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|  | **FORM A** |

# Visiting Scholar Application

# Processing time: Approximately 3 months to complete.

1. **Eligibility of Visiting Scholars**
* Visiting scholars hosted by the school is by invitation only.
* The Visiting Scholar should possess the following qualifications:
	+ Possess a PhD and hold a faculty or other permanent research position at another accredited university, college, or research organization; or have a Master’s or equivalent intermediate degree with substantial research deliverables or experience.
	+ Proof of sponsorship and funding for the entire research visit.
	+ The research project should ideally be in line with the school’s research clusters.
1. **Indicative charges:**
2. **Training Employment Pass**

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| Application fee:  | S$105 |
| Issuance fee:  | S$225 |
| Multiple Journey Visa Fee, if applicable  | S$30 |

For latest fees, please check:<https://www.mom.gov.sg/passes-and-permits/training-employment-pass/apply-for-a-pass> |

1. **Administrative Overhead Costs**

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|  | **Visiting Scholar on TEP** |
| **Fee component** | Overhead costs – USD$500 per month* Cubicle working space
* Internet access
* Library access
* Administrative overhead cost
 |
| 1. Full fees are payable within 7 days of their reporting date in NTU.
2. Fees are non-refundable.
3. There will be no pro-ration of fees for visitorship that is terminated prematurely by the scholar or WKWSCI
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**FORM A**

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| **Part 1: VISITING SCHOLAR DETAILS** |
| **Family name:** | **Other names:**  |
| **Salutations:** Please select | **Gender:** Please select |
| **Designation:**  | **Department:**  |
| **University/Organisation:** |
| **Email:**  |
| **Funding:**  | Please selectEnter text here if you pick ‘OTHERS’ |

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| **Part 2: HOD RECOMMENDATION** |
| **A.** Please elaborate how the scholar’s visit will benefit the programme/school. (Please attach a separate sheet if necessary)**B.** Please indicate if the hosting faculty member’s official duties/responsibilities will be impacted in anyway.  |
| Click here to enter text. |  |  |  | Click to enter a date. |
| **Name** |  | **Signature** |  | **Date** |

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| **Before you submit, please ensure the following:** |
| **☐** Form A & B are completed andsigned (e-signature is accepted).☐ Enclose Visiting Scholar’s CV☐ Letter of employment in English☐ **Detailed Training Programme** completed and signed off by host faculty (Annex A) ☐ Letter to confirm funding support (if available)**Submission**Please email your request with all supporting documents to wkwsci-research@ntu.edu.sg |

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| **Part 3: APPROVAL (OFFICIAL USE ONLY)** |
| **4.1 Verified by:** **Comments (if any):**Click to enter a date.

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| **Research Admin** |  | **Date** |

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| **4.2 Endorsement** **Comments (if any):**  Click to enter a date.

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| **Signature****Assoc Chair (Research)** |  | **Date** |

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**FORM A**

**DETAILED TRAINING PROGRAMME**

(To be completed by Visiting Scholar in consultation with hosting faculty member)

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| **Name of applicant:**  |  |
| **Title of project involving applicant:**  |  |
| **Objectives of the project:**  |  |
| **Description of the project:**  |  |
| **Name of supervisor/hosting faculty member:**  |  |
| **Duration of the project:**  | Click to enter a date.  **to** Click to enter a date.  |
| **Location of training schedule/activities:**  |  |
| **Signature of hosting faculty member:** **(e-signature is accepted)** |  |