

Guidelines for Application for Endorsement to Work Part-Time During Term Time for International Undergraduate Students

International **undergraduate** students may apply to Student Affairs Office for endorsement to work part-time during term time.

No endorsement is required to work part-time under Work Study Scheme (WSS) administered by Office of Admissions & Financial Aid (OAFA).

*International **graduate** students can apply to International Student Centre, International House, Level 2, for endorsement to work part-time. Contact telephone number: 6790 6823*

TERMS & CONDITIONS:

1. Scholarship holders are required to seek endorsement to work from their Scholarship Agency. Scholarship holders will still be bound by the conditions of their awards with respect to employment.
2. Students on Industrial Attachment / Professional Attachment / Professional Internship / Practicum are not allowed to work part-time.
3. **Each student is allowed to work part-time for a maximum of 16 hours per week during term-time.**
4. Students must not miss lectures, tutorials or laboratory sessions if they are allowed to Work.
5. Students must not work in disreputable establishments.

NOTE:

1. Students will be contacted by phone or email regarding the status of their application.
2. Students are required to produce Matriculation Card to collect the Letter of Endorsement.

Remarks:

International undergraduate students working on campus under the NTU Work Study Scheme (WSS) are not required to apply for endorsement.

International undergraduate students with further queries, please contact Mr William Chan, Student Affairs Office or any staff at Tel No. 67905153

**APPLICATION FOR ENDORSEMENT TO WORK PART-TIME DURING TERM TIME
(FOR FULL-TIME INTERNATIONAL UNDERGRADUATES ONLY)**

Please read the Guidelines overleaf.

Please return the form, with Sections A & B duly completed, to the **Student Affairs Office, Nanyang Technological University, Student Services Centre Level 6, 42 Nanyang Avenue, Singapore 639815.**

Section A : to be completed by Student

Name : (Mr / Miss) _____ Fin No : _____

NRIC / Passport No : _____ Expiry Date of Student's Pass : _____

Nationality : _____ Contact Tel / HP : _____

School/Year of Study : _____ Matriculation No : _____

Term Address : _____

Are you on Industrial Attachment / Professional Attachment / Professional Internship / Practicum during the period when you will be working? (Yes / No) * Please delete accordingly

Are you on Scholarship? (Yes / No) * Please delete accordingly

Scholarship holders are required to seek endorsement from their Scholarship Agency for approval to work.

Name of Scholarship awarded: _____

Scholarship Amount : _____

My CGPA: _____ Scholarship Agency Endorsement & Date _____

Reason to work part-time : _____

I confirm that all information given in this application is true and accurate to the best of my knowledge. I have read and understand the conditions as set out on the reverse of this application form.

Signature of Student & Date

Section B : to be completed by the prospective Employer

I confirm offer the abovenamed student a part-time work in our establishment as follows :

Job Title : _____ Nature of Job : _____

Employer Name & Address : _____ Tel : _____

_____ Fax : _____

Period of Work : Start Date : _____ End Date : _____
dd/mm/yy dd/mm/yy

No. of Hours per Week : _____ Salary (eg. per month/day/hour) : _____

Name, Designation of Contact Person

Company's Stamp

Signature & Date

Section C : to be completed by the Chair of School

Application is * recommended / not recommended. (*Please delete accordingly)

Comments : (if any) _____

Dean of College / Chair of School

Signature

Date

Section D : to be endorsed by Student Affairs Office

To : _____

Ref : P

Your application to work part-time as mentioned above has been endorsed. Please contact your prospective employer about the commencement of work.

Your application to work part-time as mentioned above has not been recommended.

Name

Signature

Date