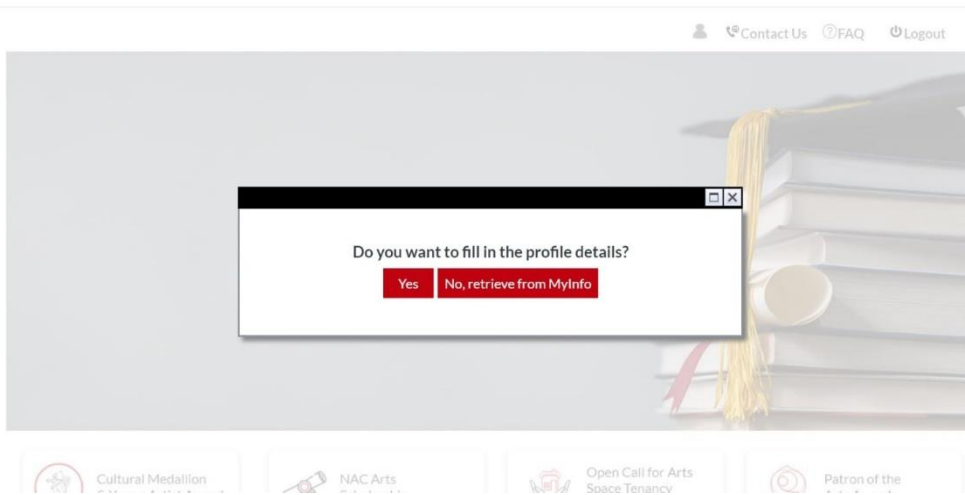


APPENDIX:GUIDE TO SUBMITTING REFEREE LETTER FOR REFEREES

1. Access NAC Scholarships Portal with SingPass [here](#). When logging in for the first time, referees will be asked to fill in their profile details, they may choose to fill in details manually, or retrieve the information from MyInfo.



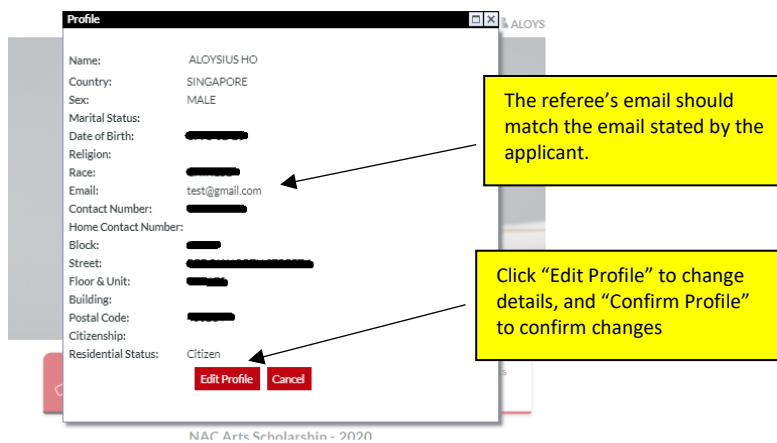
2. Referees should ensure that the "Email" field matches the email which the referrer/applicant indicated in his/her online application (this should also be the same email address that applicants sent the referee invite email to).

The image displays two screenshots from the NAC Scholarships Portal. The top screenshot is titled 'REFEREE'S POINT OF VIEW' and shows a profile form with fields for Name, Country, Sex, Marital Status, Date of Birth, Religion, Race, Email, Contact Number, Home Contact Number, Block, and Street. The 'Email' field is circled in red. The bottom screenshot is titled 'APPLICANT'S POINT OF VIEW' and shows a form for 'Referee 1' with fields for Name, Email, Occupation, Relationship, NRIC, Contact number, Organisation, and Years known. The 'Email' field in this form is also circled in red. A yellow callout box with a black border contains the text 'The referee's email should match the email stated by the applicant.' with an arrow pointing to the 'Email' field in the referee's profile form. A red button labeled 'Send Email to Referee' is located at the bottom right of the applicant's form.

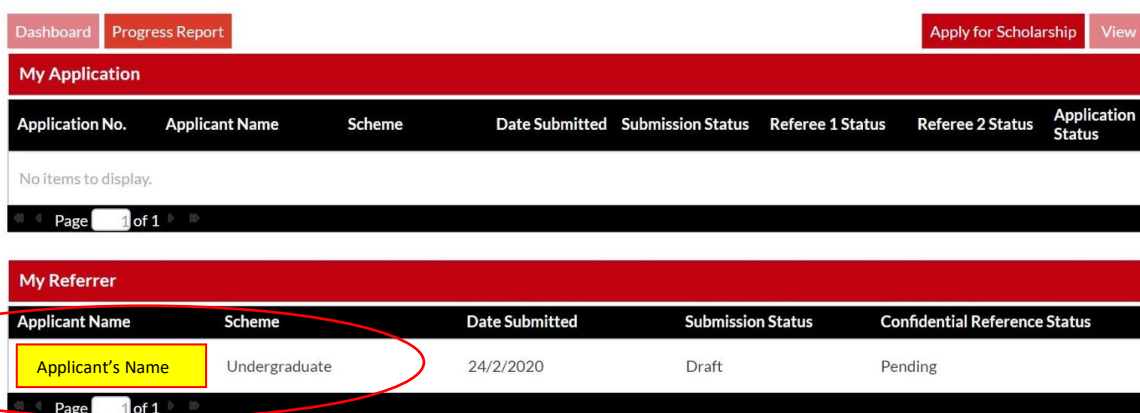
- Referees may also check and edit their profile details by clicking the “person” icon at the top right hand of the screen.



- Clicking the “person” icon at the top right hand of the screen will open the following pop-up:



- If the referees email matches, the **referee** should see the applicant’s name under “My Referrer”. If the name does not appear, referees may wish to try logging in and out of the portal.



- Referees should select the row with the applicant's name, and click "accept" to be the referee for the applicant.

Dashboard Progress Report Apply for Scholarship View

My Application

Application No.	Applicant Name	Scheme	Date Submitted	Submission Status	Referee 1 Status	Referee 2 Status	Application Status
No items to display.							
Page 1 of 1							

Do you accept to be the referee for this applicant?

Accept Reject

Click "Accept"

My Referrer

Applicant Name	Scheme	Date Submitted	Submission Status	Referee 1 Status	Referee 2 Status	Application Status	Confidential Reference Status
ALOYSIUS HO	Undergraduate	24/2/2020	Draft			Pending	
Page 1 of 1							

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- After accepting, referees will be brought to the declaration page, please click confirm to proceed.

/Referee Submission

*Mandatory fields



Thank you for agreeing to be a referee for the applicant of the NAC Arts Scholarship.



Your candid comments on the applicant's artistic and academic performance, intellectual promise and qualities as a person will help the scholarship assessment panel in making its final selections. Please be assured that what you share will be treated with utmost confidence. Only the NAC and the scholarship assessment panel will have access to the contents of your letter and it will not be disclosed to the applicant.

Please note that you will not be able to edit your reference once it is submitted. You are encouraged to prepare your reference before doing the online submission.

Reference letters are a required component of the scholarship application. **Applicant's referees must submit their confidential reference letter, before applicants can complete their online application.** All submissions should be made by [Friday, 3 April 2020, 11:59pm](#).



8. After confirming, referees may enter their referee letter into the text box directly. Alternatively, referees may choose to upload their reference letter as a PDF.

 
Declaration Submission

Please address the following pointers in your reference submission.

I. Describe the applicant's creative potential and/or involvement and experience in the arts. Provide evidence which relates to the nature of his/her motivation for working in and contributing to the arts - i.e. originality, independence, depth of interest and sensitivity he/she displays in artistic creation, production, management or research, and quality of work.

II. Describe the applicant's most impressive accomplishment (e.g. memorable production, exhibition, project or research).


III. What do you think of the applicant's choice of course and institution, paying particular attention to its value to his/her development as an arts practitioner or professional at this point in his/her career?

IV. With reference to your experience working with the applicant, what are your impressions of his/her character, aims and values? How do fellow students, colleagues, teachers or peers regard the applicant as compared to his/her contemporaries? Does he/she have any special strengths or weaknesses?


V. Besides financial support, how do you think the NAC Arts Scholarship will be beneficial to the applicant?

VI. What do you think the applicant will bring to the Scholarship if he/she is successful?

Thank you for agreeing to be a referee for the applicant of the NAC Arts Scholarship. Please note that you will not be able to edit your reference letter once it is submitted. Reference letters are a required component of the scholarship application. Applicant's referees must submit their confidential reference letter, before applicants can complete their online application. All submissions should be made by Friday, 3 April 2020, 11.59pm.



Please provide your Review here



Or Upload Reference Letter

Attach your Reference file here

[Previous](#) [Save as Draft](#) [Submit](#)

Please note that referees will not be able to edit your reference once it is submitted. You are encouraged to prepare your reference before doing the online submission. For more information on preparing a reference letter in advance, please refer to Annex A.

Reference letters are a required component of the scholarship application. Applicant's referees must submit their confidential reference letter, before applicants can complete their online application. All submissions should be made **by Friday, 3 April 2020, 11.59pm.**

Annex A: Note for Referees on Preparing the Reference Letter



NATIONAL ARTS COUNCIL
SINGAPORE

Dear Referee

Thank you for agreeing to be a referee for the applicant of the NAC Arts Scholarship. Your candid comments on the applicant's artistic and academic performance, intellectual promise and qualities as a person will help the Scholarship assessment panel in making its selections. **Please be assured that what you share will be treated with utmost confidence. Only the NAC and the Scholarship assessment panel will have access to the contents of your letter and it will not be disclosed to the applicant.**

In your letter, please include the following information:

- The length of time, and capacity, that you have known the applicant;
- Describe the applicant's leadership potential as well as his/her involvement and experience in the arts. Provide evidence which relates to the nature of his/her motivation for working in and contributing to the arts – i.e. originality, independence, depth of interest and sensitivity he/she displays in his/her work, and quality of work;
- Describe the applicant's most impressive accomplishment (e.g. memorable production, exhibition, project or research);
- With reference to your experience working with the applicant, please describe your impressions of his/her character, strengths and weaknesses as well as aims and values. Please also include your views on how fellow students, colleagues, teachers or peers regard the applicant as compared to his/her contemporaries; and
- Your views on the applicant's choice of course and institution, the value the course would bring to his/her development as an arts practitioner or professional at this point in his/her career.

We would also appreciate if your contact details (email and/or mobile number) are included in the letter, in the event that we need to contact you directly for further information concerning the applicant.

The referee may submit the letter by:

- Entering a submission directly at the scholarships portal www.nac.gov.sg/e-services/NAC-Arts-Scholarship.html.

OR

- Uploading a scanned copy of the letter at the scholarships portal www.nac.gov.sg/e-services/NAC-Arts-Scholarship.html.

Please note that SingPass is required to access the application portal.

For further enquiries, please contact NAC_Scholarship@nac.gov.sg.