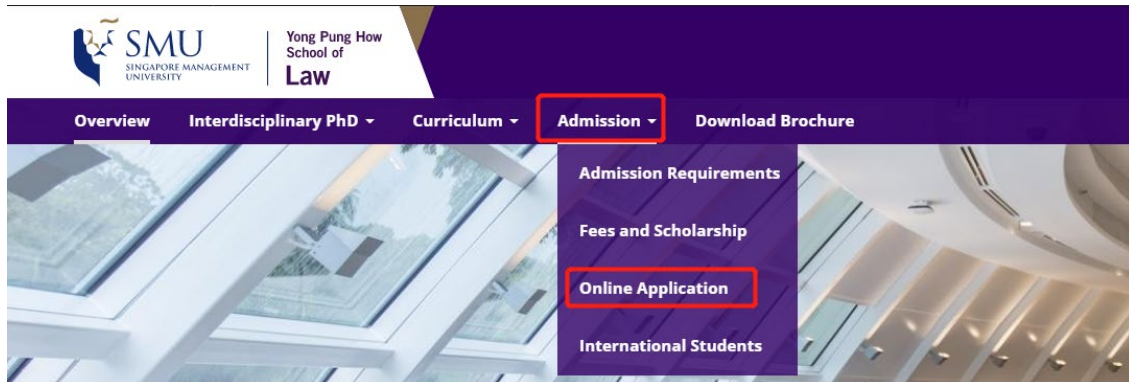


## SMU PhD in Law, Commerce and Technology Programme Online Application Guidance

### 1. Visit SMU PhD in Law Commerce and Technology Programme [Website](#)

✦ Click 'Admission' tab → 'Online Application'



### 2. [Online Application](#) Page

#### Online Application

<b>For New User</b>	<b>For Existing User</b>
You need to register an account with SMU before you can submit your application online	Please login with your User ID and Password to access your application
<a href="#">Register New Account</a>	<a href="#">Login Now</a>

If New User → ✦ click 'Register New Account' button

If Existing User\* → ✦ click 'Login Now' button

✎ \*Existing user means someone who is SMU alumni or applied for any other SMU programmes before in SMU online application system.



If the User ID is forgot, please check [Here](#) to retrieve.

If the password is forgot, please check [Here](#) to reset using the existing User ID.

Attention! An **OTP** will be sent to applicant's registered phone number or email address to verify identity.

If the registered phone number and email address are forgot, please contact SMU IT help center for further assistant.

- IT Help Centre Email: [helpdesk@smu.edu.sg](mailto:helpdesk@smu.edu.sg)
- IT Help Centre Phone: +65 6828 0123

If you are an existing user, please [login](#), jump to step 5 and complete all 9 steps.

Please pay attention to the format of User ID. Don't forget the '.apply'. If any locked data in an existing account need to be updated, please email at lawphd@smu.edu.sg.

**If you see error message below, please go back and click the 'Register New Account' or 'Login Now' button again until you can see the above registration or login page.**



### 3. Register New Account

☞ Click 'Register New Account' button

#### Online Application

For New User	For Existing User
You need to register an account with SMU before you can submit your application online	Please login with your User ID and Password to access your application
<a href="#">Register New Account</a>	<a href="#">Login Now</a>

**Read rules** of creating new User ID and Password, then key in related information and ☞ click 'CONTINUE' button.

**Register New Account**

Thank you for your interest in applying for admission to SMU.

Please create a User ID below. Your User ID can be between 1 and 24 characters in length consisting of alphanumeric characters only. Note that your User ID is case sensitive and will be suffixed with ".apply".

An email with your User ID will be sent to you at the email address that you have indicated below. You will receive this email upon completing Page 1 of the online application form (Personal Details).

You will be required to use this User ID and password the next time you access SMU's Applicant Self Service Functions. **Important Rules**

Please indicate if you are making this application from a location in the [European Union \(EU\)](#), Iceland, Lichtenstein, Norway or the United Kingdom (UK). We are collecting this information to identify applicants who are subject to the EU General Data Protection Regulation.

Yes  No

User ID: .apply

Email address:

Re-enter email address:

Password:

Re-enter Password:

**Important Rules**

I have read and understand the SMU Post Graduate Program Privacy Statement. [Click Here.](#)

28/03/2022 9:34AM

**CONTINUE**

#### 4. Key in Personal Details

Pay attention to important data as below

Citizenship Status – 3 options

**Citizenship Status\***

Citizenship Country\*

Email Address\*

Foreign Passport Holder Non PR  
Singapore Citizen  
Singapore PR

Option 1: Foreign Passport Holder Non PR

**Citizenship Status\*** Foreign Passport Holder Non PR


Citizenship Country\* China

**FIN Number** FIN Number (e.g. F1234567N) (e.g. F1234567A)

FIN Expiry Date DD/MM/YYYY

**Pass Type**


Passport Number\*

 \*A **Foreign Identification Number, or FIN**, is issued to an individual who is a long-term pass holders by the Singapore government.

The FIN Number will depend on 'Pass Type' chosen. **If a pass type is selected from the 'Pass Type' list, the FIN number is compulsory.** If applicant is not working or studying in Singapore with a valid pass currently, please leave 'Pass Type' blank.


If international applicant who doesn't have a valid **student pass** issued by Singapore ICA (*Immigration and Checkpoints Authority*) currently, please don't choose 'Student Pass'. SMU YPHSL PhD programme office will assist international candidates to apply for the student pass after they accept offer successfully.

#### Option 2: Singapore Citizen

 **\*A National Registration Identification Card, or NRIC, is the identity document used in Singapore for Singaporeans and permanent resident of Singapore.**

NRIC number is compulsory for applicants who are Singapore Citizen.

#### Option 3: Singapore PR

 **\*A Singapore permanent resident (PR) refers to a foreigner who has been granted permanent residence status which allows him/her to reside in Singapore on a permanent basis.**

For applicants who are Singapore PR, NRIC number and Passport number are compulsory.

 Click 'CREATE NEW ACCOUNT' button

A SMU applicant registration email will be sent to applicant's registered email address with User ID and privacy statement. **Please pay attention to the format of User ID**, such as xxxx.apply. Please don't forget the '.apply' when key in User ID.

An application number is also issued in the application system as below. Applicant should quote the number on all correspondence whenever contact us.

## 5. Complete 9 steps for online application

### Important steps guidance as below

#### Step 3: Test Results

If the GRE or English proficiency test score is not required, or applicant would like to apply for exemption, please leave them blank. Leaving them blank can also submit the online application. No need to fill N/A.

More detailed requirements for GRE and English proficiency test can be found [Here](#).

#### GRE

(Please note that GRE results that were taken more than 5 years before the date of this application will not be considered.)

GRE is waived for graduates of Singapore Management University, National University of Singapore, Nanyang Technological University, Singapore University of Technology and Design, Singapore Institute of Technology and Singapore University of Social Sciences.

For all other applicants, please enter in your GRE results in this section.

[A] If you have taken GRE:			
Date of GRE Taken	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	
	Verbal	Quantitative	Analytical
Score	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percentile	<input type="text"/>	<input type="text"/>	<input type="text"/>
[B] If you have not taken GRE: (Leave blank if you have not registered for GRE)			
Date of Registered GRE	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	

#### English Proficiency

Applicants whose medium of instruction in their previous education is not in English must have taken a recognised English Proficiency Test (for e.g. TOEFL, IELTS). Please note that only results obtained within the last 2 years will be considered.

Name of Examination	(MM / YYYY)	Total Score
IELTS	<input type="text" value="MM"/> / <input type="text" value="YYYY"/>	<input type="text"/> (e.g. 1.0)
TOEFL	<input type="text" value="MM"/> / <input type="text" value="YYYY"/>	<input type="text"/> (e.g. 275)
Please specify type	<input type="text"/>	<input type="text"/>

#### Step 6: Supporting Documents

Referee Information, CV, Personal Statement and ID are required.

Please pay attention to instructions in step 6, **especially for the Recommendation Forms**.

**Step 6: Supporting Statements**

**Referees**

Please visit the [Online Application | School of Law \(SMU\)](#) website and download the recommendation form for the referees.


The referee reports provide the Admissions Committee an important opportunity to gain further information about your candidacy and should be sent to individuals who can supply supporting evidence of your professional experience and performance. Contents of the recommendation form are confidential. Under no circumstance should the applicant be able to see the contents of the recommendation

**Personal Statement**

Discuss (in a separate sheet) your academic and career objectives. Please include your purpose for getting a PhD in our programme and list faculty members you are most interested in working with. Application fees apply. We encourage you to upload a pdf document. (Please send in the hard copy together with your other supporting documents). Please note that the maximum size of each attachment is 500KB.

Please also upload your current CV ie. resume. (Please send in the hard copy together with your other supporting documents).

Thank you.

ID Documents	Singapore Citizens - NRIC (Front & Back) Permanent Residents - Blue NRIC (Front & Back), Passport Particulars Page and Re-Entry Permit Non-citizens - Passport Particulars Page and Student's Pass or Dependent/Employment Pass (Front & Back) (if any)	
	(This area is highlighted with a red border in the original image)	

Referees should email Recommendation Forms to [lawphd@smu.edu.sg](mailto:lawphd@smu.edu.sg) directly.

All recommendation forms are confidential. The **Form template** can be downloaded [Here](#).

**Supporting Documents List**


(Please pay attention to all instructions and label documents accordingly. Only the right format of documents will be reviewed.)

(Documents that are not in English should be translated and certified by the issuing institution or a Notary Public/Commissioner of Oath)

<p><b>Identification Document(s):</b></p> <ul style="list-style-type: none"> <li>• Singapore Citizen: A copy of NRIC</li> <li>• Singapore Permanent Resident: A copy of NRIC, passport and re-entry permit</li> <li>• Foreigner: A copy of your passport personal particulars page</li> </ul>	<p><b>Two Recommendation Forms</b>                  (Please Download Template: <a href="#">PDE</a>)                  (Important Note: other testimonials/letters of recommendation are not accepted in lieu of the Recommendation Form Template)</p>
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**Step 8: Payment**

SGD 15 registration fee is payable and **NON**-refundable.

Please read all instructions in red carefully before making payment. Then choose payment method and  click 'PAY FEE' button.

Payment

Application Fee for Graduate - Law Comm Tech

Amount to Pay: 15.00    Amount Paid: 0.00    Amount Due: 15.00

**Important instructions**

\*\*\* Please read this message before making payment. \*\*\*

You will be redirected immediately to an external payment page in a new pop-up window when you click on the "Pay Fee" button.

Some users may experience problems with pop-up blockers during payment. Please ensure that the **pop-up blocker is disabled in your browser settings now**, before proceeding.

Click [here](#) for the pop-up blocker FAQ.

If your payment transaction was not successful, please click [here](#) for FAQ on Payment Response.

**All fees paid are non-refundable and non-transferable.**

Payment Type:

**After the payment, the application process is NOT completed!!!** Please follow website instructions and go back to online application system, then complete step 9.

### Step 9: Declaration

Please read the declaration carefully before checking 'I Agree'.

Declaration

Please verify that your details and choices are correctly entered by clicking on PREV button or click on the Steps above before proceeding to submit. Note that you will not be able to make changes to your application form after submission.

You have indicated that you are applying from the following location:


EU, Iceland, Lichtenstein, Norway or the UK     Non EU

(Please amend the selection if your location has changed.)

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    28/03/2022 11:52AM

By  clicking 'VALIDATE' button at the right bottom of the application page, applicant can check if any compulsory information is missing or not. The results are displayed in red and green notifications, detailed missing information are listed on the top of each step.

Thank you for your interest in SMU.


To apply, please proceed to fill in all the application details. Note that an inaccurately completed form will render your entire application invalid.

1	2	3	4	5	6	7	8	9
Personal Details	Contact Information	Test Results	Educational Work/Experience	Accomplishments	Supporting Statements	Supplementary Information	Payment	Declaration
Completed	Incomplete	Completed	Incomplete	Completed	Incomplete	Incomplete	Incomplete	Completed

**Step 2: Contact Information**

Please Complete the following:


- Postal code is required
- House/Block number is required
- Street name is required
- Please provide either your home or mobile number
- You must select your primary emergency contact person

The application doesn't need to be completed at once, it can be saved by  clicking the 'Save' button at the right bottom of the application page.

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Thank you for your interest in SMU.

To apply, please proceed to fill in all the application details. Note that an inaccurately completed form will render your entire application invalid.

If all compulsory information is filled and correct, **please  click the 'SUBMIT' button. Only the Submitted application can be received and assessed by programme office. Saved applications can NOT be seen by programme office from the background of the online application system.**

#### Declaration

Please verify that your details and choices are correctly entered by clicking on PREV button or click on the Steps above before proceeding to submit. Note that you will not be able to make changes to your application form after submission.

You have indicated that you are applying from the following location:

EU, Iceland, Lichtenstein, Norway or the UK  Non EU

(Please amend the selection if your location has changed.)

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 28/03/2022 10:43AM

**6. Hard copies of supporting documents are not required any more. No need to mail during the application stage.**