

# Overseas Programmes Administration System (OPAS)

## NYP Student User Guide

This material is for NYP Students only, to guide students on a new system to apply for NYP-administered Overseas Programmes



# Overall Process for Overseas Programme (OP) Application

*Do note that Steps 3 – 5 are done on OPAS*

## Step 1: Planning

Please attend trip briefing to learn more about the OP and to assess if OP is suitable for you

## Step 2: Preparation for Application

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

## Step 3: OP Application

Please apply for OP on student portal and submit e-consent & health declaration

## Step 4: Status Update

Please await confirmation of your application status

## Step 5: Pre-trip Preparation

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

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

1. Log into Student Portal
2. Click on **Overseas Programmes** under e-Services

Please remember to log off and close all browser pages before you leave the computer

Home mySchool mySCG myCampusLife myMessages myFavourite

**Pending Action**  
You have the following outstanding task(s)  
• Acceptable Use Policy (AUP) of IT Resources in NYP

**e-Services**  
The following eServices are available 24 x 7. For any assistance, please click icon.

- Personal Information
- Academic Matters
- Financial Matters
- Student Life / Co-curricular Activities
- Facility Reservation
- Care & Guidance
- **Overseas Programmes**
- Feedback
- Further Education
- NEU PC Plus Grant / Opportunity Fund Grant (IT)
- Directory

**m-Services**

- Register for Mobile Services
- Information on m-Services

**Useful Links**

- e-Learning (Blackboard)
- e-Learning Hotlines
- FAQs for Office 365 Product

-DISCOVER.NYP-  
Click for more

-FACEBOOK-  
Nanyang Polytechnic 60,594 likes  
Like Page Send Message  
9 friends like this  
Nanyang Polytechnic on Thursday  
Some 600 or more needy families will be receiving specially baked cookies

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

3. Once the OP system is opened, you will see this page (image on the right)
4. Click on “Application & Status” tab
5. Click on “Apply for Programme”

The screenshot shows the Nanyang Overseas Programmes website interface. At the top left is the NYP logo (Nanyang Polytechnic) and the text 'Overseas Programmes'. At the top right, there is a user profile icon and the text 'NAME OF [redacted] Logout'. Below the header is a navigation menu with tabs: 'Home', 'Programme Information', 'Application & Status', 'Pre-programme preparations', and 'Post-programme e-Feedback / Report'. The 'Application & Status' tab is highlighted in yellow. A red box with the text '4. Click on Application & Status' has a red arrow pointing to this tab. Below the navigation menu, a dropdown menu is open, showing 'Apply for Programme' and 'Enquire Programme Application Status'. The 'Apply for Programme' option is highlighted in yellow and circled in red. A red box with the text '5. Click on Apply for Programme' has a red arrow pointing to this option. Below the navigation menu, there is a section with the heading 'Go Global...because you can!' and a paragraph of text: '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 OP Application

6. You will see a list of OP that you are eligible for
7. Select the OP you wish to apply for
8. If there are relevant materials on the OP, download files
9. Click "Apply"

7. Look for the OP you wish to apply for

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

[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
Enriching Melbourne	22-Apr-2019 26-Apr-2019	HONG KONG (HONG KONG)	OPAS Admin 1 [REDACTED]@nyp.edu.sg	30-Jan-2019 only open to year 3 students		<a href="#">View</a>
Trip to INDONESIA from 23-Sep-2019 to 27-Sep-2019	23-Sep-2019 27-Sep-2019	INDONESIA (JAKARTA)	OPAS Admin 1 [REDACTED]@nyp.edu.sg	18-Sep-2019		<a href="#">Apply</a>
Trip to AUSTRALIA from 24-Oct-2018 to 26-Oct-2018	24-Oct-2018 26-Oct-2018	AUSTRALIA (MELBOURNE)	PREFERRED NAME OF [REDACTED] [REDACTED]@nyp.edu.sg	15-Jan-2019	<a href="#">Programme Overview</a>	<a href="#">Apply</a>
Enriching Melbourne	10-Mar-2019 17-Mar-2019	AUSTRALIA (MELBOURNE)	PREFERRED NAME OF [REDACTED] internet_addr of [REDACTED]	31-Jan-2019		<a href="#">View</a>
Trip to CHINA from 27-Nov-2018 to 30-Nov-2018	27-Nov-2018 30-Nov-2018	CHINA (CHENGDU)	PREFERRED NAME OF [REDACTED] internet_addr of [REDACTED]	20-Nov-2018		<a href="#">View</a>
Trip to THAILAND from 25-Mar-2019 to 07-Apr-2019	25-Mar-2019 07-Apr-2019	THAILAND (BANGKOK)	PREFERRED NAME OF [REDACTED] internet_addr of [REDACTED]	31-Jan-2019 YOUTH EXPEDITION PROJECT 2019 - THAILAND - BKK MITRPHAPH		<a href="#">Apply</a>

9. Click on button to Apply



# Instructions Tab

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

10. Click 'Next' button once you have read the instructions
11. At any time, you can save your application by clicking 'Save as Draft' button

Trip to **INDONESIA** from 23-Sep-2019 to 27-Sep-2019

Apply for Overseas Leadership Training with Outward Bound

\* denotes required field

Instruction

Particulars

CCA Records

Emergency /  
Consent Contacts

Health  
Declaration

Submit Application

### INSTRUCTIONS [Please Read Carefully]

You are applying for the following trip/s :  
Trip to **INDONESIA** from 23-Sep-2019 to 27-Sep-2019  
Please get ready the following documents  
1. Passport number  
2. Passport expiry date

Back

Next

Save as Draft

**10. Click to  
continue  
application**

**11. Click if you  
wish to save  
application**

# Particulars Tab

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

12. Key in your Passport information

13. Select options if you wish to apply for Financial Assistance for your OP. For information on the schemes and whether you are eligible, click on the options in blue

14. Click "Next"

Instruction | **Particulars** | CCA Records | Emergency / Consent Contacts | Health Declaration | Document Upload (if applicable) | Confirmation / Submission

Step 1 of 7

Personal Particulars

* Adm No. :	170005M	Name (As in Passport) :	NAME OF 170005M
Address :	249, #09-474 TERMADDR 2 street Term addr3 SINGAPORE 123456		
Birth Date :	19-Jul-1998	Gender :	M
Race :	MALAY/BOYANESE (MY)	Nationality :	SINGAPOREAN (SG)
NRIC :	ID170005M	Passport No. :	<input type="text"/>
Date of Issue :	<input type="text"/>	Passport Expiry Date :	<input type="text"/>
School Email Address :	<input type="text"/>		
Contact No. (Home) :	<input type="text" value="1234567"/>	* Contact No. (Handphone) :	<input type="text" value="1234567"/>
Course / Diploma :	DIPLOMA IN ANIMATION (DMDF11)	Specialisation :	0
Personal Mentor Group :	DA1702	PEM Name :	
Written / Spoken Languages :	<input type="text"/>	GPA :	3.15

Apply for

- Financial Assistance Scheme for Overseas Programme (FASOP)
- Young Talent Programme-Market Immersion (YTP-MI)
- Post-Secondary Education Account (PSEA)

Back Previous **Next** Save as Draft

12. Key in passport info

13. Financial Asst options

14. Click to continue application

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

15. Any CCA records listed here has been pulled from your CCAPs. If there are any other items not listed, click on "Add CCA" button
16. Add in your Work experience if any
17. Click "Next"

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

Apply for Overseas Educational Trip  
Trip to HONG KONG from 22-Apr-2019 to 26-Apr-2019

\* denotes required field

Instruction Particulars **CCA Records** Emergency / Consent Contacts Health Declaration Document Upload (if applicable) Confirmation / Submission

Step 2 of 7

Please click on "Add new Co-curricular Activity" to add CCA(s) that you had participated/participating in that are not listed, if any

**15. Click to add CCA if not listed** → **Add CCA**

**16. Add in work experience if any** → Work experience (if any)  
Work experience - Part/Full Time (if any):

**17. Click to continue application** → **Next**

Back Previous **Next** Save as Draft →



# Emergency / Consent Tab

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

18. Check if your emergency contact is up-to-date. If you would like to change it, just remove the current entry
19. Check if your Parent/Guardian contact is up-to-date.
20. Do note that fields with \* are compulsory, and you will not be able to submit your application if information is missing

Apply for Overseas Educational Trip  
Trip to HONG KONG from 22-Apr-2019 to 26-Apr-2019  
\* denotes required field

Instruction   Particulars   CCA Records   **Emergency / Consent Contacts**   Health Declaration   Document Upload (if applicable)   Confirmation / Submission

Step 3 of 7

Enter Emergency Contacts

\* Name :

Address :

Country :    Postal Code :

\* Relationship with Student :    \* Mobile Phone (HP) :

Home Telephone :    Office Telephone :

\* Email :

Enter Parent / Guardian Consent contacts

\* Name :

\* NRIC :

\* Relationship with Student :    \* Email :

Back   Previous   Next   Save as Draft

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

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

# Health Declaration Tab

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

21. Read through each item on the Health Declaration and select Yes / No.
22. If your answer is Yes, please provide details in Details field.
23. 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.

Apply for Overseas Educational Trip  
Trip to HONG KONG from 22-Apr-2019 to 26-Apr-2019  
\* denotes required field

Instruction Particulars CCA Records Emergency / Consent Contacts **Health Declaration** Document Upload (if applicable) Conflicts of Interest

Step 4 of 7

### Health Declaration

Is there a history of / have you ever had

<p>• Chest pain, High blood pressure, heart problems. E.g. Heart murmur, Extra heart beat or other heart abnormality</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<p>• Asthma, Bronchitis, Tuberculosis, Sinusitis, other Lung Problems</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<p>• Fits, Epilepsy, Fainting Attacks, Migraine, Severe head Injury</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<p>• Eye problems/poor vision</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<p>• Ear problems/deafness</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<p>• Mental illness (e.g. Depression, Anxiety Disorder, psychosis)</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<p>• Diabetes</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<p>• Allergy to medicines/food/others</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<p>• Bone or joint injury</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<p>• A carrier status for any infectious disease?</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<p>• Medical treatment within last two years</p>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Is there a need for / do you require

**22. Enter details if you have answered Yes to any item**

Details

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

24. Please read through the confirmation page carefully and confirm your understanding of this submission.
25. If you have participated in any other OP, key in the info in the space provided.
26. Click "Submit"

## Confirmation / Submission Tab

**24. Read and confirm by checking the boxes**

\* denotes required field

Instruction Partic Consent Contacts Health Declaration **Submit Application** Indemnity Document Upload (if applicable)

Step 5 of 7

Confirmation / Submission

This is to confirm that you are applying for Overseas Educational Trip Enriching Melbourne. 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 my knowledge and belief, and I have not wilfully suppressed any material facts. I understand that falsification of qualifications/CCAs/Work Experience or any other information may lead to the withdrawal of the invitation/offer to participate in the overseas programme, and subject myself to disciplinary action by Nanyang Polytechnic.

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.

OPAS Admin 1 [redacted]@nyp.edu.sg

Back Previous Next **Submit**

**25. Key in details here if you have participated in other OP**

**26. Click to submit**

# Indemnity Tab

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

27. Once you have submitted your application, you will be brought to this Indemnity page
28. Click on the “Send Indemnity” button and the system will send an email to your parent for his/her e-consent

NYP NANYANG THE INNOVATIVE POLYTECHNIC Overseas Programmes

NAME OF [redacted] 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)

Step 6 of 7

Indemnity

Indemnity Form

Send Indemnity via Email for Online Consent

Click [here](#) to download Indemnity form if you are below 21 years old and unable to submit online consent.

Click [here](#) to download Indemnity form if you are 21 years old or above and unable to submit online consent.

Form for YEP Only

Click [here](#) to download PSEA form for YEP Template

Click [here](#) to download YEP Student Application Form Template

Click [here](#) to download YEP Medical Examination and Indemnity Form Template

Back Previous Next Submit



# Document Upload Tab

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

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

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

29. Uploading documents is in this Document Upload tab

### 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

**File Upload**

30. Click on button to upload your documents

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

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Previous

Submit

# Document Upload Tab

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

31. In the pop-up File Upload window, click on “Browse” button to upload documents
32. You will see a message if your upload has been successful

The screenshot shows a web browser window titled "File(s) Upload" with the URL "https://eservicesut.nyp.edu.sg:8444/OPASOnline\_usrtest/fileUpload". The page displays the user's "Acad Yr : 2019" and "Admission No. : 1700067". A message states: "Please upload the following necessary documents. (if applicable)". Below this, a section titled "Upload Student's Document for Acad Yr 2019 Admission No. 1700067" lists several document requirements, each with a "Browse..." button. A red circle highlights the "Browse..." button for the "Student's Passport-sized Photo" field, with a red arrow pointing to it from a text box that says "31. Click on 'Browse' button". At the bottom of the page, a blue button labeled "Upload File" and a dark blue button labeled "Close" are visible. A red circle highlights the "Upload File" button, with a red arrow pointing to it from a text box that says "32. Successful upload message". Below the "Upload File" button, a message "File Uploaded Successfully" is displayed in blue text.



F

A

Q



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

**Answer:**

- Log into Student Portal and select Overseas Programmes under e-Services
- Once you have opened the Overseas Programmes system, select ***Application & Status***
- Click ***Enquire Programme Application Status***
- Select the OP you wish to enquire, and click **“View”** button
- The system will also send you an email once your application status has been updated



**Q2:  
Can I update my  
passport details  
after I submitted  
my OP  
application?**

**Answer:**

- Yes, you can update your details after submission
- Log into Student Portal and select Overseas Programmes under e-Services
- Once you have opened the Overseas Programmes system, select ***Application & Status***
- Click ***Apply for Programme***
- Find the OP you had applied for, and click the **“View” button**
- Update your details in the **Particulars Tab**

**Q3:**  
**I have been approved for my application but need to withdraw. How do I withdraw from the programme in the OP system?**

**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

**Q4:**  
**I have submitted my online application. Do I need to obtain my parent/guardian consent at this point?**

## Answer:

- Yes, please note that even though you have successfully submitted your online application, your parent/guardian consent (if you are below 21 yo) is required before your application is processed by the school
- If you are 21 yo and above, we will require your acknowledgement of the indemnity
- 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 prefer hard copy, please download the form in the **Indemnity Tab** and remember to upload the signed copy in the **Document Upload Tab**

**Q5:**  
**Other than online application, what else can I do using the OP system?**

**Answer:**

The screenshot shows the Nanyang Polytechnic Overseas Programmes website. The navigation menu includes: Home, Programme Information, Application & Status, Pre-programme preparations, and Post-programme e-Feedback / Report. Four callouts are overlaid on the page:

- 1** (Blue box): Did you know that there are various types of Overseas Programmes (OP) in NYP? Click on this tab to learn more about the different types
- 2** (Yellow box): If you wish to apply for an OP or just curious to find out the OP(s) available to your school, click here!
- 3** (Blue box): This tab hosts general information that will be relevant to you, especially if this is your first OP. Click to read more.
- 4** (Yellow box): This is currently under development. In future, you will be able to submit your post programme report through the system

End

