Guideline for PESP Applicants 2020

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 2020
- ii. **Strong leadership skills** and **active participation** (demonstrable) in extracurricular activities
- iii. Academic qualification required for the sponsored programme:

University	Programmes	Qualification Required
UTP	 Chemical Engineering Computer Science Electrical & Electronic Engineering Mechanical Engineering Petroleum Engineering Petroleum Geoscience 	Minimum 8A- in SPM 2019, with minimum A-for the following subjects: 1. Chemistry 2. Physics
Overseas Universities	 Applied Chemistry Chemical Engineering Electrical & Electronic Engineering Geology/Geophysics Material Engineering/Material Science Mechanical Engineering Petroleum Engineering Software Engineering 	3. Mathematics
	 Accounting Actuarial Science Computer Science Economics Law Mathematics Psychology Sociology Statistics 	Minimum 8A- in SPM 2019, 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	5 March 2020
Online Application System closes	11 March 2020
Announcement & Invitation for PETRONAS YoungStars Day (PYD)	20 March 2020
PETRONAS YoungStars Day (PYD)	End March/Early April 2020
Announcement of Sponsorship Award	5 May 2020
Reply on acceptance/rejection of Sponsorship Award	8 May 2020

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.

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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 2020.
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 8.
Captcha	Alphanumerical	Key in the given captcha as per image shown on the screen.

Username* Password* Please specify at least 8 characters with combination of alpha & numeric characters for password. Re-type Password* Re-type your password for confirmation. I.C Number* Example: 931209-10-8732 Email Address* Please specify total of grade A+, A and A-* - Select Grade - 🔻 Captcha* Information : The same user name and password will be used for checking status of your application. Please check your registration information before proceed to application form. REGISTER

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.

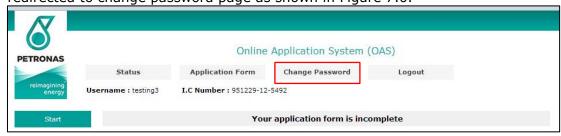


Figure 6.0: Landing page

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 –2051 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. How to complete the online application form

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 Applicant's Consent

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.

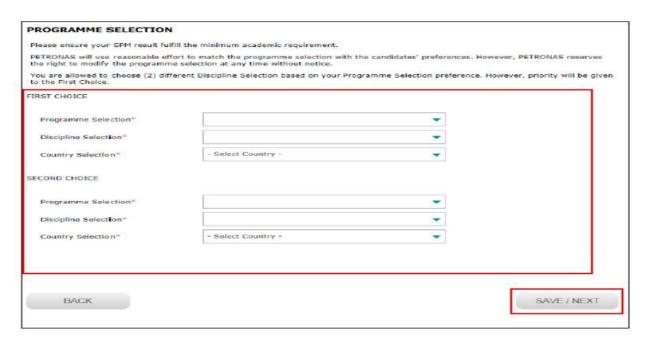


Figure 14.0: Select programme page

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.

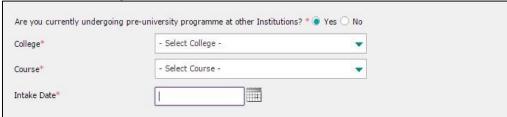


Figure 16.0: Pre-U programme question

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.

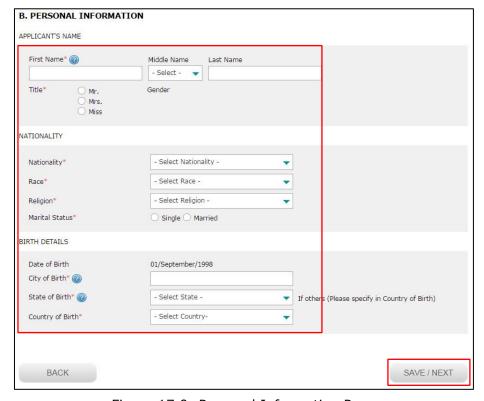


Figure 17.0: Personal Information Page

9.4 Contact Information

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
Postal Code	Number	address information
State	Drop down	
Home Phone	Number not less than 12 characters	
Mobile Phone	Number not less than 12 characters	
Email Address	-	
Emergency Contact [Details	1
First Name	Alphanumerical	
Middle Name	Alphanumerical	
Last Name	Alphanumerical	
House Number/Lot	Alphanumerical	
Street Name/Taman/ Kampung/Others	Alphanumerical	Applicant's emergency contact information
Street Name/Taman/ Kampung/Others	Alphanumerical	
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.

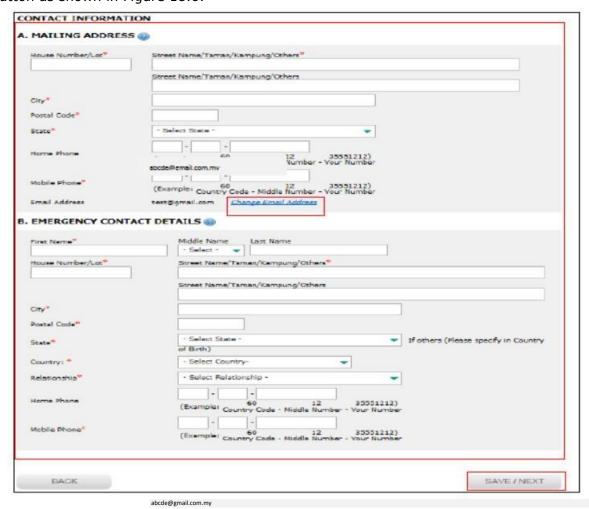


Figure 18.0: Address page

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		
Middle Name	Alphabetical		
Last Name	Alphabetical		
New IC Number	Number		
Passport Number/ Police/Military	Alphanumerical		
Occupation	Alphanumerical	Guardian's information	
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 informationRequired if guardian is working with PETRONAS	
Staff Number.	Number	or subsidiary of	
Service Period	Number	PETRONAS	
Relationship with Guardian	Drop down		
Number of Dependent (s) (from guardian's point of view)	Drop down	Guardian's information	
Name	Alphabetical	Guardian's information	

Relationship	Alphabetical	Number of data rows
Age	Number	depending on number of
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
New IC Number	Number	 Required if applicant has any siblings sponsored by PETRONAS in local university/abroad
Name	Alphabetical	Ciblin de information
New IC Number	Number	Sibling's information
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	-	

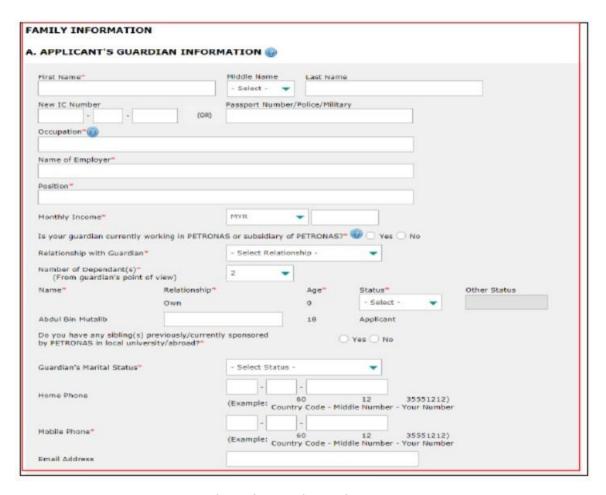


Figure 20.0: Applicant's guardian information page

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	If radio button value is
First name	Alphabetical	"No", all of other fields
Middle name		will be disabled
Last name		• If the applicant's
New IC Number	Number	guardian is the father,
Passport Number/ Police/Military	Alphanumerical	applicant's father
Occupation	Alphanumerical	information will be
Name of Employer	Alphanumerical	auto populated except father's marital status.
Position	Alphanumerical	Otherwise, applicant
Monthly Income	Number	must manually key in
Number of dependent(s)	Number	all the required fields

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	
Staff Number	Number	will be disabled If the applicant's	
Service Period	Number	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	
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	
First name	Alphabetical	If radio button value is "No", all of other fields will be disabled.
Middle name	Alphabetical	of other fields will be disabledIf the applicant's guardian is the
Last name	Alphabetical	mother, applicant's mother
New IC Number	Number	information will be auto
Passport Number/ Police/Military	Alphanumerical	populated except mother's marital status. Otherwise, applicant must manually key in
Occupation	Alphanumerical	all the required fields
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
Staff Number	Number	mother, applicant's mother
Service Period	Number	 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
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	

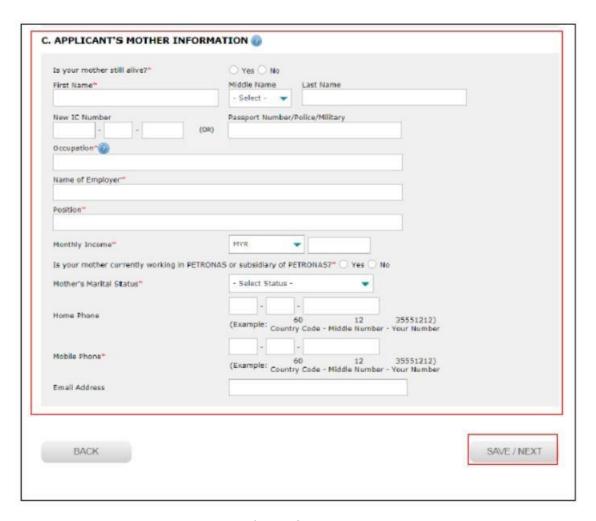


Figure 22.0: Mother Information Page

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	Applicant's academic information
Subject	Drop down	,,,
Grade	Drop down	
Language	Drop down	
Other Language	Alphabetical	
Level	Drop down	

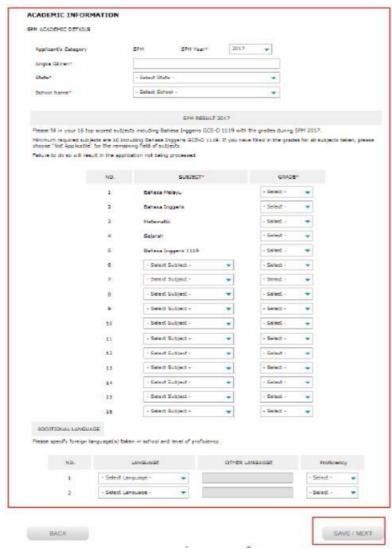


Figure 23.0: Academic information page

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	Applicant's co-curriculum
Position	Drop down	information
Club/Society	Drop down	
Position	Drop down	

Club/Society	Drop down
Position	Drop down
Activity	Drop down
Level of Involvement	Drop down

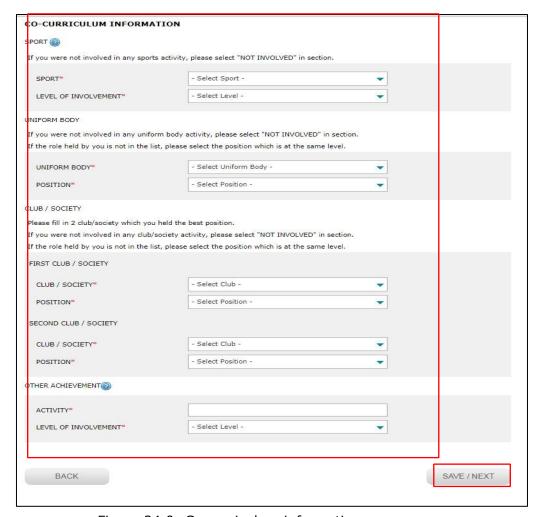


Figure 24.0: Co-curriculum information page

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
Visual Disability (Not include short/long sighted)	Check box	information	
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	Radio button	Applicant's health information
infectious disease?		momation
Please specify type of disease	Alphanumerical	Required if applicant has any chronic or infectious disease
Sponsorship/scholarship informa	ation	
Have you received any type of	Drop down	Applicant's
sponsorship?		sponsorship/scholarship
Sponsorship body	Alphabetical	information
Start of Sponsorship Year	Date	Required if applicant has
End of Sponsorship year	Date	received any type of sponsorship
Participation in Other PETRONAS	Education Programn	ne
Program Sentuhan Ilmu PETRON	NAS	
Please indicate the name of	Alphanumerical	Applicant's participation
your school during your		information
participation		
State	Drop down	
Year Start	Drop down	
Year End	Drop down	
BUDI PETRONAS	D 1	
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	Alphanumerical	
your school during your		
participation		
Year Start	Drop down	

Year End	Drop down	Applicant's participation
All About Youth		information
Please indicate the name of your school during your participation	Alphanumerical	
Year Start	Drop down	
Year End	Drop down	
DiscoverPETRONAS@Schools (D	PS)	
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	

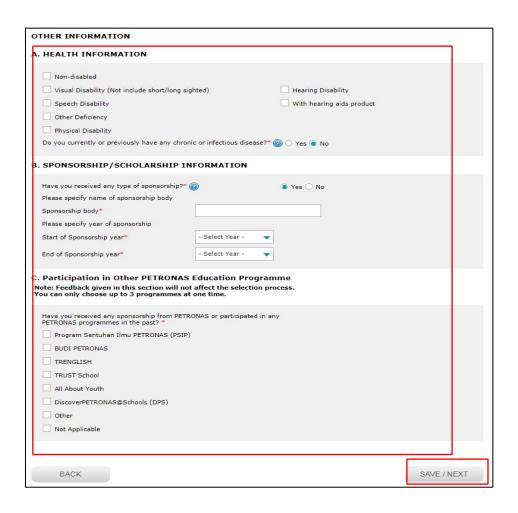


Figure 25.0: Additional information page

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



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.

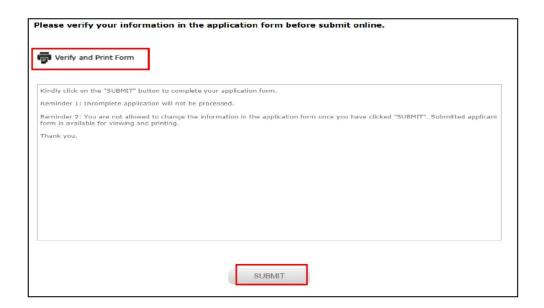


Figure 27.0: Verify and submit page

9.13 How to check on application status

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.

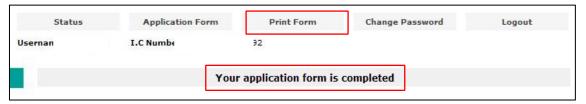


Figure 28.0: Check application status page

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