

**APPLICATION INSTRUCTIONS
FOR MASTERS PROGRAMMES BY COURSEWORK
COLLEGE OF DESIGN AND ENGINEERING, NUS**

A) ONLINE APPLICATION

Please follow the step-by-step instructions in the Application Guide [\(Click here\)](#) and submit your application online via the Graduate Admission System (GDA3) at <https://gradapp.nus.edu.sg/apply>. No printed forms or documents need to be sent to us. First-time users should create an account before applying.

Not including all required information or supporting documents in GDA3 could invalidate your application.

B) APPLICATION FEE

All applicants must pay a non-refundable application fee per application as follow

Programme	Application Fee per application
MA(Urban Design), MSc (Integrated Sustainable Design), MA(Architectural Conservation), Master of Landscape Architecture, Master of Urban Planning and Graduate Diploma in Architectural Conservation, Masters of Design in Integrated Design	S\$163.50 (inclusive of 9% GST)
Master of Architecture	S\$50 (inclusive of 9% GST)
All other programmes not listed above	S\$109 (inclusive of 9% GST)

Applicants should log in to GDA3 to make payment under 'Payment Due' section by the closing date. To generate payment receipt as record of payment, please wait at least 1 hour after payment to view the updated application checklist.

Our online application system accepts payments via VISA, Mastercard, Amex, Alipay, or PayNow (for local applicants with a Singapore bank account). Overseas candidates may experience payment issues and might need to wait a few hours before trying again. Therefore, we recommend that applicants submit their applications early to avoid any delays.

If you have any payment issues, please try the following:

- using another browser (that allows pop ups)
- a different computer
- a different credit card (do check with your bank if it allows overseas payment or cause of payment failure).
- wait at least next working day before you try again

C) DOCUMENTS TO BE UPLOADED AT GDA3

All supporting documents must be uploaded to GDA3. If any document is not in English, please include certified true copies of its English translation.

1. Official Identification Document (where applicable)

- Scanned copy of your Passport page bearing the passport number and other particulars (for non-Singaporeans)
- Scanned copy of your Singapore NRIC or citizenship certificate (for Singaporeans)
- Scanned copy of your Entry permit (for Singapore Permanent Residents)
- Scanned copy of Employment Pass / Work Permit (for International applicants working in Singapore)
- Scanned copy of Documentary proof of change in name (if you had your name changed and your name on NRIC / Passport is not identical to the name printed on your degree scroll / certificate and university transcript)

2. Academic Qualification

- Scanned copy of Polytechnic results and certificate or its equivalent (if applicable)
- Scanned copy of University Transcript (showing results from 1st year to final / Honours year, including at least 6th semester results), including explanatory notes on grading system and overall Grade Point Average (GPA)/ Cumulative GPA/ Average Mark obtained)
- Scanned copy of Degree scroll / certificate (if you are a current student, state the expected date you will receive the award of degree in the online application)
- Scanned copy of letter issued by Home University stating weighted average/score/GPA obtained (only if applicable)

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3. TOEFL / IELTS

Applicants who are not native English speakers must show English proficiency with TOEFL or IELTS test scores. Applicants may be waived from this requirement if they completed a degree programme taught entirely in English, situated in an English speaking country such as (non exhaustive list) Australia, Canada, Hong Kong, India, New Zealand, Pakistan, Philippines, Singapore, United Kingdom, USA.

The minimum score expected is as follows:-

<ul style="list-style-type: none"> • Master of Architecture • Master of Landscape Architecture • MA(Architectural Conservation) • Grad. Dip Architectural Conservation • MA(Urban Design) • Master of Urban Planning • MSc(Integrated Sustainable Design) 	92 (for TOEFL iBT®) or 6.5 (IELTS (Academic))
All other graduate coursework programmes	85 (for TOEFL iBT®) or 6.0 (for IELTS (Academic))

Only official TOEFL or IELTS scores are accepted; other tests (including the TOEFL Institutional Test) and predictive, estimated, equivalent, or simulated scores (e.g., MyBestscores) are not acceptable. TOEFL scores or IELTS results are valid for two years from the test date and must be valid at the start of the application period for the specified Master's degree program. Our Institution TOEFL code is 9084. Please upload a scanned or electronic copy of the official scoresheet; screenshots are not accepted. Hardcopies of scoresheets are unnecessary.

4. Other Supporting Documents

Unless specified by the programme requirements, referee details/reports/letters, GRE, GATE scores, evidence of financial support, prizes/awards, and CVs/resumes are usually not needed. For more details about the required supporting documents, please visit the respective [programme's website](#).

5. Verification of Original Documents

Upon receiving an admission offer to the programme, we will need to verify specific documents to ensure you meet the university's entry requirements Please refer to the guidelines [HERE](#)

Notes:

- Please include certified true copies of English translations for any documents not originally in English. For instance, if the degree scroll and transcript are in another language, provide official translations
- Hardcopies of original supporting documents are not required
- If you are graduating by the end of July (for August intake) or the end of December (for January intake), you may submit your application with your latest university exam results/transcript, including at least 6th semester results by the closing date. Otherwise, please apply for admission for the next intake.
- International part-time students must have a valid work pass to stay in Singapore.

D) IMPORTANT NOTE BEFORE SUBMISSION

Please complete the steps above and ensure all necessary documents are uploaded before submitting your online application as no changes will be allowed after submission. Once submitted, check that your application status shows as 'submitted' and [complete the payment due for application fee by the deadline](#). [Applications submitted without payment received by the closing date will not be processed](#).

E) CHECKING OF ADMISSION STATUS / OUTCOME

Applicants who have successfully submitted their applications can check their admission status by mid-May for August intake or mid-October for January intake. Successful candidates will receive offer details via email registered in their [GDA3 account](#).

Due to the high volume of applicants, we regret that we cannot respond to enquiries about application status.

The University does not provide reasons for unsuccessful applications, and appeals will not be considered. For enquiries regarding unsuccessful applications, please contact the [respective departments of the program](#) you applied to. Application fees are non-refundable and non-transferable.

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F) OFFER AND ACCEPTANCE

Email offers will be sent in batches to successful candidates, please check the admission status at GDA3.

Upon receiving your offer, please complete the online acceptance procedures and pay the non-refundable, non-transferrable acceptance fee by the deadline. This fee will be credited towards your tuition fees upon registration. For the fee payment schedule, please refer to the respective [programme's website](#).

If you have accepted the offer of admission, please ensure that you complete payment for acceptance fee due by the acceptance deadline. Otherwise, your offer will be withdrawn accordingly.

Successful candidates admitted may apply to change their student status (e.g., from full-time to part-time or vice versa) by writing to the departments before the acceptance deadline. Requests will be considered on a case-by-case basis.

G) ENQUIRIES

If you need further assistance, please refer to the contacts below.

Description of issue(s)	Office	Email address / Website
Technical issues e.g error assessing page, payment error, issues related to GDA3 system	NUSGS Admissions	ngsbox23@nus.edu.sg
Programme details e.g. supporting documents, curriculum, fees, fee rebate	Respective Departments	https://cde.nus.edu.sg/graduate/graduate-programmes-by-coursework/
Application process e.g opening, closing date	Office of Graduate Programmes, CDE	CDEGradcoursework@nus.edu.sg

In your email, please include the programme name, your application ID (if available), and a screenshot of the issue where possible.

Please refer to the GDA3 Application Guide ([Click here](#)) and our FAQ page at <https://cde.nus.edu.sg/graduate/graduate-programmes-by-coursework/faqs-graduate-coursework> for more information.

Important:

The University does not use external agencies for graduate student recruitment. Candidates interested in our graduate programs should apply directly to the University and not through agents. Applications submitted through agents do not confer any advantage in the admission process, and the University reserves the right to reject such applications without providing reasons.