

Step By Step Guidance for JD Online Application

(Nov 2022 Version)

1. Navigate to the SMU JD [website](#), locate the 'Online Application & Key Dates' under the 'Admissions' tab. Choose the appropriate button based on your identity.
If you are new applicant, please create a new account following the instructions in the next step.
If you are an existing applicant who has already applied for SMU master programme(s) before, please login with your username and password, then proceed to step 3.

The screenshot shows the SMU JD Online Application & Key Dates page. The navigation menu includes 'About JD', 'Academic Experience', 'Curriculum', 'Admissions', 'Contact Us', 'Download Brochure', 'FAQs', and 'Info Sessions'. The 'Admissions' dropdown menu is open, showing options: 'Admission Criteria', 'Online Application & Key Dates', 'Fees', 'International Applicants', and 'Scholarships & Awards'. The main content area has a purple header with 'Online Application & Key Dates' and a sub-header 'THE APPLICATION FOR 2023 INTAKE IS OPEN NOW'. Below this, there are two columns: 'For New Applicant' with a 'Create New Account' button and 'For Existing Applicant' with a 'Login Now' button. A sidebar on the right lists 'Admissions' categories: 'Admission Criteria', 'Online Application & Key Dates', 'Fees', 'International Applicants', and 'Scholarships & Awards'.

2. For new applicants, please pay close attention to **Personal Details**. If the 'Foreigner' is selected, but you don't have a valid pass issued by Singapore ICA, such as an Employment Pass, Dependent Pass or Student Pass, please leave the **FIN Number**, **FIN Expiry Date** and **Pass Type** fields blank.

The screenshot shows the 'Personal Details' form. The form includes the following fields and options:

- Prefix * (dropdown menu)
- Full Name as in NRIC/Passport * (text input)
- Family Name/Surname * (text input)
- Gender * (radio buttons for Male and Female)
- Date of Birth * (text input with format dd/MM/yyyy)
- Birth Country * (dropdown menu)
- Citizenship Country * (dropdown menu)
- Citizenship Status * (radio buttons for Singapore Citizen, Singapore PR, and Foreigner)
- FIN Number (text input)
- FIN Expiry Date (text input with format dd/MM/yyyy)
- Pass Type (dropdown menu)
- Passport Number * (text input)

The 'FIN Number', 'FIN Expiry Date', and 'Pass Type' fields are highlighted with a red box.

3. Using the new online application system, applicants can apply for at most 3 master programmes simultaneously. Students who are interested in JD and LLM can apply for both

programmes together. Then click **'Save and Continue'** to enter additional required information.

Programme Details

Please indicate your choices and priorities according to your preference. Consider your interests and aptitude very carefully when making your selection.

| PRIORITY | PROGRAMME | REORDER |
|----------|------------------------------------------------------------------------|---------|
| 1 | Juris Doctor Full-Time 2023-24 Term 1 | ↑ ↓ |
| 2 | Master of Laws Full-Time 2023-24 August Term Law and Technology | ↑ ↓ |
| 3 | - Select - | ↑ ↓ |

4. In the Education section, if you can't find your universities in the dropdown list, please key in **'Other University'**, then manually enter the university's name.

Add Education

College/University *
Other University

School

If others, please specify *

College/University Country *

Programme Type *
- Select -

Education Type *
- Select -

Degree *

Field of Study *

5. Click yellow text to upload your degree certificate and official transcript. If you would like to upload both bachelor and master degree, please combine all degree certificates in one PDF file. The same for transcripts.

Education *

You do not need to key in your pre-university qualifications. [+ ADD EDUCATION](#)

| | | | |
|---------------------------------|-------------------|----------------|-----------------------------|
| TEST 2022 TEST | | | EDIT |
| PROGRAMME TYPE | EDUCATION TYPE | FIELD OF STUDY | 3.8/4 First Class |
| Full Time | Bachelor's Degree | Law | |

[Official Transcripts \(pending - click here to upload\)](#)
[Degree Scroll \(pending - click here to upload\)](#)

6. The IELTS or TOEFL score is required if your degree was not conducted in English. Please enter your test score and upload test report by click the text in yellow.

Please leave the GRE/GMAT and SMUAT fields blank or choose 'NO'. These tests are not required by SMU JD.

English Proficiency 🔗
 Only results obtained within the last 2 years will be considered.

+ TOEFL
+ IELTS

📎 TOEFL/IELTS Test Score (pending - click here to upload)

Aptitude Test
 Only results obtain within the last 5 years are considered

+ GMAT
+ GRE
+ SMUAT

📎 GMAT/GRE Test Score (pending - click here to upload)

FOR ALL PROGRAMMES

If you do not have GMAT/GRE, would you like to opt to do the on-line admission test?
 If yes, the Graduate Programmes Office will contact you, after the application form is submitted, regarding the payment and test procedures.

Yes
No

7. Two referees are required, please click the **'Add Referee'** button and enter accurate info, especially the email address. The application system will email your referee with a recommendation link. Please double check your referee's email address.

Referee * + ADD REFEREE

Programme(s) Applied: SMU-QMUL LLM Dual Degree Referees Required
2

SMU-QMUL LLM DUAL DEGREE

1

NAME

ORGANISATION & POSITION

EMAIL ADDRESS

RE-ENTER EMAIL ADDRESS

8. In the **'Essays'** session, please enter your personal statement following the instructions online.

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Personal Statement *

FOR ALL PROGRAMMES

Explain in 500-600 words your career and personal aspirations, and your motivation for pursuing the SMU programme(s) that you have applied to. *

Word Count: 1/600

Discuss in 500-600 words one of the following topics:
 (i) describe your greatest weakness and how you have tried to overcome it
 (ii) describe your outstanding talents, skills and inherent abilities that are not reflected in your academic qualifications and records
 (iii) describe the situation with the greatest ethical complexity that you have faced in your professional or academic life, and how your input helped resolved it. *

Word Count: 1/600

9. Please pay the \$S100 application fee in **'Payment'** session. Once your online application is submitted and application fee is paid successfully, the programme office will start to evaluate your eligibility. It's recommended to use Online Payment.

Payment

FOR ALL PROGRAMMES

| PAYMENT ITEM | AMOUNT TO PAY (SGD) | STATUS |
|-----------------|---------------------|-----------------|
| Application Fee | \$100.00 | Pending Payment |

METHOD OF PAYMENT

Online
 Other Payment Arrangement
 Promo Code

[PAY FEE](#)

10. Upon successful payment, please return to the online application system and finish the final step. If any compulsory information is missing, the system will display warnings in **RED**. Please verify and add additional required details.

The summary section provides an overview of the application details entered. To update your application details, please click on the section title (for e.g. Programme Details).

- The summary section provides an **overview** of the application details entered.
- To update your application details, please click on the section title (for e.g. Programme Details).

[PRINT](#) [EXPAND ALL](#)

Programme Details
▼

Academic Details
▼

Professional & CCA Details
▼

Essays
▼

Financial Support
▼

11. Please read the 'Supplementary Questions' and the 'Declaration' carefully, choose your responses or check 'I agree', then click the 'Confirm and Submit' button to submit your online application.

Supplementary Questions
FOR ALL PROGRAMMES

Have you previously applied for graduate admissions in SMU? *

Yes No

Are you currently enrolled in any other programme? Have you also applied to other universities? *

Yes No

Declaration Header

Please verify that your details and choices are correctly entered before proceeding to submit

1. I affirm that I have read and understood the instructions in the application package, and that the information given in this application form is correct and complete.

2. I understand that any inaccurate information or omission of information will render this application invalid, and that, if admitted on the basis of such information, I may be required to withdraw from the University, and the scholarship, if granted, will be withdrawn.

I agree

12. When you return to the **Dashboard** after submitting an online application, the application status will change from '**Application in Process**' to '**Submitted**'.

1 APPLICATION IN PROCESS

2 SUBMITTED


 Programme Details


 Academic Details


 Professional &
CCA Details


 Essays


 Financial Support


 Personal Details

✓ Programme Details

13. The Recommendation Status can be viewed under '**Amend / Re-Notify Referees**'. By clicking the "RE-NOTIFY" button, you can send reminder to your referees. The 'RE-NOTIFY' option will vanish if the recommendation has been submitted.

Amend / Re-Notify Referees *

Other Self-Services

Payment

Amend / Re-Notify Referees *

Please list contact information of your referees. These referees have to be people who have worked with you before and of a more senior position than you. They can be your previous employers as well. + ADD REFEREE

Programme(s) Applied Master of Laws **Referees Required** 2

MASTER OF LAWS RE-NOTIFY

1

NAME

ORGANISATION & POSITION
testing

EMAIL ADDRESS

RE-ENTER EMAIL ADDRESS

14. The **hard copies** of all supporting documents are only needed when you accept the JD offer. The JD programme manager will share more details together with offer then.

15. Only shortlisted applicants will be invited to the written test and interview, programme office will email you to check your available time slots. The application is on a rolling basis, the result will be announced within 2-3 weeks after the interview.

The written test resembles a reading comprehension via zoom meeting in 1 hour, no need any legal knowledge, you can check any online resources or notebooks. The admission interview will be conducted by 2 faculties and 2 JD candidates via zoom meeting.

16. In Dashboard, please don't pay the **Optional Fee: 1st Attempt for SMU Admission Test (\$\$125)** after the online application is submitted successfully, SMU JD programme doesn't require the SMU Admission Test.

Payment

FOR ALL PROGRAMMES

| PAYMENT ITEM | AMOUNT TO PAY (SGD) | STATUS |
|------------------------------------------------------------------------|---------------------|-----------------|
| <input checked="" type="radio"/> Application Fee | \$100.00 | Pending Payment |
| <input type="radio"/> Optional Fee: 1st Attempt for SMU Admission Test | \$125.00 | Pending Payment |