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 econsent &
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

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

NEU PC Plus Grant /

Directory

m-Services

Useful Links

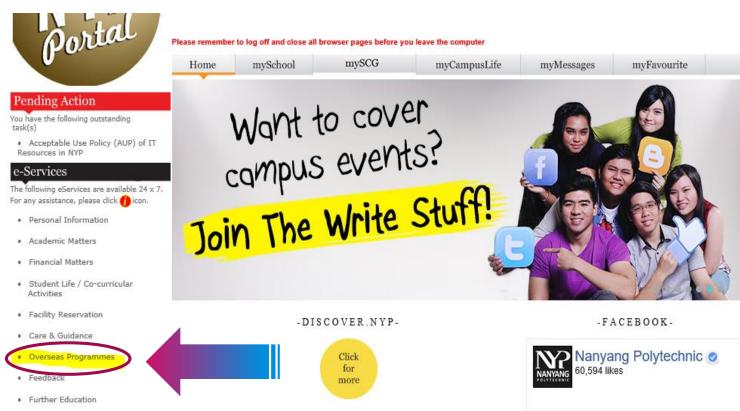
Opportunity Fund Grant (IT)

Register for Mobile Services
 Information on m-Services

· e-Learning (Blackboard)

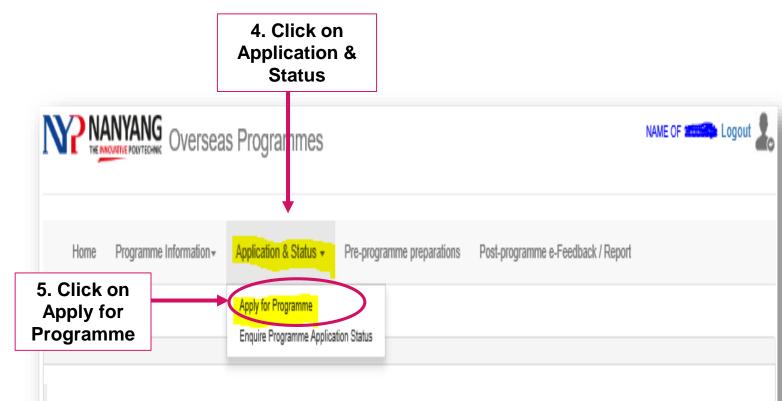
. EAOs for Office 265 Peoples

· e-Learning Hotlines





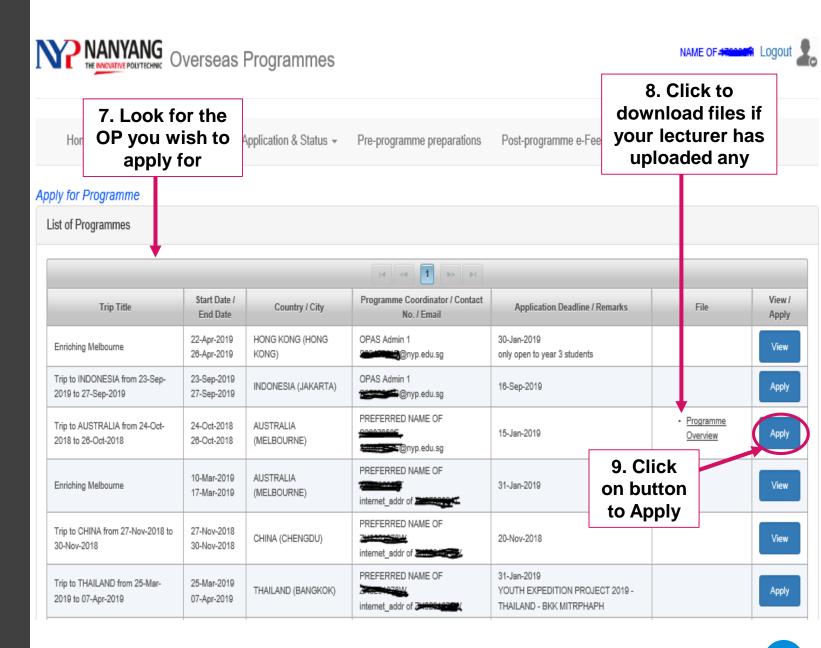
- 3. Once the OP system is opened, you will see this page (image on the right)
- 4. Click on "Application & Status" tab
- 5. Click on "Apply for Programme"



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!

- 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"



- 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

Instructions Tab





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

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 / Health Submit Application

Consent Contacts Declaration

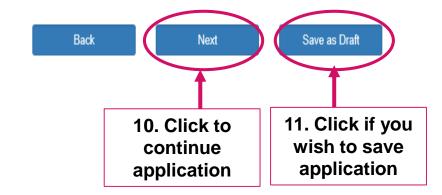
INSTRUCTIONS [Please Read Carefully]

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

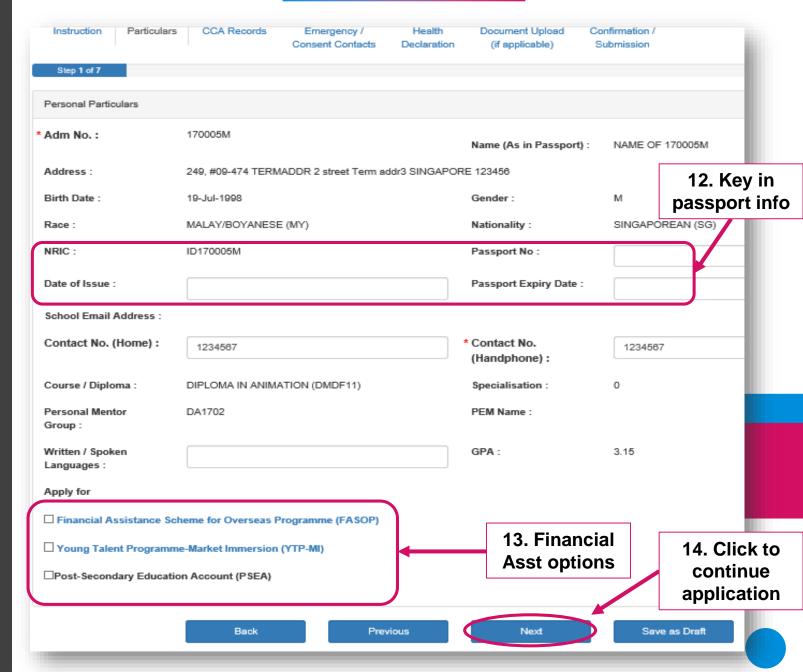
- 1. Passport number
- 2. Passport expiry date





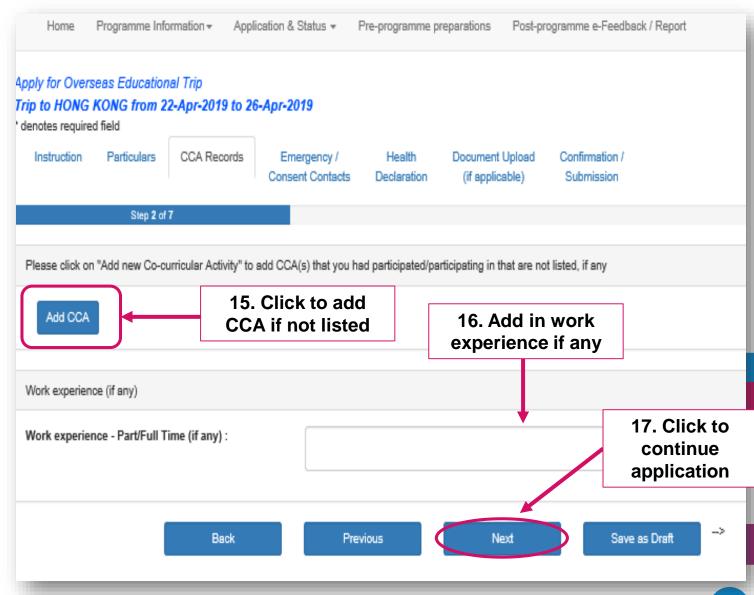
- 12. Key in your Passport information
- 13. Select options if you wish to apply for Financial Assistance for your OP. For information on the schemes and whether you are eligible, click on the options in blue
- 14. Click "Next"

Particulars Tab



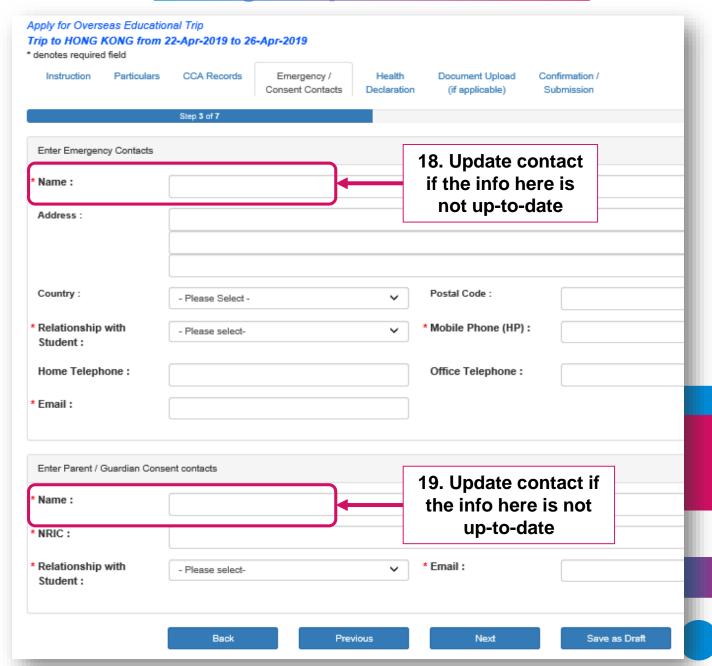
- 15. Any CCA records listed here has been pulled from your CCAPs. If there are any other items not listed, click on "Add CCA" button
- 16. Add in your Work experience if any
- 17. Click "Next"





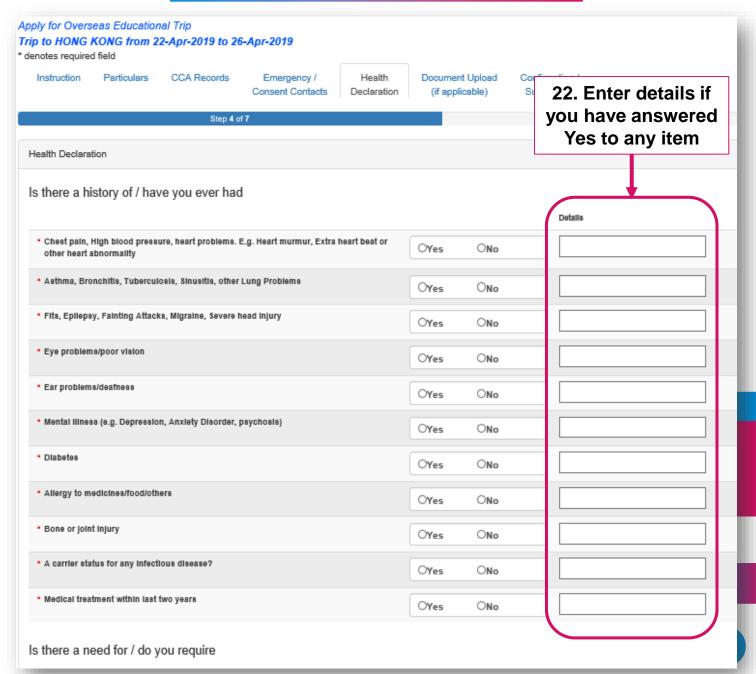
- 18. Check if your emergency contact is up-to-date. If you would like to change it, just remove the current entry
- 19. Check if your Parent/Guardian contact is up-to-date.
- 20. Do note that fields with are compulsory, and you will not be able to submit your application if information is missing

Emergency / Consent Tab



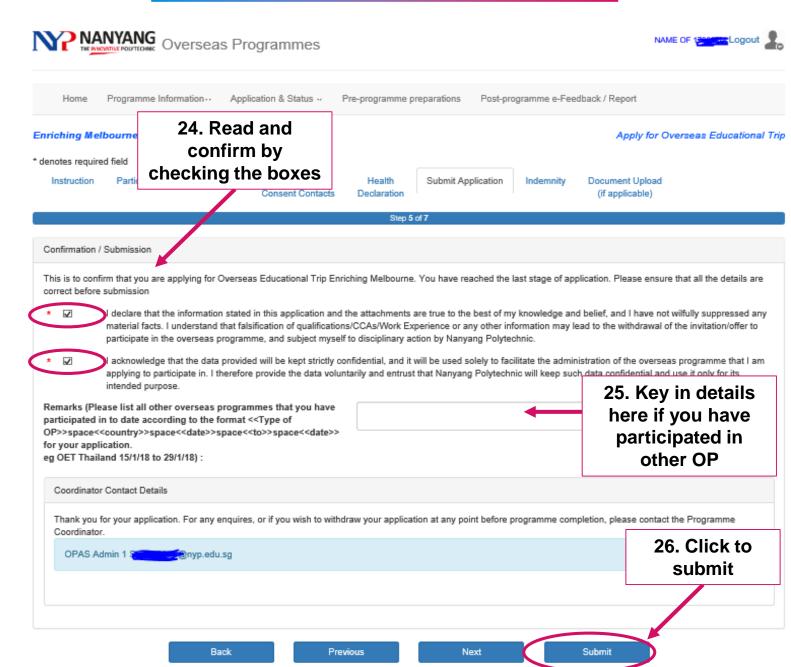
- 21. Read through each item on the Health Declaration and select Yes / No.
- 22. If your answer is Yes, please provide details in Details field.
- 23. Do note that you will be unable to submit your application if you have not provided details or if you have missed out on an item on this list.

Health Declaration Tab



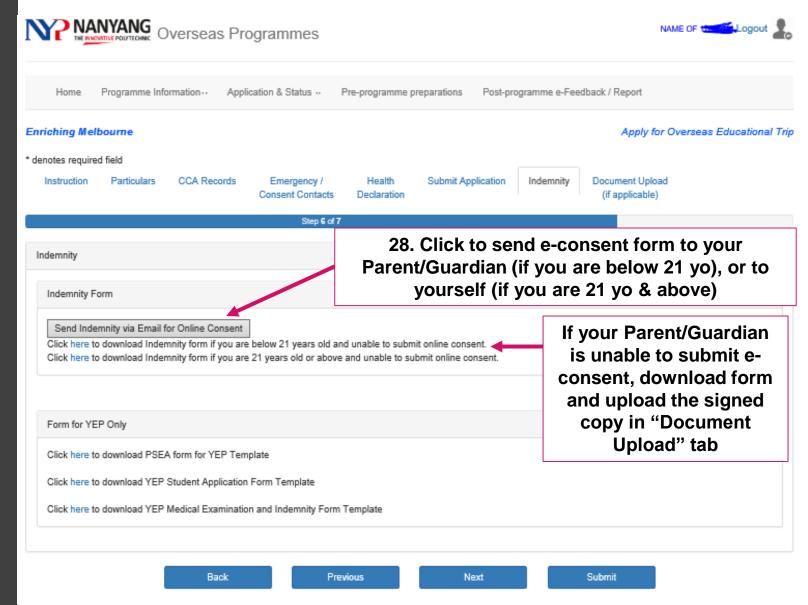
- 24. Please read through the confirmation page carefully and confirm your understanding of this submission.
- 25. If you have participated in any other OP, key in the info in the space provided.
- 26. Click "Submit"

Confirmation / Submission Tab



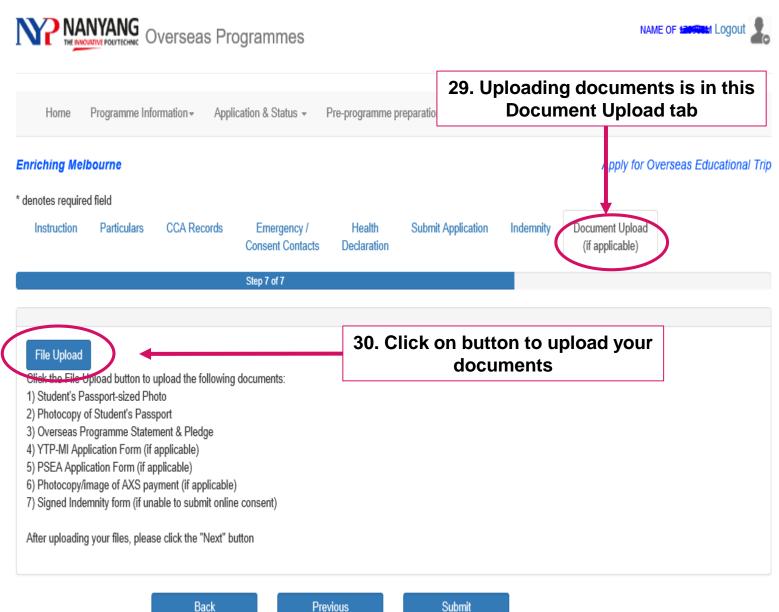
- 27. Once you have submitted your application, you will be brought to this Indemnity page
- 28. Click on the "Send Indemnity" button and the system will send an email to your parent for his/her e-consent

Indemnity Tab



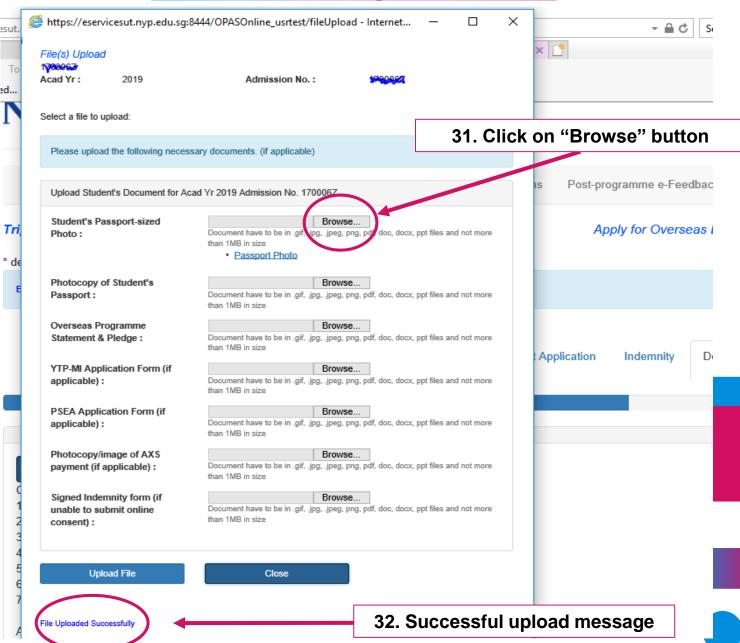
- 29. At any point in time, you return can to vour application to upload relevant documents in the Document Upload tab
- 30. Click "File the on Upload" button to upload documents

Document Upload Tab



- 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

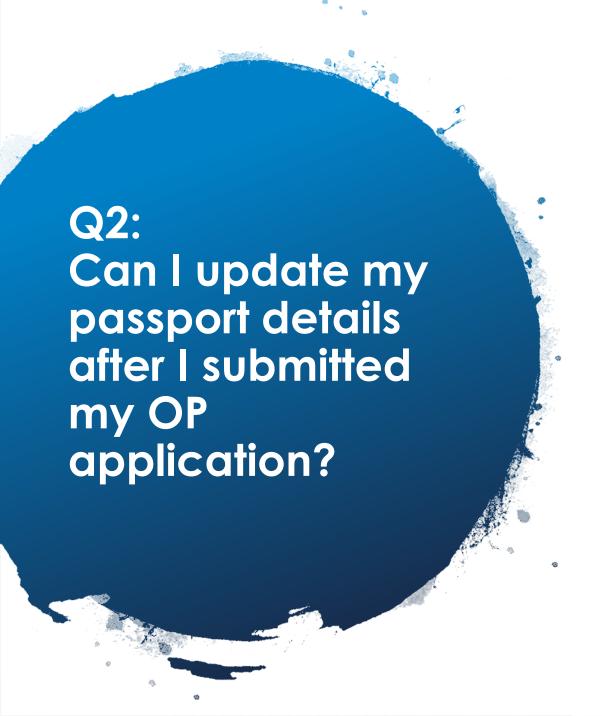
Document Upload Tab



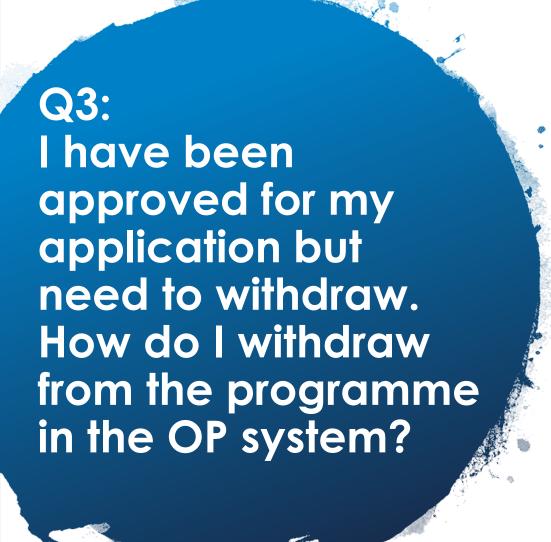




- Log into Student Portal and select Overseas Programmes under e-Services
- Once you have opened the Overseas Programmes system, select Application & Status
- Click Enquire Programme Application
 Status
- Select the OP you wish to enquire, and click "View" button
- The system will also send you an email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



- 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



- 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



- 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

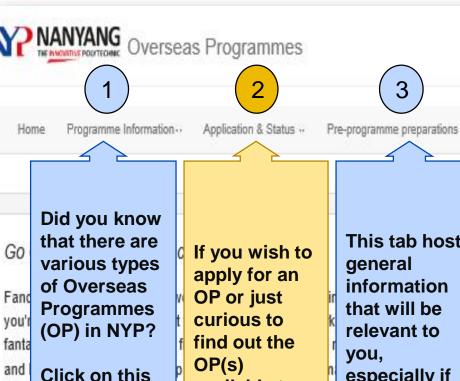
tab to learn

more about

the different

types

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



This tab hosts information that will be relevant to especially if available to this is your your school, first OP. Click click here! to read more.

This is currently under development. In future, you

will be able to submit your post programme report through the system

Beijing, China? May this and more with a mpetitions, expediti nd broaden your ho

End

