

IMPORTANT NOTES:

1. Students should submit all required supporting documentation together with the online Overseas Experience Grant (OEG) application.
2. This document serves as a reference only. It does not include ALL variations of supporting documents. The document(s) that students submit might not be exactly the same as what is included in this document.
3. Students must submit supporting documentation that clearly indicates payment is made by them.
4. All documents like email confirmation of payments/invoices/receipts for amounts paid, if not indicated **in Singapore Dollar (SGD)**, should be supported by the corresponding bank statements/receipts indicating amounts in SGD.
5. Students are to note that receipts/statements/email confirmations of payments that do not bear the amounts paid in SGD will be **rejected**.
6. Students submitting the OEG application to cover costs of programme fees for **NIE351 courses** are expected to submit: (i) Letter of Completion issued by the Global Learning Team; (ii) UC receipt issued by SUSS upon successful payment via SIMS EVENT; and (iii) Programme Fee breakdown provided by the Programme-in-charge.
7. Programme Fees for external courses to host universities/institutes etc. may include application/registration fees and hostel/accommodation fees. Students are to provide email confirmation/instructions to verify the components involved in a lump sum payment.
8. All payments made in cash **must be supported by official receipts endorsed by the company's stamp/signature**.
9. All payments that are split between two or more students must be clearly supported with receipts indicating bank transfers to main payee. All students paying for the same purpose (for example, accommodation, airfare) should produce the same receipt/invoice that indicates the names of students or the number of pax/guests.
10. For any uncertainties/questions regarding the required supporting documents, please write to the Global Learning Team (el_global@suss.edu.sg).

SUSS TRAVEL INSURANCE

1. UC RECEIPT – ISSUED by SUSS



SINGAPORE UNIVERSITY
OF SOCIAL SCIENCES

Singapore University of Social Sciences, 463 Clementi Road, Singapore 599494

Tel: 6248 9777 Fax: 6469 9312 Website: www.suss.edu.sg

UEN: 200504979Z



OFFICIAL RECEIPT

RECEIPT NUMBER : [REDACTED]

GST REG. NO. : 20-0504979-Z

RECEIPT DATE : [REDACTED]

IN PAYMENT OF

Other Fee Types

Description

TRAVEL INSURANCE

Total Amount Paid



PAID BY



Amount S\$

89.60

ISSUED BY : rolandyeock

REMARKS : This receipt can serve as a Tax Invoice (for amount <= S\$1,000)
*Nil GST, Out of Scope for GST purpose.

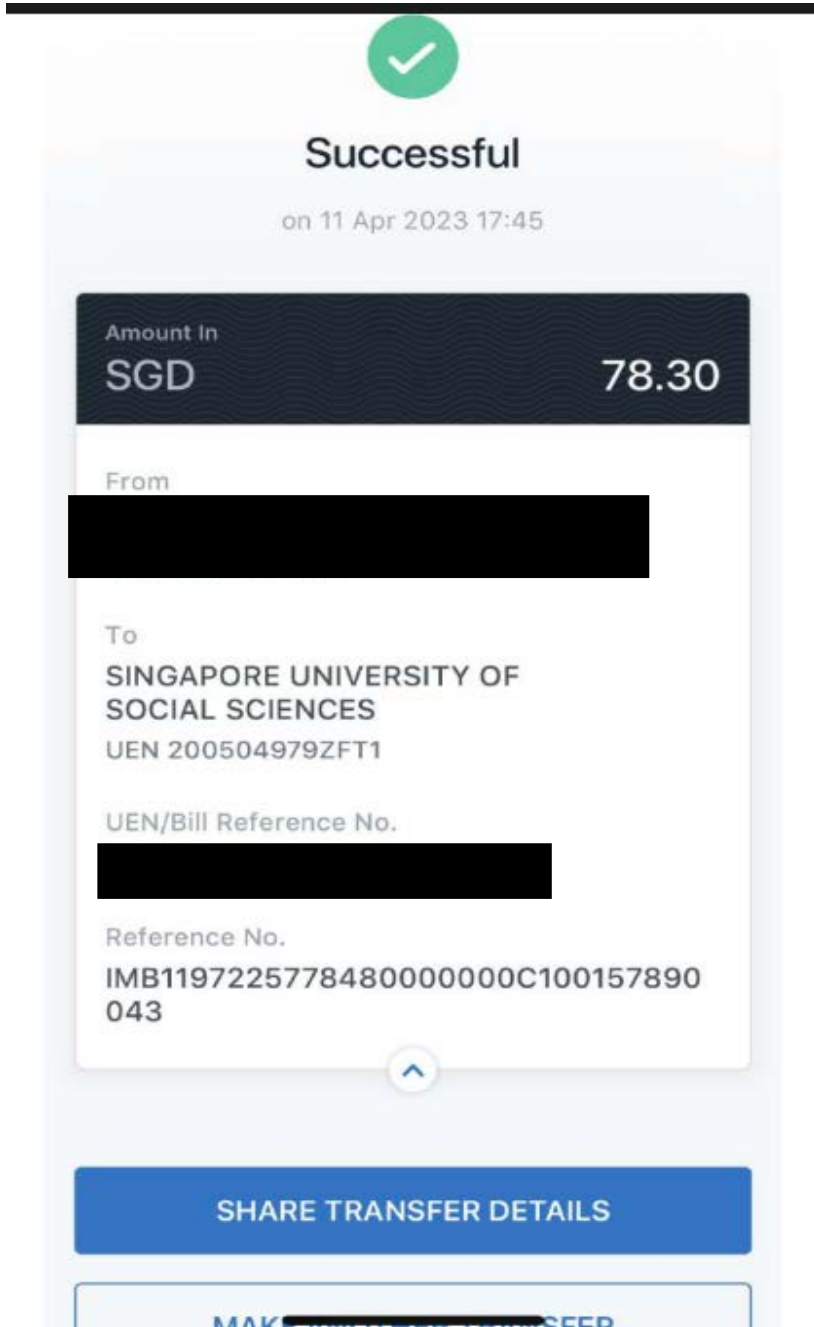
Page: 1 of 1

Thank you for your payment.

Singapore University of Social Sciences, 463 Clementi Road, Singapore 599494 Tel: 6248 9777 Fax: 6469 9312
Website: www.suss.edu.sg


2. BANK RECEIPT/STATEMENT REFLECTING PAYMENT TO SUSS FOR TRAVEL INSURANCE

Note: Different banks will have different presentations of screenshots.



AIRFARE / FLIGHT (S)

1. RECEIPT/ITINERARY ISSUED by AIRLINES UPON PAYMENT
 - (i) Receipt issued by airline



영수증 / Receipt

항공권번호 / Ticket Number	[REDACTED]
예약번호 / Booking Reference	[REDACTED]
여정 / Itinerary	[REDACTED]
승객 / Passenger	[REDACTED]
구매일자 / Issue Date	21OCT2023

지불운임 / Fare	SGD 465.00
항공사 부과 금액 / Fuel Surcharge	SGD 288.40
기타 세금 / Other taxes	SGD 90.60
총 결제 금액 / Total Amount	SGD 844
지불수단 / Form of Payment	Credit Card SGD 844

신용카드 / Credit Card	[REDACTED]
카드번호 / Card Number	[REDACTED]
카드종류 / Card Type	[REDACTED]
유효기간 / Expiry Date	[REDACTED]

NOTE: AMOUNT PAID IS
REFLECTED IN SGD

(ii) Bank statement indicating amount paid in SGD

Copenhagen - Singapore on Monday 29 Jan 2024
Economy Class

17:55 Copenhagen (CPH) **Transit flights** 17:30 Singapore (SIN) Economy Class (L)

FLIGHT	FROM	TO	DURATION
TK1786 Turkish Airlines AIRBUS A321-231 Economy Class (L)	5:55 PM Monday, January 29 Copenhagen (Denmark) Copenhagen Kastrup Airport	11:15 PM Monday, January 29 Istanbul (Türkiye) Istanbul Airport	3h 20m
Layovers & Connecting Flights for Istanbul, Türkiye Istanbul Airport			2h 40m
TK54 Turkish Airlines B777-300ER Economy Class (L)	1:55 AM Tuesday, January 30 Istanbul (Türkiye) Istanbul Airport	5:30 PM Tuesday, January 30 Singapore (Singapore) Singapore Changi Airport	10h 35m

REISSUE* REFUND / CANCELLATION BAGGAGE ALLOWANCE

- ✓ With 352 DKK penalty
- ✓ With 1,055 DKK penalty - (in case of no-show)
- ✓ With 703 DKK penalty charge
- ✓ 40 kg
- ✓ Cabin Baggage : 1 piece x 8 kg

When making changes to your ticket, you must pay the fee difference as well as any additional price differences that may occur.

⚠ When you select extra baggage; your increased baggage allowance will be shown on the passenger preferences field.

The last seat information shows the remaining number of seats for the respective fare class.

⚠ Airport taxes paid for unused flights, which were not paid by Turkish Airlines to any Airport Authority, may be refundable upon request.

In case of a partial refund, the cost of the completed flight will be charged and the remaining amount will be refunded to the account.

The ticketing service fee (DU) collected are non-refundable unless there is a regulation to the contrary.

⚠ The flights on your ticket must be used in sequence. If you do not board any of the flights on your ticket, the remaining flights will be automatically canceled, including your return flights.

Total price **DKK 2.635**

Amount indicated on flight itinerary is indicated in a non-SGD currency, hence the student should produce supporting document that shows the amount converted to SGD. Please refer to bank statement below.

06 Nov	07 Nov	TURKISH AIRL0000000 WWW.TURKISH SG	Transaction Ref 74045123311920007000016 DKK 2,635.00	531.34
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2. RECEIPT/ITINERARY ISSUED by SINGAPORE/CATHAY AIRLINES OR SIMILAR NATIONAL CARRIERS UPON PAYMENT

Note: Ideally, the national carriers provide the itinerary and proof of payment (with payment mode like credit card payment and amount paid in SGD) in a single document in English.

For example, Scoot Itinerary and Receipt

Booking Date: [REDACTED]

Scoot Booking Reference: [REDACTED]

Your Itinerary Details
Booking Status: **Confirmed**

Please check your flight and note the departure time. In some instances, your flight may be just after midnight; which means that you actually have to be at the airport the day before your flight date.

Scoot's check in counters open 3 hours before scheduled departure for B787 flights, and 2.5 hours before scheduled departure for A320 flights. They close 60mins before scheduled departure with no exceptions. We recommend that you be at the airport at least 90 minutes before departure time. Extra time would need to be taken into consideration in case of congestion at the airport. **Web Check-in** is available on selected flights between 48 hours and 1.5 hours to departure at checkin.flyscoot.com. ([Read more](#))
Checked Baggage: For each checked baggage, the sum of the length, width and height should not exceed 158cm (62 inches). ([Read more](#))
Cabin Baggage: Two (2) pieces of carry-on luggage not exceeding the dimensions of 54cm X 38cm X 23cm per piece, with a maximum total combined weight of 10kg. ([Read more](#))
Note: Consumption of outside food & beverages is not allowed on board Scoot flights.

1 Depart: Singapore to Hangzhou Fly

TR 188 (Scoot 789-TRC) - 5 h 00 min
Check-in time : Sun, 03 Dec 2023 13:45
Fare Class: O1

Depart	Singapore (SIN)	16:45
	Singapore - Changi Airport Terminal 1	03 December 2023
Arrive	Hangzhou (HGH)	21:45
	Hangzhou - Hangzhou Xiaoshan International Terminal 4	03 December 2023

2 Return: Hangzhou to Singapore Fly

TR 189 (Scoot 789-TRC) - 5 h 45 min
Check-in time : Sat, 16 Dec 2023 20:15
Fare Class: X1

Depart	Hangzhou (HGH)	23:15
	Hangzhou - Hangzhou Xiaoshan International Terminal 4	16 December 2023
Arrive	Singapore (SIN)	05:00
	Singapore - Changi Airport Terminal 1	17 December 2023

All times displayed are local

Passenger on this flight

SIN - HGH (TR188)	Seat	KrisFlyer Number	Baggage	Meals	Wifi	Snooze Kit
[REDACTED]	-	-	-	-	-	-

HGH - SIN (TR189)	Seat	KrisFlyer Number	Baggage	Meals	Wifi	Snooze Kit
[REDACTED]	-	-	20kg	-	-	-



Scoot Booking Reference



Your payment details

Fare		Add-ons	
Departure Fare	SGD 136.00	Baggage Fee	SGD 39.00
Return Fare	SGD 156.00		
Fees And Taxes	SGD 27.64		
Govt. Aviation Levy	SGD 8.00		
Airport Passenger Service Charge	SGD 43.40		

Mode of Payment:		Transaction Currency:	SGD 410.04
Payment Date:		Payment Status:	Approved
Pricing Currency:	SGD 410.04		
			Total SGD 410.04

You have chosen to pay in your preferred currency and the choice of currency is final. This currency conversion service is provided by Scoot. (For more information on the conversion rate and mark-up amount/fee used, please click [here](#).) The information displayed under Transaction Currency refers to the amount you have paid for your booking. If your bank/card statement shows a different amount from the amount you have paid during booking, please check with your issuing bank as extra bank charges may apply.

OFFICIAL TRANSCRIPT AND/OR CERTIFICATE OF COMPLETION

Note: This is to verify that student has completed the course in full to be considered for the OEG.



Certificate of Completion

This is to certify that



has successfully completed the Yonsei International Summer School hosted by the Office of International Affairs, Yonsei University by fulfilling all the requirements of the program.



Dong-Hun Kim, Ph.D.
Vice President for International Affairs

Seoung Hwan Suh, Ph.D.
President



YONSEI UNIVERSITY





Note: An Academic Transcript must include the grade legend.



ACADEMIC TRANSCRIPT


DATE : AUGUST 1, 2023

NAME IN FULL		STUDENT NUMBER	
HOME INSTITUTION : SINGAPORE UNIVERSITY OF SOCIAL SCIENCES			
DIVISION : OFFICE OF INTERNATIONAL AFFAIRS			
BIRTH DATE		DATE OF ADMISSION	
COURSE NO.	TITLE OF COURSE	CREDITS	GRADE
2023 SUMMER SEMESTER			
IEE3585	ENTREPRENEURSHIP AND MANAGEMENT	3	A0
PASSED :		3	GPA : 4.00
TOTAL PASSED :		3	CULMULATIVE GPA : 4.00
*REMARKS			
<p>1. HOURS-PER-WEEK ONE HOUR OF CLASS WORK PER WEEK FOR 1 SEMESTER COUNTS FOR 1 CREDIT. TWO OR MORE HOURS OF LABORATORY WORK PER WEEK FOR 1 SEMESTER COUNTS FOR 1 CREDIT.</p> <p>2. WEEK-PER-YEAR: ONE ACADEMIC YEAR CONSISTS OF TWO 16-WEEK SEMESTERS.</p> <p>3. GRADING SYSTEM: BEFORE 1961 : A=100-90, B=89-80, C=79-70, D=69-60, F=59-0 1961 - 1996 : A+=4, B+=3, C=2, D=1, F=0 SINCE 1997 : A+=4.3, A0=4.0, A=3.7, B+=3.3, B0=3.0, B=2.7 C+=2.3, C0=2.0, C=1.7, D+=1.3, D0=1.0, D=0.7, F=0 P: PASS, W: WITHDRAWAL, NP: NON-PASS</p>			
			  Dong-Hun Kim VICE PRESIDENT FOR INTERNATIONAL AFFAIRS


YONSEI UNIVERSITY 50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea Tel (02)2123-3977, <http://oia.yonsei.ac.kr/>

PROGRAMME FEE(S) (INCLUDING OR EXCLUDING REGISTRATION FEE(S) & ACCOMMODATION)

1. RECEIPT/ACKNOWLEDGEMENT SLIP ISSUED BY THE HOST UNIVERSITY/INSTITUTE
 - (i) For example, payment confirmation of application fee from the host university, reflecting amount received in SGD.



Yonsei University - Winter Program



FLYWIRE PAYMENT CONFIRMATION

PAYMENT ID YNW300723963

FULL NAME [REDACTED]

DESCRIPTION	DELIVERY DATE	ORIGINATING AMOUNT	RECEIVED
Payment to Yonsei University - Winter Program	October 13, 2023	106.00 SGD	100,000.00 KRW

NOTE: AMOUNT PAID IS REFLECTED IN SGD

- (ii) For example, payment confirmation of course fee from the host university, reflecting amount received in SGD.



Yonsei University - Winter Program



FLYWIRE PAYMENT CONFIRMATION

PAYMENT ID [REDACTED]

FULL NAME Jovianne Kuah

DESCRIPTION	DELIVERY DATE	ORIGINATING AMOUNT	
Payment to Yonsei University - Winter Program	October 20, 2023	1,459.00 SGD	1,400,000.00 KRW

NOTE: AMOUNT PAID IS REFLECTED IN SGD

- (iii) For example, transfer details verifying confirmation of course and accommodation (hostel) fee from local bank, reflecting amount transferred and conversion rate between EUR and SGD.

Example 1:

✕
Transfer Details
🖨️

Recipient Gets	EUR 1410.00
Exchange Rate	SGD 1 = EUR 0.6811
Service Fee	SGD 0.00
Debiting Amount	SGD 2070.27
From	[REDACTED]
To	Humboldt-Universitaet zu Berlin DEUTSCHE BANK AG DE95100708480512620601
Location	GERMANY
Transfer Date	[REDACTED]
Reference no.	[REDACTED]
Status	Sent

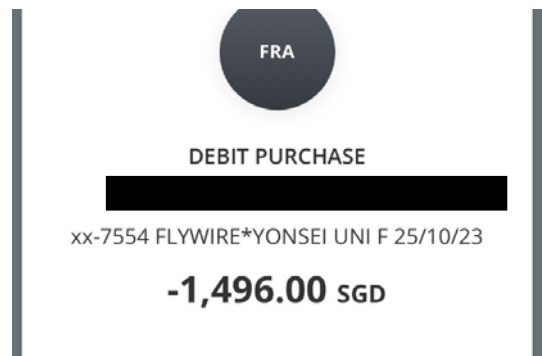
Example 2: Amount to be paid is instructed in Korean Won. Hence, supporting bank transfer in a screenshot must be submitted to prove amount paid in SGD. Refer to following screenshot.

Step	Status
Application	Submitted
Admission	Offered
Enrollment	Completed

Admission Number: WAY20230824

Fee Payment Status (Overseas: Flywire, Domestic: Wire Transfer)

Item	Amount Due	Amount Paid
Application Fee	KRW 100,000	KRW 100,000
Tuition Fee	KRW 1,650,000	KRW 1,400,000
One-Day Trip Fee	KRW 0	KRW 0
Scholarship		KRW 250,000
Total	KRW 1,750,000	KRW 1,500,000
Refund		KRW 0



- (iv) Payment confirmation from the host university via email is acceptable, **provided you have also submitted the bank transfer confirmation (Refer to (iii) above) that indicated amount paid to the host university in SGD.**



Payment Confirmation / Zahlungsbestaetigung

1 message

HUWISU <sommeruni@uv.hu-berlin.de>

To: [REDACTED]

--- For German version please scroll down ---

Dear [REDACTED]

We are happy to confirm the receipt of your payment.

1410,00	Total Fee
-1410,00	Your Payment

0.00 Euro	Balance

You are now officially registered for:

Course name: Global Governance: Power, Structure and Agency
Course period: (Winter 2024) 08. January - 26. January

at Humboldt-Universitaet zu Berlin.

The participation fee does not include insurance coverage.
Each participant is obligated to have sufficient health insurance that is valid in Germany (preferably Europe).
In addition, we strongly recommend accident- and liability insurance.

Shortly before the beginning of the course we will send an email with further information.

Best regards,

Your HUWISU Team
<https://hic.hu-berlin.de/en/huwisu>

- For the programme fees pertaining to NIE351 courses' Overseas Travel Component, please provide the SUSS UC RECEIPT to prove your successful payment via SIMS EVENT.

In addition, the programme-in-charge will provide the Letter of Completion to verify that you have successfully completed the Overseas Travel component in full. Please provide this Letter of Completion together with the UC receipt issued to you.





Singapore University of Social Sciences, 463 Clementi Road, Singapore 599494

Tel: 6248 9777 | Fax: 6469 9312 | Website: www.suss.edu.sg


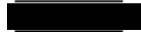


UEN: 200504979Z



OFFICIAL RECEIPT

RECEIPT NUMBER : 
 RECEIPT DATE : 
 IN PAYMENT OF

GST REG. NO. : 20-0504979-Z

Invoice No.: FTU2321646	
Description	Total (\$\$)
Other Fees	
Programme Fee (In SGD\$) (OVERSEAS EXPERIENTIAL TRAVEL) (Qty : 1)	
Add: 8% GST	
Total Amount Paid	
PAID BY : S\$  [ECREDIT CARD]	
	

Amount S\$	1,595.90
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ISSUED BY : ONLINE
 REMARKS :

LETTER OF COMPLETION ISSUED BY THE GL TEAM (SAMPLE)



SINGAPORE UNIVERSITY
OF SOCIAL SCIENCES

25 July 2024

Course	NIE351 Interdisciplinary Global Learning
Semester	January 2024
Tutorial Group	TG02
Destination	China
Overseas Trip Date	5 to 14 July 2023

This letter certifies that the following students have completed the overseas component of the abovementioned course. The grades will be released at the end of the July 2024 semester.

No.	Name	PI Number
1	LEE AH XIN	W128789C
2	TAN LI MING	K128562E
3		
4		

Please do not hesitate to contact me via 6240 8806 or valeriegohhm@suss.edu.sg for any enquiries.

Thank you.

Yours sincerely,

Valerie Goh
Head (Global Learning)
College of Interdisciplinary & Experiential Learning
Singapore University of Social Sciences

ACCOMODATION

The invoice for Airbnb indicated 3 guests. Hence students should submit the bank statement/receipt to show the payment made, either by the main payee, or if students are not the main payee, they should submit a receipt of bank transfer to prove that they have paid their due share to the main payee.

Your trip

Dates: 24 Dec 2023 – 18 Jan 2024

Guests: 3 guests

Price details

\$140.60 SGD x 25 nights	\$3,514.90 SGD
Long stay discount	-\$175.75 SGD
Cleaning fee	\$88.90 SGD
Airbnb service fee	\$279.08 SGD
Total (SGD)	\$3,999.13

Receipt/Invoice clearly indicates the apartment is for one guest. The receipt/invoice also indicated clearly that payment is cleared via Mastercard payment. Payment is received by Airbnb owner.

Sinchon-dong, Seodaemun-gu

29 nights in Sinchon-dong, Seodaemun-gu

Tue, Dec 26, 2023 – Wed, Jan 24, 2024

Entire home/apt · 2 beds · 1 guest

Price breakdown

\$110.33 x 29 nights	\$3,199.66
20% monthly price discount	-\$639.92
Cleaning fee	\$35.67
Service fee	\$297.63
Taxes	\$27.56
Total (SGD)	\$2,920.60

Payment

MASTERCARD - [REDACTED]	\$2,920.60
December 12, 2023 · 8:48:24 PM GMT+8	
Amount paid (SGD)	\$2,920.60