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|  | **FORM A** |

# Visiting Scholar Application

# Processing time: Approximately 3 months to complete.

1. **Eligibility of Visiting Scholars**

* Visiting scholars hosted by the school is by invitation only.
* The Visiting Scholar should possess the following qualifications:
  + Possess a PhD and hold a faculty or other permanent research position at another accredited university, college, or research organization; or have a Master’s or equivalent intermediate degree with substantial research deliverables or experience.
  + Proof of sponsorship and funding for the entire research visit.
  + The research project should ideally be in line with the school’s research clusters.

1. **Indicative charges:**
2. **Training Employment Pass**

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| |  |  | | --- | --- | | Application fee: | S$105 | | Issuance fee: | S$225 | | Multiple Journey Visa Fee,  if applicable | S$30 |   For latest fees, please check:  <https://www.mom.gov.sg/passes-and-permits/training-employment-pass/apply-for-a-pass> |

1. **Administrative Overhead Costs**

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|  | **Visiting Scholar on TEP** |
| **Fee component** | Overhead costs – USD$500 per month   * Cubicle working space * Internet access * Library access * Administrative overhead cost |
| 1. Full fees are payable within 7 days of their reporting date in NTU. 2. Fees are non-refundable. 3. There will be no pro-ration of fees for visitorship that is terminated prematurely by the scholar or WKWSCI | |

**FORM A**

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| **Part 1: VISITING SCHOLAR DETAILS** | | |
| **Family name:** | | **Other names:** |
| **Salutations:** Please select | | **Gender:** Please select |
| **Designation:** | | **Department:** |
| **University/Organisation:** | | |
| **Email:** | | |
| **Funding:** | Please select  Enter text here if you pick ‘OTHERS’ | |

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| **Part 2: HOD RECOMMENDATION** | | | | |
| **A.** Please elaborate how the scholar’s visit will benefit the programme/school. (Please attach a separate sheet if necessary)  **B.** Please indicate if the hosting faculty member’s official duties/responsibilities will be impacted in anyway. | | | | |
| Click here to enter text. |  |  |  | Click to enter a date. |
| **Name** |  | **Signature** |  | **Date** |

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| **Before you submit, please ensure the following:** |
| **☐** Form A & B are completed andsigned (e-signature is accepted).  ☐ Enclose Visiting Scholar’s CV  ☐ Letter of employment in English  ☐ **Detailed Training Programme** completed and signed off by host faculty (Annex A)  ☐ Letter to confirm funding support (if available)  **Submission**  Please email your request with all supporting documents to [wkwsci-research@ntu.edu.sg](mailto:wkwsci-research@ntu.edu.sg) |

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| **Part 3: APPROVAL (OFFICIAL USE ONLY)** |
| **4.1 Verified by:**  **Comments (if any):**  Click to enter a date.   |  |  |  | | --- | --- | --- | | **Research Admin** |  | **Date** | |
| **4.2 Endorsement**  **Comments (if any):**  Click to enter a date.   |  |  |  | | --- | --- | --- | | **Signature**  **Assoc Chair (Research)** |  | **Date** | |

**FORM A**

**DETAILED TRAINING PROGRAMME**

(To be completed by Visiting Scholar in consultation with hosting faculty member)

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| **Name of applicant:** |  |
| **Title of project involving applicant:** |  |
| **Objectives of the project:** |  |
| **Description of the project:** |  |
| **Name of supervisor/hosting faculty member:** |  |
| **Duration of the project:** | Click to enter a date.  **to** Click to enter a date. |
| **Location of training schedule/activities:** |  |
| **Signature of hosting faculty member:**  **(e-signature is accepted)** |  |