

Mechanobiology Institute Singapore
Application guide to MBI Graduate Programme

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1. How to apply to MBI PhD Programme?

You can submit an online application via the Graduate Admission System or Manual Application. (Online application is preferred)

2. How to start an online application?

2.1. Application for admission to MBI PhD programme is available online, through the Graduate Admission System. Please start at:
<https://inetapps.nus.edu.sg/GDA2/Home.aspx>.

2.2. For New Applicants: Click on **Create a new account**

2.3. For Return Applicants: **Sign in** with your Email Address and Password.

2.4. You are allowed to apply simultaneously to multiple PhD programmes that come under different Faculties/Schools in NUS if you wish to be considered for more than one Faculty/School. However please note each application must be accompanied by its own set of application fee payment and supporting documents.

Unless granted approval by our University, no candidate may concurrently be a student for more than one degree or register as an NUS candidate and of another university/institute.

2.5. Personal Particulars:

Complete these 2 sections online

- Personal Particulars
 - For overseas applicants new to Singapore, you may skip the fields “Pass Type”. “Pass Expiry Date” and “Pass Number”.
- Contact Details
 - Please ensure you provide
 - Two contact telephone numbers under “Personal Contact”
 - “Mailing Contact”, i.e. your mailing address.

2.6. Selection of Programme (important)

Click on

- Manage Applications
- Add New Application
- Faculty: Select either “Faculty of Science” or “NUS Grad Sch for Int Sci & Eng”.
- *Programme: “Doctor of Philosophy (Mechanobiology FoS)” or “Doctor of Philosophy (Mechanobiology NGS)”.

***Note:**

MBI (FOS) refers to: MBI (Faculty of Science)

MBI (NGS) refers to: MBI (NUS Graduate School of Integrative Sciences and Engineering)

- Specialization/Area of study: You can skip this field and move on.
- Attached to Research Institute/Centre: You can skip this field and move on.
- Source of Finance: Select “Scholarship”.
- Academic Load: Full-Time
- Proposed Supervisor: You can skip this field and insert in writing the information of your proposed supervisor on the hardcopy printout of your duly completed and

HOME

Email Address

Password

Sign In

Can't access your account?
[Reset password...](#)

Don't have an account?
[Create a new account...](#)

Go to
[Staff Sign In](#)

signed application form, that must be mailed to MBI **together** with your supporting document.

- Save

For MBI-FoS	For MBI-NGS
<p>Create New Application</p> <p>* Denotes required field</p> <p>Programme Type * <input type="radio"/> Coursework <input checked="" type="radio"/> Research</p> <p>Faculty * Faculty of Science</p> <p>Programme * Doctor of Philosophy (Mechanobiology FoS) August 2017</p> <p>Department Biological Sciences</p> <p>Specialisation / Area of Study -- Select Here --</p> <p>Attached to Research Institute/Centre -- Select Here --</p> <p>Source of Finance Scholarship</p> <p>If 'Self Support', please click here to upload pay slips and bank statements.</p> <p>Other Source of Finance, please specify</p> <p>Academic Load * <input checked="" type="radio"/> Full-Time</p> <p>Applicable for Research Programmes Only</p> <p>Proposed Supervisor Please Select Supervisor or Clear</p> <p>Proposed Thesis Title/Area of Research</p> <p>Informed Proposed Supervisor? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Save Cancel</p>	<p>Create New Application</p> <p>* Denotes required field</p> <p>Programme Type * <input type="radio"/> Coursework <input checked="" type="radio"/> Research</p> <p>Faculty * NUS Grad Sch for Int. Sci & Eng</p> <p>Programme * Doctor of Philosophy (Mechanobiology (NGS)) August 2017</p> <p>Department Nus Grad Sch For Integrative Sci & Engg</p> <p>Specialisation / Area of Study -- Select Here --</p> <p>Attached to Research Institute/Centre -- Select Here --</p> <p>Source of Finance Scholarship</p> <p>If 'Self Support', please click here to upload pay slips and bank statements.</p> <p>Other Source of Finance, please specify</p> <p>Academic Load * <input checked="" type="radio"/> Full-Time</p> <p>Applicable for Research Programmes Only</p> <p>Proposed Supervisor Please Select Supervisor or Clear</p> <p>Proposed Thesis Title/Area of Research</p> <p>Informed Proposed Supervisor? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Save Cancel</p>

2.7. Compulsory sections to complete

Please ensure you complete:

- Academic Qualifications
- Languages
- Other information
- Test Details
- Achievements, if any
- Questionnaire
- Referee Associations
- Payment

2.8. Supporting Documents

Refer to page 8 for

- the checklist of supporting document, AND
- the sequence in which these supporting documents should be submitted.

Unless otherwise indicated, these supporting documents are to be:

- compiled into a single PDF file, and email to mbigraduate@nus.edu.sg. Please limit your PDF file size at 10MB, AND
- included in your hard copy package to be mailed to MBI Graduate Office.

2.9. Application fee

- A non-refundable application fee of S\$20 (online application) or S\$40 (paper application) inclusive of GST is payable for each application.
- Applicants should send proof of payment together with their application materials. An application without the application fee will not be processed.
- Mode of payment:

Local Students:	<p>a. Online Payment via Credit Card (AMEX, VISA or MasterCard).</p> <p>Debit Card (applicants must have an online banking account with either of the following local banks - POSB/DBS, UOB or Citibank).</p> <p>Applicants should login to the Graduate Admission System to check the status of their payment a few days after payment is made.</p> <p>b. Complete the Application Fee Form and send it together with a crossed cheque made payable to “National University of Singapore”. Please write your name, mailing address and programme (MBI Graduate Programme) applied for at the reverse side of the cheque; or</p> <p>c. Complete the Application Fee Form and make payment by NETS at the Student Service Centre (located at Level 1, Yusof Ishak House) during operating hours.</p>
International Students:	<p>a. Online Payment via Credit Card (AMEX, VISA or MasterCard).</p> <p>Debit Card (applicants must have an online banking account with either of the following banks - POSB/DBS, UOB or Citibank).</p> <p>Applicants should login to the Graduate Admission System to check the status of their payment a few days after payment is made.</p> <p>b. Complete the Application Fee Form and send it together with a bank draft (drawn on a bank in Singapore in either Singapore dollars or US dollars equivalent) made payable to “National University of Singapore”. Please write your name, mailing address and programme (Graduate Research Programme at NUS Graduate School for Integrative Sciences and Engineering) applied for at the reverse side of the bank draft.</p> <p>c. If you are unable to obtain a bank draft in Singapore dollar, you may submit a bank draft in US dollar, equivalent of S\$20. Please note all bank charges are to be borne by the applicant.</p> <p>Please note that an application without the application fee payment will not be processed.</p>

3. Submission of Application

3.1. Please note that after you have submitted the online form, you would not be able to make any more changes. Requesting us to make any changes will delay your application. Thus, please ensure that all is in order and complete before you “**Submit**” your online application.

3.2. After online submission, please

- Print out your completed application form
- Sign the form and affix your recent photograph
- Ensure that all non-English supporting documents be accompanied with an official certified English translation.
- Combine the duly completed and signed form with your supporting documents and
 - (a) Email the PDF compilation to mbigraduate@nus.edu.sg (refer to the Checklist for Supporting Documents)
 - (b) Mail the hardcopy package to:

Mechanobiology Institute
National University of Singapore
MBI Graduate Office
5A Engineering Drive 1
T-Lab Building, #05-01
Singapore 117411

Important note:

- Application without hardcopy package will NOT be processed. (a) and (b) should be the same – the variations between (a) and (b) are Transcripts and Referee Reports.
- For simultaneous application of both “MBI FoS” and “MBI NGS”, you need only submit
 - ONE PDF dossier (email to mbigraduate@nus.edu.sg), and
 - ONE hardcopy package (send to MBI graduate office)
- The above should contain application forms for MBI FoS and/or MBI NGS, duly completed and signed

4. Application Closing Dates and Outcome

4.1. MBI admits new students in August. The application closing dates – application to BOTH PDF softcopy and hardcopy package – for the August intake is as follows:

Closing date	<ul style="list-style-type: none">• End November if you wish to be considered for early interview• End January for normal admission
Interview period	October to March (for shortlisted candidates)
Admission date	Early August
Outcome	end May

4.2. If you have submitted the completed application (with all the required documents) before the application closing date, your application will be processed and you will be informed officially of the outcome of your application.

Applicants will be notified on the confirmed receipt of your application package within approximately 4 weeks after the respective closing date.

4.3. Applications received after the closing date will be considered for the next intake.

4.4. Applicants shortlisted for interview will be notified via email. Applicant will be interviewed in person in their home countries, via phone or skype.

4.5. The entire review process will be a holistic one. It will take into consideration the applicant’s academic and research background and history, achievements, performance and publications (if available), one’s Referee Reports, Personal Statement, etc.

For unsuccessful applicants, we seek your understanding that the selection criteria are confidential and as such MBI reserves the right of non-disclosure.

5. Reference letter:

A good reference takes into account scholastic ability, publications, research experience, character, personal qualities, etc.

6. **Bond after graduation from existing programme**

6.1. It is the onus of successful applicants to apply for deferment of serving the existing bond. The official memo documenting the approval of deferment of bond service should be submitted to MBI at least one month before matriculation into MBI PhD programme.

6.2. Point 6.1 applies to:

- Applicants required to serve bond after graduation from existing (be it Bachelor / Master's) programme, and who intend to commence their MBI PhD immediately after official graduation; and / or
- Applicants who are serving any bond at the point of application to MBI PhD should declare such information in the Questionnaire section of the application form.

7. **Correspondences from the University**

7.1. MBI will correspond with you primarily using email (email address provided in your application) during the application process to convey messages such as requesting for outstanding documents, interview notifications etc.

7.2. Hence, it is very important that you provide a valid and correct email address and maintain your email account regularly. The University will not be responsible for undeliverable e-mails and their consequences.

8. **Rejection of Application**

Inaccurate or false information or omission of material / information or no application fee payment will render your application invalid. The University reserves the right to reject applications that are incomplete or inaccurate. Persons admitted on the basis of inaccurate or false information may be expelled.

9. **Feedback / Queries**

Please contact mbigraduate@nus.edu.sg and allow a response time of 2-3 working days.

General Criteria

10. An equivalent of a Bachelor of Science or Engineering degree with second upper honours is required.

11. GRE General Test

11.1. GRE is needed for all applicants (optional for graduates from local institution e.g. NUS/NTU).

11.2. Minimum requirements for GRE:

- Verbal and Quantitative Reasoning: 320
- Analytical Writing: 3.5

11.3. Applicants with more than one (1) year of post-college work experience may request for waiver in writing, stating the reasons (e.g. academic and research background and history, achievement, performance and publications etc).

11.4. Applicants who do not meet the minimum requirement can write to mbiggraduate@nus.edu.sg for further advice.

11.5. Applicants from India may submit the GATE in lieu of the GRE.

11.6. Minimum requirement for GATE:

- 90th percentile or higher

Note: GRE scores are valid for five (5) years from the test date. If it has been more than five (5) years since you last took the test, you must take it again to have the score reported.

12. TOFEL Test

12.1. A TOEFL score is required for applicants (exemption for graduates from local institution i.e. NUS/NTU) whose native language and medium of university instruction is not completely in English.

12.2. Minimum requirements:

- paper-based test, 580;
- computer-based test, 237
- internet-based test, 85
- IELTS: 6

12.3. Applicants with more than one (1) year of post-college work experience may request for waiver in writing, stating the reasons. A writing test might be required during the interview for our consideration.

12.4. Applicants who do not meet the minimum requirement can write to mbiggraduate@nus.edu.sg for further advice.

Note: TOEFL/IELTS scores are valid for two (2) years from the test date. If it has been more than two (2) years since you last took the test, you must take it again to have the score reported.

Checklist for complete Application Package/Supporting Documents (MBI)

**Please arrange your Application Package in the following order.

S/No	Items
1.	<p>Proof of Payment</p> <p><input type="checkbox"/> Print-out of eReceipt (S\$20) after successful credit or debit card transaction <u>OR</u></p> <p><input type="checkbox"/> Cheque or bank draft (S\$20 for online application, S\$40 for manual application), made payable to “National University of Singapore”, with completed Application Fee Form</p>
2.	Copy of Singapore NRIC or Passport page
3.	<p>Application Form</p> <p><input type="checkbox"/> Print-out Online Application Form from the online application system (duly declared and signed) <u>AND</u></p> <p><input type="checkbox"/> A recent colour passport-sized photograph affixed on the application form</p>
4.	<p>Educational Certificate and Transcripts</p> <p><input type="checkbox"/> *Certified copy of Master's Degree Certificate [English translation]</p> <p><input type="checkbox"/> *Certified copy of Bachelor's Degree Certificate [English translation]</p> <p><input type="checkbox"/> *Original or certified copy of the Master's Degree Transcript [English translation]</p> <p><input type="checkbox"/> *Original or certified copy of Bachelor's Degree Transcript [English translation]</p> <p>Note: An official transcript of academic records is required from each university you have attended. You are responsible for requesting the transcript(s) from the relevant University. Please use the prescribe form for such request.</p> <p><i>*These documents should be sent to us in SEALED envelope with its flap bearing the security seal of the university and the signature of the Registrar or his representative.</i></p>
5.	<p>GRE General Test</p> <p><input type="checkbox"/> A complete PDF printout of your official results <u>OR</u></p> <p><input type="checkbox"/> A clear, sharp and complete scan copy of your official result certificate</p> <p>GRE is needed for all applicants (optional for graduates from local institution e.g. NUS/NTU) To send us your GRE Test Score, please quote our University's code (0677) and Department code (0299)</p> <p>Note: GRE scores are valid for five (5) years from the test date. If the test was taken more than five years since, applicants should retake the test to have the scores reported.</p> <p>Applicants with more than one (1) year of post-college work experience may request for waiver of GRE/GATE in writing, stating the reasons.</p> <p>Applicants from India may submit GATE in lieu of GRE.</p>
6.	<p>TOEFL Test</p> <p><input type="checkbox"/> A complete PDF printout of your official results <u>OR</u></p> <p><input type="checkbox"/> A clear, sharp and complete scan copy of your official result certificate</p> <p>TOEFL is needed for all applicants whose native tongue <u>AND</u> medium of university instruction is not completely in English.</p> <p>To send us your TOEFL Test Score, please quote our University's code (0677) and Department code (99).</p> <p>Note: TOEFL/IELTS scores are valid for two (2) years from the test date. If the test has been taken more than two (2) years ago, applicants should retake the rest to have the scores reported.</p> <p>Applicants with more than one (1) year of post-college work experience may request for waiver of TOEFL/IELTS in writing, stating the reasons.</p> <p>Applicants may submit IELTS in lieu of TOEFL</p>
7.	<p>Referee Reports</p> <p><input type="checkbox"/> Two (2) Academic Referees' Reports.</p> <p>After you have completed and submitted your online application – less your Academic Referee' reports, your Academic Referees will each receive an email containing a link, which they can access to complete an online Referee Report form. This means you must key in correctly your Academic Referees' email addresses in your online application form.</p> <p>If your referees do not receive the auto-generated emails, please email to mbigraduate@nus.edu.sg stating your MBI name, application number and your referee(s) name and title.</p>
8.	<input type="checkbox"/> Copy of publication(s) – if applicable
9.	<input type="checkbox"/> Resume
10.	<p><input type="checkbox"/> Personal Statement</p> <p>Note: Please write not more than two (2) pages to describe your research interest; a brief research proposal to illustrate your understanding of mechanobiology; your future career choices, the reasons for your choice, and how a PhD from MBI can prepare you for it; your experiences and stories to help us understand your personality, communication and team skills, quantitative capability, and interdisciplinary spirits of adventure.</p>
11.	<p><input type="checkbox"/> Other supporting documents – if applicable Scholarships, awards and prizes receive, membership of organizations, etc</p> <p>Note: For applicants who are working, please provide evidences of employment including job title, job description/responsibilities and duration of employment.</p>