

SMU LLM Online Application_Step-by-Step Guide

(AY2025-2026 Version)

1. Navigate to the SMU LLM [website](#), 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.

Master of Laws

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Online Application

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The application for 2024 intake is close.

For New Applicant

You need to first register for an account with SMU before you can submit an online application form.

[CREATE NEW ACCOUNT](#)

For Existing Applicant

If you have already created an account with SMU, please go directly to the Login page to continue with your application.

[LOGIN NOW](#)

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.**

Personal Details *

Prefix * Full Name as in NRIC/Passport * Family Name/Surname *

- Select -

Gender *

☐ Male ☐ Female

Date of Birth * Birth Country *

dd/MM/yyyy China

Citizenship Country * Citizenship Status *

China ☐ Singapore Citizen ☐ Singapore PR ☒ Foreigner

FIN Number FIN Expiry Date Pass Type Passport Number *

dd/MM/yyyy - Select -

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.

Programme Details

Please indicate your choices and priorities according to your preference. Consider your interests and aptitude very carefully when making your selection.

PRIORITY	PROGRAMME	REORDER
1	<div>Juris Doctor</div> <div>Full-Time 2023-24 Term 1</div>	<div>↑</div> <div>↓</div>
2	<div>Master of Laws</div> <div>Full-Time 2023-24 August Term Law and Technology</div>	<div>↑</div> <div>↓</div>
3	<div>- Select -</div> <div>- Select - - Select -</div>	<div>↑</div> <div>↓</div>

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.

Add Education

College/University * Other University School

If others, please specify * College/University Country * - Select -

Programme Type * - Select - Education Type * - Select -

Degree * Field of Study *

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.

[Windows - How to clear browser cache and cookies](#)

[Mac - How to clear browser cache and cookies](#)

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

Education *
You do not need to key in your pre-university qualifications. + ADD EDUCATION

TEST	PROGRAMME TYPE	EDUCATION TYPE	FIELD OF STUDY	Score
TEST 2022 TEST	Full Time	Bachelor's Degree	Law	3.8/4 First Class

EDIT DELETE

Official Transcripts (pending - click here to upload) Degree Scroll (pending - click here to upload)

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.

English Proficiency
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 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.

Referee *

+ ADD REFEREE

Programme(s) Applied
SMU-QMUL LLM Dual Degree

Referees Required
2

☐ SMU-QMUL LLM DUAL DEGREE

1

NAME

ORGANISATION & POSITION

EMAIL ADDRESS

RE-ENTER EMAIL ADDRESS

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.

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 \$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.

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

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.

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

Supplementary Questions

FOR ALL PROGRAMMES

Have you previously applied for graduate admissions in SMU? *

Yes No

Are you currently enrolled in any other programme? Have you also applied to other universities? *

Yes No

Declaration Header

Please verify that your details and choices are correctly entered before proceeding to submit

- 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.
- 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

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.

The screenshot shows a progress bar with two steps. Step 1, 'APPLICATION IN PROCESS', is highlighted with a red box. Step 2, 'SUBMITTED', is also highlighted with a red box and has a green checkmark. Below the progress bar, there are six categories: Programme Details, Academic Details, Professional & CCA Details, Essays, Financial Support, and Personal Details. Each category has a green checkmark. Below these categories, there is a button labeled 'Programme Details' with a green checkmark.

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.

The screenshot shows a sidebar menu with three items: 'Amend / Re-Notify Referees *', 'Other Self-Services', and 'Payment'. The 'Amend / Re-Notify Referees *' item is highlighted with a red box.

The screenshot shows the 'Amend / Re-Notify Referees *' section. It includes a description: 'Please list contact information of your referees. These referees have to be people who have worked with you before and of a more senior position than you. They can be your previous employers as well.' There is a '+ ADD REFEREE' button. Below this, there is a table with columns 'Programme(s) Applied' and 'Referees Required'. The first row shows 'Master of Laws' and '2'. Below the table, there is a section for 'MASTER OF LAWS' with a 'RE-NOTIFY' button highlighted by a red box. The section also includes input fields for 'NAME', 'ORGANISATION & POSITION', 'EMAIL ADDRESS', and 'RE-ENTER EMAIL ADDRESS'. A large number '1' is visible on the left side of the input fields.

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.

Payment		
FOR ALL PROGRAMMES		
PAYMENT ITEM	AMOUNT TO PAY (SGD)	STATUS
<input checked="" type="radio"/> Application Fee	\$100.00	Pending Payment
<input type="radio"/> Optional Fee: 1st Attempt for SMU Admission Test	\$125.00	Pending Payment

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