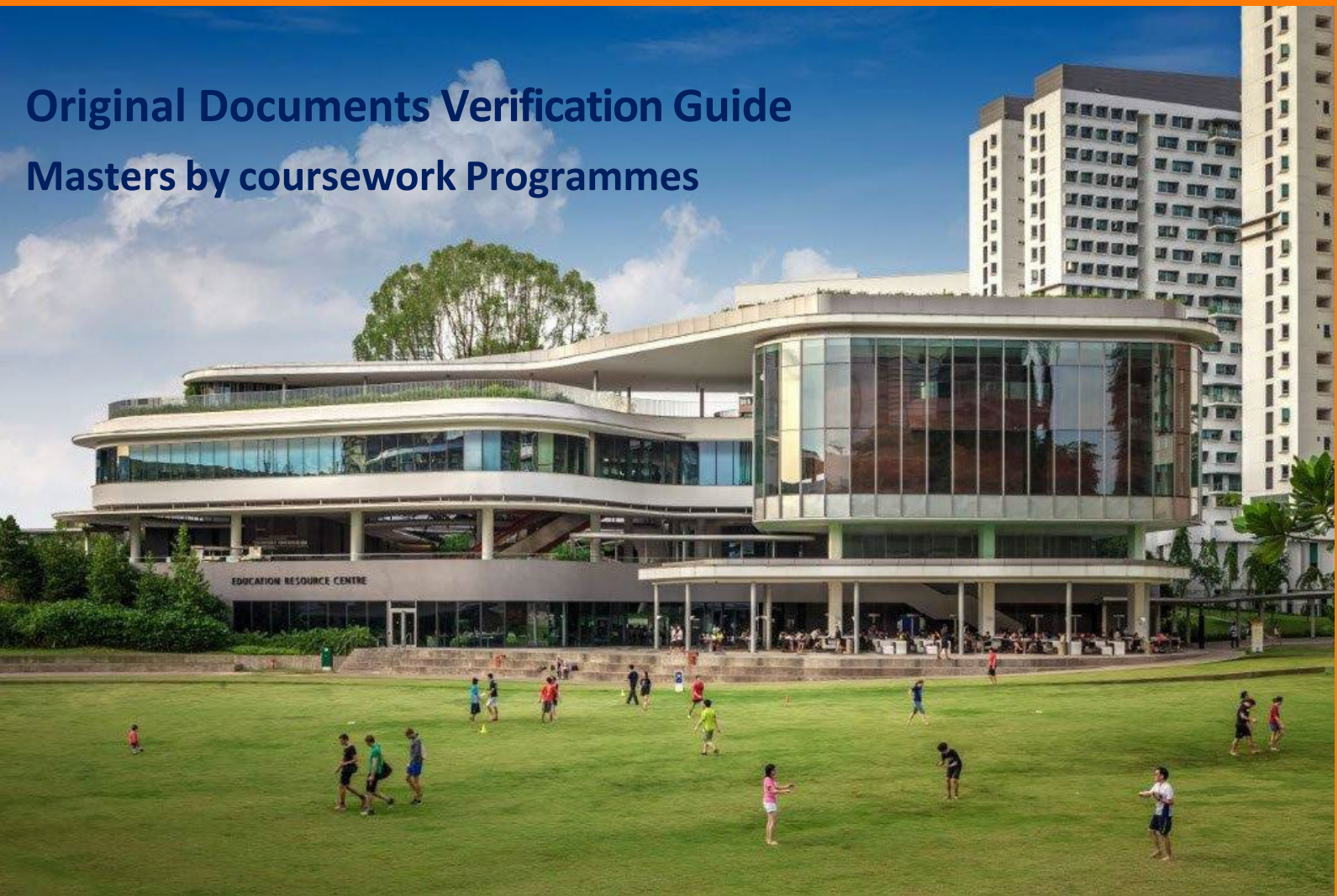


Original Documents Verification Guide

Masters by coursework Programmes



Original Documents Verification Guide

1. Required Documents

If offered admission to the programme, we will need to verify specific documents as part of Registration formalities as a student of NUS. Registration details and instructions on how to submit this will be provided when you receive an offer of admission from us.

Documents for Verification	Remarks
Original NRIC	For Singapore Citizens and Permanent Residents only
Original Passport	For International Students only
Original Employment Pass / S Pass / Work Permit	For International Students taking up part-time studies only
Original University official transcript and Degree Certificate/ scroll	
Original IELTS/TOEFL official scoresheet	if applicable
any other outstanding document(s) as requested	

2. Degree Scroll and Result Transcript Requirements

Subject to the rules governing your university, the transcript should include:

- (i) Date of enrolment
- (ii) A list of all subjects taken (with dates), and the grades obtained in each subject
- (iii) Title of degree awarded and date of conferment (if any)
- (iv) Interpretation or explanation of the grades, marks or scores.

Upon receiving an offer of admission from us, you will be required to submit your latest electronically signed transcripts, verification report* and degree certificate (if available) and the email issued by your University's Registrar's Office or equivalent, or external verification office on this certification.

Important Notes:

- If the transcript/ degree certificate is in a language other than English, please also provide an official English translation.
- Emails and transcripts provided by your department or professors/lecturers to certify your results/transcripts will not be accepted.
- For graduating students who are unable to provide their degree certificate by our deadline, please obtain an official letter from your University indicating the date the degree will be conferred.

*For transcripts/degrees issued by China Universities, only the Verification Reports in English by China Credentials Verification (CSSD学信网) through CHSI website Verification Report_CSSD (chsi.com.cn) are accepted. Please request for the following reports:

- a. Verification Report of China Higher Education Student's Academic Transcript; &
- b. Online Verification Report of Higher Education Qualification Certificate

<https://www.chsi.com.cn/en/news/202108/20210802/2093479703.html>

https://www.chsi.com.cn/en/pvr/brief_cheqc.jsp



3. Recent NUS undergraduates will be exempt from this verification process. However, you may still need to complete it in person if verification online is not possible.

4. Please note that failure to complete any part of the registration within the stipulated deadlines may result in your NUS offer of admission being withdrawn.

5. Please wait for further instructions from Office of Graduate Programmes, CDE on how to submit documents for online verification after receiving an offer of admission from us.

In the meantime, do also check for our latest updates on our website at

<https://cde.nus.edu.sg/graduate/new-students/>

National University of Singapore
Office of Graduate Programmes (OGP)
College of Design and Engineering
Blk EA #06-16
9 Engineering Drive 1
Singapore 117575
Email: CDEGradCoursework@nus.edu.sg
Website: <https://www.cde.nus.edu.sg/graduate/>