

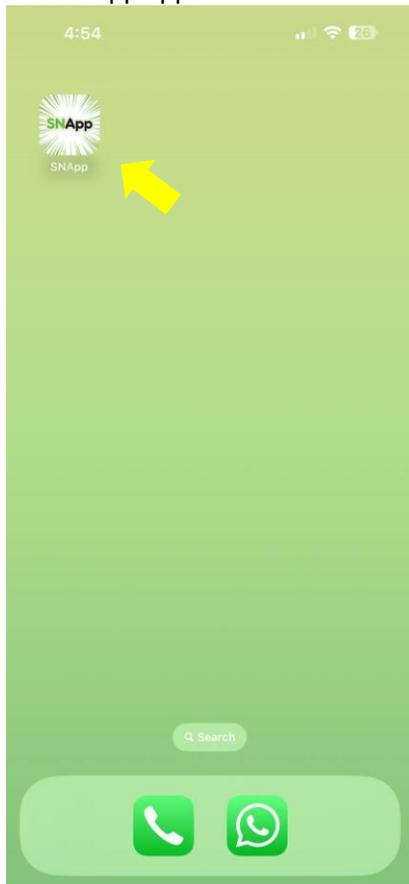
## User Guide for LOA Submission in SNAApp

### **Step 1: Download and run SNAApp app**

For new user, please download SNAApp app from App Store or Google Play.  
For existing users, please ensure you have updated to the latest app version.

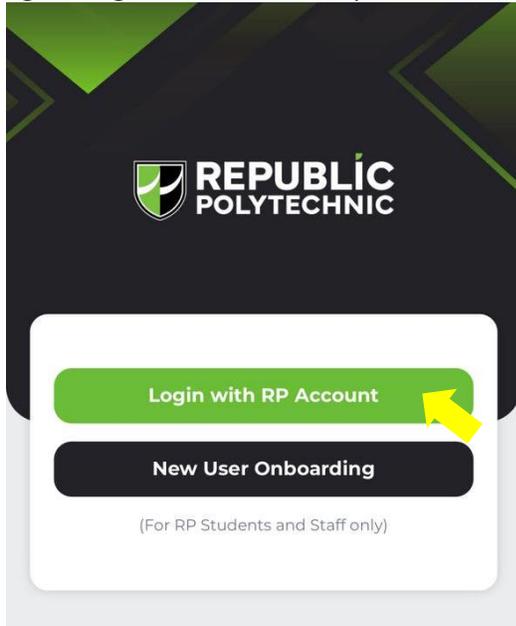
For Android	For IOS
 <p data-bbox="316 800 483 814"><a href="https://for.edu.sg/snappplaystore">https://for.edu.sg/snappplaystore</a></p>	 <p data-bbox="760 793 922 808"><a href="https://for.edu.sg/snappstore">https://for.edu.sg/snappstore</a></p>

### **Run SNAApp app**



## Step 2: Login SNAApp

Login 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 screenshot shows the 'Leave of Absence' form with the 'Absence Reason' dropdown menu open. The dropdown list includes: Sick Leave, Hospitalisation Leave, National Exams, Compassionate Leave - Family, External non-RP Event, Medical/Dental appointment/ check-up without MC, Family Emergency, Others, NS-related Medical Appointment, NS-related Reporting, Marriage Leave, Marriage of Family Member, ITE Graduation, and Compassionate Leave - Relative. A yellow arrow points to the dropdown arrow.

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.**

The screenshot shows the 'Leave of Absence' form with the 'MC Document Type' section. The 'File Attachment' radio button is selected, and a yellow arrow points to it. The 'Supporting Documents' section has a 'Select file' button. The 'Next' and 'Previous' buttons are visible at the bottom.

### Step 5: Verify the LOA details and submit the application

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

The image displays two side-by-side screenshots of a web application interface for Leave of Absence (LOA) submissions.

**Left Screenshot: LOA Details**

- Header:** Leave of Absence
- Section:** LOA Details
- Text:** All fields are required unless otherwise stated.
- Medical Institution \*:** Input field containing "ABC".
- Medical Institution Contact Number:** Input field containing "61234567".
- Application Start Date \*:** Date picker showing "08 Oct 2024".
- Application End Date \*:** Date picker showing "08 Oct 2024".
- Remarks:** Empty text area.
- Buttons:** "Next" (highlighted with a yellow arrow) and "Previous".

**Right Screenshot: Summary**

- Header:** Leave of Absence
- Section:** Summary
- Absence Reason:** Sick Leave
- Medical Institution:** ABC
- Medical Institution Contact Number:** 61234567
- Application Start Date:** 08 Oct 2024
- Application End Date:** 08 Oct 2024
- Supporting Document:** IMG\_4269.png
- Remarks:** -
- Declaration:**
  - I hereby give my consent for the relevant authorities to obtain and verify the necessary information from or with any source as appropriate.
  - I declare that the information provided in this application is true and complete to the best of my knowledge.
  - 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).
  - I confirm that I have read and agree to the declaration above.
- Buttons:** "Submit" (highlighted with a yellow arrow) and "Previous".

Application ID will be given for each LOA submission. An acknowledgement email will be sent to your RP email. We will inform you on your LOA application status via RP email once it has been processed.

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

The image shows a confirmation message in a green-bordered box.

- Header:** Hello test.LOA.Stu08,
- Icon:** A green checkmark inside a circle.
- Section:** Leave of Absence has been successfully submitted
- Text:** Application ID: 610189
- Text:** We have received your LOA Application. An acknowledgement email has been sent to your RP email.
- Text:** We will inform you on your LOA application status via RP email once it is processed.
- Text:** Important - Please retain all supporting documents until the LOA is approved.
- Button:** Submit Another Application