



NATIONAL UNIVERSITY OF SINGAPORE
UNDERGRADUATE COURSEWORK BASED STUDENT EXCHANGE PROGRAMME (SEP)
INFORMATION SHEET FOR AY 2016/2017

Office dealing with exchange matters International Relations Office

Contact National University of Singapore
#03-04 Shaw Foundation Alumni House,
11 Kent Ridge Drive,
Singapore 119244

Phone: (65) 6516 4356 Fax: (65) 6778 0177
Web: <http://www.nus.edu.sg/iro>
Email: <http://nusiro.custhelp.com/>

Operating hours Mon-Thu: 8.30am-6.00pm
Fri: 8.30am-5.30pm
Closed on Saturdays, Sundays and Public Holidays

Office handling admission of non-graduating (exchange) students Registrar's Office

Contact National University of Singapore
Registrar's Office (Non-Graduating Programme)
University Hall, Lee Kong Chian Wing
#UHL-04-01, 21 Lower Kent Ridge Road
Singapore 119077

Phone: (65) 6516 2301 Fax: (65) 6778 6371
Web: <http://www.nus.edu.sg/registrar/edu/ng.html>
Email: nghelp@nus.edu.sg

Operating hours Mon-Thu: 8.30am-6.00pm
Fri: 8.30am-5.30pm
Closed on Saturdays, Sundays and Public Holidays

NUS Emergency 24/7 Hotline +65 6874 1616 (Kent Ridge Campus)
+65 6516 3636 (Bukit Timah Campus)

Important Websites

International Relations Office	http://www.nus.edu.sg/iro/sep/in/index.html
Study Abroad Guide	http://www.nus.edu.sg/iro/home/jbys.html
Non-Graduating Programme	http://www.nus.edu.sg/registrar/edu/ng.html
Office of International Student Services	http://nus.edu.sg/osa/iss
NUS Code of Student Conduct	http://www.nus.edu.sg/osa/coc

Semester Dates (AY2016-2017)	1 st semester	2 nd semester
Orientation & Registration	1 - 6 August 2016 (tbc)	2 - 6 January 2017 (tbc)
Module "Add/Drop" Exercise	First two weeks of August (Refer to NUS Registration Guide upon offer)	First two weeks of January (Refer to NUS Registration Guide upon offer)
Teaching	8 August -18 November 2016	9 January - 21 April 2017
Examinations	19 November - 3 December 2016	22 April - 6 May 2017

Academic Matters

Language of instruction English

Language requirement Exchange students from non-English medium institutions are required to submit either the TOEFL or IELTS result if they are applying to read modules from the **NUS Faculty of Law**.

<http://www.nus.edu.sg/registrar/edu/ng.html#general>

Language courses Students can take any of the language courses offered by the Centre for Language Studies subject to qualification and availability. Students are required to provide a letter from their home university to declare their level of proficiency in the language(s). Students who wish to read higher level language modules might be required to sit a placement test. For details please see: <http://www.fas.nus.edu.sg/cls/index.htm>

Modular System A programme leading to a 3 year Bachelor's degree requires a minimum of 120 modular credits (MCs). As such, the usual load for NUS students is 16 to 20 MCs per semester, where 1 MC is equal to 2.5 hours of study and preparation per week. A 4-MCs module would require 10 hours of work a week, including lectures, tutorials, laboratory sessions, assignments, and independent or group study. More details at: <http://www.nus.edu.sg/registrar/edu/modular.html>

Modules Type By default, all modules secured at the point of offer are set to examinable. Exchange students have to seek the permission from their home University before they can set an examinable module to audit, as modules set to audit might not be allowed for credit transfer back at the home University. Some modules cannot be set to audit.

For modules set to audit, student can only attend lectures and will not be permitted to sit for examinations. Participation in other practical components (e.g. tutorials, laboratory work, fieldwork) will be at the discretion of the respective academic faculty/department.

In order to set a module from audit to examinable, exchange students need to seek written approval from the respective department at NUS.

Grading System Students may refer to <http://www.nus.edu.sg/registrar/adminpolicy/gradingexam.html> for NUS grading policy. The grading system for the modules taken in NUS can be found at the back of the official NUS transcripts.

Upon request, the academic advisers will share the grades for Continuous Assessment (CA) such as regular assignments and project work with students throughout the semester. However, the grade for the final examination cannot be shared as explained in the NUS grading policy. For many modules at NUS, CA constitutes a significant percentage of the final grade.

Course-related Information (for coursework-based exchange students)

List of modules available to exchange students Students should refer to <http://www.nus.edu.sg/registrar/info/ng/NG-Modules.pdf> for the list of modules available to exchange students. The list will be updated around mid-March for Semester 1 and mid-August for Semester 2 exchange.

Is course information (e.g. description, syllabus) available online? Yes, course information is available at [NUS website](#). Detailed course information may also be available at respective Faculties and Schools' websites. Students should only refer to this link for course information and not course selection because not all the modules in this link are open to exchange students.

Are course schedules/timetables available online? Class timetables are available at <https://webrb.nus.edu.sg/ctt/builder.aspx>. The timetable will be updated around early July and mid-November. Please check the timetable for approved modules to ensure that there is no class and examination timetable clash.

Module constraints and restrictions

Please refer to [Modules Restrictions](#) for more details. **(MUST READ)**

All incoming students are advised to be as flexible as possible with their module requirements. There are no guarantees for any modules at NUS, and some modules are in high demand and will be difficult to register for. Incoming students who wish to enrol in **Business, Law and Economics** courses need to be very flexible in their study plan and prepare alternative study options that include courses offered by other NUS Faculties and Schools.

Please note that higher level undergraduate courses (e.g. Module Code starting from 4000 and above) have very limited capacity and are usually not available to exchange students. In order to increase the chances of securing enough modules, incoming exchange students should consider taking relevant modules with module code starting from 1000 to 3000 (please refer to the "[List of modules available for exchange students](#)").

Master level modules are open to students coming under master-level exchange agreement only. (E.g. Level 5000 and 6000 modules and MBA modules with codes that start with BMXXXXX).

Modules from the following Faculties/Schools/Institutes/Departments are **NOT** open to any Non-Graduating students on fee-waiver undergraduate coursework based exchange:

- Faculty of Dentistry
- Yong Loo Lin School of Medicine
- Alice Lee Centre for Nursing Studies
- Yong Siew Toh Conservatory of Music
- Institute of Systems Science
- Singapore-MIT Alliance
- NUS Risk Management Institute
- Yale - NUS College
- All modules offered by self-funded programmes. <http://www.nus.edu.sg/registrar/info/gd/Self-Funded-Graduate-Programmes.pdf>

Limited modules from the following Faculties/Schools/Institutes/Departments are available to Non-Graduating students:

- Saw Swee Hock School of Public Health (exclude Graduate modules)
- Lee Kuan Yew School of Public Policy - only for graduate students supported by University-wide exchange agreement
- University Scholars Programme - only when there is prior agreement between selected partner universities
- Department of Pharmacy at Faculty of Science

Module constraints and restrictions - continued	<p>Architecture</p> <ul style="list-style-type: none"> • Open to Architecture majors only. • Applicants must submit a digital/hardcopy portfolio to support their exchange application. <p>Business</p> <ul style="list-style-type: none"> • Not all Business majors will be able to secure full load of Business modules during the semester of exchange due to the overwhelming demand on limited supply of Business modules. • Exchange students need to secure at least one Business module during the point of offer in order to be able to participate in the Business School's "Add/Drop" module period at the start of each semester. <p>Law</p> <ul style="list-style-type: none"> • Open to Law majors only. • Only selective elective Law modules (i.e. with module code LL4XXX) are available for exchange students. • Students are encouraged to take only the sufficient amount of credits (not in excess), as required by their home university. • Elective Law modules carry a weight of 4, 5 or 8 credits each with majority of the modules worth 5 credits each. More details can be found http://law.nus.edu.sg/student_matters/ay1516/infoall.html here: • Exchange students with double majors (Law as one of the majors) must secure <u>at least 2 Law modules</u> per semester during the application period in order to be contacted by Law for the separate Law module registration exercise. • Shortlisted students will be contacted via email from Law to register for Law modules. Students who fail to register their modules with Law during the stipulated registration period will not get any Law modules. • Students should expect some variations in the modules offered by Law during the registration period.
Are students allowed to take cross-faculty modules?	Yes, subject to fulfilment of pre-requisites, availability of the modules, timetabling as well as approval from home university.
Minimum and maximum number of modules to be taken for each semester/year	Exchange students are required to read a minimum of 12 modular credits (MCs) per semester (approximately 3 modules) and no more than 20 MCs (approximately 5 modules), regardless of whether these modules are set to audit or examinable.
Can students take modules of a different level, e.g. Year 1 student taking Level 3 module?	<p>Yes, subject to:</p> <ol style="list-style-type: none"> 1. Pre-requisites of the modules; 2. Availability of the modules; 3. Class and Examination timetabling; and 4. Approval by the respective NUS faculties/departments <p>In general, the first number in the module code indicates the year of study, except for general elective modules which are with codes such as GEHXXXX, GEKXXXX, GEMXXXX, GEQXXXX, GERXXXX, GESXXXX, or GETXXXX. Majority of the general elective modules do not have pre-requisites.</p>
More information on modules selection and application	Students are advised to read the step-by-step guide on modules selection and application which can be found on our website: http://www.nus.edu.sg/iro/sep/in/before/index.html#step3

Confirmation on pre-registered modules	Applicants can view their pre-registered modules at the online application portal using their Application ID and password.										
Modification to pre-registered modules allocated to students at the point of offer	<p>Students are advised to check the timetable for all pre-registered modules. If there are any clashes in the examination date or class time, students must drop the modules during the module “Add/Drop” exercise.</p> <p>The “Add/Drop” exercise happens during the first two weeks of every semester. More information on modules modification can be found in the NUS Registration Guide which is attached to the Letter of Offer.</p>										
Exchange Application Deadlines											
Application Timeline	<table border="1"> <thead> <tr> <th>NUS Semester 1 / Full Year (August - December) / (August - May)</th> <th>NUS Semester 2 (January - May)</th> </tr> </thead> <tbody> <tr> <td>21 March</td> <td>1 September</td> </tr> <tr> <td>21 March - 15 April</td> <td>1 September - 1 October</td> </tr> <tr> <td>1 May</td> <td>15 October</td> </tr> <tr> <td>Mid-June</td> <td>Mid-November</td> </tr> </tbody> </table>	NUS Semester 1 / Full Year (August - December) / (August - May)	NUS Semester 2 (January - May)	21 March	1 September	21 March - 15 April	1 September - 1 October	1 May	15 October	Mid-June	Mid-November
NUS Semester 1 / Full Year (August - December) / (August - May)	NUS Semester 2 (January - May)										
21 March	1 September										
21 March - 15 April	1 September - 1 October										
1 May	15 October										
Mid-June	Mid-November										
Nomination deadline											
Online Application											
Uploading & Submission of supporting documents											
Application Outcome											
Nomination to NUS International Relations Office (IRO)	<p>All partners must submit a list of nominated students to NUS before their students apply online. Student applications will be processed as fee waiver exchange student if their names appear on the official nomination list.</p> <p>Nominations and applications received after the deadlines might not be processed in time for exchange in the respective semester.</p>										
Application outcome	<p>Students will be contacted via email if there are missing documents to support their exchange applications or they have to reselect the modules.</p> <p>Students can check their application status via the online portal or wait for the offer email in mid-June (for exchange in August) or mid-November (for exchange in January).</p>										
Can students extend their exchange period?	<p>A full academic year is the maximum exchange term allowed. Students who wish to extend their exchange beyond the nominated semester has to submit a written approval given by their home university exchange coordinator to the NUS exchange manager.</p> <p>If the extension request is approved by both universities, students are required to submit an Academic Profile Updates (APU) form and an Application for Extension of Student’s Pass form to NUS Registrar’s Office at least 1 month prior to the end of the nominated semester. Both documents can be accessed by using existing NUS student ID and password.</p>										
When will the Official Transcripts be ready?	Two copies of the original transcript will be sent directly to the Study Abroad/Exchange office at the student’s home university, approximately two months after the completion of the exchange if the students have no outstanding fees.										
Will there be unofficial transcripts for the students before they leave Singapore?	Students who need the unofficial transcript, may write to nghelp@nus.edu.sg 20 calendar days from the exams release date. The NUS account will be terminated approximately one week after the surrender of the Student’s Pass at the Singapore customs.										

Exchange Application Procedures

Application procedures and deadlines

1. Submit **online** application at <https://myaces.nus.edu.sg/ngAdmForm/> by following the [instructions](#) on how to fill in the application form.

Nominated students should apply as an “**exchange**” student in order to be considered for fee-waiver Non-Graduating Programme. If on-campus accommodation is needed, check the box for on-campus accommodation in the application form.

Choose up to 10 relevant modules in their online application in order to maximise the chances of securing at least 12 modular credits worth of modules per semester.

2. Upload scanned copies of supporting document to the online application portal:
 - Passport photo meant for NUS Student Card (file size 125KB in jpg format)
 - Original copy of the latest academic transcript in English and with University stamp, including grade legend
 - Copy of passport page showing the nationality and personal details
3. Upload additional scanned [supporting documents](#) to online application portal if students wish to take courses listed below:

	Supporting document needed
Language modules with prefix “LAXXXX” code	A. A letter from home university to certify applicant’s level of proficiency in the foreign language
Law modules (for applicants from non-English medium universities, unless otherwise stated)	B. Valid TOEFL or IELTS certificates <ul style="list-style-type: none">• IETLS score of at least 6.5• TOEFL score of at least: 250 for the paper-based test; or 250 for the computer-based test; or 100 for the internet based test
Architecture modules	C. Digital/hardcopy portfolio of completed projects done at home university

Item A and B mentioned above should not exceed 1MB. For item C, please email to nghelp@nus.edu.sg and quote your application ID in the email subject header.

4. Applicants who make a voluntary health declaration in the online application form should support the declaration with a doctor’s certification/letter if he/she needs to seek special assistance while on exchange at NUS. The type of special assistance provided by NUS will be limited to the availability of resources on campus. Please refer to our [Disability Support Office](#) for more information.
5. All supporting documents have to be submitted by **1 May** for Semester 1 exchange and **15 October** for Semester 2 exchange.
6. Late and incomplete applications might not be processed in time for admission in the respective semester.

Medical & Travel Insurance

Are exchange students required to purchase a compulsory medical insurance plan?

Yes. Every international student must take up the compulsory NUS Health and Insurance Scheme (HINS) which is included in the Miscellaneous Student Fees (MSFs). Click on the link for information on [insurance coverage](#).

How about travel insurance?

With effect from 1 January 2016, all registered NUS students will be covered under a blanket travel insurance. This blanket travel insurance covers the official NUS trips during the course of exchange. More details can be found [online](#). If the coverage is not enough, it is highly recommended that exchange students purchase an additional travel insurance on their own.

Accommodation

Is university accommodation available for exchange students?

NUS offers on-campus accommodation to exchange students, but it is **NOT** guaranteed.

NUS receives more exchange students in Semester 1 (August to December) compared to Semester 2 (January to May); therefore it is more difficult to secure accommodation in Semester 1. **Prospective students who are able to come on exchange in Semester 2 are strongly encouraged to do so.**

How will I know if I am eligible to apply?

If you are eligible to apply for on-campus housing, the Offer Letter from Registrar's Office will include an invitation to apply for housing along with the instructions and deadlines on how and when to submit your housing application. If you do not receive an invitation to apply for housing, the Offer Letter will include information on off-campus accommodation options.

We highly encourage students to follow the instructions on their Offer Letter, and to not submit a housing application if their Offer Letter does not instruct them to do so. Please click here for more information on housing application [instructions](#) and [deadlines](#).

It is important for students to indicate on their initial exchange application if they require on-campus housing or not. If students indicate they do not require housing or leave the answer blank on their applications, they will not receive an invitation to apply for housing in their Offer Letter once accepted into the exchange programme.

What are the options?

NUS offers three [types of on-campus accommodation](#): (1) Residential Colleges, (2) Residences, and (3) Halls of Residence.

Students will be able to indicate their top three (3) accommodation preferences during application. Please note that not all accommodation options will be available for selection as NUS may not be able to allocate students to one of their preferred accommodations.

With off-campus options generally being more expensive due to scarcity of land, we strongly recommend students to accept any on-campus accommodation given to them, even if it is not one of their preferred choices.

Off-campus accommodation options

NUS has identified several off-campus accommodation options which are affordable to students and conveniently located near to the NUS's main Kent Ridge Campus and Bukit Timah Campus (for Law students). These include:

- **Hwa Chong Institution Boarding School**
www.hcibs.edu.sg
- **Nanyang Girls Boarding School**
<http://www.nyboarding.edu.sg>
- **Yo:HA Student Hostel Ulu Pandan and Henderson Outlets**
<http://www.yoha.com.sg/hostels.aspx>
- **Evan's Lodge (near Bukit Timah Campus)**
<http://www.65hostel.com/news/20111018/1207.html>

For a complete list of off-campus accommodation options, please refer to the following [Guide](#) prepared by NUS Office of Student Affairs.

<p>How will students be informed if they are selected for on-campus accommodation?</p>	<p>Students will need to submit their housing applications via the University Hostel Management System (UHMS) before the stipulated deadline(s). Once their application has been submitted in full, their application status will be reflected as 'pending' while our Office of Student Affairs (OSA) processes their housing application. If the student's application is successful, they will receive a housing offer via email from OSA. The student will then need to log back into UHMS to formally accept the offer and pay the necessary deposit to secure the room. It is important for students to complete each follow-up action by the stipulated deadline(s).</p>
<p>What are the administrative procedures to follow once students have been invited to apply for accommodation?</p>	<p>To apply for on-campus accommodation, students must pay the non-refundable application fee of S\$26.75. In the event that students are successful in securing on-campus accommodation, they will be required to formally accept their offer and pay a deposit of S\$200.00 by the stipulated deadline.</p> <p>If a student is offered accommodation, but fails to accept the offer and/or does not pay the deposit by the stipulated deadline, he/she will automatically forfeit his/her allocated accommodation. Please read the terms and conditions found at http://www.nus.edu.sg/osa/has/non-graduating/hostel-application-exercises-terms-and-conditions/168.</p>
<p>Is on-campus accommodation available over semester breaks?</p>	<p>Yes. Students who are on full year exchange and have successfully secured on-campus accommodation, are eligible for vacation stay by paying the additional rates mentioned at http://www.nus.edu.sg/osa/has/non-graduating/hostel-rates, subject to availability.</p>
<p>Compulsory meal plans for selected on-campus accommodation</p>	<p>If students stay at the Residential Colleges in University Town or in the Hall of Residences, they will have to pay for the compulsory meal plan during their stay on campus.</p> <p>The food offered under the compulsory meal plan is certified Halal. Asian style vegetarian food is also available. However, it might not be suitable for strict Vegans or students who need Kosher food. Students with special dietary requirements can consider staying at other on-campus accommodation without the compulsory meal plans. For more information on compulsory meal plans, please visit here.</p>
<p>Check-in</p>	<p>Check-in to on-campus accommodation is available from Monday to Friday during office hours from 9am to 5pm. To request a check-in outside of the office hours, please refer to http://nus.edu.sg/osa/has/contactus.</p>
<p>Visa Requirements</p>	
<p>Are exchange students required to obtain a visa (Student's Pass)?</p>	<p>Yes. Exchange students who have been accepted to NUS will receive instructions via email for the Student's Pass application.</p> <p>Students who need a visa to enter Singapore will receive the scanned In-Principle Approval (IPA) letter via email from NUS Registrar's office and can use the letter as a single-trip entry visa. All other students will be instructed to enter on a tourist visa and then convert it to a Student's Pass during registration.</p>
<p>Will NUS assist in the application?</p>	<p>Yes. The date(s) for official registration of Student's Pass at NUS can be found in the NUS Registration Guide. The link to this guide can be found in the email with the Letter of Offer from NUS Registrar's Office.</p>

Is a medical report required?	All incoming international students who are applying for a Student's Pass which is valid for 6 months and above are required to complete a medical examination using the form provided by Singapore's immigration. It is highly recommended that full year exchange students arrive in Singapore earlier to do their medical check-up at NUS. Details will be provided in the NUS Registration Guide .
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Arrival, Registration & Student Services

NUS Registration Guide (MUST READ)	Students are expected to read the NUS Registration Guide and understand the deadlines and procedures before travelling to Singapore.
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Is airport pick-up service available?	No. Singapore is well-linked by public transport. Students may refer to http://www.nus.edu.sg/iro/sep/in/inSG/index.html#step1 for some travel tips.
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Which student events are available to exchange students?	There are many activities organised by the Office of Student Affairs International Student Services and the International Relations Office for exchange students in each semester. These activities include Orientation, Welcome Party, as well as many other programmes which are lined up throughout the semester so as to let exchange students know more about NUS and Singapore. For more details, please refer to our website .
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Is there a Disability Support Office on campus?	Yes. The Disability Support Office is now managed by one staff. Students who require support for special learning needs should declare his/her conditions in the online application form and produce a medical letter from the doctor stating the type of support needed. Upon arrival at NUS, student should visit the University Health Centre to have his/her conditions assessed by doctors. After which, the Disability Support Office will try to provide the necessary support depending on the availability of resources and expertise on campus.
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Are there counselling services on campus?	Yes. Students who are in need of counselling and psychological services may approach NUS Counselling and Psychological Services to make appointment.
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NUS Emergency Hotline	Students on campus can contact the 24/7 security hotline during emergency: <ol style="list-style-type: none"> 1. Kent Ridge Campus: 6874 1616 2. Bukit Timah Campus: 6516 3636 Information about campus security is available at http://www.nus.edu.sg/ocs/
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Estimated Monthly Expenses (in Singapore Dollars)

University-administered accommodation	S\$300 - \$800. Rental varies based on single or twin sharing room, air-conditioned or non-air-conditioned room.
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Private accommodation	Refer to http://nus.edu.sg/osa/has/other-accommodation
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Food/Meals (Most on-campus accommodation comes with compulsory meal plans)	<p>S\$400 to S\$800 (3 meals a day)</p> <p>For Residential Colleges in University Town, the cost of the meal plan is S\$8.00 per day (incl. GST), and is mandatory for all members of the Residential Colleges. The estimated total cost for Semester 1 is S\$864 and for Semester 2 is S\$816. Breakfast and dinner will be provided every day of term except Saturdays (breakfasts only) and Sundays (dinner only).</p> <p>For Halls of Residence, the estimated total cost for Semester 1 is S\$462.24 and for Semester 2 is S\$436.56. Breakfast and dinner will be provided every day of term except Saturdays (breakfasts only) and Sundays (dinner only).</p>
Personal expenses	<p>S\$550 to S\$850 (such as books, sundries and local transportation, telecommunication, etc.)</p>
Mandatory Miscellaneous Student Fees (MSFs)	<p>http://www.nus.edu.sg/registrar/edu/ng.html#fees</p>
Student's Pass application fees	<p>Student's Pass: S\$90 to S\$120</p>
Opening a bank account in Singapore	<p>Exchange students may open a bank account in Singapore even if they are not staying for 6 months and above. However, some banks in Singapore such as DBS Bank and OCBC Bank charge an "Early Account Closure Fee" ranging from S\$20 to S\$30 for closing a bank account earlier than 6 months.</p> <p>Students who do not wish to open a bank account are advised to bring enough cash to last at least the first month of their stay in Singapore. Subsequently, they can withdraw additional cash at the numerous ATMs machines / cashpoints on campus and around Singapore.</p> <p>Students who have accounts with international banks that have branches in Singapore can find out from their bank directly about the charges for using their account in Singapore. More details are shared at http://www.nus.edu.sg/osa/iss .</p>
Can student on exchange work part-time to supplement costs of living?	<p>No. Exchange students who hold a Student's Pass sponsored by NUS for coursework based exchange are not allowed to work on campus or off campus without a valid work pass. This includes, but is not limited to, any form of external training attachment at any commercial venue, or an internal training attachment in any venue that serves the public.</p> <p>If you are required to work while on exchange, you have to be qualified for the (i) mainstream work passes; or (ii) Work Holiday Programme; or (iii) Training Employment Pass. A work pass is required even if you are not receiving a salary or allowance from the employer. Your employer should assist you in applying for the valid work pass from Singapore's Ministry of Manpower, before engaging you in any form of non-classroom training.</p> <p>It is an offence under Section 5(1) of the Employment of Foreign Manpower Act for anyone to engage or use the service of international exchange students who do not have valid work passes.</p>