Step-By-Step Scholarship Application Guide
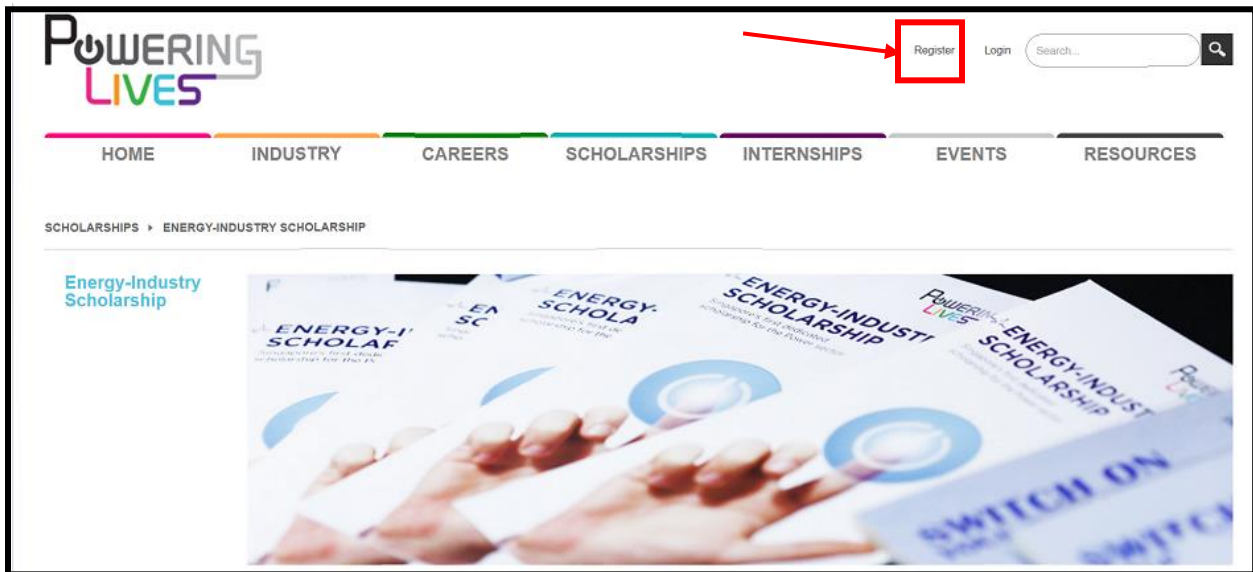
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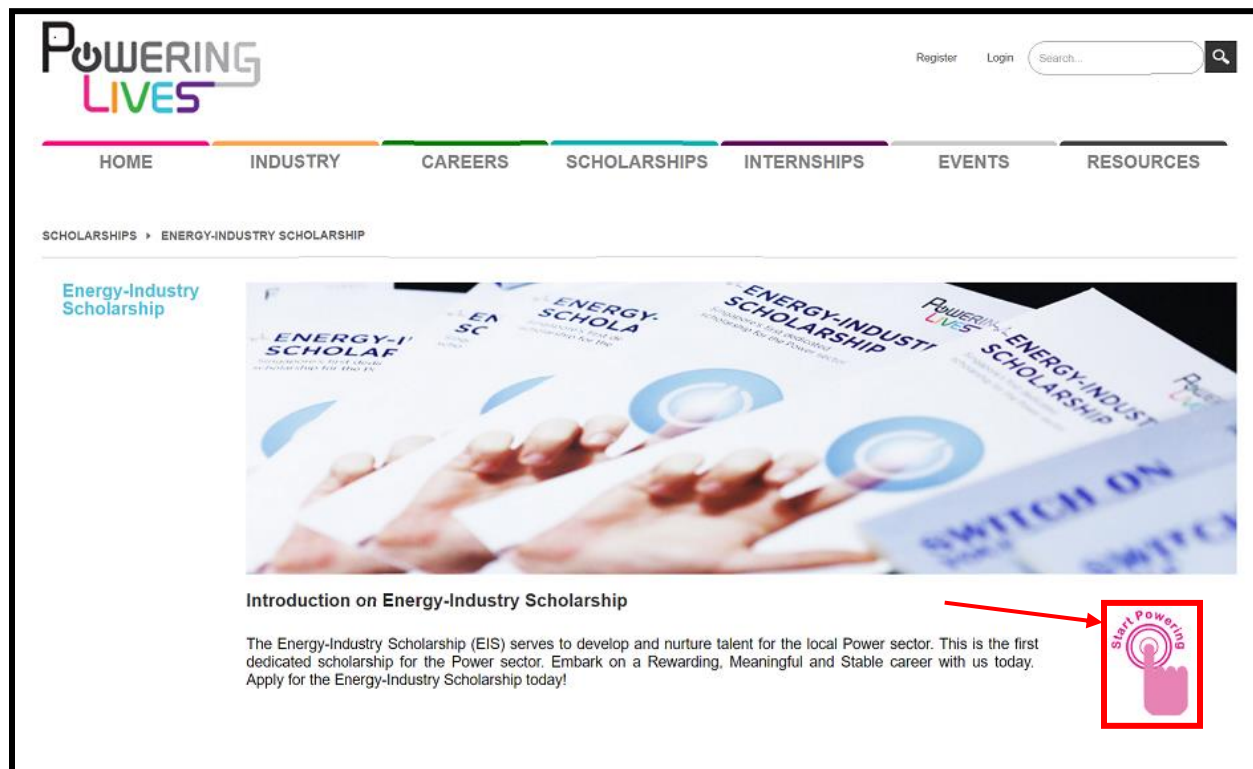
Step 1: Create an Account

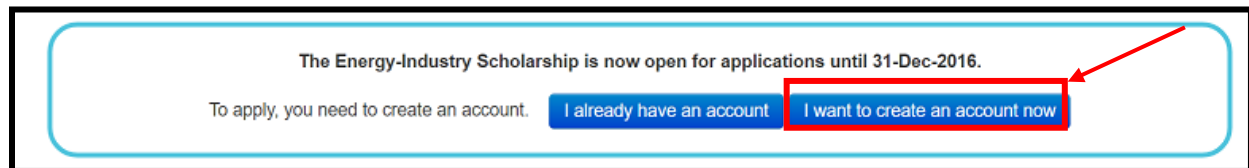Step 1.1 Click on **"Register"** in the following screen:

OR

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

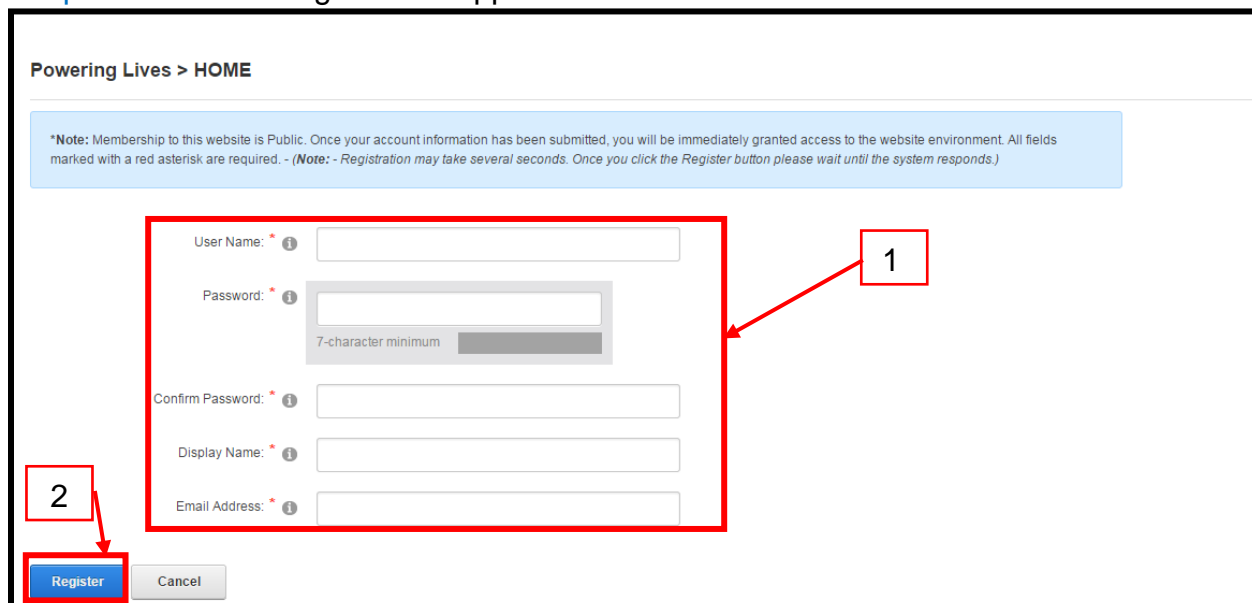Thereafter, click on the **"I want to create an account now" button**.

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.

Step 2.2 Once you are logged in, go to the SCHOLARSHIPS >> Energy-Industry Scholarship Page and click on the 🖐 button as seen below:

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

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

I want to apply for the Energy-Industry Scholarship! **Apply now**

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:

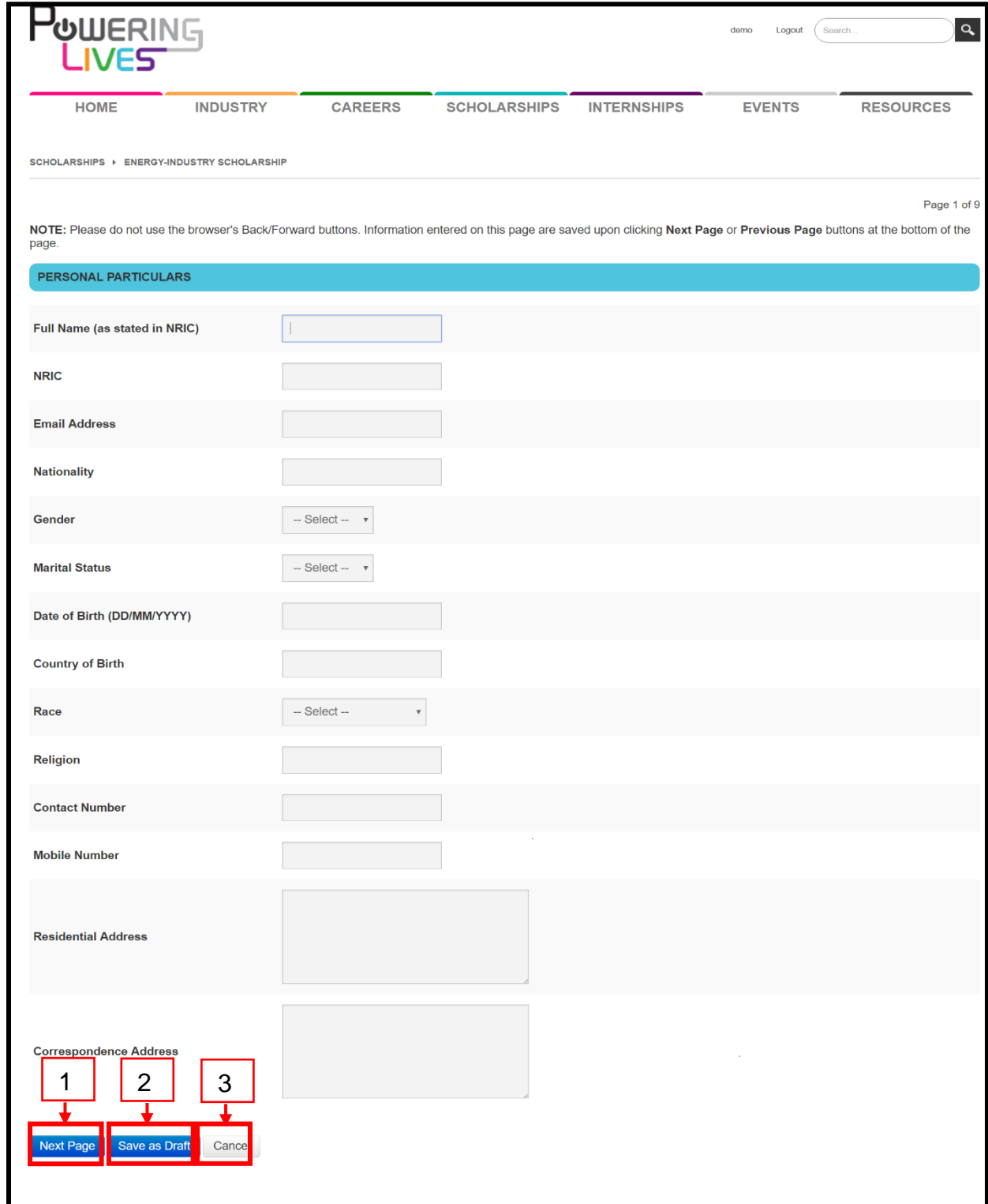|	
1 **Check Eligibility Fields**	Fields in the eligibility check page are populated one at a time. The subsequent question will be populated based on your response to the earlier questions. If Other Engineering Disciplines is selected for the field, "What course do you intend to take or are taking up?", 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) There are four types of scholarship to apply, and they are as follows: - Institute of Technical Education (Full-Term) - Institute of Technical Education (Mid-Term) - Polytechnic (Full-Term) - Polytechnic (Mid-Term) If you see the below message, please email us at enquiries@poweringlives.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 enquiries@poweringlives.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.

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1 **Next Page Button**	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.
2 **Save as Draft Button**	Click on the **"Save as Draft"** button, to save any changes made on the application form and continue later. • 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 following screen will be displayed:
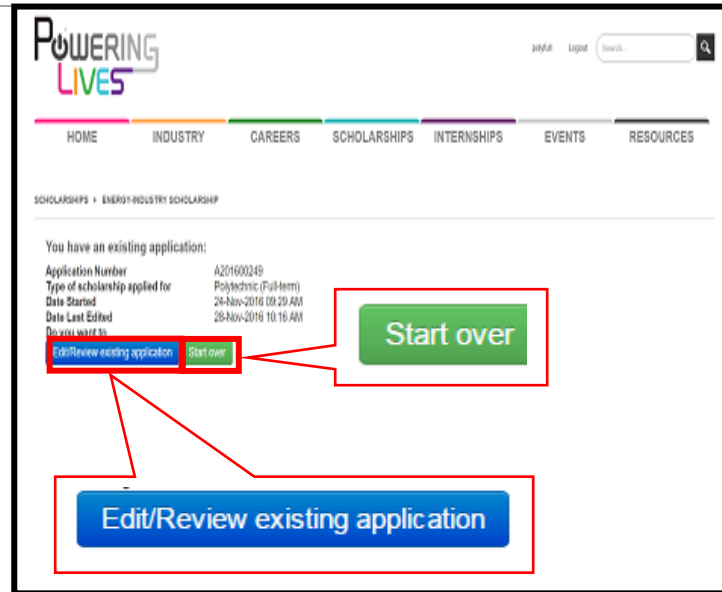
Click on the **"Edit/Review existing application"** button to continue filling in the application form. Alternatively, you can click on the **"Start Over"** button to clear all information entered previously and start with a new application.

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

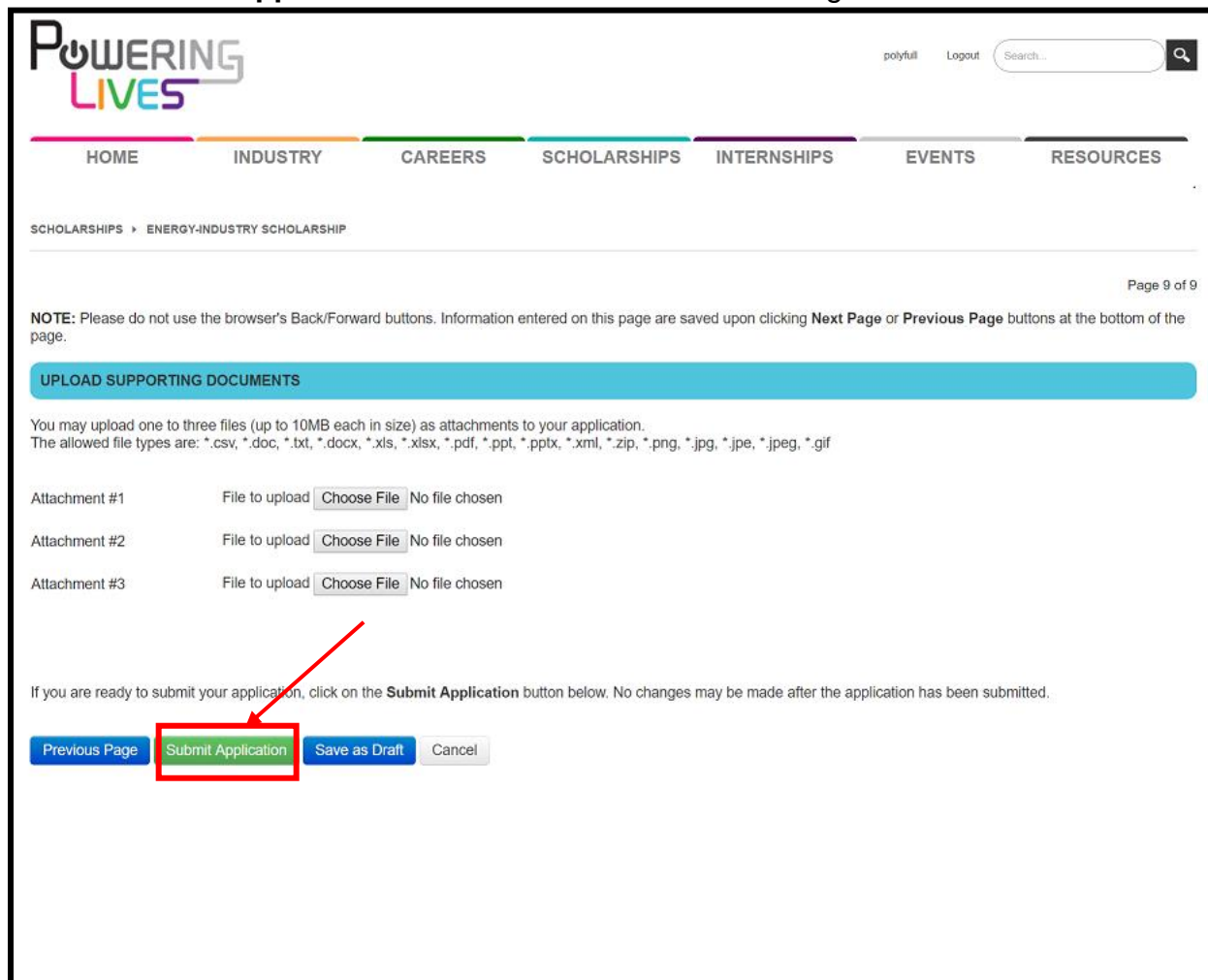Different application forms will be populated according to the type of scholarship you are applying for.

*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:

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.

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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:

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 enquiries@poweringlives.sg.