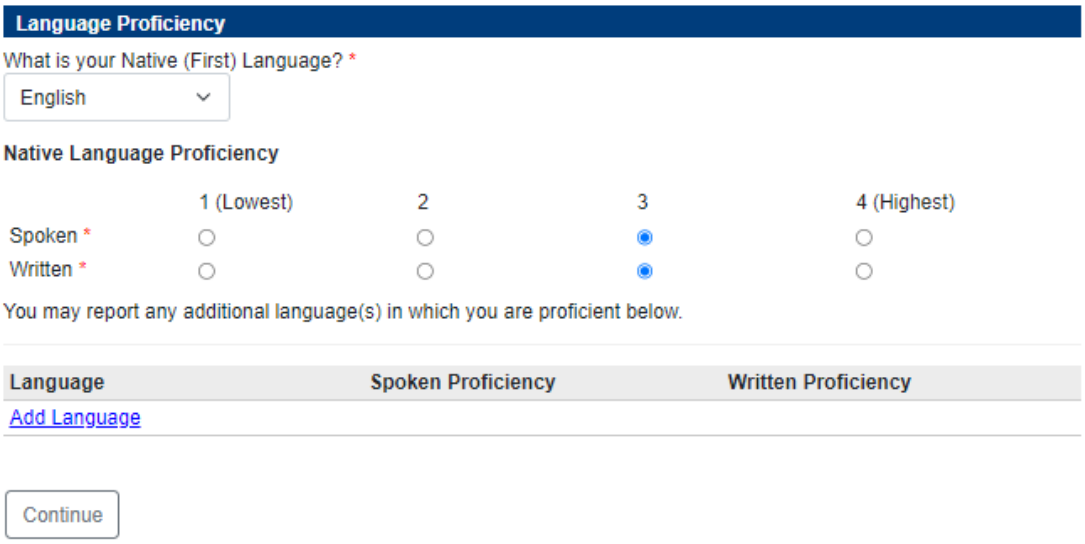


Contact Information

As part of the University’s efforts to ensure readiness in dealing with crisis or emergency situations, it is compulsory for you to provide your Personal Contact Information and Next of Kin Contact.



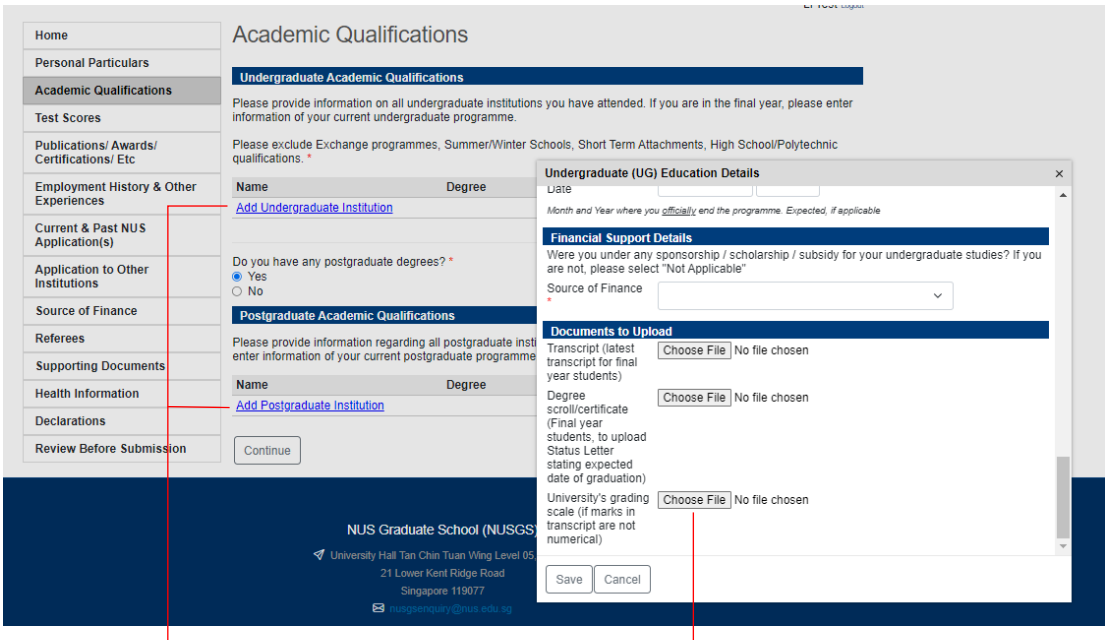
Applicants are required to indicate their ability to speak or write in their native language and any other acquired languages.



To continue to the next section, or to save the section to continue the application later, applicants can click the **Continue** button.

3.2 Academic Qualifications

Please provide details of your academic qualifications (including postgraduate qualification, if any) that you have completed, or are going to complete, under this section.



Click on the relevant link to provide details of your academic qualifications.

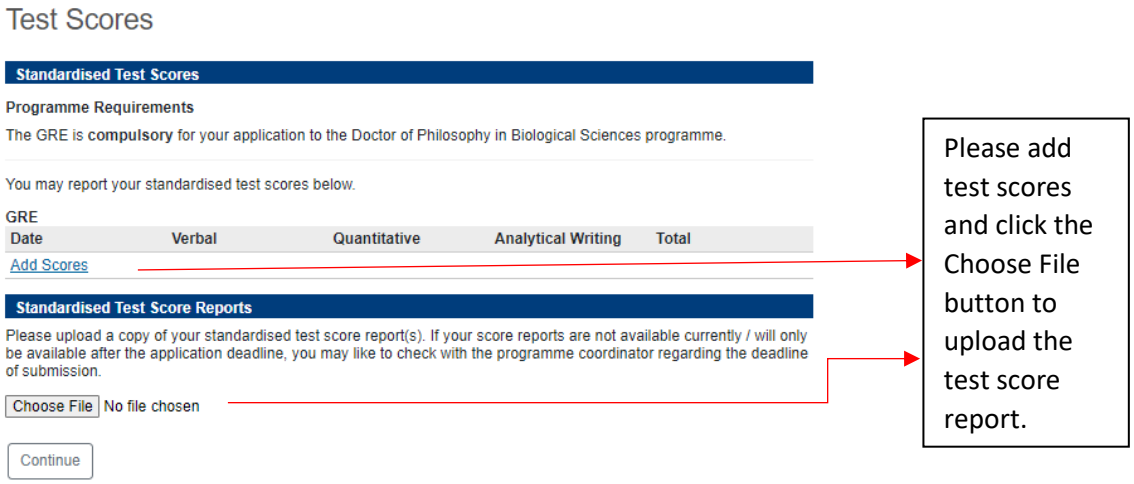
Click on the relevant Choose File button to upload the required documents.

3.3 Test Scores

Certain graduate programmes may require the applicant to demonstrate readiness for graduate study through a specific standard of achievement in common placement examinations such as:

- GRE (Graduate Record Exam)
- TOEFL (Test for English as a Foreign Language) or IELTS (International English Testing System)
- GMAT (Graduate Management Admission Test)

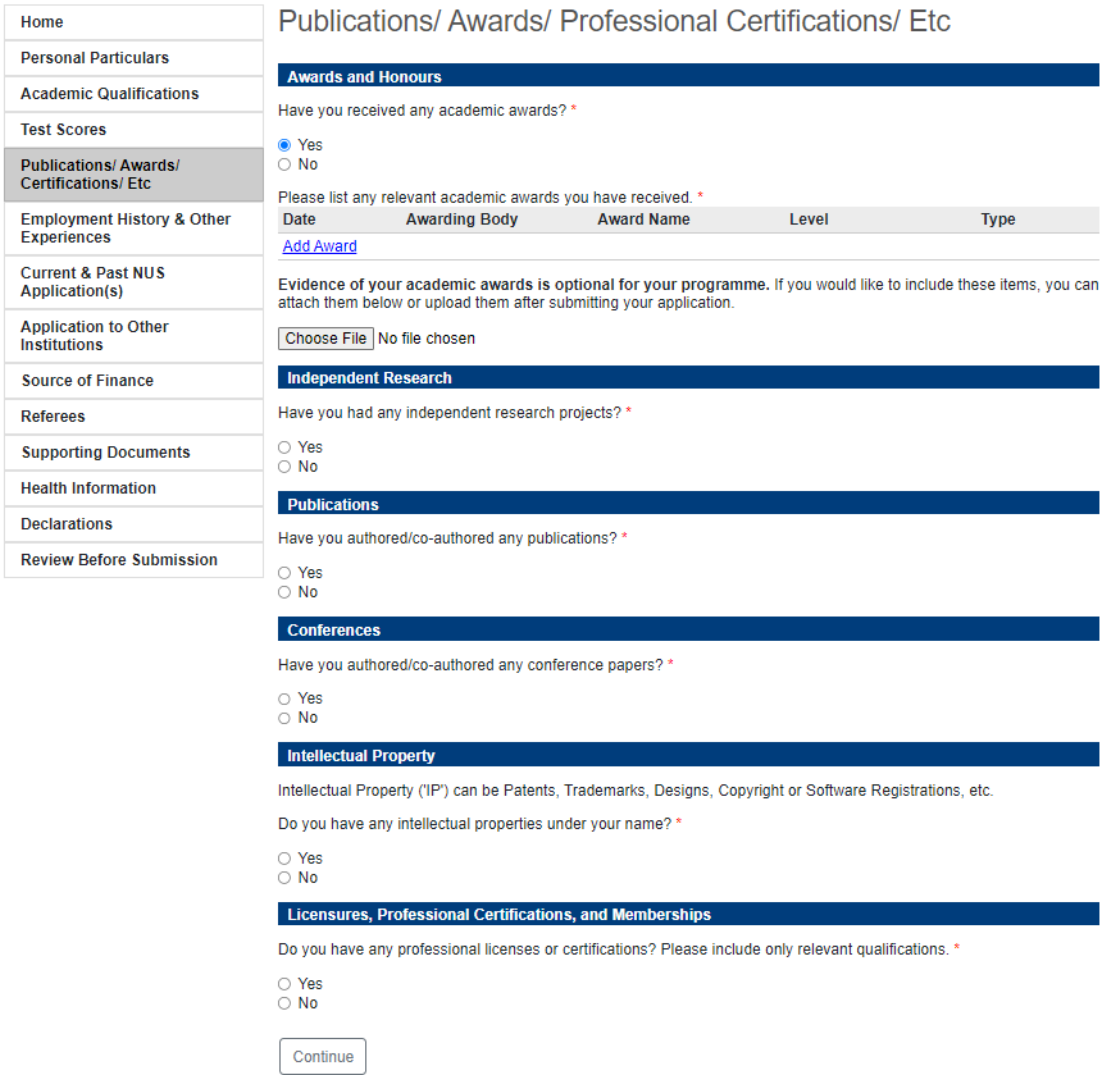
These tests may be required by certain Programmes and will be displayed in the Application form.



GDA3 prompts applicants to add TOEFL/IELTS test scores if these tests are required by the programme.

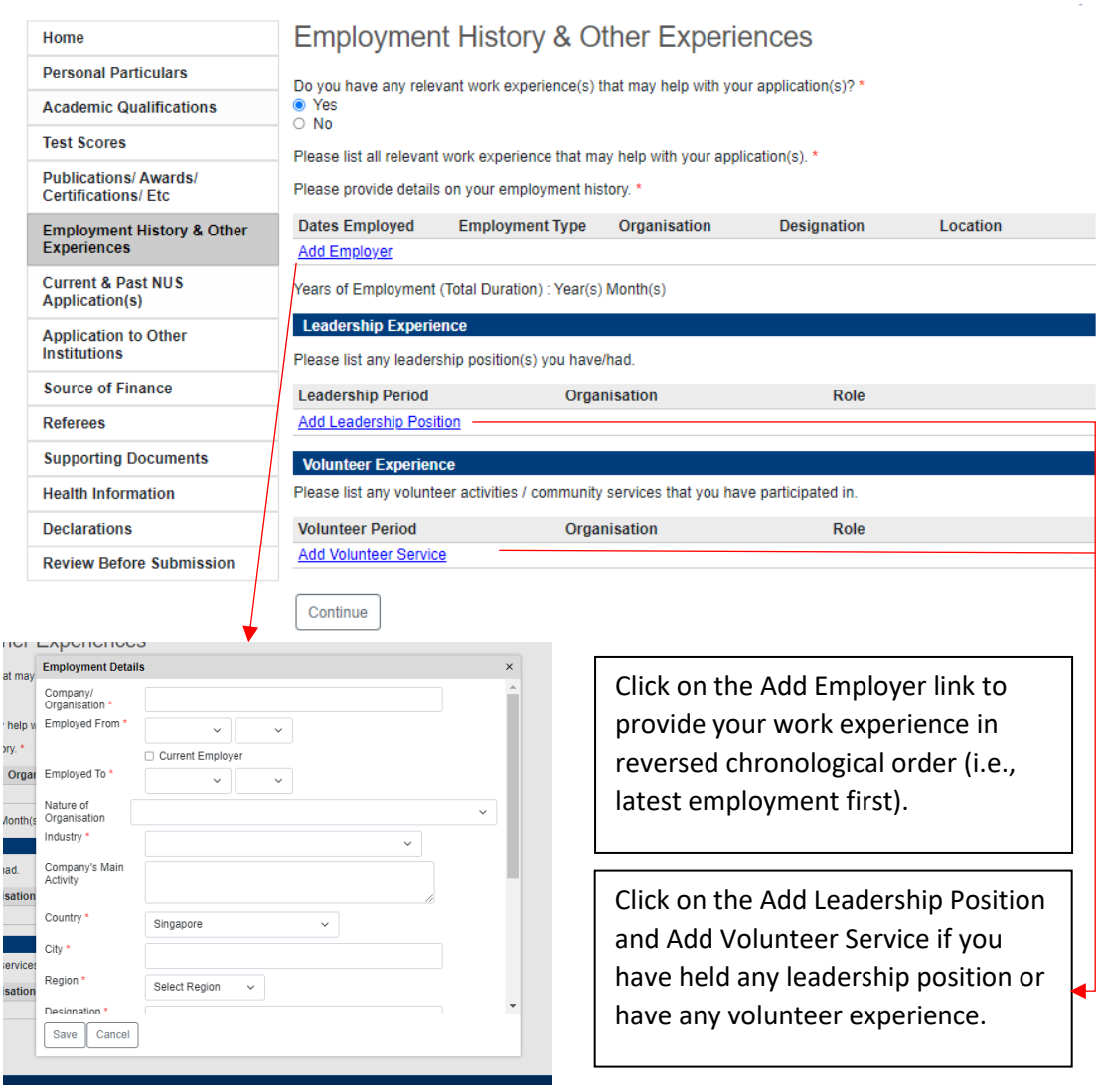
3.4 Publications/ Awards / Professional Certifications/ Etc.

If you have obtained any relevant awards or prizes that may support your application for admission, you can provide the details under this section.



3.5 Employment History & Other Experiences

You need not complete this section if you do not have any working experience at the point of your application. To help you check for accuracy, the total duration of your work experience will be automatically computed and displayed once you have keyed in the start and end date of your employment.

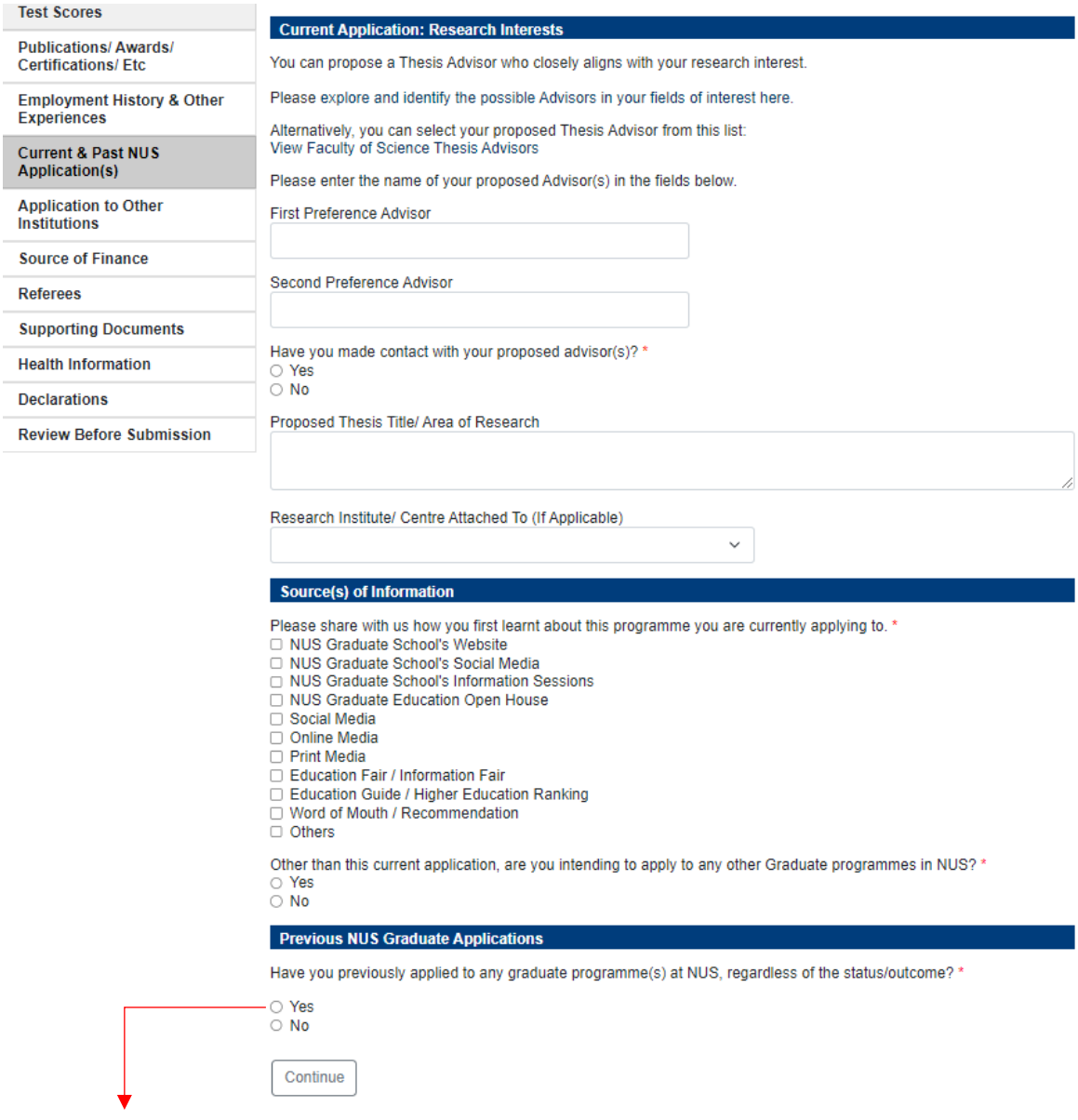


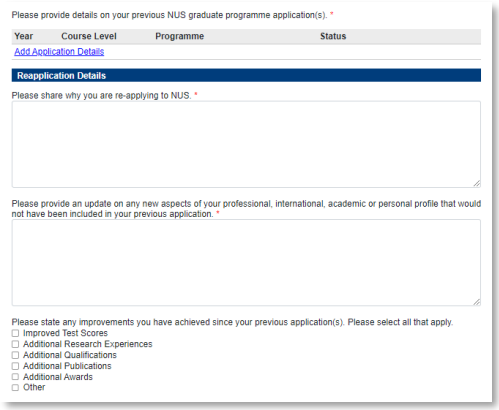
Click on the Add Employer link to provide your work experience in reversed chronological order (i.e., latest employment first).

Click on the Add Leadership Position and Add Volunteer Service if you have held any leadership position or have any volunteer experience.

3.6 Current and Past NUS Applications

Applicants to research programmes are to propose a Thesis Advisor and thesis title/research area, research institute/centre attached to, etc. Please share where you first heard about the programme that you are applying to and indicate if they have applied to any graduate programme(s) at NUS, regardless of the status/outcome.

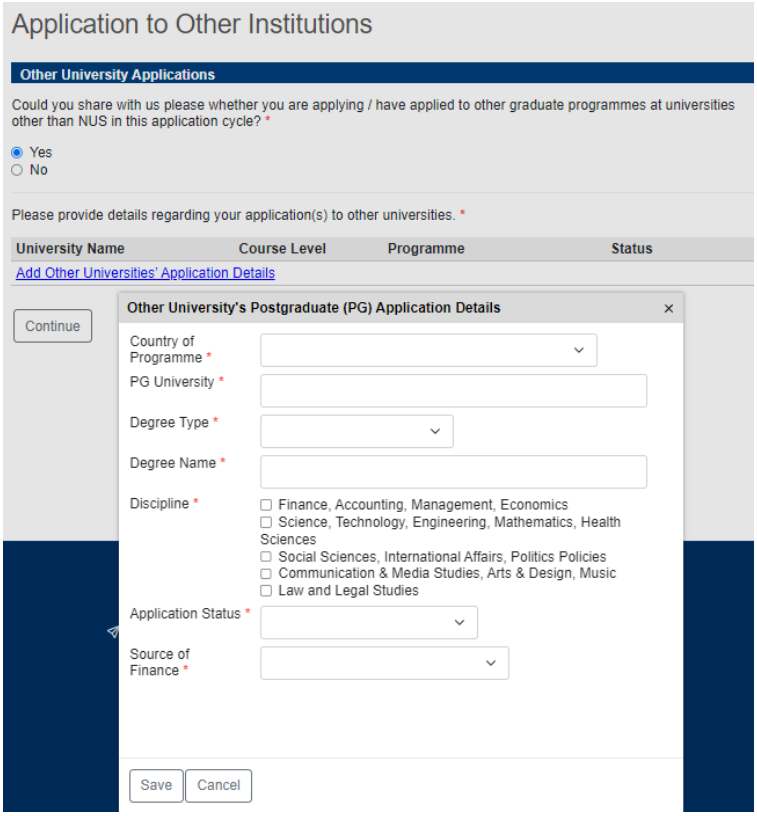




Please provide details if you have previously applied to any graduate programme(s) at NUS.

3.7 Application to Other Institutions

Please share if you are applying or have applied to other graduate programmes outside of NUS.

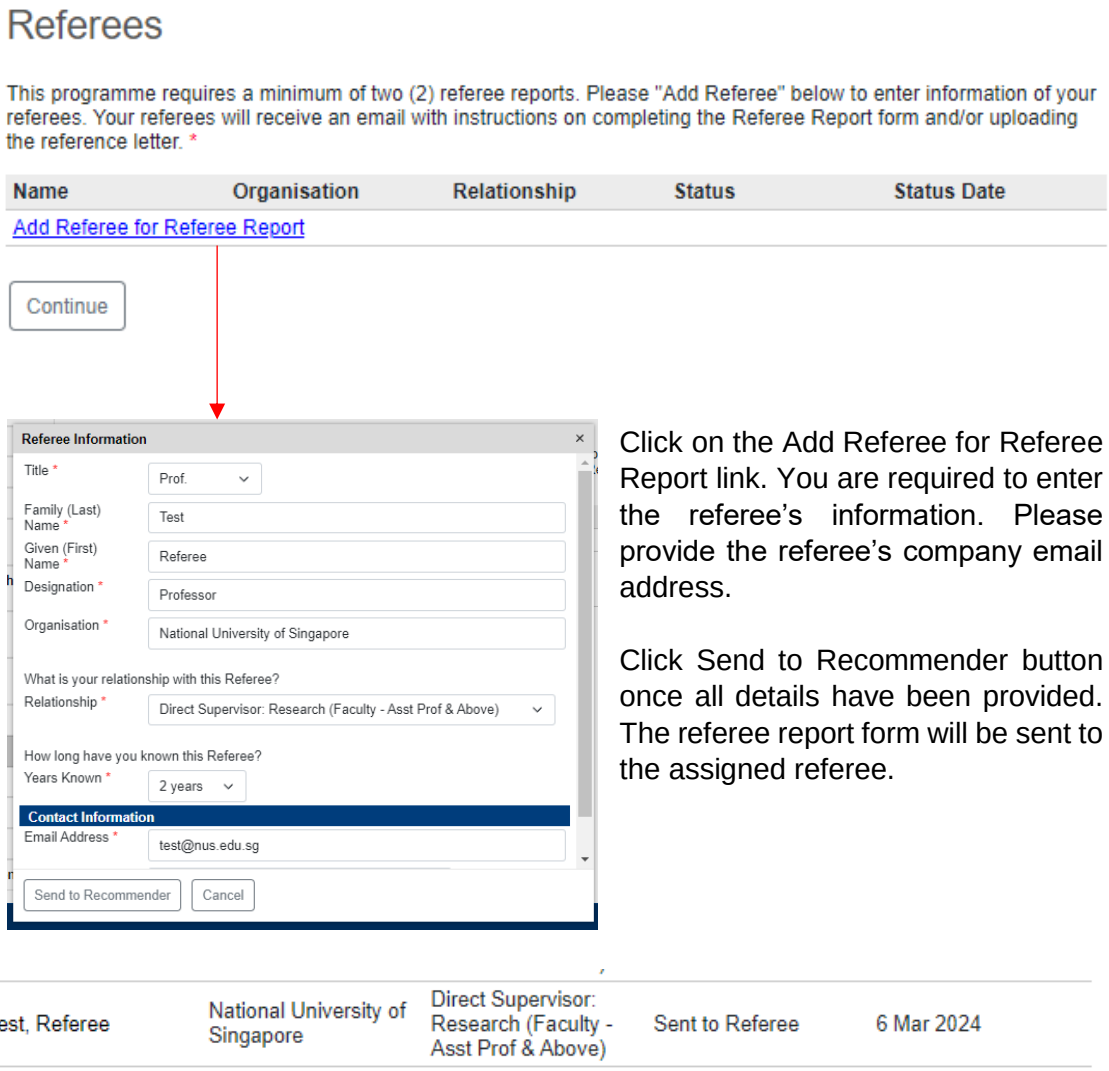


3.8 Source of Finance

Applicants are to select the source of finance (e.g., applying for scholarship, on company sponsorship, self-funding applicant, etc.) if enrolled into the programme. If you are applying for a scholarship, please select the scholarship that you are applying for. Please note that some research programmes do not allow applicants to enroll if they are not awarded the scholarship.

3.9 Referee

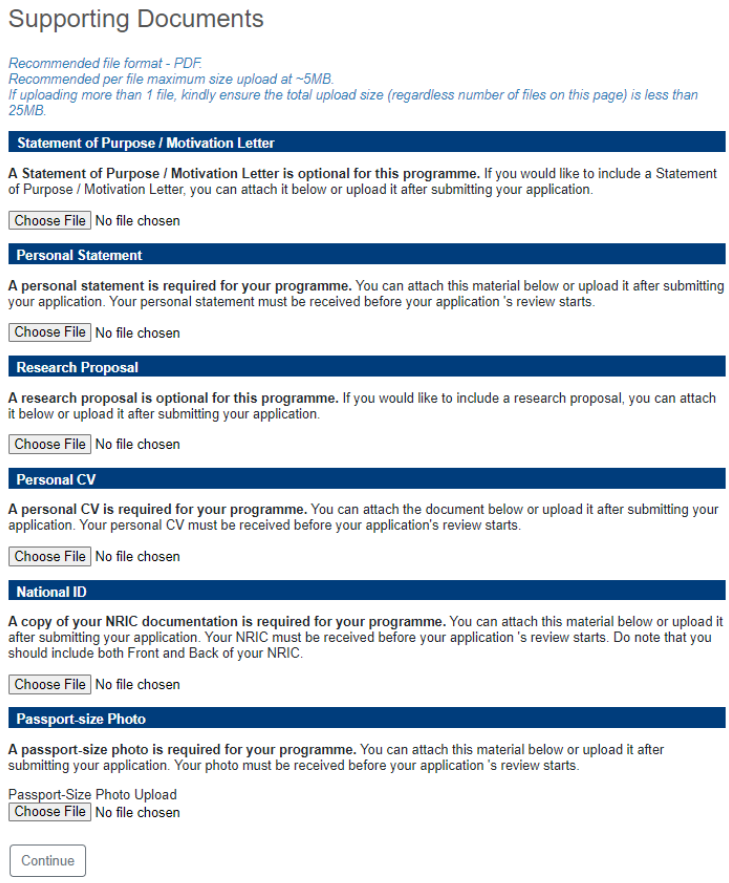
As part of the review criteria, the Faculty/School may require at least one referee's report(s) for the programe. In this section, you can create referee details and assign referees to your application.



Click on the Add Referee for Referee Report link. You are required to enter the referee's information. Please provide the referee's company email address.

Click Send to Recommender button once all details have been provided. The referee report form will be sent to the assigned referee.

3.10 Supporting Documents

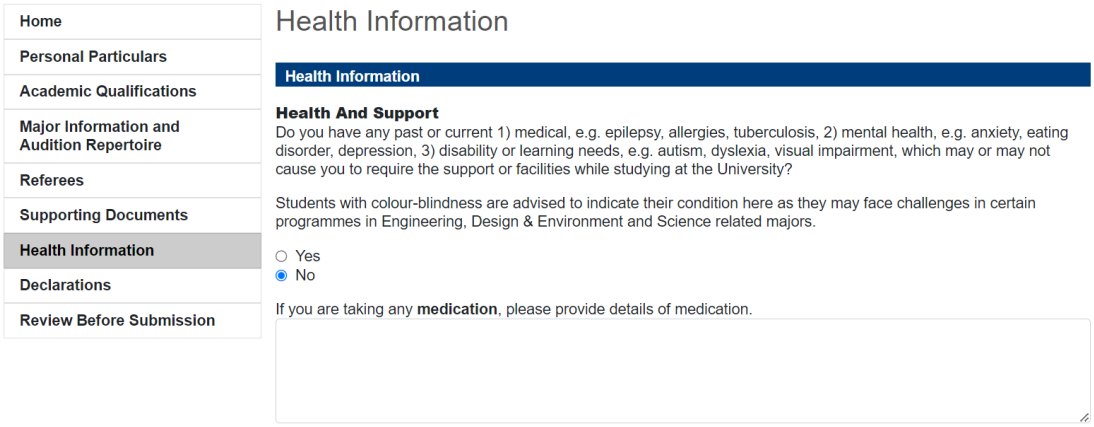


This section allows you to upload supporting document(s) that are required or optional for assessment.

Click on the Choose File button to upload the relevant documents.

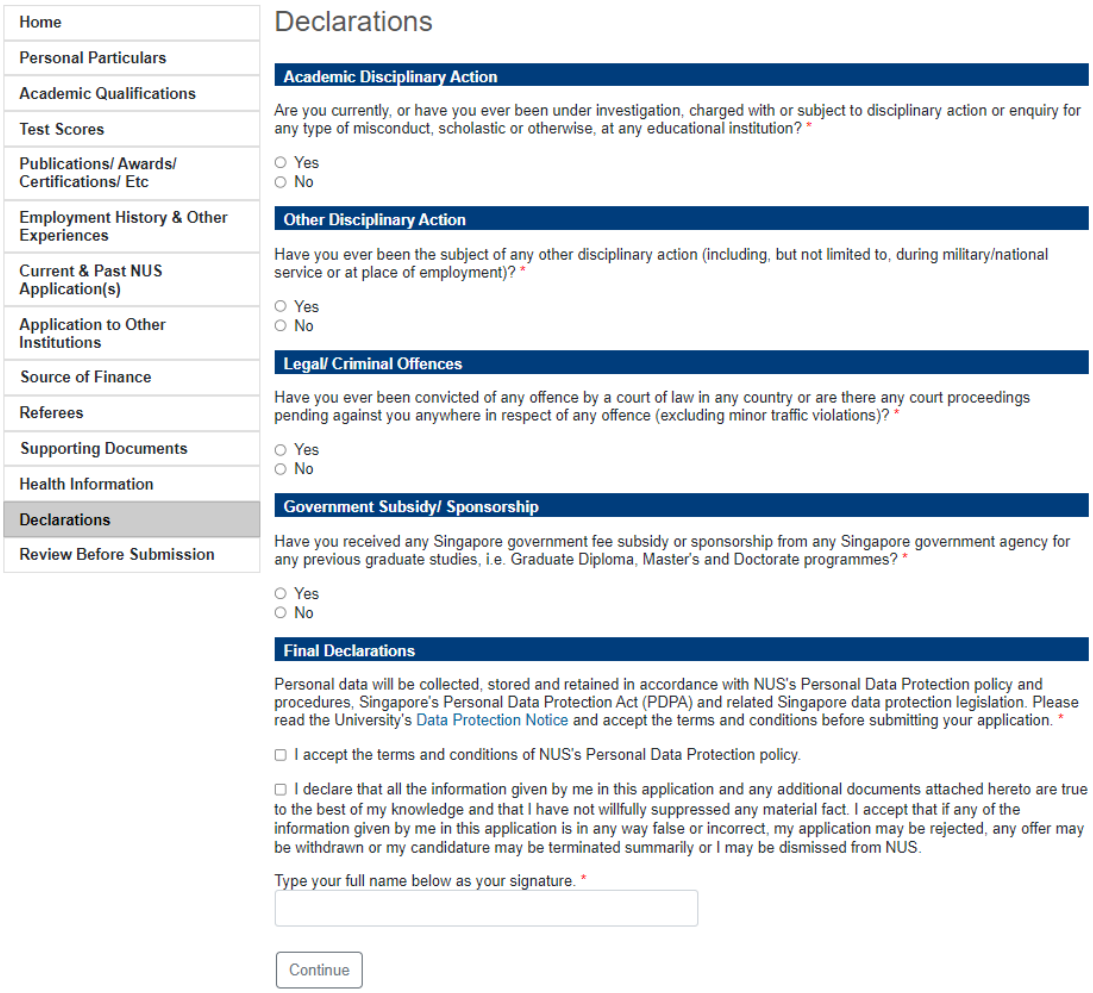
3.11 Health Information

Applicants with disabilities may face challenges in certain programmes. Should you require special needs, it is advisable that you make this known under this section.



3.12 Declaration

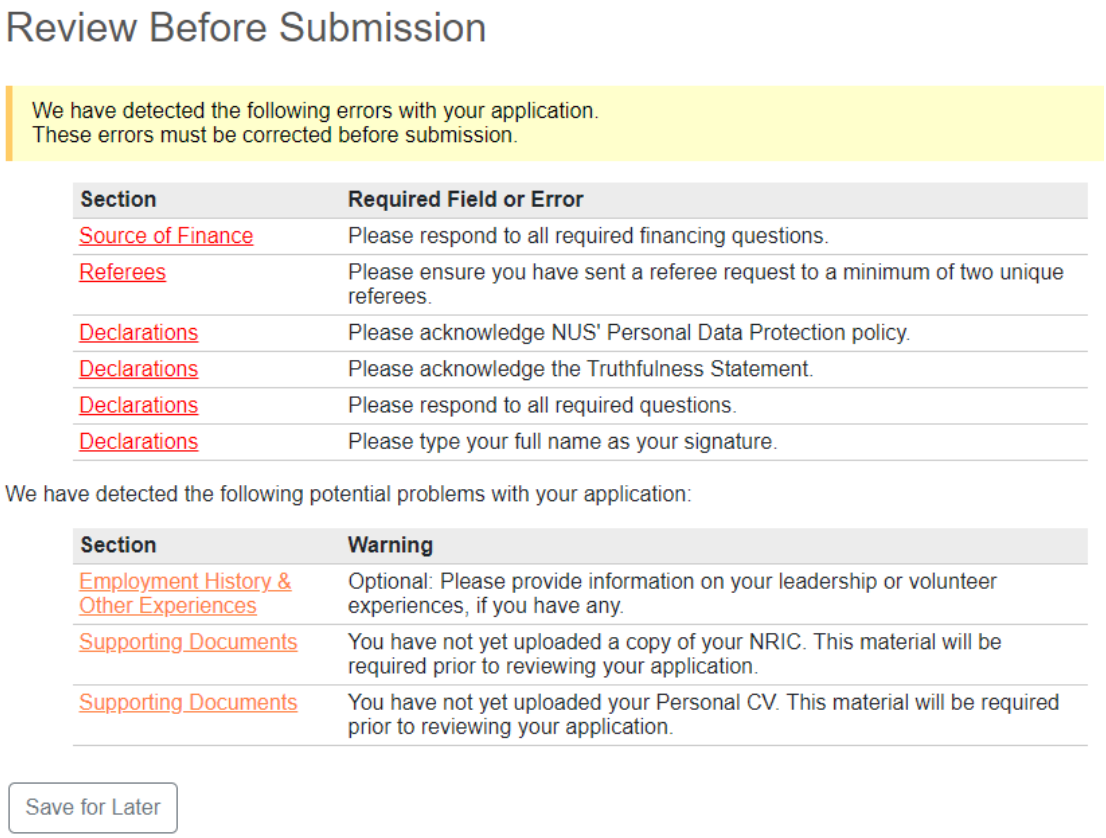
Applicants are to complete the declarations honestly.



3.13 Review Before Submission

Before submitting your application, please ensure that all mandatory fields and documents are updated. You will not be allowed to submit your online application if there are any mandatory sections that are not completed. Such sections will be highlighted in **red**. You can go back to the relevant section by clicking on the link.

This section will also detect optional sections that are left blank. While it is not compulsory to complete these in order to submit your application, you may wish to complete them if they are relevant in proving your credentials and eligibility for the programme. Such sections are highlighted in **orange**.



Review Before Submission

We have detected the following errors with your application.
These errors must be corrected before submission.

Section	Required Field or Error
Source of Finance	Please respond to all required financing questions.
Referees	Please ensure you have sent a referee request to a minimum of two unique referees.
Declarations	Please acknowledge NUS' Personal Data Protection policy.
Declarations	Please acknowledge the Truthfulness Statement.
Declarations	Please respond to all required questions.
Declarations	Please type your full name as your signature.

We have detected the following potential problems with your application:

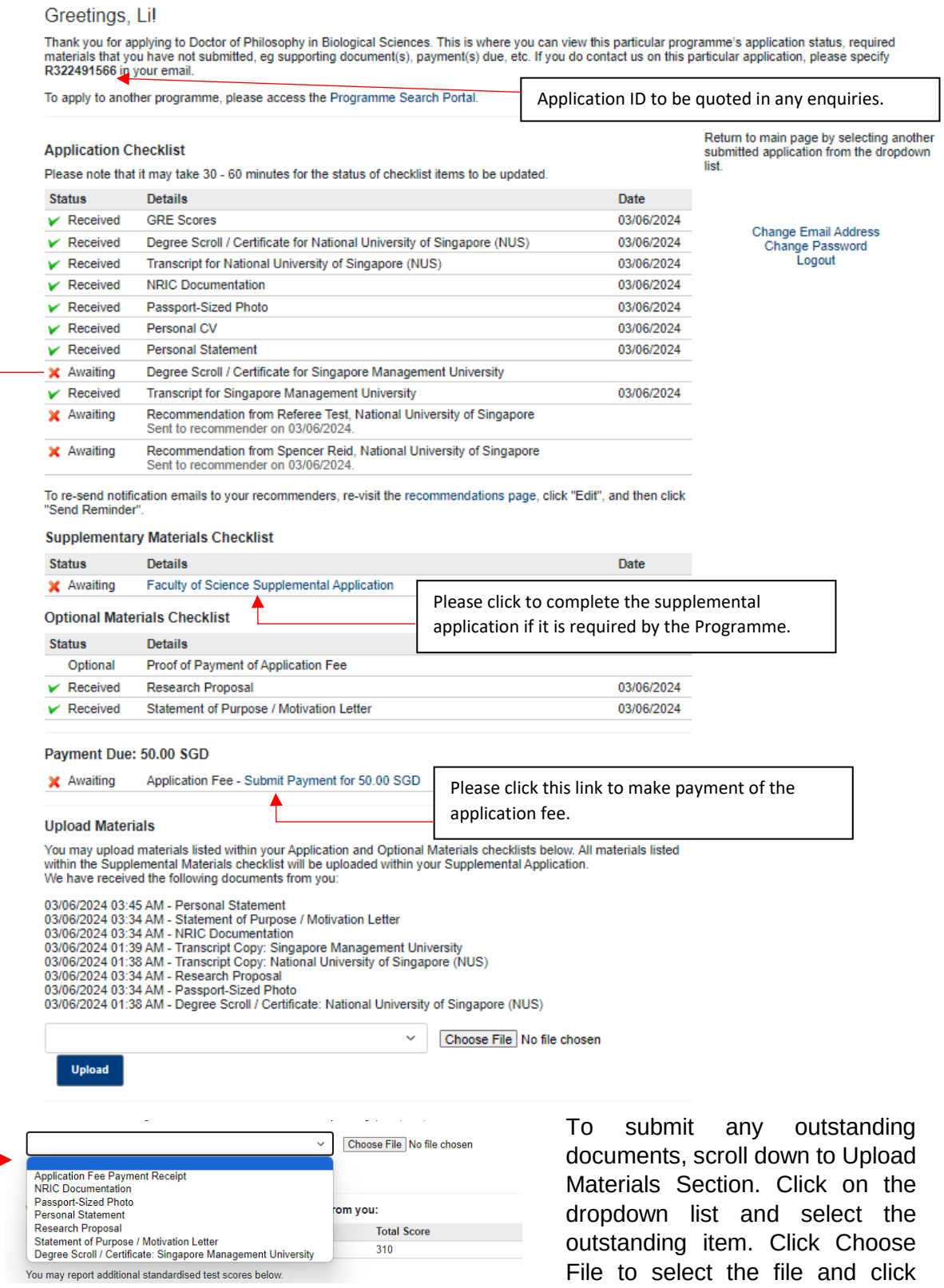
Section	Warning
Employment History & Other Experiences	Optional: Please provide information on your leadership or volunteer experiences, if you have any.
Supporting Documents	You have not yet uploaded a copy of your NRIC. This material will be required prior to reviewing your application.
Supporting Documents	You have not yet uploaded your Personal CV. This material will be required prior to reviewing your application.

Save for Later

Please ensure that the information entered in the application form is accurate as you are unable to make changes to your application after the submission is done.

4. Application Checklist

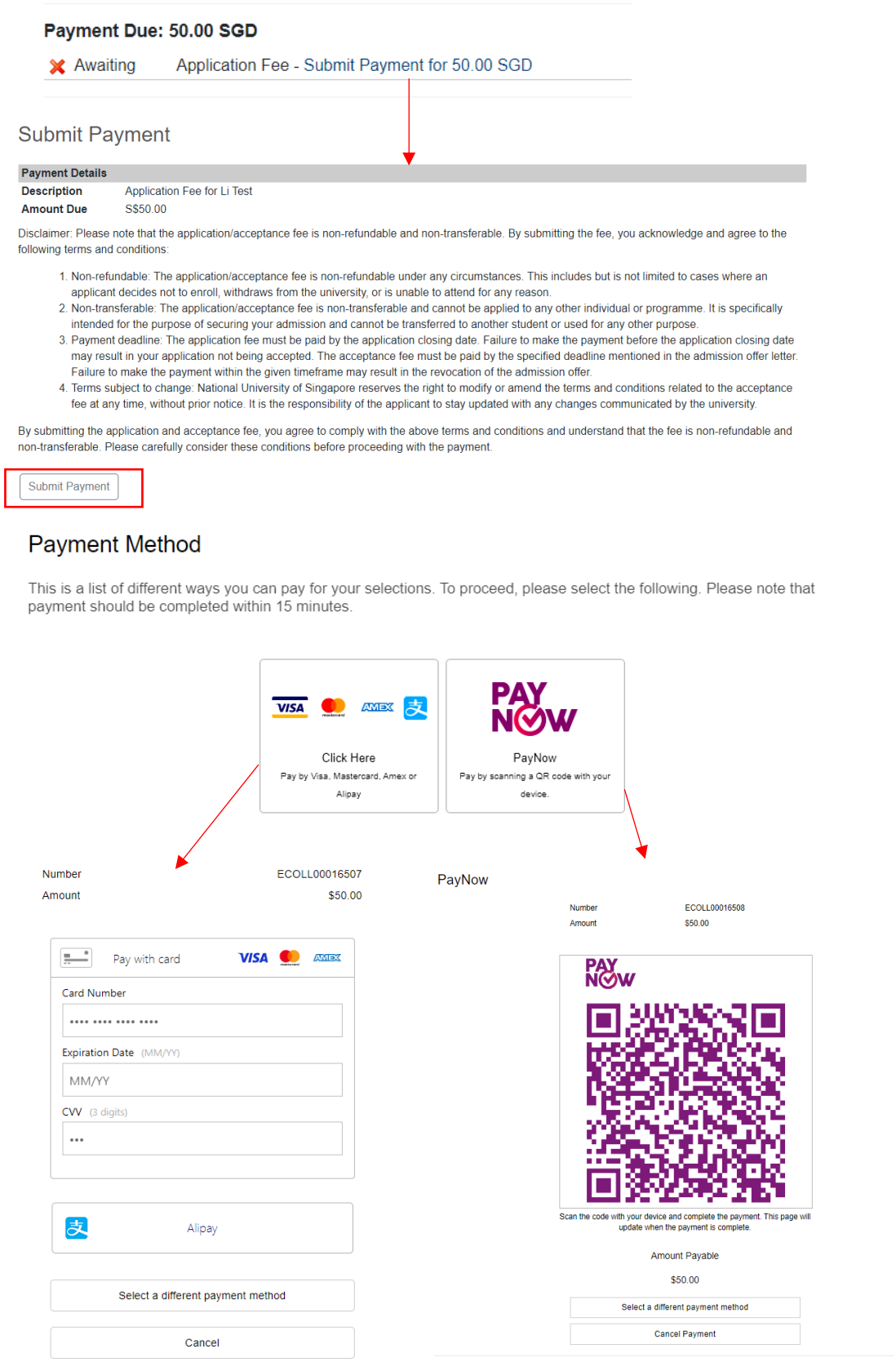
This section will indicate if further information or documents are required to be completed for assessment. Please note that the status of checklist may take 30 – 60 minutes to be updated.



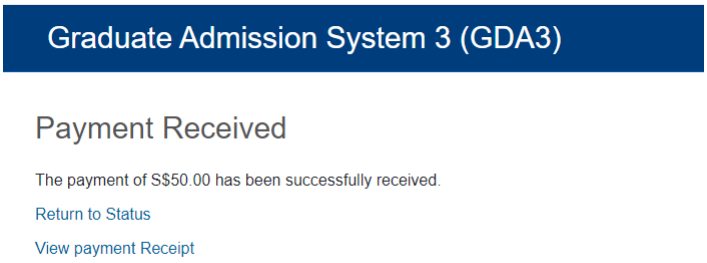
To submit any outstanding documents, scroll down to Upload Materials Section. Click on the dropdown list and select the outstanding item. Click Choose File to select the file and click Upload to upload the document.

4.1 Payment of Application Fee

Please note that your application will not be processed until the application fee (if any) is paid. Payment can be made by using VISA, Mastercard, Amex or PayNow.



You will see this page once payment is successful. Click on View Payment Receipt to print a copy of the receipt for reference, or click Return to Status to return to the Application Checklist page.



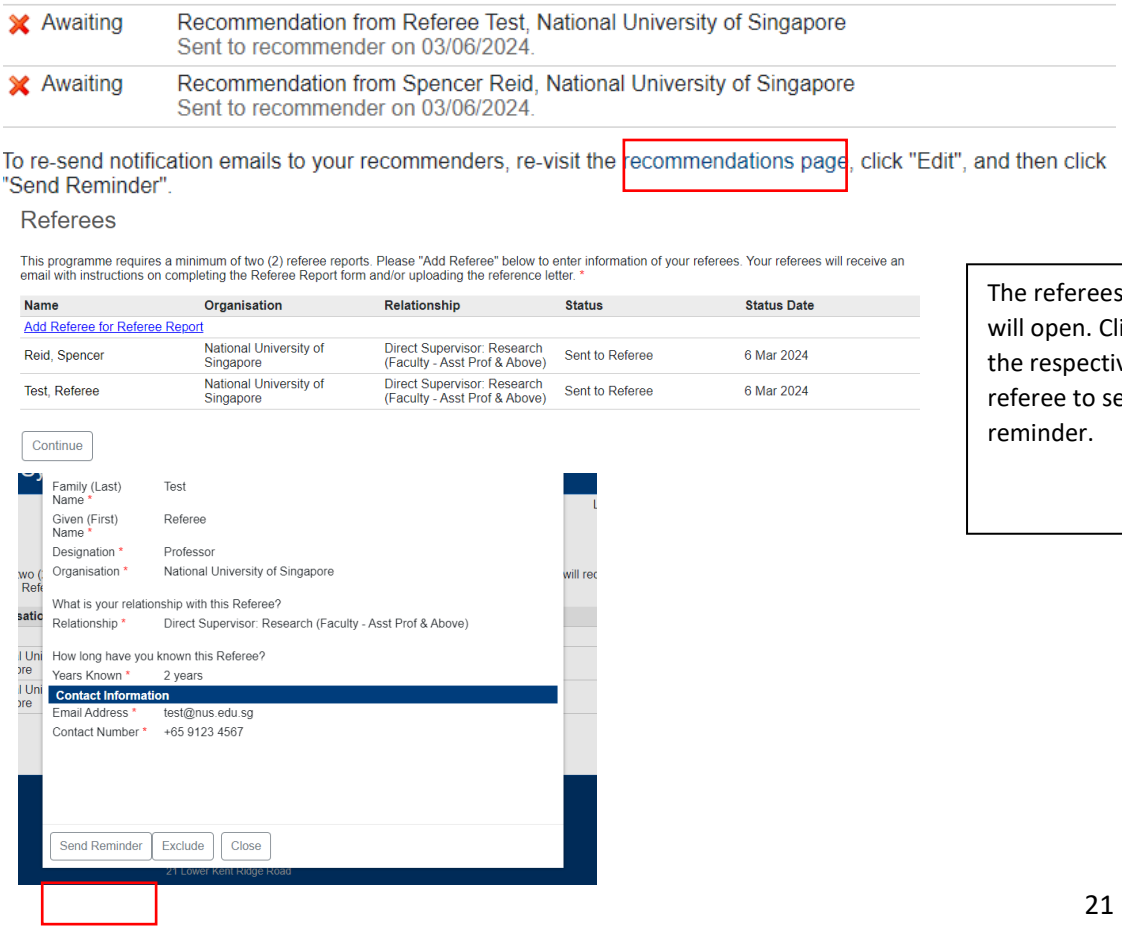
The checklist will be updated to show that payment has been received.

5. Managing Referees

As referee reports are commonly included as part of the assessment criteria for NUS graduate programmes, this section highlights the key aspects on the management of referees.

5.1 Send Reminder to Referee

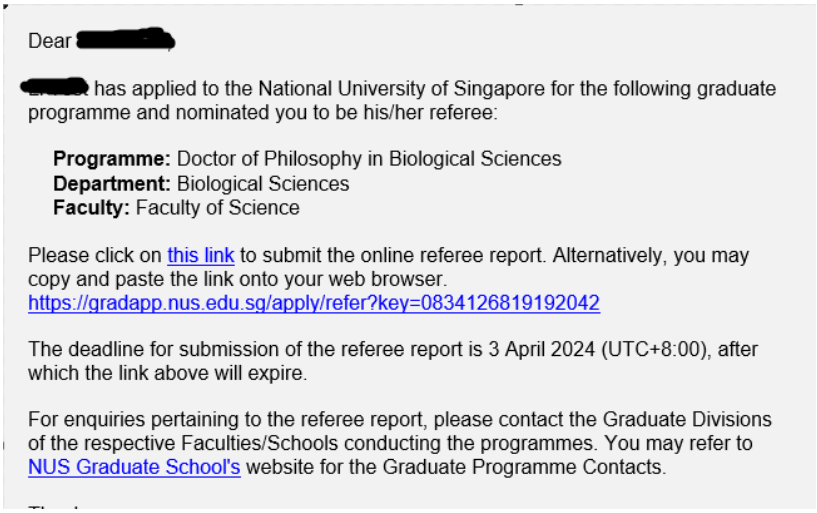
You can send a reminder to the assigned referee(s) by clicking on the recommendations page link in the Application Checklist page.



The referees page will open. Click on the respective referee to send a reminder.

5.2 Email Invitation to Submit Referee Report

After you have submitted your application online, your assigned referees will each receive an email inviting them to submit their referee report online within 28 days from the date of the email:



Dear [redacted]

[redacted] has applied to the National University of Singapore for the following graduate programme and nominated you to be his/her referee:

Programme: Doctor of Philosophy in Biological Sciences
Department: Biological Sciences
Faculty: Faculty of Science

Please click on this link to submit the online referee report. Alternatively, you may copy and paste the link onto your web browser.
https://gradapp.nus.edu.sg/apply/refer?key=0834126819192042

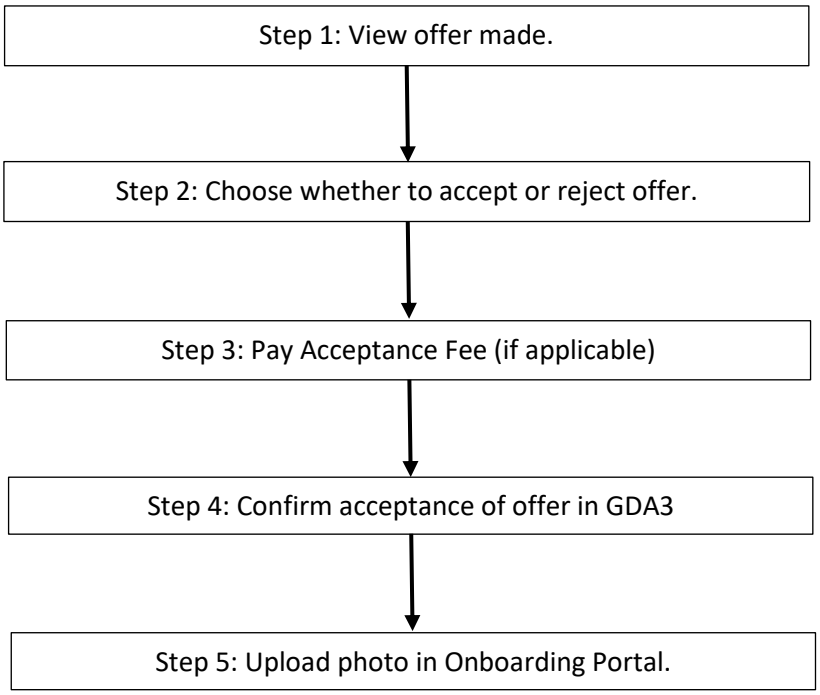
The deadline for submission of the referee report is 3 April 2024 (UTC+8:00), after which the link above will expire.

For enquiries pertaining to the referee report, please contact the Graduate Divisions of the respective Faculties/Schools conducting the programmes. You may refer to NUS Graduate School's website for the Graduate Programme Contacts.

Applicants can send reminders to their assigned referees. An email notification will be triggered to the referee. If the deadline for submission of the referee report has passed, the referee will be given a 1-week extension to submit his referee report.

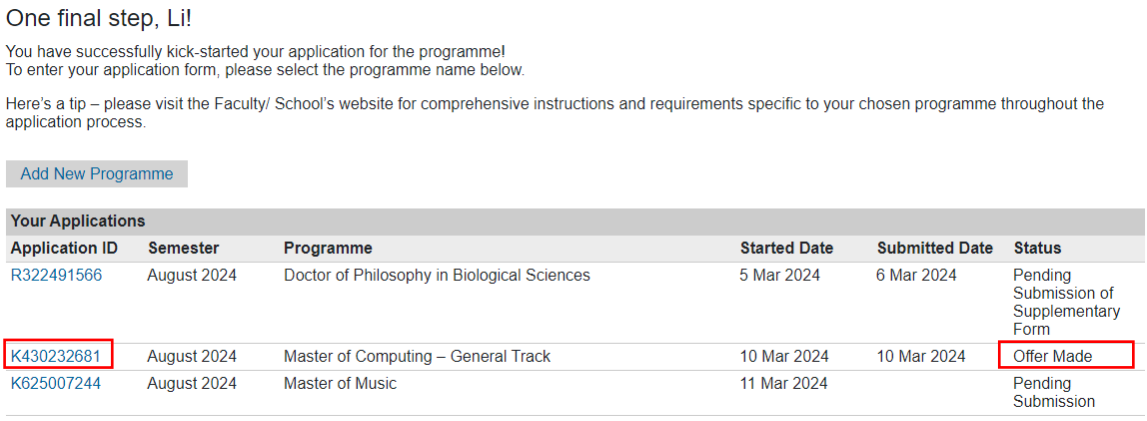
6. Submit Reply on Offer

Applicants, who receive offers to the NUS graduate programmes, will be notified via email to submit their acceptance via the Graduate Admissions System. This section explains the various steps to take when accepting the NUS offer online: -

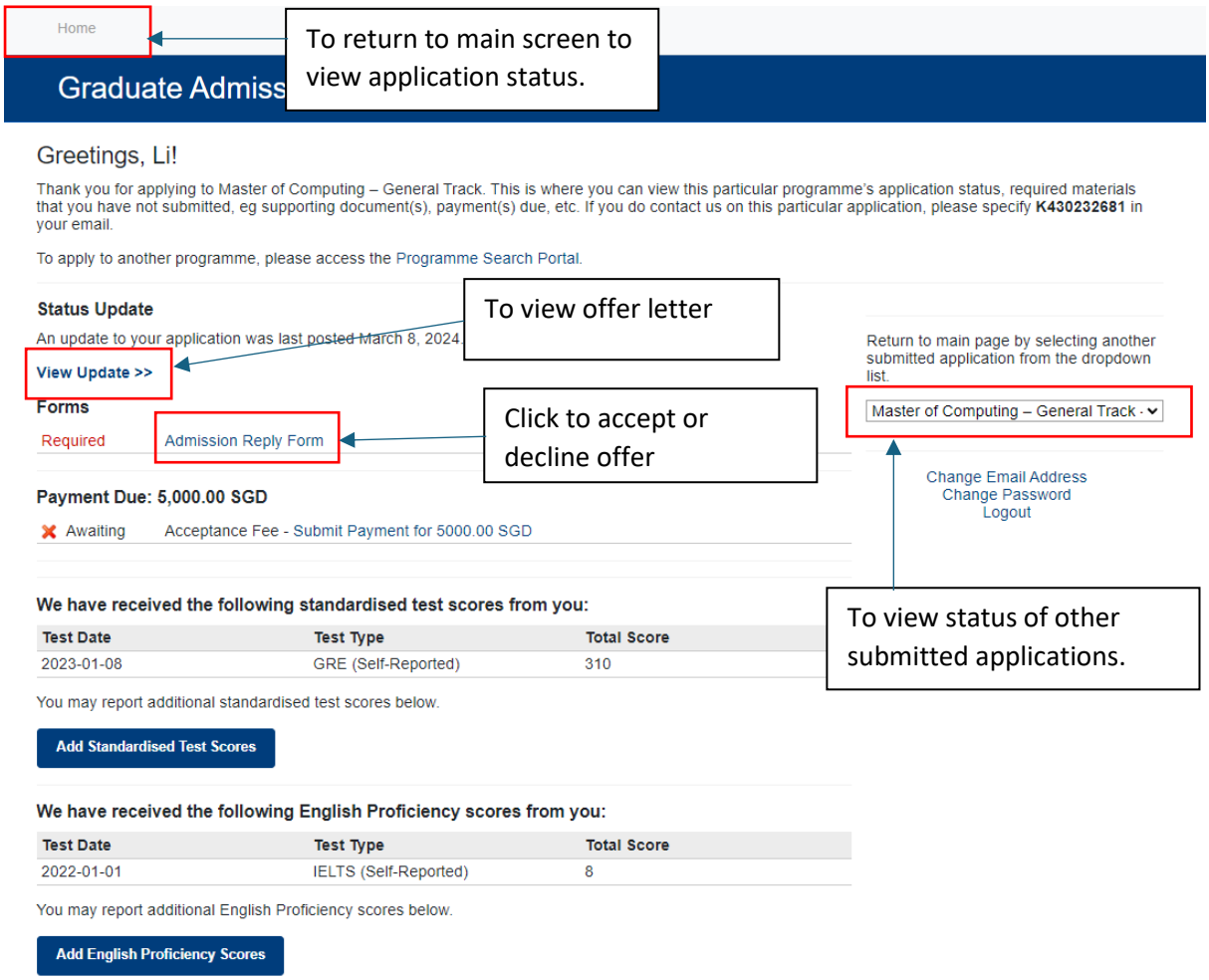


Step 1: View offer made

Log into GDA3 and click on the Application ID with the status “Offer Made”.



Overview of the Application Management Page



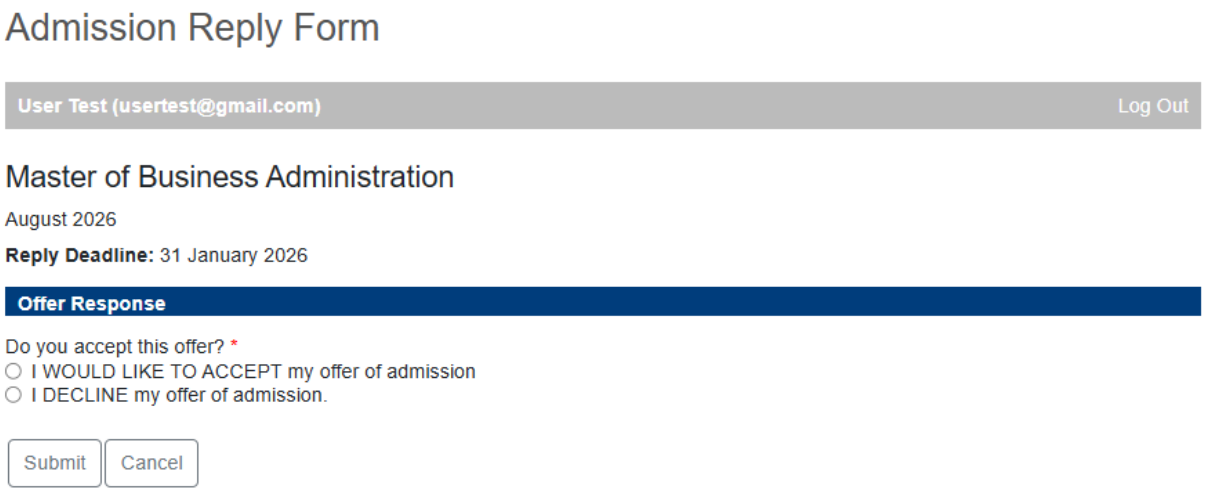
Click “View Update” to view your offer letter.

Please complete your online reply by the deadline given in your admission offer letter. If you have been offered admission to multiple programmes, please note that you can only accept one programme within the same intake. Please also note that the offer letter, reply form,

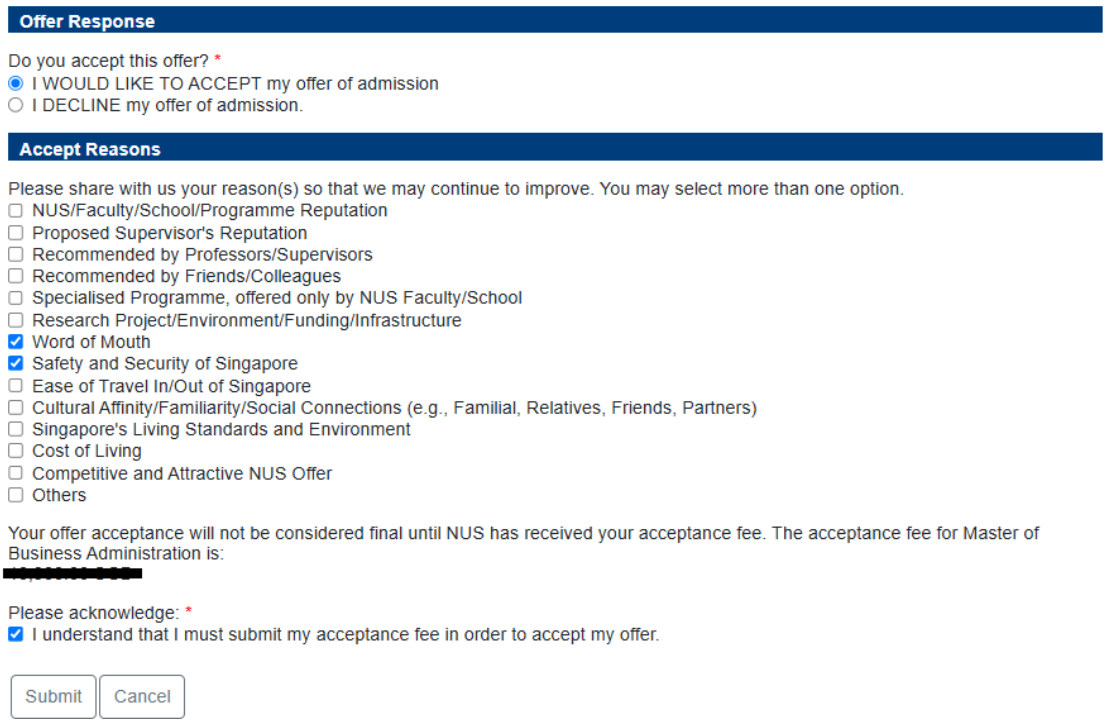
payment of fees and photo submission will appear in sequence. Please wait for a while if the Admission Reply Form or Acceptance fee payment (if any) does not appear after viewing your offer letter.

Step 2: Choose whether to accept or reject offer

The Admission Reply Form will be generated after you view your Letter of Offer. If the Reply Form does not appear, please wait for GDA3 to generate the Reply Form. Select the relevant option to confirm if you are accepting or declining the offer of admission.



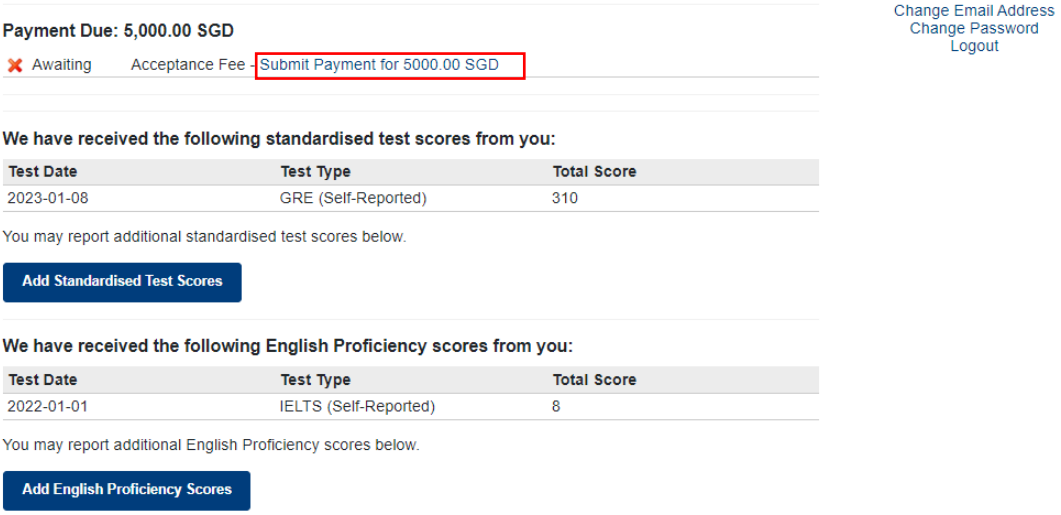
- If you are accepting the offer, you will be prompted to select acceptance reason(s). Click submit to confirm your decision on the Admission Reply Form. There are some programmes that require applicants to pay the acceptance fee. Kindly note that your offer acceptance will not be considered as final until NUS has received your acceptance fee. Payment of acceptance fee will be made outside of the Admission Reply Form in Step 3.



- If you decide to reject the offer of admissions, you will be prompted to select a reason for declining the offer. Click submit to confirm your decision.

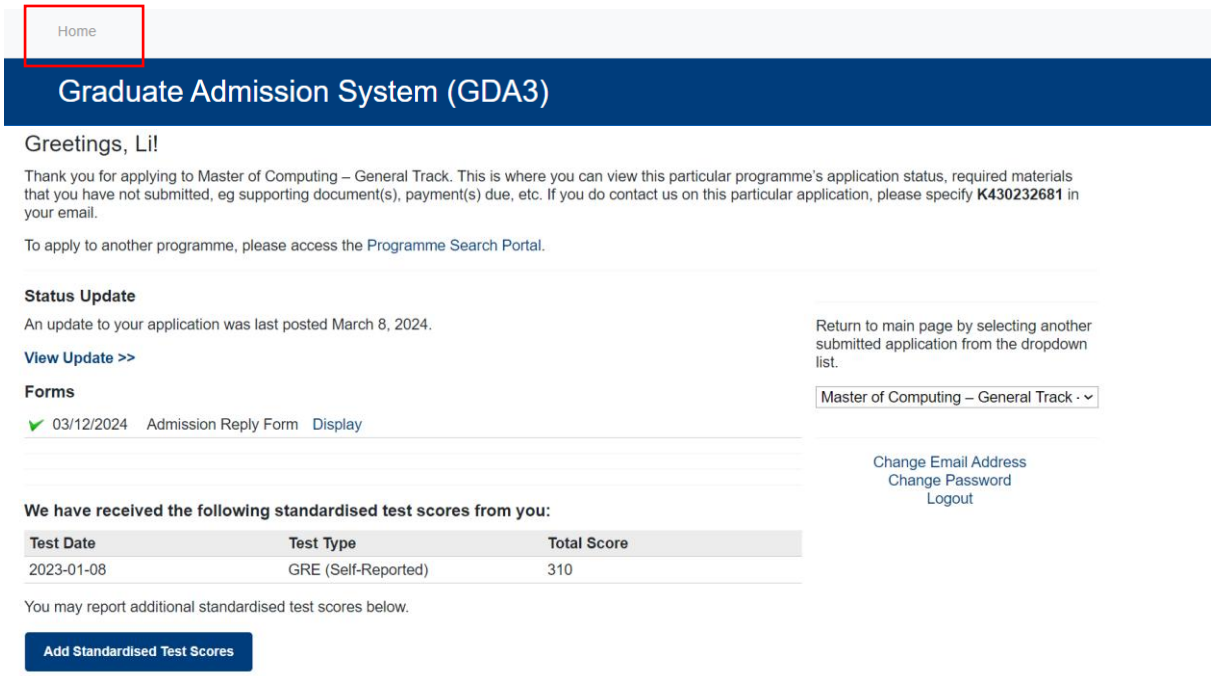
Step 3: Pay Acceptance Fee (if applicable)

Payment of acceptance fee can be made by clicking on the Submit Payment link. Please refer to the chapter on “Payment for Fees” (page 20) for details.

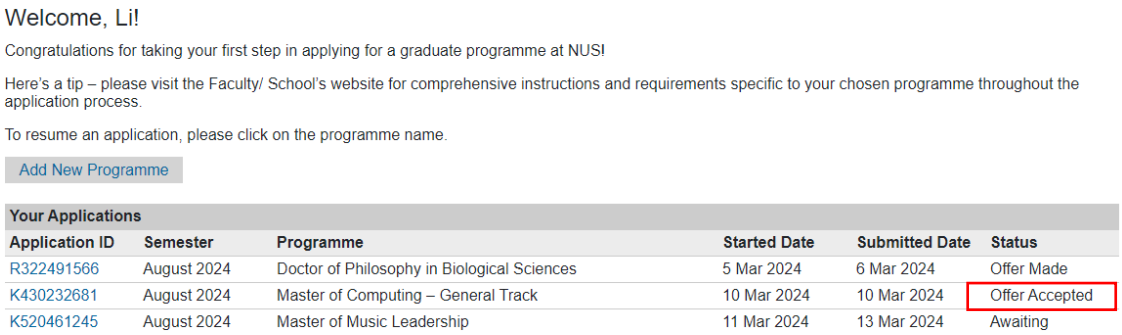


Step 4: Confirm acceptance of offer in GDA3.

Once payment of acceptance fee is made, the payment due activity will disappear.



You have confirmed acceptance of offer. Click on Home to view the Offer Accepted status.



Welcome, Li!

Congratulations for taking your first step in applying for a graduate programme at NUS!

Here's a tip – please visit the Faculty/ School's website for comprehensive instructions and requirements specific to your chosen programme throughout the application process.

To resume an application, please click on the programme name.

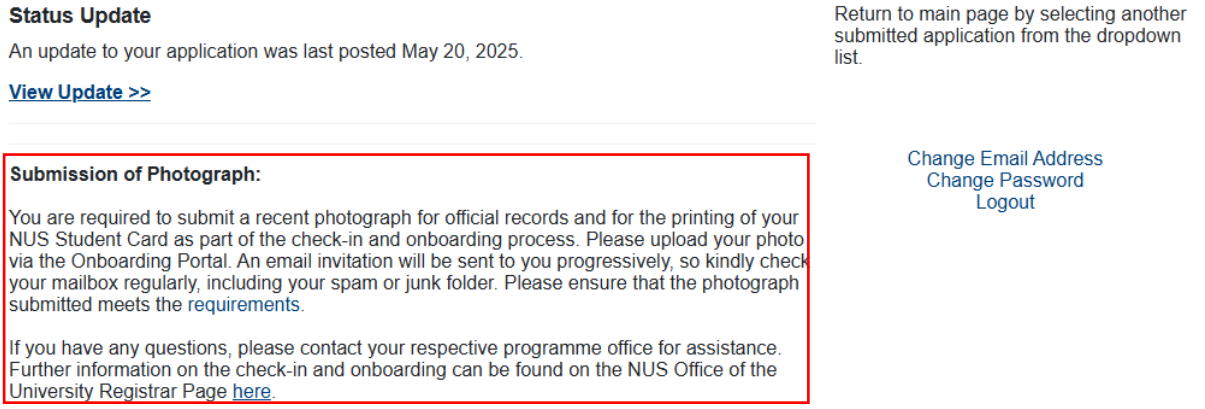
Add New Programme

Your Applications

Application ID	Semester	Programme	Started Date	Submitted Date	Status
R322491566	August 2024	Doctor of Philosophy in Biological Sciences	5 Mar 2024	6 Mar 2024	Offer Made
K430232681	August 2024	Master of Computing – General Track	10 Mar 2024	10 Mar 2024	Offer Accepted
K520461245	August 2024	Master of Music Leadership	11 Mar 2024	13 Mar 2024	Awaiting

Step 5: Submit passport – sized photo

You are required to submit a recent photograph for official records and for the printing of your **NUS Student Card** as part of the check-in and onboarding process. Please upload your photo via the Onboarding Portal. An email invitation will be sent to you progressively, so kindly check your mailbox regularly, including your spam or junk folder. Please ensure that the photograph submitted meets the requirements.



Status Update

An update to your application was last posted May 20, 2025.

View Update >>

Return to main page by selecting another submitted application from the dropdown list.

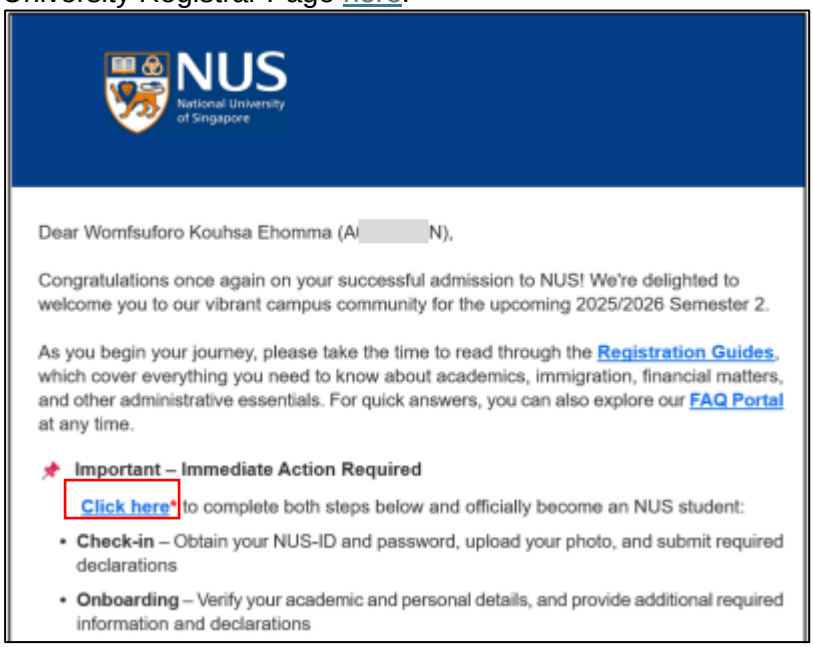
Change Email Address
Change Password
Logout

Submission of Photograph:

You are required to submit a recent photograph for official records and for the printing of your NUS Student Card as part of the check-in and onboarding process. Please upload your photo via the Onboarding Portal. An email invitation will be sent to you progressively, so kindly check your mailbox regularly, including your spam or junk folder. Please ensure that the photograph submitted meets the requirements.

If you have any questions, please contact your respective programme office for assistance. Further information on the check-in and onboarding can be found on the NUS Office of the University Registrar Page here.

Look out for the **"NUS Welcome Email"**, and click on the personalised link, which will direct you to the Check-in page.
Further information on the check-in and onboarding can be found on the NUS Office of the University Registrar Page here.



NUS National University of Singapore

Dear Womfsuforo Kouhsa Ehomma (A[redacted]N),

Congratulations once again on your successful admission to NUS! We're delighted to welcome you to our vibrant campus community for the upcoming 2025/2026 Semester 2.

As you begin your journey, please take the time to read through the Registration Guides, which cover everything you need to know about academics, immigration, financial matters, and other administrative essentials. For quick answers, you can also explore our FAQ Portal at any time.

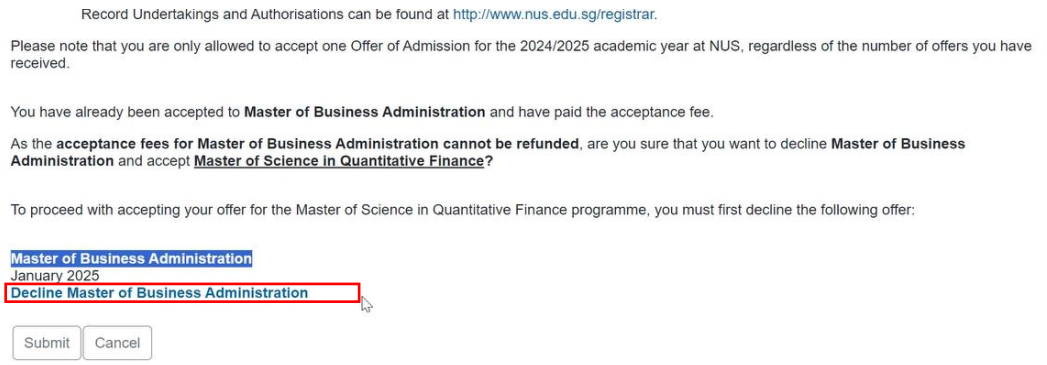
Important – Immediate Action Required

Click here* to complete both steps below and officially become an NUS student:

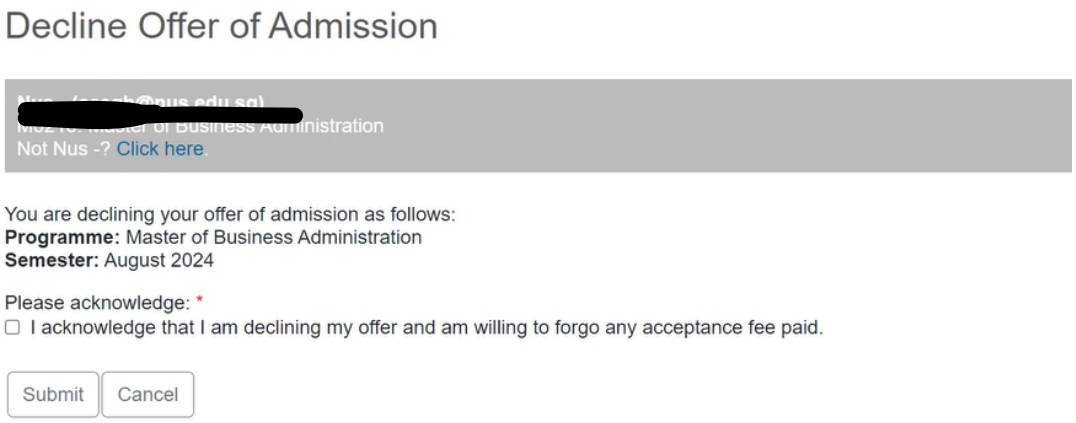
- **Check-in** – Obtain your NUS-ID and password, upload your photo, and submit required declarations
- **Onboarding** – Verify your academic and personal details, and provide additional required information and declarations

5.1 To decline earlier acceptance and accept a new offer

If you have been offered admission to multiple programmes, please note that you can only accept one programme within the same intake. In an event where you have earlier accepted an offer and now wish to accept another programme's offer, you will receive a message stating that you have already accepted a programme's offer and paid the acceptance fee (if applicable).



If you wish to proceed to accept another programme's offer, you will have to first decline the prior acceptance by clicking "Decline <Name of previously accepted programme>".



Click on the acknowledgement and submit to decline the earlier accepted offer. You will be directed to accept the offer.