Step By Step Guide for JD Online Application

(Jul 2024 Version)

1. Navigate to the SMU JD website, navigate to the 'Online Application' under the 'Admissions' tab. Click either button based on your identity.
   If you were new applicant, please create a new account following the instructions in the next step.
   If you were an existing applicant who is SMU alumni or applied for any SMU programme(s) before, please login with your username and password by clicking the 'Login Now' button, then proceed to step 3.
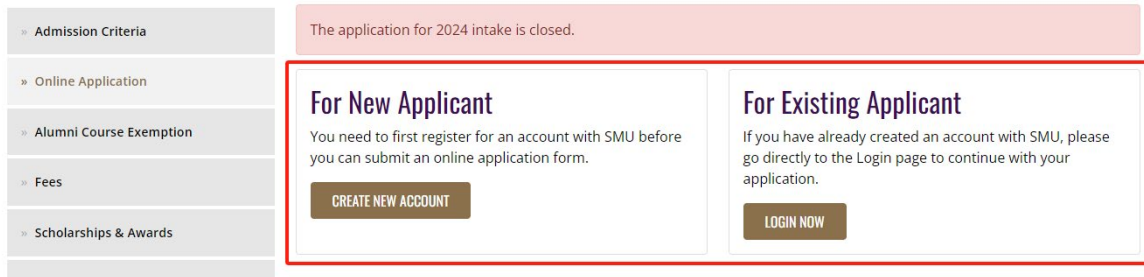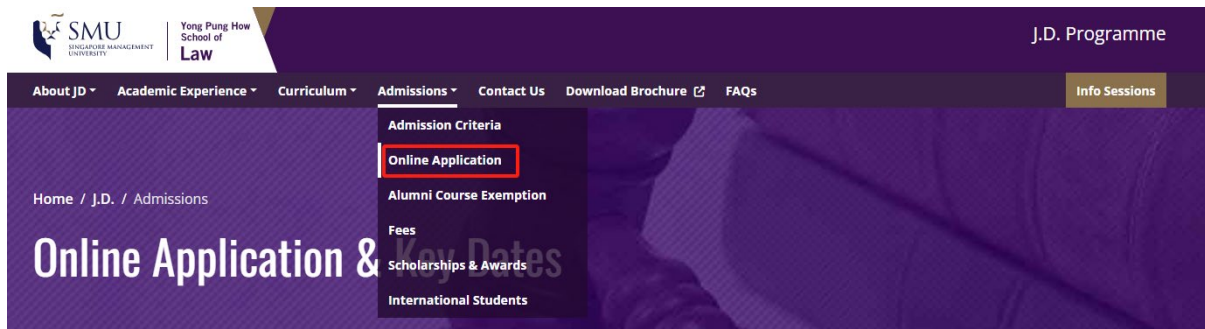
2. For new applicants, please pay close attention to **Personal Details**. If the citizenship status was selected as '**Foreigner**', but you don't have a valid pass issued by Singapore ICA, such as an Employment Pass, Dependent Pass or Student Pass, please leave the **FIN Number, FIN Expiry Date** and **Pass Type** fields blank.

3. In current online application system, applicants can apply for up to 3 master programmes simultaneously. Students who are interested in JD and LLM can apply for both programmes in a single form. Then click '**Save and Continue**' to enter additional required information.

   Seek for your attention, SMU JD is a full-time programme only.

4. At the Education section, if you couldn't find your university/institute from the dropdown list, please key in '**Other University**', then manually enter the university/institute's name.

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

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

English Proficiency ❷
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, including full name, position and email address. The application system will email your referee with a recommendation link later. Please remind your referees to check the inbox or spam folders after the online application is submitted.

Referee *   **+ ADD REFEREE**

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

    ☐ SMU-QMUL LLM DUAL DEGREE

    NAME
    _____

1   **ORGANISATION & POSITION**
    _____

    EMAIL ADDRESS   RE-ENTER EMAIL ADDRESS
    _____   _____   🗑

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

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 at '**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 via a debit/credit card (Visa or MasterCard), the cheque is not accepted anymore. All fees paid at the application stage are non-refundable.

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 highlight them 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).

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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.

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

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

    If no reply for any referee, you can add new referee at the **'Amend / Re-Notify Referees**' as well.
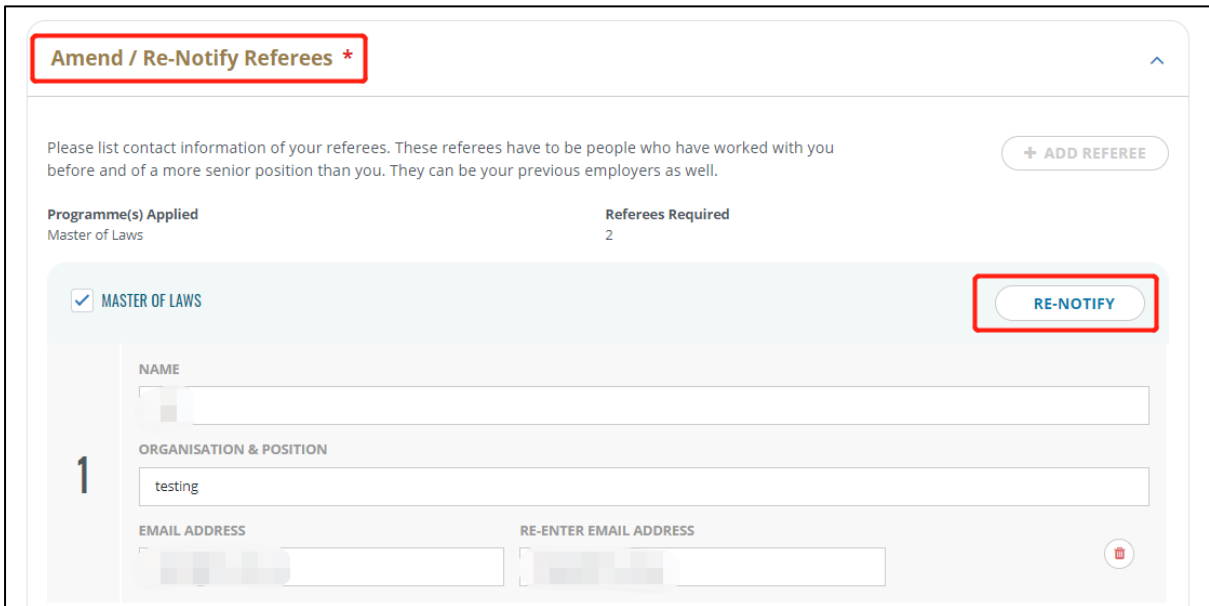
14. The **hard copies** of all supporting documents are not required at the online application stage.

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

    The 1-hour written test resembles a reading comprehension via a zoom meeting, 3-5 short essay questions following a long reading material. Legal knowledge is not required, it will focus on reasoning skills. You are allowed to check any online resources or notebooks during the test.
    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 (S$125)* after the online application is submitted successfully, SMU JD programme doesn't require the SMU Admission Test. Seek for your attention again, all fees paid at the application stage are non-refundable in any case.

17. If any IT issues when preparing the online application, please contact the SMU IT Help centre with your full name, application reference number, full screenshot with error message or links if applicable.
    - IT Help Centre Email: helpdesk@smu.edu.sg
    - IT Help Centre Phone: +65 6828 0123