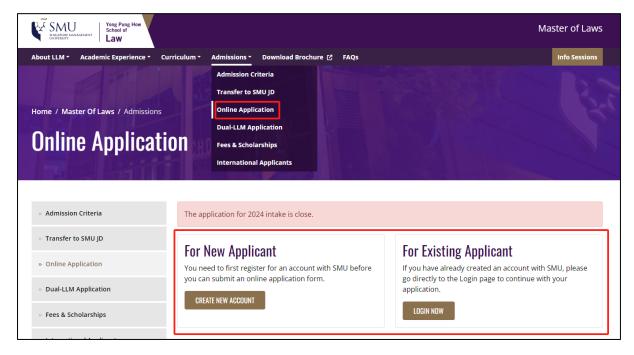
## SMU LLM Online Application\_Step-by-Step Guide

(AY2025-2026 Version)

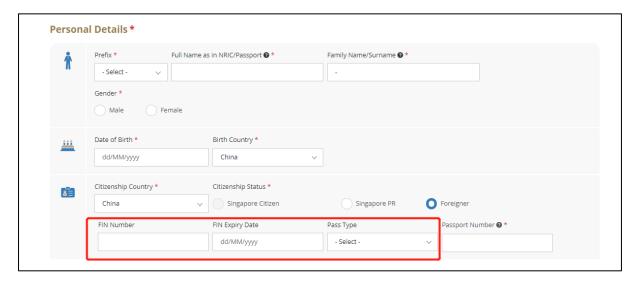
1. Navigate to the SMU LLM <u>website</u>, select the 'Online Application' under the 'Admissions'. Choose the relevant option according to applicant status.

New applicants should create an account by following the instructions provided in the subsequent step.

For those who are existing applicants, SMU alumni, or have previously applied for any SMU programme(s), log in using the registered username and password before proceeding to Step 3. If any changes on personal particulars, applicant can update in the 'Personal Details' section later.



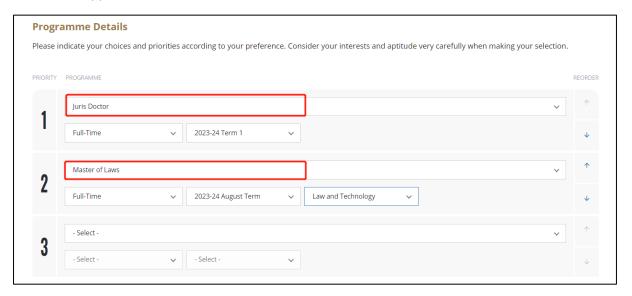
2. For new applicant, please pay close attention to 'Personal Details' section. If the citizenship status was selected as 'Foreigner', but you don't have a valid pass issued by Singapore ICA, (such as an Employment Pass, Dependent Pass or Student Pass), please leave the FIN Number, FIN Expiry Date and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



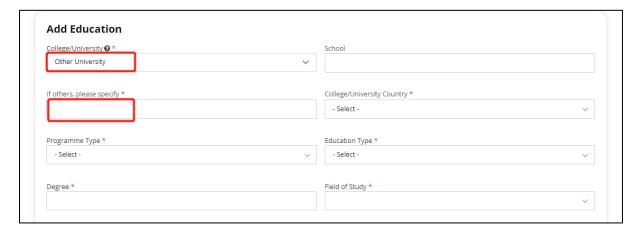
3. Applicants can apply for up to three master programmes in a single online form. Those interested in Master of Laws (LLM) and Juris Doctor (JD) may apply for both together. Click 'Save and Continue' to proceed.

SMU LLM is a 1-year full-time and 2-year part-time programme with three available tracks.

- 1) International applicants without valid pass issued by Singapore ICA or MOM can only apply for the 1-year full-time LLM.
- 2) Only applicants with a first degree in law (such as LLB or JD) and rich work experience as lawyer or judge could apply for the **Judicial Studies track**.
- 3) The Cross-border Business and Finance Law in Asia track or the Law and Technology track are open to all applicants.
- 4) Applicants must indicate one track in the online application form, and pursue only that track during throughout LLM studies. Enrolled students may request to switch track prior to the commencement of the LLM programme, subject to the programme director's approval.



4. In the Education section, apart from uploading the degree certificate and transcript, applicant must include the educational experience manually. If the university or institute is not available in the dropdown list, please key in 'Other University' and type the university/institute's name.

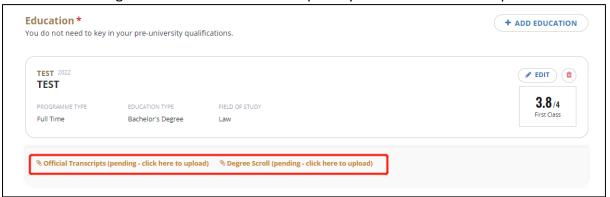


5. Click text highlighted in yellow to upload degree certificate and official transcript.

If the upload function is not working, clear the browser cache following instructions below and attempt to upload again.

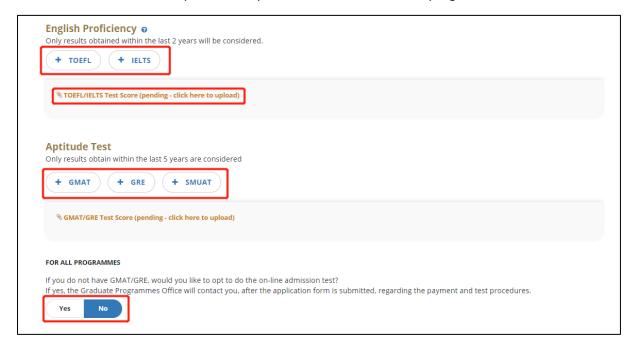
<u>Windows - How to clear browser cache and cookies</u> <u>Mac - How to clear browser cache and cookies</u>

If there were multiple degree certificates, please combine them into one PDF file. The undergraduate documents are compulsory. The same for transcripts.



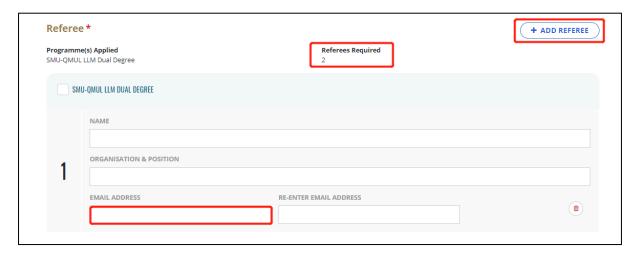
6. The IELTS or TOEFL score is compulsory to all international applicants except those from English-medium institutions in Australia, Canada, Hong Kong, Ireland, New Zealand, Philippines, United Kingdom and the United States. Please enter the test score and upload the test report by clicking the text in yellow.

JD and LLM applicants may leave the GRE/GMAT and SMUAT fields blank and select 'NO' in the 'FOR ALL PROGRAMMES' section, as these tests are not required for the LLM application. If an applicant is also applying for other programmes in the same application form, they should follow the requirements specified for those additional programmes.

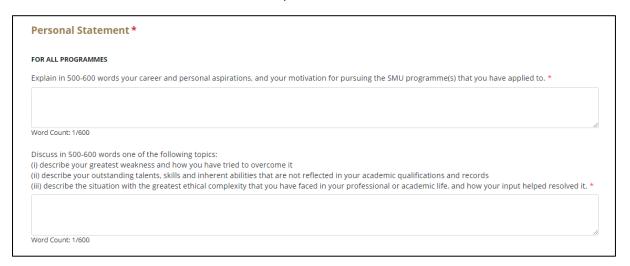


7. Two referees are compulsory, click the 'Add Referee' and enter referee's full name, designation and email. The university will send them a referral link via email. Please remind

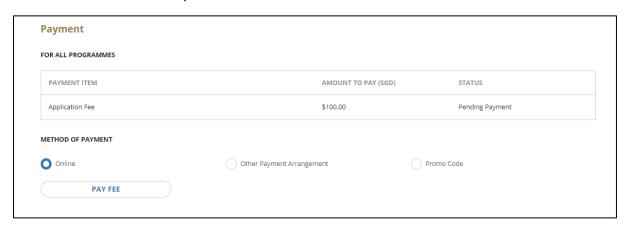
referees to check their inbox or spam folder once the online application is submitted. The submitted referee's information can't be revised. Completing the online recommendation will take around 15-20mins.



8. In the 'Essays' section, please enter the personal statement following relevant questions in the online form. The answer to each question cannot exceed 600 words.

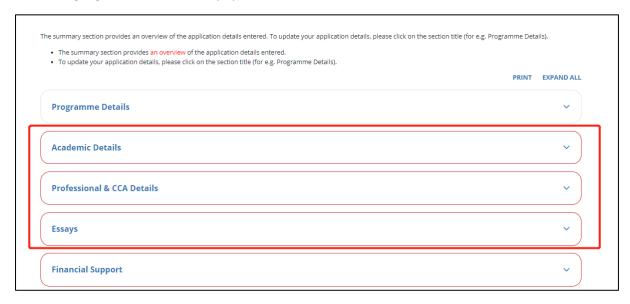


9. Please pay the \$GD100 application fee in 'Payment' session. Applications submitted without payment will be considered incomplete and invalid. Online payment by debit/credit card (Visa/MasterCard) is recommended. All fees paid at the application stages are non-refundable under any circumstances.

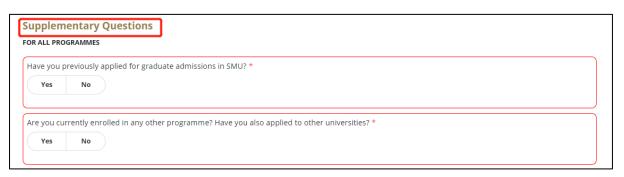


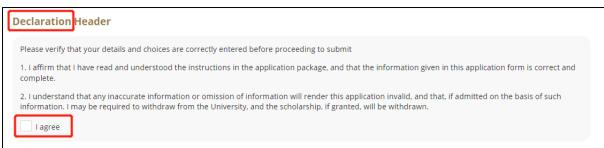
Once the online application is submitted and the application fee is paid successfully, the programme office will assess applicant's eligibility in due course.

10. In the 'Application Summary' section, any missing compulsory information will be highlighted in RED color by system for review and modification.

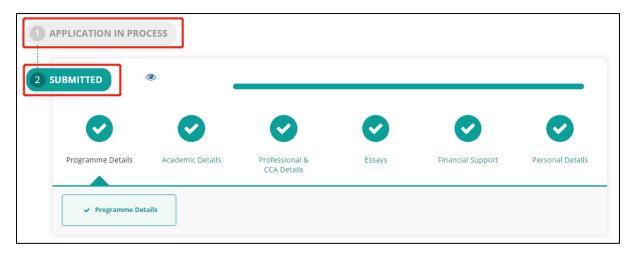


11. Review both 'Supplementary Questions' and 'Declaration Header' before selecting 'I agree', click the 'Confirm and Submit' to complete the submission of the application form.





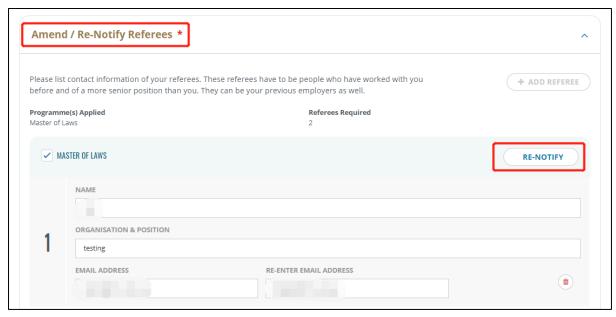
12. Return to the **Dashboard** after submission, the application status will be updated from '**Application in Process**' to '**Submitted**'. Application marked as 'In Process' is not yet eligible to be received or reviewed by the programme office.



13. The recommendation status can be self-checked in 'Amend / Re-Notify Referees' section. Click the "RE-NOTIFY" to send reminder email to referees. The 'RE-NOTIFY' option will vanish if all recommendations have been completed.

If there is no response from any referee, you can delete and add referee in the 'Amend / Re-Notify Referees' section.





14. The hard copies of supporting documents are not required at the online application stage.

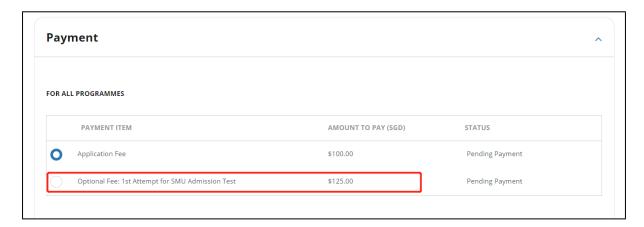
15. Eligible applicants will be invited to the written test and interview. Programme office will contact applicants via email to confirm their availability. The LLM application is on a rolling basis, the result will be generally notified via email within 2 weeks after the interview.

The 1-hour written test resembles reading comprehension, several short essay questions following a long reading material. Legal knowledge is not required. It's aiming to evaluate applicant's reasoning skills.

Applicants will be invited to an admission interview conducted by the law faculty. Interviews will be held individually (1 candidate to 1 faculty).

Both written test and interview will be conducted online via a zoom meeting.

16. In Dashboard, please don't pay the *Optional Fee: 1st Attempt for SMU Admission Test* (*\$\$125*) after submission, SMU LLM programme doesn't require the SMU Admission Test. All fees paid at the online application stage are non-refundable under any circumstances.



17. If any IT issues when preparing the online application, please contact the SMU IT Help Center with applicant's full name, application reference number, full screenshot with error message or links (if any). If the previous registered email is invalid, please contact IT Help Center for assistance as well.

IT Help Centre Email: helpdesk@smu.edu.sg

■ IT Help Centre Phone: +65 6828 0123