

APPLICATION CHECKLIST FOR MASTERS BY COURSEWORK

Thank you for choosing to apply for graduate studies with the Department of Biological Sciences. This checklist prepares you for a smooth and successful application process.

Please ensure that you have all the required supporting documents as part of your application on the [Graduate Admission System](#).

Supporting Documents	Early Admission (16 May to 15 July 2026)	Regular Cycle (1 October 2026 to 15 March 2027)
1. Degree scroll/Student Status Letter <u>Graduated</u> applicants should upload a colour scan of their official degree scroll. <u>Graduating</u> applicants will need to provide a Student Status Letter. Applicants who have not yet graduated from their undergraduate studies at the point of application should provide an official student status letter verifying the current enrolment/candidature and expected completion date. Please note that the name indicated in the academic documents should match that of the official ID. Otherwise, an accompanying official university letter/notarised document verifying that the person on the university document(s) is the same person as that indicated in the passport. Please note that the full name, including the middle name, must be reflected in the academic document(s).	☐	☐
2. Official transcript The transcript should bear the institution information (e.g., letterhead/logo/official stamp). The grade legend explaining transcript information and GPA calculation should also be submitted if the information is not clearly indicated in the transcript.	☐	☐

Applicants who have not yet graduated from their undergraduate studies at the point of application are to provide the most updated official transcript.		
3. TOEFL or IELTS Applicants whose medium of university instruction are not completely in English should upload the official score sheet of TOEFL (≥ 85 for tests taken prior to 21 Jan 2026 or ≥ 4.5 for tests taken from 21 Jan 2026*) or IELTS (≥ 6.0) as evidence of their proficiency in the English language. The TOEFL/IELTS scores are valid for 2 years from the test date and should not have expired at point of application. Expired scores will not be considered for the application. Applicants whose medium of undergraduate instruction are in English may submit an official letter from the university certifying so, in place of the IELTS/TOEFL scores. The Programme Committee will evaluate your application and we will inform you if you will need to be further evaluated on your English proficiency through the University-administered Diagnostic English Test (DET) at a later date if you are offered admission to our programme. <i>*As of January 21, 2026, TOEFL iBT score reports feature a new 1 – 6 scale, in half point increments, with a more intuitive alignment to the Common European Framework of References for Language (CEFR) (https://www.ets.org/toefl/test-takers/ibt/scores/understand-scores.html).</i>	☐	☐
4. Referee Reports Recommendations from academic referees are to be submitted via the Graduate Admission System. Applicants should check with their referees and obtain their institutional or organisational email address. Email addresses from domains other than “.edu” may be subjected to additional screening and filtering. A system generated email will be sent to your nominated referee via the Graduate Admission System.	☐ At least 1 referee must be nominated for the submission of the referee report	☐ At least 2 referees must be nominated for the submission of the referee reports

The deadline for the submission of referee reports is 28 days from the point of application. It is the applicant's responsibility to follow-up with the referees for the reports. If your referees are unable to meet the deadline, please inform us to seek alternative arrangements.		
5. Curriculum Vitae (CV) The CV should not exceed 2 pages.	☐	☐
6. Documentary Proof of Financial Support All applicants must submit documentary evidence of their ability to support their study. All applicants must submit documentary evidence of their ability to support their study (i.e., bank statement of at least SGD30,000 or its equivalent). Applicants who are sponsored* by an individual (i.e., parents) or organisation will need to provide a letter from the sponsor with details of the financial support. <i>*Where main bank account holder is not the applicant.</i>	☐	☐
7. Official Identification (ID) <u>Singapore Citizens or Singapore PR</u> Colour scan of the Singapore NRIC (front and back) <u>International applicants</u> Colour scan of the passport information page, including the Machine Readable Zone (MRZ), located at the bottom of the passport's data page Please note that applicants holding an existing Student's Pass or Employment/Dependent's Pass should also submit a copy of the relevant pass. If you are unable to provide a valid passport at the point of application, you may provide a scanned copy of a form of photo ID or your expired passport. If you are successfully offered a place in the graduate programme, you will need to	☐	☐

provide a valid passport for the verification of your identity for matriculation purposes. Note: 1. Enter your full name exactly as it appears on your passport. – Include first, middle and last name as reflected in your passport. 2. Do not include any commas (,) in your name. – Remove any commas if your name contains them. Example: If your passport shows: LEE, Mei Ling Clara You should enter: LEE Mei Ling Clara		
8. Other supporting documents (if applicable) Degree verification reports e.g., Chinese Service Center for Scholarly Exchange (CSCSE)/China Higher Education Student Information (CHSI), World Education Services (WES), Higher Education Achievement Report (HEAR) Please note that we may also reach out via email for the submission of non-PDF degree verification files (e.g., OpenCerts) and Verifiable Credentials (e.g., My eQuals, CeCredential Trust) For part-time application, proof of employment such as letter of employment or recent payslip is required. Other optional supporting documents include personal statement, publications, internship documents, and other academic achievements.	☐	☐

For more information, please visit our website, <https://www.dbs.nus.edu.sg/education/graduates/masters-by-coursework/> or contact us via,

- MSc Biotechnology mbt@nus.edu.sg
- MSc Biodiversity Conservation and Sustainability mbiocon@nus.edu.sg
- MSc Forensic Science mforensic@nus.edu.sg

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