Guideline for
PESP Applicants 2019

A. PETRONAS Education Sponsorship Programme (PESP) Information

Since 1975, PETRONAS has awarded sponsorship to more than 36,000 deserving students who dared to push boundaries academically, while possessing a performance mindset and leadership capabilities. This is PETRONAS' way of nurturing the right talent that will ultimately contribute back to the company and nation.

Application for the PESP is once again open to outstanding Malaysians to pursue undergraduate studies in oil and gas related fields. Eligible candidates will be shortlisted and interviewed prior to final selection.

The sponsorship is opened for students aspiring to pursue their undergraduate studies at the higher learning institutions as follows:-

a) Universiti Teknologi PETRONAS including 1-year Foundation Programme.

b) Overseas Universities including up to 24 months at Pre-University Programme in Malaysia.

B. Eligibility Criteria

i. Malaysian citizens aged between **17 - 19 years old in 2019**
ii. **Strong leadership skills** and **active participation** (demonstrable) in extra-curricular activities
iii. Academic qualification required for the sponsored programme:

University	Programmes	Qualification Required
UTP	• Chemical Engineering • Electrical & Electronic Engineering • Mechanical Engineering • Petroleum Engineering • Petroleum Geoscience	Minimum 9A- in SPM 2018, with minimum A- for the following subjects: 1. Chemistry 2. Physics 3. Mathematics
Overseas Universities	• Applied Chemistry • Chemical Engineering • Electrical & Electronic Engineering • Electrical & Electronic Engineering (Instrumentation) • Geology/Geophysics • Material Engineering/Material Science • Mechanical Engineering • Petroleum Engineering • Software Engineering	
	• Accounting • Actuarial Science • Computer Science • Economics • Law • Mathematics • Psychology • Sociology • Statistics	Minimum 9A- in SPM 2018, with minimum A- for Mathematics

C. PETRONAS YoungStars Day (PYD)

The shortlisted candidates will be invited to attend PYD at identified date and venue. During the PYD, the candidates will be assessed to measure the students' potential via series of assessments which consist of the following:-

Phase	Assessment Tool	Detail
First phase (Online)	Cambridge Personal Style Questionnaire (CPSQ)	To assess candidates' personality /potentials
	Thinking Skills Assessment (TSA)	To assess cognitive abilities focusing on Problem Solving and Critical Thinking
Second phase (Interview)	Student Potential Assessment (SPA)	To measure leadership and interpersonal skills

D. Process & Schedule

Process	Schedule
Online Application System opens	14 March 2019
Online Application System closes	21 March 2019
Announcement & Invitation for PETRONAS YoungStars Day (PYD)	April 2019
PETRONAS YoungStars Day (PYD)	April 2019
Announcement of Sponsorship Award	May 2019
Reply on acceptance/rejection of Sponsorship Award	June 2019

E. Important Notes

a. All applications must be submitted via online application system at https://educationsponsorship.petronas.com.my.

b. **NO** processing fee is required for PESP application.

c. Notification of successful candidates for the PYD will be announced via https://educationsponsorship.petronas.com.my. The same username and password will be required for log-in purposes.

d. Incomplete or late application will not be processed.

F. Online Application System (OAS) Guidelines

OAS Guidelines is provided to assist you in completing the online application form for the purpose of applying PESP. Kindly ensure that you have read and understand the OAS Guidelines before submitting the online application form.

1. **How to access the online application form**

   Step 1: It is recommended for you to access the Online Application System through **Internet Explorer 8 and above** or **Google Chrome** browsers. You might encounter some errors on the online application form if you use other browser.

   Step 2: Fill up https://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 https://educationsponsorship.petronas.com.my/

2. **Online Application System (OAS) front page**

   Step 1: Click on **"Sponsorship Application"** button to proceed with registration as a new user as shown in Figure 2.0.
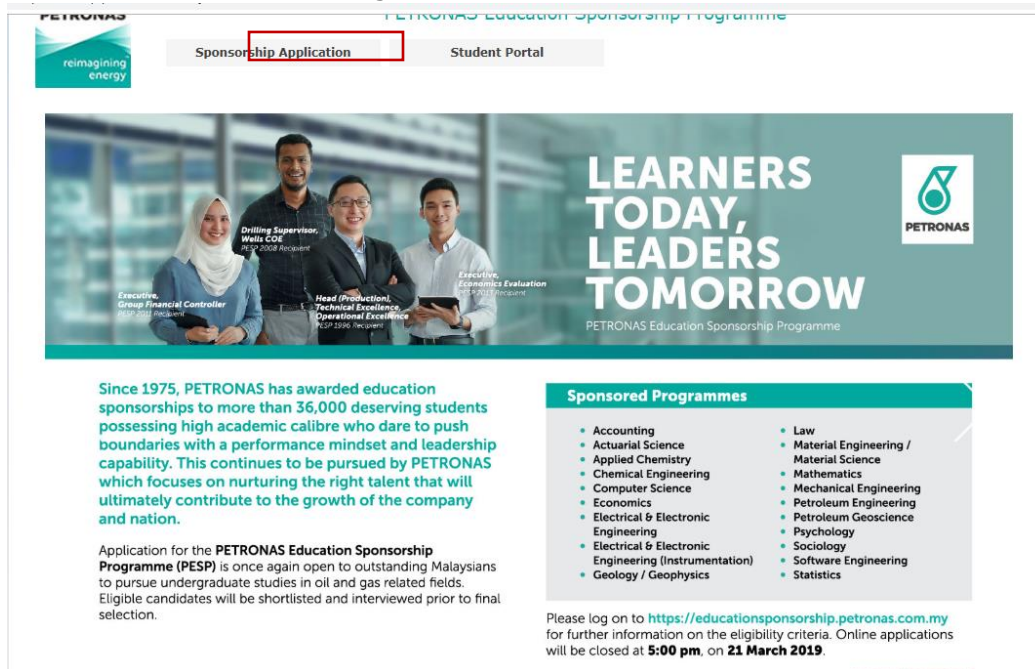

   Figure 2.0: Front page

3. How to register as a new user

Step 1: Please click on **"Register"** button to proceed with registration as shown in Figure 3.0.

Figure 3.0: Login page

Step 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 2019.
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.

Step 3: Click on the **"Register"** button as shown in Figure 4.0.

Figure 4.0: Registration page

Step 4: **Please remember your username and password** as these details will be used to login.

Step 5: Notification email will be sent to the applicant's email to activate the account by clicking the link on the email.

4. How to log into the system

Step 1: For existing user, key in registered username and password as shown in Figure 5.0.

Figure 5.0: Login page

Step 2: Click **"Login"** button to proceed to online application form.

5. How to change password

Step 1: Click on the **"Change Password"** button, as shown in Figure 6.0. You will be redirected to change password page as shown in Figure 7.0.
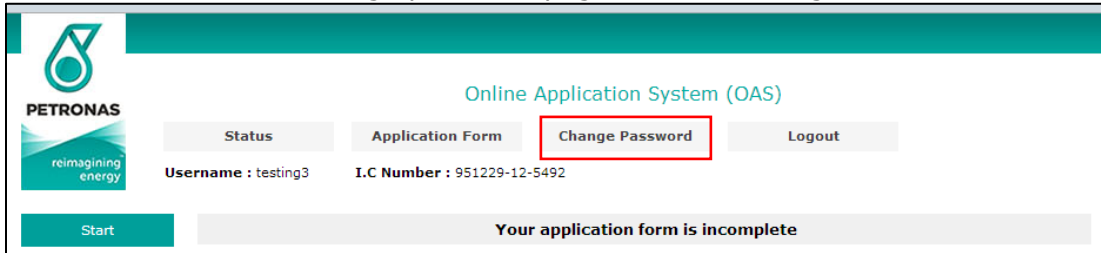

Figure 6.0: Landing page

Step 2: Key in your current and new password.

Step 3: Click on the **"Save"** button as shown in Figure 7.0.

Figure 7.0: Change password page

6. How to reset forgotten password

Step 1: Click on the **"Forgotten Password"** button as shown in Figure 8.0 to proceed to the page as shown in Figure 9.0.
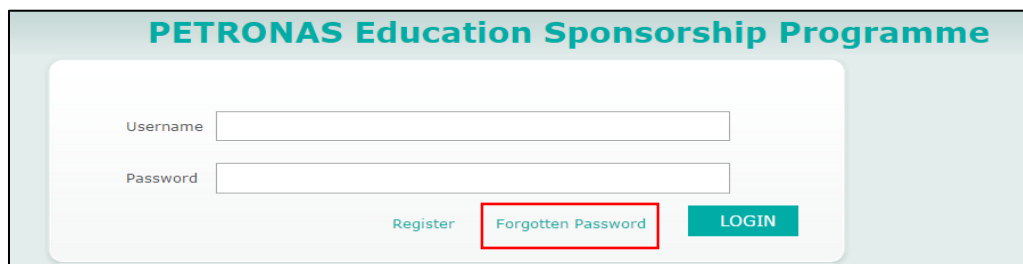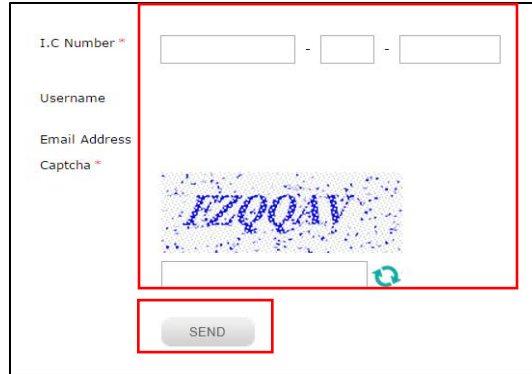

Figure 8.0: Login page

Figure 9.0: Forgot password page

Step 2: Key in your I.C. number and given captcha as per image on screen.

Step 3: Then click **"Send"** button to receive your new password via registered email.

Step 4: Proceed with procedure on how to login to the system using the new password. The system will prompt you to change your password.

7. How to reset locked account

Step 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.

Step 2: Kindly provide your I.C. number, username or email address to the system administrator for verification.

Step 3: You will receive a new password from system administrator.

Step 4: Please use the same registered username and new given password to login.

Step 5: Your account will be automatically locked if you key in incorrect password more than 2 attempts.

8. How to change the email address

Step 1: Kindly key in registered username and password as shown in Figure 10.0.

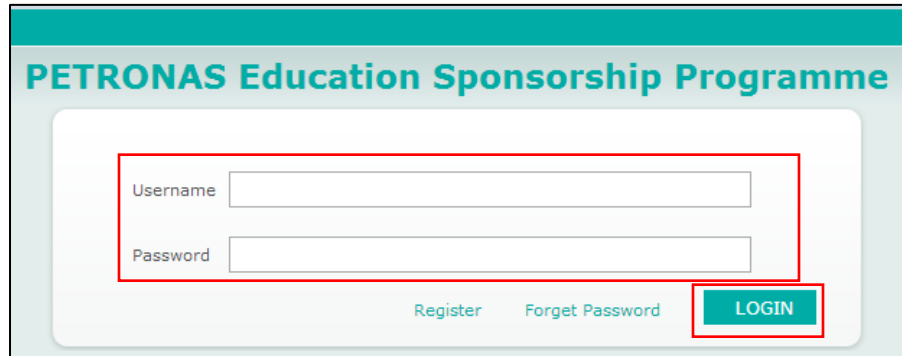Step 2: Click on the "Login" button to proceed to online application form.

Figure 10.0: Login page

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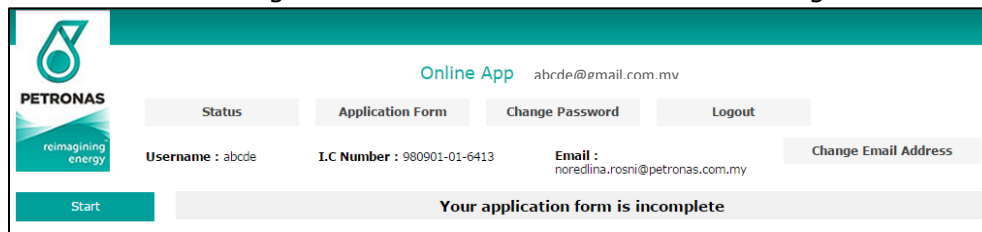

Figure 11.0: Landing page

Step 4: Key in your new email address.

Step 5: Click on the **"Save"** button as shown in Figure 12.0.
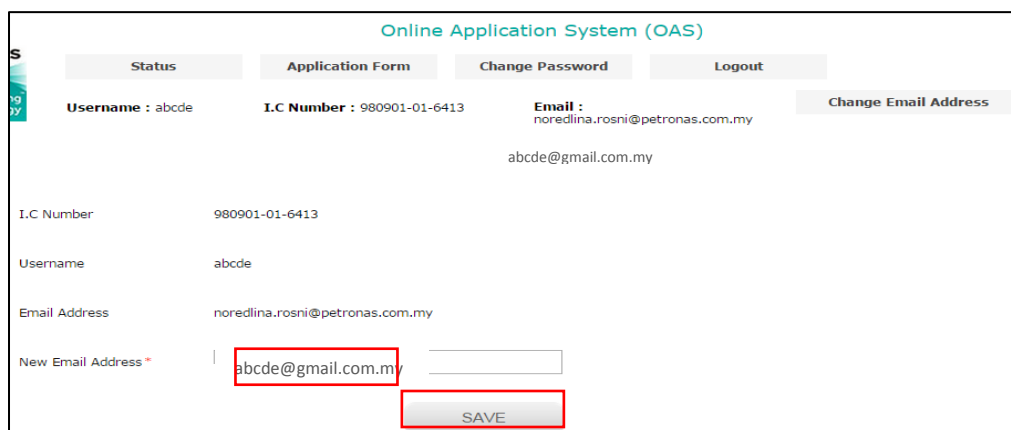

Figure 12.0: Change email address page

Step 6: New email address will be updated and notified to both old and new email address.

9. <u>How to complete the online application form</u>

There are 10 sections available in the online application form as shown below:

a) Applicant's Consent
b) Programme Selection
c) Personal Information
d) Contact Information
e) Family Information
f) Academic Information
g) Co - Curriculum Information
h) Other Information
i) Declaration
j) Verify & Submit
k) End

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

9.1 <u>Applicant's Consent</u>

Step 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 13.0.

Figure 13.0: Applicant's consent page

9.2 Programme Selection

Step 1: Select your preferred Programme Selection, Discipline Selection and Country Selection from the drop down list as shown in Figure 14.0.

Figure 14.0: Select programme page

Step 2: If you are currently not undergoing pre-university programme, click on "No" radio button as shown in Figure 15.0.

Figure 15.0: Pre-U programme question

Step 3: If you are currently undergoing pre-university programme, click on "Yes" radio button as shown in Figure 15.0.

Step 4: It is compulsory for you to fill up the details of college, course and intake date as shown in Figure 16.0.

Figure 16.0: Pre-U programme question

Step 5: Click on "Save/Next" button as shown in Figure 14.0.

9.3 **Personal Information**

Step 1: Key in all required fields as shown in Figure 17.0.

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

Step 2: Click on "Save/Next" button as shown in Figure 17.0.

Figure 17.0: Personal Information Page

9.4 <u>Contact Information</u>

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

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 12 characters	
Mobile Phone	Number not less than 12 characters	
Email Address	-	
Emergency Contact Details		
First Name	Alphanumerical	
Middle Name	Alphanumerical	
Last Name	Alphanumerical	
House Number/Lot	Alphanumerical	
Street Name/Taman/ Kampung/Others	Alphanumerical	
Street Name/Taman/ Kampung/Others	Alphanumerical	Applicant's emergency contact information
City	Alphabetical	
Postal Code	Number	
State	Drop down	
Relationship	Drop down	
Home Phone	Number not less than 12 characters	
Mobile Phone	Number not less than 12 characters	

Step 2: If you would like to change your email address, click on "Change Email Address" button as shown in Figure 18.0.

Figure 18.0: Address page

Step 3: Key in your new email address as per image in Figure 19.0.

Figure 19.0: Change email address

Step 4: Then click "Save" button as shown in Figure 19.0. A notification email will be sent to the both mail boxes.

Step 5: Click on "Save/Next" button as shown in Figure 18.0.

9.5 **Applicant's Guardian Information**

Step 1: Key in all required fields as shown in Figure 20.0.

Field Name	Value/Format	Description
First Name	Alphabetical	Guardian's information
Middle Name	Alphabetical	
Last Name	Alphabetical	
New IC Number	Number	
Passport 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 dependents entered.
Relationship	Alphabetical	
Age	Number	
Status	Drop down	
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 • Required if applicant has any siblings sponsored by PETRONAS in local university/abroad
New IC Number	Number	
Name	Alphabetical	Sibling's information
New IC Number	Number	
Guardian's Marital Status	Drop down	Applicant's father's marital status
Home Phone	Number not less than 12 characters	Guardian's contact details
Mobile Phone	Number not less than 12 characters	
Email Address	-	

Figure 20.0: Applicant's guardian information page

9.6 Applicant's Father Information

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

Field Name	Value/Format	Description
Is your father still alive?	Radio button	
First name	Alphabetical	
Middle name		
Last name		• If radio button value is "No", all of other fields will be disabled
New IC Number	Number	
Passport Number/ Police/Military	Alphanumerical	
Occupation	Alphanumerical	• 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
Name of Employer	Alphanumerical	
Position	Alphanumerical	
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	• 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 not less than 12 characters	Father's contact details
Mobile Phone	Number not less than 12 characters	
Email Address	-	

Figure 21.0: Father Information Page

9.7 Applicant's Mother Information

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

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	
New IC Number	Number	
Passport 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 not less than 12 characters	Mother's contact details
Mobile Phone	Number not less than 12 characters	
Email Address	Number	

Figure 22.0: Mother Information Page

Step 2: Click on "Save/Next" button as shown in Figure 22.0.

9.8 Academic Information

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

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 23.0: Academic information page

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

9.9 Co - Curriculum Information

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

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	

Open

Figure 24.0: Co-curriculum information page

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

9.10 Other Information

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

Field Name	Value/Format	Description
Health information		
Non-disabled	Check box	Applicant's health information
Visual Disability (Not include short/long sighted)	Check box	
Speech Disability	Check box	
Hearing Disability	Check box	
With hearing aids product	Check box	
Other Deficiency	Check box	
Physical Deficiency	Check box	

Field Name	Value/Format	Description
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	
Participation in Other PETRONAS Education Programme		
Program Sentuhan Ilmu PETRONAS		Applicant's participation information
Please indicate the name of your school during your participation	Alphanumerical	
State	Drop down	
Year Start	Drop down	
Year End	Drop down	
BUDI PETRONAS		
Please indicate the name of your school during your participation	Drop down	
Year Start	Drop down	
Year End	Drop down	
TRENGLISH		
Please indicate the name of your school during your participation	Alphanumerical	
Year Start	Drop down	
Year End	Drop down	
TRUST SCHOOL		
Please indicate the name of your school during your participation	Alphanumerical	
Year Start	Drop down	Applicant's participation information
Year End	Drop down	
All About Youth		
Please indicate the name of your school during your participation	Alphanumerical	
Year Start	Drop down	
Year End	Drop down	
DiscoverPETRONAS@Schools (DPS)		
Year Attended	Drop down	
Other		
Name of the programme	Alphanumerical	

Please indicate the name of your school during your participation	Alphanumerical	
Year Start	Drop down	
Year End	Drop down	
Not Applicable	Check box	

Figure 25.0: Additional information page

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

9.11 Confirmation

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

DECLARATION

I hereby confirm that all information and statements provided as above are true and correct. All Photocopies of all related certificates and documents will be submitted to support this application during PETRONAS Youngstars Day 2018 and are valid as required. I hereby confirm my understanding and acknowledgement that PETRONAS has an absolute right to reject this application for any reason whatsoever; or withdraw the PETRONAS Education Sponsorship Programme (PESP) offer at any time if there is any mistake or doubt found in any of the information and / or statement provided here.
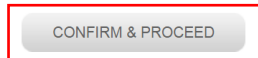
CONFIRM & PROCEED

Figure 26.0: Declaration page

9.12 Verify and Submit

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

Step 2: Once verified, click on "Submit" button as shown in Figure 27.0 to complete your application.
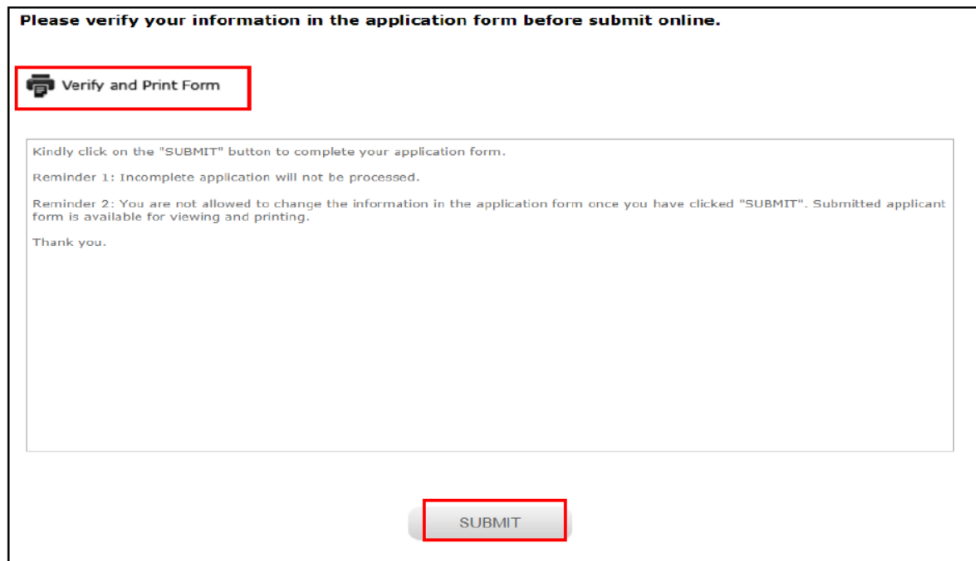
Please verify your information in the application form before submit online.

Verify and Print Form

Kindly click on the "SUBMIT" button to complete your application form.

Reminder 1: Incomplete application will not be processed.

Reminder 2: You are not allowed to change the information in the application form once you have clicked "SUBMIT". Submitted applicant form is available for viewing and printing.

Thank you.

SUBMIT

Figure 27.0: Verify and submit page

9.13 <u>How to check on application status</u>

Step 1: Kindly check on your application status and please ensure that your application status is completed as per message shown in Figure 28.0.

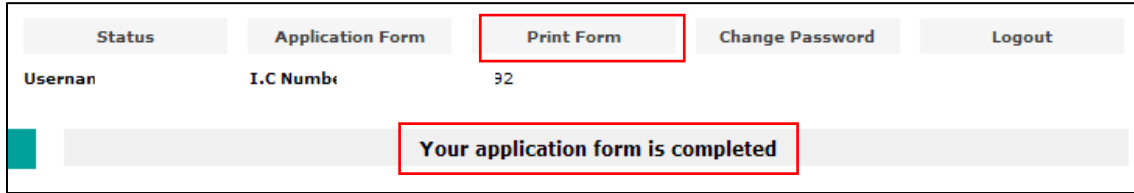| Status	Application Form	Print Form	Change Password	Logout
Usernan	**I.C Numbe**	92		

Your application form is completed

Figure 28.0: Check application status page

Step 2: Click on "Print Form" button to print your online application form.