Overseas Programmes Administration System (OPAS)

NYP Student User Guide

This material is for NYP Students, to guide them to apply for **Overseas Education & Learning Programme to ASEAN, China & India.**

Overall Process for Overseas Education & Learning Programme (OELP) Application

Steps 2 – 4 are done on OPAS

Step 1: Preparation for Application

Please share OELP information with parent/ guardian and seek their consent

Step 2: Apply for Trip

Please apply for OELP on OPAS (thru' Student Portal) and submit *e-consent* & *health declaration*
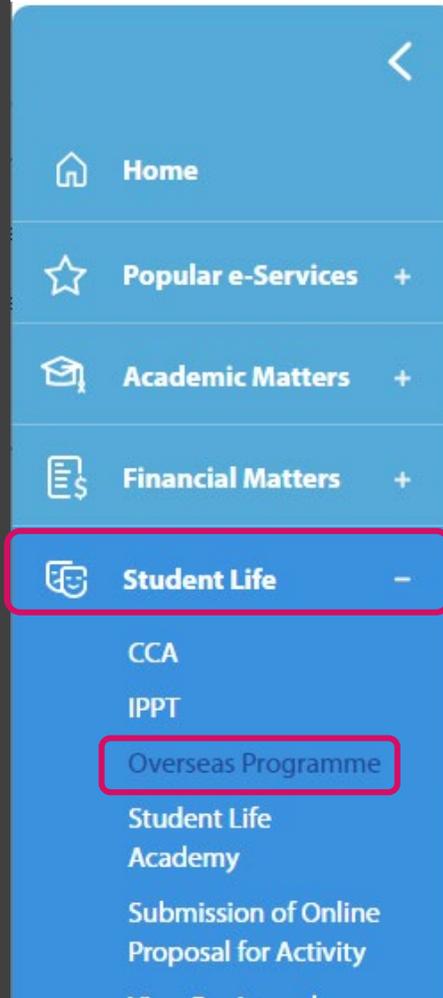
Step 3: Upload Documents

Please provide other necessary information (e.g., copy of scanned passport) and upload documents on OPAS

Step 4: Status Update

Please await confirmation of your application status

A Step-by-Step Guide to Submit an OELP Application

1. Log into Student Portal

2. Click on "Student Life" Tab

3. Click on "Overseas Programmes"

A Step-by-Step Guide to Submit an OELP Application

4. Once you click on Overseas Programme, you will see the page on the right.

5. You can click on the files for more information on the types of overseas programmes.

6. To apply for an Overseas Programme (OP), click the "Apply" button.

Dashboard / Student Life / Overseas Programme Related Materials

Go Global.. because you can!

Fancy an internship at Disneyworld Orlando, USA? Or doing a final yar project at a state-of-the-art IT incubator in Beijing, China? Maybe you're an adventurous sort that thrives on community work in developing countries in Asia? NYP offers students all this and more with a fantastic array of opportunities from around the wrold that range from internships, exchanges and immersions; to competitions, expeditions and leadership training. Pick up a new language or skill, make friends from different cultures, learn best practises, and broaden your horizons when you travel. Don't miss out on these once-in-a-lifetime experiences!

Pre-programme Information
- Overseas Internship Programme (OITP)
- Overseas Student Exchange Programme (OSEP)
- Overseas Immersion Programme (OIMP)
- Overseas Educational Trip (CET)
- Overseas Competition / Exchange (OCE)
- Overseas Expedition & Adventure Learning (OEL)
- Overseas Service Learning-Youth Expedition Programme (YEP)
- Overseas Leadership Training (OLT)

4. Click on any document to read more

Apply | nquire Application Status

5. Click on Apply

Pre-programme Preparation
- Go Global Brochure
- Overseas Programme Statement by Pledge
- OSEP Undertaking by Student Sample

4

A Step-by-Step Guide to Submit an OELP Application

7. You will be signed in to OPAS and will see the page on the right

8. Click on Apply for Programme to view the trips available for application.

OVERSEAS PROGRAMMES

Home | Apply for Programme | Enquire Programme Application Status

Go Global...because you can!

Fancy an internship at Disneyworld Orlando, USA? Or doing a final year project at a state-of-the-art IT Incubator in Beijing, China? Maybe you're an adventurous sort that thrives on community work in developing countries in Asia? NYP offers students all this and more with a fantastic array of opportunities from around the world that range from internships, exchanges and immersions; to competitions, expeditions and leadership training. Pick up a new language or skill, make friends from different cultures, learn best practises, and broaden your horizons when you travel. Don't miss out on these once-in-a-lifetime experiences!

A Step-by-Step Guide to Submit an OELP Application

9. You will see a list of OP that you are eligible for

10. Look for Overseas Education & Learning Programme (ASEAN China India).

11. Take note of the trip dates, destination country, application deadline and any remarks

12. If there are relevant materials , download file(s) to read before you apply

13. Click "Apply" when you are ready.

OVERSEAS PROGRAMMES

Home   Apply for Programme   Enquire Programme Application Status

Apply for Programme
List of Programmes

Trip Title	Start Date / End Date	Country / City	Programme Coordinator / Contact No. / Email	Application Deadline / Remarks	File	View / Apply
Overseas Education & Learning Programme (Domain Specific)	08-Jun-2024 13-Jun-2024	MALAYSIA (KUCHING)	CHOW SOOT MEE chow_soot_mee@nyp.edu.sg	08-May-2024 This trip is opened to ALL SHSS Year 2-3 students (Nursing, SW, OHT).		pply
Overseas Education & Learning Programme (ASEAN China India) OELP to Chengdu for SHSS (Program ID:454)	23-Sep-2024 29-Sep-2024	CHINA (CHENGDU)	CHUA GIM PENG chua_gim_peng@nyp.edu.sg	02-Jun-2024 Exclusive to Year 1 students only.	Programme Overview	Apply

9. Look for the OELP trip you wish to apply for

11. Click to download files if your lecturer has uploaded any

12. Click on button to Apply

Read carefully and make sure you are applying for the right trip!

A Step-by-Step Guide to Submit an OELP Application

14. Click the 'Next' button once you have read the instructions

15. At any time, you can save your application by clicking 'Save as Draft" button

OVERSEAS PROGRAMMES

Home   Apply for Programme   Enquire Programme Application Status

OELP to Chengdu for SHSS (Program ID:454)

Apply for Overseas Education & Learning Programme (ASEAN China India)

* denotes required field

Instruction   Particulars   Funding   CCA Records   Emergency / Consent Contacts   Health Declaration   Submit Application

INSTRUCTIONS [Please Read Carefully]
You are applying for the following trip/s :
OELP to Chengdu for SHSS (Program ID:454)

[Back]   [Next]   [Save as Draft]

13. Click to continue application

14. Click if you wish to save application

A Step-by-Step Guide to Submit an OP Application

16. Key in your Passport information

    If you are renewing your passport, you can key in your current passport info first.

17. Click "Next"

TIME TRAVEL COMPETITION

Apply for Overseas Competition

* denotes required field

| Instruction | Particulars | CCA Records | Emergency / Consent | Health Declaration | Submit Application |

Step 1 of 7

Personal Particulars

* Adm No. : 146816M

Name (As in Passport) : NAME OF 146816M

Address : TERM ADDR1 OF 146816M TERM ... OF 146816M SINGAPORE 123456

Birth Date : 01-Jan-1995

Gender : F

Race : CHINESE (CN)

Nationality : SINGAPOREAN (SG)

NRIC : IDNOOF146816M

Passport No :

Date of Issue (dd-mon-yyyy) :

Passport Expiry Date :

School Email Address : 146816M@mymailuat.nyp.edu.sg

Contact No. (Home) : TERM TEL OF 146816M

* Contact No. (Handphone) : 1111

Course / Diploma : DIPLOMA IN HOSPITALITY & TOURISM MANAGEMENT (BMDF15)

Specialisation : 0

Personal Mentor Group : HS1424

PEM Name : OPAS SBM Personal Mentor 1

Written / Spoken Languages :

15. Key in passport info

16. Click to continue application

Back   Previous   Next   Save as Draft

8

A Step-by-Step Guide to Submit an OELP Application

18. PSEA cannot be used for OELP-ACI Trips. Do not select.

19. Click "Next"

OELP to Chengdu for SHSS (Program ID:454)

Apply for Overseas Education & Learning Programme (ASEAN China India)

* denotes required field

| Instruction | Particulars | Funding | CCA Records | Emergency / Consent Contacts | Health Declaration | Submit Application |

Step 2 of 8

Funding

Apply for
☐ Post-Secondary Education Account (PSEA)
Please note that if your application for the financing scheme has been approved, you will receive monetary disbursement via GIRO account that you have maintained with NYP. Should you not have such GIRO arrangement with NYP, you will have to register for PayNow using only your NRIC/FIN in advance.

| Back | Previous | Next | Save as Draft |

15. Click to continue application

A Step-by-Step Guide to Submit an OELP Application

19. Any CCA records listed here has been pulled from CCAPS. If there are any other items not listed, click on "Add CCA" button

20. There is no need to add work experience for OELP trips

21. Click "Next"

OELP to Chengdu for SHSS (Program ID:454)

Apply for Overseas Education & Learning Programme (ASEAN China India)

* denotes required field

| Instruction | Particulars | Funding | **CCA Records** | Emergency / Consent Contacts | Health Declaration | Submit Application |

Step 3 of 8

The information listed here is pulled out from your official records in CCAPS. If there are CCA(s) that you had participated/participating in that are not listed here, please click on "Add CCA" to add CCA(s).

Add CCA

19. Click to add CCA that is not listed

Work experience (if any)

Work experience - Part/Full Time (if any) :

Work experience - Part/Full Time

| Back | Previous | Next | Save as Draft |

21. Click to continue application

10

A Step-by-Step Guide to Submit an OP Application

22. Check if your emergency contact is up-to-date. If you would like to change it, overwrite the current entry

23. Select whom you would like the consent of programme to be sent to. Upon selection, fields will be auto populated from NYP's Student System.

24. Do note that fields with * are compulsory, and you will not be able to submit your application if the information is missing

* denotes required field

| Instruction | Particulars | ITP/TEP | CCA Records | Emergency / Consent | Health Declaration | Submit Application |

Step 4 of 8

Enter Emergency Contacts

* Name : [Name]

> **22. Update contact if the info here is not up-to-date**

Address : [Address 1]
[Address 2]
[Address 3]

Country : [- Please Select -]   Postal Code : [Postal Code]

* Relationship with Student : [- Please select-]   * Mobile Phone (HP) : [Handphone]

> **23. Select whom you would like the consent form to be sent to**

Home Telephone : [Tel No.]   Office Telephone : [ ]

* Email : [Email]

Please select choice of Parent / Guardian below for Consent to be sent to
○ Father   ○ Mother   ○ Guardian

* Name : [Consent Name]

* NRIC : [CONSENT NRIC]

* Relationship with Student : [- Please select-]   * Email : [Consent Email Address]

* Consent Status :   * Consent Date :

You have yet to submit your consent form. Please remember send us your e-consent or consent form.

[Back]   [Previous]   [Next]   [Save as Draft]

Health Declaration Tab

A Step-by-Step Guide to Submit an OELP Application

25. If you have applied for an OP before, and would like to re-use the previous submission, click on "Retrieve Declaration". You can edit if there have been any changes to your health since the previous submission.

26. If this is the first time applying, read through each item on the Health Declaration and select Yes / No.

27. If your answer is Yes, please provide details in Details field.

28. Do note that you will be unable to submit your application if you have not provided details or if you have missed out on an item on this list.

OELP to Chengdu for SHSS (Program ID:454)

Apply for Overseas Education & Learning Programme (ASEAN China India)

* denotes required field

Instruction   Particulars   Funding   CCA Records   Emergency / Consent Contacts   **Health Declaration**   Submit Application

Step 5 of 8

Health Declaration

Retrieve Declaration

25. Click to retrieve previous health declaration submitted

Is there a history of / have you ever had

Details

* Eye problems/poor vision (excluding m... which can be corrected by spectacles)   ○Yes   ○No

27. Enter details if you have answered Yes to any item

* Mental illness (e.g. Depression, Anxiety...

* Diabetes   ○Yes   ○No

* Allergy to medicines/food/others   ○Yes   ○No

* Bone or joint injury   ○Yes   ○No

* Fits, Epilepsy, Fainting Attacks, Migraine, Severe head injury   ○Yes   ○No

* A carrier status for any infectious disease?   ○Yes   ○No

12

Confirmation / Submission Tab

A Step-by-Step Guide to Submit an OELP Application

29. Please read through the confirmation page carefully and confirm your understanding of this submission.

30. If you have participated in any other OP, key in the info in the space provided.

31. Click "Submit" or "Save as Draft" if you are not ready to submit

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OELP to Chengdu for SHSS (Program ID:454)

Apply for Overseas Education & Learning Programme (ASEAN China India)

* denotes required field

Instruction   Particulars   Funding   CCA Records   Emergency / Consent Contacts   Health Declaration   **Submit Application**

29. Read and confirm by checking the boxes

Confirmation / Submission

This is to confirm that you are applying for Overseas Education & Learning Programme (ASEAN China India) OELP to Chengdu for SHSS (Program ID:454). You have reached the last stage of application. Please ensure that all the details are correct before submission

☐ I declare that the information stated in this application and the attachments are true to the best of have not wilfully suppressed any material facts. I understand that falsification of qualifications/CCA information may lead to the withdrawal of the invitation/offer to participate in the overseas progra disciplinary action by Nanyang Polytechnic.

30. Key in details here if you have participated in other OP with NYP

☐ I acknowledge that the data provided will be kept strictly confidential, and it will be used solely to facilitate the administration of the overseas programme that I am applying to participate in. I therefore provide the data voluntarily and entrust that Nanyang Polytechnic will keep such data confidential and use it only for its intended purpose.

Remarks (Please list all other overseas programmes that you have participated in to date according to the format <<Type of OP>>space<<country>>space<<date>>space<<to>>space<<date>> for your application.
eg OET Thailand 15/1/18 to 29/1/18) :

Coordinator Contact Details

Thank you for your application. For any enquires, or if you wish to withdraw your application at any point before programme completion, please contact the Programme Coordinator.

CHUA G

31. Click to Submit or Save as Draft if you are not ready to submit

Back   Previous   **Save as Draft**   **Submit**

13

A Step-by-Step Guide to Submit an OELP Application

32. Once you have submitted your application, you will be brought to this Indemnity page

33. Click on the "Send Indemnity" button and the system will send an email to your parent/guardian for his/her e-consent

NANYANG THE INNOVATIVE POLYTECHNIC Overseas Programmes

NAME OF ~~student~~ Logout

Home | Programme Information·· | Application & Status ·· | Pre-programme preparations | Post-programme e-Feedback / Report

Enriching Melbourne | *Apply for Overseas Educational Trip*

* denotes required field

Instruction | Particulars | CCA Records | Emergency / Consent Contacts | Health Declaration | Submit Application | Indemnity | Document Upload (if applicable)

Indemnity

Indemnity Form

Send Indemnity via Email for Online Consent
Click here to download Indemnity form

32. Click to send e-consent form to your Parent/Guardian

33. If your Parent/Guardian is unable to submit e-consent, download form by clicking here and upload the signed copy in "Document Upload" tab

Form for YEP Only

Click here to download YEP Medical Examination and Indemnity Form Template

Back | Previous | Next | Submit

14

Document Upload Tab

A Step-by-Step Guide to Submit an OELP Application

34. Click on the "File Upload" button to upload documents

    You will need to upload a copy of your passport details.

35. At any point in time, you can return to your application to upload relevant documents in the Document Upload tab

NYP NANYANG THE INNOVATIVE POLYTECHNIC Overseas Programmes

NAME OF ~~STUDENT~~ Logout

Home | Programme Information▾ | Application & Status ▾ | Pre-programme preparation

Enriching Melbourne

Apply for Overseas Educational Trip

* denotes required field

Instruction | Particulars | CCA Records | Emergency / Consent Contacts | Health Declaration | Submit Application | Indemnity | Document Upload (if applicable)

Step 7 of 7

34. Uploading documents is in this Document Upload tab

File Upload

Click the File Upload button to upload the following documents:
1) Student's Passport-sized Photo
2) Photocopy of Student's Passport
3) Overseas Programme Statement & Pledge
4) YTP-MI Application Form (if applicable)
5) PSEA Application Form (if applicable)
6) Photocopy/image of AXS payment (if applicable)
7) Signed Indemnity form (if unable to submit online consent)

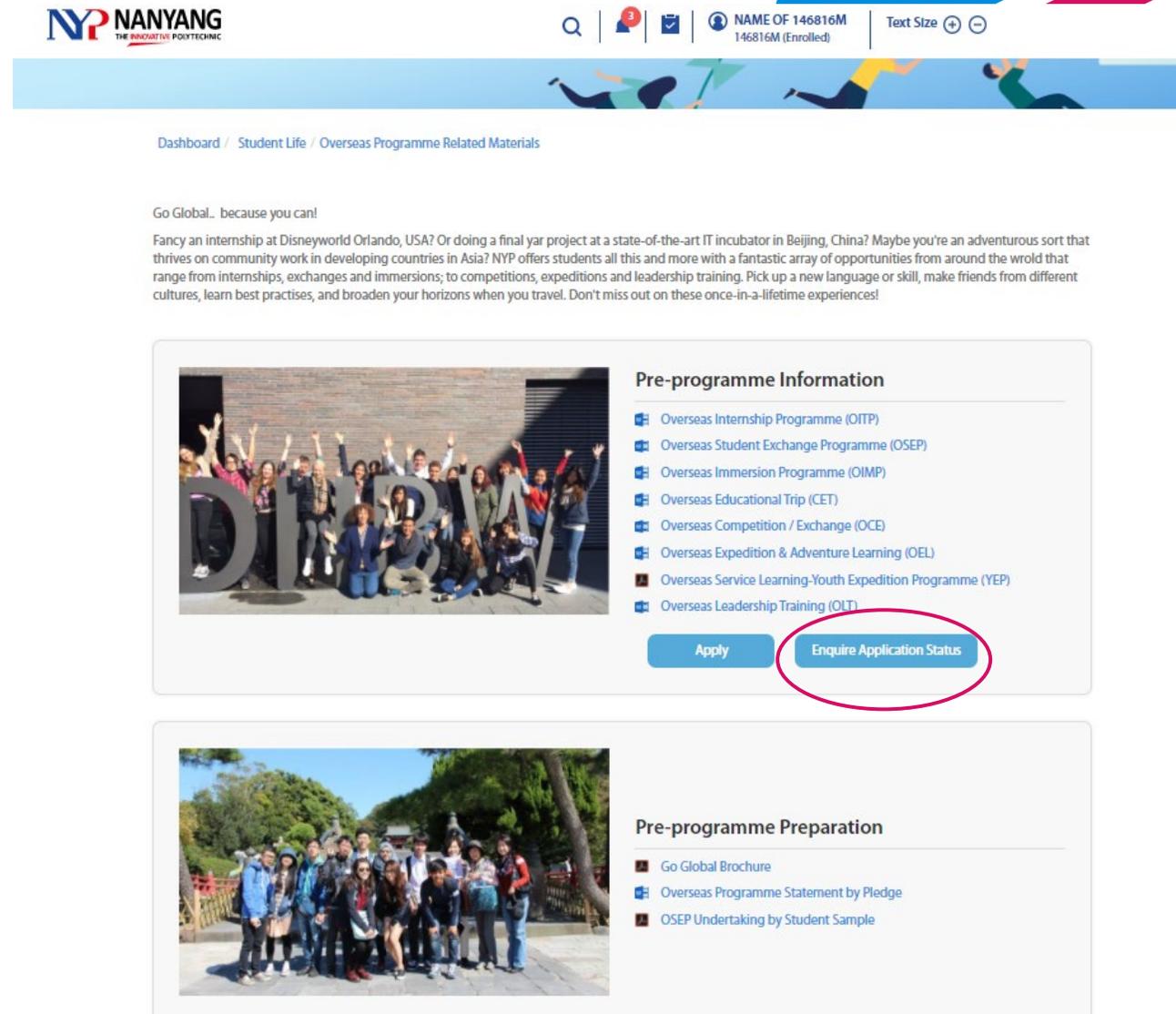After uploading your files, please click the "Next" button

35. Click on button to upload your documents

Back | Previous | Submit

15

A Step-by-Step Guide to Submit an OELP Application

36. In the pop-up File Upload window, click on "Browse" button to upload documents

37. You will see a message if your upload has been successful

File(s) Upload
1700067

Acad Yr :	2019	Admission No. : 1700067

Select a file to upload:

Please upload the following necessary documents. (if applicable)

Upload Student's Document for Acad Yr 2019 Admission No. 1700067

Student's Passport-sized Photo :	[Browse...]	Document have to be in .gif, .jpg, .jpeg, png, pdf, doc, docx, ppt files and not more than 1MB in size
	• Passport Photo	
Photocopy of Student's Passport :	[Browse...]	Document have to be in .gif, .jpg, .jpeg, png, pdf, doc, docx, ppt files and not more than 1MB in size
Overseas Programme Statement & Pledge :	[Browse...]	Document have to be in .gif, .jpg, .jpeg, png, pdf, doc, docx, ppt files and not more than 1MB in size
YTP-MI Application Form (if applicable) :	[Browse...]	Document have to be in .gif, .jpg, .jpeg, png, pdf, doc, docx, ppt files and not more than 1MB in size
PSEA Application Form (if applicable) :	[Browse...]	Document have to be in .gif, .jpg, .jpeg, png, pdf, doc, docx, ppt files and not more than 1MB in size
Photocopy/image of AXS payment (if applicable) :	[Browse...]	Document have to be in .gif, .jpg, .jpeg, png, pdf, doc, docx, ppt files and not more than 1MB in size
Signed Indemnity form (if unable to submit online consent) :	[Browse...]	Document have to be in .gif, .jpg, .jpeg, png, pdf, doc, docx, ppt files and not more than 1MB in size

[Upload File]   [Close]

File Uploaded Successfully

36. Click on "Browse" button

37. Successful upload message

Document Upload Tab

OVERSEAS PROGRAMMES

38. Find your application submission by clicking on the View button

Home | Apply for Programme | Inquire Programme Application Status

Apply for Programme
List of Programmes

《《 〈 1 2 〉 》》

Trip Title	Start Date / End Date	Country / City	Programme Coordinator / Contact No. / Email	Application Deadline / Remarks	File	View / Apply
Overseas Competition TIME TRAVEL COMPETITION	26-Nov-2021 28-Nov-2021	GERMANY (BERLIN)	Preferred_name of NS00008349 internet addr of NS00008349	12-Nov-2021	Programme Overview Pre Trip Preparation Others	Apply
Overseas Immersion Programme 1 July 2019 OPAS Testing	11-Feb-2030 18-Feb-2030	PHILIPPINES (MANILA)	PREFERRED NAME OF ZH8608355U internet_addr of ZH8608355U	14-Jan-2030		View

38. If you wish to upload documents at any point after submission of application, you may do so by going into "Apply for Programme" > View button

39. Next, scroll to find the Document upload tab to upload your documents

1 July 2019 OPAS Testing

* denotes required field

Apply for Overseas Immersion Programme

39. Click on Document Upload and File Upload to upload your files

Health Declaration | Submit Application | Indemnity | **Document Upload**

Step 7 of 7

File Upload

Click the File Upload button to upload the following documents:
1) Student's Passport-sized Photo
2) Photocopy of Student's Passport
3) Overseas Programme Statement & Pledge
4) FASOP Cover Note (if applicable)
5) Global Ready Talent (GRT) Programme Application Form (if applicable)
6) Photocopy/image of AXS payment (if applicable)
7) Signed Indemnity form (if unable to submit online consent)

After uploading your files, please click the "Submit" button

Back | Previous | Submit

17

Q1: I have applied for an OELP. How do I check if it has been approved?

1. Log into Student Portal and select *Overseas Programme* under Student Life

2. Click *Enquire Programme Application Status*

3. Select the OP you wish to enquire, and click **"View"** button

4. The system will also send you an email once your application status has been updated

Q2:
I have applied for the OELP and checked the Enquire Programme Application Status. What do the different status mean?

Answer:

- **Pending** : This indicates your application has been received and in the process of evaluation
- **Waitlisted** : This indicates you have not yet been approved, but there is possibility of approval later
- **Withdrawn** : This indicates you have withdrawn from the programme
- **Approved** : This indicates your application has been successful
- **Not Approved** : This indicates your application has not been successful

Q3:
Can I update my passport details after I submitted my OELP application?

Answer:

- Yes, you can update your details after submission
- Log into Student Portal and select *Overseas Programmes* under Student Life
- Click the **"Apply" button** to open OPAS
- Find the OP you had applied for, and click the **"View" button**
- Update your details in the **Particulars Tab**

Q4:
I have been approved for my application but need to withdraw. How do I withdraw from the programme in OPAS?

Answer:

- You will need to contact your lecturer-in-charge (programme coordinator) directly to inform him/her
- If you have forgotten the contact details of your lecturer, you can find it at the bottom of the **Submit Application Tab** in your online application
- Your lecturer will update the status and you will receive a system generated email confirming your withdrawal

Q5:
The system prompts me with a message on a programme clash and I am unable to submit my application. Why is this so?

Answer:

- The system automatically prevents you from applying for 2 programmes that are happening at the same time or if there are periods of overlap.

- If you have 2 concurrent programmes, the system will allow you to apply for your 2nd programme only if your 1st programme has been Cancelled, or if your application has been Withdrawn or is Not Approved.

Q6: I have submitted my online application. Do I need to obtain my parent/guardian consent at this point?

- Yes, please note that even though you have successfully submitted your online application, your parent/guardian consent is required before your application is processed by the school

- Use the e-consent button in the **Indemnity Tab** in your online application to send the form to your parent/guardian or yourself

- If you require hard copy, please download the form in the **Indemnity Tab** and remember to upload the signed copy in the **Document Upload Tab**

Home   Apply for Programme   Enquire Programme Application Status

TIME TRAVEL COMPETITION

Apply for Overseas Competition

* denotes required field

‹   /TEP   CCA Records   Emergency / Consent   Health Declaration   Submit Application   Indemnity   Document Upload   ›

1

Step 7 of 8

Indemnity

Indemnity Form

2

Send Indemnity via Email for Online Consent

Click here to download Indemnity form

Download hard copy if required

Form for YEP Only

Click here to download YEP Medical Examination and Indemnity Form Templat

Back   Previous   Next   Submit

Q7:
What will my parent/guardian see when s/he needs to provide consent for my overseas programme application?

Answer (i):

- Upon clicking the link in the email, they will see this page below, which requires singpass to log in

Answer (ii):

- They will then be brought to this page with instructions to view the indemnity form and health declaration

NYP NANYANG THE INNOVATIVE POLYTECHNIC · Overseas Programme e-Indemnity Form

* denotes required field

Section 1 : Instructions

Step 1: Please click on the View Form button in **Section 2** to open the Indemnity Form for more information

Step 2: Please view the Health Declaration in **Section 3** that your child/ward had submitted in their Application for the programme. You may update the Health Declaration here if you wish to do so

Step 3: Finally, please check the boxes in the Declaration in **Section 4** and click the Submit button to submit your acknowledgement/consent for your child/ward to participate in the programme

Section 2: View Indemnity Form

Please disable your pop-up blocker before clicking [View Form]. Alternatively, you may wish to add nypeservices.nyp.edu.sg to your list of allowed sites in the pop-up blocker settings.

[View Form]   After viewing consent form, please continue to Sections 3 & 4

Q8:
What will my parent/guardian see when s/he needs to provide consent for my overseas programme application?

Q9:
What will my parent/guardian see when s/he needs to provide consent for my overseas programme application?

Answer (iii):

- After opening and reading the files, they will be required to submit the declaration

Section 4: Declaration

I fully declare and confirm that:

☑ * I have read and fully understood all the sections in the Nanyang Polytechnic declaration form that I have viewed, and that all the information provided herein are true.

☑ * I have read the programme itinerary, and I am aware of all associated risks, related costs and requirements.

☑ * I am aware that while Nanyang Polytechnic will use all reasonable efforts to engage reliable service providers (where applicable), the service providers such as airlines, ground transport providers, hotels and travel agencies are not agents, partners, servants or employees of Nanyang Polytechnic. As such, Nanyang Polytechnic cannot assume any responsibility for the acts or omissions of these parties.

Submit

End