WEP APPLICATION INFORMATION SHEET

As the crossroads of the East and West, Singapore offers the ideal work environment with its multi-cultural and cosmopolitan setting. Widely acknowledged as having one of the best business environments in the world, the island plays host to more than 14,000 multi-national corporations (MNCs).

If you are looking at getting a head-start in your career and carving your niche in Asia, embarking on a professional internship in Singapore shall be a great career advancement platform for you. Through the Work Experience Programme (WEP), we endeavour to match you to an internship opportunity in your preferred industries.

You can choose to work (without credit) during Semester 1 (August to December) or Semester 2 (January to May). It is recommended that the period should not be less than 12 weeks as it shall be difficult to secure a placement.

You may also indicate your preferred area of work and industries, and the Career & Attachment Office (CAO) shall try to secure placements to meet your interest. Note that all internship arrangements are subject to availability of placements.

You may also source for your own attachment positions and get NTU to formalise the arrangement with the company concern.

Each successful WEP application shall be counted as the equivalent of one unit of exchange for one semester subject to MOU agreement signed.

Note:

1) NTU will not be responsible or liable for any claims, actions, damages, costs or expenses which may arise out of or in any way connected to the application of Work Attachment or Work Experience Programme.

2) On-campus accommodation is not available for incoming exchange students on Work Experience Programme.
**Application Criteria & Procedures for WEP**

Nominated students coming to NTU on WEP shall refer to the following application criteria and procedures:

- This programme is open to all nationals except Singaporeans

- This programme is open to **undergraduate** students from NTU's exchange partners only

- This programme is open to undergraduate students, from selected countries and institutions, who are **eligible to apply for the Work Holiday Pass (WHP)**. Please find details from:
  

- Nominated students coming to NTU on Work Exchange must be full-time students in one of NTU’s exchange partner institutions and have completed 2 semesters of study at home university, with proof of results

- Partner universities shall inform NTU, the **names of nominated students and period of Work Exchange** in accordance to the units of exchange agreed per academic year

- WEP is a full-time attachment programme and students should not register for any academic subjects during the duration of attachment.

- Nominated students can choose to work (without credit) during Semester 1 (August to December) or Semester 2 (January to May). It is recommended that the period should not be less than 12 weeks as it shall be difficult to secure a placement.

- Once student has accepted the offer from the organisation, he/she must complete the entire period of attachment as agreed.

- Each successful work placement will be counted towards one unit of exchange, unless otherwise specified.

- Nominated students shall then submit an online application through the following links:
  
  [https://venus.wis.ntu.edu.sg/NG_APP/Pages/Login.aspx](https://venus.wis.ntu.edu.sg/NG_APP/Pages/Login.aspx)

- Nominated students who are currently already in NTU on exchange will not require to submit the online application. A different application form shall be emailed to the student for completion upon request.

- Nominated students should have on-hand the following for uploading onto the application portal:
  
  a) PDF format of the latest original academic transcript (in English)
  
  b) JPG format of digital photo
  
  c) JPG format of passport information
  
  d) Detailed curriculum vitae (CV)

**Note:** Students are NOT ALLOWED to hold student pass for work placement or internship.

For further enquiries, please e-mail [GEM-Trailblazer@ntu.edu.sg](mailto:GEM-Trailblazer@ntu.edu.sg) or visit our website at [www.ntu.edu.sg/GEM-Trailblazer](http://www.ntu.edu.sg/GEM-Trailblazer)