

Cambridge CARES Studentship Scheme

Moving to Singapore

Welcome to the Cambridge-CARES Studentship Scheme – we are looking forward to seeing you in Singapore!

There are various items students need to complete before starting their Singapore residency:

To do item	Student actions
Ensure that your NOTAF examination occurs in good time.	Talk to your Cambridge supervisor and ensure that examiners have been chosen and a date selected. You will need to pass this before you can become non-resident in Cambridge, so make sure the date is before the end of your third term in Cambridge.
Apply for Leave to Work Away in CAMSIS self-service.	Log in to your CAMSIS self-service account and fill in the Leave to Work Away form. Until this has been approved you have to be resident in Cambridge and the Singapore fee waiver will not come into effect.
Apply for visiting student status with NUS (the National University of Singapore), which will then trigger an application for a Student Visa (done via NUS).	<p>Talk to your Cambridge supervisor about who will be your NUS sponsor. Once you have this information, complete the application form via: https://myapplications.nus.edu.sg/ You are applying for Non-graduating, Non-Exchange status. This should be done three months before you plan to start your residency in Singapore.</p> <p>You will need to ensure the CARES office has hard copies of the following to submit to NUS for you. Some items must be original and therefore you will need to supply hard copies. The remainder can be soft copies.</p> <ol style="list-style-type: none">1) Copy of completed online application form (soft copy)2) passport size photo that complies with these instructions. (soft copy)2) home university letter (soft copy, see template) – usually from College in Cambridge.3) original transcript (hard copy)4) copy of passport with at least six months validity before expiry date OR to cover the whole of your time in Singapore, whichever is longer (soft copy)5) financial statement (to show that you have enough money to sustain you throughout the period) – for this it is fine to use the Departmental offer letter you received at the start of your course to confirm your funding or the CARES letter confirming your internship. (soft copy)6) if from a non-English medium school, IELTS/TOEFL result is required (soft copy)7) letter from NUS Supervisor (see template,

	<p>soft copy)</p> <p>8)letter from Cambridge Supervisor (see template, soft copy)</p> <p>9)detailed training plan (see template, soft copy)</p> <p>10)curriculum vitae (soft copy)</p> <p>For help, please ask Xiang Ning (leong.xiang.ning@cares.cam.ac.uk)</p>
<p>Liaise with CARES office to arrange initial accommodation and start to investigate options for longer term accommodation</p> <p>OR</p> <p>Apply to CARES office for relocation grant, if required</p>	<p>You are eligible for either a relocation grant (SGD2000) or university guest accommodation (paid for by the programme) for the first month you are in Singapore. If you take the relocation grant, please note that this can only be paid once you have opened a Singapore bank account.</p> <p>Please let Xiang Ning know which option you would like to take. If you would like guest accommodation, at least two months' notice of your arrival date is needed to have a good chance of getting guest accommodation near the programme office.</p> <p>You will also need to make arrangements for your longer term accommodation. This will usually be a private student hostel or private rental. Some information on the accommodation options is available from the CARES office. However, it is the responsibility of the student to arrange and pay for their accommodation after the first month (or immediately if the relocation grant is taken).</p>
Book flights	Once you have passed NOTAF and received agreement in principle for your Singapore Student Visa, please contact the CARES office to arrange booking your flights to Singapore. The flight is paid by CARES.
Arrange health insurance via CARES office	To arrange your health insurance, please contact Xiang Ning who will supply the forms you need to complete to join the CARES health insurance scheme. Singapore has an insurance based health system, so it is important that you do this before travelling.
Liaise with CARES office to arrange computer requirements etc	Please let John Chan (caresit@hermes.cam.ac.uk) know 1-2 months ahead of your arrival date what your requirements are for your desktop computer. A standard spec desktop and peripherals will be provided automatically, however if you have special requirements please ensure John is aware well in advance. The spec for your computer needs to be approved by your Cambridge supervisor and will be purchased by the programme. If you are likely to need any other items of equipment immediately, discuss these with your Cambridge supervisor and if approved, let John know what is needed.

Once you are in Singapore

- Collect your Student Pass (visa) and ID card from NUS
- Collect your CREATE access card and WiFi password from the CARES office
- Set up your desk in the CARES Office (CARES C4T, #05-05 CREATE Tower, 1 Create Way, Singapore, 138602)
- Open a Singapore bank account and give details to CARES office so your stipend can be paid
- Get a Singapore mobile phone if desired. Temporary SIM cards (eg. Singtel Hi! Card) are available from the airport and convenience stores or you can set up a post-pay account.
- View accommodation and find somewhere longer-term

Useful contact details

- CARES C4T Senior HR Executive (Ms Leong Xiang Ning) leong.xiang.ning@cares.cam.ac.uk – for support with process and move to Singapore
- CARES C4T Admin Assistant (Ms Khatijah Yusof): khatijah.yusof@cares.cam.ac.uk – for expenses claims via the Singapore office and stipend queries when in Singapore.
- CARES Cambridge Co-ordinator (Ms Elana McNaught) elana.mcnaught@admin.cam.ac.uk – for queries on Leave to Work Away or other Cambridge matters
- CARES IT Officer (Mr John Chan) caresit@hermes.cam.ac.uk – for arranging special IT requirements