

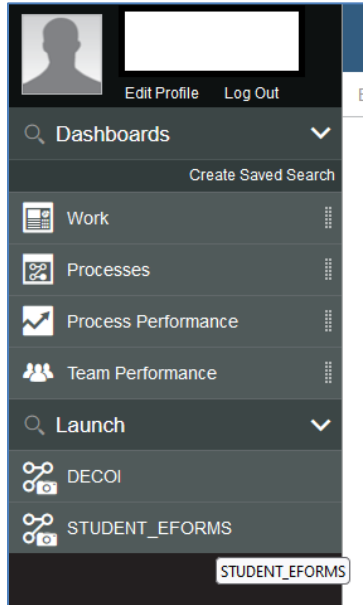


**NANYANG  
TECHNOLOGICAL  
UNIVERSITY**  
SINGAPORE

# MSE Postgraduate Overseas Conference App User Guide



# PG Overseas Conference App | User Guide



1. Login to [IBM BPM](#) with your NTU username and password.
2. On the left menu, click on **STUDENT\_EFORMS** to access the MSE EFORMS.
3. You may click on “Log out” on this menu to sign out from the website.

# PG Overseas Conference App | User Guide

## Student e-Forms

### Step 1

Select User Type

UNDERGRADUATE

POSTGRADUATE

EXIT BACK NEXT

Step 1:  
On the EFORMS portal,  
Click on **POSTGRADUATE**.

Step 2:  
On your profile page, check your details  
are correct and click “**Next**” to proceed.  
If you need to update your particulars,  
please email to [msegraduate@ntu.edu.sg](mailto:msegraduate@ntu.edu.sg)

## User Info-Request

### Step 2

Next

Cancel and Exit

School

Student Name

Student NTU Email Username

Student Type

Matriculation No.

Mentor / Supervisor

Mentor / Supervisor Email

MISE

POSTGRADUATE

If you find any inaccuracies in your details, please contact msegraduate@ntu.edu.sg

Step 3:  
Click on “**OVERSEAS CONFERENCE**”  
button on the left menu.

## Student e-Forms [ Student ]

### Step 3

HOME STUDENT E-FORMS EXIT

MISE - POSTGRADUATE

OVERSEAS CONFERENCE

# PG Overseas Conference App | User Guide

1. Click on “**CREATE NEW SUBMISSION**” to submit a fresh application. You will also see the **status** of your application(s) under the last column in the table.

The screenshot displays the application form interface. At the top left is the Nanyang Technological University Singapore logo. The main title is 'Application for Overseas Conference Leave with Financial Assistance'. Below the title are navigation buttons: 'HOME', 'STUDENT E-FORMS', and 'EXIT'. A secondary title 'Application for Overseas Conference Leave with Financial Assistance' is centered below. A row of buttons includes 'BACK', 'REFRESH LIST', and a highlighted 'CREATE NEW SUBMISSION' button. A blue banner below the buttons reads: 'Use 'REVIEW AND SUBMIT' button to view / edit all entries & submit your request'. The main content area is a table with four columns: 'SUBMISSION DETAILS', 'CONFERENCE DETAILS', 'PAPER DETAILS', and 'CONFERENCE FINANCIAL ASSISTANCE DETAILS'. The table contains a single application entry with various fields filled out, such as Name, Matriculation No., Program type, Conference Title, Venue, Start Date, End Date, Organizer, Paper Title, Presentation Type, Airfare, and Registration Fee. At the bottom right of the table are 'EDIT', 'DELETE', and 'REVIEW AND SUBMIT' buttons.

SUBMISSION DETAILS	CONFERENCE DETAILS	PAPER DETAILS	CONFERENCE FINANCIAL ASSISTANCE DETAILS
<p>Name [Redacted]</p> <p>Matriculation No. G2255778A</p> <p>Salutation * Mr</p> <p>Program type * Full-time PhD Full-time PhD ? * Yes</p> <p>First Time Applicant ? * Yes</p> <p>Completed QE ? * Yes</p>	<p>Conference Title * Test title</p> <p>Venue * Test venue</p> <p>Start Date * 26-Feb-2024</p> <p>End Date * 29-Feb-2024</p> <p>Organizer * Test organizer</p> <p>Conference Type * Invitation</p> <p>Participation Type * Read a paper</p>	<p>Presentation Type * Oral</p> <p>Title * Test title</p> <p>Co Authors * test authors</p> <p>Presentation Accepted * Yes</p>	<p>Airfare * Yes</p> <p>Airfare Funding * test airfare</p> <p>Subsistence Allowance * Yes</p> <p>Registration Fee * Yes</p> <p>Submission ID MSE-OCFA-G2255778A-2903-12414162834</p> <p>Status 402   Pending Supervisor Approval</p>

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2. On the next page, you will see 4 tabs

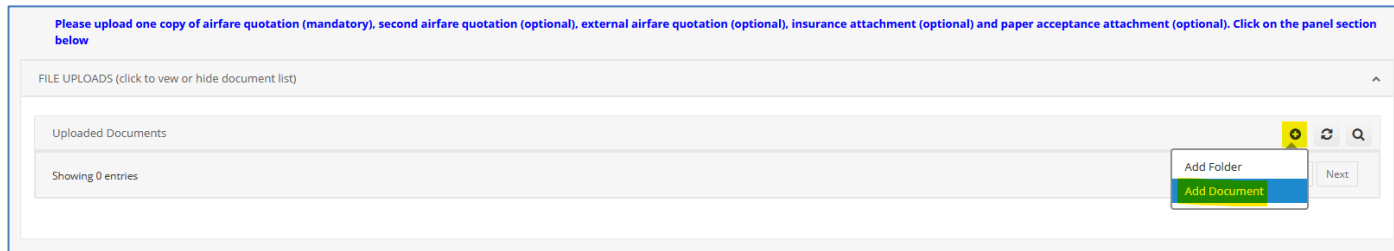
- Financial Submission Details (**Mandatory section**)
- Conference Details (**Mandatory section**)
- Paper Details (Optional section). Please input the information if you are reading a paper.
- Conference Financial Assistance (**Mandatory section**)

The screenshot displays the 'Financial Submission Details' tab of the PG Overseas Conference App. The interface is divided into two main sections. The top section shows pre-filled information: Name (redacted), Matriculation No. (redacted), Submission ID (MSE-OCFA-G1234567A-2903-1241310613), School (MSE), and Status (401 | Draft - UnSubmitted - Fresh Submission). Below this is a horizontal navigation bar with four tabs: 'FINANCIAL SUBMISSION DETAILS' (active), 'CONFERENCE DETAILS', 'PAPER DETAILS', and 'CONFERENCE FINANCIAL ASSISTANCE'. The main content area contains a form with the following fields: Name (PG UAT Student), Matriculation No. (G1234567A), Salutation \* (dropdown), Program Type \* (dropdown), Full-time PhD ? \* (dropdown), First Time Applicant ? \* (dropdown), Please provide details (text input), Supervisor Fund (dropdown), School Funding or PI Funding? (text input), and Completed QE ? \* (dropdown).

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3. Please upload the following supporting documents in PDF format.
  - (i) Airfare quotation (**mandatory**)
  - (ii) 2nd airfare quotation (optional)
  - (iii) External airfare quotation (optional)
  - (iv) Insurance attachment (optional)
  - (v) Paper acceptance attachment (optional)

To upload the document(s), go to the “Uploaded Documents” section, click on + icon and then “Add Document”.



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- Once you have completed filling up all the mandatory information, you may click on “**Save**” button on left menu.

**NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE**

## Application for Overseas Conference Leave with Financial Assistance

**Save**

Back

Cancel

Please complete the form with the following supporting documents on (a) and, where applicable, (a) to (f) below:

- (a) Conference brochure/official handout
- (b) Correspondence from the organiser on your participation or invitation to the conference and grant of financial assistance, if applicable
- (c) Correspondence regarding the acceptance of the paper, if applicable
- (d) Documentary evidence of registration fee and insurance to be paid
- (e) PDF of airfare quotations from 2 NTU Corporate Agencies
- (f) If you are using supervisor's funding, please indicate the WBS Element and GL code. Indicate the expenses details in the remarks box.

Name	PG UAT Student
Matriculation No.	G1234567A
Submission ID	MSE-OCFA-G1234567A-2903-1241310613
School	MSE
Status	401   Draft - UnSubmitted - Fresh Submission

**FINANCIAL SUBMISSION DETAILS** | CONFERENCE DETAILS | PAPER DETAILS | CONFERENCE FINANCIAL ASSISTANCE

# PG Overseas Conference App | User Guide

- On the main page, click on **“REVIEW AND SUBMIT”** button to review the information that you have input.
  - To edit the information, click on the **“Edit”** button.
  - To delete the draft, click on the **“Delete”** button.

The screenshot displays the application form interface. At the top left is the Nanyang Technological University Singapore logo. The main title is 'Application for Overseas Conference Leave with Financial Assistance'. Below the title are navigation links: HOME, STUDENT E-FORMS, and EXIT. A secondary title 'Application for Overseas Conference Leave with Financial Assistance' is centered below the navigation. A row of buttons includes BACK, REFRESH LIST, and CREATE NEW SUBMISSION. A blue banner contains the instruction: 'Use 'REVIEW AND SUBMIT' button to view / edit all entries & submit your request'. The form is divided into four columns: SUBMISSION DETAILS, CONFERENCE DETAILS, PAPER DETAILS, and CONFERENCE FINANCIAL ASSISTANCE DETAILS. Each column contains various input fields and labels. On the right side of the form, there are buttons for EDIT, DELETE, and a prominent yellow REVIEW AND SUBMIT button.

SUBMISSION DETAILS	CONFERENCE DETAILS	PAPER DETAILS	CONFERENCE FINANCIAL ASSISTANCE DETAILS
Name	Conference Title *		Airfare *
Matriculation No.	Test title		Yes
	Venue *		Airfare Funding *
Salutation *	Test venue	Presentation Type *	Yes
Dr	Start Date *	Oral	Test airfare funding
Program Type *	25 Mar 2024	Test title	Subsistence Allowance *
Full time PhD	End Date *	Co Authors *	Yes
Full time PHD ? *	29 Mar 2024	Test co-authors	Registration Fee *
Yes	Organizer *	Presentation Accepted *	Yes
First Time Applicant ? *	Test organizer	Yes	
Yes	Conference Type *		Submission ID
Completed QE ? *	Invitation		MSE-OCFA-G1234567A-2903-1241310613
Yes	Participation Type *		Status
	Read a paper		401   Draft - UnSubmitted - Fresh Submission

# PG Overseas Conference App | User Guide

- Carefully review the information that you have input and ensure that you have uploaded all the necessary **supporting documents**. Click on “**Submit**” button to submit the application for approval.
  - ❖ Once the form is submitted for approval, you cannot edit the information.

**Application for Overseas Conference Leave with Financial Assistance**

LOA - Full Details -

HOME | STUDENT E-FORMS | EXIT

MSE - POSTGRADUATE

BACK	Submission ID	MSE-OCFA-G1234567A-2903-1241310613
SUBMIT	School	MSE
	Status	401   Draft - UnSubmitted - Fresh Submission
	SUBMISSION DETAILS	
	Name	
	Matriculation No.	

- The submitted application will be routed to (i) your supervisor for recommendation, then (ii) MSE graduate office for endorsement and then (iii) MSE Associate-Chair (research) for approval. You will receive email once the application is approved or declined. You may also check the status of the application from the main page.