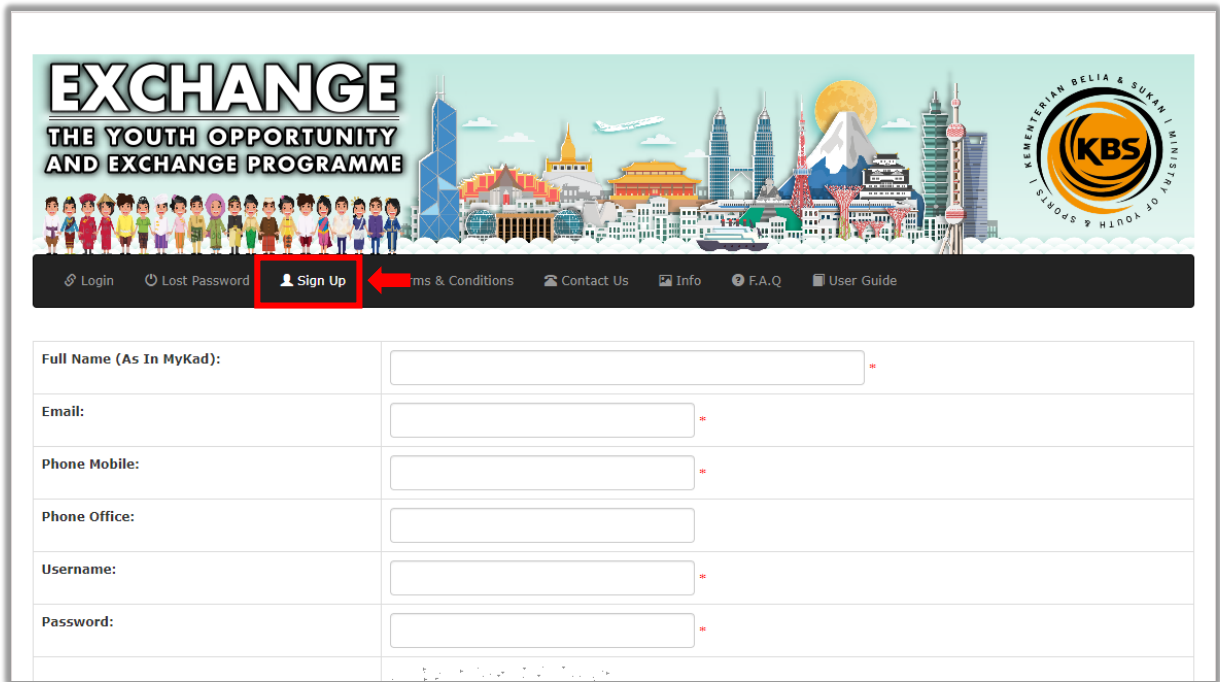


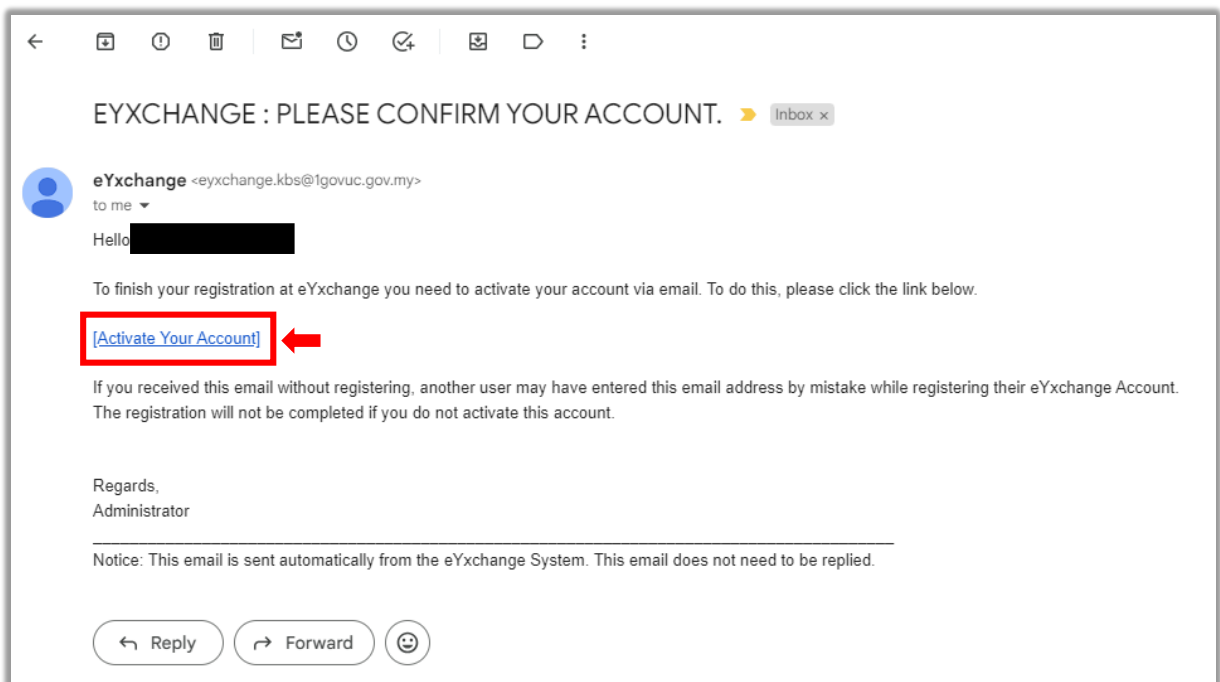
USER GUIDES FOR EXCHANGE SYSTEM

USER REGISTRATION

1. For the first time user, Click Sign Up and fill in the information requested as shown and Click Save.

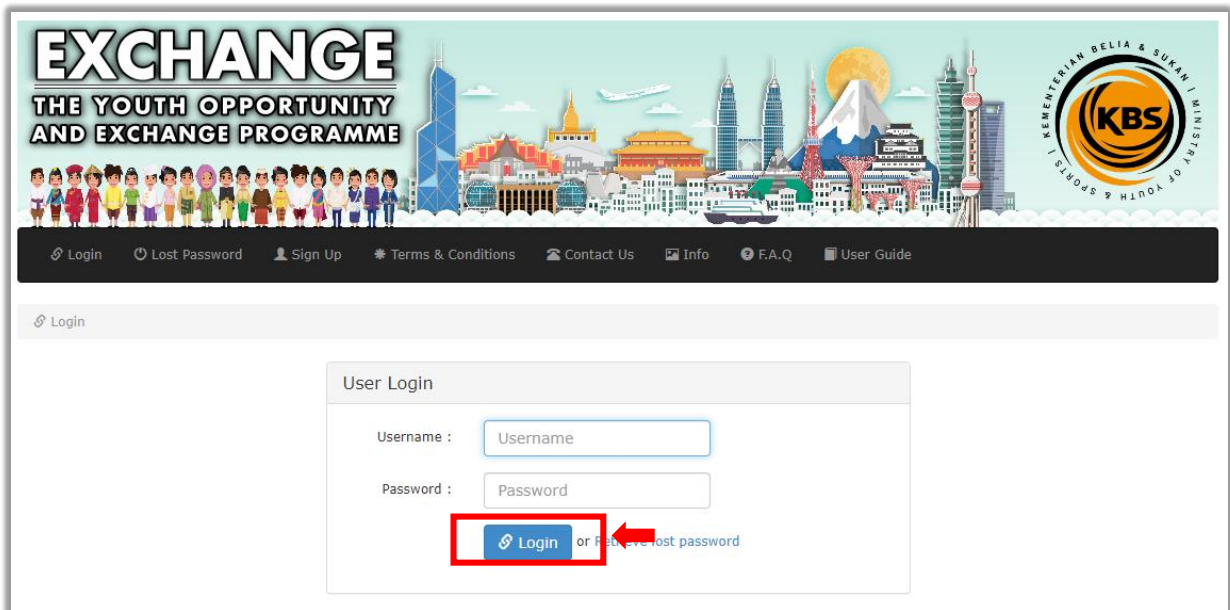


2. Registered users will receive a notification on the registered email.
3. Click on the link Activate Your Account to activate your account for registration activation.



LOGIN

1. Fill in the Username and Password. Click on the Login button.



EXCHANGE
THE YOUTH OPPORTUNITY
AND EXCHANGE PROGRAMME

Login Lost Password Sign Up Terms & Conditions Contact Us Info F.A.Q User Guide

User Login

Username :

Password :

[Login](#) or [Forgot your password](#)

TERMS AND CONDITIONS

1. Applicant are required to read Terms and Conditions.



EXCHANGE
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AND EXCHANGE PROGRAMME

Login Lost Password Sign Up **Terms & Conditions** Contact Us Info F.A.Q User Guide

TERMS AND CONDITIONS OF APPLICATION TO PARTICIPATE IN THE YOUTH OPPORTUNITY AND EXCHANGE PROGRAMME

**TERMS AND CONDITIONS
OF THE APPLICATION TO PARTICIPATE IN THE YOUTH OPPORTUNITY AND EXCHANGE PROGRAMME UNDER
THE NATIONAL DEPARTMENT OF YOUTH AND SPORTS, MINISTRY OF YOUTH AND SPORTS, MALAYSIA FOR
THE YEAR 2024**

1. Terms of Application

- Applicants are open to all Malaysian citizens aged 18 to 30 years old
* Born in 1994 - 2006
- Applicants are not involved in any International Youth Exchange Programme organised by KBS for the past three (3) years (2021 - 2023).
- Fluent in English, both written and spoken. Applicants will greatly benefit by delivering access to the other language than Bahasa Malaysia or English.
- Applicants must commit to join assessment centre and series of Pre Departure Training (PDT) organized by the Secretariat.
- All applicants should possess proficient communication skills, well-motivated and able to work in a team.
- Applicants who are actively involved in any club or/and any NGOs will greatly have added advantages.

2. Application Procedure

- Applications for the program are made through the Online Application System by visiting <http://exchange.kbs.gov.my> and must fill in their personal details, working experience, academic background, club joined, language expertise, and other info required.
The application will be opened from **January 8, 2024 (Monday)** until **January 26, 2024 (Friday)**
- Applicants are required to fill in their full name as stated on their Malaysia identity card.
- Applicants are required to submit:
 - One (1) passport photo.
 - Latest Resume
 - All applicants are required to write an essay. The essay must be written in English. The topic of the essay is **Exploring the boundaries in developing the nation through youth empowerment**. The applicant must ensure that the essay does not exceed 300 words.
- The completed online application form must be submitted before the deadline **January 26, 2024 (Friday)**.
- The completed applications and qualified applicants will be notified through e-mail to sit for JPA Online Psychology Test on **February 4, 2024**. The date for the test is on **February 7 until February 14, 2024** through the online portal.
- The results of the JPA Online Psychology Test and successful candidates to participate in the Youth Opportunity and Exchange Programme will be announced through online status check by visiting <http://exchange.kbs.gov.my> from **February 26, 2024** onwards.
- For further information or guidelines, please kindly contact **Secretariat : 03-88713291 (Wan Azira) / 03-88713282 (Ahmad Syazwan)**

APPLICATION FORM

1. Click on Application Form. Fill in the applicant's Programme details as designated. Note: Applicant **must** upload his/her formal photo as required.



Example :

#	Programme Name	Duration
1.	THE SOUTHEAST ASIAN AND JAPANESE YOUTH EXCHANGE PROGRAMME (SSEAYP)	38 DAYS
2.	MALAYSIA - SINGAPORE YOUTH LEADERS EXCHANGE PROGRAMME	6 DAYS
3.	THE YOUTH EXCHANGE PROGRAMME MALAYSIA - KOREA	10 DAYS
4.	OTHERS CONFERENCES, SEMINARS AND WORKSHOPS	5 - 10 DAYS

Photo: No file chosen * Only files with extensions (jpg,jpeg,gif,png) can be uploaded.

2. Fill in the applicant's Personal Information and Click on Save button.

Please complete all details with **CAPITAL LETTERS**

Personal Details

Full Name:

I/C Number: *

Gender: *

Marital Status: *

Date of Birth:

Place of Birth: *

Height: * (cm)

Weight: * (kg)

Contact Details

Email: *

Mobile Phone: *

*

3. If the applicant is currently working, fill in the applicant's Employment information and Click on Save.

The screenshot shows the 'Employment' tab selected in the application form. The tab is highlighted with a red box and a red arrow points to it from the 'Education' tab. The form is titled 'Employment Information (If you are currently working)'. It contains the following fields:

- Name of Employer: [Text Input]
- Occupation / Position: [Text Input]
- Office Address: [Text Input]
- [Text Input]
- [Text Input]

4. Fill in the applicant's Education information as required.

The screenshot shows the 'Education' tab selected in the application form. The tab is highlighted with a red box and a red arrow points to it from the 'Youth Organization' tab. The form is titled 'Secondary School/College/University (you currently attend/attended)'. It contains the following fields:

- Level of Education: [Dropdown Menu: Please choose..] *
- Name of Secondary School / College / University: [Text Input] *
- Field of Study: [Text Input] *
- University Address: [Text Input] *
- [Text Input]
- [Text Input]

5. If the applicant is registered with any Youth Organization or NGOs, fill in the applicant's Youth Organization information and Click on Save.

The screenshot shows the 'Youth Organization' tab selected in the application form. The tab is highlighted with a red box and a red arrow points to it from the 'Personal' tab. The form is titled 'Youth Organization (registered under Registrar of Youth (ROY)/ affiliated with National Youth Council)'. It contains the following fields:

- Name of Youth Organisation/Clubs: [Dropdown Menu: Please choose..]
- Position: [Dropdown Menu: Please choose..]
- Organisation Address: [Text Input]
- [Text Input]
- [Text Input]

6. Fill in the applicant's Additional information as required. Note: Applicants **must** upload their Essay and Resume. Essay must be written in English; the topic of the essay is **Exploring the boundaries in developing the nation through youth empowerment**. The applicant must ensure that the essay does not exceed 300 words.

The screenshot shows the 'Additional' tab selected in the application form. The tab is highlighted with a red box and a red arrow. Below the tab, there are three sections: 'Dietary Restrictions:', 'Hobbies / Skills / Special Interests:', and 'Emergency Contact (Next of Kin)'. Each section has a corresponding text input field. The 'Emergency Contact' section includes a 'Name:' label and a text input field.

7. Fill in the applicant's Language information as required.

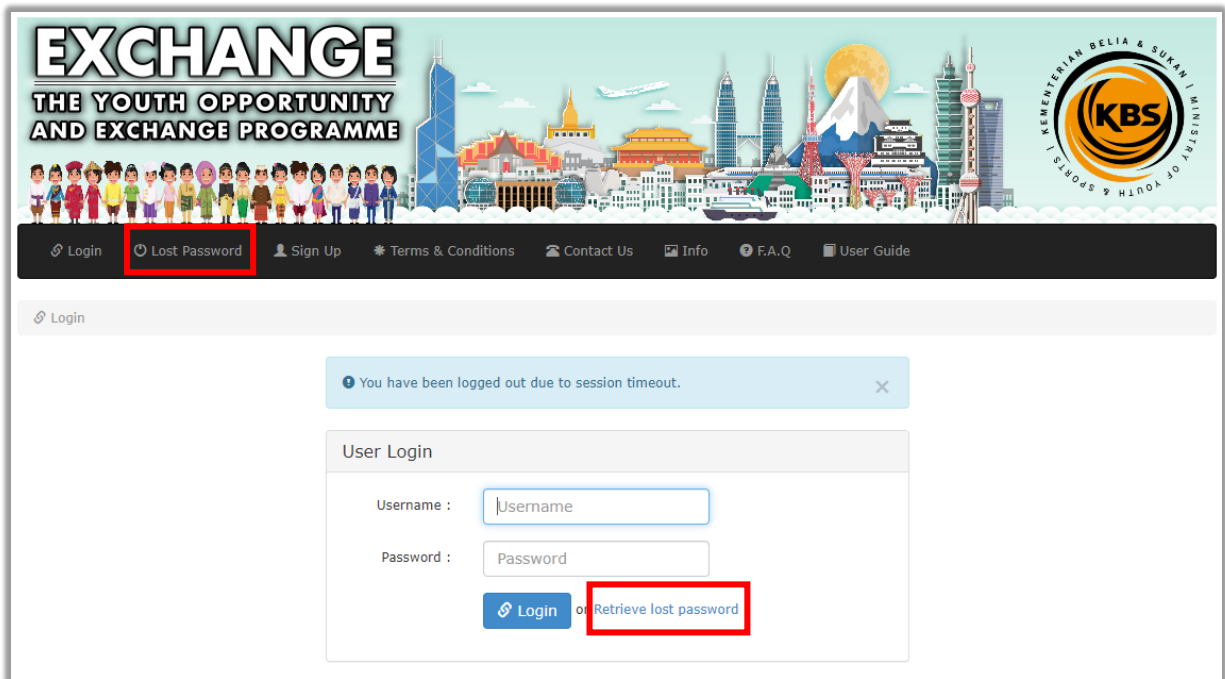
The screenshot shows the 'Language' tab selected in the application form. The tab is highlighted with a red box and a red arrow. Below the tab, there is a section titled 'Language(s) *'. This section contains a table with columns: '#', 'Language', 'Speaking', 'Reading', 'Writing', and 'Action'. Below the table, there is an 'Add' button and navigation buttons: 'First', 'Previous', 'Next', and 'Last'.

8. Click the box of Acknowledgments and Click Submit button.

The screenshot shows the 'Acknowledgement' tab selected in the application form. The tab is highlighted with a red box and a red arrow. Below the tab, there is a section titled 'Acknowledgement'. It contains a checkbox with a red box and a red arrow next to it, followed by the text: 'I hereby certify that the above information given are true and correct as to the best of my knowledge. Submission of any false information will render my application void.' Below this text, there are fields for 'Full name : [redacted]' and 'Date : 23 JANUARY 2024'. At the bottom right, there is a 'Submit' button highlighted with a red box and a red arrow.

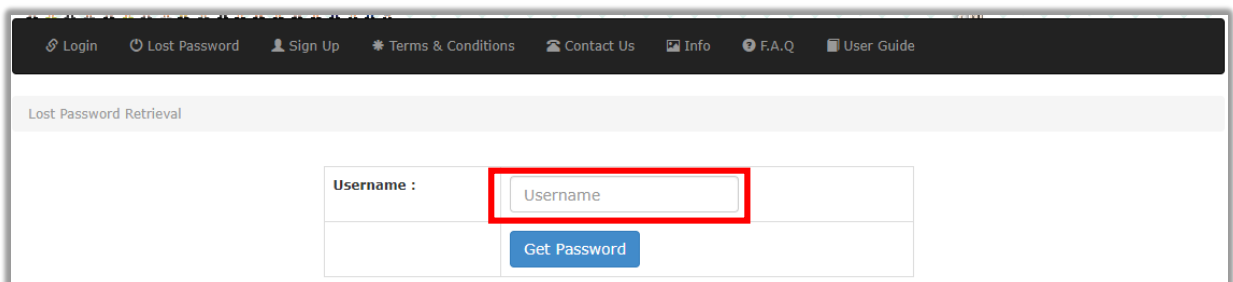
FORGOTTEN OR RESETTING YOUR PASSWORD

1. Click on the Retrieve Lost Password



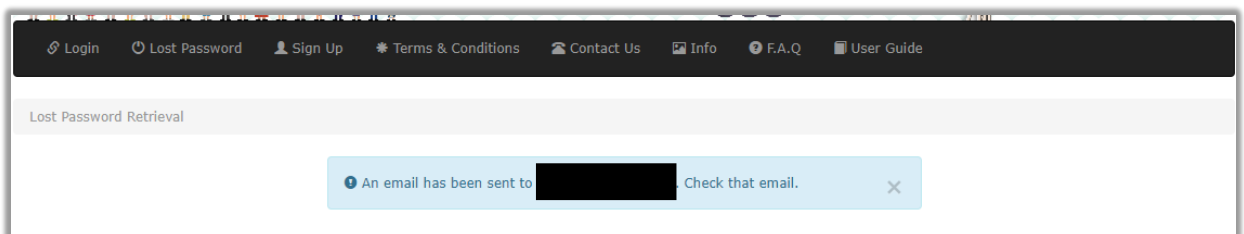
The screenshot shows the header of the EXCHANGE program website. The header includes the title "EXCHANGE THE YOUTH OPPORTUNITY AND EXCHANGE PROGRAMME" and the KBS logo. Below the header is a navigation bar with links: Login, Lost Password, Sign Up, Terms & Conditions, Contact Us, Info, F.A.Q, and User Guide. The "Lost Password" link is highlighted with a red box. Below the navigation bar is a "User Login" form with fields for Username and Password. The "Retrieve lost password" button is highlighted with a red box.

2. Enter the username on the account as required and Click Get Password button.



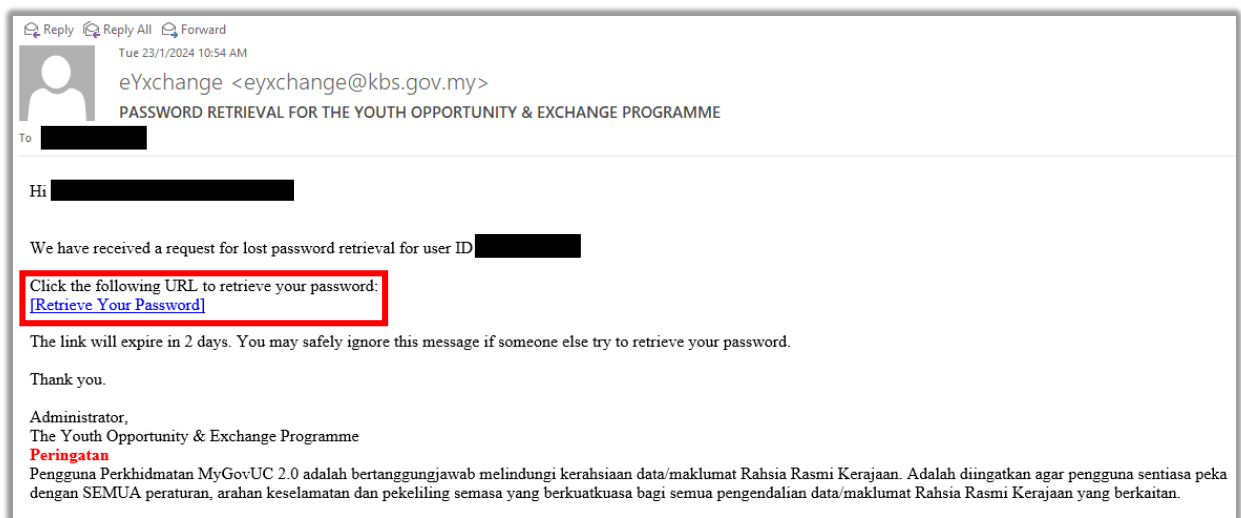
The screenshot shows the "Lost Password Retrieval" form. It has a field for Username, which is highlighted with a red box, and a "Get Password" button.

3. A user will receive a notification on the registered email.



The screenshot shows the "Lost Password Retrieval" form with a notification message: "An email has been sent to [redacted] Check that email." The notification message is highlighted with a red box.

4. Check your email notification for a password reset email and Click on the link Retrieve Your Password.



5. Fill in the New Password and New Password (again) as required and Click Submit.

The screenshot shows a web application interface for password retrieval. At the top is a navigation bar with links: Login, Lost Password, Sign Up, Terms & Conditions, Contact Us, Info, F.A.Q, and User Guide. Below this is a header section labeled "Lost Password". The main content area is titled "User Lost Password Retrieval" and contains a form with the following fields:

User ID :	[Redacted]
New Password :	<input type="password"/>
New Password (again) :	<input type="password"/>
<input type="button" value="Submit"/>	