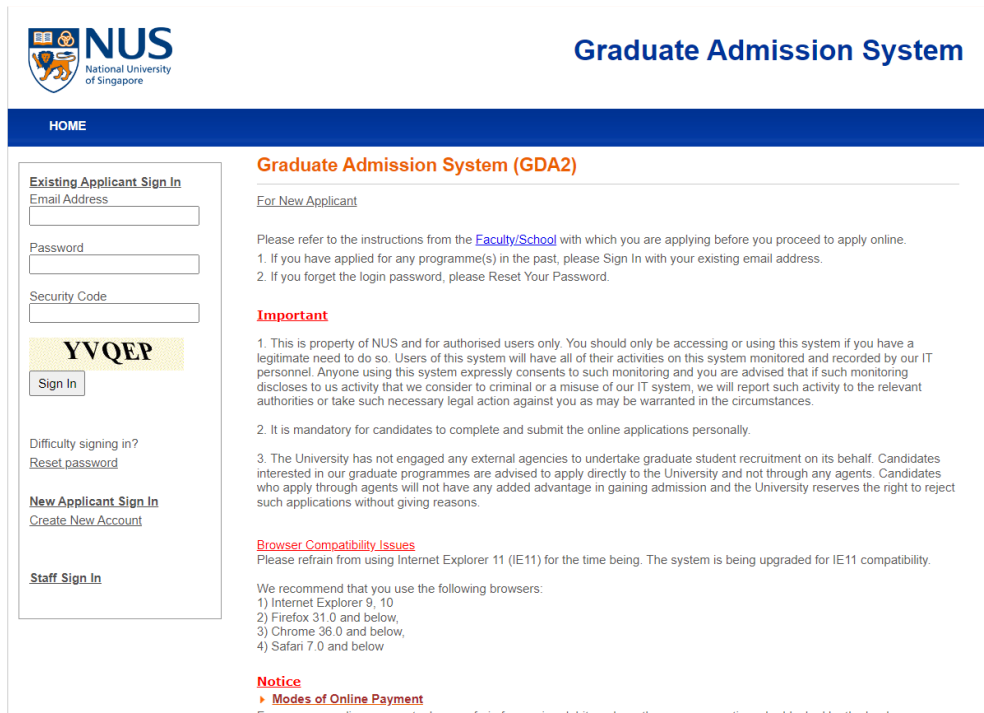


## How to apply for Master of Clinical Mental Health and Psychotherapy (MCMHP)

1. Applicants can apply via the [NUS Graduate Admission System](#). To begin the application, you should sign in or *Create New Account*. You may save your application and return to the application form to complete your submission.



**Graduate Admission System (GDA2)**

For New Applicant

Please refer to the instructions from the [Faculty/School](#) with which you are applying before you proceed to apply online.

1. If you have applied for any programme(s) in the past, please Sign In with your existing email address.
2. If you forget the login password, please Reset Your Password.

**Important**

1. This is property of NUS and for authorised users only. You should only be accessing or using this system if you have a legitimate need to do so. Users of this system will have all of their activities on this system monitored and recorded by our IT personnel. Anyone using this system expressly consents to such monitoring and you are advised that if such monitoring discloses to us activity that we consider to criminal or a misuse of our IT system, we will report such activity to the relevant authorities or take such necessary legal action against you as may be warranted in the circumstances.
2. It is mandatory for candidates to complete and submit the online applications personally.
3. The University has not engaged any external agencies to undertake graduate student recruitment on its behalf. Candidates interested in our graduate programmes are advised to apply directly to the University and not through any agents. Candidates who apply through agents will not have any added advantage in gaining admission and the University reserves the right to reject such applications without giving reasons.

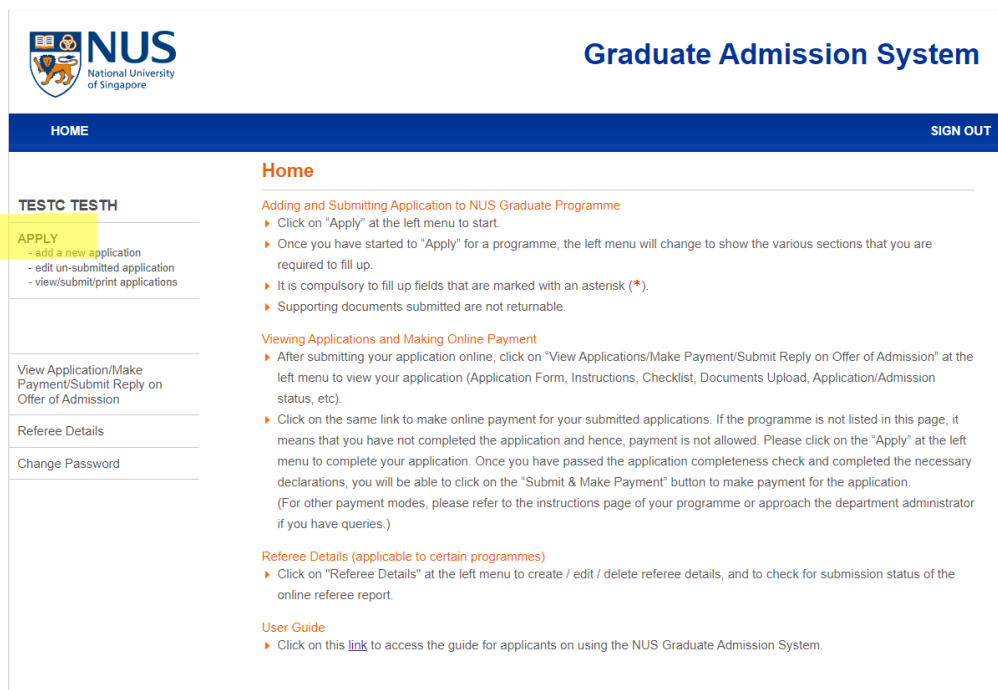
**Browser Compatibility Issues**  
Please refrain from using Internet Explorer 11 (IE11) for the time being. The system is being upgraded for IE11 compatibility.

We recommend that you use the following browsers:

- 1) Internet Explorer 9, 10
- 2) Firefox 31.0 and below,
- 3) Chrome 36.0 and below,
- 4) Safari 7.0 and below

**Notice**  
▶ **Modes of Online Payment**  
For overseas online payment, please refrain from using debit cards as these may sometimes be blocked by the bank.

2. Click **APPLY**



**Home**

**Adding and Submitting Application to NUS Graduate Programme**

- ▶ Click on "Apply" at the left menu to start.
- ▶ Once you have started to "Apply" for a programme, the left menu will change to show the various sections that you are required to fill up.
- ▶ It is compulsory to fill up fields that are marked with an asterisk (\*).
- ▶ Supporting documents submitted are not returnable.

**Viewing Applications and Making Online Payment**

- ▶ After submitting your application online, click on "View Applications/Make Payment/Submit Reply on Offer of Admission" at the left menu to view your application (Application Form, Instructions, Checklist, Documents Upload, Application/Admission status, etc).
- ▶ Click on the same link to make online payment for your submitted applications. If the programme is not listed in this page, it means that you have not completed the application and hence, payment is not allowed. Please click on the "Apply" at the left menu to complete your application. Once you have passed the application completeness check and completed the necessary declarations, you will be able to click on the "Submit & Make Payment" button to make payment for the application. (For other payment modes, please refer to the instructions page of your programme or approach the department administrator if you have queries.)

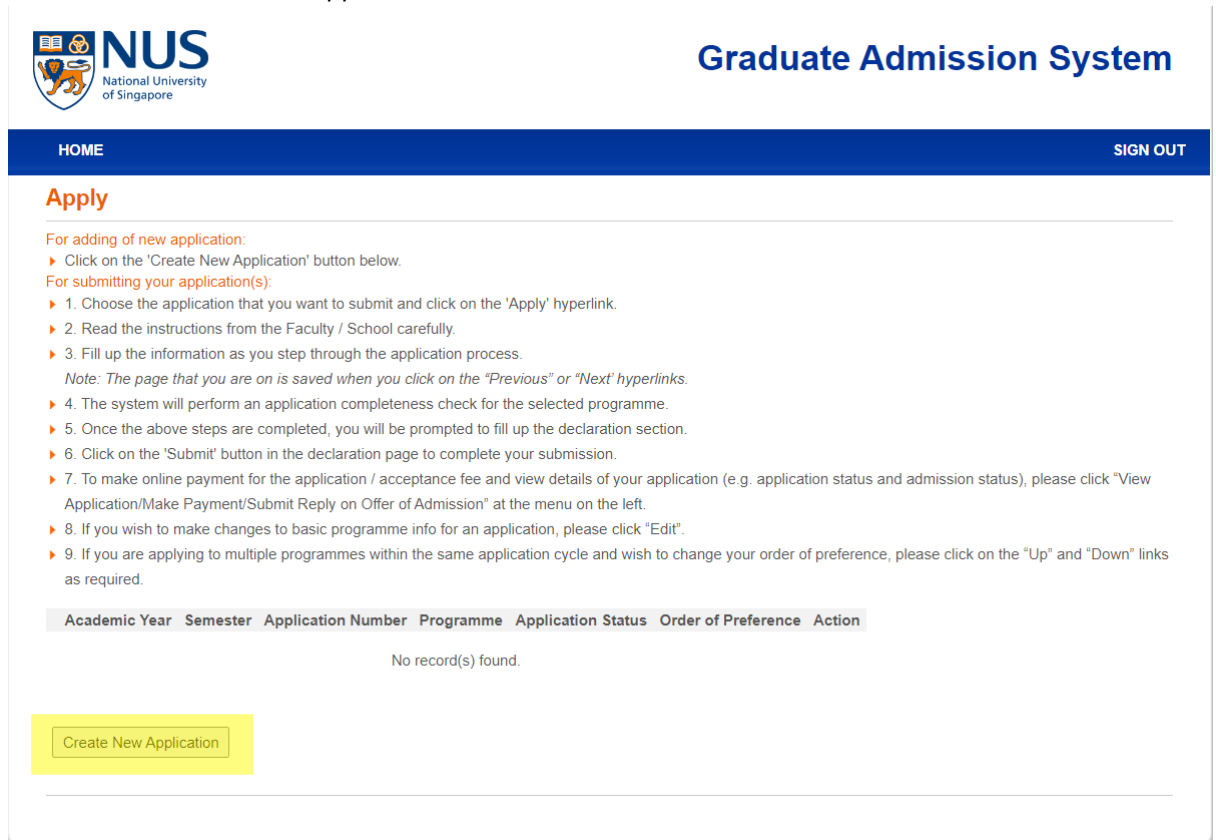
**Referee Details (applicable to certain programmes)**

- ▶ Click on "Referee Details" at the left menu to create / edit / delete referee details, and to check for submission status of the online referee report.

**User Guide**

- ▶ Click on this [link](#) to access the guide for applicants on using the NUS Graduate Admission System.

3. Click on the “Create New Application” button below.



**NUS**  
National University  
of Singapore

**Graduate Admission System**

HOME SIGN OUT

### Apply

For adding of new application:  
▶ Click on the 'Create New Application' button below.

For submitting your application(s):  
▶ 1. Choose the application that you want to submit and click on the 'Apply' hyperlink.  
▶ 2. Read the instructions from the Faculty / School carefully.  
▶ 3. Fill up the information as you step through the application process.  
*Note: The page that you are on is saved when you click on the "Previous" or "Next" hyperlinks.*  
▶ 4. The system will perform an application completeness check for the selected programme.  
▶ 5. Once the above steps are completed, you will be prompted to fill up the declaration section.  
▶ 6. Click on the 'Submit' button in the declaration page to complete your submission.  
▶ 7. To make online payment for the application / acceptance fee and view details of your application (e.g. application status and admission status), please click "View Application/Make Payment/Submit Reply on Offer of Admission" at the menu on the left.  
▶ 8. If you wish to make changes to basic programme info for an application, please click "Edit".  
▶ 9. If you are applying to multiple programmes within the same application cycle and wish to change your order of preference, please click on the "Up" and "Down" links as required.

Academic Year	Semester	Application Number	Programme	Application Status	Order of Preference	Action
No record(s) found.						

Create New Application

4. Create an application for the Programme(s) in which you are interested to apply.  
For Master of Clinical Mental Health and Psychotherapy (MCMHP), please select the field below.
- Programme Type – **Coursework**
  - Faculty: **Yong Loo Lin Sch of Medicine**
  - Programme: **Master of Clinical Mental Health and Psychotherapy (MCMHP)**
  - Attached to Research Institute/ Centre: If applicable
  - Academic Load: Full-time/ Part-time

You are required to submit documentary evidence of financial support in the form of a letter of confirmation from a sponsor and a bank statement or documentary evidence of scholarship or other award obtained. The financial statement should reflect a minimum sum of \$20,000 for the initial semester of enrolment.

International applicants are required to submit documentary evidence of financial support or financial statement that reflects a minimum sum of \$20,000 for the initial semester of enrolment **and** cost of living expenses in Singapore. You may refer to this guideline for the [cost of living in Singapore](#).

After you have checked that your inputs are correct, click on the “Save” button to complete the creation of your application.

**\* Denotes required field**

Programme Type \*  Coursework  Research

Faculty \* Yong Loo Lin Sch of Medicine

Programme\* Master of Clinical Mental Health and Psychotherapy (MCMHP)

Department Dean's Office (Medicine)

Specialisation / Area of Study -- Select Here--

Attached to Research -- Select Here --

Institute/Centre

Source of Finance Self Support

For self-support students, it is mandatory to prepare financial documents such as a bank statement or a recent pay slip, or – for sponsored students – a letter of confirmation from your sponsor, together with the financial status proof. If you do not have such documents yet, you may like to check with the programme office whether

- they can be submitted only when you receive the admissions offer, OR
- it is compulsory to upload the document as part of the application submission.

Other Source of Finance, please specify

Academic Load\*  Full-Time  Part-Time

Save Cancel

5. Click on *Apply* to begin the submission of your application. If you're applying to more than one programme or need help navigating the application portal, please refer to the [Applicant Guide to the Graduate Admission System \(GDA\)](#) for further instructions.

### Apply

**For adding of new application:**

- ▶ Click on the 'Create New Application' button below.

**For submitting your application(s):**

- ▶ 1. Choose the application that you want to submit and click on the 'Apply' hyperlink.
- ▶ 2. Read the instructions from the Faculty / School carefully.
- ▶ 3. Fill up the information as you step through the application process.  
*Note: The page that you are on is saved when you click on the "Previous" or "Next" hyperlinks.*
- ▶ 4. The system will perform an application completeness check for the selected programme.
- ▶ 5. Once the above steps are completed, you will be prompted to fill up the declaration section.
- ▶ 6. Click on the 'Submit' button in the declaration page to complete your submission.
- ▶ 7. To make online payment for the application / acceptance fee and view details of your application (e.g. application status and admission status), please click "View Application/Make Payment/Submit Reply on Offer of Admission" at the menu on the left.
- ▶ 8. If you wish to make changes to basic programme info for an application, please click "Edit".
- ▶ 9. If you are applying to multiple programmes within the same application cycle and wish to change your order of preference, please click on the "Up" and "Down" links as required.

Academic Year	Semester	Application Number	Programme	Application Status	Order of Preference	Action
2024/2025	2	<a href="#">2024490453</a>	Master of Clinical Mental Health and Psychotherapy (MCMHP)	Pending online submission	1	<a href="#">Edit</a> <a href="#">Apply</a> <a href="#">Delete</a>

Create New Application

6. Click the “Next” button when you are ready to proceed to fill in the application.

The screenshot shows the NUS Graduate Admission System interface. At the top left is the NUS logo (National University of Singapore). At the top right is the text 'Graduate Admission System'. Below this is a dark blue navigation bar with 'HOME' on the left and 'SIGN OUT' on the right. The main heading is 'Check Preference'. Below the heading, it states: 'You are applying for: 2024490453 - Master of Clinical Mental Health and Psychotherapy (MCMHP)'. A note follows: 'While you can apply for multiple programmes within the same application cycle, the applications can only be submitted one at a time. If you wish to apply for multiple programmes, please add all the programmes in the previous page, and decide on the order of preference before proceeding. This is because the order of preference for the programmes applied cannot be changed after online submission has been done. To change the order of preference, please return to the previous page. No action is required, if you are applying for one programme only.' Below this is a table with the following data:

Preference	Application Number	Academic Year	Semester	Programme	Application Status
1	2024490453	2024/2025	2	Master of Clinical Mental Health and Psychotherapy (MCMHP)	Pending online submission

At the bottom of the table are two buttons: 'Previous' and 'Next'.

7. Please ensure that all sections of the application form are completed and upload all the required documents to complete the application.
- Applicants should ensure that all supporting documents are in English or accompanied by an official translation in English. Translated copies of the documents must be certified true copies. In particular, translated copies of the transcript(s) and degree scroll(s) must be certified by the issuing institution(s).
  - If you have supplementary documents that could strengthen your application, kindly forward them to the course administrator, Ms. Cindy Honanta, at [cindy@nus.edu.sg](mailto:cindy@nus.edu.sg)
  - Shortlisted candidates will be informed of an interview date. Please bring along the **physical copies** of their original certificates and transcripts during the interview.
  - A scanned copy of the following supporting documents is to be uploaded to your online application, if applicable.
  - Please refer to Annex A for the document checklist.

8. **SUBMIT PERSONAL STATEMENT VIA EMAIL**

Applicants must submit their personal statement to the course administrator by application closing date. The closing date for round 1 application submission will be on 1 May. If there are still available slots in the master's program after the first round of admissions, a second round may be initiated to fill those vacancies.

9. You may email your personal statement after you have submitted your application.

Please include the following prompts in your personal statement:

- Why do you wish to undertake this training program? (300-400 words)

- b. Explain how your experiences have made you ready to start this training program now. (300-400 words)
- c. Explain how you have managed to cope with a stressful interpersonal situation using your personal qualities/strengths. What did you learn from this? (300-400 words)

#### **10. REFEREE SECTION**

Your recommendations from **two** professional referees are to be submitted via the online admission system. The referees can be their academic mentors, current employers or previous employers.

You should check with your referees and obtain their institutional or professional work e-mail address.

Even if you have not submitted your online application, you are encouraged to trigger the email to your referees once you have assigned them to your application. Click on the "Send Email to Referee" link in the online application system to trigger the email notification. If not, after your online application is submitted, an automated e-mail will be sent to your referees inviting them to complete their recommendations online. Your referee reports will be sent to us directly via the online application system so there is no need for you to send separate recommendations to us.

Referees will be given 14 days to submit his/her referee report after receiving the email notification. You are advised to remind your referees to submit their reports when the deadline is nearing and the report status remains as "pending submission".

#### **11. APPLICATION FEE**

When you are ready to submit your application, you will be required to make an application fee payment of SGD 50 (excluding GST). Check the correct box to proceed to the payment page.

Do not click on the payment link if you are not ready to pay yet, as you may need to wait for up to 6 hours before you can make another payment attempt.

Keep the receipt for proof of payment.

HOME SIGN OUT

Please select programme(s).

**\* Denotes required field**

Type : Application						
Academic Year	Semester	Application Number	Programme*	Department	Amount	Payment Deadline
<input checked="" type="checkbox"/>	2024/2025	2	2024490453	Master of Clinical Mental Health and Psychotherapy (MCMHP)	Dean's Office (Medicine)	S\$50

Please note the following:

1. Payments for application and acceptance fee are not refundable.
2. Upon clicking on the make payment button, you would be re-directed to the payment method page where you can opt to pay either using VISA, Mastercard, Amex, Alipay or PayNow.
3. Please do not click on the make payment button if you are not ready to pay yet, as the payment session will be terminated if there is no activity within 15 minutes. In such cases, you may need to wait for up to 6 hours before you can make another payment attempt.
4. Please leave your browser open after making payment until you get to see the payment receipt. Do not use the BACK or RELOAD/REFRESH browser functions or CLOSE browser while using the service until the payment receipt or the Error page is displayed.
5. For VISA, Mastercard and Amex payment, a one-time password (OTP) is required to authenticate the cardholder's identity. You will be redirected to a page to enter the OTP (which is issued by the card issuing bank to the cardholder by SMS or token) before payment can be completed. For cards issued outside Singapore, authentication or the issuance of OTP may vary.
6. Please click here to view the scheduled maintenance schedule for the month.
7. The minimum payment amount is SGD\$20. The maximum payment amount is subject to your bank's withdrawal or credit card limit or SGD\$50,000 (whichever is lower).

12. The closing date for round 1 application submission will be on 1 May. Late submissions may be considered on an individual basis.

13. The course administrator will correspond with you primarily using e-mail during the application process to convey messages such as requesting for outstanding documents, interview notification etc. Hence, you must provide a valid and correct e-mail address and maintain your e-mail account regularly. The University will not be responsible for undeliverable e-mails and their consequences.

**14. REJECTION OF APPLICATION**

Inaccurate or false information or omission of material information or no application fee payment will render your application invalid. 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, applications submitted through any external agencies and applications that are incomplete or inaccurate. Persons admitted based on inaccurate or false information may be expelled.

For further inquiries or submission of documents via email, please contact the course administrator: **Cindy Honanta (Ms) | Email: [cindy@nus.edu.sg](mailto:cindy@nus.edu.sg)**

## ANNEX A

Note: Applicants should ensure that all supporting documents are in English or accompanied by an official translation in English. Translated copies of the documents must be certified true copies. In particular, translated copies of the transcript(s) and degree scroll(s) must be certified by the issuing institution(s). Certification of the supporting documents may be made by a responsible person e.g., school principal, commanding officer, personnel manager, etc. If you are unable to obtain certified true copies of your supporting documents, notarised documents will be accepted. However, do note that you will have to pay for notarised documents.

Documents (compulsory) to be submitted with your online application:

- 1a. Scanned copy of **Singapore NRIC** for Singapore citizens OR scanned copy of Re-entry permit for Singapore PRs OR scanned copy of Passport page showing nationality and personal details for International applicants.
- 1b. Scanned copy of **Employment Pass** and letter of approval from employer for International applicants working in Singapore.
- 2. Certified True Copy of Bachelor's and/or Master's certificate or degree scroll** (with English translation, if applicable). Graduates from local universities can upload the Opencerts file with their online application.
- 3. Bachelor's and/or Master's degree transcript** (with English translation, if applicable)

Note: Graduates from local universities can upload the Opencerts file with their online application.

Applicants who are graduates from NUS can submit scanned copy of their result slips or transcripts of their academic records.

Applicants who are graduates of other universities can submit scanned copy of their result slip(s) or transcript(s) of their academic records with their online application.

Applicants who are shortlisted for admission have to bring along an original physical copy of the transcript, certificate or degree scroll during the interview.

Please ensure that the university's grading scheme is included in the scanned copy that you upload to your online application.

- 4. Recommendations from two professional referees**  
Note: The recommendations from the two professional referees are to be submitted via the online admission system.
- 5. Personal statement**, please email course administrator, Cindy Honanta (Ms) at [cindy@nus.edu.sg](mailto:cindy@nus.edu.sg)
- 6. Documentary evidence of financial support to reflect**  
The financial documentation should reflect a minimum amount of \$20,000 for the initial semester of enrolment.

Note: International applicants must submit documentary evidence of financial support in the form of a letter of confirmation from a sponsor and a bank statement or documentary evidence of scholarship or other award obtained. The financial statement should reflect a minimum sum of \$20,000 for the initial semester of enrolment **AND** cost of living expenses in Singapore.

- 7. Latest CV and, if available, supporting documents for scholarship**
- 8. TOEFL/IELTS/GRE score report, if applicable**