



**KKH EDUCATION OFFICE
OVERSEAS UNDERGRADUATE ELECTIVE APPLICATION FORM**

SECTION A

1. Applicant Information

Name	(as shown in NRIC / Passport) Please <u>underline</u> surname.		
NRIC (last 4 characters) (Singapore Citizens / Singapore PR)		Nationality	
Gender	M <input type="checkbox"/>	F <input type="checkbox"/>	Date of Birth (DD/MM/YYYY)

2. Corresponding Address

Address	
Postal Code	
E-mail Address (compulsory)	(Please include at least 1 email address that is frequently used by you)
Contact no	

3. Course of Study

University / Institution				
Name of Faculty (e.g. School Medicine)				
Course and Duration of Study (e.g. MBBS – 5 years)		Year of study at time of proposed elective		Course Completion date (e.g. 1 Dec 2024)
School Coordinator's Email Address (compulsory)				

4. Specialty request (Please tick the relevant box)

OG <input type="checkbox"/>	Paediatrics <input type="checkbox"/>	Psychiatry <input type="checkbox"/>	Surgery <input type="checkbox"/>	*Others <input type="checkbox"/> Please specify:
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5. Type of Elective interested in (Please tick the relevant box)

Clinical <input type="checkbox"/>	Research <input type="checkbox"/>	*Others <input type="checkbox"/> Please specify
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6. Duration of elective posting (preferred)

From	DD/MM/YY	To	DD/MM/YY	No. of weeks	
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Remarks	
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7. Supporting Documents

The following list of documents is required for submission together with this application form.
Please email as a soft copy in pdf format to: education.office@kkh.com.sg

1. Please attach a separate sheet answering each of the following two questions (minimally 1-full page):

- a) Your learning objectives of the clinical rotation(s) applied
- b) Reason for choosing KKH for your elective posting

- 2. Curriculum Vitae
- 3. Letter Confirming Student Status from applicant's university (with official school stamp)
- 4. Personal Protection Equipment (PPE) Certification Letter
- 5. A copy of Student ID
- 6. A copy of NRIC (Coloured Copy, Front and Back) or Passport

8. Assessment / Evaluation Form

A) Is this an official elective? Yes ☐ No ☐

B) Does your university/institution require hosting hospital to complete any Assessment/Evaluation Form? Yes ☐ No ☐

If yes (B), please attach all assessment/evaluation forms required by your respective university/institution for your elective posting.

SECTION B

Upon acceptance and confirmation of your overseas elective placement, please submit the following documents at least 1 month prior to the start of placement. KKH will not be reimbursing the cost incurred for vaccination and serology test, and application of the Work Holiday Pass where required.

- 1. Proof of Professional Indemnity/Malpractice Insurance
- 2. Proof of Health Insurance (Applicable to non-Singapore Citizens and non-Singapore Permanent Residents)
- 3. Proof of Immunity to Measles, Mumps & Rubella:
 - Measles IgG, Mumps IgG & Rubella IgG positive **OR**
 - Completed 2 doses of MMR
- 4. Proof of Immunity to Chickenpox:
 - Varicella IgG positive **OR**
 - Completed 2 doses of Chickenpox vaccine
- 5. Proof of Immunity to Diphtheria and Pertussis:
 - 1 dose of Boostrix / Tdap Vaccine (Diphtheria, acellular pertussis) vaccine in the last 10 years

Additionally, students doing Hands- on Electives are required to submit the following:

- 6. Documented Serological Evidence of negative Hepatitis B surface antigen
- 7. Documented Serological Evidence of Immunity against Hepatitis B (i.e. [anti-HBs]>10 mIU/ml)
- 8. Documented Serological Evidence of negative Hepatitis C antibody screen (Taken within the last 12 months before posting to KKH)
- 9. Documented Serological Evidence of negative HIV antibody screen (Taken within the last 12 months before posting to KKH)

Work Holiday Pass (Applicable to eligible foreigners only)

Eligible Foreigners who are keen to do Hands-on electives are required to apply for a valid Work Holiday Pass with the Ministry of Manpower, Singapore (MOM).

For this pass, you will need to submit the application on your own from the MOM website. For more details, please refer to <https://www.mom.gov.sg/passes-and-permits/work-holiday-programme>.

Foreigners who are ineligible to apply for a valid Work Holiday Pass with MOM or their application is rejected will only be allowed to do the Hands-off Observership and shall not be allowed to participate in clinical training duties such as physical examination in presence of Supervisor and history taking.

Tuberculosis (TB) symptom declaration

You must submit a Tuberculosis (TB) symptom declaration via email no later than two weeks prior to the start of your elective placement. If any symptoms suggestive of active tuberculosis are reported, you will not be permitted to proceed with the elective placement. In such cases, we will advise you to focus on recovery and reapply for the elective once you are well and able to provide a doctor's memo that specifically confirms you are no longer infectious. The memo should also indicate the treatment period (e.g. how long the treatment has been ongoing) and the type of treatment received (e.g. Daily-observed-therapy (DOT) program). The memo must be clear and comprehensive, and we reserve the right to request for more information on a case-by-case basis.

Disclaimer and Signature

- All documents must be submitted in English and in pdf format
- You will not be allowed to undertake the posting if the required documents are incomplete
- An approval letter will be issued to you upon successful acceptance of your application
- Elective placements applied for are subject to the availability of vacancies and supervision, and approval by the hospital. The hospital reserves the right to suspend and cancel all overseas elective placements as deemed appropriate.

I agree that all information provided by me are true and accurate and that KK Women's and Children's Hospital (KKH), reserves the right to verify the information provided with my academic institution.

By providing the information set out in this form and submitting the same to you, I confirm that I have read, understood and consent to the Singhealth Data Protection Policy, a copy of which is available at <http://www.singhealth.com.sg/pdpa>. Hard copies are available on request.

Signature

Date _____

SECTION C

Application Fees:

All applicants	SGD 163.50
Administrative charges for changes to posting upon acceptance	SGD 81.75
Administrative charges for cancellation of accepted posting	SGD 163.50

Elective Fees:

- Please refer to Annex A for the elective fees schedule.
- Elective fees do not comprise the applicant's travel arrangements (air tickets, accommodation, VISA application and/or any Pass fees required by the authorities), other miscellaneous fee (e.g. expenses incurred during quarantine) and application for Work Holiday Pass (applicable to eligible foreigners only).
- Payment mode will be advised upon acceptance and confirmation of posting

NOTE: All fees are inclusive of the prevailing Goods & Service Tax (GST) and not refundable.

SECTION D *for Official Use*

To be completed by Education Director, Education Office	To be completed by Academic Vice Chair, Education / Research or Head of Department
Approved <input type="checkbox"/>	Approved <input type="checkbox"/>
Rejected <input type="checkbox"/>	Rejected <input type="checkbox"/>
Comments/Remarks:	Comments/Remarks:
_____ Education Director, Education Office Signature & Date	_____ Academic Vice Chair, Education / Research or Head of Department Signature & Date

ELECTIVE FEES SCHEDULE (Inclusive of the prevailing GST rate of 9%)

Foreigners	S\$599.50 per week (nett of all bank charges)
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No of weeks	2	3	4	5	6	7
Foreigners	S\$1199	S\$1798.50	S\$2398	S\$2997.50	S\$3597	S\$4196.50

No of weeks	8	9	10	11	12
Foreigners	S\$4796	S\$5395.50	S\$5995	S\$6594.50	S\$7194

Elective fees are waived for Singapore Citizens and Singapore Permanent Residents applicants.