



**Step-By-Step Scholarship Application
Guide**



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Step 1: Create an Account

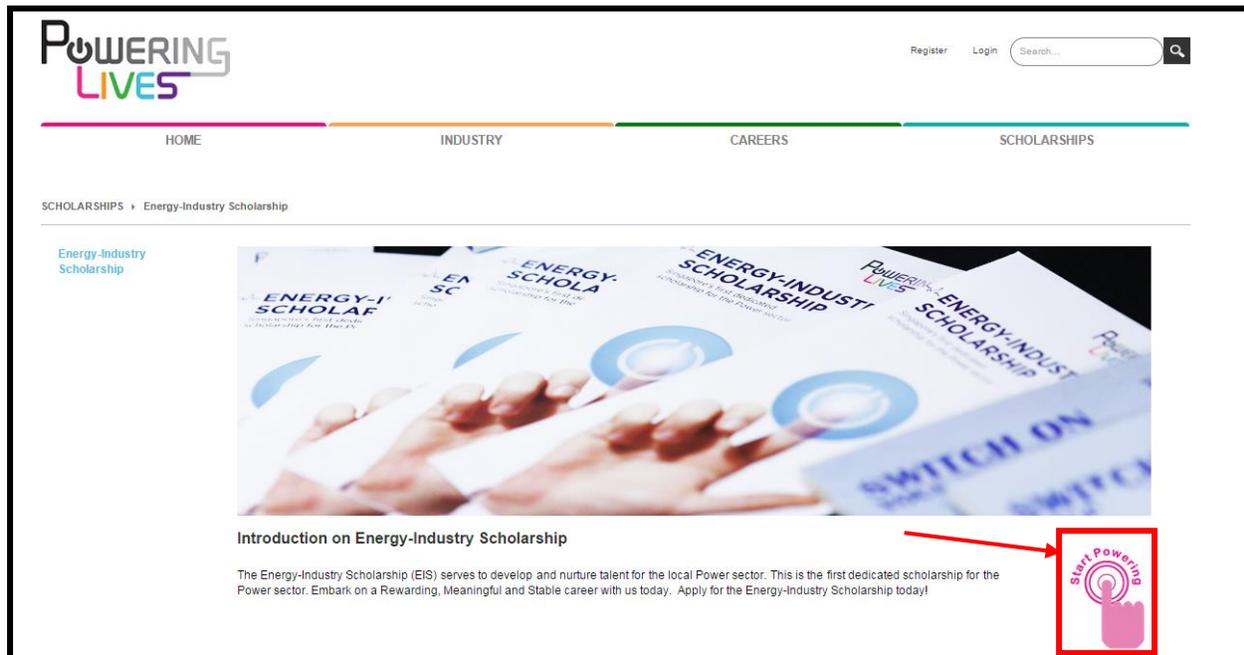
Step 1.1 Click on “**Register**” in the following screen:



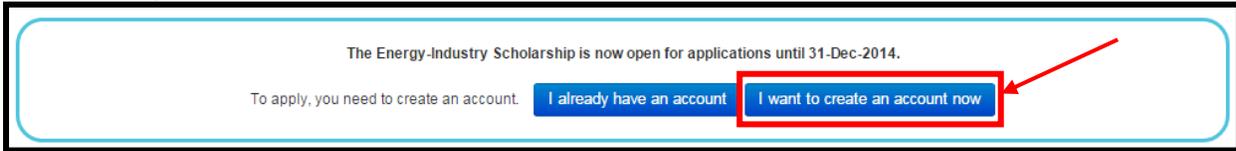
OR



Click on the **button** in the SCHOLARSHIPS >> Energy-Industry Scholarship Page as seen below:



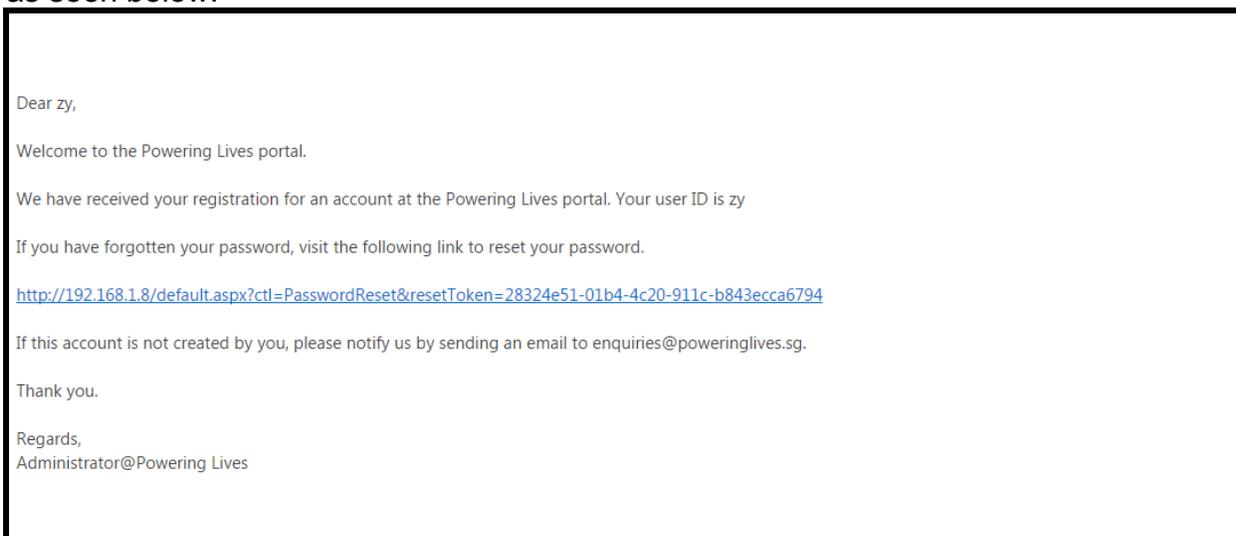
Thereafter, click on the “I want to create an account now” button.



Step 1.2 The following window appears:

Fill in all the mandatory fields and click on the “**Register**” button to create an account.

Upon successful creation of account, you will receive an email confirmation notification as seen below:



Step 2: Start Scholarship Application

Step 2.1 With the account created in Step 1, login to access the application form.

UserLoginPage

Username:

Password:

1 →

2 →

Remember Login

Step 2.2 Once you are logged in, go to the SCHOLARSHIPS >> Energy-Industry

Scholarship Page and click on the  button as seen below:

POWERING LIVES

zy Logout Search...

HOME INDUSTRY CAREERS SCHOLARSHIPS

SCHOLARSHIPS > Energy-Industry Scholarship

Energy-Industry Scholarship

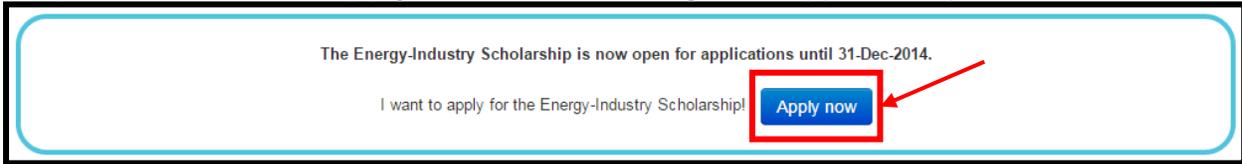


Introduction on Energy-Industry Scholarship

The Energy-Industry Scholarship (EIS) serves to develop and nurture talent for the local Power sector. This is the first dedicated scholarship for the Power sector. Embark on a Rewarding, Meaningful and Stable career with us today. Apply for the Energy-Industry Scholarship today!

Start Powering Lives → 

Step 2.3 Click on the “**Apply Now**” button to begin the application process.



Step 3: Check Scholarship Eligibility

A general assessment will first be conducted to determine your eligibility to apply for the scholarship. The eligibility page is as follows:

POWERING LIVES SuperUser Account Logout Search...

HOME INDUSTRY CAREERS SCHOLARSHIPS

SCHOLARSHIPS > ENERGY-INDUSTRY SCHOLARSHIP

Please help us to assess your eligibility to apply for the Energy-Industry Scholarship by answering some questions.

Select status: Singaporean

Which Institution of Higher Learning (IHL) are you currently studying in or intending to study in (i.e. scholarship tier applying for)?
National University of Singapore

e.g. For final year polytechnic students, please indicate the preferred university applied for.

What course do you intend to take or are taking up?
Other Engineering Disciplines

Please specify your course

Intended Mode of Study: Full-time Part-time

What type of scholarship would you like to apply for?
 Full-term Mid-term

Have you started your studies? Yes No

[Apply for EIS \(Full-Term\)](#) [Start over](#)

1: Red box around the main form area with an arrow pointing to it.

2: Red box around the "Apply for EIS (Full-Term)" button with an arrow pointing to it.

3: Red box around the "Start over" button with an arrow pointing to it.

Fields in the eligibility check page are populated one at a time. The subsequent question will be populated based on your response to the earlier questions.

If Other Engineering Disciplines is selected for the field, “What course do you intend to take or are taking up?”, you must state the course in the textbox field provided.

For “Which Institution of Higher Learning (IHL) are you currently studying in or intending to study?”, please state the IHL that your scholarship application is for (e.g. if you are an existing ITE student who is applying for polytechnic placement, please state the specific polytechnic which you have applied, for the purpose of this Energy-Industry Scholarship application).

1

Check Eligibility Fields

There are five types of scholarship to apply, and they are as follows:

- Institute of Technical Education (Mid-Term)
- Institute of Technical Education (Full-Term)
- Polytechnic (Mid-Term)
- Polytechnic (Full-Term)

If you see the below message, please email us at EMA_HumanCapital@ema.gov.sg for us to assess your eligibility in applying for the scholarship.

Thank you for your interest in the Energy-Industry Scholarship. Please email to EMA_HumanCapital@ema.gov.sg for further assessment.

2

Apply for EIS (Full-Term) OR Apply for EIS (Mid-Term) Button

Based on the specified parameters, the system has assessed that you are eligible to apply for the scholarship.

Click the “**Apply for EIS**” button to proceed with the application.

3

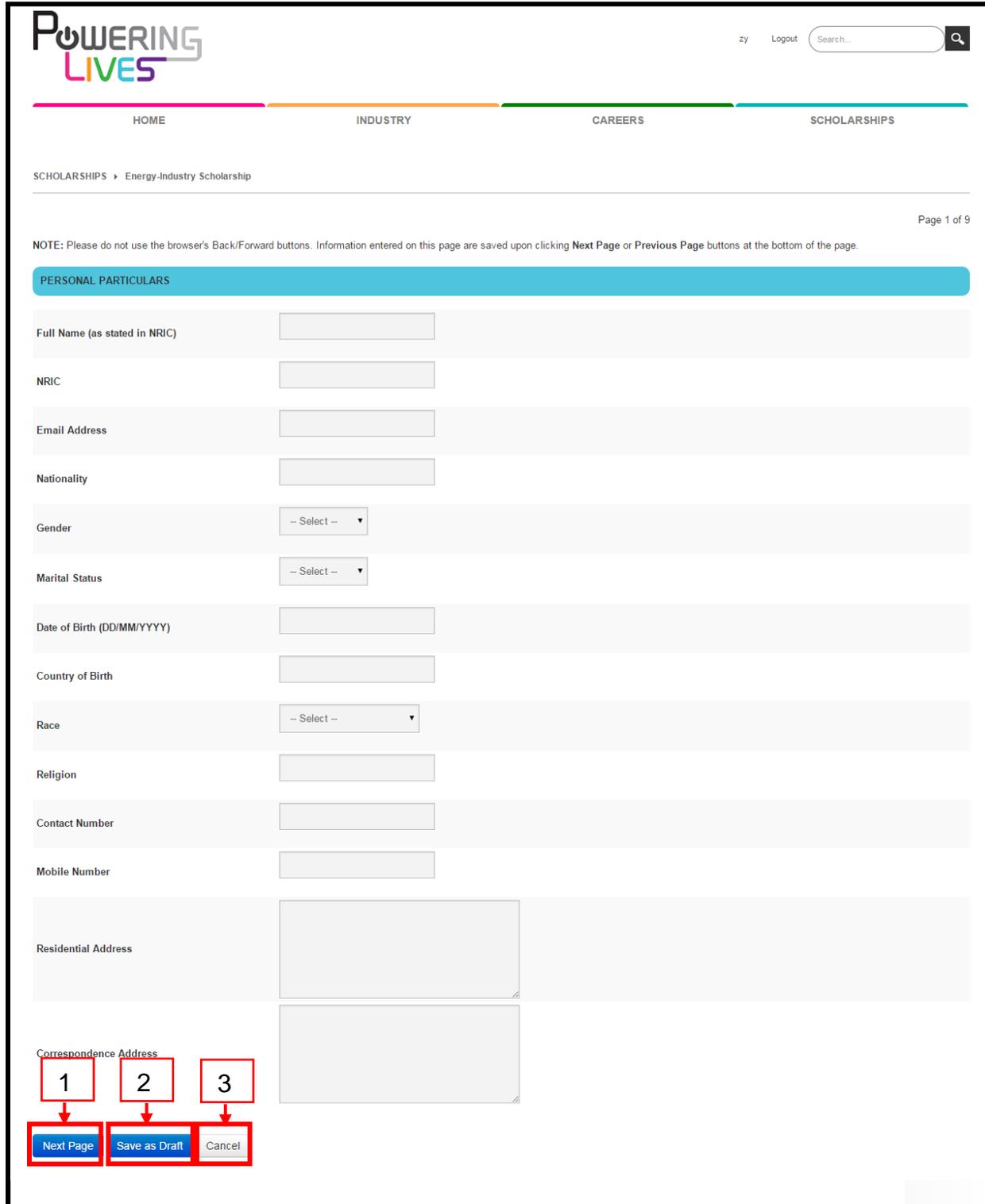
**Start over
Button**

Should you decide to re-enter the fields required, please click on the “**Start over**” button to restart the eligibility check.

This action will reset the form.

Step 4: Fill in Scholarship Application Form

After clicking on the “Apply for EIS” button, you can start to fill in the scholarship application form.



POWERING LIVES

zy Logout Search...

HOME INDUSTRY CAREERS SCHOLARSHIPS

SCHOLARSHIPS > Energy-Industry Scholarship

Page 1 of 9

NOTE: Please do not use the browser's Back/Forward buttons. Information entered on this page are saved upon clicking **Next Page** or **Previous Page** buttons at the bottom of the page.

PERSONAL PARTICULARS

Full Name (as stated in NRIC)

NRIC

Email Address

Nationality

Gender

Marital Status

Date of Birth (DD/MM/YYYY)

Country of Birth

Race

Religion

Contact Number

Mobile Number

Residential Address

Correspondence Address

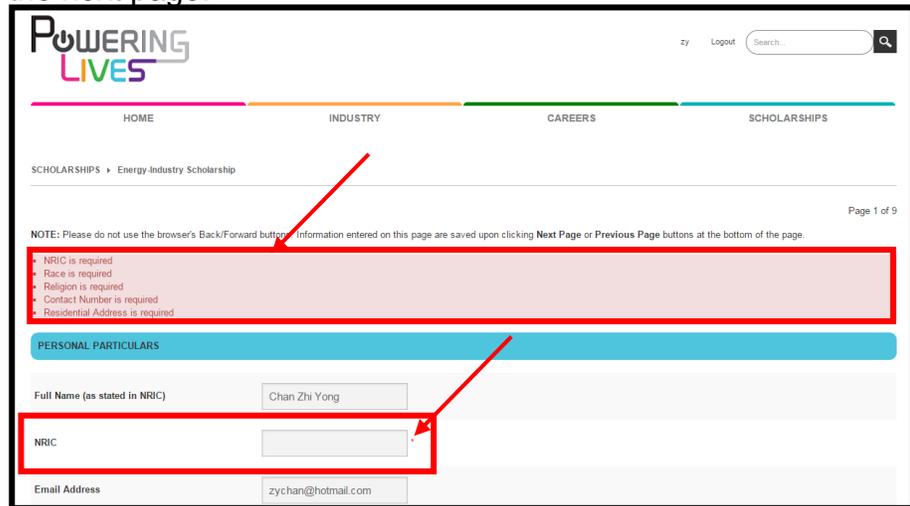
1 2 3

Next Page Save as Draft Cancel

Click on the **“Next Page”** button to save the information on the page and proceed to the next section of the application form.

Errors, if any, will be highlighted in both the summary area and field area. You will need to rectify the errors before you can proceed to the next page.

1
**Next Page
Button**



POWERING LIVES

zy Logout Search

HOME INDUSTRY CAREERS SCHOLARSHIPS

SCHOLARSHIPS > Energy-Industry Scholarship

Page 1 of 9

NOTE: Please do not use the browser's Back/Forward buttons. Information entered on this page are saved upon clicking Next Page or Previous Page buttons at the bottom of the page.

- NRIC is required
- Race is required
- Religion is required
- Contact Number is required
- Residential Address is required

PERSONAL PARTICULARS

Full Name (as stated in NRIC) Chan Zhi Yong

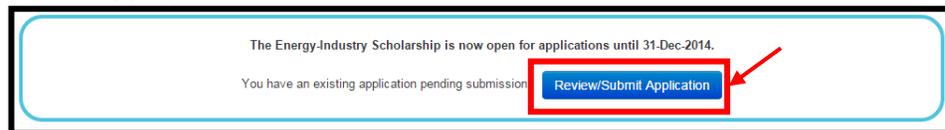
NRIC

Email Address zychan@hotmail.com

Click on the **“Save as Draft”** button, to save any changes made on the application form and continue later.

2
**Save as Draft
Button**

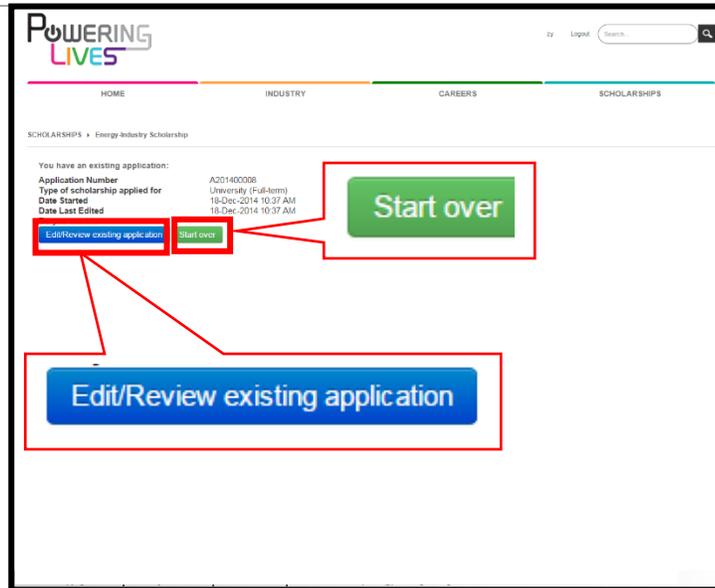
- To continue with the application process from where you left off, go to SCHOLARSHIPS >> Energy-Industry Scholarship Page and click on the **“Review/Submit Application”** button.



The Energy-Industry Scholarship is now open for applications until 31-Dec-2014.

You have an existing application pending submission [Review/Submit Application](#)

- The following screen will be displayed:



Click on the **“Edit/Review existing application”** button to continue filling in the application form. Alternatively, you can click on the **“Start Over”** button to clear all information entered previously and start with a new application.

3

Cancel Button

Click on the **“Cancel”** button to discard any unsaved changes and return to the SCHOLARSHIPS >> Energy-Industry Scholarship Page.

Different application forms will be populated according to the type of scholarship you are applying for.

*Note: Under the section “Additional Information for the Energy-Industry Scholarship”, Question 2 (Would you like to be considered by other sponsoring organisations besides your choices in Question 1?):

- If you select “No”, only your preferred sponsoring organisation (as indicated in question 1) will receive your application.
- If you select “Yes”, the other sponsoring organisations (besides those indicated in question 1) will receive and review your application.

Step 5: Submit Scholarship Application Form

Prior to submitting the application form, please ensure that all relevant documents to be uploaded are zipped up in *.zip format and not of more than 10mb per upload.

Once the application form is completed and the necessary documents are uploaded, click on the **“Submit Application”** button as seen in the following screen:

The screenshot shows the 'Powering Lives' website interface. At the top, there is a navigation bar with 'HOME', 'INDUSTRY', 'CAREERS', and 'SCHOLARSHIPS'. The 'SCHOLARSHIPS' section is active, showing 'Energy-Industry Scholarship'. A search bar and 'Logout' link are in the top right. A note states: 'NOTE: Please do not use the browser's Back/Forward buttons. Information entered on this page are saved upon clicking Next Page or Previous Page buttons at the bottom of the page.' Below this is a section titled 'UPLOAD SUPPORTING DOCUMENTS' with instructions: 'You may upload one to three files (up to 10MB each in size) as attachments to your application. The allowed file types are: *.csv, *.doc, *.txt, *.docx, *.xls, *.xlsx, *.pdf, *.ppt, *.pptx, *.xml, *.zip, *.png, *.jpg, *.jpe, *.jpeg, *.gif'. There are three attachment slots: Attachment #1 has a file named 'results.txt', Attachment #2 and #3 are empty. At the bottom, there are four buttons: 'Previous Page', 'Submit Application' (highlighted with a red box and a red arrow), 'Save as Draft', and 'Cancel'.

Upon successful submission, you will receive the following message:

Thank you for your application for EIS.

Type of scholarship applied for Polytechnic (Full-term)

Date Started 18-Dec-2014 01:43 PM

Date Last Edited 18-Dec-2014 01:50 PM

Date Submitted 18-Dec-2014 01:50 PM

Your Application Number is **A201400009**. Please remember your application number for future reference.

Check your e-mail Inbox frequently for messages from poweringlives.sg or our industry partners.

[Return to Main](#)

[Step 6: View Submitted Scholarship Application Documents Details](#)

To view the details of the submitted application, go to SCHOLARSHIPS >> Energy-Industry Scholarship Page and click on the “**View Details**” button.

The Energy-Industry Scholarship is now open for applications until 31-Dec-2014.

You have already submitted an application for this cycle

[View Details](#)

The following screen will be displayed:

The screenshot shows the Powering Lives website interface. At the top left is the logo "POWERING LIVES". To the right, there is a user profile "zy" with a "Logout" link and a search bar. Below the logo is a navigation menu with four items: "HOME", "INDUSTRY", "CAREERS", and "SCHOLARSHIPS". The "SCHOLARSHIPS" item is highlighted. Below the navigation menu, the breadcrumb "SCHOLARSHIPS > Energy-Industry Scholarship" is visible. The main content area displays a message: "You have already submitted an application for the current scholarship cycle." Below this message is a table of application details:

Application Number	A201400009
Type of scholarship applied for	Polytechnic (Full-term)
Date Started	18-Dec-2014 01:43 PM
Date Last Edited	18-Dec-2014 01:50 PM
Date Submitted	18-Dec-2014 01:50 PM

Below the table, there is a blue button labeled "Download application as PDF" which is highlighted with a red box. A red arrow points from this button to the text "Check your email inbox frequently for messages from poweringlives.sg or our industry partners".

Click on the “**Download application as PDF**” button to save the application which you have submitted.

We wish you all the best in your Energy-Industry Scholarship (EIS) application. Should you have any further enquiries, please email us at EMA_HumanCapital@ema.gov.sg.