Step-by-Step Guide for MFE Application August 2017 intake

Deadline to complete application online: **15 March 2017**

Deadline for all supporting documents to reach RMI (including Official Transcripts, Test scores, Referee Reports etc.): **15 April 2017**

**Application Portal URL:**

**Step 1: Create a new account**

![Graduate Admission System](https://inetapps.nus.edu.sg/GDA2/Home.aspx)

**Step 2: Select the program**

Basic Programme Info -> Create New Application

Program Type -> [Select] **Coursework**

Faculty -> [Select] **Risk Management Institute**

Programme -> [Select] **MSc (Financial Engineering) or MSc (Financial Engineering) via Distance Learning**

Source of Finance -> [Select] **Company Sponsorship or Scholarship (Pending For Approval) or Self-Support**

Academic Load -> [Select] **Full-time or Part-time**

*Full-time is not applicable to Distance Learning*
Step 3: Complete the application
All sections should be completed.

Step 4: Upload required documents
All documents which are not in English must be accompanied by an official certified English translation.

4.1. Copy of Transcript
4.2. Copy of Degree Scroll
4.3. Test Scores (e.g. GRE, GMAT, TOEFL, IELTS) – Refer to Step 9 for more information
   - Make sure the official test scores are sent to Risk Management Institute
4.4. NRIC (for Singaporean/SPRs)/Passport
4.5. Passport Photo
   - be in JPEG format;
   - be less than 60 Kbytes; and
   - preferably have dimension of 400 by 514 pixels
4.6. Resume/CV in English

Step 5: Nominate Referees
5.1. Recommendations from 2 referees are to be submitted via the online admission system. You should check with your referees and obtain their institutional e-mail address. Fill in the Referees’ particulars correctly. E-mail addresses from domains other than “.edu” may be subject to additional screening and filtering.
5.2. Applicants for part-time or Distance Learning should nominate at least one of their direct supervisors as a referee.
5.3. After filling up the referee details, please remember to associate the referee to the program for notifying the referee to fill up the reports.
5.4. Once your online application is submitted, an automated e-mail will be sent to your referees.
5.5. The referee report link is only valid for 14 days, after online submission has been made. If your referee fails to complete the report within the time frame, please contact us to generate a new link.

Step 6: Pay Application Fee
You must click on the ‘Submit’ button in the declaration page in order to make payment online.

6.1. Online Payment can be made by
   a. VISA, Mastercard or AMEX
   b. Debit Card (applicants must have a online banking account with either of the following banks – POSB/DBS, UOB or Citibank)
6.2. Cheque or Bank Draft and make payable to “National University of Singapore”
   a. Must be drawn in Singapore Dollars
   b. Please write your name, application number and program(s) applied for at the reverse side.
Step 7: Print, declare and sign the completed Application Summary form.

Step 8: Prepare and mail the application package

8.1. Send package to: Risk Management Institute (RMI), 21 Heng Mui Keng Terrace, I³ Building #04-03, Singapore 119613. Attn: MFE Admin Team
8.2. The following documents MUST be included in the package:
   - Document Checklist
   - Copy of the Online Application Form (see Step 7) generated from the application system, duly declared and signed.
   - The Cheque/ Bank Draft & Application Fee Form or Proof of Payment of Application Fee (see Step 6)
   - Documentary evidence of financial status
     - International applicants must submit documentary evidence of their ability to support their study (e.g. a bank statement) indicating the availability of funding of at least S$58,000 or its equivalent.
     - Applicants who are sponsored by an individual or organization will need to submit a letter from the sponsor with details/documentary proof of the sponsorship.
     - Those who are working in Singapore and applying for admission to our part-time program may submit a copy of their recent pay slip.
8.3. Documents which have been uploaded (see Step 4) need not be included.

Step 9: Request for official transcripts and test scores to be sent

9.1. TRANSCRIPT
   An official transcript of academic records is required from each university you have attended. You are responsible for requesting the transcript(s) from the relevant University. Please use the prescribed form for such request.
   
   Transcripts must be sent directly to NUS by your university in an official SEALED envelope with its flap bearing the security seal of the university and the signature of the Registrar or representative.
   
   Graduates from NUS can upload copies of their result slips or official transcripts of their academic records.

9.2. TOEFL/IELTS
   Applicants whose native tongue AND medium of university instruction is not English should submit the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) as evidence of their proficiency in the English language.
   
   Please note that the TOEFL/IELTS scores are valid for two (2) years from the test date. If it has been more than two years since you last took the test, you must take it again to have the scores reported.
**TOEFL**

The minimum TOEFL score ranges for NUS are as follows:

a. Paper-based (PBT): 580 - 600 
c. Internet-based (iBT): 85 

Please quote NUS institution code 9087 and department code is 99.

**IELTS**

For IELTS, the score should be six (6) and above. The IELTS code for NUS is 0677.

9.3. **GMAT/GRE**

Applicants to MFE program must submit either GMAT or GRE scores. Please note that the GMAT/GRE scores are valid for five (5) years from the test date.

**GRE**

Minimum NUS requirement for the GRE General Test

- Total (Verbal Reasoning + Quantitative Reasoning): 320
- Analytical Writing: 3.5

For GRE, please quote our University’s code (0677) and the specific the department code 4312.

**GMAT**

NUS minimum requirement for the GMAT is 640.

For those who take the GMAT in Singapore, please select National University of Singapore - MS in Financial Engineering.

**Important:** The University has not engaged any external agencies to undertake graduate student recruitment. Candidates interested in our graduate programs are advised to apply directly to the University and not through any agents. 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.