

## ABSENT STATUS APPLICATION FORM (Terms and conditions overleaf)

Secretary  
National University of Singapore Society  
Kent Ridge Guild House 9 Kent Ridge Drive  
Singapore 119241

Email: [mship@nuss.org.sg](mailto:mship@nuss.org.sg)

### 1. PARTICULARS OF MEMBER

[ Mr ] [ Mrs ] [ Ms ] [ Mdm ] [ Dr ] [ Prof ] [ Assoc. Prof ]

Full name as in NRIC/Passport: (Underline Surname) \_\_\_\_\_

Membership No.: \_\_\_\_\_ Absent From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Absent To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd / mm / yyyy) (dd / mm / yyyy)

Contact No.: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. REQUIRED DOCUMENTS:

For Salaried Employee:	For Self Employed Person:	For Accompanying Spouse:	For Overseas Education/ Exchange or Internship Program:	For Retirees:
<p>Copies of:</p> <p>1) Visa / Permit / Exit Permit / PR Card / Overseas ID; <b>and</b></p> <p>2) Employment letter; <b>or</b></p> <p>3) Overseas income document / Recent payslips; <b>or</b></p> <p>4) Utility/ Telcommunication Bill under member's name</p> <p><b>*Note:</b> (1) and either (2), (3) or (4) are required.</p>	<p>Copies of:</p> <p>1) Visa / Permit / Exit Permit / PR Card / Overseas ID; <b>and</b></p> <p>2) Company's Registration Certificate or equivalent; <b>or</b></p> <p>3) Overseas income document / Annual tax returns; <b>or</b></p> <p>4) Utility/ Telcommunication Bill under member's name</p> <p><b>*Note:</b> (1) and either (2), (3) or (4) are required.</p>	<p>Copies of:</p> <p>1) Dependent pass; <b>and</b></p> <p>2) Spouse's employment letter; <b>or</b></p> <p>3) Spouse's Utility/ Telcommunication Bill under member's name</p> <p><b>*Note:</b> (1) and either (2) or (3) are required.</p>	<p>Copies of:</p> <p>1) Visa / Permit / Exit Permit / PR Card / Overseas ID; <b>and</b></p> <p>2) School/Company letter; <b>or</b></p> <p>3) Utility/ Telcommunication Bill under member's name</p> <p><b>*Note:</b> (1) and either (2) or (3) are required.</p>	<p>Copies of:</p> <p>1) Visa / Permit / Overseas ID / PR Card / Driver's License; <b>and</b></p> <p>2) Utility/ Telcommunication Bill under member's name</p> <p><b>*Note:</b> (1) and (2) are required.</p>

[ ] Others, please specify: \_\_\_\_\_

### 3. PAYMENT: Subscription Fee to be paid during absent period by:

- [ ] GIRO\*
- [ ] NETS^ Transaction No:
- [ ] Internet Banking^ (Transaction No: \_\_\_\_\_ )

\*Application forms available at our NUSS website

^Only for initial payment

### 4. PREFERRED CORRESPONDENCE ADDRESS (please tick one):

- [ ] Local (compulsory to indicate; P.O. Box is not applicable)
- [ ] Overseas:

## **Application for Absent Status**

Please read Article 19 of the Society's Constitution on Absent status and the information below carefully before completing the form:

### **Article 19: Absent Status**

- (1) A member who intends to leave Singapore for a continuous period of more than six (6) months but not exceeding sixty (60) months may apply in writing to the Honorary Secretary to be placed as an Absent Member. If such member wishes to extend the Absent Member status, the member shall apply in writing and the Committee, may at its sole discretion, approve such application.
- (2) An application must be submitted at least thirty (30) days prior to the intended period of absence and must be accompanied by documentary proof of the appropriate period of absence.
- (3) The Committee may, at its sole discretion, approve such application provided the member has paid up all monies due to the Society at the time that such application is submitted.
- (4) The Committee may charge the member an administrative fee as determined from time to time.
- (5) An Absent Member shall be required to pay 20% of the prevailing subscription fee (subject to prevailing GST) for the full period of absence or at such rate as the Committee may decide from time to time.
- (6) Absent Members returning to Singapore shall notify the Honorary Secretary in writing immediately upon return and the member shall resume payment of subscription at the prevailing monthly rate. The member may be required to submit documentary proof of his date of return to Singapore.
- (7) An Absent Member may utilise the facilities or participate in the activities of the Society for a period not exceeding thirty (30) days in a year or such period as the Committee may decide from time to time.
- (8) An Absent Member shall be deemed to have returned to Singapore and shall be liable to resume payment of normal subscriptions upon the expiry of the period of absence for which approval was originally granted unless the member applies in writing to the Honorary Secretary and is granted approval of Absent Membership in accordance with Article 19(1).
- (9) Absent Members shall at all times keep the Society informed in writing of changes in the member's correspondence address, failing which correspondence delivered to the member's last known address shall be deemed to be valid.
- (10) The Society shall not be obliged to communicate with the member or extend any of the privileges of the Society whilst the member is not in Singapore.

### **Points to Note:**

#### **1. Application for Absent Status**

A complete application for Absent status will require the following:

##### **Documents**

- Completed application form
- Copy of documentary proof (eg. work permit, exit permit, visa etc) stating the intended period of absence

##### **Fees**

- Payment for all monies due to the Society
- 20% of prevailing subscription fee (subject to prevailing GST) for the full period of absence

Please allow 30 working days for processing.

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### **DECLARATION BY APPLICANT:**

I \_\_\_\_\_ (name), Membership No: \_\_\_\_\_ hereby declare that the information provided above is true and confirm that I will be **based overseas** for a continuous period of more than six (6) months.

I understand that the Society is relying on my declaration that I will be **based overseas** to grant me the absent status.

I agree and undertake that I will, within fourteen (14) days from ceasing to be based overseas, notify the Society of such cessation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Incomplete documents will not be processed.  
Terms and conditions is correct at the time of print. (March 2025)*

*By submitting this form to NUSS, I hereby warrant that all the information I have submitted in this Form is true and accurate to the best of my knowledge. I further understand that any personal data which I have provided in this form may be processed by NUSS or any of its vendors and/or subcontractors ("NUSS connected entities") both locally and overseas and I expressly consent to such processing for the purposes as set out in NUSS Privacy Policy ([www.nuss.org.sg](http://www.nuss.org.sg)).*

*I understand that any personal data disclosed by me herein will be retained by NUSS connected entities as long as any of the purposes set out in NUSS Privacy Policy remain valid.*

Please address application to: **National University of Singapore Society**  
Kent Ridge Guild House, 9 Kent Ridge Drive, Singapore 119241  
or email [mship@nuss.org.sg](mailto:mship@nuss.org.sg)