



3. Fees

You are required to make the following fees in **three** separate payments. Please refer to **Annex A** for payment of TEP Application Fee and **Annex B** for payment of Miscellaneous Fees.

TEP Application (Annex A)	Miscellaneous Fees for UG student (Annex B)	TEP issuance & visa fees
Application Fee S\$70.00	Student Service Fee (Non- Lab-based) S\$189.35	TEP issuance fee of S\$150.00 and S\$30.00 visa fee
Payment for TEP application is non-refundable, under all circumstances. School will proceed with TEP Application processing only upon receiving the receipt of the payment acknowledgement email.	Payment is to be made only after the following has been completed. -When your TEP has been approved -Acceptance of Internship in NTU Inbound Study Abroad Portal -Validation of NTU Email Account	TEP issuance & visa fees will be made at NTU during your TEP issuance at One Stop @ SAC.

* The above fees are Inclusive of GST (Goods and Services Tax, a form of Government tax)

4. Insurance

It is compulsory for all international students to subscribe to the Group Hospital & Surgical Insurance (GHSI) and Group Personal Accident Insurance (GPAI) Scheme arranged by NTU. This is to ensure that you are covered financially in the event of an emergency that requires hospitalization or surgery.

Student can visit the following links for more details on GHSI and GPAI.

<http://www.ntu.edu.sg/Students/Undergraduate/StudentServices/HealthAndCounselling/MedicalInsuranceSchemes/Pages/GHSI.aspx>

<http://www.ntu.edu.sg/Students/Undergraduate/StudentServices/HealthAndCounselling/MedicalInsuranceSchemes/Pages/GPAI.aspx>

5. Training Employment Pass (TEP) application process

International students applying to NTU for internship or short-term project must have a Training Employment Pass (TEP) issued by Ministry of Manpower (MOM). You do not need to apply for any other VISA/Pass to enter Singapore. Your admission is subjected to the approval of your Training Employment Pass (TEP).

Student is required to get ready a local mobile number before reporting to One Stop @ SAC. Please bring along the following documents to One Stop @ SAC for the TEP issuance.

- (a) Letter of Admission
- (b) In-Principle Approval (IPA) Letter for Training Employment Pass (TEP)
- (c) Your passport
- (d) Disembarkation card issued by the Immigration & Checkpoints Authority upon entry to Singapore

- (e) Original certificates and transcripts (with English translation if original is not in English)
- (f) Certification letter from your home university (with English translation if original is not in English)
- (g) Your credit / debit card for online payment of fees to MOM for TEP issuance fee of S\$150 and S\$30 visa fee.
- (h) Emergency Contact Form (duly completed). This form will be provided to you together with the IPA letter should MOM approve your TEP application.

One Stop @ SAC
50, Nanyang Ave S(639798)
North Spine, NS3-01-03
Student Activities Centre

The University's detailed interactive online campus map is at <http://maps.ntu.edu.sg/maps>

To locate a venue or facility, key in the venue on the top of the map, and click "SEARCH".

6. **Matriculation**

After your registration at One Stop @ SAC, please proceed to EEE Graduate Programme Office Counter to complete your registration formalities.

Graduate Programme Office
50, Nanyang Ave S(639798)
School of EEE, South Spine
Blk S2-B2B-71

You are required to bring along the following documents:

- (a) Your Passport
- (b) Original certificates and transcripts (with English translation if original is not in English)
- (c) Acknowledgement email as proof of payment for TEP application and Miscellaneous fees
- (d) Student Data Form
- (e) Flight details (eg. boarding pass / invoice) *Only for students that are entitle for travel support
- (f) Documents which you received from One Stop @ SAC

7. Acceptance of Offer

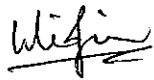
To accept the internship offer, please email the following to Ms Tay TingFang at tfay@ntu.edu.sg by 12-June-2018.

1. Your acceptance email to the offer
2. Receipt of TEP application payment acknowledgment email (refer to Annex A for instructions to make the payment online)

If we do not hear from you on this matter by the stated deadline, the offer will automatically lapse. By accepting the offer, it will be deemed that you have read, understood and agree to abide by the "NTU "Research Integrity Policy" and procedures and to undertake any appropriate training specified by the University. You have also acknowledge that you have read and understood the "NTU Personal Data Privacy Statement" and consented to the NTU collecting, using, disclosing and processing your personal data in accordance with the NTU Personal Data Privacy Statement and Consent for Students.

We extend a warm welcome to you and we believe that your university life would be enriched by the experiences you would gain from your stay with us.

Yours sincerely



Mrs Chua Wei Jiuan
Assistant Director
Graduate Programme Office
School of Electrical & Electronic Engineering

cc NTU-India Connect Office
Chair, Professor Yoon Soon Fatt
Supervisor, Associate Professor Zheng Yuanjin

This certificate is awarded to

SREE SRAVYA TUMULURI

in recognition of his/her excellent performance in

NTU-India Connect Research Internship Programme 2018

with Assoc Prof Zheng Yuanjin,

School of Electrical & Electronic Engineering

07/01/2019

Date



Professor B.V.R. Chowdari

Senior Executive Director

President's Office