

Step 1: Login to NTU [Student One Stop Portal](#)


Step 2: Request for Service

The screenshot displays the 'One Stop @ SAC' portal interface. At the top right, there is a search bar and a 'My Tickets' link. The main content area features several service tiles: 'Request for Services' (highlighted with a red border), 'Make a Payment', 'Book an Appointment', and 'Report an Issue'. On the left, a 'Learn Something' section lists 'Turnitin e-Guide for Student' (1142 Views, 3mo ago) and 'ZOOM e-Guide List' (969 Views, about a month ago). Below this are three columns of news and updates: 'What's Up in NTU' with items like 'Scheduled Network Maintenance' and 'Danger of Loose Electrical Connection'; 'Popular Sites' with links to 'Submit a query', 'SAP Concur', 'Hall / Room Movement', '30th Anniversary T-Shirt Ordering', 'For IT and AV issues (Student Only)', 'Turnitin e-Guide for Student', and 'ZOOM e-Guide List'; and 'Upcoming Appointment' which shows 'No upcoming appointment.' and 'My Action' which shows 'No action.'


Step 3: Student Pass/Card

Home > Request for Services

- Categories
- NTU Service Lounges
- Campus Services
- Academic Services
- Bursaries / Loans
-  Campus Housing
- Certificates / Transcripts
- Student Card / Pass**
- Student Data Change
- Student IT Services

Popular Items

Submit a query Click here to reach out for your issues  View Details	For IT and AV issues (Studen... Click here to log a case on IT and AV issues (Student only) that you are facing. View Details	Hall / Room Movement Request for change of hall and/or room, submit Vacation Circular Form, or submit a withdrawal request View Details
Use of Refrigerator in the Hall Declare/transfer personal refrigerator used in room View Details	Report Lost Items Report to lodge lost items View Details	Hall / Room Fault Reporting Reporting of fault(s) within the hall/room View Details

Step 4: Enter student login details - Username and password , if requested.

Step 5: Select Letter of Eligibility for Employment Pass.

Home > Request for Services > Student Card / Pass

Search

Categories

- NTU Service Lounges
- Campus Services
- Academic Services
- Bursaries / Loans
- ⊞ Campus Housing
- Certificates / Transcripts
- Student Card / Pass
- Student Data Change
- Student IT Services

Student Card / Pass

Application/Extension of St...
Request for extension of Student's Pass validity

★ View Details

Letter of Eligibility for Emp...
Applicable for international students on MOE tuition grant with service obligation

★ View Details

PG Matriculation Card Repl...
Apply for replacement card (not for faulty card)

★ View Details

UG Matriculation Card Repl...
Apply for replacement card (not for faulty card)

★ View Details

Step 6: Click on the download your Eligibility Letter for Employment Pass.

Step 7: Download and save the PDF copy.



Main

This online request for Employment Pass Eligibility is applicable to *international students on tuition grant with service obligation*. Not applicable to full-fee paying students. It is advisable for eligible students to print a copy of the letter when they are actively seeking employment opportunities, within a year from graduation.

[Please click here to download your Eligibility Letter for Employment Pass.\(International students with service obligations\).](#)