

LIONBRIDGE CONSULTANCY SERVICES

Build a Strong Application File

A controlled, verifiable workflow from research to submission

For Indian students and families considering Singapore

Practical, source-led, and designed for discussion - not a substitute for official admissions, immigration, employment, or financial advice.

What a strong file actually means

A strong application is accurate, complete, programme-specific and submitted through the correct portal on time. Presentation helps, but consistency between passport details, academic records, declared history and supporting documents matters more.

Stage 1 - Build the programme matrix

Track	What to record
Eligibility	Accepted qualification, required subjects, tests, language rules
Selection	Grades, aptitude-based elements, interview, test or portfolio
Timing	Opening date, closing date, result date, response deadline
Documents	Format, translation, certification and upload limits
Cost	Application fee, tuition, deposit and funding deadlines

Stage 2 - Create one controlled evidence folder

- Passport biodata page; use the exact legal name and document number everywhere.
- Class 10 and Class 12 marksheets/certificates, plus latest or predicted results where accepted.
- Official translations for any non-English documents, following the receiving body's rules.
- Test results only where the programme or qualification route requires them.
- Activity evidence, portfolio, statement or referee details where relevant.
- A submission PDF or screenshot, payment receipt and portal reference number for every application.

Suggested folder structure

00_Tracker / 01_Identity / 02_Academics / 03_Tests / 04_Statements / 05_Portfolio / 06_References / 07_Submissions / 08_Offers

Stage 3 - Quality-control the data

- Use one master spelling for names, schools, addresses and dates.
- Explain gaps or discrepancies honestly when the form provides space.
- Open every uploaded file after export; verify orientation, legibility and all pages.
- Keep originals. ICA may require originals and acceptable official translations later.

Stage 4 - Make writing evidence-led

Where a statement is requested, connect motivation to specific modules, projects, skills and goals. Replace broad claims with one concrete example: situation, action, result, reflection. Never invent achievements or allow editing to distort the student's voice.

Stage 5 - Submit and control follow-up

- Submit before the final day where possible; portals and payment checks can fail.
- Check email and applicant portals on a fixed schedule, including spam folders.
- Record requests for extra documents and respond through the authorised channel.
- Compare offer conditions, acceptance deadlines, deposits and refund rules before paying.

Final 15-minute audit

Check	Complete?
Correct programme and intake	☐
Names and dates match passport and records	☐
All required pages readable	☐
Prerequisites verified on current page	☐
Statement answers the actual prompt	☐
Fee paid and confirmation saved	☐
Follow-up dates entered in tracker	☐

Official sources and verification

Rules, fees, dates and eligibility can change. Re-check these pages before acting.

NUS - Undergraduate programmes and admissions links

<https://www.nus.edu.sg/oam/undergraduate-programmes>

Programme list, prerequisites, application guides and qualification-specific routes.

NUS - Indian Standard 12 (CBSE/ISC)

<https://www.nus.edu.sg/oam/admissions/international-qualifications-for-foreigners/international-qualifications/indian-standard-12-cbse-and-isc>

Illustrates current qualification-specific requirements and limitations.

ICA - Student's Pass for Institutes of Higher Learning

<https://www.ica.gov.sg/reside/STP/apply/ihl>

Application timing, documents, fees and processing guidance.