

OneStop Portal – Request For Letter of Eligibility For Employment


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

Step 2: Request for Services.

The screenshot displays the One Stop @ SAC portal interface. At the top, there is a dark blue header with the text "One Stop @ SAC", a search bar, and a "My Tickets" link. Below the header, the main content area is divided into several sections. On the left, there is a "Learn Something" section with two items: "Turnitin e-Guide for Student" (1142 Views, 3mo ago) and "ZOOM e-Guide List" (969 Views, about a month ago). In the center, there are four service tiles: "Request for Services" (highlighted with a red box), "Make a Payment", "Book an Appointment", and "Report an Issue". Below these tiles, there are three columns of content: "What's Up in NTU" (listing "Scheduled Network Maintenance" and "Danger of Loose Electrical Connection"), "Popular Sites" (listing "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" (showing "No upcoming appointment.") and "My Action" (showing "No action.").

Step 3: Student Card / Pass.

The screenshot displays a web interface with a left-hand navigation menu and a main content area. The navigation menu, titled 'Categories', lists several services: NTU Service Lounges, Campus Services, Academic Services, Bursaries / Loans, Campus Housing, Certificates / Transcripts, Student Card / Pass (highlighted with a red box), Student Data Change, and Student IT Services. The main content area, titled 'Popular Items', features six service cards arranged in a 2x3 grid. Each card includes a title, a brief description, and a 'View Details' link. The cards are: 'Submit a query' (with a red dot icon), 'For IT and AV issues (Student...)', 'Hall / Room Movement', 'Use of Refrigerator in the Hall', 'Report Lost Items', and 'Hall / Room Fault Reporting'.

Categories	Popular Items		
NTU Service Lounges	Submit a query Click here to reach out for your issues 	For IT and AV issues (Student...) Click here to log a case on IT and AV issues (Student only) that you are facing.	Hall / Room Movement Request for change of hall and/or room, submit Vacation Circular Form, or submit a withdrawal request
Campus Services	View Details	View Details	View Details
Academic Services			
Bursaries / Loans			
⊕ Campus Housing			
Certificates / Transcripts			
Student Card / Pass	Use of Refrigerator in the Hall Declare/transfer personal refrigerator used in room	Report Lost Items Report to lodge lost items	Hall / Room Fault Reporting Reporting of fault(s) within the hall/room
Student Data Change	View Details	View Details	View Details
Student IT Services			

Step 4: 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 5: Enter your NTU User ID and password.

Step 6: Read the on-screen message and proceed to download your EP letter.

You will see the download option if your Tuition Grant status is successfully verified.



Employment Pass Letter - Main

Important Information for International Students

This online request for Letter of Eligibility for Employment Pass is intended only for international students who are on the MOE Tuition Grant with a service obligation. It is not applicable to full fee paying students.

We recommend that eligible students download the letter while actively seeking employment, ideally within one year of graduation.

If you encounter any issues, please refer to the [FAQ](#). For further assistance, or if you do not receive a response within two weeks of submitting your request, please contact us at careeraxis@ntu.edu.sg.

Thank you.

Proceed

Exit