

SUPPORTING DOCUMENT CHECKLIST FOR LLM AND GRADUATE DIPLOMA

Please upload all supporting documents to the GDA3 application portal unless we request otherwise.

S/N	Instruction(s)	Upload your document under this Field in GDA3	Mandatory
1	National ID Please upload a copy of ONE of the following: • Singapore Citizens: Singapore NRIC (only the front) • Singapore PRs: Re-Entry Permit • International Applicants: Passport biodata page (clearly reflecting full name, photograph, and date of birth)	National ID	Yes
2	Curriculum Vitae (CV) or Resume The CV should list academic, professional, and personal achievements, including significant appointments held. Each appointment should include the organization, the period it was held for, and major responsibilities. Please also indicate the total duration or years of working experience.	Personal CV	Yes
3	Personal Statement A Personal Statement is <u>not mandatory</u> . Applicants who wish to submit one may do so voluntarily as an additional supporting document.	Other Documents (this tab will only appear after you have submitted your application)	No
4	Statement for Scholarships Applicants must indicate "Scholarship" under "Source of Finance" in your GDA3 application. Applicants who wish to be considered for a scholarship may voluntarily submit a one-page write-up on why they should be awarded a scholarship. This is <u>not mandatory</u> . Refer to https://law1a.nus.edu.sg/admissions/sch_requirements.html for more information.	Other Documents (this tab will only appear after you have submitted your application)	No

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5	Transcripts from Bachelors' or Masters' Degree Please upload your transcripts from your Bachelors' or Masters' Degree. - Please provide a maximum of three documents in the following order: (1) LLB transcript, (2) (optional) a different law-related degree, and (3) (optional) a third and different law-related degree. - The transcripts should be in their original language, with English translations (where applicable). - The transcripts should be legible and complete, showing results for every semester from the start of your academic programme. - The transcripts should be uploaded in order of relevance (e.g. LLB first, before other qualifications). - If you have not yet graduated, please provide your interim academic results of transcripts. If you later receive an offer from us, note that you must then provide us with certified true copies of your official final transcripts: - The certified true copies must be signed by your university's registrar and/or its representative. - The certified true copies must be enclosed in a sealed envelope with its flap bearing the security seal of your university. - You can either submit the sealed envelope yourself or have your university submit it to the NUS Law Graduate Programmes Admissions unit (you may use the Transcript & Degree Request Form to request your university to do this). - If you are an applicant with a degree certificate from a Singapore institution, you may request a certified true copy of your official transcripts via MySkillsFuture website. You will be prompted to log in with your Singpass. Thereafter, click "Academic Qualifications" to download your file(s) in .opencert format, and send them to us. - Please note that we will not provide any acknowledgement of receipt to you or your university. - The certified true copies must reach us by 30 June 2027.	Academic Transcripts	Yes

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6	Grades Please type in your cumulative GPA (as per your transcripts) and indicate the maximum GPA. - If your GPA is not available, type in your weighted average. - If no scoring is available, please compute a reasonable score and submit an explanatory letter to explain your score. Please also upload the following documents: - Grading system of your courses (if not available on the transcripts). - Official cohort ranking (optional, and only for candidates who have graduated).	Academic Transcripts	Yes
7	Certificates from Bachelor's or Master's Degree Please upload your certificates from their Bachelors' or Masters' degrees. - The certificates should be in their original language, with English translations (where applicable). - If you have not yet graduated, please provide a status letter from your school, confirming that you are a student from that school and indicating the projected date of graduation. - If you later receive an offer from us, note that you must then provide us with certified true copies of your official degree certificates: - The certified true copies must be signed by your university's registrar and/or its representative. - The certified true copies must be enclosed in a sealed envelope with its flap bearing the security seal of the university. - You can either submit the sealed envelope yourself or have your university submit it to the NUS Law Graduate Admissions unit (you may use the Transcript & Degree Request Form to request your university to do this). - If you are an applicant with a degree certificate from a Singapore institution, you may request a certified true copy of your official degree certificates via MySkillsFuture website. You will be prompted to log in with your Singpass. Thereafter, click "Academic Qualifications" to download your file(s) in .opencert format, and	Degree Scroll	Yes

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	- send them to us. - Please note that we will not provide any acknowledgement of receipt to you or your university. - The certified true copies must reach us by 30 June 2027.		
8	Official TOEFL or IELTS (Academic) Score report * Mandatory for all applicants except those with an undergraduate degree issued by a university from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States. Please upload your TOEFL or IELTS (Academic) score report: - Only TOEFL iBT scores (including iBT Home Edition) from a single test date are accepted. MyBest scores are not accepted. - Only test scores up to two years before the application date will be accepted (i.e. from 1 September 2024 onwards). - If your university is not from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom or the United States, and you wish to seek a waiver of this requirement, please submit an official document from your university (transcript, degree certificate or letter) stating that the medium of instruction for your degree is English. Please note that all waiver requests are considered on a case-by-case basis. Please also key in your test scores. TOEFL: Please quote TOEFL Destination code: 9085 (Department code: 99) when ordering the score report to be sent to the NUS Faculty of Law. IELTS: Please order the official score report to be sent to the NUS Faculty of Law. Note that you must also send an original copy of your official test score report to us by post by 15 October 2026 at the following mailing address: <u>Graduate Programme Admissions</u> Faculty of Law National University of Singapore 20 College Avenue West #03-401 Singapore 138529	Test Scores For waiver requests, please submit your letter and supporting documents under English Proficiency Score Reports.	Yes*

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9	Two academic/professional referee reports Please provide the names and institutional email addresses of TWO referees. - If possible, at least one referee should be an academic who taught you. After you have submitted your referees' names and institutional email addresses, your referees will receive an email inviting them to submit their referee reports online. - Both referees must submit their reports by 29 October 2026. You can check on GDA3 whether your referees have submitted their reports. You can send reminders to your referees via GDA3. Please note that it is your responsibility to inform and remind your referees to submit their reports for you on time. - Please note that we do not accept referee reports mailed to us, nor referee reports uploaded by the applicant to GDA3.	Referee Report(s)	Yes
A	Letter of support from your employer * Only for applicants who apply to the part-time LLM (Maritime Law) programme, or the part-time Graduate Diploma programme. The purpose of this letter is to ensure that your employer is aware of your plan to pursue the programme.	Letter of Employer Support	Yes*
B	Submission of documents to ECUPL * Only for LLM-IBL applicants from the Chinese Mainland (中国大陆). Applicants who are from the Chinese Mainland (中国大陆) are required to submit to ECUPL the stated materials under Section 6 of ECUPL's website.	Not Applicable	Yes*

Transcript and Degree Certificate Request Form

To the Applicant:

Please complete this section of the form and send it to the Registrar (or the relevant person-in-charge) of the University from which you are requesting your transcript and/or degree certificate.

Applicant's Name: _____ Date of Birth: _____

Applicant's Tel: _____ Applicant's Email: _____

University: _____

Date of Enrolment: (From) _____ (To) _____

Date of Conferment: _____

Degree Conferred: _____

Mailing Address of NUS: Graduate Programme Admissions, Faculty of Law,
(Department/Faculty to
receive the Transcript) National University of Singapore, NUS Faculty of Law, Admissions Office,

20 College Avenue West #03-401 Singapore 138529

To the Registrar/Person-in-charge:

1. The person whose name appears above is applying for admission to our higher degree programme.
2. The application cannot be considered without an official transcript of academic records submitted by your University. This transcript must bear the stamp of your University and the name and signature of the Registrar or authorised person.
3. Subject to the rules governing your University, the transcript should include:
 - a. Date of enrolment;
 - b. A list of all subjects taken (with dates), and the grades obtained for each subject;
 - c. Title of degree awarded and date of conferment;
 - d. Official Cohort Ranking (if any);
 - e. Interpretation or explanation of grades or marks; and
 - f. Cumulative Grade Point Average (if any).
4. If the transcript and/or degree certificate is in a language other than English, please provide an official English translation.
5. **DO NOT RETURN THE TRANSCRIPT AND/OR THE DEGREE CERTIFICATE TO THE APPLICANT. Please send the official transcript AND/OR DEGREE CERTIFICATE together with this form directly to the address given by the applicant above** in an official sealed envelope with its flap bearing the security seal of the University and the signature of the Registrar or his/her representative (with the designation indicated on the envelope). Thank you.