



The Logistics Institute – Asia Pacific

Double Master of Science
in
Logistics &
Supply Chain Management
Program

Application Booklet
For August 2010

Closing Date of Application
31 March 2010

A Collaboration Between



Winner for
Best Educational
Course Provider
2003 - 2009

About the Application Booklet

This application booklet consists of the following parts: Page

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Applicants are advised to check against the list above to ensure that they have downloaded the entire application package before starting on the application process.

As the program is a collaboration between the National University of Singapore (NUS) and Georgia Institute of Technology (GT), the application booklet consists of two sections: one each for the 2 institutions. Both sections are to be completed by the applicant.

Instructions and checklists on the Submission of Application

The items required for purpose of applying for admission into the Double M.Sc. program are listed below. Please read and follow the given instructions carefully.

Please submit the indicated number of copies of documents requested for under the instructions. Original documents (except University transcript) should not be submitted. If submitted, original documents will not be returned. The institute will not be responsible for lost or missing items.

Please note that no application fee is levied when applying to this program. Successful Self Financing candidates however, will be required to place a deposit of S\$1,000 to confirm the place prior to admission. Successful candidates will also be required to pay a registration fee (to be made by credit card only) levied by the Georgia Institute of Technology during orientation in August 2010.

Successful applicants will be asked to present original documents for verification on registration day in August 2010.

Applicants must not submit their applications to the Georgia Institute of Technology as administration of the application and selection process is undertaken by the National University of Singapore. All application materials must be submitted to the following address through mail or courier before the closing date.

DMP Administrator
The Logistics Institute – Asia Pacific
National University of Singapore
21 Heng Mui Keng Terrace, #04-01
Singapore 119613

Items To be Submitted	Self-Check (✓)
Item 1: Application Form for Admission (2 sets)	
This form must be completed and “N.A.” should be indicated against sections which do not apply. Application can be typed or handwritten. If handwritten, please write <u>legibly</u> . Two sets must be submitted.	
Item 2: Photocopy of Passport (2 sets)	
The page containing the applicant’s photo and personal particulars should not be photocopied. Two sets must be submitted.	
Item 3: Photocopy of Birth Certificate (2 sets)	
If the certificate is in a language other than English, an official translation must be included. This should be certified at a Notary Public. Two sets must be submitted.	
Item 4: Photocopy of Identify Card (2 sets)	
This applies to Singaporeans and Singapore Permanent Residents (SPR) only. Photocopies of both the front and back of the identity card should be provided. Two sets must be submitted.	

Item 5: Photocopy of Entry Permit (2 sets)	
This applies to SPR only. Two sets must be submitted.	
Item 6: Photocopy of Employment Pass (2 sets)	
This applies to foreign applicants who are working in Singapore. Two sets must be submitted.	
Item 7: Photocopy of Degree Scroll(s) (2 sets)	
For each degree course successfully completed and indicated on the application form, applicants must furnish the above listed item. All copies of degree scrolls should be signed by the university's Registrar's Office as "Certified True Copy". If the scroll is in a language other than English, an official translation must be included. This should be certified at a Notary Public. Two sets must be submitted.	
Item 8: Original Transcripts or Certified University Results from First to Final Year of Study (2 sets)	
For each degree course successfully completed and indicated on the application form, applicants must furnish the above listed items. Two sets must be submitted, one of which could be a duplicate. Applicants may use the Transcript Request Form included in this package to request for transcripts from the respective universities. Transcripts should bear the stamp of the University and the name and signature of the Registrar or an authorised staff member. If the transcript is in a language other than English, an official translation must be included. This should be certified at a Notary Public. Two sets must be submitted.	
Item 9: Photocopy of University's Report or Relevant Documents on Co-Curricular Activities, Scholarships, Prizes, Achievements and Awards (2 sets)	
This should be furnished if available. Two sets must be submitted.	
Item 10: Original and Photocopy of GRE Score Sheet (1 copy each)	
Submission of GRE results is <u>compulsory</u> for all applicants, including Singaporeans and SPRs. Applicants should take the General test which includes verbal, quantitative and analytical writing. Only results of tests taken after 1 January 2005 will be accepted. Visit www.gre.org for details on how to apply for and sit for the GRE test. At this stage, do not request ETS to send score sheets directly to NUS or GT. Instead, send in the original score sheet and a copy together with other parts of this application. After being admitted into the program, students will need to request ETS to send original score sheets directly to GT for purpose of GT student registration. Students will bear the cost incurred for this purpose.	
Item 11: Original and Photocopy of TOEFL Score Sheet (1 copy each)	
Applicants should submit Test of English as a Foreign Language (TOEFL) results taken after 1 January 2008. (see www.toefl.org for details on TOEFL tests). Graduates with first degrees from North American, British and Singapore Universities with English Language as the medium of instruction are exempted from this requirement. Visit www.toefl.org for details on how to apply for and sit for the TOEFL test. At this stage, do not request ETS to send score sheets to NUS or GT. Instead, send in the original score sheet together with other parts of this application. After being admitted into the program, students will need to request ETS to	

send original score sheets directly to GT for purpose of GT student registration. Students will bear the cost incurred for this purpose.	
Item 12: Personal Biography Form (2 sets)	
Applicants should fill in their full names and addresses as well as their personal statements while leaving other portions unchanged or empty. Two sets should be submitted, one of which could be a duplicate.	
Item 13: Letters of Recommendation	
A total of <u>three</u> recommendation letters must be submitted. For each letter, the applicants should provide their full name, signature, date and evaluator's name while leaving other portions unchanged or empty. They should forward each of the three forms to their respective evaluators. The evaluators will complete the form, have it sealed under signature in an envelope (i.e. sign over the envelope's flap area) and return it to the applicant. The applicant will submit all three letters together with the rest of the application package to the institute. Applicants must not open the envelopes.	

Arrangement of Application Submissions

Applicants should arrange their submissions in the following order (with item 1 at the very top and item 14 placed at the bottom):

- 1) Application form for admission (2 sets)
- 2) Photocopy of passport (2 sets)
- 3) Photocopy of birth certificate for **Singaporean and SPR only** (2 sets)
- 4) Photocopy of identity card (for Singaporeans and SPR only) (2 sets)
- 5) Photocopy of entry permit (for SPR only) (2 sets)
- 6) Photocopy of Employment Pass (if employed in Singapore) (2 sets)
- 7) Photocopy of degree scroll (2 sets)
- 8) Original transcripts or certified university results (2 sets)
- 9) Photocopy of University's Report or Relevant Documents on Co-Curricular Activities, Scholarships, Prizes, Achievements and Awards (2 sets)
- 10) Original and photocopy of GRE score sheet (1 copy each)
- 11) Original and photocopy of TOEFL score sheet (1 copy each, where applicable)
- 12) Photocopy of personal biography form (2 sets)
- 13) Three sealed letters of recommendation

THE LOGISTICS INSTITUTE – ASIA PACIFIC

National University of Singapore

21 Heng Mui Keng Terrace, #04-01, Singapore 119613

Application Form for Admission into Double Degree MSc in Logistics & SCM Program

Colour Passport Size Photograph (Compulsory)

Please write legibly and indicate N.A. on sections that do not apply to you.

Please fill in the ANNEX form to indicate how your study in this program will be financed

A - SOURCE OF INFORMATION
How did you come to know about this program? (Please state source and date, if applicable)

B – STUDY OPTION
Which study option are you applying for?
<input type="checkbox"/> Full- Time Option (to be completed in 3 semesters over 18 months)
<input type="checkbox"/> Part-time Option (to be completed in 4 semesters over 24 months)

C - PERSONAL PARTICULARS		
Name (As it appears in NRIC/Passport, please <u>underline</u> surname/family name) Mr/Mrs/Mdm/Miss*	Sex	Date of Birth (DD/MM/YYYY)

Country of Birth	Ethnicity/ Race
Permanent Address [Home address]	Residential Tel No. Mobile No.
Postal Address (If different from above address)	Email Office Tel No. Fax No
Marital Status: Single / Married / Divorced / Widowed *	Domicile (Country you live in permanently)
Country of <u>Citizenship</u> : <input type="checkbox"/> Singapore <input type="checkbox"/> Others. Please specify _____ (please include all citizenships if you are a citizen of more than 1 country. Please specify country when completing passport number, place and date of issue of passport and date of expiry of passport in the sections below if you hold more than 1 citizenship.)	
Type of Identity Card (For Singaporean & SPR only) <input type="checkbox"/> Singapore Pink: NRIC No. _____ <input type="checkbox"/> Singapore Blue: NRIC/ UIN No. _____ (Please attach a copy of your Pink or Blue Singapore NRIC (front and back))	Passport No. (Please attach a copy of your passport with your personal particulars) <hr/> Place and Date of Issue of Passport <hr/> Date of Expiry of Passport

D - ACADEMIC QUALIFICATIONS

Please attach photocopies of all official academic certificates from tertiary education onwards (including but not limited to 'A' level certificate, polytechnic diploma, high school diploma, International Baccalaureate (IB) diploma, University degree scroll and transcripts (from 1st year to final/honours year, where available))

1. University Education Background - Undergraduate and postgraduate
(Indicate 'Current' under 'To' field if still studying)

From (mm/yy)	To (mm/yy)	Name of University	Country	Degree Attained and Honours Class/ Rank	Full or Part Time

2. Professional Qualification

From (mm/yy)	To (mm/yy)	Name of Awarding Professional Body	Country	Qualification Attained

3a. GRE

Please submit a copy of your GRE score together with this application.

Date of Test (dd/mm/yyyy)	Total Score
Verbal	Quantitative
	Analytical Writing

3b. TOEFL

Please submit a copy of your GRE score together with this application, where applicable.

Date of Test (dd/mm/yyyy)	Test Type Computer / Paper Based/ Internet-Based Testing*	Total Score

4. Scholarships, prizes, awards received, co-curricular activities and other participation and achievements. Indicate year of award and period of bond, if any. (Note: Please list in chronological order and enclose documentary evidence)

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E - CAREER HISTORY (If space is insufficient, attach additional sheet)**1. Present Employment (Please indicate if currently unemployed)**

Name of Employer	
Address of Employer	
Date Joined	
Current Job Title	
Job Description	

2. Past Employment

Name of Employer	
Address of Employer	
Date Joined (dd/mm/yyyy)	
Date Left (dd/mm/yyyy)	
Title of Last Position	
Job Description	

3. Past Employment

Name of Employer	
Address of Employer	
Date Joined (dd/mm/yyyy)	
Date Left (dd/mm/yyyy)	
Title of Last Position	
Job Description	

4. Number of years of working experience since obtaining Bachelor's degree (first degree):

Full time/ Contract: ____ years ____ months (up to date of application)

Part time/ Casual (hourly/ daily rated)/ Temporary (contract less than 1 year): ____ years ____ months (up to date of application)

F - MEMBERSHIP IN PROFESSIONAL ORGANISATIONS

From	To	Organisation	Post Held	Membership Status

G - NATIONAL SERVICE (for Singaporean and Singapore P.R. Males only)

Operationally Ready NSman (expected ROD:_____)
 Completed service (ROD: _____)

Exempted
 Disrupted
 Not applicable

H - REFEREES

Please submit 3 sealed recommendation letters. It is recommended that all three referees should be in a position to objectively comment on your academic ability and job performance.

Referee 1	Referee 2	Referee 3
Name (Underline surname) Mr/Mrs/Dr/ Prof/ Mdm/Miss*	Name (Underline surname) Mr/Mrs/Dr/ Prof/ Mdm/Miss*	Name (Underline surname) Mr/Mrs/Dr/ Prof/ Mdm/Miss*
Job Title and & Name of Organisation	Job Title and & Name of Organisation	Job Title and & Name of Organisation
Contact No:	Contact No:	Contact No:
E-mail address:	E-mail address:	E-mail address:
Nature of Association	Nature of Association	Nature of Association

Years Known	Years Known	Years Known
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I - FAMILY BACKGROUND

Please provide contact information of one of your family members and spouse (if married)

Name (Underline surname)	Relationship
Contact Mailing Address	Contact Telephone: Contact Mobile Phone No.: E-mail:
Spouse (For married applicants only)	
Name (Underline surname)	No. of Children
Contact Mailing Address	Contact Telephone: Contact Mobile Phone No.: E-mail:

J - PREVIOUS APPLICATION

Have you previously applied for admission or have been admitted to NUS?

Yes (Please give details of your previous application in sections below. If current student in an NUS programme, please give details of programme. Use separate sheet if necessary)

No

Programme(s) Applied for:	Year of Application:
Outcome of Application <input type="checkbox"/> Successful (Please give details below) <input type="checkbox"/> Unsuccessful	
Current Status (Complete this section if application was successful)	
<input type="checkbox"/> Graduated	<input type="checkbox"/> Withdrew Application
<input type="checkbox"/> Rejected State Reason: _____	<input type="checkbox"/> Current Student (Please provide details in section D.2)

Applicant Name _____

Address _____

School of Industrial & Systems Engineering
Georgia Institute of Technology
Atlanta, GA 30332-0205

Program to which you are applying:

ISYE OR HS

Planned Enrollment Date: Spring Semester, 2011

Personal Biography Form

The applicant must clearly indicate the reason for wishing to study in the ISYE/~~OR~~HS program at Georgia Tech as opposed to some other program or university. The biography should describe the applicant's background, training, and experience and should mention honors, memberships, and extracurricular activities. If extra space is needed, please use the reverse side of this form

GEORGIA INSTITUTE OF TECHNOLOGY

A Unit of the University System of Georgia

Graduate Studies and Research

Letter of Recommendation

Name of Applicant: _____ Evaluator: _____

Program Desired: ISYE OR HS Area of Concentration/Research: Industrial Engineering
For ISYE Applicants Only

Level: Masters PhD (*ISYE only*) Semester: Spring Year: 2011

Under the provisions of the Family Educational Rights and Privacy Act of 1974, I hereby waive my right to inspect the recommendation given below with the understanding it will be used only for purposes of admission and initial consideration for award of financial aid.

Social Security Number: _____-_____-_____

Signature

Date

NOTE TO EVALUATOR

The above-mentioned applicant is applying for admission into the Double M.Sc. in Logistics & Supply Chain Management jointly offered by the National University of Singapore (NUS) and Georgia Institute of Technology (GT). The Admissions Committee will appreciate your opinion of the applicant named above. We are interested in how long and how well you have known the applicant and in your impression of the applicant's initiative, intellectual power, analytical ability, perseverance, resourcefulness, experimental skill, ability to organize, and other qualities pertinent to graduate studies. Please use the back of this form if more space is needed.

Signature of
Evaluator: _____

Position of
Evaluator: _____

Field of Specialty
Of Evaluator: _____

Institution: _____

GEORGIA INSTITUTE OF TECHNOLOGY

A Unit of the University System of Georgia

Graduate Studies and Research

Letter of Recommendation

Name of Applicant: _____ Evaluator: _____

Program Desired: ISYE OR HS Area of Concentration/Research: Industrial Engineering
For ISYE Applicants Only

Level: Masters PhD (*ISYE only*) Semester: Spring Year: 2011

Under the provisions of the Family Educational Rights and Privacy Act of 1974, I hereby waive my right to inspect the recommendation given below with the understanding it will be used only for purposes of admission and initial consideration for award of financial aid.

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Signature of
Evaluator: _____

Position of
Evaluator: _____

Field of Specialty
Of Evaluator: _____

Institution: _____

GEORGIA INSTITUTE OF TECHNOLOGY

A Unit of the University System of Georgia

Graduate Studies and Research

Letter of Recommendation

Name of Applicant: _____ Evaluator: _____

Program Desired: ISYE OR HS Area of Concentration/Research: Industrial Engineering
For ISYE Applicants Only

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Signature of
Evaluator: _____

Position of
Evaluator: _____

Field of Specialty
Of Evaluator: _____

Institution: _____

Scholarship Form

Name (As it appears in NRIC/Passport, please <u>underline</u> surname/family name) Mr/Mrs/Mdm/Miss*	
Contact No:	E-mail Address:

Yes, I wish to apply for a scholarship under The Logistics Institute- Asia Pacific Scholarship Scheme. The objective of The Logistics Institute- Asia Pacific Scholarship Scheme is to help develop quality logistics manpower for Singapore to enhance its status as the premier logistics hub in the Asia-Pacific region. It is opened to Singaporeans, Singapore Permanent Residents and Foreign Nationals. Applicants are highly encouraged to refer to the website before applying for the scholarship:

Upon completion of the program, Scholarship Scheme recipients will embark on a three-year career with their respective sponsoring organizations.

Scholarship Scheme applicants holding existing scholarship(s) with or without bond must declare. Please provide details below (relevant documents to be attached):			
Name of Scholarship		Scholarship Awarding Body	
Does your scholarship come with a bond? <input type="checkbox"/> Yes <input type="checkbox"/> No		Duration of Bond	
Bond Commencement Date (dd/mm/yyyy)		Bond Completion Date (dd/mm/yyyy)	
Does your scholarship require you to work in any specific country? <input type="checkbox"/> No <input type="checkbox"/> Yes (State country: _____)			
Applicants are to submit an essay of not more than 1,000 words on why you wish to apply for the scholarship, your career motivation, your past achievements and any other relevant information a prospective scholarship sponsor may like to know about you. Please attach a separate sheet where necessary.			

DECLARATION

- I affirm that all statements made by me 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 _____

* Delete as appropriate