From: NUS Engineering Internships  
Sent: Monday, 21 January, 2019 12:02 PM  
Subject: Invitation to EG3612 Vacation Internship Programme (VIP) Programme (13 May - 2 Aug 2019)

Dear Students,

We are pleased to inform you have fulfilled your prerequisites for EG3612 Vacation Internship Programme (VIP) Programme!

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

**Engineering internship guidelines**

Do browse through the engineering internship handbook via [https://sway.com/gUuJdCESVPRtkSle?ref=Link](https://sway.com/gUuJdCESVPRtkSle?ref=Link). It contains important admin information (e.g. report due dates) for both students and employers reference.

**There are 2 options to secure your VIP placement**

(1) **APPLICATION VIA THE NUS TALENTCONNECT PORTAL** (refer to attached student guide for the detailed steps in accessing the portal)

- Step 1: Get your resume ready - students who require assistance in resume writing and interviewing skills are encouraged to approach their engineering Careers Advisors.
- Step 2: Log on to the NUS TalentConnect Portal. Select "Engineering Internship Programme" to view the list of VIP positions. Do enter into "Advanced Search" if you are unable to locate "Engineering Internship Programme".
- Step 3: Apply to your desired VIP positions – there is no limit to the number of VIP applications.
- Step 4: Be contacted by companies for interviews.
- Step 5: 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.
- Step 6: All VIP students and employers will receive a system generated confirmation email a week before the official commencement of VIP.
- Step 7: Chill and remain excited for your wonderful internship journey ahead!

(2) **SELF-SOURCED APPLICATION VIA THE ENGINEERING ENHANCEMENT PORTAL**

- 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.
- After securing a company offer (including scholarship holders fulfilling their internship requirement), students are to seek approval from your department through the following steps.
  - 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 VIP and receive a system generated email confirmation.
- Some sources to do self-sourcing:
  - Various websites of the companies
  - Other Careers Portals (e.g. Linkedin, Indeed.com, JobStreet)

**Note:**

- The deadlines to accept VIP offer is **10 May 2019**.
- Students will have to perform VIP in a subsequent semester if unable to secure an offer **before the deadline**. This may cause delay in your graduation plans.
• The above-mentioned deadline applies to offer secured via either the NUS TalentConnect portal or Engineering Enhancement portal (for self-sourced application).

• Students who secured VIP offer via the NUS TalentConnect portal are NOT SUPPOSED submit subsequent self-sourced application via the Engineering Enhancement portal.

• All VIP positions displayed in the NUS TalentConnect portal under the credit bearing “Engineering Internship Programmes” have been approved by your departments to be recognized under VIP. As such, no further approval by your department is required.

• All engineering students who applied via the NUS TalentConnect portal under the credit bearing “Engineering Internship Programmes” WILL HAVE TO ACCEPT their offers through the same portal in order for their VIP offers to be RECOGNIZED.

• In the case if the hiring companies request you to apply in their job portal, you can do so simultaneously or AFTER accepting your offers via our NUS TalentConnect portal.

**Engineering internship briefings**

• There are 2 internship briefings coming up:
  o 29 Jan (12pm to 1pm, at EA Auditorium)
  o 1 Feb (12pm to 1pm, at EA Auditorium)

• All IA students are encouraged to register and attend either of the 2 internship briefings via https://mysurvey.nus.edu.sg/EFM/se/543BE5C22C635A0F.

**Eligibility to undergo VIP (13 May to 2 Aug 2019)**

Please contact your department should you have question on your VIP eligibility.

Please feel free to contact the Careers & Internships Team at enginternship@nus.edu.sg if you have further question.

Warm regards,
Siti Nor Aina
Careers & Internships Team
NUS Engineering

To participate in engineering internship programmes (for companies): [NUS Engineering internship programmes](https://www.nus.edu.sg/)

To view more information about career events and engineering internship application procedures (for students): [NUS Engineering Careers](https://www.nus.edu.sg/)

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