

# APPLICATION DOCUMENTS GUIDE

## (FOR APPLICATION TO MPP, MPA AND MPM PROGRAMMES)

Application period: 1 August to 31 December



### Online Application

- Create an online application account at <http://lkyspp.sg/gda2-2018>
- Refer to the step-by-step guidelines to guide your application at <http://lkyspp.sg/howtoapply2018>



### Curriculum Vitae

- Job history in reverse chronological order (latest to earliest).
- List down (in bullet points) key responsibilities at each job/role.
- Highlight key achievements at each job/role.
- Indicate academic records (Bachelor, Master, Diploma, etc).
- List down awards/scholarships received (if any).
- Capture the essence of leadership and passion for public service.



### TOEFL/IELTS Score

(Not required, if bachelor degree was conducted in English)

- If bachelor degree was not conducted in English, register at your nearest TOEFL or IELTS test centre.
- Take the test (keeping a min. of three months' preparation time ahead of the test date).
- TOEFL iBT score report is available online 10 days after the test date. Hard copy score report arrives in 4 to 6 weeks after the test date.
- IELTS score report is available online 13 days after the test date.
- A score of 100 (TOEFL internet-based test), 600 (TOEFL paper-based test) or 7.0 (IELTS academic test), is preferred.



### Official Academic Transcripts and Certificates

- All degree years' transcripts/ marksheets and degree scroll.
- The degree documents must be translated into English and notarised, if the original documents were in other languages.



### Two Essays

- Answer the two essay questions for the programme you are applying to. Refer to essay questions at <http://lkyspp.nus.edu.sg/admissions/how-to-apply/application-documents-required/>
- Build your central argument focussing on the essay question, giving appropriate examples to substantiate your statements.
- Be succinct and adhere to the prescribed word limit.



### Two Reports of Reference

- Give details of two referees who can attest to your professional and academic capabilities, leadership potential, as well as team and work ethics.
- Preferably, the referees should know the applicant for more than a year, and can recommend the applicant for the programme.
- For MPP, an academic and a professional referee is preferred.
- For MPA and MPM, two professional referees are required.
- Referees are advised to submit their reference report via the online application system, as per the template prescribed by the school.



### Career Trajectory & Organisation Chart

(For MPM applicants only)

- Describe current position and key responsibilities, size of team managed, and the relevance of your unit within the organisation.
- Illustrate and clearly point out your current position within the organisation chart, including two levels above and two levels below your current position.



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Website: [lkyspp.nus.edu.sg](http://lkyspp.nus.edu.sg)

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