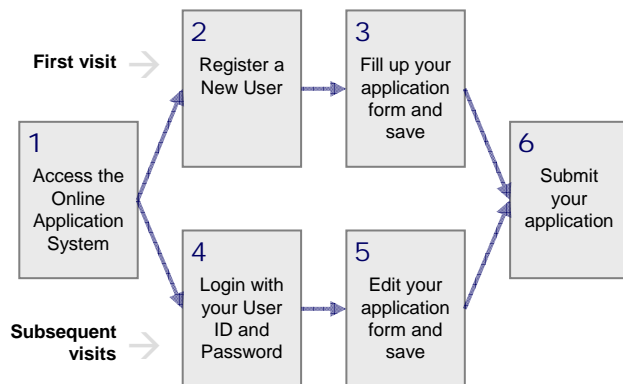# ISIS Quick Reference • Apply Online for Admissions to SMU

Overview

You can apply for admissions to SMU through the Online Application System. Follow the process flow below to fill up and submit your application:

First visit →

1 Access the Online Application System

2 Register a New User

3 Fill up your application form and save

4 Login with your User ID and Password

5 Edit your application form and save

6 Submit your application

Subsequent visits →

1 Access the Online Application System

To apply for a particular SMU postgraduate programme, please navigate to the relevant programme website via the following:

A. Under SMU homepage (www.smu.edu.sg), find the relevant programme you are interested in under: **Programmes > Postgraduate**

B. At the info page of the relevant programme, you can click on the **'Apply Now'** button and navigate to the online application page for that particular programme.

2 4 Register a New User / Login with your User ID and Password

You are required to login using a User ID and Password to access the Online Application System.

Your first time accessing the system…

Click on the **Register a New User** link to create your account. Registration will allow you to fill up the application form, as well as return to complete your form in the future.

User Registration

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. Note that your User ID will be suffixed with ".apply".

An email with your User ID and password 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.

User ID   .apply
Email Address
Please enter your Email Address again

OK

Your User ID and Password will be sent to your email address (which you indicated at the registration page) when you click the **Save/Next** button on the first page of the application form. You should provide a valid email address as any messages regarding your application would be sent to the email address.

Your subsequent visits to the system…

Login with your User ID and Password to access your saved application form.

3 5 Fill up / edit your application form

All sections inside the application form must be completed before you can submit your application. If you don't have all the information required with you, you can save your application and come back later.

You can save your application form and navigate between the different sections of the form using the buttons at the bottom of the page:

< PREV   SAVE   NEXT >

The progress of your application form is indicated at the top of the page, as per example shown below:

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8

6 Submit your application

After you have finished filling up your application, verify your details and choices before clicking on the **I Agree** checkbox. Subsequently, click on the **Submit** button to submit your application. You will get an email acknowledgement immediately to confirm that you have successfully submitted your application.

If you have any enquiry, please contact:

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