

Frequently Asked

Questions

1/ Who can Apply?

CAO Overseas internship is open for all current undergraduates as well as current PhD students. The overseas internship is for students who value the importance of global exposure and are willing to overcome challenges to live and work abroad independently.

2/ How to Apply?

Please refer to [NTU Intranet](#) or [Telegram](#) for current overseas internship opportunities. Students may apply directly to the organisations.

Organisations will contact shortlisted students for a tele or video interview.

3/ What should I do once I have been offered/secured the Overseas internship?

Once the student has accepted the internship offer, he/she must inform caooi@ntu.edu.sg so CAO Overseas Internship Team can guide the student on the procedures to get his/her University-Sanctioned Travel approved.

CAO does not impose a hard deadline for students who need to get their overseas internship approved. However, we will typically stop our evaluation for approval about 1 month before the commencement of the internship.

To expedite the approval process, students are advised to approach caooi@ntu.edu.sg once they are in the midst of securing an overseas placement.

4/ What is University-Sanctioned Travel? How do I obtain the approval?

All students embarking on CAO Overseas Internship Programmes must comply with the Policy on [Student Safety for Overseas Travel](#) before their travel can be approved as University-Sanctioned Travel.

In brief, the student needs to

1. Understand the security and medical risks of Overseas Travel
2. Access and declare medical condition
3. Provide letter of Indemnity

In addition, CAO, as programme manager, will also conduct evaluation based on:

1. Student's suitability for the programme
2. Student's financial consideration and planning
3. Student's demonstration of maturity and other traits required for Overseas Travel
4. Prevailing requirement, such as parental consent, Vaccination status, etc.
5. Others

A checklist to guide the student in meeting the above requirement will be provided to students upon securing an internship placement.

5/ Can I apply for overseas and local internship opportunities concurrently?

Yes. You may apply for both overseas and local internship opportunities concurrently. However, you can only commit to one offer eventually.

6/ Can I apply for an overseas internship on a Non-Credit Bearing basis (A.K.A Personal Internship)?

CAO encourage students to fulfil their mandatory credit bearing internship (also known as PI or PA) with their overseas internship. Opportunities offered by CAO should generally meet the requirement for credit bearing internship. Student who self-sourced their overseas internship will need to seek approval from their respective CAO internship coordinator for it to be approved as credit bearing.

Students who wish to go on non-credit bearing overseas internship (a.k.a personal internship) may do so as long as it does not affect their academic commitment. You do not need to seek approval on the job scope for non-credit bearing internship. However, you may want to seek guidance from us before you accept any offer.

For both credit bearing and non credit bearing arrangements, students are required to obtain approval from CAO Overseas Internship Team (caooi@ntu.edu.sg) for University-Sanctioned travel.

7/ What if I do not get any placements from overseas internship opportunities?

For students who need to complete their credit bearing internship, they should prioritize securing an internship on time, even if it means that they need to find it locally in Singapore.

There are more internship opportunities in Singapore. Students can always try again on the next available period on a non-credit bearing basis.

8/ Can I self-source for my own overseas internship placement instead?

Self-sourcing is whereby students source for their own internship. Yes, you are encouraged to self-source for your own overseas internship placement. Student can find other overseas internship opportunities via

- Our NTU Career Axis,
- Organisation job portal,
- Referral or
- Internship Placement Agencies

Students are advised to inform CAO when they are in the midst of securing placements.

For students who wish to use their overseas placement to fulfil their credit bearing internship, students must first seek approval from their respective CAO internship coordinator for it to be approved as credit bearing. Thereafter, students will seek approval from CAO Overseas Internship Team (caooi@ntu.edu.sg) for the University-Sanctioned Travel.

9/ Can International students take up internships in their home country?

It is not encouraged particularly for international students who are required to work in Singapore upon graduation. These students may want to gain work experience in Singapore that may aid them in securing full time jobs here upon graduation.

However, CAO do consider this on a case-by-case basis. International students can write to caooi@ntu.edu.sg for our consideration.

10/ Can I extend my internship duration?

Any extended duration must not affect your study commitment. You should seek advice from CAO on this arrangement.

11/ What are the estimated expenses for an overseas internship?

We can provide you with a general guide here. These are the 5 main expenses:

- **Accommodation**
- **Air Fare**
- **Visa & Covid-19 tests**
- **Daily Needs/Transport**
- **Travel Insurance**

Company typically provides allowance that covers daily needs/transport.

12/ How do I qualify for financial support?

CAO have access to many financial fundings that can provide financial support to help students defray the cost of overseas travelling. The type of funding and the amount

depend on various factors such as the student's financial background, nationality, academic performances, destinations, duration, specialization, internship package, donor's requirement etc. Hence, CAO can only advise the estimated quantum of funding after students have secured their placements.

Typically, Singaporean and Singapore PR students should receive at least SGD 2800 for a 10-week and SGD 4800 for a 20-week internship from the Global Ready Talent Programme in **ASEAN, China and India (ACI) countries**, as well as supported emerging other markets. Additional fundings are made available specifically for student embarking on internship in ACI.

Financial needy Singaporean students (especially those receiving bursary in NTU) may receive funding that covers at least 70% or up to 100% of the estimated travel expenses.

<https://ts.ntu.edu.sg/sites/intranet/student/dept/sasd/cao/globalexperience/Pages/financialsupport.aspx>

13/ How can I obtain a letter from university as my supporting document for visa application?

Upon approval of University-Sanctioned Travel, CAO can issue the letters for students' visa application.

14/ Can I renege on an accepted job offer?

No. With reference to the internship policy for Undergraduates, regardless of local or overseas internships, students are not allowed to renege an acceptance.

15/ Are there many internship opportunities for me to apply?

In light of the Covid-19 situation and the current global economic climate, the number of overseas opportunities has been limited. However, as CAO move forward to kickstart CAO Overseas Internship Programme in 2022, we are cautiously working to provide new overseas internship opportunities for students to fulfil their internship.

While we are tirelessly working to resume overseas internship, we hope for your understanding and in the meantime, you may keep a look out for our updates on new internship opportunities through [NTU Intranet](#) and telegram. You may also source externally under self-source or check out NTU CareerAxis etc.

Do join us in Telegram [HERE](#) if you would like to receive INSTANT updates on overseas internship opportunities!

16/ Will there be an info session?

Info-Sessions are conducted at the start of each semester. Please refer to [NTU Intranet](#) for more information.

Please refer to NTU Intranet for more information:

<https://ts.ntu.edu.sg/sites/intranet/student/dept/sasd/cao/globalexperience/Pages/globalexperience.aspx>

For clarifications, reach us at caooi@ntu.edu.sg