

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

The following documents are required for the application of the Training Employment Pass (TEP):

1. TEP application form

- The student must be sponsored by the school
- The form must be endorsed with the school's stamp / seal and signed by both the student and an authorized officer from the school

2. Detailed training program

- The objectives of this training programme
- To specify the location of the program to be conducted
- To specify the duration period of the training programme

3. Student's education documents and past employment testimonials

- Copies of the student's educational certificates
- Copies of the student's history of employment

4. Passport-Sized photograph of the student

- Must be taken within the last three months

5. Student's passport

- Photocopy of the bio-data main page of the passport

(For non-English certificates or documents, a copy of the original certificates / documents and the official English translation certified by the respective embassy, must be submitted)