

Application for PhD in Law, Commerce and Technology

General Instructions

Please read the instructions carefully before completing your application. There are two parts to the application process.

1. Online Application

The following information is required of you when you create an application online:

- a) Personal details and particulars
- b) GRE test scores (and TOEFL/IELTS scores, if applicable)
- c) Educational/work experience
- d) Accomplishments
- e) Referees' contact details – A minimum of two referees is required for each applicant.
 - Please visit [Online Application | School of Law \(SMU\)](#) and download the PDF/Word recommendation form for the referee to submit to lawphd@smu.edu.sg. Contents of the recommendation form are confidential. Under no circumstance should the applicant be able to see the contents of the recommendation.
 - Other testimonials / letters of recommendation are not accepted in lieu of the online referral form.
- f) Personal statement (to be attached as a document) – This should include **reasons and goals for applying to the SMU PhD programme**, your **specific research interests** and the **faculty member(s)** you are keen to work with. Our faculty members' webpages are available [here](#). There is no need to contact interested supervisors in advance.
 - Only PDF and DOC (Windows 97-2003) files are supported. DOCX files are not supported.

2. Follow-up submission of supporting documents

Apart from Recommendation Forms, please email the softcopies of your supporting documents to lawphd@smu.edu.sg via Google Drive.

Necessary documents (Annex A)

- a) Photocopy of identity card (for Singapore Citizens/PR) or, passport and identity card (for non-Singapore citizens)
- b) GRE official score reports, the test must be taken within 5 years before the proposed date of admission.
- c) TOEFL/IEFLTS original score results, if applicable. The tests must be taken within 2 years before the proposed date of admission.
- d) Photocopy of Bachelor's degree certificate, and other postgraduate certificates (if any)
- e) Official academic transcripts

f) Updated curriculum vitae (CV).

g) One writing sample (such as a published paper and/or undergraduate report, no more than 10 pages excluding the cover page, no need the whole paper or report)

h) Other supporting documents (if any), no more than 6 pages.

Note: Applications without the full set of supporting documents by the application deadline will not be reviewed.

How to Email Supporting Documents

Apart from your Recommendation Forms which your referees should email to lawphd@smu.edu.sg directly, please

- Label and place all supporting documents in a Google Drive folder.
- Name the Google Drive folder according to your name indicated in your identification document (NRIC or passport) and email the folder's link with editor access to lawphd22@gmail.com.
(Please DO NOT just share folder access to lawphd22@gmail.com as the folder may be forwarded to the admission committee as well.)
- Please indicate in the email's subject header as "2025 PhD : <Name>"

For international applicants who do not have access to Google, please email lawphd@smu.edu.sg for assistance.

Application for PhD in Law

Graduate Record Examination (GRE) General Test

The GRE General Test is a compulsory requirement for admission to the PhD in Law programme. If you have not taken the General Test, please take it as soon as possible. Test dates are available year round in Singapore. The test must be taken within 5 years before the proposed date of admission. You may first submit your online application without the GRE test scores. However, applications without the scores will not be reviewed. You should email the unofficial scores as soon as possible while requesting that the test centre to send the official scores to SMU.

Applicants who graduated with a bachelor degree (in any discipline) from SMU, NUS, NTU, SIT, SUSS and SUTD (i.e., Singapore autonomous universities) are exempted from this requirement.

For GRE registration information, please visit their website at <http://www.gre.org>. SMU's GRE institution code is **2861**.

TOEFL/IELTS

Applicants must show proficiency in the English language. A TOEFL or IELTS test is required if the applicant's undergraduate degree was not conducted in English. If applicable, you may first submit your online application without the TOEFL or IELTS scores. However, applications without the scores will not be reviewed. You should fax or email the unofficial scores as soon as possible while requesting that the test centre to send the official scores to SMU.

For TOEFL/IELTS registration information, please visit the website <http://www.toefl.org> and <http://www.ielts.org>. SMU's TOEFL institution code is **9014**.

Application Fee

Applications received without the application fees will not be reviewed. Application fee is payable by debit/credit card (**VISA or Mastercard**) via [online payment](#). The cheque is no longer accepted.

For further information, please contact:

PhD Programme Office
Yong Pung How School of Law
Singapore Management University
Email: lawphd@smu.edu.sg
Website: [Introduction | School of Law \(SMU\)](#)

Annex A: Supporting Document Checklist

	No	Document	Requirements
<input type="checkbox"/>	1	Identification Document(s)	<ul style="list-style-type: none"> - Singapore Citizen: A copy of NRIC - Singapore Permanent Resident: A copy of NRIC, passport and re-entry permit - Foreigner: A copy of your passport personal particulars page
<input type="checkbox"/>	2	Two Recommendation Forms	<p>(Please Download Template: PDF) (Important Note: other testimonials/letters of recommendation are not accepted in lieu of the Recommendation Form Template)</p> <ul style="list-style-type: none"> - The use of the recommendation form template is compulsory. - Recommendation forms should not be more than 6 months old from the date of application. - All recommendation forms are confidential. Applicants should not have seen the content written. Referee can email the signed copy of the recommendation form directly to lawphd@smu.edu.sg without copying the applicant. - Where possible, at least one of the references should be from someone who has taught you or supervised your work in university studies. If applicants have left school for some years and are unable to submit academic references, please provide 2 references from your employers, clients or colleagues. - Referees should submit the form before the application deadline. the form will not be considered if it was submitted after the deadline. - The subject header should indicate 'Referral for ...'.
<input type="checkbox"/>	3	Degree Certificate(s)	The copy of the degree certificate(s) certified by the issuing institution or a Notary Public/Commissioner of Oath. Place all degree certificates in one PDF file.
<input type="checkbox"/>	4	Transcript(s)	The copy of the official transcript(s) certified by the issuing institution or a Notary Public/Commissioner of Oath. Place all official transcript in one PDF file.
<input type="checkbox"/>	5	CV	A concise resume that provides chronological information about your educational background, work experiences and accomplishments. Up to two(2) A4 pages.
<input type="checkbox"/>	6	Writing Sample	All applicants are required to submit 1 writing sample (such as a published paper, research article, project report or undergraduate report etc). The sample should be composed by the applicant independently, group report is not accepted. The writing sample cannot exceed 10 pages (A4) excluding the cover page if any.

<input type="checkbox"/>	7	Statement of Purpose	<p>All applicants are required to submit a statement of purpose, which can be up to maximum 2,000 words. The statement should address the following questions at least,</p> <ul style="list-style-type: none"> - Reasons and goals for applying to the SMU PhD programme; - List faculty members that you are most interested in working with SMU YPHSL faculty list can be found here. No need to contact possible supervisor(s) in advance.
<input type="checkbox"/>	8	GRE	<p>GRE is compulsory to all applicants, except for graduates of Singapore Management University (SMU), National University of Singapore (NUS), Nanyang Technological University (NTU), Singapore University of Technology and Design (SUTD), Singapore Institute of Technology (SIT) and Singapore University of Social Sciences (SUSS), and graduates at least attained a bachelor degree from above universities.</p>
<input type="checkbox"/>	9	TOEFL/ IELTS	<p>English Proficiency Test Results (TOEFL or IELTS) are required if the medium of instruction in your university education was not English.</p>
<input type="checkbox"/>	10	Proof of Payment	<p>Payment for the application fee (SGD 15) must be done via debit/credit card online. Screenshot or save the successful payment acknowledgment/receipt.</p>
<input type="checkbox"/>	11	Other supporting documents	<p>No more than 6 pages (A4)</p>