

User Guide for LOA Submission in SNAApp

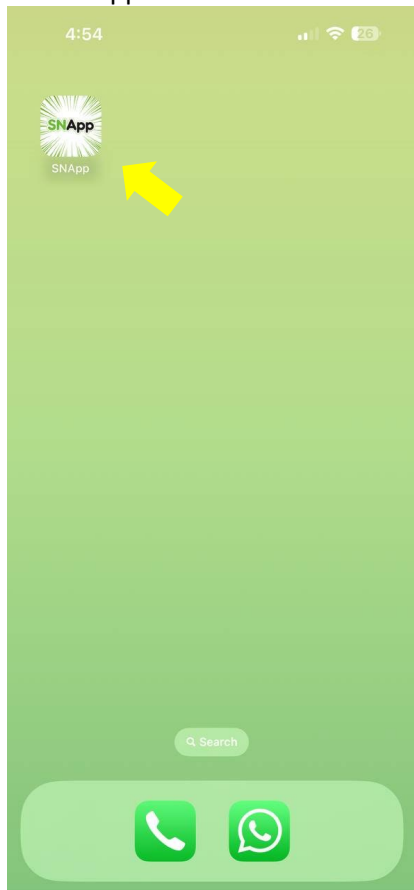
Step 1: Download and run SNAApp

For new user, please download SNAApp from App Store or Google Play.

For existing users, please ensure you have updated to the latest app version.

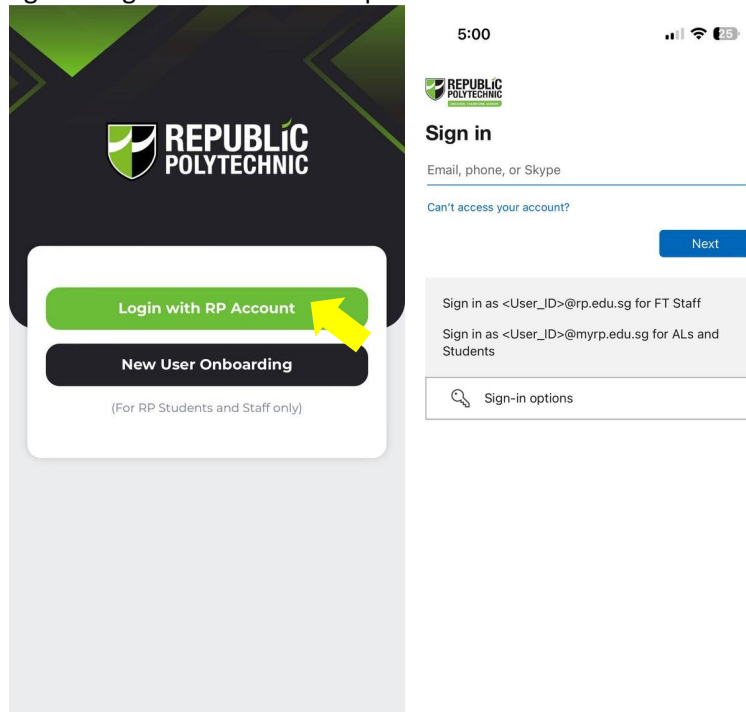
For Android	For IOS
 https://for.edu.sg/snappplaystore	 https://for.edu.sg/snappappstore

Run SNAApp



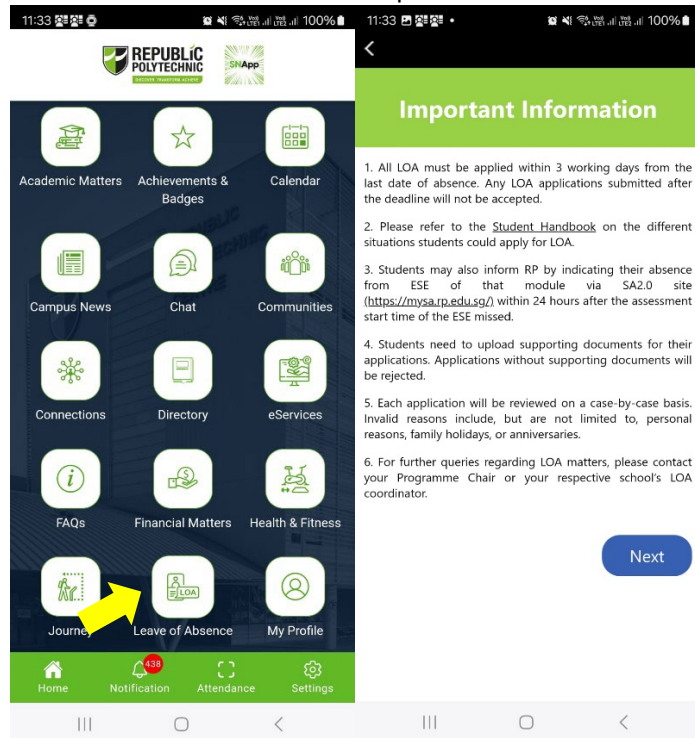
Step 2: Log into SNAApp

Log in using student email and password.



Step 3: Select Leave of Absence (LOA) icon

Click on LOA icon and read the important information.



Step 4: Fill in LOA details

Please select Absence Reason from the list.

The image shows two side-by-side screenshots of a mobile application interface for 'Leave of Absence' (LOA) details. Both screenshots feature the 'REPUBLIC POLYTECHNIC' logo and a 'FAQs' link. A note states: '* All fields are required unless otherwise stated.' Below this, the 'Absence Reason' dropdown menu is shown. In the left screenshot, the dropdown is open, and a yellow arrow points to it. In the right screenshot, the dropdown is closed, showing a list of reasons: Sick Leave, Hospitalisation Leave, ITE Graduation, National Exams, Compassionate Leave - Family, Compassionate Leave - Relative, External non-RP Event, Family Emergency, Marriage Leave, and Medical/Dental appointment/check-up without MC. Both screenshots have a 'Next' button at the bottom.

Please upload the required supporting documents or submit the digital MC URL (for sick and hospitalization leave only) and fill in compulsory fields marked with *.

Note: The document uploaded should be clear and complete. If possible, without background and shadow.

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Step 5: Verify the LOA details and submit the application

Please ensure the LOA details are accurate. Read and agree to declaration before submitting the application.

The image displays two side-by-side screenshots of a mobile application interface for 'Leave of Absence' at Republic Polytechnic. Both screenshots show the top status bar with the time 11:39 and 100% battery.

Left Screenshot:

- Header:** REPUBLIC POLYTECHNIC logo and 'Leave of Absence' title.
- Form Fields:**
 - * Medical Institution:** Input field containing 'ABC clinic'.
 - Medical Institution Contact Number:** Input field containing '67891234'.
 - * Application Start Date:** Date picker showing '19/03/2024'.
 - * Application End Date:** Date picker showing '20/03/2024'.
 - Remarks (Optional):** Empty text area.
- Buttons:** '<< Back' (blue) and 'Submit' (grey).

Right Screenshot:

- Header:** REPUBLIC POLYTECHNIC logo and 'Leave of Absence' title.
- Form Fields:**
 - Date:** Input field showing '20/03/2024' with a calendar icon.
 - Remarks (Optional):** Empty text area.
 - Declaration:**
 - Text: 'I hereby give my consent for the relevant authorities to obtain and verify the necessary information from or with any source as appropriate.'
 - Text: 'I declare that the information the information provided in this application is true and complete to the best of my knowledge.'
 - Text: 'I accept that should any part of the information given by me is ascertained to be false. I will be subjected to disciplinary action(s).'
 - Agreement:** A checked checkbox followed by the text 'I agree to the declaration above'.
- Buttons:** '<< Back' (blue) and 'Submit' (blue). A yellow arrow points to the '<< Back' button.

Upon successful submission, you will receive an Application ID. An acknowledgement email will also be sent to your RP mailbox. You can check the status directly in SNAApp once it has been processed. Additionally, you will receive an email in your RP mailbox confirming the status.

Important: Please retain all supporting documents until the LOA is approved.

