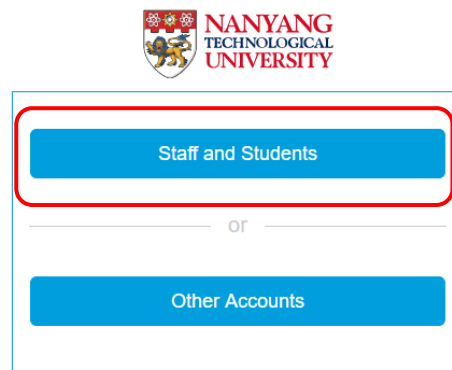


Instruction Guide: Application to Organisations/Opportunities & Completion of Declaration Form

in InPlace

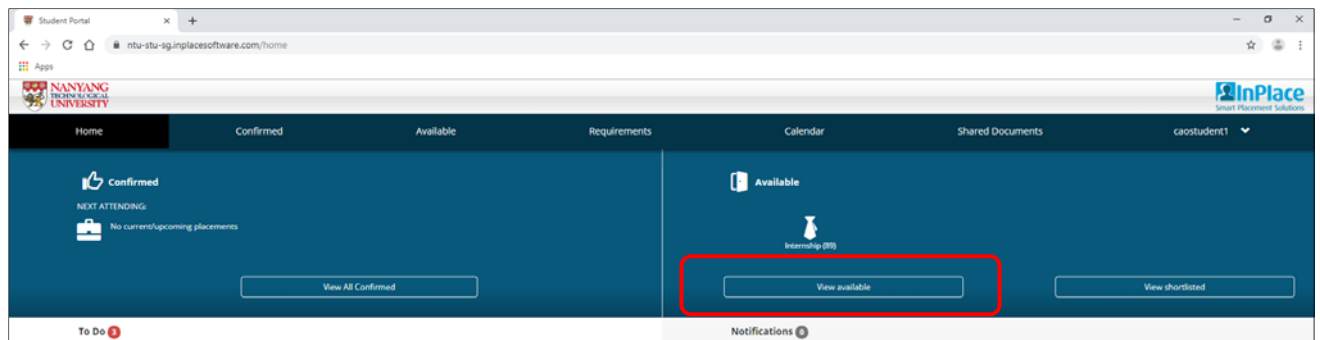
- **Login to InPlace (<https://inplace.ntu.edu.sg>)**

1) Click on [Staff and Students].



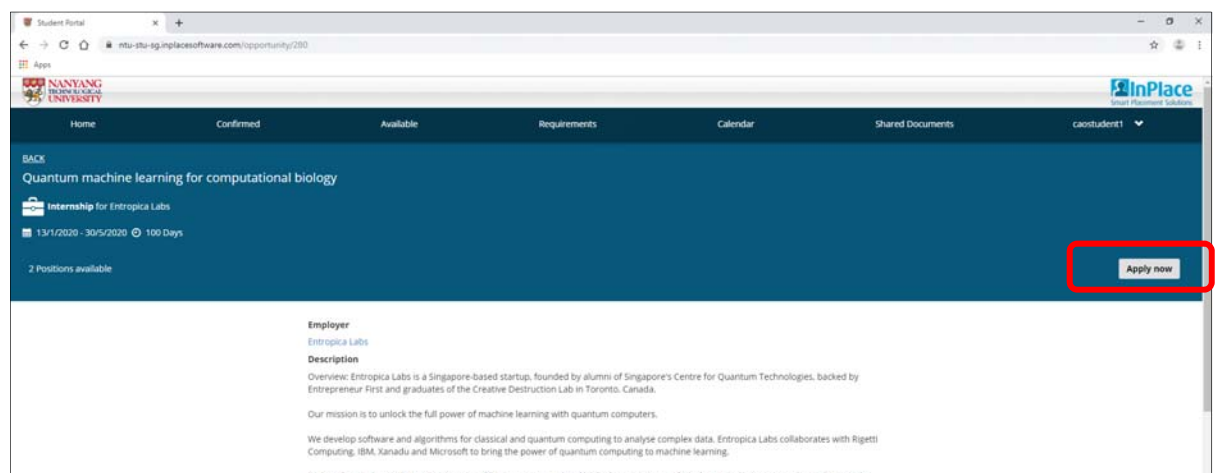
- **View and Application to Organisations/Opportunities**

1) Click on [View available] button to view the list of organisations and the opportunities that they offered:



2) Click on individual opportunities to view details including the programme description, pre-requisites under the “Application Requirement” section and number of positions available.

3) To submit your application, click on [Apply now] button:



4) The “Comments” section in the application page is for you to put in any comments that the organisations can view. Currently, there is a 2000-character limit on the comments field. You can leave it blank, by default.

- 5) For [Select the order of preference] section, put in the order of preference for your applications. Please note that your applications are of equal priority and have no order of priority. This is a system requirement on InPlace.

The screenshot shows the InPlace application portal interface. A modal titled "Rank your preferences" is open, displaying a list of preferences. The first preference is "1st Quantum machine learning for computational biology - Entropica Labs". Below the list, it states "0 - 3 Required (Minimum number of preferences met)". There are "Cancel" and "Submit" buttons. The background shows the application instructions and details for Entropica Labs.

- 6) Upload your resume by clicking on [Select file from device]. Remember to append your degree audit to your resume in one PDF file.
- 7) Submit your application by clicking on [Submit application] button:

The screenshot shows the bottom section of the application form. It includes a "Preference" section with a "Select the order of preference" button, a "Documents" section with a "Select file from device" button, and a "Submit application" button. The "Submit application" button is highlighted with a red rectangle.

- 8) You can view your submitted applications by clicking on the [View shortlisted] button:

The screenshot shows the InPlace application portal dashboard. It has a top navigation bar with links: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown. The main content area is divided into two columns. The left column shows "Confirmed" status with a "View All Confirmed" button. The right column shows "Available" status with a "View available" button and a "View shortlisted" button. The "View shortlisted" button is highlighted with a red rectangle.

- Complete the Declaration form

1) Complete the declaration form under the “To Do” section:

The screenshot shows the Student Portal interface for Nanyang Technological University. The browser address bar displays 'ntu-stu-sg.inplacesoftware.com/home'. The portal has a dark blue header with the university logo and navigation tabs: Home, Confirmed, Available, Requirements, and Calendar. The main content area is divided into two columns. The left column, under the 'Confirmed' tab, shows a thumbs-up icon, the word 'Confirmed', and a section titled 'NEXT ATTENDING:' with a briefcase icon and the text 'No current/upcoming placements'. Below this is a 'View All Confirmed' button. The right column, under the 'Available' tab, shows a document icon and the word 'Available'. At the bottom of the page, there is a 'To Do' section with a red box highlighting a link that says 'Information required for Application and Selection of Organisations - Declaration'. A blue arrow points to the right of this link. On the far right, there is a 'Notifications' section.