SINGAPORE
2017 HANDBOOK

NATIONAL RESEARCH FOUNDATION
Prime Minister's Office, Republic of Singapore

National Science Foundation
East Asia & Pacific Summer Institutes
For U.S. Graduate Students Pursuing Science & Engineering

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I. INTRODUCTION

The Summer Institute in Singapore for 2017 will be held between 12 June and 4 Aug, 2017. The Summer Institute in Singapore provides U.S. graduate students (U.S. Citizens or permanent residents) a first-hand research experience in Singapore, an introduction to the science and the science policy infrastructure of Singapore, and an orientation to the Singaporean culture and language. The primary goals of the program are to introduce students to Singaporean science and engineering in the context of a research laboratory, and to initiate personal relationships that will better enable them to collaborate with foreign counterparts in the future. The program is administered in the United States by the National Science Foundation (NSF) (http://www.nsf.gov/) with co-sponsorship in Singapore by the National Research Foundation (NRF) (http://www.nrf.gov.sg). The NRF office is the contact point for questions regarding issues such as visas, host institutions, travel in Singapore, and emergencies while the participants are in Singapore.

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II. PREPARATION

A. Host Institutions and Researchers in Singapore

Please be advised that the host researchers or institutions are not paid for hosting this Summer Institute. Therefore, your technical contribution to their research programs will be very much appreciated. Many former Summer Institute participants have become highly recognized professionals after graduation and have continued their relationships with host researchers in many productive ways. A few tips regarding host institutions and research plans are provided below.

Eight weeks will pass by very quickly, and participants have constantly responded that they wished they had more time to finish their research projects. Without advance planning, you may lose precious time during the first part of your stay in deciding on the projects rather than working on the actual project itself. To avoid this, you are encouraged to contact host researchers and institutions as early as possible.

U.S. students are encouraged to give presentations to and/or exchange ideas with Singaporean researchers (not limited to host researchers and colleagues in host institutions) soon after their arrival. Your presentation will help introduce not only your research, but also your home university in the U.S. Students are also encouraged to establish both personal and professional connections with Singaporean research institutions and researchers and actively participate in laboratory and field work, as well as academic seminars held in Singapore.

Research Plan

With the agreement of your host, you may choose to work on research described in your proposal, become involved in your host's on-going research, or start a new research project. If you choose to work on a new research topic, you should include specific information about the change in scope in your Final Report to NSF. Please keep in mind that you may not have tangible results at the end of the eight-week period for overly ambitious research plans.

To make your research visit to Singapore productive, you may want to consider the following:

- Team-up with a graduate student in your host's research group.
- Read your host's publications and understand the methods and approaches.
- Consult with your host researcher before you arrive in Singapore and come to a mutual understanding about the scope and expected results of your work.

Facilities

While discussing your research plan, you should check with the host researcher to check the availability of necessary equipment, facilities, and/or materials required for your research. This is because it is also the summer vacation in Singapore from June to August so there is a possibility that faculty members are out of their offices and some laboratories may use this time for the maintenance of equipment, or renovation of facilities.

Other information

The most useful information on how to survive at your host institution would come from US students, research staff, or visiting faculty who have been or are currently in Singapore. You may wish to ask your host researcher to send you contact information for current or previous U.S. researchers from the host institution. You could also ask for information about possible professional visits during your stay (see section IIB) and housing arrangements (see section IIF).

B. How to Set Up Other Professional Visits

NSF and NRF encourage participants to visit laboratories outside of their host laboratory both to gain a broader understanding of the Singaporean scientific community and to generate contacts for future research collaboration. In Singapore, an introduction through an email prior to an intended visit would be extremely helpful for the laboratory to prepare facilitation.

Main resources for developing contacts in Singapore are:

Your advisor, professors, and colleagues in the United States

Consult with your U.S. advisor and/or other appropriate individuals before you leave home and develop a list of researchers whom you would like to meet while in Singapore. Letters of introduction provided by your U.S.-based advisor are extremely useful in setting up research visits with researchers.

Your Singaporean host

Prior to your arrival, you should inform your host that you are interested in visiting other laboratories in Singapore and request for information on which researchers would be beneficial to meet. You may also request for the host university to arrange for such a meeting.

Summer Program alumni and U.S. researchers currently in Singapore

You may also get information about professional visits from former Summer Institute participants or from NSF grantees who have collaborations with Singaporean researchers in your area of interest (see http://www.nsf.gov/).

Publication search

A publication search can help identify Singaporean researchers within your field. In this case, you might send, fax or e-mail a polite note to introduce yourselves, explain your research, and request a visit while you are in Singapore. Note, however, as the researchers work on a tight schedule, please do not be discouraged if you fail to receive responses from some of your contacts. .

C. Passport and Work Holiday Programme (WHP) Pass / Training Employment Pass (TEP)

Students will need to possess a passport with **at least 6 months validity** for travel to the Republic of Singapore. For U.S. passports, application instructions and forms are available at the State Department Web site: http://travel.state.gov/. You can request expedited processing with an additional fee. U.S. citizens are not required to produce a visa to visit Singapore, if the stay is no longer than 90 days for social visitation purposes. They should, however, apply for either a Work Holiday Programme (WHP) Pass or a Training Employment Pass (TEP), possess a pair of onward/return ticket and ensure that they have sufficient funds to stay during their 8-week stay in Singapore. For additional information, please visit http://www.mfa.gov.sg/ and http://singapore.usembassy.gov/.

For the past EAPSI Programs, students applying to be hosted at NUS have entered Singapore on a Student Pass. The pass allows students easy access to all on-campus facilities including libraries and electronic resources. Administrators from the university will liaise with students on the necessary procedures. Students must first be registered with NUS before they can complete the application

process via Singapore's Immigration and Checkpoints Authority's online portal. Please refer to **Annex B** on the workflow for Student Pass application.

Student Pass – http://www.ica.gov.sg/page.aspx?pageid=325&secid=182

For participants not attached to the NUS, WHP Pass or TEP is necessary for you to work or receive training in the Singapore institutions. Please refer to the following websites for the latest version of the WHP and TEP application forms.

WHP Pass - http://www.mom.gov.sg/foreign-manpower/passes-visas/work-holiday-programme/before-you-apply/Pages/default.aspx

TEP - http://www.mom.gov.sg/foreign-manpower/passes-visas/training-employment/before-you-apply/Pages/default.aspx

For students between 18 – 25 years of age, they are advised to apply for the WHP online. This is the preferred method since students can apply for the pass themselves.

For students above 25 years old, they are required to apply for the TEP through the host institution. The duly completed TEP application form must be returned to your respective host institution, no later than **30 April 2017**, as processing of the forms is expected to take about 4 weeks.

Upon approval by the authorities, an in-principle approval letter for both passes will be sent to your home address prior to your departure for Singapore. Please ensure that you have received the in-principle approval letter before you depart for Singapore. You are required to present the WHP Pass or TEP in-principle approval letter along with your passport for clearance at the Singapore's immigration. After your arrival in Singapore, you will be brought to the Ministry of Manpower to collect your pass. Please refer to **Annex A** on the workflow for the WHP Pass or TEP application.

You should check with the Singaporean embassy nearest you to make sure all your documentation is in order. Singapore embassies are located in Washington D.C., Chicago, New York, Miami, Florida, Houston, and San Francisco.

D. International Air Travel

Roundtrip international ticket is provided to EAPSI Fellows by NSF. The NSF-contracted travel agency, AdTrav, will provide each participant with a round-trip economy class ticket between the major airport nearest their U.S. city of residence and the International Airport in Singapore. Participants will be advised by e-mail when and how to contact AdTrav to make travel international reservations.

DO NOT PURCHASE ANY TICKETS ON YOUR OWN; NSF WILL NOT BE ABLE TO REIMBURSE YOU.

There are important Federal Government and NSF travel guidelines and restrictions:

Tickets are government-purchased and issued on U.S. carriers according to the Fly America Act: http://www.tvlon.com/resources/FlyAct.html

Tickets will be issued by AdTrav at the lowest fare, federal government or commercially available, whichever is less expensive. Travelers are typically authorized to travel round-trip from their domicile (permanent home address or academic institution) to Singapore only. Please discuss your travel arrangements with your host, National Research Foundation of Singapore, and NSF prior to booking your reservation. Any subsequent changes can only be made with NSF's approval and at the fellow's expense – any additional fare collection and change fee will be charged to your credit card.

Tickets will be issued electronically (e-tickets) within 24 hours of booking. There are designated contract carriers for the U.S. government for specific cities and routes, and AdTrav is required to issue tickets through the designated airlines, if possible.

After making your flight arrangements, please inform Ms. Emmiline Ang at NRF, your respective host institution's point of contact, and EAPSI Program.

E. Stipend

NSF US$5,000 Stipend

An official NSF award letter will be issued to you by the Division of Grants and Agreements. The award notification will include instructions about how to request electronic transfer of the US$5,000 stipend. Additionally, students must participate in the virtual pre-departure orientation in late March-early April.

Questions concerning tax liabilities cannot be answered by NSF and should be directed to the Internal Revenue Service.

As a recipient of the US$5,000, you must make sure you will not be "double-funded" from NSF or other federal sources. This restriction applies to ANY federal source. Consult with your advisor, your fellowship coordinator or contact NSF to verify. For example, if you are a recipient of an NSF-sponsored Graduate Research Fellowship (GRF) award, you should consult with your university's Coordinating Official (CO) for the Graduate Research Fellowship and your advisor about whether or not to accept the GRF stipend or the EAPSI stipend. If you decide to continue to receive a non-EAPSI federal stipend during the Summer Institute period (the typical case), then you will be issued a zero dollar NSF Summer Institute award (i.e., you will not receive the EAPSI stipend). However, you will still receive the airline ticket through the Summer Institute program and in-country living expenses from the counterpart science agency.

Living Allowance in Singapore

The host institution will provide you with a living allowance of S$4,000 for the 8-week research programme to be paid in 2 tranches. Further information on the distribution of stipend will be provided in due course. The banks in Singapore requires the set up of a saving account for a minimum

duration of 6 months, and a S$20 early cancellation fees will be collected for closure prior to the 6 months period. In addition, S$2 will be charged each month for accounts that have less than S$500. Nevertheless, cashing of cheques is available. Most EAPSI participants in the past have not opened a bank account during their stay in Singapore.

The S$4000 covers your local transportation, food, accommodation and miscellaneous expenses during your 8-week stay in Singapore. You are advised to bring at least US$500 of your own money to cover extra expenses not supported by the host institution.

F. Housing Arrangements

Your host institution will help to arrange for your accommodation needs during your 8-week research programme. Where possible, such accommodation is typically within the campus. If, however, you wish to make your own housing arrangements other than those provided by the host institution, you would need to notify your host institution as soon as possible.

Please note that the host institutions might require you to pay a refundable rental deposit of 1 month's rental for the entire duration of your stay in the accommodation arranged by your host institution. The host institution will contact you directly, closer to the date of departure for Singapore, regarding the amount of rental deposit payable upon your arrival.

G. Insurance

Your host institution will assist in arranging for the insurance. Details of the insurance coverage and claims procedure will be provided to you during the orientation in Singapore. The cost of the insurance will be deducted from your allowance.

H. Intellectual Property Rights (IPR)

NSF and NRF do not anticipate that the Summer Institute in Singapore, undertaken pursuant to the memorandum of understanding between NSF and NRF exchanged in May 2007, will result in the creation of intellectual property. However, the host institutions will require you to sign a non-disclosure agreement. If you wish to negotiate IPR provisions, you should work out arrangements with your host researcher and responsible officials at your host institution BEFORE you go to Singapore.

I. Mobile Phones

You may want to arrange for mobile phone service during your stay in Singapore. Mobile phones may be purchased and temporary, prepaid service can be arranged through any of Singapore's three telecommunication companies. Your buddy (see section IIIA) can direct you to the local office of one of these companies after your arrival.

J. Health and Safety

The following health advice is for your consideration:

If you are wearing eyeglasses or contact lenses, you may wish to bring along an extra pair of glasses or contact lenses with you for backup. You may also wish to bring a copy of your corrective lens prescription in the event you must have glasses made. Don't count on finding your specific brands of eye care products overseas - take them with you.

If you take prescription medications regularly, and will be traveling with prescription drugs, bring a signed script or letter from your physician indicating your medical need(s) for the drug(s) and identify the drug(s) you will possess while traveling. If you require insulin and syringes, or have allergies and require epinephrine pens, you should look into the requirements for international travel with these items.
Please consult your personal health care provider about your trip (destination and time abroad). Ask your health provider to review your vaccination record and any other medical needs you might have. You should do this at least 4-6 weeks prior to departure.

The U.S. Government's Centers for Disease Control and Prevention (CDC) maintain a traveler's web site with health information and travel advisories; the URL is http://www.cdc.gov/travel/ .
Please review travel safety information and guidelines at:
http://travel.state.gov/travel/tips/safety/safety_1747.html

A comprehensive set of tips is available at http://www.tsa.gov/travelers/index.shtm.

You are also encouraged to register upon arrival with the U.S. Embassy in Singapore at http://singapore.usembassy.gov/.

Other

Your host institution will advise you on the logistics and administrative matters relating to your 8-week stay closer to the date of departure.

III. TRAVEL AND LOGISTICS

A. Arrival

All participants of the Summer Institute (SI) are expected to arrive at Changi International Airport on 10 or 11 Jun 2017, and to stay in Singapore for the entirety of the SI. Over the past years, the host institution has made arrangements for a student partner or "buddy" to help ease and facilitate the participants' stay in Singapore. However, this depends on the number of volunteers available, and these student partners or "buddies" will contact participants prior to the Program for updates and arrangements. When making flight arrangements, bear in mind that the Opening Ceremony on 12 June 2017 is likely to be in the morning as has been the case over the past runs of EAPSI.

B. Early Arrival

For participants who will be traveling in Singapore prior to the start of the Program, it may be convenient for you to have the bulk of your luggage delivered directly to your host institution from

Changi International Airport at your own expense. Check out services available at http://www.changiairport.com/. If you plan to arrive prior to the start date, please notify Ms. Emmiline ANG of NRF as well as the university's administrator as this may affect accommodation arrangements.

C. Daily Schedule

The Opening Ceremony will be held at the Nanyang Technological University (NTU) while the Closing Ceremony will be held at the National University of Singapore (NUS). The orientation program is scheduled for 1 day and is summarized below (please note that the activities will be subjected to changes):

Day 1 (12th Jun):
Opening ceremony + Lunch + Free & Easy (For students to settle miscellaneous issues such as the purchase of mobile phones, etc)

Orientation (13th Jun):
Tour of Singapore (*programme to be advised*)

(14th Jun – 3rd Aug):
Research attachment

Final day (4th Aug):
There will be a Closing Ceremony on the final day of the programme. You are required to make a 20 mins (15 mins & 5 mins Q&A) presentation to the audience at the closing ceremony. The presentation should cover mainly the research findings as well as your experiential stay in Singapore. A short 1-page summary of your research conducted in Singapore should also be submitted before the last day of the programme. Your host university will also provide you with a feedback form which should be duly completed and returned.

IV. COMMUNICATING AND REPORTING

It is important to keep your host, NRF and NSF Arlington informed of any problems or proposed changes in your EAPSI plan. If there are problems during the stay in Singapore, please cc KEY PERSONS:

NSF EAPSI Program oise-eapsi@nsf.gov
Ms. Emmiline ANG Emmiline_ANG@nrf.gov.sg
Cc your Singapore host and U.S. advisor

A. NSF Final Report

You are required to submit a Final Report to NSF and their host institutions no later than **December 1, 2017**. Reports to NSF must be submitted electronically via the NSF Fast Lane system.

B. Project Outcomes Report

You are required to submit a Project Outcomes Report for the general public via www.research.gov no later than **December 1, 2017**. Project Outcomes Report serves as a brief summary (200-800 words), prepared specifically for the public, of the nature and outcomes of the project.

V. OTHER INFORMATION

1. The fellowship will not be given to the participants if:
   (a) a false statement is found in the application documents.
   (b) an applicant's participation is cancelled by the host location.

2. You are strongly encouraged to keep your host researchers/advisors advised of progress in your application status and build mutual expectations about your research plan.

Information about Singapore and your host institutions can be found at the following URLs:
http://www.stb.com.sg/
http://www.visitsingapore.com/publish/stbportal/en/index.html
http://www.worldtravelguide.net/country/250/country_guide/South-East-Asia/Singapore.html
http://nus.edu.sg/
http://www.ntu.edu.sg/eapsi/departinfo/default.htm
http://graduatestudies.smu.edu.sg/phd/singapore-management-university-smu-phd-student-experience

ANNEX A: WORKFLOW FOR THE APPLICATION OF WORK HOLIDAY PROGRAMME (WHP) PASS AND TRAINING EMPLOYMENT PASS (TEP) FOR NON-GRADUATING INTERNATIONAL STUDENTS (INTERNSHIP / SHORT TERM PROJECT)

For WHP Pass, the students can submit their application online.

For TEP, the students are required to furnish host institution with the following documents:

- Completed TEP Application Form
- Training Program which states the duration and nature of the work scope
- Photocopy of the applicant's passport (Bio-Data Page)
- Letter of Admission

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The processing time takes approximate 3 – 4 weeks. Once MOM approves the application, the host institution will mail the In-Principle Approval (IPA) letter to the student. If the student requires an entry visa, the IPA will come with a pre-approved entry visa for the student to enter Singapore

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Upon arrival in Singapore, the student is to present the following documents for custom clearance:

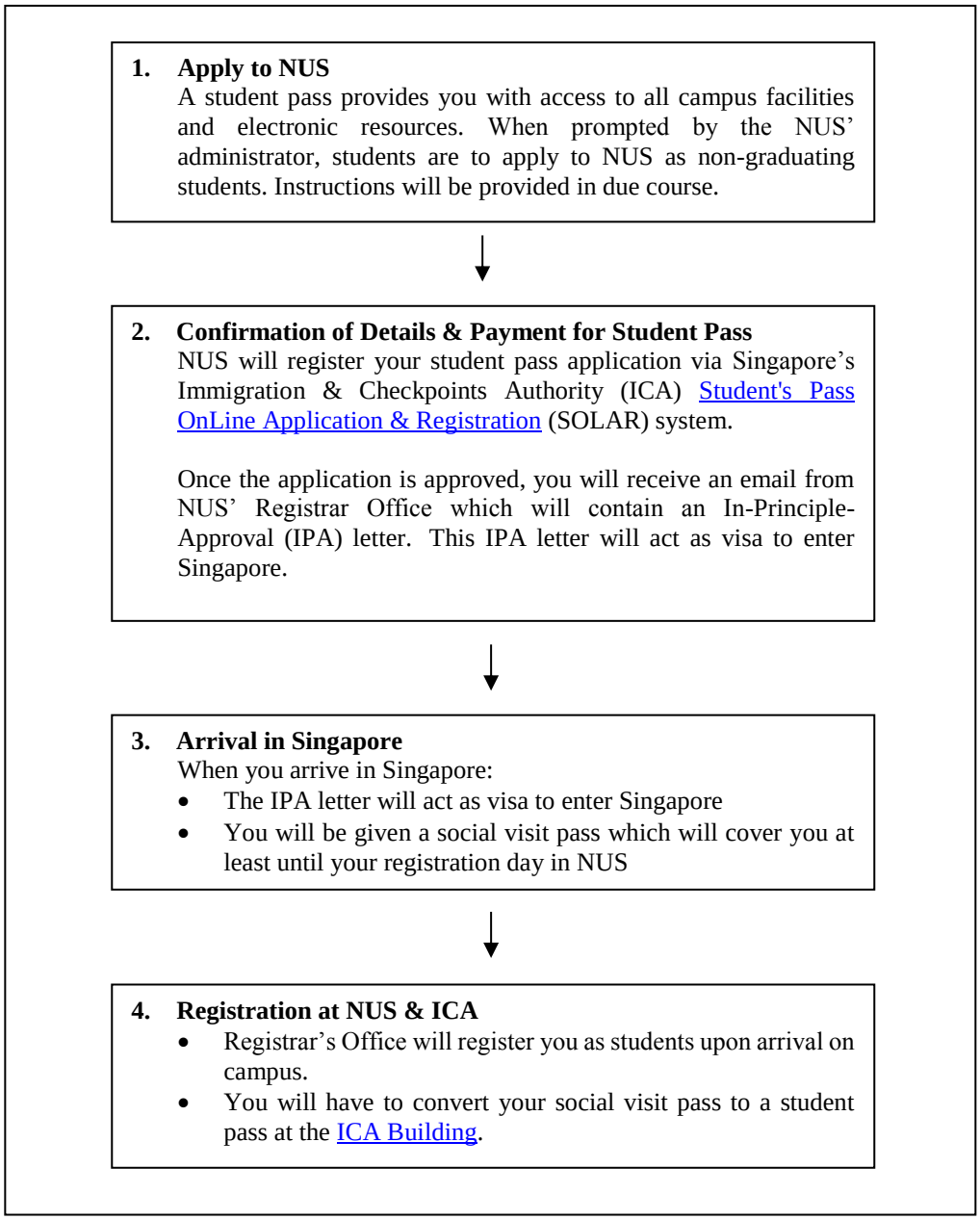
- IPA letter
- Letter of Admission
- Passport

↓

The student will need to go to MOM Employment Pass Services Centre (EPSC) to collect the WHP Pass or TEP with the following documents:

- IPA Letter
- Passport and photocopy of Passport
- Embarkation / Disembarkation Card
- One recent passport sized photograph
- Photocopy of Educational Certificates
- Application Fee for the Training Employment Pass

ANNEX B: WORKFLOW FOR THE APPLICATION OF STUDENT PASS FOR NON-GRADUATING INTERNATIONAL STUDENTS HOSTED BY NUS



More information may be found at:

NUS Registrar's Office
http://www.nus.edu.sg/registrar/edu/ng.html
Immigration and Checkpoints Authority
http://www.ica.gov.sg/services_centre_overview.aspx?pageid=256

VI. POTENTIAL EAPSI HOST INSTITUTIONS

Please note that there are four Singapore institutions eligible to participate in the EAPSI Program:

- **National University of Singapore (NUS)** http://www.nus.edu.sg/
- **Nanyang Technological University (NTU)** http://www.ntu.edu.sg/
- **Singapore Management University (SMU)** http://smu.edu.sg/
- **Singapore University of Technology and Design (SUTD)** http://www.sutd.edu.sg/

Only these fours universities serve as EAPSI hosts; other institutions are not eligible to participate.