# TalentConnect Self-Sourced Student's Guide: ATAP/DTLP [Jan – Jun 2027]

***Self-Sourced Internship*** *Submission Process for School of Computing Students*

**Important Rules & Policy Reminders:**

- **Single Application Limit:** Students are strictly allowed to submit **only ONE** self-sourced internship application.
- **5-Day Submission Window:** You must submit the self-sourced form within **5 working days** of accepting the formal offer from the employer.
- **Binding Commitment:** Submitting a Self-Sourced Internship Form represents a binding commitment to the specified company and role, equivalent to accepting an offer on NUS TalentConnect.
- **Final Semester Restriction:** Students are **NOT permitted** to take an internship during their Final Academic Semester/Term. Any appeals must be made PRIOR to submitting any internship applications. Please submit an appeal via this form (https://soc-n.us/finalsemappeal) to undertake internship in final semester.

## 1. Internship Periods & Important Timelines

| Programme | Official Internship Period | Timelines | Student Viewing / Application Window |
|---|---|---|---|
| Advanced Technology Attachment Programme (ATAP)<br>(Min. 24 weeks) | 4 Jan 2027 - 18 Jun 2027 | Earliest Start: 7 Dec 2026<br>Latest Start: 18 Jan 2027<br>Latest End: 6 Aug 2027<br><br>(Any variance to internship dates is subject to Faculty approval.) | 17 Sept 2026 - 13 Nov 2026 |
| Digital Transformation Leadership Programme (DTLP)<br>(Min. 24 weeks) | | | |

## 2. Internship Pre-Requisites

Pre-requisites can be in progress while applying but MUST be fully fulfilled prior to the start of the internship.
(* refers to variations in course code)

| Programme | Table A Modules | Table B Modules |
|---|---|---|
| ATAP | IS2101, CS2101, ES2531, ES2631, ES2331, ES1601, ES2002, UTW1001*, UTW2001, UWC2101x, NTW20**, RVX100* or equivalent | CS2103T / CS2103, CS2113 / CS2113T, IS3106, BT3103, IS2108 |
| DTLP | IS3103 | IS2108, IS3106, BT3103 |

## 3. How to Submit a Self-Sourced Internship on TalentConnect

Follow the steps below. Screenshots are provided in Annex A and referenced by figure number.

| Step | Section | What to do | Annex reference |
|---|---|---|---|
| 1 | Login | Login to the NUS TalentConnect portal with your NUS student email | - |
| 2 | Profile | Locate the sidebar menu, click the 3 dots bar and select "**Profile**". | Figure 1 |
| 3 | Jobs | Select "**Jobs**" from the menu. | Figure 2 |
| 4 | Self-Sourced Job | Scroll down to "Self-Sourced Job" and click "**Add Self-Sourced Job**". | Figure 3 |
| 5 | Company UEN | Type and select your company from the dropdown list. The UEN will be auto-populated. If the company is not listed, manually enter the Company Name and UEN, then press Enter. | Figures 4-5 |
| 6 | Company Details | If the company is registered with TalentConnect System, the details will be auto-populated. If it was entered manually, input the Company Description, URL and Industry fields. | Figures 6-7 |
| 7 | HR Details | Select the HR contact email from the dropdown list. If it is not listed, enter it manually and press Enter. The HR Name field is mandatory. | Figures 8-10 |
| 8 | Job Details - Description | Ensure that all fields in this section [Job Title, Job Description, Job Responsibilities, Job Requirements] are filled in correctly and comprehensively, otherwise it may be rejected and will result in delays. | Figures 11-13 *(Example provided)* |
| | Job Details – Employment Type | Select "**Internship**" as the Employment Type. This will prompt the Internship Programme tab to appear.<br>Select the appropriate Work Term **[Academic Year 2026/2027 Semester 2 (Dec'26-May/Jun '27)** and enter the **salary**. | Figures 14-16 *(Example provided)* |
| | Job Details - Dates & Documents | Enter the internship start/end dates. ***Students will be allowed to start as early as 7 Dec 2026, or as late as 18 Jan 2027 but MUST complete 24 weeks.**<br><br>[Earliest start: 7 Dec 2026; latest start: 18 Jan 2027; latest end: 6 Aug 2027]<br><br>Upload the offer letter in PDF format (maximum 2MB). If a formal offer is not yet available, please submit an email from the company representative indicating an extended offer. | Figures 17-19 *(Example provided)* |
| | Job Details – Company Supervisor | Fill in the Company Supervisor Name and Email fields (and contact number, if any). Mark "temporary" if needed. | Figure 20 |
| 9 | Internship Programme | Select either **ATAP or DTLP** accordingly. **DO NOT SELECT SIP CP3200/3202.** Submit the request and check that the successful submission confirmation is displayed. | Figures 21-23 |

**Student Enquiries:** AskIR@comp.nus.edu.sg
**NUS TalentConnect Technical Support:** talentconnect@nus.edu.sg

# Annex A

## NUS TalentConnect Self-Sourced Submission Screenshots

The figures below correspond to the Annex references in Section 3.

**Figure 1. Accessing Profile from the sidebar menu**

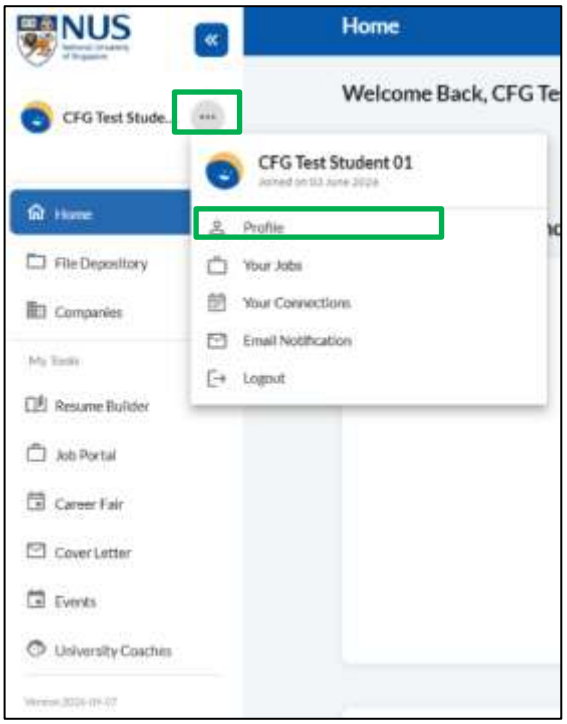



**Figure 2. Selecting Jobs from the sidebar menu**

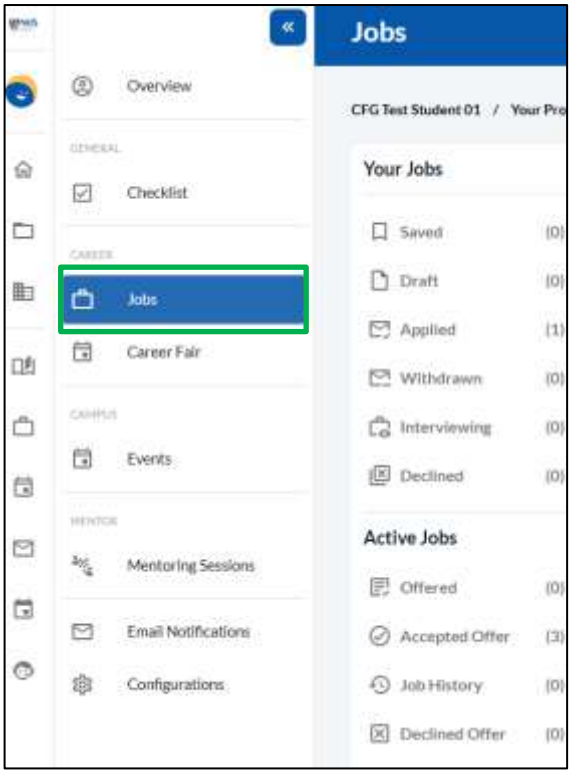


**Figure 3. Selecting Add Self-Sourced Job**

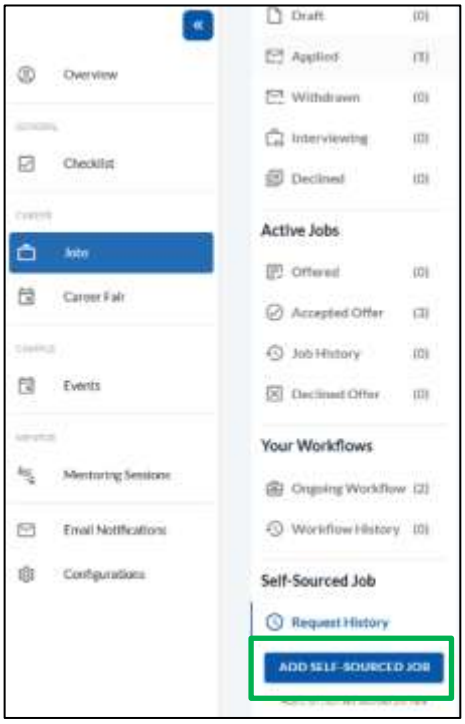



**Figure 4. Selecting an existing company**




**Figure 5. Manually entering a company and UEN**

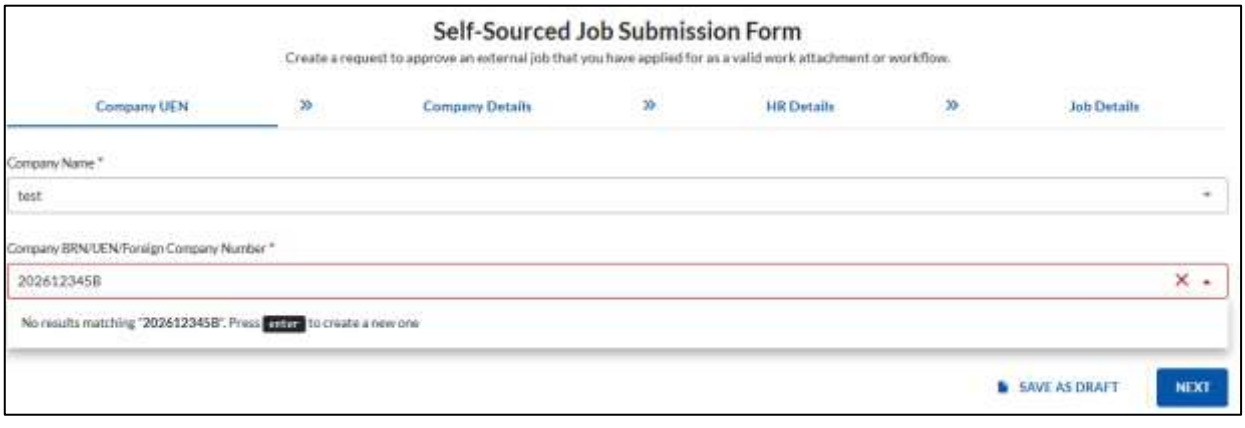


**Figure 6. Auto-populated Company Details**

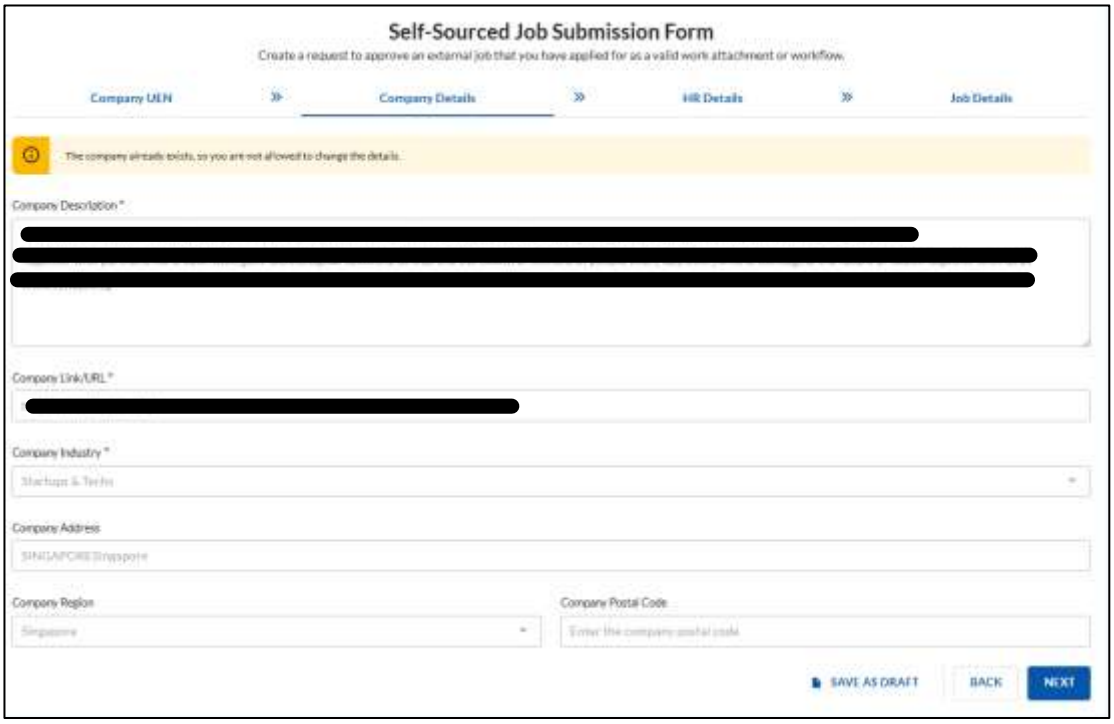



**Figure 7. Manually Entering the Company Details**



**Figure 8. Selecting an HR contact**




**Figure 9. Entering an HR email manually**

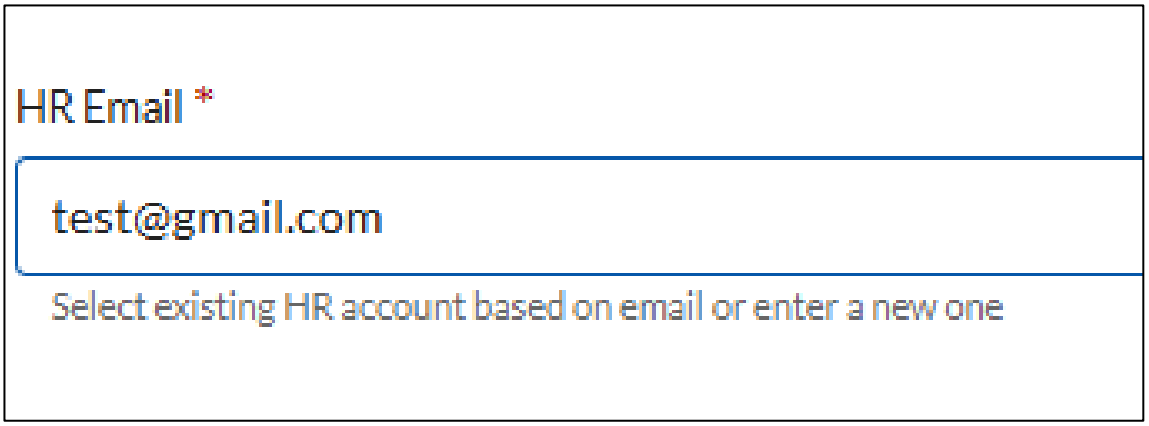



**Figure 10. Completing the mandatory HR Name field**

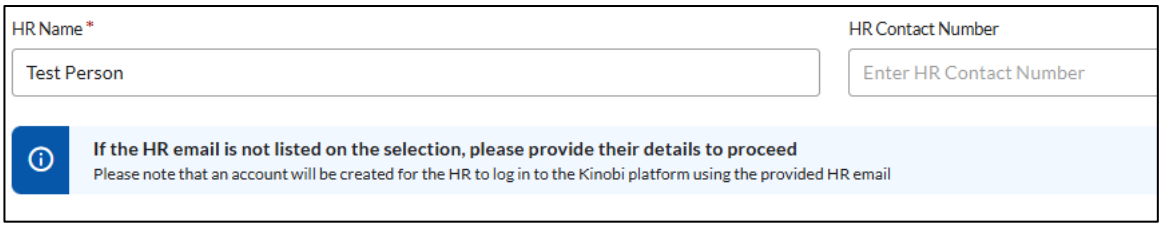
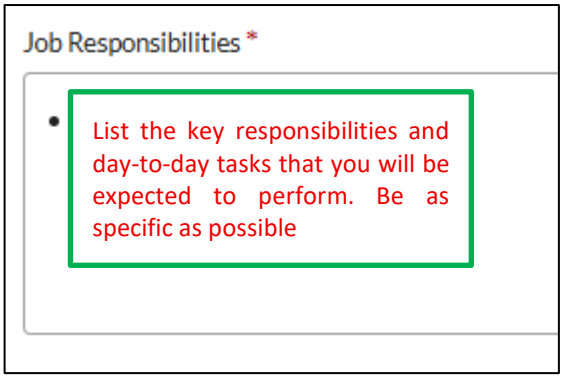


**Figure 11. Job Description field**




*Example: We are seeking a detail-oriented and analytical Data Analyst to join our team. As a Data Analyst, you will be responsible for interpreting data, analyzing results, and providing insights to drive key business decisions. The ideal candidate will have a strong background in statistical analysis, experience working with databases and data visualization tools, and be able to present complex information in an understandable and compelling way. This role offers the opportunity to work closely with cross-functional teams to support strategic business initiatives and drive growth through data-driven insights.*

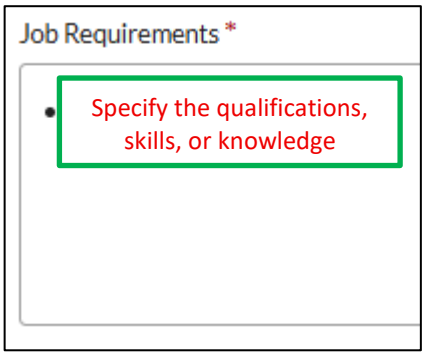
**Figure 12. Job Responsibilities field**




Example:

- *Collect, clean, and transform raw data from various sources.*
- *Analyze and interpret complex data sets using statistical techniques.*
- *Identify trends, patterns, and correlations in data to provide actionable insights.*
- *Develop and maintain dashboards and reports to visualize key metrics and trends.*
- *Collaborate with stakeholders to understand business objectives and data needs.*
- *Communicate findings and insights to non-technical stakeholders in a clear and concise manner.*
- *Contribute to data-driven decision-making processes across the organization*

**Figure 13. Job Requirements field**




Example:

- *Bachelor's degree in a relevant field such as Mathematics, Computer Science, or a related discipline.*
- *Strong proficiency in SQL and data querying languages.*
- *Familiarity with data visualization tools such as Tableau, Power BI, or similar.*
- *Ability to work with large data sets and perform complex analysis.*
- *Excellent problem-solving skills and attention to detail.*
- *Strong communication and presentation skills*

**Figure 14. Selecting Internship as Employment Type**

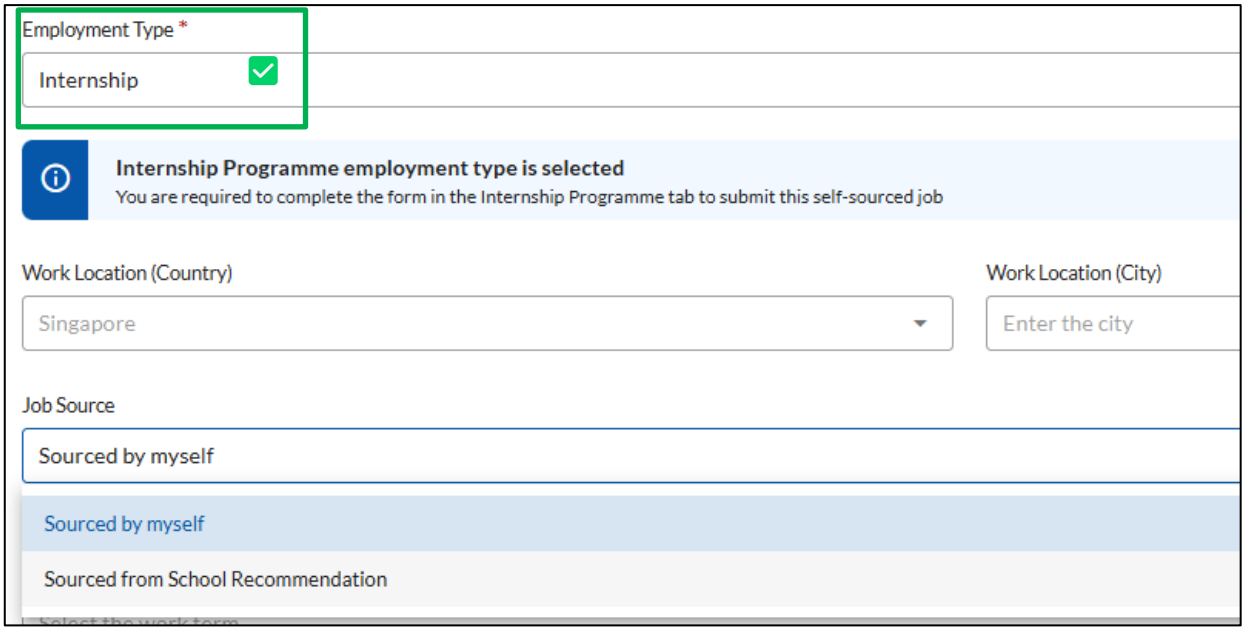



**Figure 15. Selecting the appropriate Work Term**

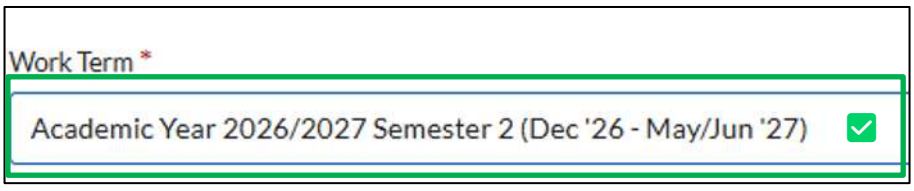


**Figure 16. Entering Salary**




**Figure 17. Start Date and End Date field [Min. 24 Weeks, Earliest Start: 7 Dec 2026 | Latest Start: 18 Jan 2027| Latest End: 6 Aug 2027]**

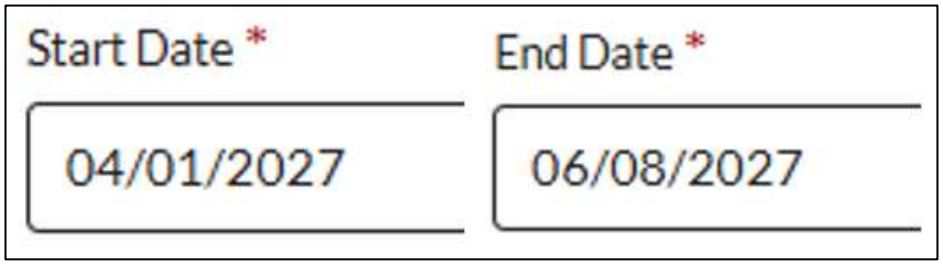



**Figure 18. Uploading the Offer Letter**




**Figure 19. Successful Offer Letter Upload**




**Figure 20. Inputting Company Supervisor Name and Email Fields**

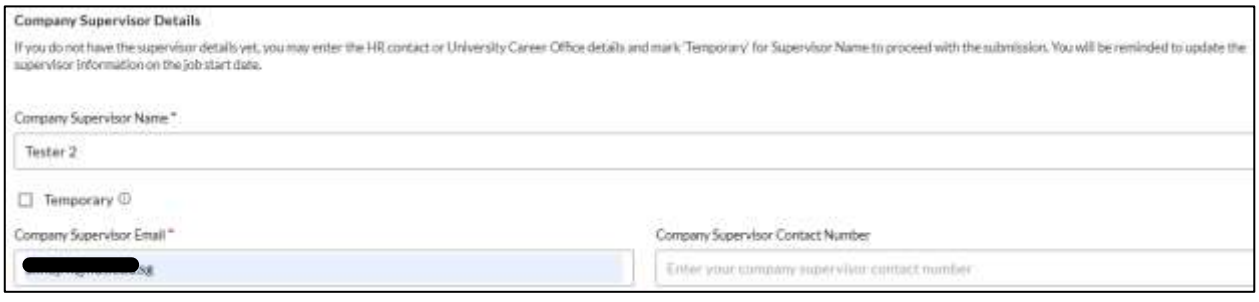


**Figure 21. Entering Internship Programme (ATAP or DTLP)**




**Figure 22. Submitting Request upon Completion**

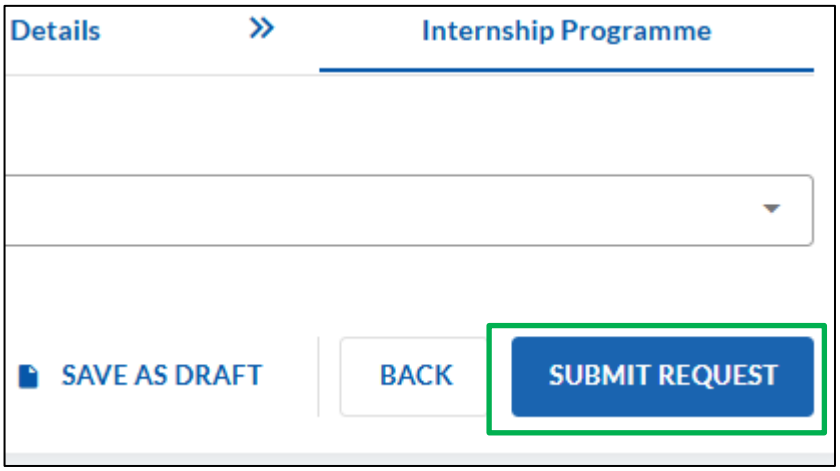



**Figure 23. Successful Submission Confirmation**

