

### **Tips for completion of Acceptance form**

In the acceptance form, you are required to indicate the following:

- (i) Address  
Please provide the full residential address of yourself and your 'Next-of-kin'.
- (ii) I propose to assume duty on
  - It refers to the date of which you are proposing to assume duty with NUS. This date is an estimate and is subject to change.
  - The effective date for your assumption of duty is subject to the completion of all pre-employment formalities, which include medical examination clearance which typically takes about 1 week for the medical report to be available.
  - Please indicate a date after taking the above-mentioned into consideration.
- (iii) 'Next-of-kin' contact  
It refers to 2 family members' contact details. This can be a local or overseas contact details.

In Process