

We are pleased that you have chosen to apply for admission to the U21Global. Please carefully review the instructions below before you start working on your application.

### 1. Programme Application

All applicants will be considered on their individual merits.

U21Global has a rolling admission policy. We accept applications and admit students throughout the year. Admissions decisions are made in 1 – 2 weeks after we have received your completed application and payment of your application fee.

Because however, the transfer of payments, shipment of books and other processes normally take some time, we encourage you to apply at least six weeks before you plan to enrol for your first class.

### 2. Eligibility

Applicants may be admitted onto the Diploma of Information Technology Management programme (DITM) or Certificate of Information Technology Management programme (CITM) if they have met the following requirements:

- Bachelor's degree from a recognised university and two or more years relevant IT work experience; OR
- Bachelor's degree with first class honours from a recognised university in a technical field of study such as computer science, IT, engineering, mathematics or physics.
- Evidence of English proficiency for applicants whose first language is not English and who have not undertaken tertiary education in English. The minimum English language requirements are either:
  - IELTS (International English Language Testing Service) score of 6.5 with an individual writing score of at least 6.0; OR
  - TOEFL (Test of English as a Foreign Language) score of 550 (213 for computer-based, 80 for internet-based test) with a TWE (Test of Written English) score of at least 5.0; OR
  - BULATS (Business Language Testing Service ) at Level 4
- A statement of motivation for success through a 500-word essay
- Two references (at least one referee should be familiar with the applicant's employment record)
- An updated CV

Students may submit a GMAT score to support their application.

Applicants without a bachelor's degree may be considered for admission into the Certificate or Diploma programmes, if they have a minimum of eight years relevant IT work experience. Relevant IT work experience includes activities related to the strategising, development, maintenance or support of IT systems within an organisation.

### 3. Application Form

You can complete your application online or offline.

If you choose to complete your application online, you can fill out your application at your own pace but please remember to save the information before you logout. You can return to work on your application as often as you like until you submit the application.

If you choose to complete your application offline, please download the relevant application form and answer the relevant and mandatory questions. U21Global does not accept hardcopy application forms, so you need to login to your application account and upload the completed form, CV and personal statement to submit your application.

#### 4. Application Requirements

Only properly completed applications accompanied by the application fee of US\$50 will be processed. Please ensure that you have responded to all items in the application form before you submit your application.

##### Application Checklist and Supporting Documents

You are required to submit the following documentations to complete your application:

- Signed Application Checklist and Declaration Form
- Two recent Passport-Size Photographs with names and Application ID written on the back
- Certified copy of passport/official identification document with photograph shown
- Official or certified copies of transcripts/mark sheets from all academic institutions attended in sealed envelopes, with certified translation(s), if applicable
- Certified copy of degree scroll
- Two Referees' Reports in sealed envelopes (unless submitted directly by Referee to Admissions Office)
- GMAT scores from Pearson VUE directly (if applicable)
- TOEFL /IELTS/BULATS scores (if applicable)
- Non-refundable Application Fee of US\$50 (if payment has not been made through credit card). If you are residing in Singapore, you will have to pay the prevailing GST

Documents that are not in English must be accompanied by a certified full translation. Do not translate them yourself.

All supporting documents should be mailed to:

Admissions Office  
U21Global Graduate School Pte Ltd  
88B, Level Three  
Amoy Street  
Singapore 069907

Please remember to indicate your Application ID on the Application Checklist and Declaration Form. You can find the Application ID in the welcome email from the Admissions Office after you have started your application.

#### 5. Application Status

Once you have submitted your application online, you will receive an email confirmation from the Admissions Office.

U21Global will use the email address provided in your application as the primary means of communication with you, including requests for additional information and notification of your application status.

Only when your application is complete will it be forwarded to the Admissions Committee. We encourage you to check your email regularly for updates.

While U21Global appreciates the time and effort devoted by each applicant to the application process, we are not able to accommodate requests for specific feedback on factors leading to the final decision on your admissibility.

#### 6. Questions or Further Information

If you have further questions regarding the application process or U21Global programmes, you can:

- Visit our campus at: [www.u21global.edu.sg](http://www.u21global.edu.sg)
- Contact us at: (+65) 6410 1300
- Email us at: [campus@u21global.edu.sg](mailto:campus@u21global.edu.sg)

## How to complete the Application Form

Please read the notes carefully before completing the application form. Each section below relates to the respective section of the application form.

Please allow yourself time to complete the form and gather all of the necessary supporting documentation. We strongly recommend that you make the arrangements for the GMAT and English proficiency tests if these test results are necessary to support your application to U21Global.

U21Global reserves the right to require additional references or materials to support your application and contact any educational institutions, employer(s), testing agencies or referees relevant to this application in order to verify the authenticity of information/supporting documents.

### Section 1. Personal Information

Please provide all of the personal information requested. Your citizenship is as shown on your passport. Your country of residence is where you live now.

We accept the following as Identification Documents:

- 1) Passport - preferred
- 2) National Registration Identification Card (NRIC) – preferred, applicable to Singapore and Malaysia
- 3) Driver's Licence
- 4) Other Official documents which bears your Photograph, Official Name and Date of Birth

We need a certified true copy of the passport / identification document with photograph shown as supporting document.

### Section 2. Contact Information

If you are admitted to U21Global graduate programme, we will need to send you documentation and materials by post, so it is important that you provide us with a secure postal address. Please inform us of any change in your address immediately.

Normally, we will not contact you by telephone, but ask you to provide us with home, office, mobile and fax numbers in case we need to speak to you urgently. We will communicate with you via email, so it is important that you provide us with a valid email address that you check regularly.

### Section 3. Undergraduate & Postgraduate Qualifications

Please provide us with details of universities and postgraduate institutions attended and the academic qualifications achieved. Please ensure that the names of the universities and postgraduate institutions are written in full and not abbreviated to initials. The full name should be according to what is printed on your degree scroll and transcript.

Please arrange for an official transcript from the university or postgraduate institution attended (full-time or part-time). This can be done by downloading the Transcript/Mark Sheet Request Form and sending it to the Registrar of each university or postgraduate institution attended. Please note that most institutions will charge a fee for this service. The Registrar should enclose the transcript and certified translation, if applicable and the transcript request form, seal the envelope and sign across the seal before mailing it to U21Global Admissions Office.

If you are unable to send the original documents, you must have the copies authenticated by any of the following:

- Your University
- Public Notary
- Lawyer
- Your HR Officer
- U21Global Staff

Please ensure that all copies are duly certified. Please do not authenticate the documents yourself.

Transcripts, which are not in English, must be accompanied by a certified full translation. Do not translate them yourself.

#### Section 4. Professional Qualification(s)

We are interested in any professional qualifications you have been awarded. Please remember to provide the supporting documentation.

##### Graduate Management Admissions Test (GMAT)

GMAT is not mandatory for admission if you have a first degree and/or the relevant professional or management work experience. U21Global reserves the right to request a GMAT as further evidence of potential for success in the programme. If you have taken the GMAT, please provide the results with the application. If you have taken the GMAT more than once, you only have to report the best score. Please arrange for Pearson VUE who administers the test to send us your score report directly. Please visit [www.gmat.org](http://www.gmat.org) for full details of GMAT. Our institution code is PFP6409 (ETS: 7172).

#### Section 5. TOEFL/IELTS/BULATS

Strong English language communication skills are crucial to gaining the full benefit of the programmes we offer. If your first language is not English or your undergraduate or postgraduate degree was not taught in English, we require you to demonstrate your English proficiency by taking a recognised English Language Test.

Our preferred tests are the Test of English as a Foreign Language (TOEFL) and the International English Language Testing System (IELTS) test and we accept the following minimum scores:

##### TOEFL:

Paper -based Test: minimum 550 with 5.0 in the TWE. Computer based Test: minimum 214 with 5.0 in the TWE. Internet based Test: minimum 80  
Full details of TOEFL can be found at [www.toefl.org](http://www.toefl.org). Our institution code is 7172.

##### Academic IELTS:

Minimum 6.5 with an individual writing test score of at least 6.0.  
Full details of IELTS can be found at [www.ielts.org](http://www.ielts.org). There is no institution code for IELTS, please include the name of institution as "U21Global".

Where the TOEFL or IELTS tests are not available, we can also accept the Business Language Testing Service (BULATS) at Level 4. You can obtain further details on BULATS at [www.bulats.org/index.php](http://www.bulats.org/index.php).

We require original or certified copies of your English Language Test score report. If you are unable to send the original documents, you must have the copies authenticated by any of the following:

- Your University
- Public Notary
- Lawyer
- Your HR Officer
- U21Global Staff

Please do not authenticate the score report yourself.

#### Section 6. Employment Information

Please indicate the total amount of full time employment. Do not include any part time work or internships undertaken while studying. These can be provided as details in your CV.

Please provide a current CV that describes your qualifications and training, detailed work history and responsibilities. Any part-time work experience and internships, your rank in the class (along with the total class size), competitive scholarships, awards or prizes you have received and other relevant information that was not captured within the forms to support your application can accompany your application as additional documentation.

**Section 7. Statement of Personal Goals and Achievements**

This personal statement is an important element in your application to U21Global. It is designed to assist the Admissions Committee learn more about your values, aspirations and your motivation for applying to U21Global. Please give careful thought to your answer and write your essay concisely. The statement should be typed and not be less than 500 words in length.

It is very important that the statement is entirely your own work. Please do not be tempted to get other people to help you write the statement or download materials from the web.

**Section 8. Referees**

We learn a lot about you through the referee reports, so please select your referees carefully and explain to them the importance of providing a comprehensive reference.

We prefer at least one referee report from your current immediate supervisors and/or former direct supervisors or a professional associate senior to you. If you are running your own business, you can ask a customer, supplier or professional adviser (e.g. your accountant or lawyer) to provide the reference. We can accept one reference from a family member if they have a direct working relationship with you. However, we generally discourage use of either family members or personal friends.

You can download the Referee Report Form from our application system and email it to the selected referees. The referees can attach additional pages if more space is needed. The referee can return the completed form to U21Global Admissions Office directly by email to [admissions@u21global.edu.sg](mailto:admissions@u21global.edu.sg) or in a sealed envelope with the referee's signature across the sealed envelope flap. Please inform Admissions Office of any change in the referee nominations.

Please ensure that the referees submit the reports promptly, as your application cannot be reviewed without the referee reports. The Admissions Committee may consult your referee directly for more information about your application.

Do not, under any circumstance, ask the referee to sign a reference which you have written. We will reject your application or revoke any offer of admission immediately in this event.

**Section 9. Source of Information**

The information you provide in this section helps U21Global to focus our marketing and recruitment efforts. The answers provided will be used for statistical purposes and will not affect the evaluation of your application in any way.

**Section 10. Sponsorship**

We would like to know if you are receiving any financial assistance from your company. Your answers will not affect the evaluation of your application.

Sometimes your company may have a sponsorship agreement with U21Global, which require us to provide details of your progress on a regular basis. Please read the statement in this section carefully before answering.

#### **Section 11. Review & Check Application**

It is important that your application is accurate and complete. The “Review Application” and “Check Application” functions are designed to help you to verify that your application is complete.

Please click “Review Application” to ensure that the information you have provided in the application is correct.

Please click “Check Application” to ensure that all the required questions are answered.

Your application has not been submitted at this point and you can make changes to information provided. If you make changes to your application, we suggest that you “review” and “check” your application again to ensure that the form is complete. You will not be able to any amendments to your application once it is submitted.

You can login to the application system to view your submitted application. If you discover after submission that you have made an error in your application, please write to [admissions@u21global.edu.sg](mailto:admissions@u21global.edu.sg) to update your application information immediately.

#### **Section 12. Make a Payment**

A non-refundable application fee is US\$50 should accompany each application. You can make payment by one of the following ways:

- **Credit card (Visa, MasterCard, American Express)**
- **US\$ Cheque (drawn on a Singapore or US bank), bank draft or money order payable to *Universitas 21 Global***

Please write your name and Application ID No. on the back of your cheque/bank draft/ money order. If you are residing in Singapore, you will have to pay the prevailing GST, and if you choose to make non-credit card payment, you may incur additional bank transactional charges. Please send non credit card payments and all supporting documents to the U21Global Admissions Office.

#### **Section 13. Privacy Policy and Application Honesty Statement**

Please read the statement in this section carefully before entering your name and dating the application form. You can submit your application after completing this section.