

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.

Endorsement is not required to work part-time under the NTU Work Study Scheme (WSS).

International **graduate** students can apply to SAO Student Support for endorsement to work part-time. Email address: SAOstudentsupport@ntu.edu.sg . Contact telephone number: 6514 8339

TERMS & CONDITIONS:

1. All 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.

However, the following full term scholarship recipients are not allowed to work part-time under the Work Study Scheme (WSS):

- Nanyang Scholarship
 - Renaissance Engineering Programme Scholarship
 - Earth Observatory of Singapore (EOS) Undergraduate Scholarship
 - NTU Science & Engineering Scholarship
 - Mdm Thio Giok Kim Renaissance Engineering Programme Scholarship
 - Ng Bok Eng Renaissance Engineering Programme Scholarship
 - Jen Family Scholarship (only those on non-subsidised fee basis)
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 only receive an email from Student Affairs Office conveying the outcome of their applications.
2. International undergraduate students can contact Student Affairs Office at Tel No. 6514 8339 for clarifications.

**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, 42 Nanyang Avenue, #04-02, Singapore 639815.**

Section A : to be completed by Student

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

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

Nationality : _____ Contact Tel / HP : _____

School/Year of Study : _____ Matriculation No : _____

Term Address : _____ Email: _____

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

Are you on Scholarship? (Yes / No) *

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

Name of Scholarship awarded: _____

Scholarship Amount : _____
Scholarship Agency Endorsement & Date

My CGPA: _____

Reason to work part-time :

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

* Please delete accordingly 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
 Email: _____

Section C : to be endorsed by Student Affairs Office

Ref : P

Endorsed

NOT Endorsed

Signature Name Date