

**COLLECTION OF TRAINING EMPLOYMENT PASS (TEP)  
FOR NON-GRADUATING INTERNATIONAL STUDENTS  
(INTERNSHIP / SHORT TERM PROJECT)**

For approved Training Employment Pass (TEP) application, an In-Principle Approval (IPA) letter which is valid for six months from the date of the letter will be sent to the school.

The TEP applicant will collect the pass at:

Work Pass Division  
Ministry of Manpower  
18 Havelock Road, S(059764)

The following documents are required for the applications of the TEP:

- 1. Letter of Admission from NTU**
- 2. Detailed Training Programme**
- 3. In-Principle Approval letter**
- 4. Student's travel document / passport**  
(With at least two blank visa pages)
- 5. Embarkation Card (IMM 27)**
- 6. Completed medical examination form**  
(If applicable, though student is strongly recommended to have it done in Singapore)

Upon arrival at NTU, you are to report to International Student Centre to complete the TEP formalities. Issuance fee of \$150 and multiple journey visa fee of \$30 (if applicable) will be chargeable to by MOM.

Do take note that payments will be made to MOM via EP online (ISC staff login is required) and accepted mode of payment will strictly be debit or credit cards, with masters or visa function.