Online Application System (OAS) Guideline for PESP Applicants 2017 SPM 2016

CONTENT

This guideline will guide you on how to fill up the online application form. Kindly ensure that you have read and understand this guideline before filling up the online application form.

How to access the online application form

1. It is recommended for you to access the online application system through **Internet Explorer 8** or **Google Chrome** browsers.

   By using other browser, you might encounter some errors on the online application form.

2. Fill up educationsponsorship.petronas.com.my in the browser address and click **<Enter>** to access the online form as shown in Figure 1.0.
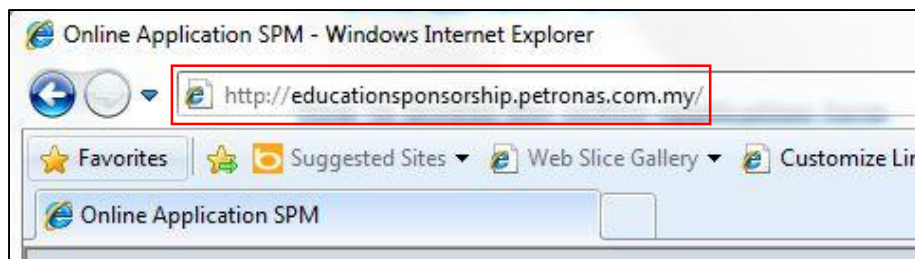

Figure 1.0: Fill up educationsponsorship.petronas.com.my

Online Application System (OAS) front page

1. Click on **"Sponsorship Application"** button to proceed with registration as new user.
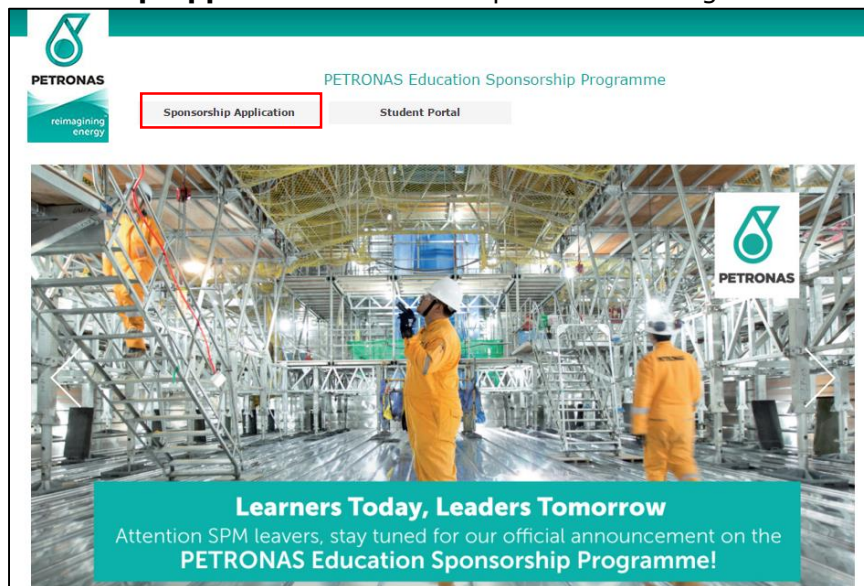

Figure 2.0: Front page

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How to download Application & Online Application System (OAS) Guideline

1. Go to login page as shown in Figure 3.0.
2. Click on **"Application Guideline"** and **"OAS Guideline"** link to download the documents for your further reference.
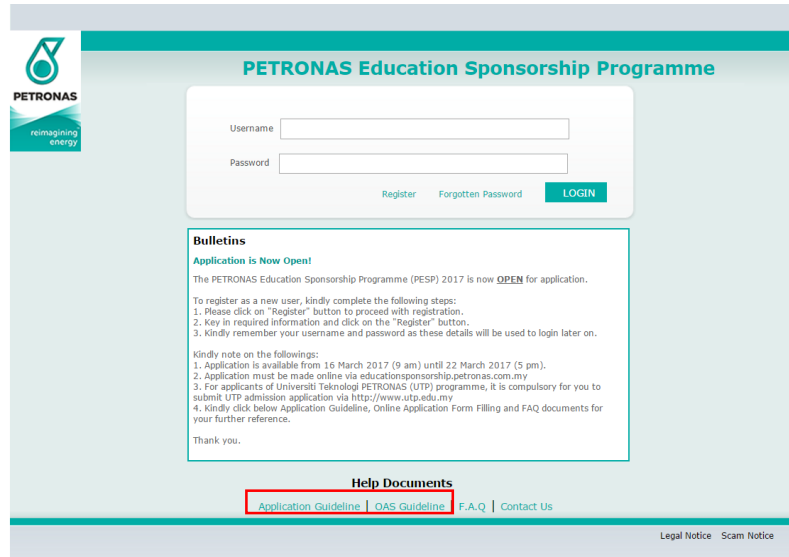

Figure 3.0: Login page

How to register as new user

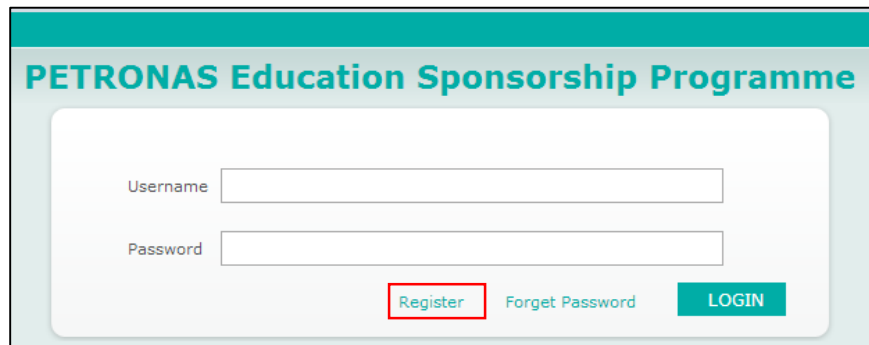1. Please click on **"Register"** button to proceed with registration.

Figure 4.0: Login page

2. Key in required information as shown below:

Field Name	Value/Format	Description
Username	Alphanumerical	Preferred username.
Password	At least 8 alphanumerical character	Preferred password.
Re-type Password	At least 8 alphanumerical character	Re-type preferred password.
I.C Number	Number	I.C Number. Your age must be between 17 – 19 years old in 2017.

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Email Address	Alphanumerical	Preferred email address.
Please specify total of grade A+, A and A-	Number	Total number of As (A+, A and A-). User registration is not allowed if total number of As (A+, A and A-) is less than 9.
Captcha	Alphanumerical	Key in the given captcha as per image shown on the screen.

3. Click on the **"Register"** button.
4. **Please remember your username and password** as these details will be used to login.
5. Notification email will be sent to the applicant's email to activate the account by clicking the link on the email.

Figure 5.0: Registration page

How to log into the system

1. For existing user, key in registered username and password as shown in Figure 6.0.
2. Click **"Login"** button to proceed to online application form.

Figure 6.0: Login page

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How to change password

1. From Figure 7.0, click on the **"Change Password"** button. You will be redirected to change password page as shown in Figure 8.0.
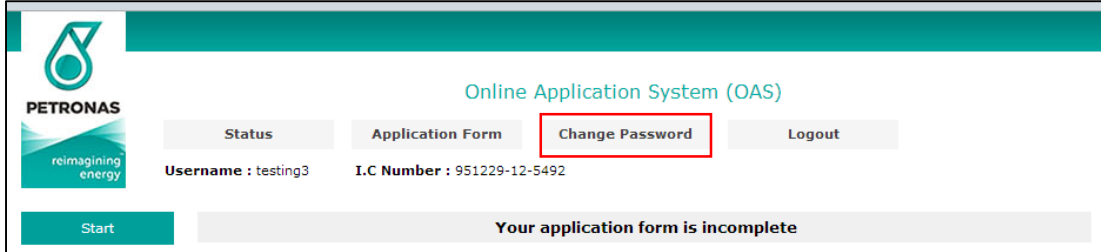
Figure 7.0: Landing page

2. Key in your current and new password.
3. Click on the **"Save"** button as shown in Figure 8.0.

Figure 8.0: Change password page

How to reset forgotten password

1. Click on the **"Forgotten Password"** button as shown in Figure 9.0 to proceed to the page as shown in Figure 10.0.
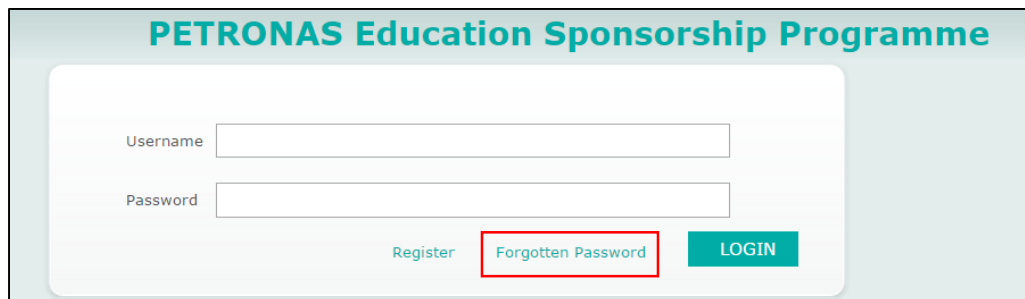
Figure 9.0: Login page

2. Key in your I.C number and given captcha as per image on screen.
3. Then click **"Send"** button to receive your new password via registered email.
4. Proceed with procedure on how to login to the system using the new password. The system will prompt you to change your password.

Figure 10.0: Forgot password page

How to reset locked account

1. If you received *"Your account is locked! Please contact Administrator to unlock."* system error message, kindly contact PETRONAS sponsorship helpdesk at **03 – 2331 2277** to request for password reset.
2. Kindly provide your I.C number, username or email address to the system administrator for verification.
3. You will receive a new password from system administrator.
4. Please use the same registered username and new given password to login.
5. Your account will be automatically locked if you key in incorrect password more than 2 attempts.

How to change the email address

1. Kindly key in registered username and password as shown in Figure 11.0.
2. Click on the "Login" button to proceed to online application form.

Figure 11.0: Login page
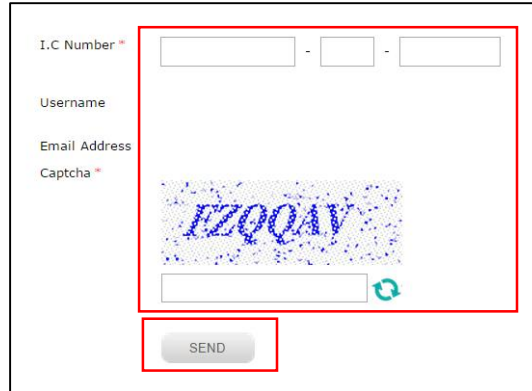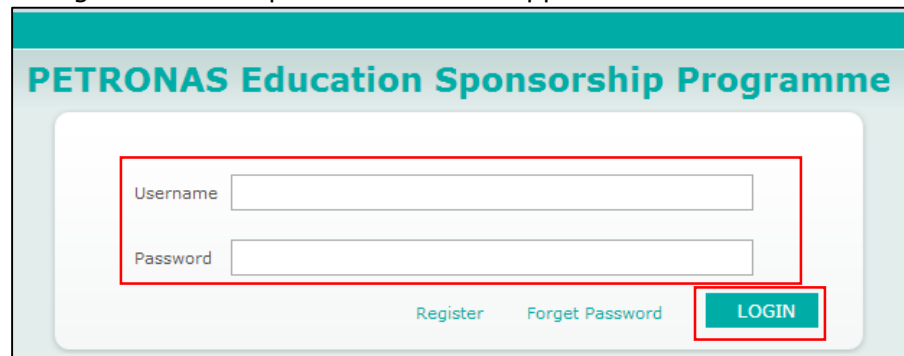
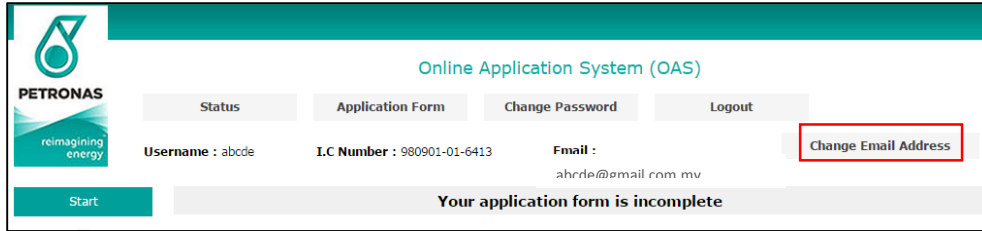3. Click on the "Change Email Address" button as shown in Figure 12.0.

Figure 12.0: Landing page

4. Key in your new email address
5. Click on the **"Save"** button as shown in Figure 13.0.
6. New email address will be updated and notified to both old and new email address.
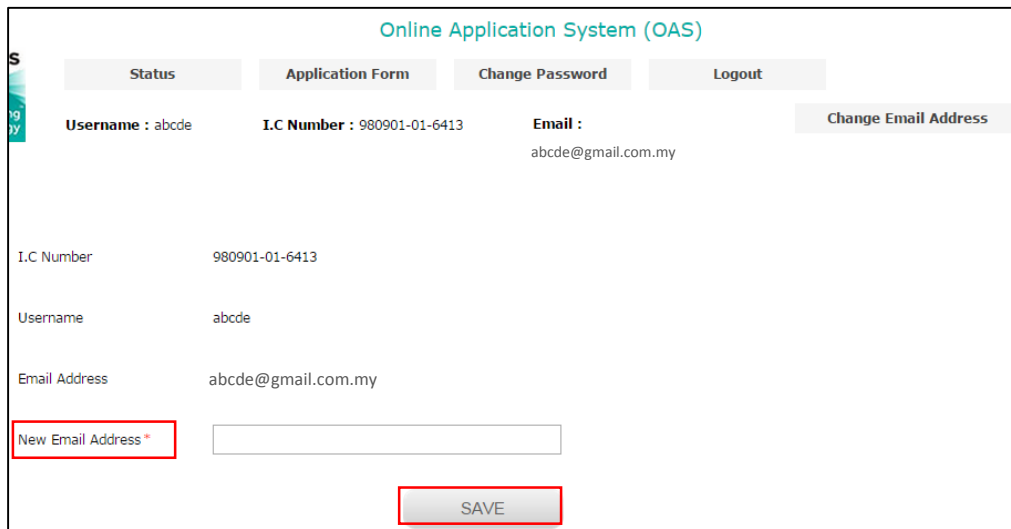
Figure 13.0: Change email address page

How to complete the online application form

1. There are 10 sections available in the online application form as shown in the table below:
    a. Applicant's consent
    b. Select programme
    c. Personal information
    d. Address information
    e. Family information
    f. Academic information
    g. Co-Curriculum information
    h. Additional information
    i. Declaration
    j. Verify & submit

2. Detail procedure to complete each section is available in the subsequent steps.

Applicant's Consent

1. Read all the consent statement carefully and tick on "I agree" check box and then click on "Save/Next" button as shown in Figure 14.0.

1. By submitting your details, you are allowing PETRONAS to use your personal data for the purposes of your application for the education sponsorship and/or the further usage of the same in the event you are successful in your application, including disclosing such data to any education institution for the purposes of securing a placement

2. The personal data collected shall be kept safely at PETRONAS and the data will be retained for a reasonable period or for as long as the law requires

3. In the event you are unsuccessful in your application, PETRONAS shall destroy all personal data submitted by you via this Online Application System (OAS) / Form, together with any other related documents submitted thereto

4. PETRONAS will not disclose any of your personal data collected herewith to any third party except where you have given PETRONAS permission to do so or when PETRONAS is required and/or allowed to do so by law

5. By submitting your details, you are allowing PETRONAS to use your religion information for application purposes

6. By submitting your details, you are allowing PETRONAS to use your health information for application purposes

7. The accuracy of the personal information depends to a large extent on the information you provide. Therefore, kindly update PETRONAS as and when your personal information provided earlier becomes incorrect or out of date by contacting us via the contact details stated in the provision below

8. If at any time, you wish to withdraw such consent you have given for the usage of your personal data, you may contact us at 03-2331 2277 @ email: edu_sponsorship@petronas.com.my for further action

☐ I Agree

SAVE / NEXT

Figure 14.0: Applicant's consent page

Select Programme

1. Select your preferred programme and course from the drop down list.

A. PROGRAMME SELECTION

Please ensure your SPM result fulfill the minimum academic requirement.

You are allowed to make two (2) selections. However, priority will be given to the first choice.

FIRST CHOICE

Programme Selection* - Select Programme -

Course Selection* - Select Course -

SECOND CHOICE

Programme Selection* - Select Programme -

Course Selection* - Select Course -

BACK   SAVE / NEXT

Figure 15.0: Select programme page

2. If you are currently not undergoing pre-university programme, click on "No" radio button as shown in Figure 16.0.

Figure 16.0: Pre-U programme question

3. If you are currently undergoing pre-university programme, click on "Yes" radio button as shown in Figure 17.0.
4. It is compulsory for you to fill up the details of college, course and intake date as shown in Figure 17.0.

Figure 17.0: Pre-U programme question

5. Click on "Save/Next" button as shown in Figure 15.0.

Personal information

1. Key in all required fields as shown in Figure 18.0.

Field Name	Value/Format	Description
First Name	Alphabetical	Applicant's full name
Middle Name	Drop down	Applicant's middle name
Last Name	Alphabetical	Applicant's family or father's name
Title	Radio button	Applicant's title
Gender	-	Automatically defined based on title
Nationality	Drop down	Applicant's nationality
Race	Drop down	Applicant's race
Religion	Drop down	Applicant's religion
Marital Status	Radio button	Applicant's marital status
Date of Birth	-	Automatically defined based on I.C Number
City of Birth	Alphabetical	Applicant's city of birth
State of Birth	Drop down	Applicant's state of birth
Country of Birth	Drop down	Applicant's country of birth

Figure 18.0: Personal information page

2. Click on "Save/Next" button as shown in Figure 18.0.

Address information

1. Key in all required fields as shown in Figure 19.0.

Field Name	Value/Format	Description
Mailing Address		
House Number/Lot	Alphanumerical	
Street Name/Taman/ Kampung/Others	Alphanumerical	
Street Name/Taman/ Kampung/Others	Alphanumerical	
City	Alphabetical	Applicant's mailing address information
Postal Code	Number	
State	Drop down	
Home Phone	Number not less than 7 characters	
Mobile Phone	Number not less than 7 characters	
Email Address	-	
Emergency Contact Details		
First Name	Alphanumerical	

Middle Name	Alphanumerical	Applicant's emergency contact information
Last Name	Alphanumerical	
House Number/Lot	Alphanumerical	
Street Name/Taman/ Kampung/Others	Alphanumerical	
Street Name/Taman/ Kampung/Others	Alphanumerical	
City	Alphabetical	
Postal Code	Number	
State	Drop down	
Relationship	Drop down	
Home Phone	Number not less than 7 characters	
Mobile Phone	Number not less than 7 characters	

Figure 19.0: Address page

Figure 20.0: Change email address

2. If you would like to change your email address, click on "Change Email Address" button as shown in Figure 19.0.
3. Key in your new email address as per image in Figure 20.0.
4. Then click "Save" button as shown in Figure 20.0. A notification email will be sent to the both mail boxes.
5. Click on "Save/Next" button as shown in Figure 19.0.

Applicant's guardian information

1. Key in all required fields as shown in Figure 21.0.

Field Name	Value/Format	Description
First Name	Alphabetical	Guardian's information
Middle Name	Alphabetical	
Last Name	Alphabetical	
NRIC Number.	Number	
Old IC Number/ Police/Military	Alphanumerical	
Occupation	Alphanumerical	
Name of Employer	Alphanumerical	
Position	Alphanumerical	
Monthly Income	Number	
Is your guardian currently working in PETRONAS or subsidiary of PETRONAS?	Radio button	
If YES, please select company's name from following list	Drop down	• Guardian's information • Required if guardian is working with PETRONAS or subsidiary of PETRONAS
Staff Number.	Number	
Service Period	Number	
Relationship with Guardian	Drop down	Guardian's information
Number of Dependent (s) (from guardian's point of view)	Drop down	
Name	Alphabetical	• Guardian's information • Number of data rows depending on number of
Relationship	Alphabetical	
Age	Number	
Status	Drop down	

		dependents entered.
Other Status	Alphabetical	Required if drop down Status value is "Others"
Do you have any sibling(s) previously /currently sponsored by PETRONAS in local university/abroad?	Radio button	Sibling's information
Name	Alphabetical	• Sibling's information
NRIC Number	Number	• Required if applicant has any siblings sponsored by PETRONAS in local university/abroad
Name	Alphabetical	Sibling's information
NRIC Number	Number	
Guardian's Marital Status	Drop down	Applicant's father's marital status
Home Phone	Number not less than 7 characters	Guardian's contact details
Mobile Phone	Number not less than 7 characters	
Email Address	Number not less than 7 characters	

Figure 21.0: Applicant's guardian information page

Applicant's father information

1. Key in all required fields as shown in Figure 22.0.

Field Name	Value/Format	Description
Is your father still alive?	Radio button	• If radio button value is "No", all of other fields will be disabled • If the applicant's guardian is the father, applicant's father information will be auto populated except father's marital status. Otherwise, applicant must manually key in all the required fields
First name	Alphabetical	
Middle name		
Last name		
NRIC Number	Number	
Old IC Number/ Police/Military	Alphanumerical	
Occupation	Alphanumerical	
Name of Employer	Alphanumerical	
Position	Alphanumerical	
Monthly Income	Number	
Number of dependent(s)	Number	

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Is your father currently working in PETRONAS or subsidiary of PETRONAS?	Radio button	
If YES, please select company's name from the following list	Drop down	• If radio button value is "No", all of other fields will be disabled
Staff Number	Number	• If the applicant's guardian is the father, applicant's father information will be auto populated except father's marital status. Otherwise, applicant must manually key in all the required fields
Service Period	Number	• Required if guardian is working with PETRONAS or subsidiary of PETRONAS
Father's Marital Status	Drop down	Applicant's father's marital status
Home Phone	Number	
Mobile Phone	Number	Father's contact details
Email Address	Number	

Figure 22.0: Father information page

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Applicant's mother information

1. Key in all required fields as shown in Figure 23.0.

Field Name	Value/Format	Description
Is your mother still alive?	Radio button	• If radio button value is "No", all of other fields will be disabled • If the applicant's guardian is the mother, applicant's mother information will be auto populated except mother's marital status. Otherwise, applicant must manually key in all the required fields
First name	Alphabetical	
Middle name	Alphabetical	
Last name	Alphabetical	
NRIC Number	Number	
Old IC Number/ Police/Military	Alphanumerical	
Occupation	Alphanumerical	
Name of Employer	Alphanumerical	
Position	Alphanumerical	
Monthly Income	Number	
Number of dependent(s)	Number	
Is your mother currently working in PETRONAS or subsidiary of PETRONAS?	Radio button	
If YES, please select company's name from following list	Drop down	• If radio button value is "No", all of other fields will be disabled • If the applicant's guardian is the mother, applicant's mother information will be auto populated except mother's marital status Otherwise, applicant must manually key in all the required fields • Required if mother is working with PETRONAS or subsidiary of PETRONAS
Staff Number	Number	
Service Period	Number	
Mother's Marital Status	Drop down	Applicant's mother's marital status.
Home Phone	Number	Mother's contact details
Mobile Phone	Number	
Email Address	Number	

Figure 23.0: Mother information page

2. Click on "Save/Next" button as shown in Figure 23.0.

Academic Information

1. Key in all required fields as shown in Figure 24.0.

Field Name	Value/Format	Description
SPM Year	Drop down	
SPM Serial Number	Number	
State	Drop down	
School Name	Drop down	
Subject	Drop down	Applicant's academic information
Grade	Drop down	
Language	Drop down	
Other Language	Alphabetical	
Level	Drop down	

Figure 24.0: Academic information page

2. Click on "Save/Next" button as shown in Figure 24.0.

Co-Curriculum Information

1. Key in all required fields as shown in Figure 25.0.

Field Name	Value/Format	Description
Sport	Drop down	
Level of Involvement	Drop down	
Uniform Body	Drop down	
Position	Drop down	
Club/Society	Drop down	Applicant's co-curriculum information
Position	Drop down	
Club/Society	Drop down	
Position	Drop down	
Activity	Drop down	
Level of Involvement	Drop down	

Figure 25.0: Co-curriculum information page

2. Click on "Save/Next" button as shown in Figure 25.0.

Additional Information

1. Key in all required fields as shown in Figure 26.0.

Field Name	Value/Format	Description
Health information		
Physical	Check box	
Did you have/are you having any chronic disease or infectious disease?	Radio button	Applicant's health information
Please specify type of disease	Alphanumerical	Required if applicant has any chronic or infectious disease
Sponsorship/scholarship information		
Have you received any type of sponsorship?	Drop down	Applicant's sponsorship/scholarship information
Sponsorship body	Alphabetical	

Start of Sponsorship Year	Date	Required if applicant has received any type of sponsorship
End of Sponsorship year	Date	
National service information (PLKN)		
Are you chosen for PLKN?	Drop down	Applicant's PLKN information
Do you remember the registration date of PLKN?	Radio button	Required if applicant was chosen to attend PLKN
Start of Training Date	Date	
End of Training Date	Date	
PLKN Centre	Drop down	

Figure 26.0: Additional information page

2. Click on "Save/Next" button as shown in Figure 26.0.

Confirmation

1. Click on "Confirm & Proceed" button as shown in Figure 26.0

Figure 26.0: Declaration page

Verify and submit

1. Click on "Verify and Print Form" link to verify your details. You can also print your online application form.

2. Once verified, click on "Submit" button as shown in Figure 27.0 to complete your application.

Figure 27.0: Verify and submit page

How to check on application status

1. Kindly check on your application status and please ensure that your application status is completed as per message shown in Figure 28.0.
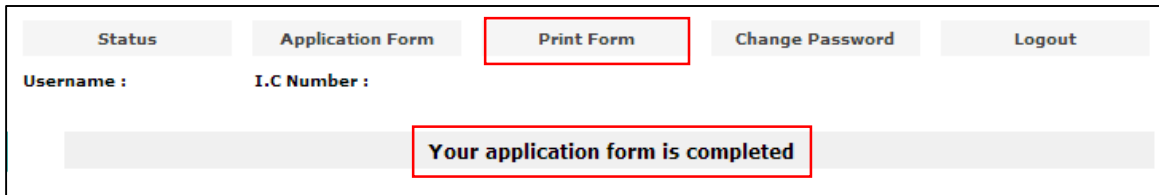2. Click on "Print Form" button to print your online application form.

Figure 28.0: Check application status page