

APPLICATION GUIDE

Master of Science in Business Analytics

AY2027/28, August 2027 intake

Thank you for your interest in the NUS MSBA programme. This guide walks you through the application from preparation to submitting your essays and paying the application fee. Read it before you start.

Applications open	5 October 2026
Scholarship deadline	15 December 2026, for BAC Merit Scholarship applicants
Applications close	31 January 2027
Application fee	SGD 100, non-refundable
Acceptance fee	SGD 21,800 within 14 days
Where you apply	GDA3, the NUS Graduate Admission System

Your application at a glance

1 Prepare Gather documents and draft your essay	2 Complete 13 sections in the GDA3 form	3 Supplementary Essay and scholarship questions	4 Pay SGD 100 fee, then track your status
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1. Before you start

Seven things that catch applicants out every year. Please read them carefully.

1. There is **no need to submit any hardcopy** of your application form or other documents unless we tell you otherwise. This includes GRE and GMAT test reports.
2. You do **not** need to submit an English language test such as IELTS or TOEFL.
3. Once you submit, there is **no resubmission of any document**, including GRE and GMAT test scores.
4. Only documents uploaded through the GDA3 portal are used for admission review. We disregard anything sent another way, including email and post.
5. A non-refundable **application fee of SGD 100** applies to every submission. It stays non-refundable if your application is incomplete, rejected or withdrawn.
6. Upload every required document, complete the supplementary questions and pay the fee. Otherwise, your application is incomplete and will not be processed.
7. After you submit, your application goes for review and your status updates in the portal. Check back regularly.

Applying to more than one programme?

Each programme you apply through GDA3 gives you a separate application number. Quote the right number in every email to us so we can find your file quickly.

2. Document checklist

Prepare these before your application.

REQUIRED DOCUMENTS
☐ Degree scroll / certificate / student status letter
☐ Transcripts / mark sheets
☐ Resume / CV
☐ Financial support documents
☐ National ID (NRIC / passport)
☐ Passport-size photo
APPLICATION ESSAY (mandatory)
☐ Personal statement on AI and Business Analytics
OPTIONAL DOCUMENTS
☐ GRE / GMAT test score report
☐ Other documents as necessary
SCHOLARSHIP ESSAY (if applicable)
☐ Essay for BAC Merit Scholarship application

3. Completing the application form

The GDA3 form has 13 sections, listed down the left of the screen. The Application Checklist section lets you check if further information and document are required.

Home
Instructions
Personal Particulars
Academic Qualifications
Test Scores
Publications/ Awards/ Certifications/ Etc
Employment History & Other Experiences
Current & Past NUS Application(s)
Application to Other Institutions
Source of Finance
Referees
Supporting Documents
Health Information
Declarations
Review Before Submission

The GDA3 navigation panel. Your sections may differ slightly from other programmes.

Read the GDA3 user guide

Refer to this for walkthrough of the GDA3 system: [Applicant Guide to the Graduate Admission System](#).

GDA3 user guide covers registering your account, resetting your password, managing referees and replying to an offer. This guide covers what is specific to NUS MSBA.

3.1 Personal particulars

- Enter your personal particulars accurately.

3.2 Academic qualifications

- Include **only** your postgraduate or undergraduate degree in this section.
 - Certificates for additional courses go under Upload Materials, Other Document, on the Application Checklist page.

Degree scroll, student status letter, transcripts and mark sheets

- Upload your official or officially certified diploma or degree certificate, and transcripts or mark sheets of the postgraduate or undergraduate institution you attended.
- If you are pending graduation and cannot submit your degree certificate, upload an official letter on university letterhead confirming your current student status.

- Enter your final semester cumulative GPA accurately.
- If your institution does not routinely issue records in English, submit the originals together with an authorised English translation.
- Records should show dates of enrolment and conferment, the original title of the degree, the subjects taken and credits allotted to each, and your rank if available. Include a full description of the institution's grading scale, with maximum and minimum marks and the steps between them.

3.3 GMAT / GRE test scores

Optional. We accept the GRE and GMAT, including the online edition.

- Upload the official score report from the testing institution. If you have 2 sets of scores, upload the later one before applications close.
- Scores are accepted only if the test was taken **within the last 5 years**.
- There are no resubmission of GRE or GMAT scores.

3.4 Publications, awards and professional certifications

- Enter your publications, awards and professional certifications, with the relevant dates and issuing organisations.

3.5 Employment history and other experiences

- Upload your latest resume or CV under Supporting Documents. Cover your education, work experience, memberships, achievements and international experience.
- If you have a video personal statement, include the link in your resume.

3.6 Current and past NUS applications

- Tell us if you have applied to any NUS graduate programme before.

3.7 Applications to other institutions

- Tell us if you are applying, or have applied, to graduate programmes outside NUS.

3.8 Source of finance

- Select one: scholarship, sponsorship, self-finance, or other financial assistance. A bank loan goes under other financial assistance.
- Applying for the **BAC Merit Scholarship**? Indicate it under **Supplementary Materials Checklist, NUS Business School Supplementary Question(s)** on the Application Checklist page. See [section 4.2](#).

3.9 Referee reports

- This programme requires a minimum of **two referee reports**. Click Add Referee to enter their details. Your referees receive an email with instructions for completing the report form or uploading a reference letter.

3.10 Supporting documents

Upload these five items here:

- Personal statement, your application essay on AI and Business Analytics
- Personal CV

- Financial support documents, such as a bank statement, recent pay slip or sponsorship letter
- National ID, a copy of your NRIC or passport
- Passport-size photo

Where does the essay go?

You can upload your written personal statement as a file here, but you still need to answer the essay question in the NUS Business School supplementary questions ([section 4.1](#)). The supplementary questions are the mandatory part.

3.11 Health information

- Applicants with disabilities may face challenges in certain programmes. If you need support, it is best to tell us here.

3.12 Declarations

- Complete the declarations honestly.

3.13 Review before submission

- Check that every mandatory field and document is complete. You cannot submit while mandatory sections are outstanding; those are highlighted **red**. Click the link to go back to the section.
- Optional sections left blank are highlighted **orange**. You can submit without them but complete them if they help prove your credentials and eligibility.

You cannot edit after submitting

Check everything is accurate before you submit. Changes are not possible once the application is in.

4. NUS Business School supplementary questions

These sit outside the 13 form sections. You reach them from the Application Checklist page, under Supplementary Materials Checklist. They are **mandatory**.

4.1 Application essay

Mandatory. Answer in a written essay in English of no more than 350 words, a three-minute video, or both. A video is highly preferred. To submit a video, upload it to a video hosting site, set the privacy to Unlisted, and put the link in your CV or resume.

Application essay 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)

4.2 Scholarship application

If applicable. Indicate your intention to apply for the NUS BAC Merit Scholarship here and answer the question below in a written essay in English of no more than 350 words.

- The scholarship application deadline is **15 December 2026**, earlier than the application close date.
- Only successful scholarship applicants are notified. Scholarship outcomes are communicated together with the admission offer.

Scholarship question

Can you share a specific project, initiative, or situation you've led in the past where your leadership directly contributed to a meaningful outcome or improvement? What was your role, what actions did you take, and what was the impact? (Max 350 words)

4.3 Declaration on the use of AI tools

- Complete the declaration honestly.

5. Paying and tracking your application

5.1 Payment of the application fee

Your application is not processed until the fee is paid. Pay by VISA, Mastercard, Amex, Alipay or PayNow.

5.2 Application Checklist

- The checklist shows whether further information or documents are needed for assessment. Status updates can take 30 to 60 minutes to appear.
- Every required document must show **Received**. Otherwise, your application is incomplete and will not be processed.

Greetings, Applicant!

Thank you for applying to Master of Science in Business Analytics. This is where you can view this particular programme's application status, required materials that you have not submitted, eg supporting document(s), payment(s) due, etc. If you do contact us on this particular application, please specify **K123XXX789** in your email.

Please note the application should be **completed in English**.

To apply to another programme, please access the [Programme Search Portal](#).

Application Checklist

Please note that it may take 30 - 60 minutes for the status of checklist items to be updated.

Status	Details	Date
✓ Received	Undergraduate Official Transcript for Singapore University of Technology and Design	09/09/2025
✓ Received	Documentary Evidence of Financial Support	09/09/2025
✓ Received	NRIC Documentation	09/09/2025
✓ Received	Passport-Sized Photo	09/09/2025
✓ Received	Personal CV	09/09/2025
✓ Received	Proof of Payment of Application Fee	09/09/2025
✓ Received	Degree Scroll / Certificate for Singapore University of Technology and Design	09/09/2025
✓ Received	Recommendation from Test 2 Test 2, Test 2	09/09/2025
	Not yet sent to recommender.	
✓ Received	Recommendation from Test Test, Test	09/09/2025
	Sent to recommender on 09/09/2025.	

[Change Email Address](#)
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Supplementary Materials Checklist

Status	Details	Date
✗ Awaiting	NUS Business School Application Essays	

Optional Materials Checklist

Status	Details	Date
Optional	GRE or GMAT Scores	
Optional	Personal Statement	

Applicant to click NUS Business School Application Essays for **mandatory** supplementary questions, including **scholarship application**

The Application Checklist page. Click NUS Business School Application Essays to reach the mandatory supplementary questions, including the scholarship application.

Contact us

Email msba@nus.edu.sg with your application ID in the subject line, for example K123XXX789, so we can process your query faster.