


# MME-ENGLISH APPLICATION GUIDE

## Submit your application online

1. Take note of the application period on the [programme webpage](#). Please note that no extensions to the application deadline will be possible and we are unable to process late or incomplete applications.
2. On the [Online Application portal](#), please select Programme code: **[262]MSC(MANAGERIAL ECONOMICS) – E**



### Graduate Admission

#### APPLICATION FOR ADMISSION TO GRADUATE PROGRAMMES BY COURSEWORK & DISSERTATION

This form may take you 20 minutes to complete. It is best viewed using Internet Explorer version 10.0 and above.  
You will need the following information to complete the form.

- (1) NRIC/Passport or Citizenship Certificate.
- (2) Documentary proof (e.g. a valid Re-Entry Permit) of Singapore Permanent Resident status, if applicable.
- (3) Documentary proof of Immigration Pass (e.g. Employment Pass, Work Permit, Dependant Pass) issued by the Immigration & Checkpoints Authority, if applicable.
- (4) Degree scroll(s); must be in English, otherwise an **official** English translation must also be provided.
- (5) Transcript(s) of University academic records; must be in English, otherwise an **official** English translation must also be provided. Applicants who graduated from polytechnics [in Singapore](#) must also submit their polytechnic results.
- (6) Documentary proof of present and previous employment with dates of appointment and resignation indicated (e.g. IR8A forms or letters of appointment and resignation).
- (7) TOEFL/IELTS results (**apply only** to graduates of universities with non-English medium of instruction). A photocopy of the result is acceptable.
- (8) Professional qualifications/membership certificates, if any.

**Important**

The online application form will not be available on Saturdays from 3.00am to 5.00am (Singapore time) to facilitate our system backup.

**No amendments to the online form will be allowed after the application is sent.**  
Please check and ensure that all data you have entered in the on-line form is correct and accurate before you submit this application.

**The following programme(s) are open for application :**

Adm Year	Programme	Local Applicants *		Overseas Applicants *		Closing Date for Submission of Supporting Documents
		Opening Date	Closing Date	Opening Date	Closing Date	

3. Complete the application and **upload** the following **required documents** (refer to the [checklist](#) in the next section). It is mandatory for candidates to complete and submit the online applications personally. Candidates who apply through agents will not have any added advantage in gaining admission and the University reserves the right to reject such applications without giving reasons.
4. When uploading the required documents, kindly name your documents in English with your name, followed by the document name to allow us to retrieve your records promptly. For example,
  - JOHNLIM\_DegreeCertificate
  - JOHNLIM\_PassportPhoto
  - JOHNLIM\_IELTSTestReport
5. You must pay a non-refundable application fee of SGD\$50 per programme. Payment can be made online via credit/debit card once you have submitted the online application.
6. Once you have completed the previous steps, your application will be deemed as complete. Only online and complete applications with supporting documents uploaded on the application portal will be processed for assessment. Please note that the MME-E admission team may email you during or after application period if you have missing supporting documents.

7. Due to the large number of applicants, we are unable to attend to phone or email enquiries on application status/results. You may check your application status [here](#). If you have been shortlisted, you would receive an email detailing the conditions of the provisional offer. Please check your email regularly.

*Some shortlisted candidates may be interviewed by the Admissions Committee to gauge their suitability for the programme.*

## **A. Things to note for uploading of documents**

1. Only pdf, jpg, png and image files below 2mb individually are allowed.
2. Only online application and supporting documents uploaded on the application portal are accepted.
3. If you have any updated documents you wish to submit after the application, please email it to [mme@ntu.edu.sg](mailto:mme@ntu.edu.sg) using the email title: 'Additional documents <candidate name> <application number>.'
4. **Do not** courier or mail your supporting documents.
5. **Do not** zip or compress your files in the email.
6. **Do not** put the files in a website for download.

## Supporting Documents Checklist

1. Copy of the **original endorsed undergraduate degree certificate\*** (in original language and accompanied by an **official endorsed English translation** if the original language is not English).

*\*If you are in the final year of your undergraduate studies and have not yet graduated when submitting your application, please submit a letter from your university stating your expected graduation date or a certificate of candidature.*

[Upload in: EDUCATIONAL BACKGROUND section, under DEGREE CERTIFICATES AND ACADEMIC TRANSCRIPTS]

2. Copy of the **original endorsed undergraduate academic transcript\*** issued by your university stating your GPA (in original language and accompanied by an **official endorsed English translation** if the original language is not English). The content on the original and translated document must match, including number of credits, GPA etc).

Applicants who are presenting overseas credentials/ degrees have to obtain an official verification report for degree certificate and translation from NTU approved credential verification agencies. For more information, please refer to the academic documents verification [website](#).

*\*If you are in the final year of your undergraduate studies and have not yet graduated when submitting your application, please submit your unofficial academic transcripts to date for verification.*

[Upload in: EDUCATIONAL BACKGROUND section, under DEGREE CERTIFICATES AND ACADEMIC TRANSCRIPTS]

3. Statement of Purpose: applicants should discuss the professional, academic, and personal experiences which contributed to their desire to study at NCPA, their specific interest and career aspirations upon graduation (600 words).

[Upload in: EDUCATIONAL BACKGROUND section, under DEGREE CERTIFICATES AND ACADEMIC TRANSCRIPTS]

4. A copy of your test scores for TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) unless:

- You received your undergraduate degree from universities in English-speaking countries, where English is the medium of instruction.
- Your undergraduate degree was taught entirely in English but in a non-English speaking country. In this case, please submit an official letter from your university stating that English was the medium of instruction for your entire bachelor's degree instead.

A TOEFL test score of minimally 88 (internet-based) or a IELTS score of 6.5 (minimally 5.5 for each skill module) is required. Please refer [here](#) for more information on our requirements.

[Upload in: EDUCATIONAL BACKGROUND section, under IELTS/TOEFL]

5. Identification documents

For Singaporean/ Singapore PR:

- Copy of NRIC (front and back)

For International applicants:

- Copy of Passport or Identification card (IC, or ID) for international applicants (page showing your nationality and personal details).
- Employment Pass / S Pass holders must submit a copy of their employment pass in addition to their passport.

[Upload in: PERSONAL PARTICULARS section]

6. One passport-sized photograph (electronic copy, jpg format, full coloured with full white background and taken within the last three months)

[Upload in: PHOTO UPLOAD section]

7. Documentary proof of present and previous employment (with designation, dates of appointment and resignation indicated), if applicable

[Upload in: WORK EXPERIENCE section, WORK ASSIGNMENT]

All other documents not listed in this list are not pre-requisites and will not be considered by the admissions committee.