The following is the procedure for application of N3 license, which including the medical eye checkup in NUS clinic and a sitting examination in Singapore National Environment Agency (NEA).

- Fill the N3 license application form (http://app2.nea.gov.sg/services-forms/licences-permits-building-plan-clearances/radiation)

- Fill the authorization form (Form A, OSHE form). Remember to tick ‘medical examination for N3 application” in Section A.

- After filling up Section A, please fill in Section C by getting the department to give you the WBS element to charge the eye checkup fee, or getting your supervisor’s research grant number (if department is not going to cover this cost).

- Make an appointment with the OH Clinic (Nurse Kim or Ms Goh Sha Wee). Date, time and venue for eyes check-up will be advice.

- After eyes checkup and get the result, pass all the forms with cheque to Mrs. Ang-Lim Swee Eng at S1A level 3, LS Lab 2 (contact number 65164757)

Keep a copy for all the forms and cheque for your own reference.

- NEA will inform you the date and time for the examination. The applicant has to sit for the test. Upon passing, NEA will issue the license. You may need liaise with NEA for the receipt for reimbursement.

- Send the copy of your N3 license to us for record.

A kind suggestion is keep a copy for all the documents you are going to send out.