

**From:** NUS Engineering Internships  
**Sent:** Monday, 5 February, 2018 12:40 PM  
**To:** NUS Engineering Internships <enginternship@nus.edu.sg>  
**Subject:** EG3612 Vacation Internship Programme (VIP) for May-Aug 2018: Notice to apply from 5 Feb 2018  
**Importance:** High

Dear Students,

I am pleased to inform that you have fulfilled your prerequisites for **EG3612 Vacation Internship Programme (VIP)**! It is time to unleash your potential and show the industry what you are capable of contributing!

On behalf of the Careers & Internships team, I would like to invite you to start making your applications for VIP. My experience tells me the faster you apply, the higher chance to secure your preferred internship opportunity. That is the case for your seniors and I believe it will work for you as well. Before you begin, please have a read through the key information below to equip you as you embark onto your VIP journey!

## 2 options in securing your VIP

### 1) Application through the NUS TalentConnect Portal

- Step 1: Log on to the [NUS TalentConnect Portal](#)
- Step 2: Be equipped with your winning resume and apply for your desired VIP positions – students can make up to 10 internship applications
- Step 3: Be contacted by companies for interviews
- Step 4: Receive and accept company offer via the NUS TalentConnect Portal – an email will be sent to your mailbox and you have up to 7 calendar days to respond to your offers
- Step 5: Chill and remain excited for your wonderful internship journey ahead!
- Step 6: In the beginning of May, stay tuned for an email instruction from the Careers & Internships team on the report submission details

VIP (EG3612) Activity	Timeline	Remarks
Company submission of internship opportunities	23 Jan to 30 Apr 2018	<ul style="list-style-type: none"><li>• In the ever-changing business environment, manpower demands are often unpredictable and arises according to business needs. Although employer submission has started on 23 Jan 2018, we are allowing companies to continue publishing new opportunities till 30 Apr 2018. This will increase the number of internship postings for student applications.</li><li>• Companies were urged to offer their desired interns as early as possible.</li></ul>

Student application and acceptance	5 Feb to 1 May 2018	<ul style="list-style-type: none"> <li>The last date to accept an offer via the NUS TalentConnect portal is 1 May 2018.</li> <li>While students have approximate 4 months' time to apply and secure an internship offer, it is advisable to <b>DECIDE AN OFFER AS SOON AS POSSIBLE</b> to avoid the chance of not securing one which will affect graduation requirements.</li> </ul>
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## 2) Self-sourced VIP

- a. While the faculty engages the industries, students have the option to source for their desired companies that are not listed in the NUS TalentConnect portal.
- b. Those who receive an internship offer directly from companies are to apply under the self-sourced category.
- c. To be under the self-sourced route, please follow the steps below. The Engineering enhancement portal will be closed for self-source submission on 1 May 2018. There will be no extension to this deadline as we will need to assign your academic mentors by then.
  - Step 1: Complete the [Placement Form](#) and submit it through the [Enhancement Programmes portal](#) under the "Self-initiated" category.
  - Step 2: Upon approval, students will be enrolled into the VIP module.
- d. Some sources to do self-sourcing:
  - i. NUS International Relations Office
  - ii. Various websites of the companies
  - iii. Other Careers Portals (e.g. Indeed.com, JobsCentral, JobsDB, Monster)

### Important information to note

#### **The use of NUS TalentConnect portal and the Engineering enhancement portal**

- We have transit to using the [NUS TalentConnect Portal](#) for students to apply and secure internship offer. This will be the same portal that you will be using in sourcing for graduate jobs upon in your final year.
- This initiative comes with the intention to widen the number of internship opportunities received by companies so students have more VIP positions to choose from.
- After you have secured their internship offers, we will send another email to notify with the steps on how you can login using the Engineering enhancement portal for submission of workplan and reports. In another words, you will need to enter into 2 portals:
  - NUS TalentConnect portal: To apply and accept VIP offers (from 5 Feb to 1 May 2018)
  - Engineering enhancement portal: To submit workplan and VIP reports (early May to Aug 2018)
- All approved employer internship postings will be valid for a month on the NUS TalentConnect portal for student application. They are able to extend the end date if the vacancies are still open for application.
- Students can apply up to 10 internship postings and will be contacted by the employers directly for interviews.

#### **Acceptance of offer**

- Please note that **ALL VIP OFFERS MUST BE ACCEPTED** via the NUS TalentConnect portal. Without doing so, your VIP offer will not be recognized under the credit bearing Vacation Internship Programme (VIP). If your employer offered you through an email notification, please ask them to indicate the offer

officially through the NUS TalentConnect portal. Thereafter, you have 7 calendar days to respond via the same portal to formally record this VIP. We will also remind participating employers to offer through the NUS TalentConnect portal from our end. In case they missed this, please remind them as well.

- Students who require assistance in preparing themselves for their resumes and knowing how to handle interviews are encouraged to approach their [engineering Careers Advisors](#).

**Number of applications**

- There is no limit to how many postings you can apply under the same company but you are however limited to up to 10 applications.

**Viewable positions**

- Please note that all postings viewable via your NUS TalentConnect account have been approved by your department. Which means, you are only able to view postings approved by your department.

Warmest regards

Careers & Internships team

NUS Engineering