

## Guidelines for Overseas Candidates upon Award of Fellowship

As an awarded overseas candidate, here's what you need to consider:

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### Sign your Fellowship Agreement

The Fellowship Administrator will send a draft Fellowship Agreement contract to you. Please go through the agreement and seek clarifications when necessary. Upon your acceptance of the agreement terms, please provide the following personal details for insertion into the document.

- 1) Name of Witness<sup>1</sup>
- 2) Passport Number of Witness

You are required to print two copies of the Agreement, sign them (together with your witness) and courier the originals back to the Fellowship Administrator at 100 Victoria Street, #14-00, National Library Building, Singapore 188064.

Your agreement is subject to the successful application of your Employment Pass.

### Apply for an Employment Pass

The Employment Pass is required in order for you to fulfil your Fellowship obligations in Singapore. Please fill out the Employment Pass (Sponsorship) Application form. Along with the form, please send the certified true copies of the following documents to the Fellowship Administrator at 100 Victoria Street, #14-00, National Library Building, Singapore 188064.

- 1) Your academic certificates
- 2) Personal particulars page of your passport.
- 3) A passport size photograph of yourself

Please click [here](#) to download the application form. The application for the Employment Pass (Sponsorship) may take up to five weeks.

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<sup>1</sup> The role of the Witness is to witness your signing of the Agreement document. The witness is not required to be a surety or guarantor should you default on the Fellowship's obligations. The Witness should be a non-NLB staff.

### **Book your Air Ticket**

You may book your air ticket to Singapore after the Ministry of Manpower (MOM) issues an In-principle approval (IPA) letter for your Employment Pass. The Fellowship Administrator will email the IPA to you. The IPA serves as a pre-approved, single-entry visa for you to enter Singapore. The IPA is valid for six months upon date of issue. The in-principle-approval letter and your disembarkation/embarkation (white) card are sufficient for you to enter Singapore without the need for a short-term visit pass.

### **Get your Employment Pass issued upon Arrival**

You need to [make an appointment](#) with the Ministry of Manpower (MOM) to issue your pass after arriving in Singapore. A fee of SGD \$150 will be required, and NLB will reimburse this fee after you produce the receipt for it.

You will need to produce these documents when you go to MOM to get your pass issued.

1. Your IPA letter
2. Your disembarkation (white) card
3. Completed declaration form attached with the candidate's IPA letter.
4. Completed medical examination form or health declaration form (the form will also be attached with your IPA letter)
5. A copy of your passport (i.e. the page with your personal details)
6. A copy of your certificates

Before you arrive, it is advised that you make an appointment in advance for your medical check-up in Singapore (this is if you have not done your health check with a registered doctor in your home country). For more information on issuing your Pass, please go to the [Ministry of Manpower website](#).

### **Consider Withholding taxes**

Please note that the fellowship stipends and all other allowances are subject to [withholding tax](#). If you are selecting the 15% withholding tax treatment, the cost of your airfare must also be included in the computation. Please do your calculations and let us know your preference. More information may be found [here](#).

### **Look for Accommodation**

Do start looking for accommodation before you arrive in Singapore. This [webpage](#) may be useful for understanding property rental in Singapore. After you have obtained your Employment Pass, you may proceed to sign your Tenancy Agreement. Please note that usually a deposit (refundable) and 1 month's advance rental is required.

### **Start a Bank Account**

Once you have obtained your Employment Pass, you may want to open a bank account in Singapore. You may choose from a wide range of local and overseas banks. Please note that different banks have different types of accounts which require different minimum sums. After you have opened your account, please get the bank to endorse our Direct Credit Authorisation form. This form will be sent to you by the Fellowship administrator. This will enable NLB to credit your monthly stipend and allowances into your bank account. Other options include telegraphic transfer and cheque payment.

### **Telecommunications & Internet Plans**

To apply for a mobile phone line in Singapore, you may choose either a pre-paid or post-paid plan from any of these companies in Singapore – [Singtel](#), [M1](#) or [Starhub](#). If you want a post-paid plan, you can only apply for one after you have obtained your Employment Pass. You may also apply for your Internet plan from SingTel and Starhub.

### **Find Us**

The library is conveniently and centrally located in the city. Depending on your place of residence, you may get to the library by [MRT](#) (train) or [bus](#). It is useful to get an [ez-link](#) card when you arrive in Singapore. This pre-paid card can be used for both the bus and train. The nearest MRT stations to the library are Bugis, City Hall and Bras Basah. Please refer to this [link](#) for directions to the library.