

INFORMATION & INSTRUCTIONS
APPLICATION *for* GRADUATE CERTIFICATE PROGRAMME HOSTED BY
DEPARTMENT OF MECHANICAL ENGINEERING

1. **By submitting the completed Application Form, applicant will have read and accepted all information and instructions stated in this form.**
2. Department of Mechanical Engineering (ME) reserves the right to accept or reject the application for whatever reason and shall at its discretion allocate a space to the registered applicant, based on availability. **No deferment is allowed.**
3. **Admission Requirements:**
Any Bachelor degree holders, in particular B.Eng. (Mechanical Engineering) degree and B.Eng (Materials Science and Engineering), or equivalent.

For effective learning, applicants are expected to have sufficient standard of written and spoken English.

4. **Application Procedures:**
Candidates interested in the Graduate Certificate (GC) programme must first register to be a student of the programme which has a maximum duration of 2 years. Please complete the Application Form and submit the physical copies to the following address along with the required supporting documents:

National University of Singapore
Department of Mechanical Engineering
Graduate Office, Block EA, #07-04
9 Engineering Drive 1
Singapore 117575

Attention to: Ms. Lee Meng Kiow (mpelmk@nus.edu.sg)
Ms. Salmiah Bte Tukiran (mpest@nus.edu.sg)

5. **Supporting documents to enclose (non-English documents must be officially translated to English):**
 - A copy of your degree certificate
 - A copy of your official transcript
 - A copy of your Singapore identification card
 - For international applicant: a copy of your passport and valid work pass
This program is not eligible for student pass. Foreign applicants must have a valid work pass in Singapore.
 - 1 recent passport-sized coloured photo (physical or softcopy)
A local cheque payment of SGD\$53.50 inclusive of 7% GST (non-refundable) make payable to **NATIONAL UNIVERSITY OF SINGAPORE**
6. **Programme fee:** SGD 18,618 inclusive of 7% GST (for 12 modular credits, equivalent to 6 modules).
Fee per 2-MC module: SGD 3,103 inclusive of 7% GST, to be paid upon registration for a specific module.
Miscellaneous Fee payable: SGD 261.85

Note that Graduate Certificate students must take at least 12-MCs, or 6 modules.

7. **Application fee**
SGD\$53.50 inclusive of 7% GST (**non-refundable**)
Acknowledgement of registration will be emailed to applicant's email address indicated in the Application Form.
Acknowledgement is NOT confirmation of offer.

8. **Cancellation of modules and programme by ME Department:**

Department of Mechanical Engineering also reserves the right to cancel the programme and/or modules should unforeseen circumstances warrant it. In the event that this happens, refund will be made on a per-module basis, (excluding bank charges, if any) for the cancelled module/s.

9. **Cancellation by participant and refund policy:**

- Cancellation request is subject to approval by Department of Mechanical Engineering.
- 100% refund for module registration cancelled 14 days BEFORE the module commences.
- Fees paid are non-refundable after the abovementioned period.
- **Note: Cancellation notice must be done in writing and received by the stipulated period.**

10. **Payment Procedure for Graduate Certificate**

Programme Fee and Miscellaneous Fee

Billing is only done upon your registration of the modules, subject to the number of modules registered in the semester.

Amount payable does not include bank charges which are borne by applicant. In the case of any refunds made, such bank charges are not refundable.

11. **Personal Data Protection** <http://www.nus.edu.sg/images/resources/content/misc/pdpa.pdf>

For applicants of Graduate Certificate Programmes organized by Department of Mechanical Engineering.

The information you provide in your Application Form will be used and processed by or on behalf of NUS for the processing of this application. Please note that the information you provide may be used by a third party to enable us to process your application. The personal data held by NUS relating to the applicants will be kept strictly confidential. NUS may collect information through other sources for processing and evaluating your application.

Applicant's personal data may be shared with SkillsFuture Singapore Agency to seek their participation for SSG surveys, which is for the purpose of improving the educational experience. Applicant's personal data may be shared with SkillsFuture Singapore Agency without the need for obtaining explicit consent from students, on public interest grounds. Ref: PDPA, Fourth Schedule, Section 2 17(3) and 21(4).

If your application is successful, the information will be used in the administration of your candidature.

If your application is unsuccessful, NUS may retain and use the information, which you provided for, 2 years from the receipt of your application or personal particulars to deal with any matter which may arise in connection with your application, for purposes of contacting you in connection with ongoing short courses / other graduate certificate programme opportunities as well as for data analysis.

By submitting the completed Application Form, you agree to your data being used in conjunction with the stated application and the administration of your candidature, if your application is successful.

----- End of Document -----