This form is meant for applicants from all other countries, except PR China.

Important Notes:

1. Completing an application
   Please read carefully and adhere to the instructions as set out in Annex A 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 B to F) and the application fee to the address as follows by the application closing date:

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

   Application Closing Date: 2 January 2014

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

3. Communications
   Due to a large number of applicants seeking admission in each application cycle, we regret that we will not be able to attend to enquiries on the status of applications or receipt of documents. If you are concerned about the delivery of your documents, you may wish to consider sending your application via registered mail or courier service. If clarifications are needed, we will communicate with you primarily using email. It is very important that you provide a valid and correct email address and maintain your email account regularly. We will not be responsible for undeliverable emails and their consequences.
LL.M. Programme in International Business Law

General Information

1. There is only one intake per academic year in Semester 1 (commencing July).

2. The normal minimum academic entry qualifications for admission to the coursework LL.M. programmes is a good Bachelor’s Degree in Law; and a minimum TOEFL iBT score of 100. Candidates with an iBT score of 92-99 may also apply, but may be required to attend an interview and undertake intensive English language training prior to commencing law studies. Other TOEFL, IELTS of minimum 6.5 and CET qualifications will be considered, though we strongly prefer the iBT.

3. Applicants who are unable to submit TOEFL/IELTS results will be required to demonstrate their proficiency in English in other ways (e.g. through submission of other relevant documentary evidence) and will be required to further and fully demonstrate their proficiency in English at a mandatory interview, either by telephone or in the applicant’s home country. In some cases, a written test may also be required of such a candidate.

4. Applicants who successfully complete the degree requirements will obtain an LL.M. (International Business Law) degree conferred by NUS.

5. Applicants should send their completed application form, supporting documents and application fees (in Singapore currency) to the Faculty of Law, National University of Singapore.

6. Applicants from PR China should NOT use this application form. Please refer to our website at http://law.nus.edu.sg/admissions/app_periods_forms.html to download the correct form and submit your application forms, supporting documents and application fees (in Chinese Renminbi) to the Graduate School of East China University of Political Science and Law (Joint Programme) [华东政法大学研究生教育院（合作项目）].

7. Applicants are encouraged to visit the following websites for more information on the programme: http://law.nus.edu.sg/admissions/coursework/llm_ibl.html and http://www.law.ac.cn/Category_1249/Index.aspx
Instructions to Applicants

Application Acknowledgement Letter (Annex B)

- Please write your name and email address clearly on the acknowledgement letter and return it together with the Application Form. An applicant should maintain a functional email at all times.

Application Form (Annex C)

- 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 in support of the application will be retained by the University for records and are non-returnable.

TOEFL / IELTS Score Report

- The TOEFL/IELTS is required for all international applicants except those from English-medium academic institutions in Australia, Canada, Ireland, New Zealand, the United Kingdom, the United States and Singapore.

- Applicants should schedule a test date early enough to ensure that the scores reach us by or no later than two weeks after the application closing date. Otherwise, we reserve the right not to accept the scores.

- Only printed original TOEFL iBT score report will be accepted. Please quote the specific institution code of 9085 when ordering the report to be sent to the NUS Faculty of Law. Our mailing address is:

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

- For IELTS score report, you may provide a photocopy as we are able to verify the score online using the TRFN on the score report.

- TOEFL/IELTS scores are valid for two (2) years from the test date and should be valid at the beginning of the application period for the degree programme (s) applied for. If it has been more than two years since you last took the test, you must take it again to have the scores reported.
Annex A (SGP)

**Personal Statement (optional)**

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

**Transcript Request Form (Annex D)**

- Applicants who are graduates from NUS can submit certified copies of the official transcripts of their academic records with their applications.

- Applicants who are graduates of foreign universities or have professional qualifications are to request for official transcripts directly from their university/universities.

- The official transcript(s) must be enclosed in a SEALED envelope with its flap bearing the security seal of the university and the signature of the Registrar 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.

- Where possible, provide your ranking/position and Cumulative Grade Point Average (with maximum GPA indicated) on an official letter if this information is not available on the transcripts. If this information is not available at all, please indicate in the application form.

**Academic Referee’s Report (Annex E)**

- Recommendations from 2 academic referees are required. 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 Referee’s 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 F)**

**Note: For submission to NUS Faculty of Law, Singapore**

- 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 / Bank Draft Payment**
  (i) Personal cheques are accepted only from applicants in Singapore. International 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 / 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 / bank draft.

  (iv) Applicants are to complete the **Application Fee 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.
**LL.M. Programme in International Business Law**

**Application Acknowledgement Letter**

<table>
<thead>
<tr>
<th>Programme:</th>
<th>Master of Laws (International Business Law) specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be completed by applicant</td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
<td>______________________________________________________</td>
</tr>
<tr>
<td>Email Address</td>
<td>______________________________________________________</td>
</tr>
</tbody>
</table>

**For Official Use:**

<table>
<thead>
<tr>
<th>Date of receipt of application:</th>
<th>Date of acknowledgement:</th>
</tr>
</thead>
</table>

1. Your application is  □ incomplete*  □ complete

*We have not received the following documents marked with a tick ☐:

- ☐ Copy of Singapore NRIC/Citizenship Certificate or Re-Entry Permit for Singapore PR or Passport page for International Applicants. Please scan and email to lawGRADadm@nus.edu.sg
- ☐ Official Bachelor's/Master's Degree Transcript, in its original language and with English translation, if applicable. If you are graduating in 2014, please submit your final transcripts by end June/early July 2014.
- ☐ Certified copy of Bachelor's/Master's Degree Certificate in its original language and with English translation, if applicable. If you are graduating in 2014, please submit your degree certificate by end June/early July 2014.
- ☐ Official rank/position and Cumulative Grade Point Average.
- ☐ TOEFL score report (only original score report will be accepted) / IELTS score report (please provide a photocopy showing the TRFN)
- ☐ _____ Academic Referee’s Report(s)
- ☐ Application Fee of S$40.00 accompanied by Application Fee Payment Form
- ☐ One recent passport-sized photograph
- ☐ Others / Remarks : ______________________________________________________________ |

2. Please mail a copy of this letter together with the required documents preferably within three weeks of the date of acknowledgement indicated above to avoid any delay in processing. You will be informed via email of the outcome by late March / early April 2014.

**Mailing Address:**

Admissions – Graduate Studies

Faculty of Law, National University of Singapore, Eu Tong Sen Building, 469G Bukit Timah Road, Singapore 259776
**LL.M. Programme**

in International Business Law

Application Form

Academic Year 2014-2015

(Please TICK ☑ in appropriate box)

### [A] PERSONAL PARTICULARS

<table>
<thead>
<tr>
<th>Full Name: Dr / Mr / Ms / Mdm / Miss (Please circle one. Write in BLOCK letters as appears in NRIC/Passport and UNDERLINE surname/family name.)</th>
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</thead>
<tbody>
<tr>
<td>Gender: □ Male □ Female</td>
</tr>
<tr>
<td>Permanent Home Address</td>
</tr>
<tr>
<td>Mailing Address (Fill in only if different from Home Address)</td>
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<tr>
<td>Zip Code:</td>
</tr>
<tr>
<td>Date of Birth (dd/mm/yyyy)</td>
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<tr>
<td>Marital Status</td>
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<tr>
<td>□ Single □ Married □ Divorced □ Widowed □ Separated</td>
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<td>Citizenship</td>
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<td>□ Singaporean (NRIC No.: ____________________ )</td>
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<td>□ Singapore Permanent Resident (NRIC No.: ____________________ )</td>
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<td>Country of Citizenship: ____________________</td>
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<td>□ Others - Country of Citizenship: ____________________</td>
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<td>Passport No./Date of Issue/Date of Expiry: ____________________</td>
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### [B] PARTICULARS OF NEXT-OF-KIN

<table>
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<tr>
<th>Name Dr / Mr / Ms / Mdm / Miss (Please circle one)</th>
<th>Relationship</th>
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<tr>
<td>Permanent Home Address (Fill in only if different from Applicant’s Home Address)</td>
<td>Home Telephone No. (   )</td>
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<tr>
<td>Zip Code:</td>
<td>Hand phone No. (   )</td>
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</tbody>
</table>
## [C] ACADEMIC QUALIFICATIONS

### (i) Tertiary/University Education

<table>
<thead>
<tr>
<th>From (dd/mm/yy)</th>
<th>To (dd/mm/yy)</th>
<th>Name &amp; Location of University</th>
<th>Degree Obtained</th>
<th>Class of Honours and/or Cumulative Grade Point Average</th>
<th>Rank/Position in Graduating Class</th>
<th>Date or Expected Date of Graduation</th>
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### (ii) Professional Qualification *(e.g. Bar Membership, Mariner’s Organisations)*

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<th>From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Name &amp; Location of Issuing Body</th>
<th>Qualification &amp; Date Obtained</th>
<th>Class/Rank (if relevant)</th>
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### (iii) Membership of Professional Organisations *(e.g. Singapore Academy of Law)*

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<th>From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Name of Organisation</th>
<th>Post Held / Membership Status</th>
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### (iv) Scholarships, Prizes or Other Awards Received

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<th>From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Name of Scholarship, Prize or Award</th>
<th>Name of Issuing Body</th>
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</table>
[D] ENGLISH LANGUAGE PROFICIENCY

TOEFL Score: ______________________  ______________________  ______________________
Date of Test Taken  Date that NUS would receive report
Please tick one □ Internet-based  □ Paper-based

IELTS Score: ______________________  ______________________  ______________________
Date of Test Taken  Date that NUS would receive report

(Note: Please read the Instructions to Applicants – TOEFL / IELTS Score Reports)

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

<table>
<thead>
<tr>
<th>From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Name &amp; Location of Firm/Organisation</th>
<th>Title &amp; Nature of Work</th>
<th>Reason for Leaving</th>
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[F] PREVIOUS APPLICATIONS

Have you previously applied for admission or were admitted to any graduate programme(s) at NUS / other 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: □ Current Student  □ Graduated  □ Withdrawn  □ Failed

[G] OTHER CURRENT 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] REFEREES**
(List the names and addresses of 2 referees from whom you have requested letters of reference.)

<table>
<thead>
<tr>
<th>(i) Name</th>
<th>(ii) Name</th>
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<tbody>
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<td>Designation</td>
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<td>Address</td>
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<td>Email Address</td>
<td>Email Address</td>
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<tr>
<td>Telephone Number</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>Length of Time Known</td>
<td>Length of Time Known</td>
</tr>
<tr>
<td>Nature of Association</td>
<td>Nature of Association</td>
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</tbody>
</table>

**[I] SOURCE OF FINANCE**

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

- [ ] Self-financing
- [ ] Company Sponsorship
- [ ] Others (Please specify: ________________________)

If you are a 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, including significant non-law activities. You may wish to elaborate on your education, community and professional experiences, 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?

- [ ] No
- [ ] Yes (Please provide all relevant information on a separate sheet of paper and attach the relevant medical documents).

**NOTE:** This information will allow 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 students.

The information provided here will be kept strictly confidential.
1. Are you currently, or have you ever been, under investigation, charged with or subject to disciplinary action or enquiry in respect of any misconduct, scholastic or otherwise, at any educational institution?

☐ No

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

2. Have you ever been convicted of any offence by a court of law in any country or are there any court proceedings pending against you in respect of any offence?

☐ No

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

I declare that the information provided by me in connection with this application is true and complete.

I understand that any inaccurate, incomplete or false information given or omission of material information required shall render this application invalid and NUS may at its discretion withdraw any offer of admission made to me on the basis of such information or, if already admitted, I may be liable to disciplinary action, which may result in my expulsion from NUS.

I understand that the provision of any inaccurate or false information may render me liable to prosecution in a court of law in Singapore.

I understand that if I have been convicted of a criminal offence by a court of law of any country, I must submit all relevant information together with this application.

I understand that the University has not engaged any external agencies to undertake graduate student recruitment on its behalf and it reserves the right to reject without giving reasons to applications submitted through external agencies.

I hereby authorize NUS to obtain and verify any part of the information given by me from or with any source, as deemed appropriate.

_________________________________  _________________________
Name and Signature                  Date
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 from which you are requesting your transcript.

Applicant’s Name : __________________________

Date of Birth : ____________________________

Applicant’s Tel No. : ____________________________

Applicant’s Email : ____________________________

Name of University / Institution : ____________________________

Date of Enrolment : From __________ To __________

Date of Conferment : ____________________________

Degree Conferred : ____________________________

NUS Programme Applying for : Master of Laws (International Business Law)

To the Registrar / Person-in-charge:
1. The person whose name appears above is applying for admission to our Master of Laws (International Business Law) Programme.

2. The application cannot be considered without an official transcript of academic records submitted by your University / institution. This transcript must bear the official stamp of your University / institution and the name and signature of the Registrar or authorised person.

3. Subject to the rules governing your University/institution, 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 awarded and date of conferment
   - Rank / Position in Class, if any
   - Cumulative Grade Point Average, 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 and signature of the Registrar or his/her representative.

   Thank you for your kind assistance.
LL.M. Programme in International Business Law

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: Master of Laws (International Business Law)

To the Referee:
The person whose name appears above is applying for admission to our Master of Laws (International Business Law) 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 (Please TICK ☑ in the appropriate box)

☐ Highest 5% ☐ 6% - 10% ☐ 11% - 25%
☐ 26% - 50% ☐ Lowest 50% ☐ Unable to judge

3. Can you estimate what class of honours the applicant is likely to obtain in your institution? (Not applicable to applicants who have already passed their final examinations.)

________________________________________________________________________

Please Turn Over
CONFIDENTIAL

Please comment briefly on the applicant’s academic ability and general suitability to undertake the proposed programme of study, and any other information, which you consider to be relevant to the application.  
(Please indicate, in particular, his/her capacity for legal research and writing)

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Signature : __________________________ Date : __________________________
Name of Referee : __________________________
Designation : __________________________
Address : __________________________
Telephone No. : __________________________
Email Address : __________________________

Please return the completed Academic Referee’s Report TO THE APPLICANT in a SEALED envelope with your signature across the sealed flap of the envelope. Please attach your NAME CARD, where available.
Thank you for your kind assistance.
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: Master of Laws (International Business Law)

To the Referee:
The person whose name appears above is applying for admission to our Master of Laws (International Business Law) 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 (Please TICK ☑ in the appropriate box)
   - Highest 5%
   - 6% - 10%
   - 11% - 25%
   - 26% - 50%
   - Lowest 50%
   - Unable to judge

3. Can you estimate what class of honours the applicant is likely to obtain in your institution? (Not applicable to applicants who have already passed their final examinations.)
Thank you for your kind assistance.

4. Please comment briefly on the applicant’s academic ability and general suitability to undertake the proposed programme of study, and any other information, which you consider to be relevant to the application.

(Please indicate, in particular, his/her capacity for legal research and writing)

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Signature : ____________________________ Date : ________________
Name of Referee : _____________________________________________
Designation : _________________________________________________
Address : _____________________________________________________

Telephone No. : _______________________________________________
Email Address : _______________________________________________

Please return the completed Academic Referee’s Report TO THE APPLICANT in a SEALED envelope with your signature across the sealed flap of the envelope. Please attach your NAME CARD, where available.
Thank you for your kind assistance.
APPLICATION FEE PAYMENT FORM

A non-refundable fee of S$40.00 (inclusive of GST) is required for each paper-based application.

Full Name of Applicant: ____________________________________________________________
Email / Mailing Addresses: _________________________________________________________

Contact Number(s): ______________ (H) ______________ (O) ______________ (HP)
Programme Applying for: MASTER OF LAWS (INTERNATIONAL BUSINESS LAW)

METHOD OF PAYMENT

☐ By Bank Draft (international applicants) / Personal Cheque (local applicants). Bank draft/personal cheque should be in Singapore Dollars drawn on a bank with a clearing bank/branch in Singapore, and made payable to National University of Singapore. Please write your name, telephone numbers and programme applied for on the reverse side of bank draft/personal cheque.

Bank Draft / Personal Cheque No.: _________________________________________________
Issuing Bank: ___________________________________________________________________

☐ By ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS (AMEX)
Please deduct S$40.00 from my credit card:

Name of Card Holder: _____________________________________________________________
Visa or MasterCard Card Number: _________________________________________________
AMEX Card Number: _____________________________________________________________
Card Expiry Date (MM/YYYY): _____________________________________________________

Signature of Card Holder ___________________________ Date ____________________________

For Official Use Only
WBS No.: N-241-000-007-001 Law Revolving Fund - General
GL No.: 530132
Code: 07
GST Reg No.: 200604346E