

# Step-by-Step Guide to Applying to Singapore Public Universities After Class 12: NUS, NTU, SMU, SUTD & SIT

Purpose: A step-by-step, action-oriented manual that enables Indian Class 12 (CBSE/ISC) students and their parents to prepare and submit complete undergraduate applications to NUS, NTU, SMU, SUTD and SIT independently — from official URLs to offer acceptance and Student Pass steps. Cross-check every date and small policy change on the official links listed below before submitting.

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## Overview & selectivity (short)

- NUS and NTU: very large, highly competitive across STEM, computing, business and humanities; top choice for rigorous research and professional programmes.
- SMU: smaller intake, stronger emphasis on communication, leadership, extracurricular profile and interviews — competitive for business, law, social sciences.
- SUTD: selective for design + engineering; emphasises math/physics, design thinking and portfolio for design streams.
- SIT: practice-focused, industry-linked degrees, sometimes provides alternative pathways (diploma articulations); selective by programme prerequisites.
- Expect high academic expectations for Indian Std 12 applicants: competitive programmes often expect 85–95%+ (varies by programme and year). Admissions are holistic; subject strengths matter.

## Official direct application URLs (use these first — bookmark)

- NUS
  - Office of Admissions main: <https://nus.edu.sg/oam>
  - Undergraduate admissions overview: <https://nus.edu.sg/oam/admissions/admissions>

- Indian Standard 12 (CBSE & ISC) guidance: <https://nus.edu.sg/oam/admissions/international-qualifications-for-foreigners/international-qualifications/indian-standard-12-cbse-and-isc>
- Apply Now portal landing page: <https://www.nus.edu.sg/oam/apply-now>
- Important Dates (undergrad): <https://nus.edu.sg/oam/admissions/important-dates>
- NTU
  - Undergraduate admissions main: <https://www.ntu.edu.sg/admissions/undergraduate>
  - International Qualifications (Indian Standard 12): <https://www.ntu.edu.sg/admissions/undergraduate/admission-guide/international-qualifications>
  - How to Apply: <https://www.ntu.edu.sg/admissions/undergraduate/apply>
  - Important Dates: <https://www.ntu.edu.sg/admissions/undergraduate/important-dates>
  - eAdmission portal: <https://eapplication.ntu.edu.sg/eadmin/>
- SMU
  - Undergraduate Admissions: <https://admissions.smu.edu.sg/>
  - International Applicants: <https://admissions.smu.edu.sg/international-applicants>
  - How to Apply/ApplySMU: <https://admissions.smu.edu.sg/how-to-apply>
  - Dates & Deadlines: <https://admissions.smu.edu.sg/dates-and-deadlines>
- SUTD
  - Undergraduate Admissions: <https://www.sutd.edu.sg/Admissions/Undergraduate-Admissions>
  - International Applicants: <https://www.sutd.edu.sg/Admissions/Undergraduate-Admissions/International-Applicants>
  - How to Apply: <https://www.sutd.edu.sg/Admissions/Undergraduate-Admissions/How-to-Apply>
  - Application Timeline: <https://www.sutd.edu.sg/Admissions/Undergraduate-Admissions/Application-Timeline>
- SIT
  - Admissions main: <https://www.singaporetech.edu.sg/admissions>
  - Undergraduate admissions overview: <https://www.singaporetech.edu.sg/admissions/undergraduate>
  - International application: <https://www.singaporetech.edu.sg/admissions/undergraduate/international-application>
  - Important Dates: <https://www.singaporetech.edu.sg/admissions/undergraduate/important-dates>

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University-wise

application flow — step-by-step (follow in sequence)

A. NATIONAL UNIVERSITY OF SINGAPORE (NUS) Official start pages: see links above.

Step-by-step flow

1. Read the NUS Indian Standard 12 page (link above). Confirm whether you need an English test and that your subject mix matches programme prerequisites.

2. Choose programme(s): check faculty pages for programme-specific requirements and special admission routes (e.g., Medicine).
3. Prepare documents (see consolidated checklist below).
4. Create NUS application account: <https://www.nus.edu.sg/oam/apply-now> — choose “International Qualifications”.
  - Use personal, long-term email. Enter name exactly as in passport.
  - Verify email and log in.
5. Start application: select intake year, degree, faculty. Provide personal particulars, education history, subject grades and upload documents.
6. Complete any faculty/supplementary forms if required for the programme.
7. Pay application fee online and confirm payment receipt.
8. Review declaration carefully and submit. Note application reference number and save acknowledgement email.
9. Check portal/email regularly for requests (interview, additional documents) and follow instructions if interviewed or shortlisted.
10. If offered: accept online by deadline, pay deposit if required, submit certified final Std 12 results when available, and follow Student Pass/IPA instructions for international students.

#### Important NUS tips

- Upload clear, single-PDF multi-page documents for transcripts.
- Name files using: Lastname\_Firstname\_DocType.pdf (e.g., Sharma\_Rahul\_12Marksheet\_CBSE.pdf).
- Keep scanned copies of originals ready for verification.

B. NANYANG TECHNOLOGICAL UNIVERSITY (NTU) Official start pages: see links above.

#### Step-by-step flow

1. Review NTU’s International Qualifications page for Indian Std 12 specifics and subject prerequisites.
2. Choose programme(s) and note any faculty-level requirements or additional assessments.
3. Create account on eAdmission: <https://eapplication.ntu.edu.sg/eadmin/>
  - Register, verify email and log in.
4. Start application: choose intake, indicate qualifications as “Indian Standard 12 (CBSE/ISC)”.
5. Enter personal and education details, programme choices, upload passport + transcripts, and any portfolio or supplementary documents.
6. If required, enter referee details or attach school verification forms.
7. Pay application fee through portal. Save receipt and reference.
8. Submit and confirm status = “Submitted/Payment Received”.
9. Respond promptly to any interview/assessment invites and upload final certified results after Std 12 results are out.
10. Accept offer online and follow instructions for deposit and Student Pass processing.

#### NTU tips

- Use the eAdmission help pages for field-by-field guidance.
- If uploading multiple certificates, combine into a single PDF with a clear table of

contents page.

C. SINGAPORE MANAGEMENT UNIVERSITY (SMU) Official start pages: see links above.

#### Step-by-step flow

1. Read SMU's International Applicants and programme pages to understand the strong emphasis on personal statement, CV and extracurricular evidence.
2. Prepare a one-page CV and detailed activity summaries (leadership, outcomes).
3. Create ApplySMU account (link via How to Apply): <https://admissions.smu.edu.sg/how-to-apply>
4. Fill in application: personal data, education, programme ranking (SMU likes ranked preferences), CV and personal statement fields.
5. Upload transcripts, passport, recent photo, referee letter(s) only if requested.
6. Pay application fee online and submit.
7. SMU commonly shortlists for interviews — prepare for interview questions on leadership, experiences and case-style thinking.
8. If offered, accept online, pay deposit, and submit final certified Class 12 transcripts.

#### SMU tips

- Spend time on the personal statement and CV — SMU weighs non-academic profile heavily.
- Prepare to talk about specific leadership experiences in interviews.

D. SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN (SUTD) Official start pages: see links above.

#### Step-by-step flow

1. Check SUTD's International Applicants and programme pages for subject expectations, especially maths & physics for engineering/design.
2. Prepare portfolio if applying to design streams.
3. Create application account via SUTD How to Apply page.
4. Fill out form, upload passport, Class 10 & 12 marksheets, portfolio (if required) and any statement responses.
5. Pay application fee and submit.
6. Prepare for possible interview/design tasks/online assessments if shortlisted.
7. On offer, accept online, submit certified final results, follow Student Pass application steps.

#### SUTD tips

- Portfolios matter for design-focused programmes — include processwork, sketches, project description and outcomes.
- Highlight maths/physics achievements or competitions if applying to engineering.

E. SINGAPORE INSTITUTE OF TECHNOLOGY (SIT) Official start pages: see links above.

#### Step-by-step flow

1. Review SIT's International application page and programme prerequisites.
2. Create application account via SIT Apply Now link.
3. Complete application form, upload passport, Class 10 & 12 transcripts, and English proficiency if required.

4. Pay fee and submit.
5. Attend interview or assessments if invited.
6. Submit final certified results upon conditional offer and follow enrolment instructions including Student Pass steps.

#### SIT tips

- SIT has applied learning focus—review programme descriptions for industry attachments and required prior knowledge.
- If documents are not in English, prepare certified translations.

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Eligibility & requirement comparison table (quick reference)

University	Accepted Indian Quals	Common subject emphasis	Interview/Portfolio	English test
NUS	CBSE / ISC (Indian Std 12)	Maths & relevant sciences for STEM; English strong for humanities/business	Rare; programme-dependent	Waiver usually for English-medium schools; otherwise IELTS/TOEFL
NTU	CBSE / ISC	Maths & physics for engineering; maths for business	Possible for some programmes; portfolios for arts	Same waiver policy; check NTU page
SMU	CBSE / ISC	English, maths for business; strong non-academic profile	Common (interviews)	Waiver for English-medium schooling; otherwise test
SUTD	CBSE / ISC	Maths & physics; design skills for design programmes	Common for design streams (portfolio/assessments)	English waiver rules apply
SIT	CBSE / ISC	Programme-specific (maths/physics for engineering)	Possible for some programmes	English waiver rules apply

#### Notes:

- Exact minimum percentages are not typically published as single cutoffs — universities use holistic review and programme competitiveness matters.
- Always check individual programme pages for required subject codes and recommended levels.

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Comprehensive document checklist (prepare these BEFORE starting any portal)

#### Mandatory (most portals):

- Passport biodata page (colour scan/PDF). Ensure passport validity > 6 months recommended.
- Class 12 mark sheet (final or provisional/predicted if awaiting results) — CBSE/ISC report.
- Class 10 mark sheet.

- School leaving / passing certificate (if applicable).
- Recent passport-style photo (digital file matching portal specs).
- Proof of English proficiency (IELTS/TOEFL/PTE) only if required.
- Any programme-specific documents (portfolio, supplementary forms, test results).

Recommended supporting documents:

- One-page CV/resume (SMU often requires).
- Personal statement/statement of purpose if prompted.
- Certificates of awards/competitions (combine into single PDF).
- School profile or explanation letter (if requested).
- Predicted grades letter from school (if results pending) — signed by principal or counselor.
- Reference letters only if specifically requested by the portal or programme.

If uploading translations:

- Certified English translations for any non-English documents; upload original + translation PDF.

File format, size & naming best practices

- Preferred formats: PDF for multi-page documents; JPG/PNG for single images (passport photo, certificate single page).
- Resolution: 300 dpi for printed documents; ensure text is legible.
- Scan as black-and-white or colour as portal suggests.
- File size: many portals have limits (typically 2–10 MB per file). If large, reduce size but keep legibility; combine multiple pages into one PDF.
- File naming convention (strongly recommended): Lastname\_Firstname\_DocType.pdf

Examples:

- Sharma\_Rahul\_Passport.pdf
- Sharma\_Rahul\_Class12\_CBSE.pdf
- Sharma\_Rahul\_Portfolio.pdf

Tip: Create a local folder with all finalized file names (as above) so uploads are quick and accurate.

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account creation & form-filling guidance (common across portals) Step-by-step

### 1. Preparation (48–72 hours before starting)

- Gather all documents in one folder with correct filenames.
- Ensure you have a reliable international-transaction enabled debit/credit card for payment.
- Use a stable email and note down username/password safely.

### 2. Create account

- Click the official Apply/Portal link for the university.
- Register as a “new user” — choose applicant type “international” or “non-IB international qualifications” as applicable.
- Confirm email verification.

### 3. Begin application

- Select Intake Year (double-check AY).
- Choose degree and programme codes exactly as on programme page.
- Fill personal data exactly as on passport (no nicknames).
- Enter education history: school name, board (CBSE/ISC), year of completion, Class 12 subjects and marks.
- If predicted grades, upload a signed predicted grades letter.

### 4. Upload documents

- Use the prepared files. For multi-page marksheets, upload a single PDF.
- Check portal preview to ensure files are readable.

### 5. Narrative fields

- Complete personal statement/essay/CV sections carefully. SMU requires detailed activity descriptions; NUS/NTU may have supplementary questions.

### 6. Declaration & Review

- Review every field; watch for name mismatches or errors.
- Tick declaration box and accept terms only if all entries are accurate.

### 7. Payment & Submit

- Proceed to payment and ensure transaction success.
- Capture screenshot of payment receipt and reference number.
- Confirm portal status = "Submitted" or equivalent.

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Essays,  
interviews & assessments — preparation notes

#### Essay/personal statement

- SMU: emphasise leadership, initiative, impact. Prepare concise, honest examples with outcomes and reflection.
- NUS/NTU/SUTD/SIT: if personal statement asked, focus on motivation for chosen major, relevant coursework, projects and achievements.
- Word limits: follow portal limits strictly.

#### Common structure for short essays (250–400 words)

- Hook: one sentence about motivation.
- Body: 1–2 achievements/experiences that show readiness (academic project, competition, OJT, etc.).
- Link: how these experiences suit the specific programme.
- Conclusion: what you bring to the cohort and your immediate goals.

#### Interview preparation

- SMU: prepare STAR stories (Situation, Task, Action, Result) for leadership and teamwork questions. Expect case or current-affairs questions for business applicants.
- SUTD/NTU: prepare to explain projects, problem solving, mathematics background. Design applicants should explain process and constraints.
- NUS: interviews less common; when present they test motivation and depth of

knowledge.

- Tips: practice with a parent/teacher for 5–8 typical questions; record mock interviews and refine answers.

#### Portfolio & design assessments (SUTD, NTU art)

- Include process work, sketches, final renders/photos, short captions explaining your role and tools used.
- Provide high-quality images (JPEG) and a short index page (PDF) describing each item.

#### Common assessment questions

- Why this course/university?
- Describe a project where you solved a difficult problem.
- A time you led a team — what was the outcome?
- For technical: explain a concept (e.g., a physics or math problem) simply.

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#### Application fee payment walkthrough (common steps & tips)

##### Common flow

1. Complete all mandatory fields and proceed to the payment page in the portal.
2. Choose payment method — usually international credit/debit card (Visa/MasterCard). Some portals accept PayNow/PayPal where listed.
3. Enter card details and complete 3D Secure if prompted (OTP).
4. Wait for payment success screen. Take a screenshot.
5. Save the payment receipt email and note down application reference number.

##### If payment fails

- Try another card (use bank-issued card with international ecommerce enabled).
- Contact your bank for authorization or turn on international transactions.
- Contact the university admissions helpdesk immediately (links on official pages).

##### Payment receipts & proof

- Keep both portal confirmation and bank statement screenshot showing charge.
- Email the admissions office only if payment status doesn't update after successful transaction (attach proof).

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#### & confirmation steps (before you click SUBMIT) Final submission

##### Final Pre-Submission Checklist (verify each)

- [ ] Name and date of birth match passport exactly.
- [ ] Programme code and intake year correct.
- [ ] All required fields completed (no empty mandatory fields).
- [ ] All documents uploaded and readable (test by downloading the uploaded file preview).
- [ ] Photo meets portal specifications.
- [ ] Personal statement/CV saved and within word limit.
- [ ] Predicted grade letter uploaded if results pending.
- [ ] Payment method ready for transaction.



- [ ] You have saved a local copy of everything (PDF of completed application form, supporting docs).

After you submit

- Expect immediate acknowledgement email with application reference number.
- Log into portal and confirm status = "Submitted" or "Payment received".
- If no confirmation within 24 hours, contact the admissions helpdesk with your payment proof and passport ID.

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Post-submission  
timeline & offer handling

Typical timeline (verify on Important Dates pages)

- Applications open: typically early December
- Deadline: typically late February to early March
- Offers issued: typically April – June (varies by university & programme)
- Important: dates vary year-to-year — always confirm on the university Important Dates page.

Offer types

- Conditional offer: subject to final Class 12 (CBSE/ISC) results and verification of documents. Most common for Indian applicants applying before results.
- Unconditional offer: rare before final results. Only occurs if applicant already holds required qualifications.

If you receive an offer

1. Read the offer letter thoroughly — note conditions, deadlines, deposit amount and payment method.
2. Accept/decline via the portal by the deadline.
3. Pay acceptance deposit (if required) and retain receipt.
4. Upload certified copies of final Class 12 results as instructed (often notarised/legalised copies).
5. Follow Student Pass (visa) application instructions from the university — wait to receive IPA or university's offer package with ICA instructions.
6. Complete health checks and any additional enrolment paperwork by deadlines.

If waitlisted

- Decide whether to remain on waitlist or decline.
- Keep documents ready for fast acceptance if a place opens.

Withdrawal or rescind warnings

- Offers can be withdrawn for misrepresentation, failure to meet conditions, or late submission of certified documents.

Student Pass (visa) — quick summary

- After you accept and pay deposit, the university issues a Letter of Offer and usually helps apply for the Student Pass and issues the In-Principle Approval (IPA) letter.
- Arrange medical insurance as required, and book travel only after IPA and visa steps

are confirmed.

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Common pitfalls

## & compliance warnings for Indian applicants

### Top mistakes to avoid

- Using inconsistent name spellings (application vs passport). Always match passport exactly.
- Uploading illegible scans or photos (blurry, low-contrast or truncated pages).
- Providing exaggerated or false information — immediate rescindment risk.
- Missing programme prerequisites (e.g., no math for engineering).
- Not paying the application fee or using a card that blocks international transactions.
- Missing deadlines for document submission after receiving conditional offer.
- Ignoring interview invitations or failing to prepare for them.
- Not obtaining certified translations for non-English documents.
- Failing to check the official Important Dates page for the university and AY.

### Document authenticity & legalisation

- Some universities may ask for notarised certified copies or legalization of documents. Do not upload falsified documents.
- If asked for certified originals, use your school / board authorised signatures or court/notary certifications as instructed.

### Data privacy & consent

- Agree to the portal declaration only after reviewing the statements. Universities may use your information for recruitment/verification.

### Admission agents & third-parties

- You can apply independently — agents are not required. If you use an agent, collect and retain portal login credentials and confirm what they submit on your behalf.

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## Do-it-yourself application checklist (concise & printable)

### Before you start:

- ☐ Choose up to 3 targeted programmes per university (note programme codes).
- ☐ Check programme prerequisites.
- ☐ Create local folder with these files named per convention:
  - Passport, Class10, Class12, Photo, CV, Portfolio, PredictedGrades (if any), EnglishTest (if any).
- ☐ Ensure international card ready.

### During application:

- ☐ Register and verify email on portal.
- ☐ Fill all personal & education fields exactly as on passport/documents.
- ☐ Upload each file, open preview to confirm readability.
- ☐ Complete essays (save copy offline).
- ☐ Pay fee and screenshot receipt.

- ☐ Note application reference ID and save acknowledgement email.

After apply:

- ☐ Check portal weekly; respond to interview invitations within 48 hours.
- ☐ Prepare certified originals for conditional offer verification.
- ☐ If offered, accept by deadline and pay deposit.

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Parent  
verification & support notes (practical & legal)

How parents can help (without being the applicant)

- Review all documents for accuracy before upload.
- Ensure financial documentation (if requested later) is ready: bank statements, sponsor letter, affidavit of support (some universities request evidence of funds for visa/Student Pass).
- Help with international card setup & payment verification for application and acceptance deposits.
- Assist scheduling and practicing interview mock sessions.
- Parents should not fill applicant details themselves without applicant's review — mistakes in personal data cause delays.

Document certification & notarisation (parents may manage)

- If originals must be certified: arrange for school/board attestation or notarisation at a local notary as per university instruction.
- For translations: use certified translators and attach original + translation PDFs.

Emergency contact & consent

- Provide a parent/guardian emergency contact during application if portal asks.
- Ensure the legal guardian's name on documents (if any) matches their identity proofs.

Privacy note

- Keep portal credentials private; parents and students can share but keep a recorded note of changes and submissions.

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Final submission  
readiness checklist (print before final submit)

Personal identity

- ☐ Passport name & DOB match portal
- ☐ Passport scan uploaded and clear

Academic & documents

- ☐ Class 10 uploaded
- ☐ Class 12 uploaded (or predicted grades letter)
- ☐ School leaving certificate (if required)
- ☐ English test uploaded (if required)
- ☐ Portfolio/CV/personal statement uploaded (if required)

Form accuracy

- ☐ Programme codes correct and order of preference set
- ☐ Contact details (phone, email) correct and accessible
- ☐ Emergency contact and parent details provided where asked

#### Technical & payment

- ☐ Files named properly and openable in preview
- ☐ Card ready, international transactions enabled
- ☐ Screenshot tool ready to capture payment confirmation

#### Declaration & post-submit

- ☐ Declaration read and understood
- ☐ Saved local PDF copy of completed application
- ☐ Noted application reference number and saved confirmation email

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#### Useful next steps

##### (I can help)

- Create printable, university-specific checklists (NUS Engineering vs SMU Business).
- Map exact field-by-field upload specs for each portal (requires logging into each portal).
- Build an AY-specific calendar with exact dates for a chosen application year (e.g., AY 2026/27).

#### Final reminders

- Always use the official URLs above (bookmark them).
- Cross-check every programme page for small, programme-specific requirements (subject combos, portfolio needs).
- Keep originals/certified copies secured and ready for verification.
- Apply early in the application window to avoid last-minute technical issues.

Good luck — if you want, tell me which single programme (university + major + AY) you want a tailored printable checklist for and I will build it (includes exact document order, portal field mapping and a calendar of deadlines).