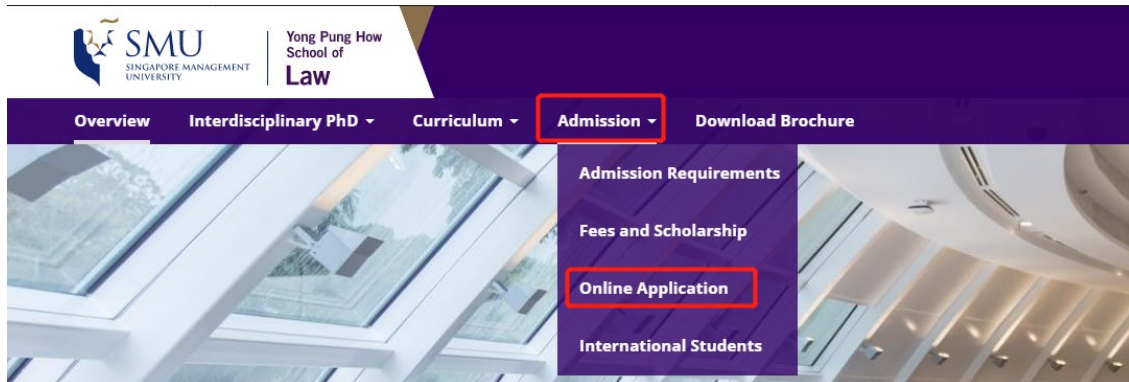# SMU PhD in Law, Commerce and Technology Programme
Online Application Guidance

1. Visit SMU PhD in Law Commerce and Technology Programme Website

🖱 Click 'Admission' tab → 'Online Application'

2. Online Application Page

For new user → 🖱 click 'Register New Account' button

For existing user* → 🖱 click 'Login Now' button

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

If the User ID was forgot, please click Here to retrieve.

If the password was forgot, please click Here to reset using the existing User ID.

Seek for your 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 were forgot, please contact SMU IT help center for further assistant.

- IT Help Centre Email: helpdesk@smu.edu.sg
- IT Help Centre Phone: +65 6828 0123

If you were an existing user, please login, and navigate to step 5.

Please pay attention to the format of User ID, 'XXX.apply'. If any details in an existing account need to be updated, please contact programme office 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

Go through User ID and Password regulations, then enter 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:	TestForPhD	.apply
Email address:	testforphd@gmail.com	
Re-enter email address:	testforphd@gmail.com	← **Sample Data**
Password:	••••••••••••	
Re-enter Password:	••••••••••••	

Password Instructions
- Your password must be between 8 and 32 characters in length.
- Your password must contain at least 1 uppercase and 1 lowercase character(s).
- Your password must contain at least 1 digit(s) (1234567890).
- Your password must contain at least 1 special character(s) (!@#$%^&*()_+-=).

Important Rules

28/03/2022 9:34AM

☑ I have read and understand the SMU Post Graduate Program Privacy Statement. Click Here.

[CONTINUE]

4. Key in Personal Details

Pay attention to important data below

Citizenship Status

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 holder, such as EP, SP, DP, LTVP.*

3

The FIN Number should depend on the '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.

For 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 if they accepted 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 xxx.apply. Please don't forget the '.apply' when entering the 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 the online application

Important steps guide 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 and submit the online application once other required details are ready. No need to fill N/A.

More detailed requirements for GRE and English proficiency test can be found Here.

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)	Attach File

Referees should email Recommendation Forms to 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)

Identification Document(s):	**Two Recommendation Forms** (**Please Download Template: PDF**) (**Important Note:** other testimonials/letters of recommendation are not accepted in lieu of the Recommendation Form Template)
• 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	

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: Online Payment   **PAY FEE**

==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

SUBMIT

By clicking 'VALIDATE' button, applicant can check whether any compulsory information was missing or not. The missing info should be highlighted in red.

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.

PREVIOUS   SAVE   NEXT
VALIDATE

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

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.

PREVIOUS | SAVE | NEXT

VALIDATE

If all compulsory information is filled and correct, **please ⛯ click the 'SUBMIT' button. Only the Submitted application could be received and assessed by programme office.**

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

SUBMIT

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