



Faculty of Law
Graduate Programmes in Law

**APPLICATION FORM FOR
GRADUATE DIPLOMA IN MARITIME LAW AND ARBITRATION
COURSEWORK PROGRAMME
For Academic Year 2010/2011 (August 2010 Intake)**

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Important Notes:

- 1. Completing an application**
Please read carefully and adhere to the instructions as set out in Annex B of this application form. Ensure that all relevant sections are clearly completed.
- 2. Submission of an application and documents**
Please submit your completed Application Form with all supporting documents (Annexes D to H) to the address below by the application closing date:

Graduate Division
Faculty of Law
National University of Singapore
Eu Tong Sen Building
469G Bukit Timah Road
Singapore 259776

Application Closing Date: 1 December 2009

Please note that late applications will NOT be accepted and incomplete applications will not be processed.

- 3. Communications**
Due to the large number of applicants seeking admission, we regret that we will not be able to attend to enquiries on the status of applications or receipt of documents. You may wish to consider sending your application via registered mail or courier service. We will communicate with you via email if clarifications are needed by the University.



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General Information

1. There is only one intake per academic year for this coursework programme. This is in Semester 1 (commencing August). Please refer to <http://www.nus.edu.sg/registrar/calendar.html> for the University's academic calendar.
2. The normal minimum academic entry qualifications for admission to the Graduate Diploma in Maritime Law and Arbitration coursework programme is either a good tertiary education degree and/or mariner's qualifications or its equivalent; and a minimum TOEFL score of 580 (PBT), 237 (CBT), 92 (iBT) or a minimum IELTS score of 6.0. At least two years of working experience in the maritime sector is also preferred.
3. If your candidature is being supported by the Maritime and Port Authority of Singapore (MPA), please obtain full details from the MPA's Training Division. Their website is <http://www.mpa.gov.sg>.
4. The NUS Faculty of Law may, at its discretion, require a personal interview with the candidate, either in Singapore or in the candidate's home country. In some cases, such interviews may be conducted over the telephone.
5. Applicants are encouraged to visit our website <http://law.nus.edu.sg/prospective/postgraduate.htm> for more information on the programmes available and the updates on courses and fees.



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Instructions to Applicants

Application Acknowledgement Letter (Annex D)

- Please write your name and email address clearly on the acknowledgement letter and return it together with the Application Form. All correspondences by the University will be conducted via email. An applicant should maintain a functional email at all times.

Application Form (Annex E)

- Please complete **ALL** sections in English. Where relevant, write in clear **BLOCK or CAPITAL LETTERS**. All supporting documents, if not in English, **must be** accompanied by copies of the English translation of the documents **together with** the documents in their original languages.
- Any omission of information required in the application forms or supporting documents will cause delay and may render the application void.
- The Application Form and all supporting documents must reach us by the given deadline. We regret that incomplete applications will **not** be considered.
- All documents submitted to us in support of the application **will be retained by the University for records and are non-returnable**.

TOEFL / IELTS Score Sheet

- The TOEFL/IELTS Score Sheet is required for all candidates except those from English-medium academic institutions in Australia, New Zealand, UK, USA, Canada and Singapore
- **Only original TOEFL/IELTS Score Sheets will be accepted. Photocopies of this document are not acceptable. All score sheets should be sent directly to the NUS Faculty of Law.**
- For TOEFL Scoresheet: Please note that the specific institution code for the NUS Faculty of Law is **9085**. DO NOT indicate the general NUS university/institution code as this will delay the processing of your application.
- For IELTS Scoresheet: Please indicate the institution contact/name (*Graduate Division, Faculty of Law, National University of Singapore*) and the Singapore mailing address.
- The TOEFL/IELTS Scores are valid for 2 years after the test and **should be valid at the beginning of the application period** for the degree programme (s) applied for.

Personal Statement (*optional*)

- Applicants are **not** required to submit a Personal Statement. However, they may choose to do so if they wish to and enclose it with the Application Form.

Transcript Request Form (Annex F)

- Applicants who are graduates of NUS can submit certified copies of the official transcripts of their academic records along with their applications.
- Applicants who are graduates of foreign universities or have professional qualifications are to request for official transcripts **directly** from their university/professional body.
- The official transcript(s) must be enclosed in a SEALED envelope with its flap bearing the security seal of the university/professional body and the signature of the Registrar (or relevant official) or his/her representative.
- The official transcript(s) must be submitted together with the Application Form. Please use the attached Transcript Request form to obtain your transcript.
- For master mariners and applicants with other professional qualifications, please submit the relevant documentation attesting to your qualifications.

Academic Referees' Report (Annex G)

- Recommendations from 2 referees are required. At least one of these should be an academic or professional training referee.
- Applicants are to request each referee to forward the completed Academic Referee's Report form to the applicants in a SEALED envelope with its flap bearing his/her signature.
- The Academic Referees' Reports must be submitted together with the Application Form. Please use the attached Academic Referee's Report form for this purpose.

Application Fee Payment Form (Annex H)

- Each application should be accompanied by a **non-refundable application fee of S\$40.00 (inclusive of GST)**. We regret that applications that are not accompanied by the application fee cannot be processed.
- **Cheque / Money Order / Bank Draft Payment**
 - (i) Personal cheques are accepted only from applicants in Singapore. Foreign applicants are requested to send only bank drafts drawn on a bank with a clearing bank/branch in Singapore. All payment must be in Singapore dollars.
 - (ii) Cheques / money orders / bank drafts must be crossed and made payable to **National University of Singapore**.
 - (iii) Applicants are to write their names, the programme they are applying for and contact telephone numbers on the reverse side of the cheque/money order/bank draft.
 - (iv) Applicants are to complete the Application Fee Payment Form and submit it together with the Application Form.
- **Credit Card Payment**
 - (i) Only payment by Visa, MasterCard or American Express is accepted.
 - (ii) Applicants are to provide their credit card details (full name as appears on card, card number and expiry date of card) on the Application Fee Payment Form.



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<h4>Application Checklist</h4>

Please ensure that you have included the following documents in your application and arranged them in the following sequence:

- The completed Application Acknowledgement Letter (Annex D)
- The completed Application Form (Annex E) with a recent passport-size photograph attached in the box provided in the form.
- Supporting Documents *(to be arranged in the following order)*:
 - Certified copy of NRIC and Citizenship Certificate *(if applicable)* **(for Singapore Citizens)**
 - Certified copy of NRIC and Re-Entry Permit **(for Singapore PRs)**
 - Certified copy of Passport page showing nationality and personal details or Identity Card *(with English translation, if applicable)* **(for non-Singapore Citizens/PRs)**

(Note: A copy of the passport page is preferred. If you do not have a passport at the point of application, please indicate so in the form and submit a copy as soon as it is available.)

 - Official** Bachelor's/Master's Degree Transcript or Professional Training Grade Transcript *(with English translation, if applicable)*
 - Certified copy** of Bachelor's/Master's Degree or Professional Training Certificate *(with English translation, if applicable)*
 - Two Academic Referees' Reports
 - Others (e.g. certified copy of membership of organisations, scholarships/awards received, etc.)
 - Application Fee of S\$40.00 accompanied by Application Fee Payment Form (Annex H)



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Application Form for Graduate Diploma in Maritime Law and Arbitration

NAME

Write in **BLOCK** letters as appears in NRIC/Passport and UNDERLINE surname/family name.
 Dr / Mr / Ms / Mdm / Miss
(Please circle one)

SOURCE OF INFORMATION

How did you come to know about our graduate programmes? Please indicate source of advertisement, if applicable.

PROGRAMME APPLYING FOR
Graduate Diploma in Maritime Law and Arbitration

[Indicate Full-Time Part-Time]

Note:

Part-Time option is available only to employees of Singapore companies who will be supported by the Maritime and Port Authority (MPA) of Singapore – For details, please refer to our website at <http://law.nus.edu.sg/prospective/postgrad/coursework/coursework.htm> and the relevant MPA department.

[C] ACADEMIC AND PROFESSIONAL QUALIFICATIONS

(i) Tertiary/University Education

From (dd/mm/yy)	To (dd/mm/yy)	Name & Location of University	Degree Obtained	Class of Honours	Date / Expected Date of Graduation	Ranking in Graduating Class

(ii) Professional Qualification (e.g. Mariners' Qualifications, Bar Membership)

From (mm/yy)	To (mm/yy)	Name & Location of Issuing Body	Qualification & Date Obtained	Class/Rank (if relevant)

(iii) Membership of Professional Organisations

From (mm/yy)	To (mm/yy)	Name of Organisation	Post Held / Membership Status

(iv) Scholarships, Prizes or Other Awards Received

From (mm/yy)	To (mm/yy)	Name of Scholarship, Prize or Award	Name of Issuing Body

[D] ENGLISH LANGUAGE PROFICIENCY

(Original score sheet must reach us by application deadline.)

TOEFL Score : _____	Date of Test Taken _____	Date that NUS would receive report _____
Please tick one <input type="checkbox"/> Paper-based <input type="checkbox"/> Computer-based <input type="checkbox"/> Internet-based		
IELTS Score : _____	Date of Test Taken _____	Date that NUS would receive report _____

[E] WORK EXPERIENCE *(Please list jobs held during the last 5 years, including present occupation.)*

From (mm/yy)	To (mm/yy)	Name & Location of Firm/Organisation	Title & Nature of Work	Reason for Leaving

[F] PREVIOUS APPLICATIONS

Have you previously applied for admission or been admitted to any graduate programme(s) at NUS or any Singapore institutions?

Yes *(Please provide details below)*

No *(Please proceed to Section G)*

Name of Institution: _____ Year of Application: _____

Programme(s) Applied For: _____

Outcome of Application: Successful *(Please provide details below)* Unsuccessful

Date of Enrolment: From - _____ To - _____

Current Status: Graduated Withdrawn Failed Current Student

[G] OTHER APPLICATIONS

Are you applying for any other graduate programme(s) at NUS for the coming session?

Yes *(Please provide details below)*

No *(Please proceed to Section H)*

Programme(s) Applying For: _____

[H] ACADEMIC REFEREES

(List the names and addresses of 2 referees from whom you have requested letters of reference.)

(i) Name	(ii) Name
Designation	Designation
Address	Address
Email Address	Email Address
Telephone Number	Telephone Number
Length of Time Known	Length of Time Known
Nature of Association	Nature of Association

[I] SOURCE OF FINANCING *(Only for self-financing candidates)*

Please indicate how you intend to finance your programme of study if you are successful in your application.

MPA/Company Sponsorship Self-financing Others (Please specify: _____)

If you are an NUS staff member, please indicate your staff number and the department you are in:

Staff number: _____ Department: _____

[J] PERSONAL STATEMENT *(Optional)*

Personal Statement

You may wish to include this statement to provide any additional information which would be helpful in evaluating your application. Describe briefly your personal, academic and professional history. You may wish to elaborate on your professional and community experiences, achievements, publications and personal background.

[K] DISABILITIES AND SPECIAL NEEDS

Have you had or do you have any communicable diseases, mental illness, colour blindness, and/or disabilities (including but not limited to chronic illnesses, visual or other physical constraints or limitations) which may or may not cause you to require special assistance or facilities while studying at the University?

Yes *(Please provide all relevant information on a separate sheet of paper and attach the relevant medical documents)*

No

NOTE: This information will enable the University to develop a complete profile of an applicant and to determine whether he/she might need additional resources in his/her studies.

The University, however, does not guarantee the provision of special aid (financial or otherwise) to any student.

The information provided here will be kept strictly confidential

[L] DECLARATION BY APPLICANT

I affirm that all statements I have made on this form are correct. I understand that any inaccurate or false information (or omission of material information) will render this application invalid and that, if admitted on the basis of such information, I can be required to withdraw from the University.

Signature

Date



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Transcript Request Form

To the Applicant:

Please complete this section of the form and send it to the Registrar (or relevant person-in-charge) of the University / Institution / professional body from which you are requesting your transcript.

Applicant's Name : _____

Date of Birth : _____

Applicant's Address : _____

University / Institution /
 Professional Body : _____

Student Registration No. : _____

Date of Enrolment : From _____ To _____

Qualification & Date Conferred : _____

NUS Programme Applying for : **Graduate Diploma in Maritime Law and Arbitration**

To the Registrar / Person-in-charge:

1. The person whose name appears above is applying for admission to our Graduate Programme.
2. The application cannot be considered without an official transcript of academic/professional records submitted by your University/institution/professional body. This transcript must bear the official stamp of your University/institution/professional body and the name and signature of the Registrar or authorised person.
3. Subject to the rules of your University/institution/professional body, the transcript should include:
 - Date of enrolment
 - A list of all subjects taken (with dates), and the grades obtained in each subject
 - Title of degree/qualification awarded and date of conferment
 - Rank in Class, if any
 - Interpretation or explanation of the grades, marks or scores
4. If the transcript is in a language other than English, please provide an official translation.
5. Please send the official transcript together with this form **TO THE APPLICANT** in a **SEALED** envelope with its flap bearing the security seal of the University/institution/professional body and signature of the Registrar or his/her representative.

Thank you for your kind assistance.



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Academic Referee's Report

To the Applicant:

Please make additional copies of this form as necessary for your referees. Each referee is required to forward the completed Academic Referee's Report to YOU, the applicant, in a SEALED envelope with his/her signature across the flap of the envelope.

Applicant's Name : _____

Applicant's Address : _____

Programme Applying for : **Graduate Diploma in Maritime Law and Arbitration**

To the Referee:

The person whose name appears above is applying for admission to our Graduate Programme. He/she has named you as his/her referee. Please provide your report on the reverse side of this form, and use a separate sheet, if necessary.

1. How long have you known the applicant and in what capacity?

2. Please state where the applicant ranks in his/her class or professional qualification course
(Please TICK in the appropriate box)

Highest 5% 6% - 10% 11% - 25%

26% - 50% Lowest 50% Unable to judge

Please Turn Over



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26% - 50% Lowest 50% Unable to judge

Please Turn Over

