

APPLICATION FOR OTHER PART-TIME WORK

(For all types of work except Graduate Student Researcher and Tutor appointments in NUS)

Note: Only recipients of NUS financial assistance awards and international graduate students must seek approval from their home Department/Programme to work before commencing employment. Please refer to the next page for the number of hours allowed for part-time work.

PART 1 : To be completed by Student	
i. Student's Particulars	
Name (<u>Underline</u> surname) Mr / Mrs / Mdm / Miss*	Gender Male / Female*
Date of Birth (dd/mm/yyyy)	Matric/Registration No.
Department	Programme Type Graduate Coursework / Research*
Degree Masters / PhD*	
Citizenship⁺	
<input type="checkbox"/> Singaporean or Singapore Permanent Resident (NRIC No.: _____) <input type="checkbox"/> Others (FIN No.: _____)	
Singapore mailing address:	Contacts:
Postal code ()	Telephone No.: _____ Handphone No.: _____ E-mail Address: _____
+ Are you <u>currently</u> holding another part-time appointment? <input type="checkbox"/> No <input type="checkbox"/> Yes (Excluding the 6 hours per week of unpaid work required from NUS Scholars) + If "Yes", please state: <input type="checkbox"/> In NUS <input type="checkbox"/> Outside NUS Position held: _____ Period: _____ to _____ Total no. of working hours per week: _____ Current rate of payment: _____	
ii. For NUS Scholarship Recipient Only	
+ Has your scholarship support ended? <input type="checkbox"/> No <input type="checkbox"/> Yes If "No", please state: Award start date: _____ (dd/mm/yyyy) Award expiry date: _____ (dd/mm/yyyy)	
iii. Employment Details	
+ Proposed appointment: <input type="checkbox"/> Teaching (outside NUS) <input type="checkbox"/> Others Position offered: _____ Period _____ to _____ Total no. of working hours per week: _____ Current rate of payment: _____ Name of Organisation: _____ Address: _____ Name of contact person: _____ Contact number(s): _____	
Signature of Student: _____ Date: _____	

*To delete as appropriate

*To tick as appropriate

PART 2 : To be completed by Student's Home Department/Programme

i. Student's Supervisor (For Research Students only)

+The proposed appointment is: Supported Not Supported

Comment, if any:

Name: _____

Signature & Date: _____

PART 3 : To be completed by Head of Department/Programme

+The proposed appointment is: Approved Not Supported

Comment, if any:

Name: _____

Signature & Date: _____

***To tick as appropriate**

The number of hours allowed for part-time work:

Research students:

- NUS scholarship recipients (E.g. NUS Research Scholarship, Tuition Fee Waiver, etc) will be allowed to engage in part-time employment not exceeding 16 hours per week (including unpaid work at the department), regardless of nationality.
- International students who are self-financing and on a Student's Pass will be allowed to engage in part-time employment not exceeding 16 hours per week when semester is in session. During the University's vacation break, Departments can allow international self-financing students to work more than 16 hours a week if they are of the opinion that this will not affect the student's progress.

Coursework students:

- NUS Graduate Scholarship for ASEAN Nationals recipients may only be employed as part-time graduate student researchers or part-time tutors in NUS during the normal terms (Semester 1 and/or Semester 2) for up to 16 hours a week. No other forms of employment (full-time or part time) are permitted during these periods.
- International students who are holding a Student's Pass will be allowed to engage in part-time employment not exceeding 16 hours per week when semester is in session. There is no cap on the number of working hours during NUS vacations and Special Terms.