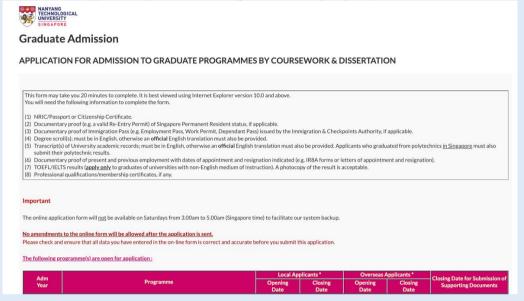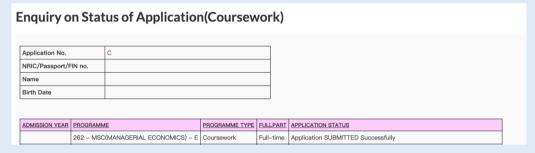# MME-English APPLICATION GUIDE

A. Submit application online

1. Take note of the application period on the programme webpage
2. On the Online Application portal, select Programme code: **[262]MSC(MANAGERIAL ECONOMICS) – E**

3. Application Enquiry page will indicate that the application is submitted successfully

B. Upload Supporting documents

1. Submit your application and upload the supporting documents (as indicated on the next page) required.
2. Kindly name your documents in English with number, your name followed by the document name. For example:
   - 1. JOHNLIM_Application form
   - 2. JOHNLIM_Payment Receipt
   - 3. JOHNLIM_Passport Photo
   - 4. JOHNLIM_IELTS Test Report
3. Ensure that you have attached all the required documents and made payment for the application fee before the application closing deadline.
   Note: The MME-E admission team may email you during or after application period if you have missing supporting documents.

✘ Do not courier or mail your supporting documents.

✘ Do not zip or compress your files in the email.

✘ Do not put the files in a website for download.

✅ Only pdf, jpg, png and image files below 2mb individually are allowed.

✅ Only online application and supporting documents uploaded on the application portal are accepted.

Only complete applications will be processed for assessment. An application is deemed complete only if the following are met:
- Submission of online application form and upload of supporting documents on the application portal
- Payment of application fee

Some shortlisted candidates may be interviewed by the Admissions Committee to gauge their suitability for the programme.

Supporting Documents Checklist

1. Application Form
Ensure you have completed the application form (not necessary to upload)

2. Payment of Application Fee
Ensure payment will be made by the application deadline (not necessary to upload)

3. Passport Photo
- A recent colour photograph (taken within the last 3 months), make sure it is the same as the photo submitted in the application form
- Only standard '.jpg' file types accepted (not '.jpeg' or compressed jpg format, or other file types)
- Photo background must be white in colour
- Ensure that the photo is taken with even brightness with no shadows

4. Identification Documents
- Singaporeans/Permanent Residents: NRIC
- International Applicants: Passport or Documentary proof of nationality, whichever is applicable.
- For foreign applicants, working or living in Singapore: Documentary evidence of Immigration Pass (e.g. Employment Pass or Dependant's Pass) issued by the Singapore Immigration & Checkpoints Authority (ICA).

5. Academic Records
- Degree Scroll(s) or certificates
- Original Academic Transcript(s)

NOTE: Documents must be in English, otherwise, please produce the original document together with an official English Translation.

For Applicants who are yet to receive their bachelor's degree, please submit the certificate of candidature and unofficial academic transcripts for verification.

6. English Proficiency Report
Applicants are required to take one of these tests if English was not the medium of instruction used at the tertiary level (Bachelors).
- IELTS
- TOEFL

[Click here for more information]

7. Resume or CV
A concise document of not more than 3 pages, briefly explaining your job responsibilities and your accomplishments.

8. Other Optional Documents (NOT REQUIRED)
These documents are not pre-requisites for the MME-E programme and may not be considered by the admissions committee:
- Proof of work experience
- GMAT
- GRE
- Recommendation letters
- Statement of purpose
- Professional membership certificates