

School of Chemical and Biomedical Engineering

Reg. No. 200604393R

28 August 2019

Mr Wu Kai  
National Engineering Research Center for Chemical Fertilizer Catalyst  
School of Chemical Engineering  
Fenghu Road, Hongshan Town, Gulou District  
Fuzhou City, Fujian Province, China  
[M17853539397@163.com](mailto:M17853539397@163.com)

Dear Mr Wu Kai

**ADMISSION AS A NON-GRADUATING RESEARCH STUDENT (SHORT-TERM RESEARCH PROJECT)**

I am pleased to inform you that your admission as a non-graduating research student at School of Chemical and Biomedical Engineering has been approved subject to your successful application of your new Training Employment Pass (TEP).

1. Admission is granted to **Wu Kai**, PhD student from **Fuzhou University, China** (Passport No. **EF2439955**, Date of Birth: **15/02/1993**) as a non-graduating research student at School of Chemical and Biomedical Engineering, Nanyang Technological University, Singapore.
2. Your admission as a non-graduating student is for a duration of 3 months starting from October 2019 subject to the approval of your Training Employment Pass (TEP).
3. During your attachment, you will conduct a research project titled ***The application of chemical looping in epoxidation of propylene*** under the supervision of Asst Prof Paul Liu Wen from School of Chemical and Biomedical Engineering. You are required to submit a progress report by end of your attachment to the School.
4. You are required to submit an online application at [https://venus2.wis.ntu.edu.sg/NG\\_APP/Login.aspx](https://venus2.wis.ntu.edu.sg/NG_APP/Login.aspx). Please select "**Non-Exchange/Fee-Paying**" student category in your online application and submit the application **within 1 week** upon receipt of this letter (if not yet done so).
5. International students applying to NTU for internship or short-term project must have a Training Employment Pass (TEP) issued by Ministry of Manpower (MOM). Please complete the application form for TEP and send to the School of Chemical and Biomedical Engineering (Attn: Ms Lee Su Lei). You are required to pay TEP application fees during submission of your TEP application. Please refer to the TEP payment instructions in our email.
6. We will send you the in-Principal Approval (IPA) letter once it is approved by MOM. Upon receipt of your IPA, you will also receive your student Matric No. which requires you to login at <https://venus2.wis.ntu.edu.sg/GEMT/Student/StudentLogin.aspx> to complete your acceptance,

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Nanyang Technological University  
Block N1.2, B3-13  
62 Nanyang Drive  
Singapore 637459

declaration, validation of network account and selection of design for your student matriculation card.

7. If your programme duration is more than six months, you need to undergo a medical examination for the issuance of TEP. This includes a Human Immunodeficiency Virus (HIV) test and chest X-ray. You may do this at the University Health Service in NTU.
8. It is **compulsory** for international students to subscribe to the **Group Hospitalization and Surgical Insurance (GHS)** and **Group Personal Accident (GPA)** insurance schemes arranged by the University. It is also compulsory for international students to subscribe to the **Medical Scheme** arranged by the University. This is to ensure that you are covered financially in the event of hospitalization or surgery.  
Please visit our webpage at <http://www.ntu.edu.sg/Students/Graduate/StudentServices/HealthAndCounselling/Pages/default.aspx> for more information on insurance schemes. The benefits of the Medical Scheme are also applicable for outpatient visits at the medical centre located in NTU campus.
9. Upon arrival, please report to the School/Centre for matriculation and to **One Stop @ SAC (Student Activities Centre)** to complete all formalities. Please produce the IPA letter to get it stamped and signed before collecting your TEP.
10. The **tuition fee will be waived** during your research attachment at NTU as per the tenable period granted. **Before arrival to NTU, please make online payment for the following miscellaneous fees** (in Singapore Dollars) once you receive an email from [ossac@ntu.edu.sg](mailto:ossac@ntu.edu.sg) for payment of misc fees. After payment, an email will be sent to you to acknowledge receipt of payment. **Please forward the payment acknowledgement email to the School before your arrival.**

<b>Miscellaneous Fees for Non-Graduating Students for &lt;Sem 1, AY2019/20&gt;</b>	
Health Service Fee (HSF)	S\$ 72.90
Student Service Fee (SSF)	S\$ 171.50
<b>Total Misc Fees Payable for Sem 1 and 2, AY2019:</b>	<b>S\$ 244.40</b>
<b>TEP Fees Payable:</b>	<b>S\$ 255.00</b>

**Note: Misc fees are chargeable per semester and subject to revision every academic year. There is no pro-rated fees if you are attached for less than 1 semester or if your research attachment spans across two semesters. Fees paid are also non-refundable. The School may advise you to pay additional misc fees (if needed) upon arrival.**

Kindly bring along this letter and the following documents and report to the School of Chemical and Biomedical Engineering at 62 Nanyang Drive N1.2 Level B3-13, General Office for matriculation on your first day of admission.

- Your passport
- A copy of your IPA letter

11. As you are admitted as a Non-Graduating (Research Internship) student, NTU will not be able to provide any on-campus accommodation upon your arrival. You may refer to <http://www.ntu.edu.sg/has/Graduate/Pages/Short-termHousing.aspx> for housing options.
12. It should be noted that the School is not responsible for travelling, accommodation, living, medical and any other costs incurred by the student as a result of this short-term research project, except for the arrangement as stated in the admission letter.
13. The School may assign you with an office subject to availability of space. PC and printer facilities will be provided in the School if needed.

14. I look forward to your arrival in Singapore.

Yours sincerely



Assoc Prof Duan Hongwei  
Assoc-Chair (Research)  
School of Chemical and Biomedical Engineering

cc. <Office of Admissions>  
<Asst Prof Paul Liu Wen> Project Supervisor