



FACULTY OF ENGINEERING

Vacation Internship Programme

Step-by-Step Guide to VIP Registration

FOR STUDENTS

- Step 1 Click on the link “VIP Registration”
- Step 2 Enter your Matriculation Card No. and PIN to login
- Step 3 Check your Student Particulars before you proceed to “Next”
- Step 4 Look under “Register Program” and click on “Vacation Internship”
- Please note:**
- (1) All fields must be filled in.
 - (2) The duration of the internship must be at least 12 weeks
 - (3) You can only proceed to do the internship after your Department VIP Coordinator has approved your online registration
- Step 5 After you click “Confirm”, the VIP registration will be routed to your Department VIP Coordinator for approval. An email notification will be sent to you upon your Department VIP Coordinator’s approval

NOTE: If there is a need to change your VIP dates after you have submitted the VIP registration online, please seek approval from your Department VIP Coordinator (via email) regarding the new dates. Once approved, forward the email of approval to Mr Ivan Yew at engiykw@nus.edu.sg to request for the change to be made in the database. Please include your matriculation number in the email and remember to keep your VIP supervisor informed of the new dates.