

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

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This document 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.

You might encounter some errors on the online application form if you use other browser.

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.

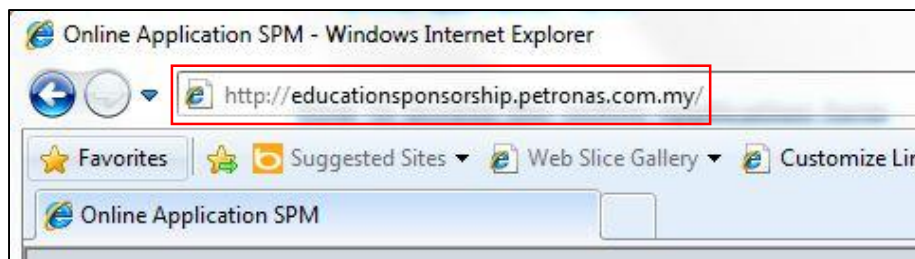


Figure 1.0: Fill up educationsponsorship.petronas.com.my

Online Application System (OAS) front page

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

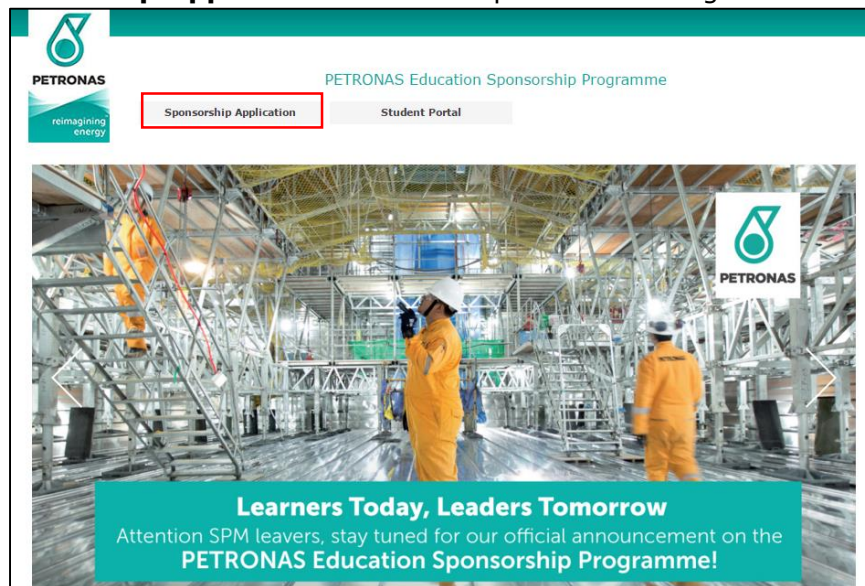


Figure 2.0: Front page

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.

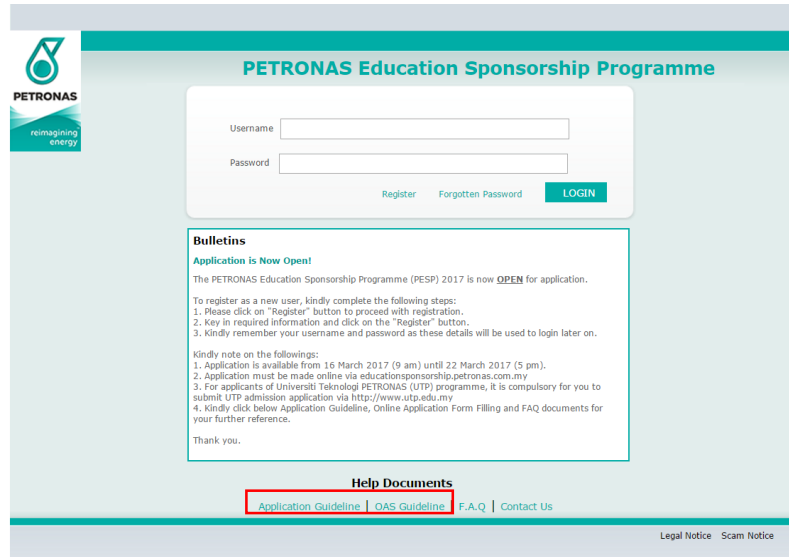


Figure 3.0: Login page

How to register as a new user

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

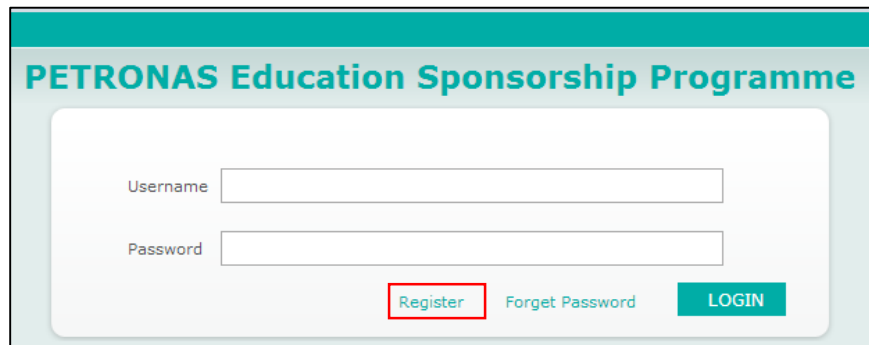


Figure 4.0: Login page

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.

Field Name	Value/Format	Description
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

How to change password

1. Click on the **“Change Password”** button, as shown in Figure 7.0. You will be redirected to change password page as shown in Figure 8.0.

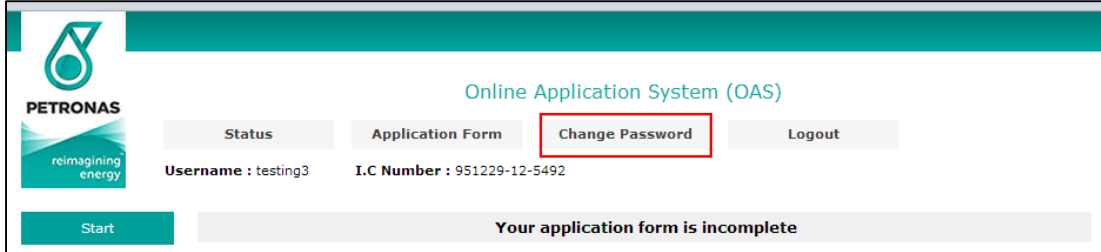


Figure 7.0: Landing page

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.

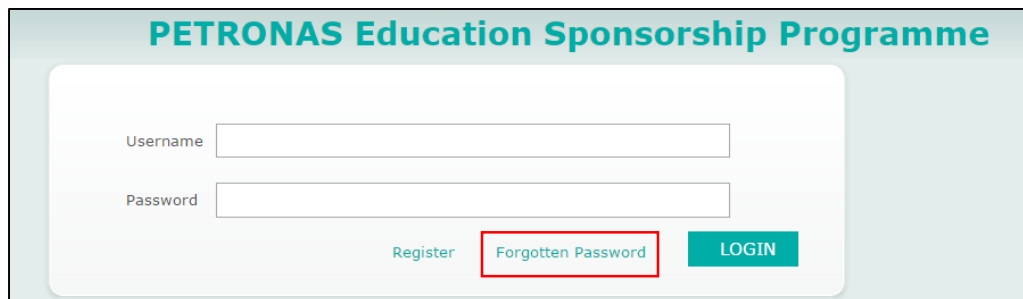


Figure 9.0: Login page

Figure 10.0: Forgot password 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.

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

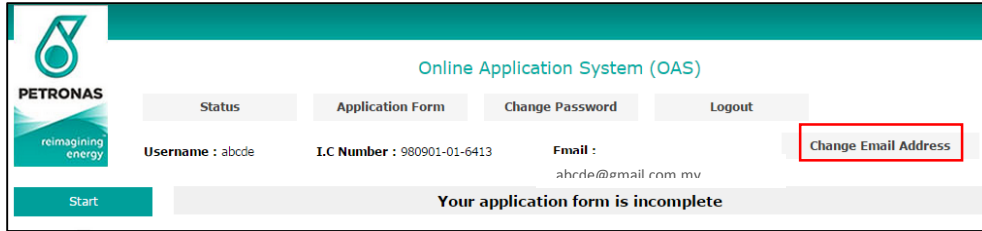


Figure 12.0: Landing page

3. Click on the "Change Email Address" button as shown in Figure 12.0.
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.

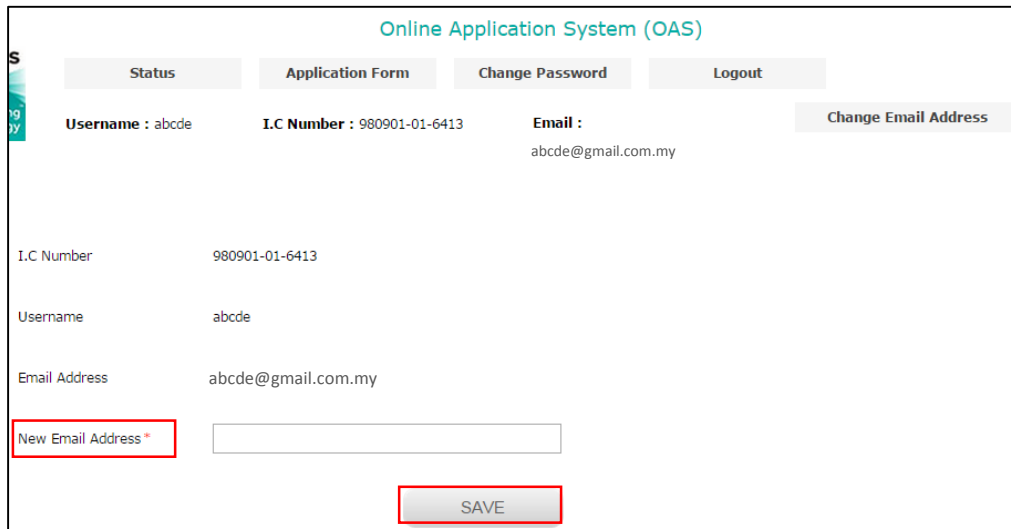


Figure 13.0: Change email address page

How to complete the online application form

1. There are 10 sections available in the online application form as shown 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

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

Are you currently undergoing pre-university programme at other Institutions? * Yes No

Figure 16.0: Pre-U programme question

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

Are you currently undergoing pre-university programme at other Institutions? * Yes No

College*

Course*

Intake Date*

Figure 17.0: Pre-U programme question

- Click on “Save/Next” button as shown in Figure 15.0.

Personal information

- 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	Applicant's mailing address information
Street Name/Taman/Kampung/Others	Alphanumerical	
Street Name/Taman/Kampung/Others	Alphanumerical	
City	Alphabetical	
Postal Code	Number	
State	Drop down	
Home Phone	Number not less than 7 characters	
Mobile Phone	Number not less than 7 characters	
Email Address	-	

Field Name	Value/Format	Description
Emergency Contact Details		
First Name	Alphanumeric	Applicant's emergency contact information
Middle Name	Alphanumeric	
Last Name	Alphanumeric	
House Number/Lot	Alphanumeric	
Street Name/Taman/Kampung/Others	Alphanumeric	
Street Name/Taman/Kampung/Others	Alphanumeric	
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	

B.1 MAILING ADDRESS ⓘ

House Number/Lot*

Street Name/Taman/Kampung/Others*

Street Name/Taman/Kampung/Others

City*

Postal Code*

State*

Home Phone* -

Mobile Phone -

Email Address abcde@gmail.com.my [Change Email Address](#)

B.2 EMERGENCY CONTACT DETAILS ⓘ

First Name* Middle Name Last Name

House Number/Lot*

Street Name/Taman/Kampung/Others*

Street Name/Taman/Kampung/Others

City*

Postal Code*

State*

Relationship*

Home Phone* -

Mobile Phone -

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	Alphanumeric	
Occupation	Alphanumeric	
Name of Employer	Alphanumeric	
Position	Alphanumeric	
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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Guardian’s information • Number of data rows depending on number of dependents entered.
Relationship	Alphabetical	
Age	Number	
Status	Drop down	

Field Name	Value/Format	Description
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	<ul style="list-style-type: none"> • Sibling's information • Required if applicant has any siblings sponsored by PETRONAS in local university/abroad
NRIC Number	Number	
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	

C.1 APPLICANT'S GUARDIAN INFORMATION

First Name* [Text Box] Middle Name [Text Box] Last Name [Text Box]

NRIC Number* [Text Box] - [Text Box] - [Text Box] Old IC Number/Police/Military [Text Box]

Occupation* [Text Box]

Name of Employer* [Text Box]

Position* [Text Box]

Monthly Income* RM [Text Box]

Is your guardian currently working in PETRONAS or subsidiary of PETRONAS? Yes No

If YES, please select company's name from the following list* [Dropdown: - Select OPU -]

Staff Number* [Text Box]

Service Period* [Text Box] year

Relationship with Guardian* [Dropdown: - Select Relationship -]

Number of Dependant(s)* [Dropdown: 2]

Name*	Relationship*	Age*	Status*	Other Status
abcali Bin abu	Own	17	Applicant	

Do you have any sibling(s) previously/currently sponsored by PETRONAS in local university/abroad? Yes No

Sibling(s) details whom was previously/currently sponsored by PETRONAS in local university/abroad

Name*	NRIC Number*	Name	NRIC Number
[Text Box]	[Text Box] - [Text Box] - [Text Box]	[Text Box]	[Text Box] - [Text Box] - [Text Box]

Guardian's Marital Status* [Dropdown: - Select Status -]

Home Phone* [Text Box] - [Text Box]

Mobile Phone* [Text Box] - [Text Box]

Email Address* [Text Box]


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	<ul style="list-style-type: none"> 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	Alphanumeric	
Occupation	Alphanumeric	
Name of Employer	Alphanumeric	
Position	Alphanumeric	
Monthly Income	Number	
Number of dependent(s)	Number	
Is your father currently working in PETRONAS or subsidiary of PETRONAS?	Radio button	

Field Name	Value/Format	Description
If YES, please select company's name from the following list	Drop down	<ul style="list-style-type: none"> 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 Required if guardian is working with PETRONAS or subsidiary of PETRONAS
Staff Number	Number	
Service Period	Number	
Father's Marital Status	Drop down	Applicant's father's marital status
Home Phone	Number	Father's contact details
Mobile Phone	Number	
Email Address	Number	


C.2 APPLICANT'S FATHER INFORMATION 

Is your father still alive?* Yes No

First Name* Middle Name Last Name

- -

NRIC Number* - - Old IC Number/Police/Military

Occupation* 

Name of Employer*

Position*

Monthly Income* RM

Number of Dependant(s)

Is your father currently working in PETRONAS or subsidiary of PETRONAS?* Yes No

If YES, please select company's name from the following list*

Staff Number*

Service Period* year

Father's Marital Status*

Home Phone* -

Mobile Phone* -

Email Address*

Figure 22.0: Father information page

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	<ul style="list-style-type: none"> 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	Alphanumeric		
Occupation	Alphanumeric		
Name of Employer	Alphanumeric		
Position	Alphanumeric		
Monthly Income	Number		
Number of dependent(s)	Number	<ul style="list-style-type: none"> 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 	
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		
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		

C.3 APPLICANT'S MOTHER INFORMATION

Is your mother still alive? Yes No

First Name* Middle Name Last Name

NRIC Number* - - Old IC Number/Police/Military

Occupation*

Name of Employer*

Position*

Monthly Income* RM

Number of Dependant(s)

Is your mother currently working in PETRONAS or subsidiary of PETRONAS? Yes No

If YES, please select company's name from the following list*

Staff Number*

Service Period* year

Mother's Marital Status*

Home Phone* -

Mobile Phone* -

Email Address*

BACK SAVE / NEXT

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	Applicant's academic information
SPM Serial Number	Number	
State	Drop down	
School Name	Drop down	
Subject	Drop down	
Grade	Drop down	
Language	Drop down	
Other Language	Alphabetical	
Level	Drop down	

D. ACADEMIC INFORMATION
SPM ACADEMIC DETAILS

Applicant's Category: SPM SPM Year* - Select -

Angka Giliran*
State* - Select State -
School Name* - Select School -

D.6 SPM RESULT 2016
Please fill in your 13 top scored subjects including English Result 1119(GCED) with the grades during SPM 2016.
Failure to do so will result in the application not being processed.

NO.	SUBJECT*	GRADE*
1	Bahasa Melayu	- Select -
2	Bahasa Inggeris	- Select -
3	Matematik	- Select -
4	Bahasa Inggeris 1119	- Select -
5	- Select Subject -	- Select -
6	- Select Subject -	- Select -
7	- Select Subject -	- Select -
8	- Select Subject -	- Select -
9	- Select Subject -	- Select -
10	- Select Subject -	- Select -
11	- Select Subject -	- Select -
12	- Select Subject -	- Select -
13	- Select Subject -	- Select -

ADDITIONAL LANGUAGE
Please specify foreign language(s) taken in school and level of proficiency.

NO.	LANGUAGE	OTHER LANGUAGE	LEVEL
1	- Select Language -		- Select -
2	- Select Language -		- Select -

BACK SAVE / NEXT

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	Applicant's co-curriculum information
Level of Involvement	Drop down	
Uniform Body	Drop down	
Position	Drop down	
Club/Society	Drop down	
Position	Drop down	
Club/Society	Drop down	
Position	Drop down	
Activity	Drop down	
Level of Involvement	Drop down	

E. CO-CURRICULUM INFORMATION

SPORT ⓘ

If you were not involved in any sports activity, please select "NOT INVOLVED" in section.

SPORT*

LEVEL OF INVOLVEMENT*

UNIFORM BODY

If you were not involved in any uniform body activity, please select "NOT INVOLVED" in section.
If the role held by you is not in the list, please select the position which is at the same level.

UNIFORM BODY*

POSITION*

CLUB / SOCIETY

Please fill in 2 club/society which you held the best position.
If you were not involved in any club/society activity, please select "NOT INVOLVED" in section.
If the role held by you is not in the list, please select the position which is at the same level.

FIRST CLUB / SOCIETY

CLUB / SOCIETY*

POSITION*

SECOND CLUB / SOCIETY

CLUB / SOCIETY*

POSITION*

OTHER ACHIEVEMENT ⓘ

ACTIVITY*

LEVEL OF INVOLVEMENT*

BACK SAVE / NEXT

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	Applicant's health information
Did you have/are you having any chronic disease or infectious disease?	Radio button	
Please specify type of disease	Alphanumerical	
Sponsorship/scholarship information		
Have you received any type of sponsorship?	Drop down	Applicant's sponsorship/scholarship information
Sponsorship body	Alphabetical	

Field Name	Value/Format	Description
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	

F. HEALTH INFORMATION

Physical* ?

Non-disabled

Vision Deficiency Color Blindness Hearing Deficiency With Hearing Aids Product

Dumb Stutter Leg Deficiency Hand Deficiency Paralysis

Other Deficiency

Do you currently or previously have any chronic or infectious disease?* ? Yes No

Please specify type of disease

G. SPONSORSHIP/SCHOLARSHIP INFORMATION

Have you received any type of sponsorship?* ? Yes No

Please specify name of sponsorship body

Sponsorship body*

Please specify year of sponsorship

Start of Sponsorship year*

End of Sponsorship year*

H. NATIONAL SERVICE INFORMATION (PLKN)

Are you selected to participate in PLKN?* Yes No

Do you remember the registration date of PLKN?* Yes No

BACK
SAVE / NEXT

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

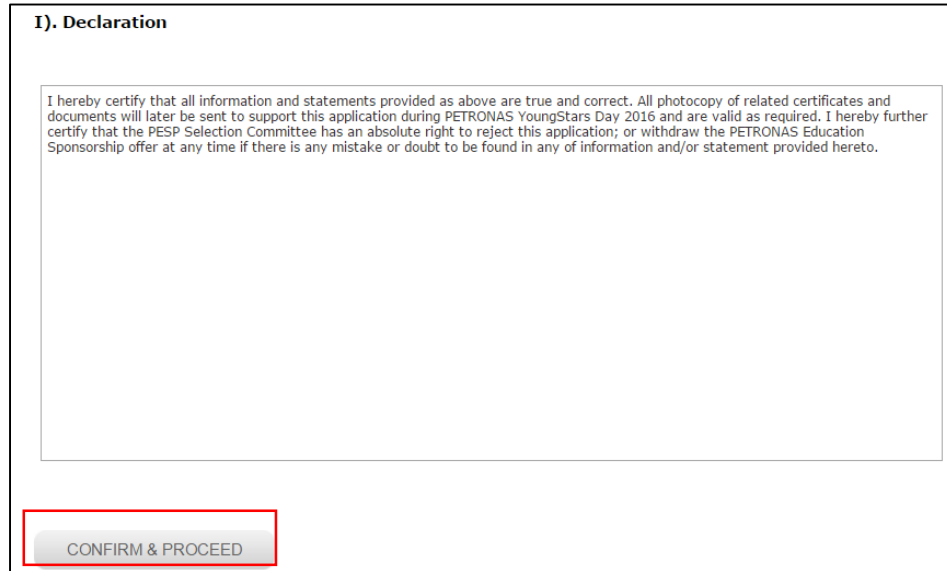


Figure 26.0: Declaration page

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.

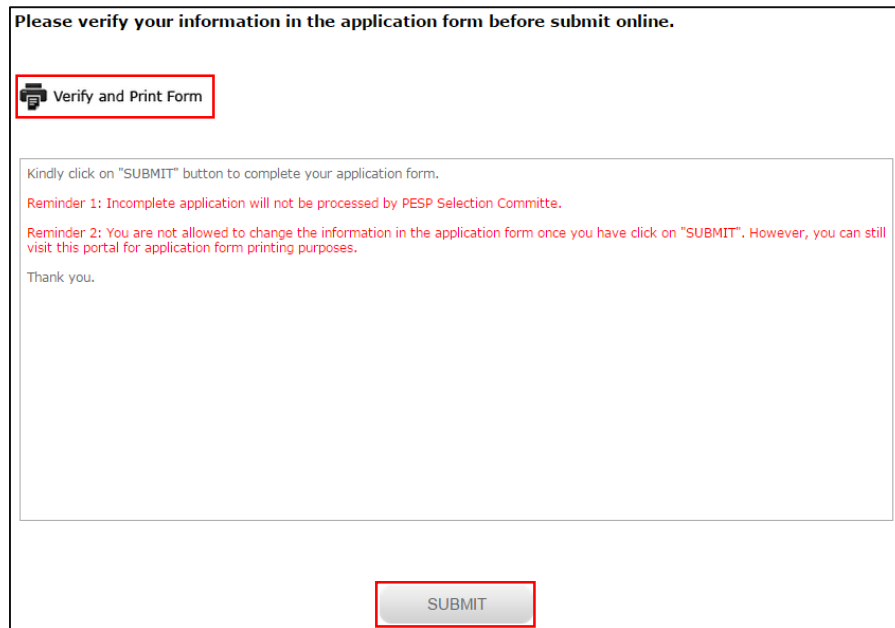


Figure 27.0: Verify and submit page

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.

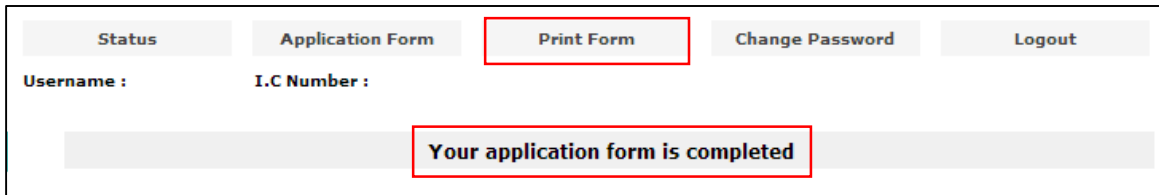


Figure 28.0: Check application status page