

User Guide for IRIS Application

DATED DEC 2025

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Programme and Term Selection

- Applicant must register an account in the Graduate Admission System (GDA3) at <https://gradapp.nus.edu.sg/apply/>. After creating the account, they can login to the system using their registered email address and password.
- Search for Programme:
 - Set the following preferences:
 - **Degree Type:** 'Non-Degree Programme',
 - **Preferred Commitment:** 'Full-Time',
 - **Enrollment:** 'May 2026 Special Term' or 'August 2026'

Do note the following commencement periods:

- i) May 2026 Special Term – 25 May to 24 July 2026
- ii) August 2026 – 3 August to 30 September 2026 or 3 August 2026 to 31 October 2026

Graduate Admission System (GDA3)

Search for Programme

Which degree type would you like to apply for?

Doctor by Coursework Doctor of Engineering
 Doctor of Pharmacy Doctor of Philosophy
 Graduate Diploma Master's by Coursework
 Master's by Research Non Degree Programme

Please select your preferred commitment

Full-Time Part-Time

When would you like to enroll?

Nov 2025 (Nominations only)
 January 2026
 March 2026
 May 2026 Special Term
 June 2026 Special Term
 August 2026
 January 2027
 August 2027

[View Programmes](#)

Click "Apply Now"

Programme	Faculty	Department	Application Open Date	Application Close Date	Action
Internship and Research Immersion in Singapore (IRIS) @ NUS	NUS Graduate School	Dean's Office (NUS Graduate School)	15 Dec 2025	15 Jan 2026	Apply Now

Once the Programme Details are confirmed, applicant will be brought to the Application page to start the application process.

Li Test (userstestgda3@gmail.com)
Not Li Test? [Click here](#)

Programme: Doctor of Philosophy in Biological Sciences
Degree Type: Doctor of Philosophy
Enrolling In: August 2024
Preferred Commitment: Full-Time

[Confirm Programme Details](#)

Application Page

Click on application ID and “Open Application” to start the application process.

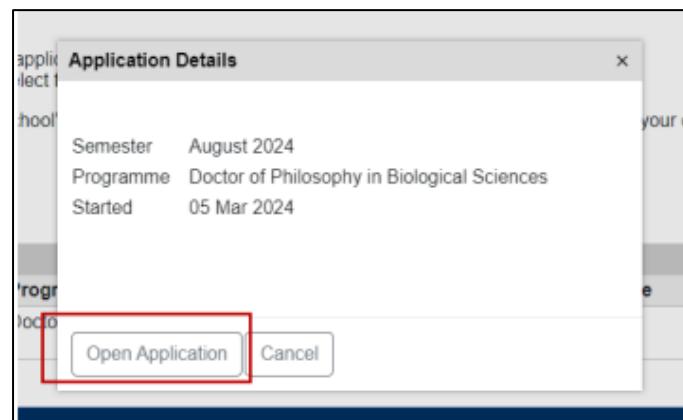
Congratulations for taking your first step in applying for a graduate programme at NUS!

Here's a tip – please visit the Faculty/ School's website for comprehensive instructions and requirements specific to your chosen programme throughout the application process.

To resume an application, please click on the programme name.

[Add New Programme](#)

Your Applications					
Application ID	Semester	Programme	Started Date	Submitted Date	Status
N836569672	August 2026	Internship and Research Immersion in Singapore (IRIS) @ NUS	22 Sep 2025		Pending Submission



1. Personal Information

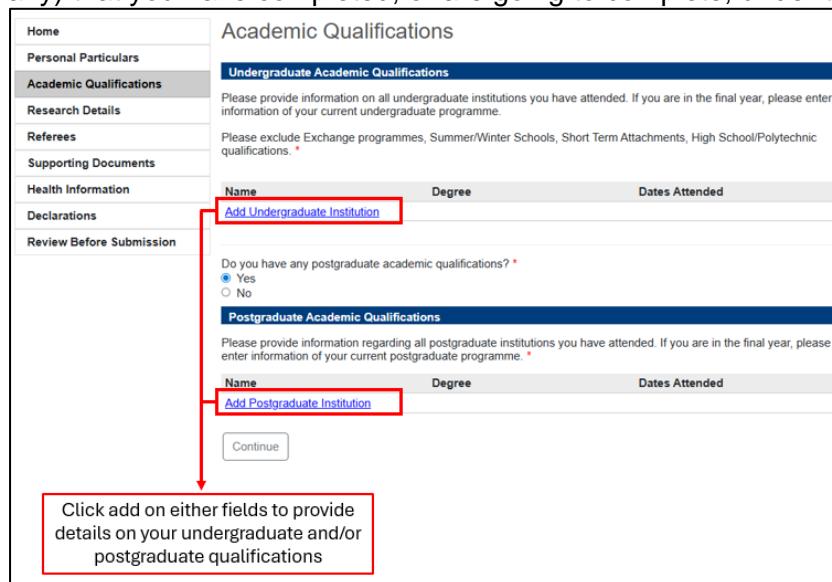
If you are successful in your application, your official name will be printed on your NUS Student Card, as well as on your certification of completion. For International Students, your personal particulars will be submitted to the Singapore Immigration and Checkpoint Authority (ICA) for your Student Pass application. Please ensure that your personal particulars correspond exactly with the information printed on your National Identity Card or Passport.

* denotes required field. Do ensure completion of all required field.

Home	<h3>Personal Information</h3>
Personal Particulars	<p>* denotes required field</p>
Academic Qualifications	
Research Details	
Referees	
Supporting Documents	
Health Information	
Declarations	
Review Before Submission	

2. Academic Qualifications

Please provide details of your academic qualifications (including postgraduate qualification, if any) that you have completed, or are going to complete, under this section.



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Personal Particulars
Academic Qualifications
Research Details
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Academic Qualifications

Undergraduate Academic Qualifications

Please provide information on all undergraduate institutions you have attended. If you are in the final year, please enter information of your current undergraduate programme.

Please exclude Exchange programmes, Summer/Winter Schools, Short Term Attachments, High School/Polytechnic qualifications. *

Name	Degree	Dates Attended
Add Undergraduate Institution		

Do you have any postgraduate academic qualifications? *

Yes
 No

Postgraduate Academic Qualifications

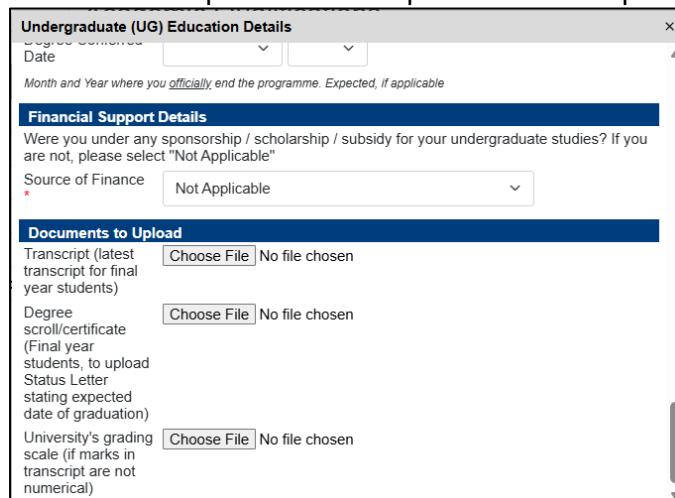
Please provide information regarding all postgraduate institutions you have attended. If you are in the final year, please enter information of your current postgraduate programme. *

Name	Degree	Dates Attended
Add Postgraduate Institution		

[Continue](#)

Click add on either fields to provide details on your undergraduate and/or postgraduate qualifications

Do ensure completion of all required field and upload transcript/degree certificate.



Undergraduate (UG) Education Details

Date
Month and Year where you officially end the programme. Expected, if applicable

Financial Support Details

Were you under any sponsorship / scholarship / subsidy for your undergraduate studies? If you are not, please select "Not Applicable"

Source of Finance * Not Applicable

Documents to Upload

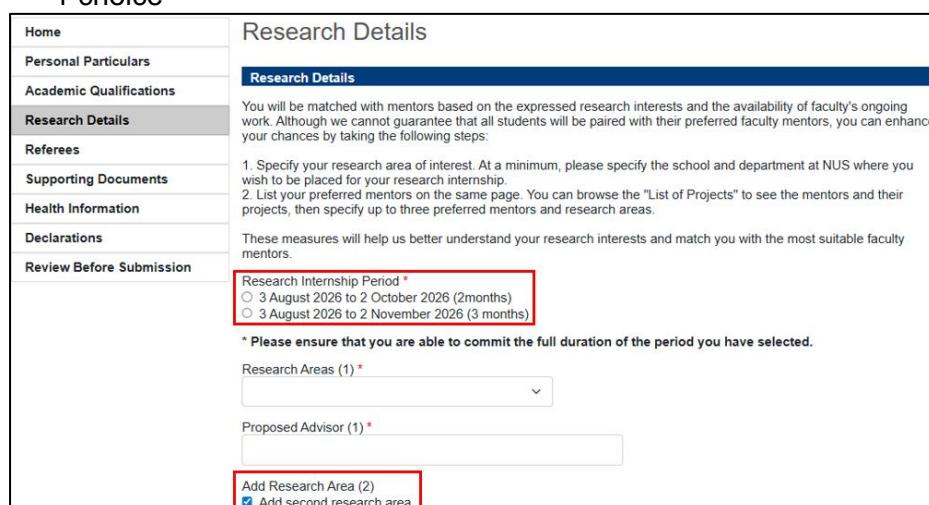
Transcript (latest transcript for final year students) No file chosen

Degree scroll/certificate (Final year students, to upload Status Letter stating expected date of graduation) No file chosen

University's grading scale (if marks in transcript are not numerical) No file chosen

3. Research Details

- If you are choosing August 2026 term, do ensure that you select either 2 months or 3 months research internship period.
- Click on "Add Research Area (2)" and or "Add Research Area (3)" to input more than 1 choice



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Personal Particulars
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Research Details

You will be matched with mentors based on the expressed research interests and the availability of faculty's ongoing work. Although we cannot guarantee that all students will be paired with their preferred faculty mentors, you can enhance your chances by taking the following steps:

1. Specify your research area of interest. At a minimum, please specify the school and department at NUS where you wish to be placed for your research internship.
2. List your preferred mentors on the same page. You can browse the "List of Projects" to see the mentors and their projects, then specify up to three preferred mentors and research areas.

These measures will help us better understand your research interests and match you with the most suitable faculty mentors.

Research Internship Period *

3 August 2026 to 2 October 2026 (2months)
 3 August 2026 to 2 November 2026 (3 months)

* Please ensure that you are able to commit the full duration of the period you have selected.

Research Areas (1) *

Proposed Advisor (1) *

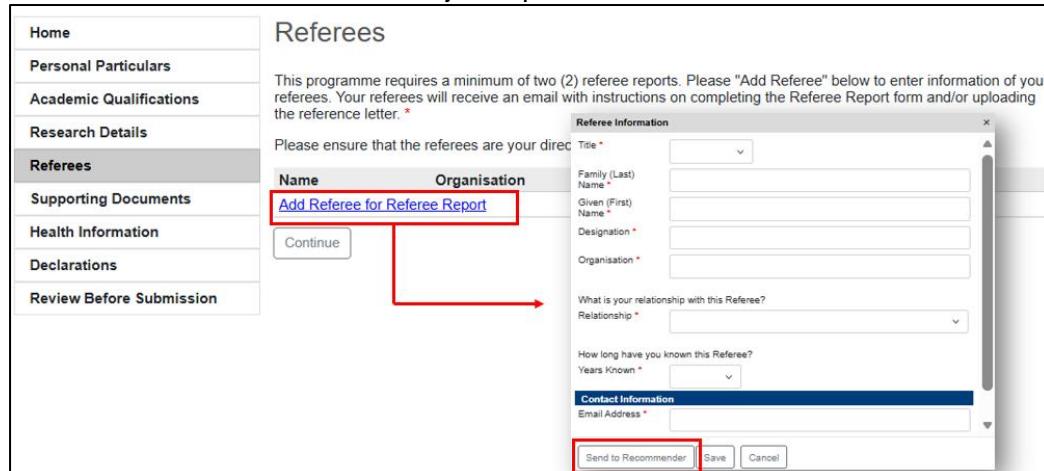
[Add Research Area \(2\)](#)
 Add second research area

4. Referees

As part of the review criteria, the Faculty/School may require at least one referee's report(s) for the programme. In this section, you can create referee details and assign referees to your application.

- Click on the "Add Referee for Referee Report" link. You are required to enter the referee's information.
- Click "Send to Recommender" button once all details have been provided. The referee report form will be sent to the assigned referee for completion.

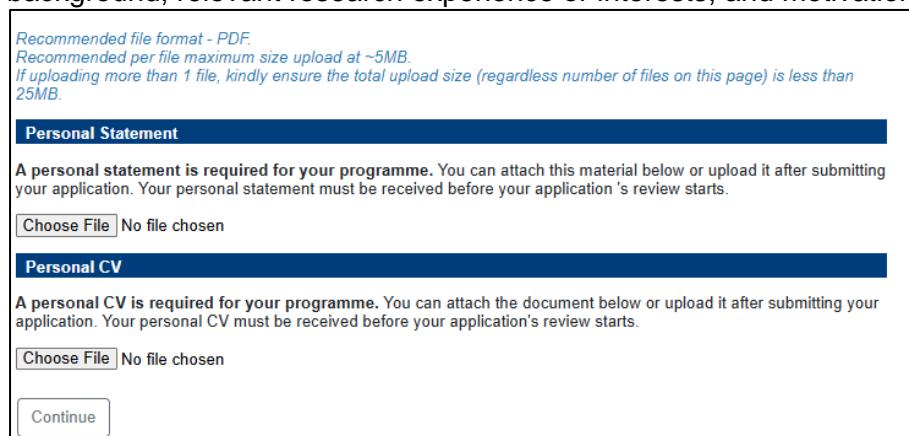
Do remind Referee to check their junk/spam folder if not in their inbox.



The screenshot shows the 'Referees' section of an application form. On the left is a sidebar with various tabs: Home, Personal Particulars, Academic Qualifications, Research Details, Referees (which is selected and highlighted in grey), Supporting Documents, Health Information, Declarations, and Review Before Submission. The main area has a heading 'Referees' and a note: 'This programme requires a minimum of two (2) referee reports. Please "Add Referee" below to enter information of your referees. Your referees will receive an email with instructions on completing the Referee Report form and/or uploading the reference letter. *'. Below this is a table with columns 'Name' and 'Organisation'. A red box highlights the 'Add Referee for Referee Report' button. A red arrow points from this button to a larger 'Referee Information' pop-up window. The pop-up has sections for 'Referee Information' (Title, Family (Last) Name, Given (First) Name, Designation, Organisation), 'Relationship' (Relationship, Years Known), and 'Contact Information' (Email Address). The 'Send to Recommender' button at the bottom of the pop-up is also highlighted with a red box.

5. Supporting Documents

You are encouraged to upload your personal statement that outlines your academic background, relevant research experience or interests, and motivation for applying.



The screenshot shows the 'Personal Statement' and 'Personal CV' sections of an application form. The 'Personal Statement' section includes a note: 'Recommended file format - PDF. Recommended per file maximum size upload at ~5MB. If uploading more than 1 file, kindly ensure the total upload size (regardless number of files on this page) is less than 25MB.' Below this is a 'Personal Statement' button. A 'Choose File' button and a 'No file chosen' message are shown. The 'Personal CV' section includes a 'Personal CV' button. A 'Choose File' button and a 'No file chosen' message are shown. A 'Continue' button is located at the bottom of both sections.

6. Health Information

Applicants with disabilities may face challenges in certain programmes. Should you require special needs, it is advisable that you make this known under this section.



The screenshot shows the 'Health Information' section of an application form. The sidebar tabs include Home, Personal Particulars, Academic Qualifications, Major Information and Audition Repertoire, Referees, Supporting Documents, Health Information (selected and highlighted in grey), Declarations, and Review Before Submission. The main area has a heading 'Health Information' and a 'Health And Support' section. It asks: 'Do you have any past or current 1) medical, e.g. epilepsy, allergies, tuberculosis, 2) mental health, e.g. anxiety, eating disorder, depression, 3) disability or learning needs, e.g. autism, dyslexia, visual impairment, which may or may not cause you to require the support or facilities while studying at the University?'. Below this is a note: 'Students with colour-blindness are advised to indicate their condition here as they may face challenges in certain programmes in Engineering, Design & Environment and Science related majors.' At the bottom are radio buttons for 'Yes' and 'No', and a note: 'If you are taking any medication, please provide details of medication.'

7. Declarations

Applicants are to complete the declarations honestly.

Home	Declarations
Personal Particulars	
Academic Qualifications	
Research Details	
Referees	
Supporting Documents	
Health Information	
Declarations	Academic Disciplinary Action Are you currently, or have you ever been under investigation, charged with or subject to disciplinary action or enquiry for any type of misconduct, scholastic or otherwise, at any educational institution? * <input type="radio"/> Yes <input type="radio"/> No
Review Before Submission	Other Disciplinary Action Have you ever been the subject of any other disciplinary action (including, but not limited to, during military/national service or at place of employment)? * <input type="radio"/> Yes <input type="radio"/> No

8. Review Before Submission

Please ensure that the information entered in the application form is accurate as you are unable to make changes to your application after the submission is done.

Do ensure that all errors have been corrected before clicking the "Submit Application".

Home	Review Before Submission																		
Personal Particulars																			
Academic Qualifications																			
Research Details																			
Referees																			
Supporting Documents																			
Health Information																			
Declarations	<p>We have detected the following errors with your application. These errors must be corrected before submission.</p> <table border="1"><thead><tr><th>Section</th><th>Required Field or Error</th></tr></thead><tbody><tr><td>Personal Particulars</td><td>Please provide a valid postal code in your next-of-kin address</td></tr><tr><td>Personal Particulars</td><td>Please respond to all required Nationality questions.</td></tr><tr><td>Academic Qualifications</td><td>You have not provided information on your Bachelor degree education.</td></tr><tr><td>Referees</td><td>Please ensure you have sent a referee request to a minimum of two unique referees.</td></tr><tr><td>Declarations</td><td>Please acknowledge NUS' Personal Data Protection policy.</td></tr><tr><td>Declarations</td><td>Please acknowledge the Truthfulness Statement.</td></tr><tr><td>Declarations</td><td>Please respond to all required questions.</td></tr><tr><td>Declarations</td><td>Please type your full name as your signature.</td></tr></tbody></table>	Section	Required Field or Error	Personal Particulars	Please provide a valid postal code in your next-of-kin address	Personal Particulars	Please respond to all required Nationality questions.	Academic Qualifications	You have not provided information on your Bachelor degree education.	Referees	Please ensure you have sent a referee request to a minimum of two unique referees.	Declarations	Please acknowledge NUS' Personal Data Protection policy.	Declarations	Please acknowledge the Truthfulness Statement.	Declarations	Please respond to all required questions.	Declarations	Please type your full name as your signature.
Section	Required Field or Error																		
Personal Particulars	Please provide a valid postal code in your next-of-kin address																		
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Declarations	Please acknowledge the Truthfulness Statement.																		
Declarations	Please respond to all required questions.																		
Declarations	Please type your full name as your signature.																		
Review Before Submission	<p>We have detected the following potential problems with your application:</p> <table border="1"><thead><tr><th>Section</th><th>Warning</th></tr></thead><tbody><tr><td>Supporting Documents</td><td>You have not yet uploaded your Personal CV. This material will be required prior to reviewing your application.</td></tr><tr><td>Supporting Documents</td><td>You have not yet uploaded your Personal Statement. This material will be required prior to reviewing your application.</td></tr></tbody></table> <p>As an administrator, you may bypass application warnings and submit the application in an incomplete state.</p> <p>Submit Application Save for Later</p>	Section	Warning	Supporting Documents	You have not yet uploaded your Personal CV. This material will be required prior to reviewing your application.	Supporting Documents	You have not yet uploaded your Personal Statement. This material will be required prior to reviewing your application.												
Section	Warning																		
Supporting Documents	You have not yet uploaded your Personal CV. This material will be required prior to reviewing your application.																		
Supporting Documents	You have not yet uploaded your Personal Statement. This material will be required prior to reviewing your application.																		

After Submission

1. Managing Referees

After you have submitted your application online, your assigned referees will each receive an email inviting them to submit their referee report:

Dear [REDACTED]

[REDACTED] has applied to the National University of Singapore for the following graduate programme and nominated you to be his/her referee:

Programme: Doctor of Philosophy in Biological Sciences
Department: Biological Sciences
Faculty: Faculty of Science

Please click on [this link](#) to submit the online referee report. Alternatively, you may copy and paste the link onto your web browser.
<https://gradapp.nus.edu.sg/apply/refer?key=0834126819192042>

The deadline for submission of the referee report is 3 April 2024 (UTC+8:00), after which the link above will expire.

For enquiries pertaining to the referee report, please contact the Graduate Divisions of the respective Faculties/Schools conducting the programmes. You may refer to [NUS Graduate School's](#) website for the Graduate Programme Contacts.

Applicants can send reminders to their assigned referees by clicking on the “recommendations page” in the Application Checklist page.

Application Checklist

Please note that it may take 30 - 60 minutes for the status of checklist items to be updated.

Status	Details	Date
✗ Awaiting	Personal CV	
✗ Awaiting	Personal Statement	
✗ Awaiting	Recommendation from Scarlet Test Chan, Testing In progress as of 10/07/2025.	

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

The referees page will open. Click on the respective referee that you wish to send reminder to.

Referees

This programme requires a minimum of two (2) referee reports. Please "Add Referee" below to enter information of your referees. Your referees will receive an email with instructions on completing the Referee Report form and/or uploading the reference letter. *

Please ensure that the referees are your direct advisor, co-advisor, or mentor from your current university.

Name	Organisation	Relationship	Status	Status Date
Add Referee for Referee Report				
Chan, Scarlet Test	Testing	Direct Supervisor: Research (Faculty - Asst Prof & Above)	Sent to Referee	7 Oct 2025

[Continue](#)

Click “Send Reminder”, an email notification will be triggered to the referee.

Referee Information

Title *	Prof.
Family (Last) Name *	Chan
Given (First) Name *	Scarlet Test
Designation *	test
Organisation *	Testing

What is your relationship with this Referee?

Relationship * Direct Supervisor: Research (Faculty - Asst Prof & Above)

How long have you known this Referee?

Years Known * 1 year

Contact Information

Email Address * testing@gmail.com

Contact Number *

Action Buttons

Save **Send Reminder** Exclude Cancel

2. Additional Documents to Upload

Use the “Upload Materials” at the Application Checklist page to upload any other additional documents that you need to upload.

Greetings, Test!

Thank you for applying to Internship and Research Immersion in Singapore (IRIS) @ NUS. This is where you can status, required materials that you have not submitted, eg supporting document(s), payment(s) due, etc. If you do specify **N836569672** in your email.

To apply to another programme, please access the [Programme Search Portal](#).

Application Checklist

Please note that it may take 30 - 60 minutes for the status of checklist items to be updated.

Status	Details	Date
✗ Awaiting	Personal CV	
✗ Awaiting	Personal Statement	
✗ Awaiting	Recommendation from Scarlet Test Chan, Testing In progress as of 10/07/2025.	

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

Upload Materials

You may upload materials listed with testing@gmail.com at Materials checklists below.

Choose File No file chosen **Upload**

3. Checking outcome

You will receive an email notification if application is unsuccessful.

If you are offered, you will need to login to GDA3 to accept the offer.

Log into GDA3 and click on the Application ID with the status “Offer Made” and follow the instructions.

Your Applications					
Application ID	Semester	Programme	Started Date	Submitted Date	Status
R322491566	August 2024	Doctor of Philosophy in Biological Sciences	5 Mar 2024	6 Mar 2024	Pending Submission of Supplementary Form
K430232681	August 2024	Master of Computing – General Track	10 Mar 2024	10 Mar 2024	Offer Made
K625007244	August 2024	Master of Music	11 Mar 2024		Pending Submission