

**Topic:** Tuition Grant Scheme

**Sub-Topic:** (D) Employment Matters (e.g. Employment Updates, EP Eligibility Letter, Long Term Visit Pass (LTVP))

**D1. I am in my final semester of study / just graduated from my course, what should I do to fulfil my bond obligations?**

**D2. Do I have to remain in the same organisation for all 3 years?**

**D3. How long do I have after I graduate to find a job?**

**D4. My student pass has expired/ will be expiring. Am I allowed to remain in Singapore to seek employment after graduation?**

**D5. What types of employment will count towards serving of the Tuition Grant bond?**

**D6. Is employment during the course period counted towards serving the Tuition Grant bond?**

**D7. What documents do I need to update my employment status with MOE?**

**D8. If I have become a Singapore Permanent Resident, do I still have to serve the Tuition Grant bond?**

**D9. Do I need to apply for work pass to work in Singapore?**

**D10. My employer wants me to get a letter from MOE that I have a Tuition Grant bond for 3 years, how do I go about getting the letter? Can I get an EP eligibility letter from MOE?**

**D11. How can I update my employment status with MOE?**

**D12. I received an email from MOE to update my employment status. I have updated earlier and am still currently in the same job. Do I have to submit another update?**

**D13. Do I need to update my employment status if I am currently doing National Service in Singapore?**

**D14. I cannot start my job because my EP application has been pending for two months.**

**D15. My SC/PR/Re-entry permit/Work Pass/student pass application is rejected because of my outstanding bond obligations with MOE. What should I do?**

**D16. I have updated my employment status and indicated that I am still working in company in TGonline system but the period of employment is not included for “days of bond served”.**

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No.	Question	Answer
D1	I am in my final semester of study / just graduated from my course, what should I do to fulfil my bond obligations?	<p>To fulfil your bond obligations, you have to secure an employment with a Singapore entity for an aggregated period of 3 years. As such, you are advised to start your job search early.</p> <p>In the meantime while you look for employment, you are required to update the contact details (i.e. telephone number and email address) of you and your sureties in the MOE TGoOnline system so that you remain contactable. You are also required to update MOE of your employment status as soon as you have found a job.</p> <p>Please refer to the following documents for step-by-step guide on:</p> <ul style="list-style-type: none"><li>i) <a href="#">How to update contact details on TGoOnline</a></li><li>ii) <a href="https://tgoonline.moe.gov.sg/docs/UserGuide-UpdateofEmployment.pdf">https://tgoonline.moe.gov.sg/docs/UserGuide-UpdateofEmployment.pdf</a></li></ul>
D2	Do I have to remain in the same organisation for all 3 years?	No, you do not need to remain in the same organisation for the entire 3 years. You are allowed to work for different companies for a cumulative period of 36 months or an aggregate total of 3 years.
D3	How long do I have after I graduate to find a job?	You are required to start serving your bond immediately after graduation and to submit an update on your employment status within three months from graduation.
D4	My student pass has expired/ will be expiring. Am I allowed to remain in Singapore to seek employment after graduation?	<p>Upon expiry of your student pass, you can apply for a 1-year Long Term Visit Pass (LTVP) at the Immigration and Checkpoints Authority (ICA) to remain in Singapore to find employment.</p> <p>When you have found employment, your company will have to apply for a Work Pass for you from the Ministry of Manpower (MOM). Your LTVP will be cancelled with the issuance of your Work Pass.</p>
D5	What types of employment will count towards serving of the Tuition Grant bond?	<p>The following types of employment would be considered towards bond fulfilment:</p> <ul style="list-style-type: none"><li>a) Working locally as a full-time employee of a Singapore entity,</li><li>b) Working locally as a self-employed person where the company is registered with the Accounting and Corporate Regulatory Authority (ACRA),</li><li>c) Working full-time overseas due to secondment from a Singapore entity (i.e. you remain on the Singapore entity's payroll),</li></ul>

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		<ul style="list-style-type: none"> <li>d) Working overseas as a full-time employee of an overseas subsidiary or a joint venture of a Singapore entity which is more than 50% by the Singapore entity,</li> <li>e) Working overseas in a representative office overseas as a full-time employee of a Singapore entity (i.e. you remain on the Singapore entity's payroll or the operating cash flow of the overseas office is funded from the Singapore entity).</li> </ul>
D6	Is employment during the course period counted towards serving the Tuition Grant bond?	No. Only employment after graduation will be considered towards serving the Tuition Grant bond.
D7	What documents do I need to update my employment status with MOE?	<p>When you submit employment updates in TGonline system, you will need to upload the following documents:</p> <p><u>For your first job</u></p> <ul style="list-style-type: none"> <li>1) Obtain <a href="#">letter of certification</a> from your employer stating the <u>start date</u> of employment <ul style="list-style-type: none"> <li>a. printed on company letterhead</li> <li>b. signed by HR manager or director</li> <li>c. included NRIC/FIN and name of TG recipient</li> <li>d. included name and telephone number or email of contact person in the company</li> </ul> </li> </ul> <p><u>When you change your job</u></p> <ul style="list-style-type: none"> <li>1) Obtain <a href="#">letter of certification</a> from your previous employer stating the <u>start and end date</u> of employment <ul style="list-style-type: none"> <li>a. printed on company letterhead</li> <li>b. signed by HR manager or director</li> <li>c. included NRIC/FIN and name of TG recipient</li> <li>d. included name and telephone number or email of contact person in the company</li> </ul> </li> <li>2) Obtain <a href="#">letter of certification</a> from new employer stating the <u>start date</u> of employment <ul style="list-style-type: none"> <li>a. printed on company letterhead</li> <li>b. signed by HR manager or director</li> <li>c. included NRIC/FIN and name of TG recipient</li> <li>d. included name and telephone number or email of contact person in the company</li> </ul> </li> </ul> <p><u>For local self-employment</u></p> <ul style="list-style-type: none"> <li>1) ACRA registration printout to show that your company is registered in Singapore</li> <li>2) Your company profit and loss accounts, balance sheets, corporate tax returns and monthly sales transactions as documentary evidence</li> </ul>

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		<p>3) <a href="#">Declaration</a> that business entity is operating and based in Singapore</p> <p>If you are employed as property agents, insurance agents or financial advisors, you are required to upload documentary evidence of your monthly sales transactions or commissions received.</p> <p><u>For overseas employment</u></p> <p>1) Tax documents from the country of your employment.</p>
D8	If I have become a Singapore Permanent Resident, do I still have to serve the Tuition Grant bond?	<p>Yes, you are still required to serve the Tuition Grant bond when you have become a Singapore Permanent Resident.</p> <p>You will only be discharged from the Tuition Grant bond if you have completed the aggregate total period of three years of employment in a Singapore entity, or if you have become a Singapore Citizen.</p>
D9	Do I need to apply for work pass to work in Singapore?	Yes, you need to. Please refer to website ( <a href="http://www.mom.gov.sg/passes-and-permits">http://www.mom.gov.sg/passes-and-permits</a> ) for more information.
D10	My employer wants me to get a letter from MOE that I have a Tuition Grant bond for 3 years, how do I go about getting the letter? Can I get an EP eligibility letter from MOE?	MOE does not issue Employment Pass (EP) eligibility letter. You may request for the letter from your institution or provide your employer with a copy of your Tuition Grant agreement as proof of your 3-year bond with MOE.
D11	How can I update my employment status with MOE?	You have to submit an employment update in the MOE TGonline system. Please refer to <a href="#">How to update employment status in TGonline system</a> for a step-by-step guide to update employment status in the MOE TGonline system.
D12	I received an email from MOE to update my employment status. I have updated earlier and are still currently in the same job. Do I have to submit another update?	Please login to the MOE TGonline system to check on whether any of your employment update is rejected. If there is no rejected employment update, please ignore the email notification.
D13	Do I need to update my employment status if I am currently doing National Service in Singapore?	No, you do not need to update your employment status. However, you are required to apply for a deferment of your bond in TGonline system.

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D14	I cannot start my job because my EP application has been pending for two months.	Please email to <a href="mailto:MOE_TGobligation@moe.gov.sg">MOE_TGobligation@moe.gov.sg</a> with your FIN, name, institution and Employment Pass (EP) application number so that we can help to check with MOM on your EP application.
D15	My SC/PR/Re-entry permit/Work Pass/student pass application is rejected because of my outstanding bond obligations with MOE. What should I do?	<p>Your SC/PR/Re-entry permit/Work Pass/student pass application has been rejected because you have an outstanding bond obligation with us but we have not received any employment updates from you in the past 12 months.</p> <p>Please email to <a href="mailto:MOE_TGobligation@moe.gov.sg">MOE_TGobligation@moe.gov.sg</a> with the following information so that we can facilitate your SC/PR/Re-entry permit/Work Pass/student pass application:</p> <ul style="list-style-type: none"> <li>i) Name and FIN,</li> <li>ii) Institution you graduated from, and</li> <li>iii) What you have been doing in the past 12 months (e.g. employed locally or overseas, on deferment, returned to your home country because you were unable to find job, etc.)</li> </ul> <p>Once you have done so, our officers will contact you to advise you further on the matter.</p>
D16	I have updated my current employment status and indicated that I am still working in company in TGonline system but the period of employment is not included for “days of bond served”.	As your current employment status does not have an end date, it will not be included for “days of bond served”.

