i-Intern Application Guide

Part I: Before Application

1. Website Update Timeline
   If the programme you are interested to apply for has not been updated, please check our website frequently. We update our website as soon as programmes are confirmed and available for application.

2. Contacts of Past Participants
   Some students may request for the contact of past participants to ask for their experience regarding certain programmes. Although we are unable to share the contact of other students for privacy reasons, you can get a good idea of what an international internship is like from here.

3. Application Process
   You will be asked to apply via submission of your application package to IRO or via direct submission of your application to the internship provider/internship host. The programme page will contain the specific application instructions.

   For applications that are submitted directly to internship providers/internship hosts, you will not need to notify NUS separately when you submit your application. However, if you wish to apply for the NUS International Internship Award, please submit your application after your internship is confirmed. Please view the application process here:
   - Application through IRO
   - Direct application

4. CV, Cover Letter and Interview Tips
   Please refer to useful excerpts from the NUS Career Centre Guidebook here (Page 36-39 and 42-50 are especially relevant).

   You may also wish to make use of NCC's resources as listed below.
   - Career Resources
   - Career Advisory
   - Career Workshops

Part II: After Submission of Application Package to IRO

5. Receipt of Application Package
   At the time of submission of your application to IRO, you would have received an automated email reply. This serves to confirm receipt of your application package.

6. Release of Application Results
   If you do not hear from us one month after the programme application deadline, please assume that you have not been shortlisted.
Part III: During/After Selection

7. Internship Start and End Dates
The dates are generally not fixed unless otherwise specified. The exact start and end dates must be agreed upon by the student and the host organisation.

8. Application for LOA and its Implications
You are responsible for applying for an LOA if your internship overlaps with the NUS semester. Please find all relevant information here.

9. Application for Student Status Letter
You are responsible for applying for your Student Status Letter, if required. Please find all relevant information here.

10. Internship Credits in NUS
Credits may or may not be conferred for your internship, unless otherwise stated in the programme information sheet. Your faculty Dean's Office/Department will be able to provide detailed advice. You may also find the links and contacts below useful.

<table>
<thead>
<tr>
<th>Faculty/Department</th>
<th>Website/Email</th>
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| Faculty of Arts and Social Sciences | • Internships for FASS Students  
• FASS Internship Programme |
| School of Business | • Business Internship Modules |
| School of Computing | • SOC Internships |
| School of Design and Environment/Department of Architecture | • Ms Lim Hwee Lee <akilhl@nus.edu.sg> |
| School of Design and Environment/Department of Building | • Practical Training Scheme |
| School of Design and Environment/Department of Industrial Design | • Design Internship |
| School of Design and Environment/Department of Real Estate | • Real Estate Internship Programme |
| Faculty of Engineering | • Enhancement Programmes |
| Faculty of Law | • Vacation Internships at Law |
| Faculty of Science | • Undergraduate Professional Internship Programme (UPIP) |

11. (For Singaporean citizens only) Application for NS Deferment
Once your internship is confirmed, please use your NUS email account to email your IRO point-of-contact or go-iro@nus.edu.sg with the subject title “Request for NS Deferment Supporting Letter (insert internship programme name)” and the following information/attachments:
• An official email/letter indicating confirmation of acceptance into the internship
• A completed version of this file
The processing time will be 7 working days.

12. **IRO Supporting Letter for Visa Application**
Once your internship is confirmed, please use your NUS email account to email your IRO point-of-contact or go-iro@nus.edu.sg with the subject title “Request for Visa Application Supporting Letter (insert internship programme name)” and the following information/attachments:
- An official email/letter indicating confirmation of acceptance into the internship
- A completed version of this file

The processing time will be 7 working days.

13. **Time to Purchase Air Tickets**
Air tickets should ONLY be bought after you have successfully received the visa for your internship.

14. **Responsibility for Purchase of Air Tickets**
Please purchase your own air tickets to your internship destination. IRO will not purchase the tickets on your behalf. If your internship host company is providing your airfare, please check with them on the specific arrangement for your flights.

15. **Time to Search for Accommodation (if not provided by company)**
You may start looking for and reserving accommodation as early as possible. However, it is up to you as to whether you would like to put down a non-refundable deposit to guarantee your reservation. The safest option is to put down a deposit or make payment after your visa is approved and your air tickets are confirmed.

16. **How to Search for Accommodation (if not provided by company)**
There are several methods you may use:
- Recommendations from the company or previous interns
- Websites such as Airbnb or housinganywhere.com (please note that these are commonly used websites but are not officially endorsed by IRO)
- Approaching hostels or guest houses directly

**Part IV: Financial Aid**

17. **IRO Supporting Letter for Overseas Student Programme (OSP) Loan Application (for direct applications to host university)**
IRO can only provide the letter once you have been officially accepted into the internship. Once your internship is confirmed, please use your NUS email account to email go-iro@nus.edu.sg with the subject title “Request for OSP Loan Supporting Letter (insert internship name)” and the following attachments:
- An official email/letter indicating confirmation of acceptance into the internship
- A completed version of this file

The processing time will be 7 working days.
18. (For Singaporean citizens only) Post-Secondary Education Account (PSEA) Funds
   Please read the section entitled (2) Application for PSEA Funds using Ad Hoc Withdrawal Form and (c)
   Students who wish to withdraw their PSEA funds for enrichment/preparatory programmes here.

Part V: Travel Insurance

19. Claim Procedure
   Please find the procedure here. A sample completed form is attached at the end of this application
   guide.

Part VI: Other Queries

20. For additional information or related queries, please click here.