

<b>NUS Business, Accountancy, Real Estate Undergraduate Students</b>					
<b>Types of Internships</b>	<b>BI 3704 (minimum 8 to 10 weeks internship)</b> <i>(Replaced BI 3001)</i>	<b>BI 3708 (minimum 16 weeks internship)</b> <i>(Replaced BI 3002)</i>	<b>BI 3712 (minimum 24 weeks internship)</b> <b>(New)</b>	<b>BI 3003 (minimum 8 to 10 weeks Internship)</b> <i>(Not related to Business, Accountancy or Real Estate, scope of work)</i>	<b>Non-Credit Bearing</b>
<b>Modular Credits</b>	4 MCs	8 MCs	12 MCs	4 MCs	None
<b>Full-Time</b>	Yes				
<b>Part-Time</b>	No				Yes. But only a maximum of 16 hours per work week for International students
<b>Training Pass (Int'l students)</b>	Not required				Required, if working full-time
<b>Workplace Supervisor</b>	Yes				No
<b>NUS Supervisor</b>	Yes				No
<b>Intern Performance Review</b>	Yes (2 pages, fill out via online link provided)				No
<b>Students Submission</b>	2 Journals, 1 Final report	3 Journals, 1 Final report	4 Journals, 1 Final report	2 Journals, 1 Final report	No
<b>Monthly Stipend</b>	\$ 800 to \$1,500 (Depending on Industries)				
<b>Internship Period:</b>					
<b>Summer</b>	Early May to Early August (13 weeks)	NA	NA	Early May to Early August (13 weeks)	Early May to Early August (13 weeks)
<b>Winter</b>	Official 5 weeks (Early Dec to Early Jan) <b>For Accountancy Only (8 weeks – Dec to Jan)</b>	NA	NA		Official 5 weeks (Early Dec to Early Jan)
<b>Semester 1</b>		July/August to December			July/August to December
<b>Semester 2</b>		January to May/June			January to May/June
<b>NUS Academic Calendar</b>	<a href="#">Link</a>				
<b>Access to Talent</b>					
<b>Publicity on School's portal</b>	<a href="#">NUS TalentConnect</a> (NUS-wide)				
<b>Employer's Guide</b>	<a href="#">Link</a>				
<b>Receiving Applications</b>	Via Email, Accumulate on portal or to your website				
<b>Best time to publicise</b>	3 months before start of internship period				
<b>Cut-off Time</b>	Preferably 1 month before start of internship.				
<b>Students Application Timeline/Approval</b>	For semester-long internship (Credit or Non-Credit), Students must apply by first day of each semester.				
<b>Students Profile</b>					
<b>Programme</b>	Bachelor of Business Administration (Honours) Bachelor of Business Administration (Accountancy) – Honours Bachelor of Science, Real Estate (Honours)				
<b>Specialisations (Minors)</b> Students may have more than one. • BBA • BBA (ACC)	Finance Marketing Leadership & Human Capital Management Operations & Supply Chain Management Business Analytics Business Economics Innovation and Entrepreneurship				
<b>Length</b>	Year 1 to 4				
<b>Graduation Period</b>	December (Minority) May (Majority)				
<b>Field Service Project (Final year)</b>					
<b>Period</b>	January to April / August to November				
<b>Team</b>	3 to 5 students				
<b>Mode</b>	Part-Time				
<b>Stipend</b>	None – Out of Pocket Expenses only				
<b>FSP Brief &amp; Past Project Scope Examples</b>	<a href="#">Link</a>				
<b>Project Form to Complete &amp; Submit</b>	<a href="#">Link</a>				

Contact Person	Mr. Chew Jian Dee Email: <a href="mailto:bizcid@nus.edu.sg">bizcid@nus.edu.sg</a>
----------------	--

**Information Required for School Support letter / CPF Exemption Letter**

**For Individual student:**

Details required	
Full name of contact person to attention the letter to:	
Designation of recruiter:	
Company full name:	
Company address:	
Student Full Name:	
Student Matric Number:	
Internship start and end dates:	
Internship Designation/Department:	
Monthly Stipend:	
Full-Time: Min. 35 working hours per week (Yes or No) (for GRT claim only – working hours must be stated within the Internship offer letter or an email from the company)	

**For more than 1 student:**

Details required			
Full name of contact person to attention the letter to:			
Designation of recruiter:			
Company full name:			
Company address:			
Student Full Name:			
Student Matric Number:			
Internship start and end dates:			
Internship Designation/Department:			
Monthly Stipend:			