MECHANOBIOLOGY INSTITUTE, SINGAPORE
Internship Program
Application Guide

Step 1
All applicants are required to seek out a sponsoring supervisor in the MBI and to obtain acceptance from the supervisor before MBI would consider supporting the internship. The MBI supervisor may interview candidate and review the scholastic record.

Priorities will be given to applicants who are:
- from partner institutes under MOUs with MBI
- from partner institutes who are being considered for MOUs with MBI
- from home institutes of MBI’s visiting professors
- interested in pursuing graduate studies in MBI
- recipient of international travel grant or fellowship

Applicant can find the list of PIs and Co-PIs at mbi.nus.edu.sg/faculty/#faculty.

When you have found a sponsoring supervisor, please contact mbigraduate@nus.edu.sg and proceed with Step 2 concurrently.

Step 2
Applicant is required to email (soft copy in a single PDF file) the completed application material to MBI Graduate Office @ mbigraduate@nus.edu.sg at least 3 months prior to the intended start date of internship.

1) Completed application form (duly signed)
2) Clear copy of the following supporting documents:
   a) Copy of Passport
   b) Certified copy of Bachelor’s Degree Certificate [English Translation];
   c) Certified copy of Bachelor’s Degree Transcript [English Translation];
   d) Certified copy of Master’s Degree Certificate [English Translation];
   e) Certified copy of Master’s Degree Transcript [English Translation];
   f) Copy of publication [if applicable]
   g) Resume
3) Annex 1 – Risk Acknowledgement and Consent
4) Annex 2 – Vaccination Record form
5) Annex 3 – Supporting email from PI indicating:
   (a) PI’s agreement to host the applicant for the stated duration and proposed date;
   (b) There is space allocated to the intern as MBI will not provide additional space.
6) Annex 4 – Brief training program agreed upon between the intern and the PI [refer to the template]
7) Annex 5 - Consent letter from intern’s home institute [applicable only if the applicant is currently pursuing an undergraduate/post graduate course - refer to the template]

Step 3
Upon receipt of the completed application as stated in Step 2, the Graduate Office will process and keep you posted of the outcome of your application. Upon approval of your internship application, we will further advise you of the necessary procedures for visa and Training Employment Pass (TEP) application [Note: the TEP processing time may take up to 4 weeks].
Download forms:
- Internship Application Guide and Form
- Annex 1 – Risk Acknowledgement and Consent
- Annex 2 – Vaccination Declaration Form

Intern who works in the wet lab must be immunized against Tetanus and Hepatitis B.

Intern who performs dry work (e.g. computational work) can be exempted against Tetanus and Hepatitis B vaccination.

All interns (regardless of the nature of training (wet lab or dry work) must submit the Vaccination Declaration Form and its vaccination records (in English) to the Safety Lead for documentation on the first day of reporting.

- Annex 4 – Template for Brief Training Program
- Annex 5 – Template for Consent Letter (from intern’s home institute)

Send completed application and enquiries:
MBI Graduate Office
Mechanobiology Institute, Singapore
National University of Singapore
T-Lab, #05-01, 5A Engineering Drive 1
Singapore 117411
Email: mbigraduate@nus.edu.sg

For more information on MBI Internship Program:
Please visit http://mbi.nus.edu.sg/education/internship-program/
### Part 1 – Purpose of internship

Please cross (where applicable):

- ☐ Explore research interest
- ☐ Fulfill academic requirement
- ☐ Research collaboration

Please indicate the Principal Investigators in both Institutes:

<table>
<thead>
<tr>
<th>MBI</th>
<th>Home institute</th>
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### Part 2 – Applicant’s Detail

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
<th>Gender: [Male / Female]</th>
</tr>
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<tbody>
<tr>
<td>Last/Family Name:</td>
<td></td>
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<tr>
<td>First Name:</td>
<td></td>
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<tr>
<td>Middle Name</td>
<td></td>
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<tr>
<td>Date of birth:</td>
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<tr>
<td>Citizenship:</td>
<td></td>
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<tr>
<td>NRIC/Passport No:</td>
<td>Matric No.:</td>
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<tr>
<td></td>
<td>(for NUS student)</td>
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<tr>
<td>Permanent Home Address:</td>
<td>Mailing Address</td>
</tr>
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<td></td>
<td>(if different from Permanent Home Address)</td>
</tr>
<tr>
<td>Tel No (Home):</td>
<td>Email:</td>
</tr>
<tr>
<td>Mobile No:</td>
<td>Skype Address:</td>
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### Part 3 – Internship Details

<table>
<thead>
<tr>
<th>Date of proposed internship</th>
<th>Start date: (dd/mm/yy)</th>
<th>End date: (dd/mm/yy)</th>
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Please provide a brief description or outline of research or other work, you envisage to accomplish during your internship at MBI.
### Part 4 – Academic Qualification (College/University, or equivalent)/Working & Research Experience

<table>
<thead>
<tr>
<th>Institute (Name and country)</th>
<th>Attended (mm/yy)</th>
<th>Degrees (and major)</th>
<th>CAP/GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E.g.</strong> National University of Singapore, Singapore</td>
<td>Aug 10 - Jul 14</td>
<td>Bachelor of Science (Life Science)</td>
<td>4.5/5</td>
</tr>
<tr>
<td>National University of Singapore</td>
<td>Aug 14 - Present</td>
<td>Master of Science (Life Science)</td>
<td>4.8/5</td>
</tr>
</tbody>
</table>

### Scholarships, Prizes Or Other Award Received

<table>
<thead>
<tr>
<th>Organization</th>
<th>Period</th>
<th>Details</th>
<th>Membership status</th>
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</thead>
</table>

### Relevant Work Experience

<table>
<thead>
<tr>
<th>Name of Firm/Organization</th>
<th>Period</th>
<th>Title/Position &amp; Nature of work</th>
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</table>
### Conference And Journal Publications [Yes / No]

<table>
<thead>
<tr>
<th>Number of Papers:</th>
<th>International Journals:</th>
<th>Local Journals:</th>
</tr>
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(List details below and please attached top page of the publication to this application form.)

Please list the details by using the following format:
1) For Journal Publications: Authors, Title of the paper, Journal name, Volume, Page number (Year)
2) For Conference: Authors, Title of the paper, Name of the Conference, Place (Date of the conference)

### Part 5 – Referees [Note: Letter of reference may be requested]

<table>
<thead>
<tr>
<th>(1) Name:</th>
<th>Title:</th>
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</thead>
<tbody>
<tr>
<td>Occupation &amp; Organization:</td>
<td>Email:</td>
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<tr>
<td>Address:</td>
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</tbody>
</table>

<table>
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<tr>
<th>(2) Name:</th>
<th>Title:</th>
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<tbody>
<tr>
<td>Occupation &amp; Organization:</td>
<td>Email:</td>
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<tr>
<td>Address:</td>
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### Part 6 – Other Information & Declaration

Would you still like to intern at MBI if MBI is not able to provide the financial support? [Yes / No]

☐ I hereby declare that all information provided by me in connection to this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information given or any omission of information required shall render this application invalid and NUS may at its discretion withdraw any offer of internship made to me on the basis of such information or, terminate my internship.

☐ I hereby authorize NUS to obtain and verify any part of the information given by me from or with any source, as deem appropriate.

☐ If I have been successfully enrolled in the program, I hereby agree as follows:
  - The offer is subject to the approval of the TEP.
  - I am not allowed to start work until the TEP has been issued to me.
  - I am required to undergo all safety training before being allowed access to MBI laboratories.
  - I am required to seek my own housing, insurance and undertake all liabilities and expenses in connection with my stay in Singapore.
  - I am under the obligation to acknowledge the MBI in all publications (in print or in electronic form) of work undertaken at the MBI.

Signature: ____________________________
Date: ____________________________

### Part 7 – MBI Graduate Committee’s Approval

Application is:
☐ Not Approved
☐ Approved with / without allowance of (SGD  )

Comments:

Name & Signature of MBI GC: ____________________________
Date: ____________________________