User Guide for LOA Submission in SNApp

Step 1: Download and run SNApp app

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



Run SNApp app



Step 2: Login SNApp app

Login using student email and password.



Step 3: Select Leave of Absence (LOA) icon

Click on LOA icon and read the important information.

		SNApp		2	REPUBLIC POLYTECHNIC	=
				Hello	o test.LOA.Stu08,	
和	☆			Leav	ve of Absence	•-•-•
Academic Matter	rs Achievement	s& Cal	endar	lmp By s		ne terms below:
	Dauges		Či	-, - 1. A c a r	All LOA must be applied within days from the last date of abse applications submitted after the not be accepted.	3 working ince. Any LOA e deadline will
Campus News	Chat	Comr	nunities	2. F c	Please refer to the Student Ha different situation students cou _OA.	ndbook on the Id apply for
Connections	Directory	eSe	rvices	3. I E F t F 2 7	f the absence is for the End-S Examination (ESE), student m RP by indicating their absence hat module via OASIS (Applic Forms > Submit Absence from 24 hours of missed ESE, failing may not be able to take the Ma	emester- ust also inform from ESE of ations & ESE) within g which they ake-Up
Financial Matter	s Health & Fitn	ess Jo	umey	E 4. S c v r	Examination (MUE). Students need to upload suppor focuments for their application vithout supporting documents ejected.	orting s. Applications will be
Leave of Absenc	e & Surve	eys My	Profile	5. E t a	Each application will be review by-case basis. Invalid reasons are not limited to, personal rea holidays, or anniversaries.	ed on a case- include but sons, family
	69	0	a a a a a a a a a a a a a a a a a a a	6. F F y	For further queries regarding L please contact your Programm rour respective school's LOA c	OA matters, e Chair or oordinator.
Home			Settings		Next	

Step 4: Fill in LOA details

Please select Absence Reason from the list.

		 Select Absence Reason 	Ċ
		Sick Leave	
		Hospitalisation Leave	=
LOA Information		National Exams	-
LOA Information	Hello te	Compassionate Leave – Family	
All fields are required unless otherwise stated.	Leave o	External non-RP Event	
Absence Reason *	1041	Medical/Dental appointment/ check-up without MC	
Select Absence Reason	All field:	Family Emergency	ed.
	Abson	Others	
	Select	NS-related Medical Appointment	~
Next		NS-related Reporting	
		Marriage Leave	
Previous		Marriage of Family Member	
	L	ITE Graduation	
		Compassionate Leave - Relative	

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.

Leave of Absence	0-0-0-0
LOA Information	
All fields are required unless otherw	vise stated.
Absence Reason *	
Sick Leave	~
LOA Period: -As stated in Medical Certificate	
LOA Conditions: -Only from medical practitioner registe Singapore Medical Council or the Mal Council or dental practitioner registered with th Dental Council or the Malaysian Denti -Mc from TGM not accepted -Upload Supporting Document: -Medical Certificate -Submit 1 Medical Certificate for each	ared with the aysian Medical ne Singapore al Association application
MC Document Type *	
File Attachment	
O Digital MC URL	
Supporting Documents	
Select file	
Your uploads must be 10MB and below. formats: JPG, JPEG, PNG, DOC and PC Please note that special characters in the removed.	Accepted)F, e filename will be
Next	

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.

	Summary
LOA Details	Absence Reason
All fields are required unless otherwise stated.	Sick Leave
Medical Institution *	Medical Institution
	ABC
ABC	Medical Institution Contact Number
	61234567
Medical Institution Contact Number	Application Start Date
	08 Oct 2024
61234567	Application End Date
	08 Oct 2024
Application Start Date *	
m 08 Oct 2024	Supporting Document
08 Oct 2024	% IMG_4269.png
	Remarks
Application End Date *	<i>(</i> *)
	Declaration
08 Oct 2024	I hereby give my consent for the relevant authorities to obtain and world, the percessary
	information from or with any source as appropriate.
Remarks	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.
Next	
	Submit

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.

