

# DUO-SINGAPORE EXCHANGE FELLOWSHIP AWARD

## INSTRUCTIONS TO APPLICANTS

1. This application form is to be completed legibly in English. Please indicate "NA" or "NIL" if an item is not applicable. For documents that are not in English, certified English translations must be submitted. **Incomplete or illegible application forms will be REJECTED.**
2. The application form must be duly completed, endorsed by the Home Institution and submitted to the Institution's International Relations Office or its equivalent.
3. For more information on the DUO-Singapore Exchange Fellowship Award, contact your Institution's International Relations Office or its equivalent.
4. Applications for Academic Year 2022/2023 must be submitted by **the date stipulated by NTU, NUS, SMU and SUTD respectively. Applications received after the stipulated dates would not be considered.**

### **Please note:**

**All applicants would be required to release their personal and academic data to the Ministry of Foreign Affairs, ASEM Secretariat and the Singapore universities, when required.**

# DUO-SINGAPORE EXCHANGE FELLOWSHIP AWARD\*

Please attach a  
recent  
photograph of  
yourself here

## APPLICATION FOR ACADEMIC YEAR 2022/2023

NAME OF HOME INSTITUTION
NAME OF HOST INSTITUTION

1. PERSONAL PARTICULARS	
Full Name (As in your passport / identity card & please <u>underline</u> surname / family / paternal name) :	
Mr/Ms/Mdm#	
Citizenship:	Passport/NRIC No: <i>(Copy of passport/NRIC must be attached)</i>
Marital Status: Single / Married/ Divorced / Widowed #	Date and Place of Issue:
Date of Birth (dd/mm/yy):	Country of Birth:
Religion:	Ethnicity:
Home Address:	
Country:	
Address for Correspondence (if different from above):	
Country:	
Telephone No ----- (country code) (area code) (tel no.)	Fax No: ----- (country code) (area code) (fax no.)
Mobile No: ----- (country code) (area code) (tel no.)	
E-mail address:	
<b><i>(Applicants are strongly advised to provide either a fax no. or an email address to facilitate correspondence)</i></b>	
Name of Parent/ Guardian/ Next of Kin #: _____	
Relationship: _____ Occupation/ Designation: _____	
Address: _____ _____	
Contact Number: _____	

# Delete accordingly

\* The Award is tenable for the duration of the student exchange. Each recipient will be awarded 1,000 Euros per month (up to four months) that covers airfare, accommodation and living expenses. Recipients need not pay any tuition fees to the foreign university but continue to pay the normal fees to the university they are from.

## 2. EDUCATIONAL QUALIFICATIONS

Please provide all details of education (i.e. Junior College, High School, University or Institute) that you have completed or are currently pursuing. **Certified copies** (in original language with English translation, if applicable) of all certificates, transcripts or reports showing grades awarded **must be attached**.

Institution attended [Name of School, Faculty and Location]	Qualification & Year Obtained	Duration (dd/mm/yy to dd/mm/yy)

Latest Grade Point Average (or equivalent measure), *If applicable*:

## 3. ACADEMIC AND FINANCIAL AWARDS

Please list all awards (e.g. Honors, Distinctions, Book prizes and Scholarships) won in the last 3 years in chronological order and submit copies of documentary evidence.

Year	Type of Award (For scholarships, please indicate tenure and value of award)

## 4. IF YOUR APPLICATION FOR THE DUO-SINGAPORE FELLOWSHIP AWARD IS UNSUCCESSFUL, HOW DO YOU INTEND TO FINANCE YOUR EXCHANGE PROGRAMME?


## 5. CO-CURRICULAR ACTIVITIES (Please submit copies of documentary evidence)

Activities involved in School (In the last 3 years)

Date/Duration	Brief Description of Activities	Office Held (e.g. President, Secretary, etc.)

Sports at School (State / National Level)		
Date	Name of Sport	Level (e.g. State or National, etc)

Other activities, in which you assumed leadership positions, and community / voluntary services

Date/Duration	Brief Description of Activities	Position Held

**6. PERIOD OF STUDY**

Tick the appropriate box and indicate the period (dd/mm/yy) to (dd/mm/yy).

<input type="checkbox"/> Semester 1 / Fall Term (July / August to November / December)	<input type="checkbox"/> Semester 2 / Spring Term (January to April / May)
Duration _____	Duration _____
<input type="checkbox"/> Full Academic Year (July / August to April / May)	<input type="checkbox"/> Others. Specify Duration.
Duration _____	_____

**7. CHOICE OF SUBJECTS**

List below details of the faculty and subjects you intend to read at the host institution

Name of Host Institution, Faculty	Subject Title /Codes	Taking Exam (Yes / No)	For Official Use Only

## 8. ESSAY

In a separate attachment, write a short essay of not more than 500 words about your interest in this award. **Please note that the essay is an important part of your application.**

## 9. DECLARATION BY APPLICANT

Have you ever been convicted by a Court of Law of any country? Yes/No #  
If yes, please give brief details:

I hereby declare that the information provided in this application is correct and complete. Any provision of inaccurate or false information or omission of information will render this application invalid and that, if selected on the basis of such information, I can be required to withdraw from the award.

I authorise the Universities/Institutions to obtain official records, if necessary, from any educational institution attended by me.

I am medically fit and free from any medical problem that may affect my studies.

I understand that the National Selection Committee will decide which applications are successful for the Award and its decision is final.

Signature: \_\_\_\_\_  
(Please note that unsigned applications will be rejected.)

Date: \_\_\_\_\_

# Delete accordingly

## 10. VERIFICATION BY HOME INSTITUTION (To be endorsed by the International Office or equivalent of Applicant's Home Institution)

\_\_\_\_\_ nominates this student to study at  
( Name of Home Institution)

(Email address of Home Institution)

(Fax number of Home Institution)

\_\_\_\_\_ for the period specified under Section 6.  
( Name of Host Institution)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature and Institution's stamp)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Address of Department)

## **Award Application Checklist**

Please submit the following documents ONLY:

- The DUO Award Application Form (with passport sized photo attached)
- Certified copies (in original language with English translation, if applicable) of all certificates, transcripts or reports showing grades awarded by institutions that you have completed or are currently pursuing
  - 'O' Level
  - 'A' Level / High School Certificate
  - University Transcript / University exam Results (for all completed semesters)
- Documentary evidence of all awards (e.g. Honors, Distinctions, Book prizes and Scholarships) won in the last 3 years in chronological order
- Documentary evidence of Co-Curricular Activities from the past 3 years
- Documentary evidence of Student Exchange Programme application status (if available)
- Short essay of not more than 500 words about your interest in the DUO Award
- Photocopy of passport OR NRIC