



## Global Summer Programme 2021 Application Guide

There are three main sections to the application:

1. Complete and submit your application form
2. Make application fee payment
3. Upload your passport-sized photograph

Please note that the application process may take 30 to 60 minutes.

Please ensure that you have all the following documents available in soft copy to ensure a fast and smooth application submission.

- Latest academic transcript or official acceptance letter from home university
- Photo identification page of a valid passport (minimum six months of validity from programme start date)
- Recent passport-sized photograph (taken within 3 months)
- Optional: TOEFL/IELTS test results (results obtained within last 2 years)

**After all the three sections are completed, applicants must send the application payment receipt to [smusummer@smu.edu.sg](mailto:smusummer@smu.edu.sg) and quote your application number (eg. 08XXXXXX).**

You will be informed about the outcome of your application via email within 3 to 7 working days after application submission.

For any questions pertaining to your application, please email [smusummer@smu.edu.sg](mailto:smusummer@smu.edu.sg) and quote the following details:

- Application number (eg. 08XXXXXX)
- Issue faced

# 1 Create a New User Account

- To begin your online application, [Click HERE](#).
- Create a user ID and key in your email address. It is essential that you remember the User ID, email and password used to avoid creating multiple accounts.
- For students residing in the European Union, please remember to indicate so.



[Existing Account](#)   [Forgot User Id](#)   [Reset Password](#)

## Register New Account

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 consisting of alphanumeric characters only. 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.

Please indicate if you are making this application from a location in the [European Union](#), Iceland, Lichtenstein or Norway. We are collecting this information to identify applicants who are subject to the EU General Data Protection Regulation.

Yes      No

User ID: .apply

Email address:

Re-enter email address:

Password:

Re-enter Password:

Password Instructions

- Your password must be between 8 and 32 characters in length.
- Your password must contain at least 1 uppercase and 1 lowercase character(s).
- Your password must contain at least 2 digit(s) (1234567890).
- Your password must contain at least 1 special character(s) (!@#%&^\*()\_+~).

I have read and understand the SMU Non-Graduating Program Privacy Statement. [Click Here](#).

[CONTINUE](#)

## 2 Create a New Account - Key in your Personal Details

**1**

Personal Details

Required

**2**

Contact Information

Required

**3**

Educational Work/Experience

Required

**4**

Supporting Statements

Required

**5**

Supplementary Information

Required

**6**

Declaration

Required

### Step 1: Personal Details

**Personal Details**

Name Prefix\*

Full Name\*   
(as shown in the NRIC/Passport)

Family Name/Surname\*   
(Please indicate dash "-" if you do not have a Family Name/Surname)

Gender\*

Date of Birth\*   
(DD/MM/YYYY)

Birth Country\*

Ethnic Group\*

Marital Status\*

Religious Preference\*

Citizenship Status\*

Citizenship Country\*

NRIC Number\*   
(e.g. S1234567A)

Email Address\*

Re-enter email address\*

CREATE NEW ACCOUNT

- Full name – refer to the next page for information on how to key in your full name correctly.
- Ethnic Group - to choose the relevant option of your ethnicity (e.g. Eurasians refer to people of mixed European + Asian descent)
- For students residing in the European Union, you are not required to indicate your ethnic group and religious preference.
- Passport Number - enter your current passport number. You will need to upload a copy of the personal details page of your current passport later in your application.

**NOTE:** *If you are renewing your passport at a later date, you shall be required to provide us with your new passport details and a copy of your new passport when available.*




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## Email Confirmation - Successful SMU Registration Account

- You will receive an email confirming that your account is successfully created.
- It will contain your account user ID.
- Check your spam/junk folder if you cannot find the email.
- Log in your account using the link in the email to complete your application.

SMU Applicant Registration  Inbox x

**Singapore Management University** <isis@smu.edu.sg>

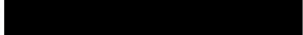
 to me, isishelp ▾

Dear 

Thank you for your interest in SMU.

Please use the following ID to access your saved application for submission via [https://publicservices.smu.edu.sg/psc/ps/EMPLOYEE/HRMS/c/SIS\\_MA.SIS\\_PGPP\\_APPLREG.GBL?&Apply=N&FormID=GSP](https://publicservices.smu.edu.sg/psc/ps/EMPLOYEE/HRMS/c/SIS_MA.SIS_PGPP_APPLREG.GBL?&Apply=N&FormID=GSP)

User ID: .apply

Email Address: 

This message is for information purposes only.

## 4 Continue with your Application – Confirm your Programme

**SMU Global Summer Programme**

Programme Details CONTINUE

I have read and understand the SMU Non-Graduating Program Privacy Statement. [Click Here.](#)

Academic Programme	SMU Global Summer Programme
Academic Load	Full-Time
Term	2020-21 Term 3B
Start Date	14-JUN-2021
Academic Plan	Not Applicable (Default)

MODIFY PROGRAM SELECTION

Please ignore the incorrectly listed programme start date.  
SMU GSP 2021 will start on 28 June 2021.

## 5 Complete your Application – Personal Details

- You would have completed this section when you created your account.
- Ensure that all information is accurate.
- Always **SAVE** your application at each section to avoid loss of information.

1 Personal Details Required
2 Contact Information Required
3 Educational Work/Experience Required
4 Supporting Statements Required
5 Supplementary Information Required
6 Declaration Required

**Step 1: Personal Details**

Personal Details

Name Prefix*	Ms
Full Name*	TAN JIN YI <small>(as shown in the NRIC/Passport)</small>
Family Name/Surname*	TAN <small>(Please indicate dash "-" if you do not have a Family Name/Surname)</small>
Gender*	Female
Date of Birth*	■■■■■ (DD/MM/YYYY)
Birth Country*	Singapore
Ethnic Group*	Chinese
Marital Status*	Married
Religious Preference*	Buddhism
Citizenship Status*	Singapore Citizen
Citizenship Country*	Singapore
NRIC Number*	■■■■■ (e.g. S1234567A)
Email Address*	■■■■■
Re-enter email address*	■■■■■

Thank you for your interest in SMU.

To apply, please proceed to fill in all the application details. Note that an inaccurately completed form will render your entire application invalid.

PREVIOUS
SAVE
NEXT
VALIDATE

6

# Complete your Application – Contact Information

- |                     |                        |                                |                          |                              |             |
|---------------------|------------------------|--------------------------------|--------------------------|------------------------------|-------------|
| 1                   | 2                      | 3                              | 4                        | 5                            | 6           |
| Personal<br>Details | Contact<br>Information | Educational<br>Work/Experience | Supporting<br>Statements | Supplementary<br>Information | Declaration |
| Required            | Required               | Required                       | Required                 | Required                     | Required    |

## Step 2: Contact Information

### Addresses

Home Address

Country\*

Postal Code\*

House/BK No.\*

Street Name\*

Unit No.

Building Name

Home Address is my mailing address

### Phone Numbers

Please provide at least one contact number. For non-Singapore home or mobile numbers, please include the country code and area code.

Home  (e.g. +91 80 12345678)

Mobile  (e.g. +91 80 12345678)

### Emergency Contact

Please provide at least one emergency contact.

Emergency Contact 1

Name   Primary Contact

Relationship

Contact No.  Type

Occupation

Employer

Email Address

Same home address as the applicant

**SAVE** your application at each section to avoid loss of information.

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# Complete your Application – Educational Work/Experience

1	2	3	4	5	6
Personal Details	Contact Information	Educational Work/Experience	Supporting Statements	Supplementary Information	Declaration
Required	Required	Required	Required	Required	Required

## Step 3: Educational/Work Experience

### Academic Data

\*Home University

\*Please indicate your current program type

\*Program currently enrolled in your Home University

\*Present Year of Study

\*Overall Grade Point Average / Cumulative Average Point

\*Are you required to complete a specific number of course units during your stay at SMU?  
 Yes  No

\*Please indicate the duration of study at SMU.  
 The miscellaneous fees payable will be based on the duration selected.

Click on the magnifying glass for the list of universities

Choose "One Summer Term"

Look Up \*Home University

Academic Institution SMUSG  
 External Study Program ISEP  
 External Org ID begins with   
 Description begins with   
 Formal Description begins with   
 Country begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-291 of 291 Last

External Org ID	Description	Formal Description	Country
4408	Univ of Melbourne Fac of Business and Economics	University of Melbourne, Faculty of Business and Economics	Australia
4407	Univ of Melbourne Faculty of Arts	University of Melbourne, Faculty of Arts	Australia
4405	Univ of Mannheim Sch of Soc Sci-Humanities	University of Mannheim School of Social Sciences/Humanities	(blank)
4400	Peking University(School of International Studies)	Peking University (School of International Studies)	China
4399	Peking University (Guanghua School of Management)	Peking University (Guanghua School of Management)	China
4397	National Taiwan University College of Management	National Taiwan University College of Management	Taiwan
4396	University College Dublin Sutherland School of Law	University College Dublin Sutherland School of Law	Ireland
4395	University of London (SOAS)	University of London (The School of Oriental and African Studies)	United Kingdom
4394	University of Glasgow	University of Glasgow	United Kingdom
4392	City University of New York - Baruch College	City University of New York - Baruch College	United States of America
4391	Monash University	Monash University	Australia
4390	University of Bath Department of Economics	University of Bath Department of Economics	United Kingdom
4389	University of Maryland	University of Maryland	United States of America
4378	China University of Political Science and Law	China University of Political Science and Law	China
4376	EMLYON Business School	EMLYON Business School	France
4375	Univ of St Gallen (Fac of Law-Themis)	University of St Gallen (Faculty of Law - Themis)	Switzerland
4374	Kozminski University (School of Law)	Kozminski University (Law)	Poland
4372	Osaka University	Osaka University	Japan
4369	Universita degli Studi Di Milano	Universita degli Studi Di Milano	Italy
4368	Renmin University of China	Renmin University of China	China
4366	University of Edinburgh	University of Edinburgh	United Kingdom
4364	University of British Columbia Faculty of Arts	University of British Columbia - Faculty of Arts	Canada
4363	Grad Sch of Econ and Fac of Econ, Kyoto Univ	Graduate School of Economics and Faculty of Economics, Kyoto University	Japan
4362	University of British Columbia-Sauder Sch of Bus	University of British Columbia - Sauder School of Business	Canada
4361	City University of Hong Kong, School of Law	City University of Hong Kong, School of Law	Hong Kong
4360	National Research University Higher School of Economics	National Research University Higher School of Economics	Russian Federation
4358	University of Alberta	University of Alberta (Alberta School of Business)	Canada
4357	Erasmus Univ., School of History, Culture & Comm	Erasmus University, School of History, Culture & Communication	Netherlands
4356	University of Amsterdam	University of Amsterdam	Netherlands
4355	Vienna Univ of Economics and Business (Themis)	Vienna University of Economics and Business (School of Law - Themis)	Austria
4352	Sciences Po - Reims Campus	Sciences Po - Reims Campus	France
4351	University of Konstanz	University of Konstanz	Germany
4350	University of Toulouse 1 Capitole, Toulouse School	University of Toulouse 1 Capitole, Toulouse School of Economics	France
4349	University of Pretoria, Faculty of Law	University of Pretoria, Faculty of Law, Republic of South Africa	South Africa
4347	University College London, Dept of MSI	University College London, Department of Management Science and Innovation	United Kingdom
4346	Rikkyo University, College of Law & Politics	Rikkyo University, College of Law & Politics	Japan
4345	Ritsumeikan University	Ritsumeikan University	Japan
4344	Hitotsubashi Univ, Grad SICS	Hitotsubashi University, Graduate School of International Corporate Strategy	Japan
4343	Saint Petersburg State Univ, Grad Sch of Mgmt	Saint Petersburg State University, Graduate School of Management	Russian Federation

- If your university is not listed as an option, please choose "9994 Other University" – which allows you to type in the name of your university in the blank field provided.
- **SAVE** your application at each section to avoid loss of information.

## 8 Complete your Application – Supporting Statements

Please upload the following supporting documents. All submitted documents must be in English.

- **Latest Official Transcript / Acceptance Letter from Home University**

Only transcripts with the official University letterhead or seal will be accepted

- **Passport**

Validity must be at least till **Jan 2022**. If you are renewing your passport, the current copy may be submitted first.

- **TOEFL or IELTS English Proficiency Certification**

Your certificate must be valid at the point of application.

1	2	3	4	5	6
Personal Details	Contact Information	Educational Work/Experience	Supporting Statements	Supplementary Information	Declaration
Required	Required	Required	Required	Required	Required

### Step 4: Supporting Statements

#### Attachments

Each file attachment should be less than 500KB. We encourage you to upload a pdf document.

Item	Remarks	File Attachments	Remove File
Official Transcript*	Transcripts in foreign language must be translated into English. Please attach your transcripts in one document (no zip files please).	Attach File	
Passport*	Photocopy of your passport page/s that capture your details.	Attach File	
TOEFL/IELTS Test Results	Applicants whose medium of instruction in their University is not in English must have taken TOEFL or IELTS. Only results obtained within the <u>last 2 years will be considered.</u>	Attach File	
Additional Document	(eg. referral document)	Attach File	

**SAVE** your application at each section to avoid loss of information.

9

# Complete your Application – Supplementary Information

- 1

**Personal Details**  
Required
- 2

**Contact Information**  
Required
- 3

**Educational Work/Experience**  
Required
- 4

**Supporting Statements**  
Required
- 5

**Supplementary Information**  
Required
- 6

**Declaration**  
Required

## Step 5: Supplementary Information

### \*Financial Support

Please provide at least one financial support.

- Company Sponsorship
- Self Support
- Scholarship/Awards/Fellowship
- Others

### Supplementary Questions

\*Have you ever been convicted of an offence by a court of law or a military court (court martial) in any country or are there any court proceedings pending against you anywhere in respect of any offence?

Yes  No

Have you ever been (i) expelled from an educational institution or (ii) suspended for an academic term or more than 3 months?

If your answer is "Yes" for any of the questions above, please provide the details below.

If "Yes", please specify

\*Kindly indicate if you would like to receive information from SMU about its programmes and activities.

Word Count:

Answer:  
Yes / No

\*If you are a summer exchange student nominated by your home university, please enter the exchange code provided to you.

\*If you are an agent, please enter the agent code provided to you.

\*If you are referred by another participant, please enter the participant referral programme code provided to you.

\*For all other applicants, please enter "NA".

You may only enter one code.

Word Count:

Enter a  
code or NA

**SAVE** your application at each section to avoid loss of information.

## Complete your Application – Supplementary Information

1	2	3	4	5	6
Personal Details	Contact Information	Educational Work/Experience	Supporting Statements	Supplementary Information	Declaration
Required	Required	Required	Required	Required	Required

\*How many courses are you taking?

\*

Applicants should note the following:

- 1) Read through the course outlines for each course before deciding on your course preferences
- 2) Consider the workload intensity before deciding on taking 1 or 2 courses
- 3) Check with your home university on the transfer of course credits for the courses of interest at SMU
- 4) Rank course preferences in descending order (i.e. first choice as your most preferred course). Should your first-choice course be unavailable, the next available course will be allocated to you. As such, only indicate the courses that you are prepared to take
- 5) Courses in Cluster 1 are held in the morning, and courses in Cluster 2 are held in the afternoon, Singapore Standard Time (GMT+8). Please check and convert the timings based on your time zone and daylight savings time. If you wish to take two courses, you will be allocated one course only in each of the two clusters.
- 6) Courses may be subject to change.
- 7) SMU will endeavour to accommodate applicants with the courses of their choice wherever possible. However, applicants should note that not all requests could be met.

You can only select each course **once**.

Courses in cluster 1:

Courses in Cluster 2:

**SAVE** your application at each section to avoid loss of information.

# 9 Complete your Application – Supplementary Information

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Personal Details</b>	<b>Contact Information</b>	<b>Educational Work/Experience</b>	<b>Supporting Statements</b>	<b>Supplementary Information</b>	<b>Declaration</b>
Required	Required	Required	Required	Required	Required

\*As part of the application, you are required to answer all of the following questions. Your response to each question should not be more than 100 words. All questions must be answered. If there are missing fields, your application will be considered as incomplete and you will not be offered any courses.

Applicants to note.

A. Why do you want to join the SMU Global Summer Programme and study in SMU?

Word Count:

\*B. Why and how did you select and prioritise your course selection? Share with us your motivation and reasoning behind the selection.

Word Count:

\*C. What do you hope to experience or achieve during the SMU Global Summer Programme, and why?

Word Count:

\*D. Tell us more about yourself. You may share with us what makes you unique, what you are passionate about, what your accomplishments are and what your story is.

Word Count:

**SAVE** your application at each section to avoid loss of information.

# 9 Complete your Application – Supplementary Information

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Personal Details	Contact Information	Educational Work/Experience	Supporting Statements	Supplementary Information	Declaration
Required	Required	Required	Required	Required	Required

\*In the event of an easing COVID-19 situation and relaxed travel restrictions:

Yes  No

1. Please indicate if you are attending the optional 2 weeks experience in Singapore (12 July 2021 – 23 July 2021\*)

\*3rd & 4th week of GSP 2021, instructors will conduct online lessons in SMU classrooms. Students who opted for this physical experience could choose to sit in to meet with instructors. International Office will also organise some additional physical activities (company visits, campus tour, etc) for this group of students.

2. Please note that strictly NO changes to this option will be allowed as we have to submit names for Student's pass (VISA) application.

## Applicants to note

It is important that you read through the travel into Singapore [requirements](#) should you apply for this optional 2 weeks in-Singapore experience. Additional costs on Swab Tests and Stay Home Notice (SHN) accommodation upon arrival are at own cost. The use of masks that closely and completely cover the nose and mouth will be required as a default. Physical activities are subjected to prevailing C-19 situation.

\*Why have you chosen to come to SMU for your exchange/summer/visiting program?

- Courses On Offer
- Culture of Country
- Advice of faculty members
- Family/Friends
- Language
- Reputation of the Institution
- Met returned exchange student
- Met students from Institutions
- Have visited before
- Others

**SAVE** your application at each section to avoid loss of information.

# 9 Complete your Application – Supplementary Information

1	2	3	4	5	6
Personal Details	Contact Information	Educational Work/Experience	Supporting Statements	Supplementary Information	Declaration
Required	Required	Required	Required	Required	Required

If you require special assistance, please highlight your condition(s) in the online application.

- SMU provides facilities, care and services for students with special needs or disabilities to support their well-being while studying at SMU.
- Visit SMU’s website on our [Diversity, Inclusion & Integration Unit](#) and [Student Wellness Centre](#), to find out more.

### \*Disability/Special Needs

The information provided will assist SMU in monitoring and improving services to assist students with special needs. Do you have a disability, impairment or long-term medical condition (e.g. hearing, vision, speech, medical, mobility or other mental ailments or physical constraints/limitations) which may or may not cause you to require special assistance or facilities while studying at SMU? If your answer is Yes, please provide details and submit supporting documents.

Yes  No

Thank you for your interest in SMU.

To apply, please proceed to fill in all the application details. Note that an inaccurately completed form will render your entire application invalid.

PREVIOUS

SAVE

NEXT

VALIDATE

**SAVE** your application at each section to avoid loss of information.

10

## Complete your Application – Declaration

- Ensure all information is correct, and all supporting documents required are uploaded before you click “SUBMIT”.

### IMPORTANT

Once the application has been submitted, you will not be able to edit your application anymore.



### Declaration

Please verify that your details and choices are correctly entered by clicking on PREV button or click on the Steps above before proceeding to submit. Note that you will not be able to make changes to your application form after submission.

You have indicated that you are applying from the following location:

- EU, Iceland, Lichtenstein or Norway
  Non EU

(Please amend the selection if your location has changed.)

I declare that all the information I have given in this application is true and correct.

I understand that SMU reserves the right to reject my application.

I must inform the International Office immediately by email if there is any change to the information given in this application.

I agree to pay the administrative and miscellaneous fees(subject to change) to SMU if I am successful in my application and I am responsible for paying my own personal expenses such as course materials, accommodation, transport, etc.

I recognise that by participating in the SMU Global Summer Programme, I commit myself to behave according to both host and home universities' rules and regulations.

I Agree

Upon clicking yes, an application fee of SGD 150 will be chargeable.  
All applications will be considered only after payment has been made.

The screenshot shows the application form with the Declaration section highlighted. A message dialog box is displayed over the form, asking for confirmation to proceed. The dialog box contains the following text:

**Message**

Upon clicking Yes, you will be submitting your application. Do you want to proceed? (32701,47)

Yes No

The "Yes" button is circled in red. Below the dialog box, a large blue "SUBMIT" button is visible.

## 10 Application Submission – Application Fee Payment

The acknowledgement page indicates that your application has been submitted.

### Acknowledgement

Your Application Number is: [REDACTED]  
 [REDACTED]  
 Passport: [REDACTED]  
 Programme: SMU Global Summer Programme  
 Tel (Home): [REDACTED]  
 Tel (Mobile): [REDACTED]  
 Email Address: [REDACTED]

### IMPORTANT

Your application submission will be considered only after the SGD 150 application fee has been made.

Follow the steps below to access Self-Service functions, to make application fee payment.

#### APPLICANT'S SELF SERVICE FUNCTIONS

You may use the applicant's self service functions to do the following. You need your User ID and Password to access these functions.

- Update your address, contact information and email address.
- Change your password.
- Upload your photograph.
- View submitted application.
- View application status.
- Make online credit card payment for application fee / registration fee / miscellaneous fee, if applicable.
- View status of your payment.

[To access Self Service functions, please click here](#)

In ISIS, select:  
 "Self Service" >  
 "Student Admission" >  
 "Make Online Payment"

The screenshot shows the ISIS interface with a dark blue header containing the SMU logo and the text 'Integrated Student Information System'. Below the header is a 'Menu' section with a refresh icon and a settings icon. The menu items are as follows:

- Self Service
  - Campus Personal Information
- Student Admission
  - Upload Photo
  - View Submitted Application
  - View Application Status
  - Make Online Payment**
  - View Payment Status
- Online Matriculation
  - AWS Service Tester
  - Review Transactions
  - Manage Delegation
- Set Up SACR
- Reporting Tools

# 10 Application Submission – Application Fee Payment

Please fill in all details as below and click "Pay Fee", to proceed.

## Make Online Payment

This page may take a few minutes to load due to heavy traffic.

All fees paid are non-refundable and non-transferable

Academic Career Code:

Academic Program:

Application Number: GSP

Fee Type:

Amount to Pay: 150.00

Amount Paid: 0.00

Amount Due: 150.00

**\*\*\* Please read this message before making payment. \*\*\***

You will be redirected immediately to an external payment page in a new pop-up window when you click on the "Pay Fee" button.

Some users may experience problems with pop-up blockers during payment.

Please ensure that the pop-up blocker is disabled in your browser settings now, before proceeding.

Click [here](#) for the pop-up blocker FAQ.

If your payment transaction was not successful, please click [here](#) for FAQ on Payment Response.

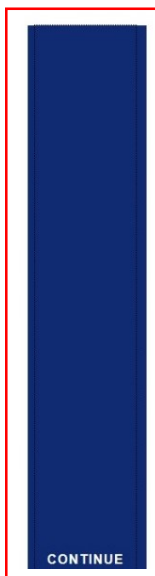
**All fees paid are non-refundable and non-transferable.**

Please click Next if you wish to make an online payment now.

**PAY FEE**

Proceed to pay

You are leaving this site. Click continue to proceed to the external payment page.



Click on the blue box to continue to payment page.

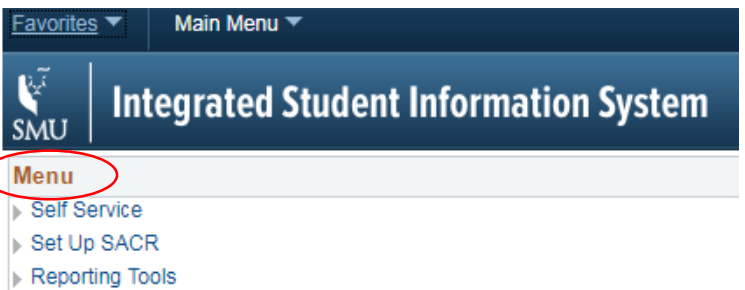
## 10 Application Submission – Application Fee Payment

- Key in your payment details and proceed with payment.
- The fee is quoted in Singapore dollars (SGD) and includes 7% Singapore Goods and Services Tax.
- All payment is to be made online via Mastercard or Visa.
- After payment has been made, **save a copy of your receipt.**

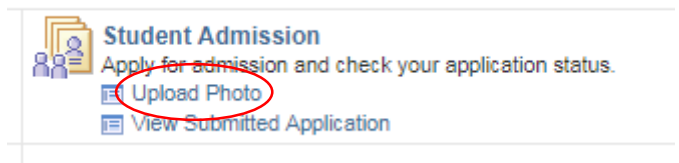
The screenshot shows a payment interface with three tabs: 'Payment', 'Review', and 'Receipt'. The 'Payment' tab is active, displaying 'Payment Details' with fields for Card Type (radio buttons for Visa and Mastercard), Card Number, Expiration Date, and CVN. A 'Next' button is at the bottom right. The 'Your Order' section shows a total amount of SGD 150.00. A red arrow points from the text 'save a copy of your receipt' to the 'Receipt' tab.

## 11 Application Submission – Photo Upload

- On the "Menu", select "Self Service"



- On "Student Admission", select "Upload Photo"



Please see next page for important information on photo guidelines.

### Guidelines for Photo:

As your photo will be used for your identification purpose for the duration of your studies at SMU, please adhere to the following guidelines:

- Photo **MUST** be in colour. Black & white photos are NOT accepted.
- Background **MUST** be plain white.
- You **MUST** face the camera directly.
- Facial features **MUST** be clearly evident. Headgear worn in accordance with religious or racial customs **MUST NOT** hide any facial features.
- Spectacles worn **MUST NOT** be reflective.
- Photo **MUST** have even exposure (No shadows).
- Photo **MUST NOT** be cropped off.
- Photo must be in **jpeg format**
- File size shall not exceed 4MB
- Photo dimension of at least 354 width by 472 height (in pixels)



Do note that no change will be allowed once your photograph is approved.

The session will expire after 20 minutes of inactivity.

After all steps are completed, **applicants must send the application payment receipt to [smusummer@smu.edu.sg](mailto:smusummer@smu.edu.sg) and quote your application number (eg. 08XXXXXX).**

You will be informed about the outcome of your application via email within 3 to 7 working days, after application submission.

## 12 To Note - Receive a Confirmation E-mail

- Applicants will receive a confirmation email upon successful submission of the application.

### Sample E-mail

Dear [REDACTED]

Your application to SMU has been submitted successfully. Your application number is [REDACTED]. Please refer to this number when submitting or requesting information regarding your application.

You may proceed with the self-service functions via <https://eservices.smu.edu.sg/psp/ps/?cmd=login>.

Do note that you will need your user ID and password which was previously sent to your email address.

#### Applicant's Self Service Functions:

You may use the applicant's self service functions to do the following:

- Update your address, contact information and email address.
- Change your password.
- Upload your photograph.
- View submitted application.
- View application status.
- Make online credit card payment for

- You may also begin to use SMU's Self-Service Functions, using your User ID (xxxxx.apply) and password.
- To log-in to the Integrated Student Information System website (ISIS): <https://eservices.smu.edu.sg>



#### Integrated Student Information System

User ID

Password

Sign In

[Forgot User ID and Password](#)  
[Create/Reset Password](#)

[TERMS OF USE](#) | [PRIVACY STATEMENT](#) | [PERSONAL DATA STATEMENT](#)  
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- For any questions pertaining to your application, please email to [smusummer@smu.edu.sg](mailto:smusummer@smu.edu.sg) and quote the following details:
  - Application number (eg. 08XXXXXX)
  - Issue faced