

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, please check our website: <http://www.mfa.gov.sg/duo> or contact your Institution's International Relations Office or its equivalent. You may also write in to:

The DUO-Singapore Exchange Fellowship Award
Technical Cooperation Directorate
Ministry of Foreign Affairs, Singapore
Tanglin
Singapore 248163

Email: mfa_duo@mfa.gov.sg

4. Applications for Academic Year 2010/2011 must be submitted by **the date stipulated by NTU, NUS and SMU respectively. Applications received after the stipulated dates would not be considered.**

Please note:

Successful applicants would be required to release their academic data to the Ministry of Foreign Affairs and the Singapore universities when required.

DUO-SINGAPORE EXCHANGE FELLOWSHIP AWARD*

Please attach a recent photograph of yourself here

APPLICATION FOR ACADEMIC YEAR 2010/2011

NAME OF HOME INSTITUTION

NAME OF HOST INSTITUTION

1. PERSONAL PARTICULARS

Full Name (As in your passport / identity card & please underline surname / family / paternal name) :

Mr/Ms/Mdm[#]

Citizenship:

Passport No:

(Copy of passport must be attached)

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.)

Mobile No: _____ - _____ - _____
(country code) (area code) (tel no.)

Fax No: _____ - _____ - _____
(country code) (area code) (fax no.)

E-mail address:

(Applicants are strongly advised to provide either a fax no. or an email address to facilitate correspondence)

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.)

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