Application Guide for NAFA AY22/23 In-house Scholarships, Merit awards & Bursaries exercise

Application period for AY22/23:

Diploma studies : 1 – 31 March 2022 (Diploma Freshmen extended to 15 April 2022)
Degree studies : 1 – 15 May 2022

Portal link:
http://ofa.nafa.edu.sg (portal will only be opened from 1 March 2022)

Students who did not apply for a diploma or degree course will not be able to take part in the In-house financial award exercise as login will be via course application number

New changes to application portal

The financial award portal is revamped to include an application status listing which will list all the financial schemes you had applied for as well as the status of your application.

This will be the default landing page upon login to the portal for students who have logged in before. Students who is logging in for the first time will be dirceted to the Exercise listing page)

To check on your status for each scheme, please click on the 🔍 icon under 'Action'

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How to apply
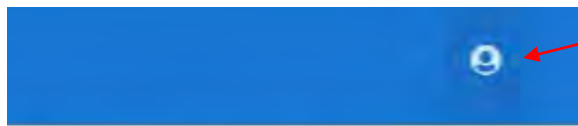
Click on the profile icon on the upper right hand corner.

A drop down menu will appear.
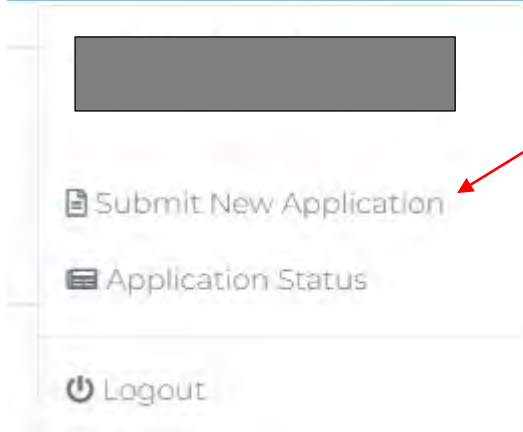
Click on 'Submit New Application'

The portal will bring you to the exercise listing page. This page lists all the active exercises which are available for application. If you have already applied for all available exercise, there will not be any options available.

Please refer to the 'Application status' page by toggling the upper right hand corner to view your application status. If you wish to resubmit an application or make changes, please contact faas@nafa.edu.sg for assistance.

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The application form consists of 7 sections

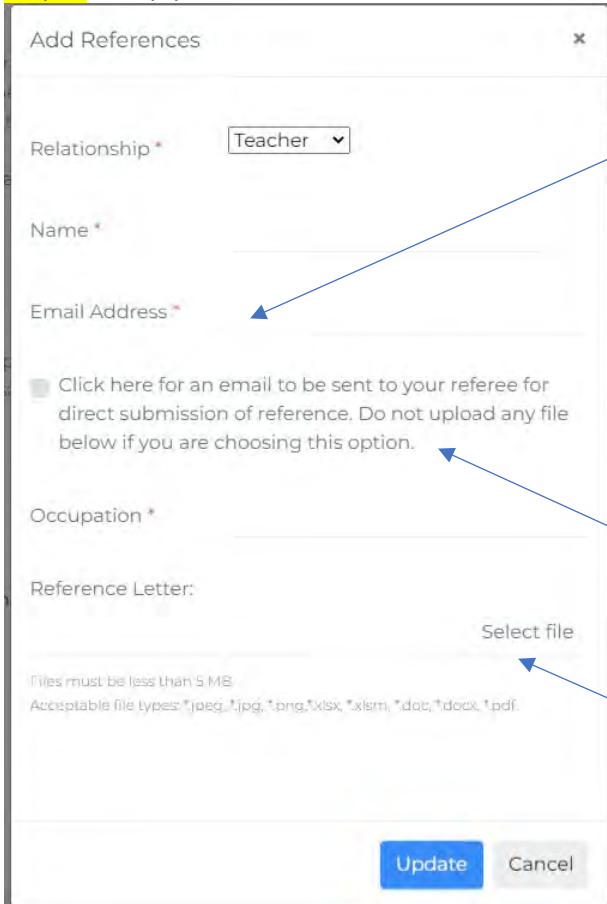| 1	2	3	4	5	6	7
Instructions	Personal Details	Track Records	Family Background	Upload Income Doc	Upload References	Declaration

- **Section 2 'Personal details'** is populated from the Application portal and cannot be amended. If you see that your personal details are wrong, please contact Admissions at admissions@nafa.edu.sg to amend

- **Section 3 ' Track Records'** You are highly encouraged to add additional track records related to your field of study as this will set you apart from the rest of the applicants (this is optional for Bursary applicants)

- **Section 6 'Upload References'** is only for Scholarship & Merit award applicants. Students who have only selected the bursary category is not required to submit a reference

New changes to Reference submission

Step 1 : Click on Add reference button   **Add References**

Step 2: Fill up your referee's details

Add References ✕

Relationship *   Teacher ⌄

Name *

Email Address *

☐ Click here for an email to be sent to your referee for direct submission of reference. Do not upload any file below if you are choosing this option.

Occupation *

Reference Letter:

Select file

Files must be less than 5 MB.
Acceptable file types: *.jpeg, *.jpg, *.png,*.xlsx, *.xlsm, *.doc, *.docx, *.pdf.

Update   Cancel

Please ensure that the email is correct as an invitation will be sent to your referee to write the reference for you.

Please ensure that you have obtained your referee's approval to write a reference for you before keying his/her email address.

There are 2 ways for submision (please choose either method)

1) **Send an email to your referee** to submit the reference directly on the referee portal.
   Tick this box to trigger the email invitation
   Email will only be sent AFTER submission of application

2) If you wish to upload an existing referee, click on the 'select file' at the upload field

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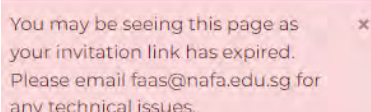## Frequently asked questions:

1) Is there a time frame for my referee to input my references?
From the moment that you have submitted the application, an email invitation will be sent to your referee. The reference link will expire in 7 days for security reasons.

The below error message will be shown when an expired link is clicked.

If your referee did not submit your referral within 7 days, you may email faas@nafa.edu.sg when he/she is ready to request for a re-send of a new link.

Do try to arrange with your referee on when he/she can submit a referral for you as your application will remain marked as 'Pending' until it is complete. You may make use of the 'save draft' function in the application portal so that you can prepare your documents in advance.

2) I would like to change my response after submission, can I resubmit again?
You may email faas@nafa.edu.sg for assistance if you wish to make any other changes after submission.

### 3) I am facing technical difficulties/Portal is slow
Do note that at peak periods such as the last week of application period, traffic may be higher than usual. Kindly do not spam click on a button and allow it to load. Spam clicking is likely to trigger an error message. You may also wish to clear your browser's history/cache and try again later. If the error persists, please let the team know of this at faas@nafa.edu.sg & provide a screenshot. We will look into it as soon as possible.

4) I would like to change my referee
Please email us at faas@nafa.edu.sg and we will change the status of your application to incomplete so that you may re-access it again to change the referee details in section 6.

5) How can I check on the status of my application
Applicants who have submitted their application can re-login to the portal to check on their status outcome by clicking on the ⌕ icon under the exercise entry on the 'Application Listing' landing page.
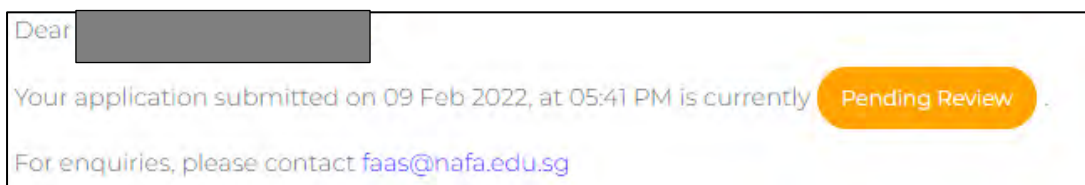
6) Do I need to attend an interview?
Only shortlisted applicants will be notified for the Scholarship & Merit award categories. There are no interviews for bursary candidates.

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Tip: Do ensure that your track records are dated within 3-4 years from 2022. Outdated track records will not be considered. Track records not related to your field of study also will not add merit to your application.

Tip: Plan ahead earlier and ask for your preferred referee's approval in advance. Avoid waiting until the last minute, as your referee may not be able to cope with so many reference requests. Avoid waiting until the last day & last hour to submit your application. it will be a nerve wracking experience and the portal will be slow due to high traffic.

Tip: If you are uploading an existing reference letter, please note that we would prefer updated reference letters within one year from your application date. Outdated references will not add much merit to your application. References which are too outdated will be rejected.

Tip: If you face any technical difficulties, you may login to our FAAS team weekly zoom session for direct technical assistance and queries. We will do our best to help with your application problems, however some technical issues may require certain time to resolve with the platform developer.