

Annex A

For foreign student who requires the sponsorship of the VISA, Training Employment Pass (TEP), the following information needs to be provided.

Please note that the TEP application process will take approximately **8 to 10 weeks**, and the Pre-Employment Screening Clearance will require an additional **4 to 6 weeks** for completion. Therefore, the overall processing time for the internship may take approximately **4 to 5 months**.

Documents Required for TEP Application	
1.	A detailed training program showing the activities (training, research or work activities) of the attachment stating: (Please fill up ANNEX B for this) a. Objective of the Program/Training b. Type of Activities with Details c. Exact Location of Activities (please provide address) d. Duration of the Program/Training (with start and end date; should not exceed 12 months)
2.	Letter of support from the institution that the visitor belongs to
3.	Letter of Funding Support/Scholarship (including self funding)
4.	Personal particulars page of visitor's passport and National ID (in colour copy)
5.	Visitor's Curriculum Vitae/Resume
6.	Visitor's education documents (If the candidate has not completed the course yet, please upload a letter from the educational institution confirming that they are currently pursuing the course.)
7.	If the visitor has a Diploma and above from China, Verification proof from one of these sources is required (for Bachelor, Masters and Ph.D. Degree/Certification): <ul style="list-style-type: none">• Diploma: Online Verification Report of Higher Education Qualification Certificate from China Higher Education Student Information and Career Center (CHSI)• Diploma and above: Global verification agencies• Degree and above: from Center for Student Services and Development (CSSD), formerly known as China Higher Education Student Information (CHSI)
8.	If the training attachment is part of the diploma or degree programme, a Support letter from the educational institution confirming that the training is part of the programme is required.

	*For non-English documents, the original document together with an English translation must be submitted as 1 file . The translation can be done by a translation service provider.
	Terms & Conditions
1.	Other than administrative and processing fees and related costs, visitors will be expected to provide their own funding to cover all other expenses of their visit at NUS, including arrangements for travel, accommodations, health screening/tests and insurance to cover medical, personal accidents, loss and/or damage to personal effects and any other contingencies. Any travel, accommodation and other expenses incurred in relation to accompanying dependents, if any, shall be borne by them.
2.	Visitors may be expected to provide proof of departure (eg. Return air ticket) before TEP is issued.
3.	Visitors are personally responsible for, and undertake to settle prior to leaving Singapore, all personal debts and liabilities incurred during or as a result of their visit, including but not limited to any income and other personal taxes that may be payable to the Inland Revenue Authority of Singapore ("IRAS") and other personal expenses that they may have incurred in relation to their stay in Singapore. This should be done 1 month prior their department from Singapore.
4.	Visitor shall return the TEP card to NUS (to the department admin) prior to leaving Singapore.
5.	Visitor shall not start work in Singapore until TEP is approved, as it is an offence to work without a work pass.
6.	TEP candidate may be required to meet the criteria for acceptable institutions by MOM.