

**Thank you for your interest in the Master of Science in Business Analytics (MSBA)  
Programme for the August 2025/26 intake.**

**Application Cycle: Opens: 14 October 2024 Closes: 31 January 2025**

When applying for multiple master's programmes via the GDA3 portal, you will receive unique IDs and application numbers for each programme. Use the correct ID and application number in all email correspondences with us for efficient processing.

Please read the following information and instructions for application carefully:

1. There is **NO** need to submit any hardcopy of your application form or other relevant documents unless otherwise stated. This **includes GRE/GMAT test reports**.
2. Applicants **do not** have to submit any English Language Test (e.g., IELTS/TOEFL).
3. Once you have submitted your application, there will be **NO** resubmission of any documents, including GRE/GMAT test scores.
4. Only documents uploaded via the GDA3 application portal will be used for admission review. The NUS MSBA admission team will disregard **ANY** documents not submitted via the GDA3 application portal; this includes emails and postal mails sent to the admission office.
5. A non-refundable **application fee of SGD100** applies for every submission. This fee is **non-refundable** if an application is rejected or withdrawn.
6. Ensure all required documents are uploaded and the application fee is paid before clicking "Submit." Otherwise, your application will be deemed incomplete and will not be processed.
7. Once you have submitted your application, it will be sent for review, and your application status will be updated accordingly in the application portal. Check back regularly for updates.

**A FULLY COMPLETED APPLICATION FORM IN THE GDA3 SYSTEM SHOULD INCLUDE:**

Upon accessing the application page, you'll find 12 sections to complete. The final section allows you to review and confirm all your entries and documents before final submission. Ensure thorough verification before submitting. You can find step-by-step instructions on the main instruction page, so please take a moment to go over the instructions for your submission.

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**Please refer to the Applicant guide to the Graduate Admission System [here](#) before you start the application process**

Step 1: Personal Particulars

Step 2: Academic Qualifications

- **Please include only your Postgraduate or undergraduate degree in this field**
  - You may upload the certificates of the additional courses taken in the “Supporting Documents” section. Ensure that you have correctly written the name of the university/college in the fields.
  - Please upload your official or officially certified copy of diploma/degree certificate and transcripts/mark sheets of your academic progress at each education institution attended to “Supporting Documents” on the online application system.
- **Official University degree scroll and transcripts/mark sheets**
  - Please upload your official or officially certified copy of diploma/degree certificate and transcripts/mark sheets of your academic progress at each education institution attended to “Supporting Documents” on the online application system.
  - Ensure that you indicate your final semester’s cumulative GPA score.
  - Unless academic records and diplomas are routinely issued in English by the institution, the official records in their original language must be submitted with an authorised translated English version.
  - All official academic records should show the dates of enrolment, conferment, original title of degree, the subjects or courses taken, together with the units of credit allotted to each subject and, if available, please indicate your rank. The records should also include a complete description of the institution's grading scale or other standard of evaluation. Maximum, minimum marks and the steps between them should be indicated

Step 3: GMAT/GRE Test Scores - **optional** (we will accept home edition of GMAT/GRE, as well as GMAT Focus Edition)

- Please upload your official score report by the testing institutions on the application portal. If you have 2 sets of scores, please upload the latest before the application closes. Test score will only be accepted if it is taken within the **last 5 years**.
- There will be no resubmission of GRE/GMAT test scores.

Step 4: Publications/ Award/Professional Certificates

- Please enter details of your publications, awards, and professional certifications. Ensure all entries are accurate and include relevant dates and issuing organizations.

Step 5: Employment History & Other Experiences

- Upload your latest resume/CV, including education background, work experience, memberships, achievements, and international experience.

- If you have a video personal statement you can include the link in your resume.

#### Step 6: Source of Finance

- Provide information regarding your source of finance. You may select from one of these options – scholarship/sponsorship/self-finance and other finance assistance. If you are getting a bank loan, please indicate under other financial assistance

#### Step 7: Supporting Documents (under this section you will need to submit a few items essential for your application, this constitutes:

- Personal CV
- Finance Support Documents (bank statement, recent pay slip, sponsorship letter)
- National ID (copy of NRIC/Passport)
- Passport size photo
- A personal statement (**Written or video link submission**)- Please submit your response to the following **question** in a written essay in English (no more than 350 words, please submit a word doc or .pdf) or three-minute video (highly preferred) or both. If you wish to submit a video, you can upload it on various video hosting sites, change the privacy settings to "Unlisted" and provide your video link in your CV/resume).

#### **Personal Statement Question**

What is your point of view about the AI and Business Analytics trends in the industry of your interest? Describe what you have done, and what you plan to do in short-term and mid-term to ride on this trend. (no more than 350 words)

#### Step 8: Health Information

- Applicants with disabilities may face challenges in certain programmes. Should you require special needs, it is advisable that you make this known under this section.

#### Step 9: Declarations

#### Step 10: Review before Submission

- Before submitting your application, please ensure that all mandatory fields and documents are updated. You will not be allowed to submit your online application if there are any mandatory sections that are not completed. Such sections will be highlighted in red. You can go back to the relevant section by clicking on the link.
- This section will also detect optional sections that are left blank. While it is not compulsory to complete these in order to submit your application, you may wish to complete them if they are relevant in proving your credentials and eligibility for the programme. Such sections are highlighted in orange.

**Checklist:** This section will indicate if further information or documents are required to be completed for assessment. Please note that the status of checklist may take 30 – 60 minutes to be updated

**Payment of Application Fee:** Please note that your application will not be processed until the application fee (if any) is paid. Payment can be made by using VISA, Mastercard, Amex, Alipay or PayNow.

For any enquiries, please contact us at [msba@nus.edu.sg](mailto:msba@nus.edu.sg).

Thank you