

Dear Applicant

APPLICATION FORM FOR DOCTOR OF PHILOSOPHY (PHD) DEGREE PROGRAM

The attached form is forwarded to you following your expressed interest in our program. The form will assist the University in determining whether you are eligible for admission to the research programs and/or the research scholarship.

Please complete the form as accurately and as clearly as possible in English. No space should be left blank. Kindly use "N/A" for information not applicable. Please note that information not clearly stated/submitted will result in an incomplete form which will not be processed.

Please submit the form only if you fulfill the minimum requirements for the research program.

Please return your completed form with all supporting documents to:

**Program Director (PHD Program)
NUS Business School
National University of Singapore
1 Business Link BIZ 2 Building
Basement B2-03
Singapore 117592**

For online application, please proceed to this link at <http://www.nus.edu.sg/registrar/edu/researchappl.html> will only open **after May 15, 2010**.

The deadline for online application is **November 15, 2010, for August 2011 intake**.

The application form can also be downloaded from our website at <http://phdmgt.nus.edu.sg/applicationform.htm>

The deadline for paper application is **January 31, 2011, for August 2011 intake**.

However, applicants who wish to apply for **the Lee Kong Chian or PGF Graduate Scholarship** should send in their applications by **November 15, 2010**.

• **A NON-REFUNDABLE APPLICATION FEE – INCLUSIVE OF 7% GST IS REQUIRED FOR EACH APPLICATION:**

Online Application – SGD\$20.00

Paper Application – SGD\$40.00

 **GENERAL INFORMATION:**

PhD candidates are required to complete the core and elective courses relevant to their fields of research, attend departmental seminars, do regular research work and submit the final thesis dissertation. The program requirements can be found in the brochure and website (<http://phdmgt.nus.edu.sg>). The minimum and maximum periods of candidature are as follows:

	<u>Minimum</u>	<u>Maximum</u>
◆ Doctor of Philosophy	2 years	5 years

 **ADMISSION REQUIREMENTS:**

◆ **MINIMUM QUALIFICATIONS**

An outstanding Bachelors Degree (in relevant discipline).
Ability to pursue research in the candidate's proposed field of advanced study.

◆ TRANSCRIPTS

Applicants who obtained their degrees from this University can submit certified copies of the official transcripts of academic records. Applicants who obtained their degrees from universities other than NUS should submit original official transcripts. Please use the attached transcript request form for this purpose. All documents must be in English or accompanied by copies of the English translated version.

◆ TESTS (GMAT, GRE, TOEFL/IELTS)

- ◆ All applicants should submit either the Graduate Management Admission Test (GMAT) **OR** Graduate Records Examination (GRE) scores. The tests must have been taken **within 5 years** before the proposed date of admission. GATE results from India and similar tests are generally **NOT** accepted for admission to the school of business.
- ◆ Applicants who obtained their degrees from universities where English was not the main medium of communication **MUST** submit certified A Test of English as a Foreign Language (TOEFL) score sheets or request Educational Testing Services (E.T.S.) to send original TOEFL scores to NUS (**Our institution code is 9082, dept 02**). TSE and TWE scores are required as part of TOEFL. Applicants who do not have TSE and TWE scores are required as part of TOEFL. IELTS is also acceptable. Applicants either submit TOEFL or IELTS. The test must have been taken **within 2 years** before the proposed date of admission.
- ◆ For the above tests, applicants can call the Kuala Lumpur (Malaysia) office at 60-3-467-8610 or fax 60-3-467-8606. For more information on GMAT test dates/centers, refer to the GMAT website at <http://www.gmac.com>. For information on GRE & TOEFL, refer to the website <http://www.ets.org/tests.html> or write directly to the Educational Testing Service (ETS) in Princeton, New Jersey, 08541-6103, USA. **Our institution code for GMAT/GRE is 7219.**

◆ ACADEMIC REFEREES

Recommendations from **2** academic referees should be submitted by using the attached referee's report forms.

◆ INTERVIEWS

Applicants will typically be interviewed either in Singapore or overseas by our faculty members, arranged through the Program Office. The interviewers will assess the conceptual and analytical abilities, and English language proficiency through written essays and conversation.

Please note that if any required document(s) or information (Eg. GMAT/GRE, TOEFL/IELTS scores) are not furnished, your application will be treated as incomplete and rejected.

Acknowledgement of receipt of application will be sent via e-mail.

Thank you for your interest in our PhD program.

We look forward to receive your application.

NATIONAL UNIVERSITY OF SINGAPORE NUS BUSINESS SCHOOL			Photograph Of Applicant
APPLICATION FOR DOCTOR OF PHILOSOPHY (PHD) PROGRAM			
SCHOLARSHIP			
Please indicate the scholarship which you are applying for? <input type="checkbox"/> NUS Research Scholarship <input type="checkbox"/> PGF Scholarship* <input type="checkbox"/> Lee Kong Chian Graduate Scholarship*			
* Note : If you wish to apply for the Lee Kong Chian or PGF Graduate Scholarship, please note that your application should reach us by November 15, 2010 . You would also be required to submit these additional documents for LKC Scholarship only :			
(a) A personal statement to describe, in less than 300 words, an exceptional achievement that highlights your academic interests and intellectual capacity that would be of value to the NUS community.			
(b) A report (with documentary evidence) on your extra-curricular activities (e.g. committee served, community service, sports etc), and a statement (less than 300 words) about how you have benefited from such participation, and hope to return something to society.			
1. PERSONAL PARTICULARS			
Name as in NRIC/Passport [Write in BLOCK letters and <u>UNDERLINE</u> surname/family name. Attach documentary proof if name differs from NRIC/Passport]		Sex	Age
Dr/Mr/Mrs/Mdm/Miss		<input type="checkbox"/> Male	
		<input type="checkbox"/> Female	
Permanent Home Address		Tel No. (Home):-	
		Tel No. (Mobile phone):-	
Postal Address		E-mail Address:-	
Postal Address in Chinese Characters (if in P.R.China)		Fax No. (with area code)	
Date of Birth (Day/Month/Year)	Place of Birth	Domicile (Country you live in permanently)	Ethnic Group (Optional)
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	Religion (Optional)	NRIC/Passport No.	Date & Place of issue
Type of NRIC [Please tick (✓) relevant box]			
<input type="checkbox"/> Singapore pink		<input type="checkbox"/> Malaysian blue	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Singapore blue		<input type="checkbox"/> Malaysian pink	
Citizenship [Please tick (✓) relevant box]			
<input type="checkbox"/> Singaporean		<input type="checkbox"/> Singapore Permanent Resident	<input type="checkbox"/> Malaysian
<input type="checkbox"/> Others (Please specify _____)			
Note : Please attach documentary proof to certify citizenship status.			

2. PARTICULARS OF NEXT-OF-KIN

Name	Relationship	Occupation
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Permanent Address	Tel No.
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3. ACADEMIC QUALIFICATIONS

Please attach **CERTIFIED TRUE COPIES** of relevant certificates. Applicants who are graduates of foreign universities will have to request for official transcripts to be sent to us **direct** from their universities. Please use the attached transcript request form for this purpose.

A. Tertiary Education (Undergraduate and Postgraduate)

From	To	Name of Institution/Country of Institution	Qualification/ Qualification Type/Area of Specialization	Class/Rank	Year

B. Membership of Professional Organisations (Please enclose documentary evidence)

From	To	Organisation	Post Held/Membership Status

C. List in chronological order any scholarships, prizes or other awards received. (Please enclose documentary evidence)**4. RESEARCH EXPERIENCE/PAPERS PUBLISHED**

If you have any publications, please complete the attached "Listing of Publications" form and enclose a copy of each publication. Please refer to the format of Listing of Publication enclosed when completing the form.

5. LANGUAGES (Please state levels of proficiency – excellent, good, fair)

Spoken only	Written only	Spoken & Written
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6. GMAT/GRE /TOEFL SCORES (Please enclose documentary evidence)

Year GMAT Taken/to be taken : _____ (Date of test:) _____
 GMAT Verbal Score: _____ GMAT Quantitative Score: _____ GMAT Analytical Score: _____ GMAT Total Score: _____

Year GRE Taken/to be taken : _____ (Date of test:) _____
 GRE Verbal Score: ____ (%) GRE Quantitative Score: ____ (%) GRE Analytical Score: ____ (%) GRE Total Score: _____

Year TOEFL Taken/To be taken: _____ (Date of test:) _____ TOEFL Type _____ (1) Internet-based
 TOEFL Total Score: 000/000 (2) Computer-based
 (3) Paper-based

Year IELTS Taken/To be taken: _____ (Date of test:) _____ IELTS Total Score: _____

7. NATIONAL SERVICE (FOR SINGAPOREAN ONLY)

Completed (ROD _____)
 Currently serving (Expected ROD: _____)
 Disrupted
 Exempted
 Not applicable

8. PROPOSED RESEARCH

Research to be undertaken in the Department of: (Please indicate your choice of department)

Strategy and Policy
 Decision Sciences
 Finance
 Accounting
 Management & Organisation
 Marketing

Proposed Research Area/Topic:

Please tell us about a Research area/topic that interests you. In your explanation, tell us:

- (i) why the topic interests you
- (ii) what you know about the topic
- (iii) what & how you would like to investigate and
- (iv) what your objectives are in pursuing this research degree.

Please attach a separate sheet if necessary.

Proposed Supervisor(s) (if any):

Have you worked out your research project with your proposed supervisor(s)?
 Yes
 No

9. WORK EXPERIENCE**A. Previous occupation(s) (Please list jobs held during last 5 years.)**

From	To	Name & Location of Firm/Organisation	Title/Position & Nature of Work	Reason for Leaving

B. Present Occupation (Please state if currently unemployed.)

Date of Joining	Name & Location of Firm/Organisation	Title/Position	Employment Sector (Public/Statutory/Private/Self-Employed)

10. REFEREES

Name two **academic** referees who will support your application. Please use the attached referee's report forms to request their recommendations.

(i) Name:	(ii) Name:
Designation:	Designation:
Address:	Address:

11. FINANCIAL SUPPORT (ONLY FOR SELF-SUPPORT APPLICANTS)

Please indicate how you intend to finance your program of study (should cover at least all the relevant fees for the minimum period of candidature, in addition to living expenses) if you are successful in your application. **(Please enclose documentary evidence, e.g. a letter from sponsor, bank statement, a copy of appointment letter or recent pay slip etc.)**

Company Sponsorship Others (Please specify _____)

Self Support (For full time NUS staff, please also indicate department and staff number: -

Department: - _____ Staff No. :- _____)

12. OTHER INFORMATION

(A) Are you currently pursuing any other program?

No

Yes (Please provide details of the program, e.g. duration, lecture hours, tentative graduation date etc.)

(B) Please indicate whether you will be receiving any other scholarship, fellowship or award if you are successful in gaining admission to this University.

No

Yes (Please provide details below)

Name of scholarship/fellowship/award: _____

Period of award: _____ Length of bond (if any): _____

(C) Have you previously applied for admission or been admitted to any postgraduate programme(s) at NUS?

No

Yes (Please give details below)

(1) Programme(s) applied for: _____ Year of application: _____

Outcome of application: Successful / Rejected (Please delete accordingly)

(2) Programme(s) applied for: _____ Year of application: _____

Outcome of application: Successful / Rejected (Please delete accordingly)

(D) Were you receiving any scholarship during your undergraduate study?

No

Yes (Please provide details below)

Name of Sponsor : _____

Length of Bond (if any) : _____

Are you required to serve a bond upon your completion of your study? No Yes

If Yes, have you served your bond? No Yes

(E) Attach a separate sheet of paper any other information you consider relevant to your present application.

13. DECLARATION

I affirm that all statements made by me on this form are correct. I understand that any inaccurate or omission of information will render this application invalid and that, if admitted and awarded a Research Scholarship on the basis of such information, my candidature can be terminated and I can also be subject to any penalty dictated by the rules of the Research Scholarship.

Signature: _____

Date: _____

LISTING OF PUBLICATIONS

Name : _____

Degree Applied : _____

Department : _____

(A) INTERNATIONAL REFEREED JOURNALS

(B) OTHERS

NATIONAL UNIVERSITY *of* SINGAPORE
APPLICATION FOR DOCTOR OF PHILOSOPHY (PHD) PROGRAM

TRANSCRIPT REQUEST FORM

To the Applicant

Please complete this section of the form and send it to the Registrar (or relevant person-in-charge) of the University from which you are requesting your transcript. The University is required to forward the transcript directly to the National University of Singapore 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. Thank you.

Applicant's Name	: _____	Date of Birth	: _____
University	: _____		
Date of Enrolment	: From _____	To	_____
Field of Study	: _____		
Degree Awarded	: <u>Yes/No</u> *	Date of Conferment	: _____
The year which you wish to be enrolled into PhD program _____			

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 in each subject.
 - (c) Title of degree awarded and date of conferment.
 - (d) Rank in class
 - (e) Interpretation or explanation of the grades, marks or scores.
4. If the transcript is in a language other than English, please provide an official translation.
5. **DO NOT RETURN THE TRANSCRIPT TO THE APPLICANT.** Please send the official transcript **together with this form directly to the mailing** address below. Thank you.

Program Director (PHD Program)
NUS Business School
National University of Singapore
1 Business Link BIZ 2 Building
Singapore 117592

* Circle the appropriate one

CONFIDENTIAL

**NATIONAL UNIVERSITY *of* SINGAPORE
APPLICATION FOR DOCTOR OF PHILOSOPHY (PHD) PROGRAM**

ACADEMIC REFEREE'S REPORT

To be completed by applicant:

Please write your name below and forward a copy of this form to each of your two referees. Your referees are required to forward the completed reports to you in sealed envelopes with the flap of each envelope bearing the signature of the respective referees, unopened, together with your other application materials. Thank you.

Name of applicant: _____

Degree applied for: _____

Department applied to: _____

Note to referee:

The person named above is applying for admission as a research candidates in the Department indicated above. The University would appreciate receiving a confidential report from you on the applicant. You may write your report on the reverse side of this form. Please use a separate sheet if necessary.

1. How long have you known the applicant and in what capacity?

2. Among the students at a similar level you have known in recent years, how would you rate the applicant? (Please tick (✓) the appropriate box.)

highest 5%

next highest 25%

next highest 5%

lowest 50%

next highest 15%

unable to judge

3. How would you rate the applicant's proficiency in English -- in reading and writing and in spoken English (i.e. excellent, good, fair)?

4. Personal report on applicant:

Signature : _____ Date: _____

Name of referee : _____

Designation : _____

University : _____

Postal Address : _____

E-mail address : _____

Please return this report to the **applicant** in a *sealed* envelope with its flap bearing your signature. Thank you.

CONFIDENTIAL

**NATIONAL UNIVERSITY *of* SINGAPORE
APPLICATION FOR DOCTOR OF PHILOSOPHY (PHD) PROGRAM**

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Signature : _____ Date: _____

Name of referee : _____

Designation : _____

University : _____

Postal Address : _____

E-mail address : _____

Please return this report to the **applicant** in a *sealed* envelope with its flap bearing your signature. Thank you.

DECLARATION

Disabilities and Special Needs

Have you had or do you have any disabilities (including but not limited to chronic illnesses, communicable diseases, mental illness, colour blindness, visual or other physical constraints or limitations) which may or may not cause you to require special assistance or facilities while studying at the University?

Yes No

If yes, please provide all relevant information on a separate sheet of paper (and attach the relevant medical documents).

Note: This information will enable the University to develop a complete profile of an applicant and to determine whether he/she might need additional resources in his/her studies. **The University does, however, not guarantee the provision of special aid (financial or otherwise) to any students.**

Information Provided

A) Have you ever been convicted of any offence by a court of law in any country or are there any court proceedings pending against you anywhere in respect of any offence?

Yes No

B) Are you currently, or have you ever been, charged with or subject to disciplinary action for any type of misconduct, scholastic or otherwise, at any educational institution?

Yes No

C) Are you currently, or have you ever been, under investigation or subject to enquiry in respect of any misconduct, scholastic or otherwise, at any educational institution?

Yes No

If your answer to any or all of the above questions is yes, please provide a full statement of relevant information on a separate sheet of paper (and attach the relevant documents).

Declaration by Applicant

I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information given or any omission of information required shall render this application invalid and NUS may at its discretion withdraw any offer of acceptance made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from NUS. And I hereby authorise NUS to obtain and verify any part of the information given by me from or with any source, as it deems appropriate.

Signature: _____

Date: _____

SURVEY I:

How did you learn about NUS and/or our graduate programmes? (You may tick more than one option)

- | | |
|---|--|
| <input type="radio"/> Family / Relatives / Friends | <input type="radio"/> Advertisement in Newspaper / Magazines |
| <input type="radio"/> Teacher / Lecturer | <input type="radio"/> Exhibition / Seminar |
| <input type="radio"/> Graduate(s) of NUS | <input type="radio"/> NUS website |
| <input type="radio"/> Visit to your institution by NUS Staff Member | <input type="radio"/> Others (please specify): _____ |

SURVEY II:

To which other university/universities will be applying / have you applied? (You may tick more than one option).

- | | |
|---|--|
| <input type="radio"/> NUS is my only choice | <input type="radio"/> University / Universities in Europe (excluding United Kingdom) |
| <input type="radio"/> Nanyang Technological University | <input type="radio"/> University / Universities in Canada |
| <input type="radio"/> Singapore Management University | <input type="radio"/> University / Universities in Australia |
| <input type="radio"/> University / Universities in United States | <input type="radio"/> Others (please specify): _____ |
| <input type="radio"/> University / Universities in United Kingdom | |

SUPPORTING DOCUMENTS CHECKLIST

Please be reminded to include the following documents in your application:

1. Complete Application form
2. The Cheque / Bank Draft & Application Fee Form
3. Research Proposal
4. A copy of Bachelor's and/or Master's degree transcript & certificate (with English translation, if applicable)*
5. A copy of TOEFL/IELTS and GRE/GMAT scores sheet (if any)*
6. Your CV

*Note: (a) For transcript, please request your university/institution to send it directly to NUS Business School in a SEALED envelope with its flap bearing the security seal and the signature of the Registrar or representative.

(b) For TOEFL/IELTS and GRE/GMAT, please request the testing organisation to send your score sheet(s) directly to NUS Business School for verification.

7. 2 Referee Reports (to be sent in SEALED envelopes with its flap bearing the referee's signature across it).
8. Copy of Publication(s) if any.

NATIONAL UNIVERSITY OF SINGAPORE
Application Fee Payment Form for Graduate Research Programme

Section 1 (School's Copy)
Graduate Research Programme
NUS Business School

GST Reg No: 200604346-E

1. A non-refundable fee of **S\$40.00** inclusive of 7% GST is required for each application.
2. Payment should be made by cheque/bankdraft to **National University of Singapore**.
3. Please write your name and telephone numbers (home & office) on the reverse of the cheque/bankdraft.
4. All payments and application should be sent to: **Program Director (PhD Program), NUS Business School, National University of Singapore, 1 Business Link, Biz 2 Building, Singapore 117592**
5. Please complete **all 3 sections** of this form.

Name of Applicant : _____
Tel. No. (Office) : _____ Tel. No. (Residence): _____
Handphone: _____
Programme applied for : _____

Section 2 (Applicant's Copy)
Graduate Research Programme
NUS Business School

GST Reg No: 200604346-E

Received the sum of Singapore dollars forty only (S\$40.00 inclusive of 7% GST) in payment of application fee for a Graduate Research Program

Name : _____
Address : _____

Section 3 (Office of Finance's Copy)
National University of Singapore
Graduate Research Programme
Dean's Office, NUS Business School

GST Reg No: 200604346-E

Name of Applicant : _____
Tel. No. (Office) : _____ Tel. No. (Residence): _____
Handphone: _____

Application Fee (inclusive of 7% GST) : **\$40.00**

(To be credited to GL No. 530132/WBS C-311-000-005-001)