Welcome to Graduate Admission System (GDA2)

For New Applicant

Please refer to the instructions from the Faculty/School with which you are applying before you proceed to apply online.

Important

1. It is mandatory for candidates to complete and submit the online applications personally.

2. The University has not engaged any external agencies to undertake graduate 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 and the University reserves the right to take action for any reason.

Click here to create a new account
Enter your primary email address. We will be using this email to communicate with you.
Account has been successfully created.

**Applicant Sign In**

Email Address

Password

Sign In

Can’t access your account?
[Reset password](#)

Don’t have an account?
[Create a new account](#)

Log into the system after your account is created.
Click on “Manage Applications”

Once you have added at least one programme, the left menu will change to show the necessary sections that you are required to fill up;
- Fields that are marked with * are required fields;
- Click on the link “View Instructions” on the left menu to view the instructions for the programme that you have applied.

Nominate Referee (applicable to selected programmes)
- Click on the link “Maintain Referee Details” on the left menu;
- After filling up the referee details, please remember to associate the referee to the programme for notifying the referee to fill up the reports.

Payment
- Click on the link “Payment” on the left menu to make an online payment for your submitted applications only;
- For other payment modes, please refer to the instructions page of your programme or approach the department administrator if you have queries.
Manage Applications

For adding of new application:
- Click on the 'Add New Application' hyperlink below.

For submitting your application(s):
- Step 1: Select the application(s) that you want to submit and click on the 'Proceed to Step 2' hyperlink below.
- Step 2: View the instructions/checklist of the selected programme(s).
- Step 3: The system will perform completeness check of the applied programme(s).
- Step 4: Once the above steps are completed, you will be prompted to fill up the declaration section.
- Step 5: Click on the 'Submit' button in the declaration page to complete your submission.
- Step 6: If you are making an online payment for the application fee(s), please click "Payment" at the menu on the left.

Click on “Add New Application”
Select “Coursework” if you are applying for:
- Master in Public Policy
- Master in Public Administration
- Master in Public Management

Select “Research” if you are applying for PhD in Public Policy

Select “LKY School of Public Policy” from the dropdown list

After that, choose the programme you are applying for
Select 1 of 3 relevant options for your source of finance:
- Self-funded
- Seeking external funding
- Seeking financial aid from LKY School

Select “Full-time” for Course Type
Click “Save”
Click on View Instructions to see the documents needed to complete your application.

2. Official Transcripts and Certificates
You can upload copies of your transcripts of academic work and degrees/diplomas/certificates from each college or university you have attended under the "Documents Upload" section. Candidates offered admission must produce the originals of these documents during student registration. The final offer of admission will be contingent upon the presentation of original documents to the Lee Kuan Yew School of Public Policy at the time of registration. Candidates found to have given inaccurate or false information will be required to withdraw from the programme, and for those on financial aid, to refund all monies, received by them or expended on their behalf.

If your institution does not provide official transcripts, please provide a certified copy of your credentials and a list of courses taken and the grades/marks received. These documents should be signed by an official of the institution or notarised. If the credentials are not in English, they must be accompanied by English translations that have been notarised.

The transcript should include:
- Date of enrolment
- A list of all subjects taken (with dates) and the grades obtained in each subject
- Title of degree awarded and date of conferred
- Rank in Class
- Interpretation or explanation of the grade, marks or scores

3. Standardised Test Scores
Test scores for the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) must be submitted for all applicants except those with undergraduate or graduate degrees from institutions in Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom or the United States. Successful applicants usually achieve or exceed the following scores:
- 580 on the TOEFL paper-based test
- 85 on the TOEFL internet-based test
- 6.5 on the IELTS academic test

Please note that the tests are conducted only at specific times. Please register early to allow sufficient time for the School to receive the results before the deadline. For the TOEFL, please arrange to have ETS send your test scores directly to UKYSPP; institution code 3728 for the Lee Kuan Yew School of Public Policy, and subject code 94 for Public Administration / Policy. There is no need for institution or subject codes for the IELTS. A copy of your score report (to be uploaded as a supporting document) is sufficient for us to start reviewing your application. Your original test score report will only be required later on during the evaluation process. For more information about the TOEFL or IELTS, and for instructions on registering, please contact: Educational Testing Service (ETS), Rosedale Road, Princeton, NJ, 08541, U.S.A (for TOEFL) or visit the websites www.toefl.org (for TOEFL) and www.ielts.org (for IELTS). Scores for the TOEFL and IELTS are valid for two years.

4. Graduate Record Examination (GRE)
Applicants who have taken the GRE are encouraged to submit their scores with their application; institution code 05777 for National University of Singapore and subject code 4801 for Public Administration.

In such cases where the applicants have taken the GRE or GMAT, they can submit their scores in lieu of TOEFL or IELTS to demonstrate their proficiency in English language. GRE and GMAT scores are valid for five years.

5. Curriculum Vitae / Resume
Applicants are required to upload a copy of their curriculum vitae (CV) listing their academic, professional, and personal experiences.
Next step is to enter your “Personal Particulars”
Please provide your passport details, if you have them.
Next step is to enter your "Academic Qualifications"
Add Academic Qualification

Application: 2014041232 - Master in Public Policy

Category Qualification Specialisation Modify

Add

* Denotes required field

Category*
Qualification*
If other Qualification, please specify.
Qualification Type
Area of Specialisation
If other Specialisation, please specify.
Location of Institute*
Name of Institute*
If other Institute, please specify.
Course Type
Course From Date*
Course To Date
Completed Degree / Programme*
Is this course subsidized by Singapore Government or sponsored by any Singapore Government Agency?*
Please specify the Government Agency that provided the Sponsorship / Subsidy.
How many months is the course being subsidized/sponsored?
Certificate Received Date
Expected Completion Date
Academic Rank/Position (e.g. 99/100)
Duration of Programme (in months)
CGPA/CAP/Average Mark

Save Back

Fill in the necessary details
Next step is to key in your language proficiencies
Next step is to inform us if you have any disabilities or special needs

Click on “Other Information”
Fill in the necessary details

** Denotes required field**
Disabilities & Special Needs

1) Have you had or do you have any communicable disease, mental illness, colour blindness, and/or disability (including but not limited to chronic illness, visual or other physical constraints or limitations), which may or may not cause you to require special assistance or facilities while studying at the University?*

- Yes
- No

2) If 'YES', please provide all relevant information below. This information will allow the University to develop a complete profile of an applicant and to determine whether he/she might need additional resources in his/her studies. The University, however, does not guarantee the provision of special aid (financial or otherwise) to any students.

3) Any Other Information?

Characters left: 300

Save

Fill in the necessary details
Next step is to key in your employment history
Add Employment History

Application: 2014041232 – Master in Public Policy

<table>
<thead>
<tr>
<th>Designation</th>
<th>Name of Company</th>
<th>Start Date</th>
<th>End Date</th>
<th>Modify</th>
</tr>
</thead>
</table>

No Records Found

Add

- Denotes required field
- Designation*
- Occupation
- Name of Company*
- Industry Sector
- Date Employed (From)*
- Date Employed (To)
- Nature of Organisation*
- Country of Employment*
- Type of Employment
  - Full-Time
  - Part-Time
- No. of people reporting to you
- Annual Salary (Currency)*
  - Select Here
- Annual Salary (Amount)
  - Select Here

Please describe your current job responsibilities.*

Save | Back

Fill in the necessary details
Next step is to key in your test scores for GMAT, GRE, IELTS or TOEFL, if applicable.
### Test Details

Application: 2014041232 – Master in Public Policy

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Test Date</th>
<th>Registration Number</th>
<th>Modify</th>
<th>No Record Found</th>
</tr>
</thead>
</table>

**To add a new record, please select the appropriate test type from below**

<table>
<thead>
<tr>
<th>Test Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMAT (Grad Management Admission Test)</td>
</tr>
<tr>
<td>GRE (Graduate Record Exam)</td>
</tr>
<tr>
<td>IELTS (Int Eng Lang Testing System)</td>
</tr>
<tr>
<td>TOEFL (Test of Engl as a Foreign Lang)</td>
</tr>
</tbody>
</table>

Select the relevant test
Fill in the necessary details

<table>
<thead>
<tr>
<th>Test Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application: 2014041232 - Master in Public Policy</td>
</tr>
<tr>
<td>Test Type</td>
</tr>
<tr>
<td>No Record Found.</td>
</tr>
</tbody>
</table>

To add a new record, please select the appropriate test type from below

<table>
<thead>
<tr>
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</tr>
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<tbody>
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<td>GMAT (Grad Management Admission Test)</td>
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</table>

* Denotes required field

<table>
<thead>
<tr>
<th>Registration Number / Test Report Form Number*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Date*</td>
</tr>
<tr>
<td>Quantitative*</td>
</tr>
<tr>
<td>Quantitative Percentile*</td>
</tr>
<tr>
<td>Analytical Writing Assessment*</td>
</tr>
<tr>
<td>Analy Writing Assm Percentile*</td>
</tr>
<tr>
<td>Verbal*</td>
</tr>
<tr>
<td>Verbal Percentile*</td>
</tr>
<tr>
<td>Total*</td>
</tr>
<tr>
<td>Total Percentile*</td>
</tr>
</tbody>
</table>

Save Cancel

Fill in the necessary details
Next step is to key in your contact details
## Contact Details

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Email</th>
<th>Telephone</th>
<th>Mobile Number</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Contact</td>
<td><a href="mailto:userguide.22.us.tunes@gmail.com">userguide.22.us.tunes@gmail.com</a></td>
<td></td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Mailing Contact</td>
<td>No Record Found.</td>
<td></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>Next of Kin Contact</td>
<td>No Record Found.</td>
<td></td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

Click on “Edit” for Personal Contact.
### Contact Details

| Application: 2014041232 – Master in Public Policy |

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Email</th>
<th>Telephone</th>
<th>Mobile Number</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Contact</td>
<td><a href="mailto:userguide.22.us.itunes@gmail.com">userguide.22.us.itunes@gmail.com</a></td>
<td></td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Mailing Contact</td>
<td>No Record Found.</td>
<td></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>Next of Kin Contact</td>
<td>No Record Found.</td>
<td></td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

#### Edit Personal Contact Details

Please take note of the following information:

- The email address that you use to login to this system is the same as the primary email address on this page. If you change the primary email address here, please remember to use the new email address to login.
- Postal code is required if the country is Singapore.

- **Denotes required field**
  - Primary Email: userguide.22.us.itunes
  - Alternate Email
  - Telephone: CountryCode-AreaCode-PhoneNumber
  - Mobile Phone: CountryCode-AreaCode-PhoneNumber
  - Address
  - Country
  - Postal Code: Open for selection
  - Skype ID

For phone numbers, use hyphens “-“ as separators for the numbers. Sample: 65-XXXXXXX

Enter your postal code, if applicable.
Click on "Add" your Next of Kin contact
Enter your Next of Kin’s email address

Enter your Next of Kin’s Phone number

For phone numbers, use hyphens “-” as separators for the numbers

Area code not needed for Singapore numbers. Sample: 65-XXXXXXX

Enter your postal code, if applicable
Next step is to key in your other achievements, if applicable.
Fill in the necessary details
Next step is to answer a questionnaire. Please fill in the necessary details.
Next step is to upload your documents

Please upload your answers to the essay questions here
Next step is to key in your referee details
Fill in the necessary information.

Please provide 2 referees details.

For phone numbers, use hyphens “-” as separators for the numbers.

Area code not needed for Singapore numbers. Sample: 65-XXXXXXX

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
<th>Status</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Denotes required field
Next step is to associate your referees to your programme application.
Click the “Select” box to associate the referee with your application.

An email will be sent to the referee, with login details. The email will be sent from ccebox28@nus.edu.sg. Please inform your referee to respond to the email, within 2 weeks.
If you have filled in the necessary details and are ready to submit, click on “Manage Applications”
Tick the box under “Submit”
Click on “Proceed to Step 2 of 6”
<table>
<thead>
<tr>
<th>Preference</th>
<th>Application Number</th>
<th>Academic Year</th>
<th>Semester</th>
<th>Programme</th>
<th>Application Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2014041232</td>
<td>2015/2016</td>
<td>1</td>
<td>Master in Public Policy</td>
<td>Pending online</td>
<td>Proceed to Step 3 of 6</td>
</tr>
</tbody>
</table>

Click on “Proceed to Step 3 of 6”
Next step is to check that all necessary details are provided.

If all sections are fine, click on “Proceed to Step 4 of 6”
Next step is complete a declaration form.

Click on “Continue” to proceed.
This is the final step before submission. If you are sure, click on “Submit”
You will see your application status as “Submitted online”.

Thank you for your application. We will contact you if we have questions about your application.