

## Acceptance of Appointment for Project Officer (Computer Science) - Follow-Up Actions

1 message

Workday@NTU <ntu@myworkday.com>

30 November 2020 at 09:12

Reply-To: workday@ntu.edu.sg

To: limtsekheng@gmail.com

Dear Zexin,

Thank you for accepting our offer of appointment.

As mentioned earlier, please [log into your account](#) and navigate to 'My Submitted Applications' to complete the following as part of our hiring process:

- 1) Declaration of Interest (DOI Form) - please log into your account to answer the questionnaire
- 2) Provide the soft copy of the following via your account:
  - ID card for Singaporean and Singapore PR / passport for foreigner
  - Marriage certificate and national ID of spouse
  - Child(ren) birth certificate and national ID (or passport(s) if national ID is not available) for foreigner
  - NS Service Transcript or NS Exemption Letter for Singaporean male
  - Highest education certificate with certified English translations
  - Entry / re-entry permit for Singapore PR
  - Certificate of Citizenship if you are a naturalised Singapore citizen
- 3) Complete medical check-up :
  - Please print this email and complete medical examination document (which can be found within your account) when you visit NTU's appointed clinic:
    - > For Singaporean / Singapore PR who are based in Singapore, please proceed to download 'Medical Examination form for Singapore based candidate'.
    - > For Singaporean / Singapore PR who are not based in Singapore, please proceed to download 'Medical Examination form for candidate who is not based in Singapore'.
    - > For foreigners, please wait for the outcome of your work pass application before you proceed with the medical examination. An HR Officer will contact you via email for the next course of action
      - You have no exposure to hazard environment, Statutory Medical Examination (SME) is not required.
        - The University will cover the cost of the mentioned medical examination. For medical examination done in Singapore, the bill will be forwarded to the following address for payment.

### NTU Shared Services – Human Resources (Payroll)

Student Services Centre [Level 5](#)

[42 Nanyang Avenue](#)

[Singapore 639815](#)

- 4) If you are a foreigner, please download the relevant form(s) for application of work pass or permit(s) (which can be found within your account), complete and upload them to your account with the supporting documents stated in each of the application forms:
  - 'Employment Pass\_S Pass Application Form' – Mandatory for all foreigners
  - 'Dependent Pass Application Form' – Applicable if you need to apply for a permit for your spouse and child(ren) of less than 18 years old. For foreign-born child(ren) aged 12 years old and below, please also refer to 'Verification of Vaccination Requirements for foreign born children'
  - 'Long Term Visit Pass Application Form' – Applicable if you need to apply for a permit for your parents / parents in law

Please refrain from finalising any travel arrangements until our HR Officer informs you on the outcome of your work pass applications. Note that the work pass application will take about 1 to 4 months.

If you have any further questions, do send me an email. Please do not reply to this email as this is system generated.

Thank you.

Best Regards,

NTU Singapore Talent Acquisition Team  
Ms Janice How ([janicehow@ntu.edu.sg](mailto:janicehow@ntu.edu.sg))

This email was intended for [limtsekheng@gmail.com](mailto:limtsekheng@gmail.com)