APPLYING FOR A LBKM Bursary

Instructions: Registering an Account & How to Create an Application Form

How to register

To use LBKM's online application system, you need to register on Bursary Grant Management System <u>https://lbkm.grantmanagementsoftware.com</u>.

Please follow these simple instructions on how to do this.

Under the 'New Users' section click on the 'Register' button

Not logged in		
Sign In You must sign in or register		
New Users	Existing Users	
New Applicant – Please register to apply for a bursary.	If you have already regi	istered with LBKM then please sign in to access your account.
Instructions Guide: PDF Download	Once logged in you can begun, or view the state * required	n start a new application, complete an application that you have already us of an application that you have already submitted.
Register	* Email	Email
	* Password	Password
	✓ Remember my login on this	computer
		Log in
	Forgot your password?	

Fill out the form

A red asterisk * means that the section must be completed for you to register successfully. Enter in the following fields: -

- First name
- Last name
- Email
- Email Confirmation
- Password (Important: Passwords must be at least 12 chars long, include at least 1 number, 1 upper- or lower-case character and have one or more special characters e.g. (! ? <). Password strength must reach 100%)
- Password Confirmation
- I agree my data will be stored (Checkbox)

Not ugged in			AA
Register			
Register as a new applicant			
	*.required		
New Users	* First name	First name	
New Applicant – Please register to apply for a bursary.	* Last name	Last name	
Instructions Guide: PDF Download	🛊 Email	Email	
Please enter your name, a valid email address and a password. Passwords must be at least 12 characters long, and must be accepted by our password strength checker.		O Enter a valid email address	
	* Email Confirmation	Email Confirmation	
	* Password	Password	
		R	
		O Password strength must reach 100%. Passwords must be at least 12 chars long, include at least 1 number, 1 upper or lower case character and have one or more special characters e.g. (1? <).	
	* Password Confirmation	Password Confirmation	
	🕸 I agree my data will be stored	O You must confirm consent to use of your user data to continue	
	I agree to receiving marketing material	8	
		O Box should be ticked if you consent to receiving marketing information	
		ОК	

Click 'OK'

You will now be automatically logged in to your account and taken to your 'Inbox'. This would normally show you any applications that you have started or have already submitted. As you have only just registered, your 'Inbox' will initially be empty.

Now you are registered successfully, you can proceed with creating an application for a bursary.

Application Entry

How to start the quiz

To create a new application and begin the application form, click on the '**Create New Application**' button at the bottom of the screen.

R 🕅 🕅						AAAA	=
	Inbox This is the in	box. Please review the tas	ks listed below.				
	- E Current Tas	ks					
	This is list of ap	plications for which you have a curr	ent task to do in relation to a role (from relevant	workflow). Hold CTRL key and drag table left/right using mouse.	×		
	Appl ID	Client	Institution Type	Project Title	Task		
		I Am Linked To					
			Edit	My Details			
			Create Ne	ew Application »			

You will see the Funding page, where you will see the Bursary Grant programme which is open for applicants to apply. Click on the "Apply Now" button as shown in the figure below. This will open the details page of Bursary Grant programme where applicants can see "Level", "Application Period", "Contacts" and "Important Points".



NOTICE	Contacts
Aursary	Tel: 6447 4770 Email: enquiries@lbkm.org.sg
D Level	Important Points to Note:
Application Period	The documents required to complete your submission are listed below. Please prepare and attach them in the online form in. pdf or .jpeg format only.
his Application Period is from 30-06-2021 to 31-12-2021 00:00	 Applicant's NRIC or Birth Certificate (BC) Parent's NRIC (for applicants who submit Birth Certificate ONLY) Applicant's Bank Statement - to very firy name of account holder and bank account number. (Pri / Sec and Pre students in the Madrasahas are not required to submit this) Applicant's Paysilp / CPF Contribution Statement (For Part-Time Undergraduate Applicants' ONLY) Paysilps or official letter indicating gross monthly income of working family members OFF Contribution statement of suf-employed family members Death/Divorce Certificate Court Letter (if applicable) Student Pass/ Matriculation Card Detain Confirmation / Letter of Certification (for Diploma & University Levels ONLY) Jardet Examination Results Other documents that may help you receive the bursary (Optional) NOTE: Upon review, LBKM may request for additional documents from the applicant. Please check the applica email for any notification.
	" Deels to estimate

Click on the "Apply for Bursary" button as shown in the figure above, this will open the application form which you must complete.

Bursary Application Form UNIVERSITY 2021 Bursary Application Form Deadline: 31-12-2021
Click on any of the underlined headings above to go to that section. You must answer every question in that section before proceeding to the next section. Once you have completed all sections you can submit the form. Please ensure that all data is correct before submission.
Print Form Determine new PDF
Section 1 Personal Details
0%
Section 3 Academic Details
USa Section 4 Other Information
Section 5 Required Documents
0%

Filling out the form

You will now see all the sections of the application form in a list. Click on the first section - '1. Personal Details' - to start filling out the sections of the form.

To move between sections, use the button "Save Draft & continue" at the bottom of each page.

Save Draft
Save Draft & continue >
Save Draft & exit

You will have five sections to fill out on your application form

- 1.) Personal Details
- 2.) Family Details
- 3.) Academic Details
- 4.) Other Information
- 5.) Required Documents

Some of the questions will be automatically filled in for you as in section 1.1 in the image below. Any questions that have a red asterisk * will have to be answered as these are mandatory questions.

Bursary Application Form			
1. Personal Details			
Personal Details			
eron to moex erimit room El Generate new PDF			
Personal Details Gramily Details Academic Details	Other Information Required Documents		
-			
1.1 Application Reference			
Application Number:	89720044		
Date of Application:	01-12-2021		
Scheme:	Bursary		
Applicant Email:	khuranaajay18@gmail.com		
1.2 Personal Details			
First Name (as in NRIC / BC): *	Ajay		

To move between sections, use the button "Save Draft & continue" at the bottom of each page.

Save Draft	
Save Draft & continue »	
Save Draft & exit	

<u>Remember</u>, as long as you've clicked the 'Save Form & Continue' button as you filled out each section of the form you can then log out and return to your application at any time and your answers will have been saved.

Submitting the application form

Once you have completed the final section of the Form – '5. Required Documents' you should click on the 'Save Draft & Continue' button at the bottom of the screen.

At this stage your Application Form has not yet been submitted to us. You must finish the Application Form and submit it to us on the next screen:

Submit Form Bursary Application Form

Your details have been saved. If you have confirmed to submit your application, please click on Submit Now. If you would like to return to your form to attach documents or edit information, please click Exit, you may return to your form later. Please remember to submit your form before the closing date

🖶 Print Form	C Generate new PDF					
	Yes, submit form now »					
	« No, enter more details first					
	Exit					

By clicking on the button 'Print Form' you can download and view your original application answers in full.

Once you have submitted your form by clicking on "**Yes, submit form now**" button, you will **not** have the option to edit it. So, we recommend that you print a copy to review carefully before you submit the form to us.

Remember, a red asterisk * means that the question must be completed for you to submit the form successfully. If you do not answer those questions marked with an asterisk, then when you try to submit the form, you will receive an error code which will tell you which mandatory sections you have not completed.

For example, if you did not enter in "How are you financing your cost of study:" question on section 3.1, then you will see the following error message. To go back to the section, you should click on section number that will take you to the section of the form to answer the question. In the below example screenshot, clicking on section 3.1 will take user back to the question.

Submit Form Bursary Application Form Your details have been saved. If you have confirmed to submit your application, please click on Submit Now. If you would like to return to your form to attach documents or edit information, please click Exit, you may return to your form later. Please remember to submit your form before the closing date
• There appears to be problems with some of your answers. Click on the question or section numbers in the errors below to go straight to the problem. You cannot submit the form until all problems are corrected.
Some mandatory responses were not filled in In quest (n 3.1:) low are you financing your cost of study: - response(s) missing
Print Form C Generate new PDF
Yes, submit form now »
« No, enter more details first
Exit

Once your form has been submitted successfully you will be brought back to your inbox. Your bursary application will also be sent to LBKM Administration to check. You will also receive an email about your bursary application submission.

Tracking the status of your application

Once you've submitted the Application Form it will no longer appear in your inbox. To view the status of your application you should go to the "**Applications I Am Linked To**" at the bottom of the page.

								A A A
	nbox							
т	his is the inbox. Please	review the tasks li	sted below.					
+2	Current Tasks							
_								
	A 17 17 1 A 1 7 1 1	To]					
- 🕰	Applications I Am Linked		-					
	Applications I Am Linked							
- <u>-</u>	Applications I Am Linked	are linked to i.e. user has	been added to list of us	sers associated with t	hat application (can be see	n in Application Contacts tab	of application processing page	re). ×
- <u>A</u>	Applications I Am Linked	are linked to i.e. user has	been added to list of u	sers associated with t	hat application (can be see	n in Application Contacts tab	of application processing pag	je). ×
	Applications I Am Linked These are applications that you D Applicant Name	are linked to i.e. user has Scheme Name	been added to list of us Region Name	sers associated with t Project Title	hat application (can be see Creation Date	n in Application Contacts tab Application Status	of application processing pac Relationship Type	je). × Sub Process

You will then see a list of all the applications you have submitted to LBKM. The 'Application Status' column will tell you the status of your application.

In the example above, the Application Form has been submitted and sent on to our Administration team to make sure that everything is correct.

If you click on the underlined application ID number (see image above) in the far-left hand column it will take you to another screen

Application				
Summary				
Standard Details				
Applicant	Ajay Khurana			
App ID	89718034			
Scheme Calls	University 2021			
Category ID	Bursary			
Total Income	1200			
Total Family Members	2			
PCI/Donation Amount(\$)	600			
Academic Information				

GOOD LUCK WITH YOUR APPLICATION !!