

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 being granted a work pass by the Ministry of Manpower (MOM), MOM medical examination clearance (if applicable), successful conversion from full-time to part-time candidature and successful issuance of your work pass by the MOM.
- In general, work pass application will take from about 3 to 8 weeks counting from submitting your application to the MOM for review to receiving a reply from the MOM.
- Upon the MOM's approval, we will receive an In-Principle approval (IPA) letter informing us on whether a medical examination is required. Please factor in about 1 week for the medical examination reports to be made available to you.
- NUS pre-employment medical examination is not necessary.
- At the same time upon the MOM's approval, you are also required to submit your conversion to part-time candidature if you are a full-time student. Please factor in about 2 weeks for the part-time conversion approval to be made available to you. Please note that if you have submitted your thesis, you are still required to convert to part-time candidature.
- Please indicate a date after taking all 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.