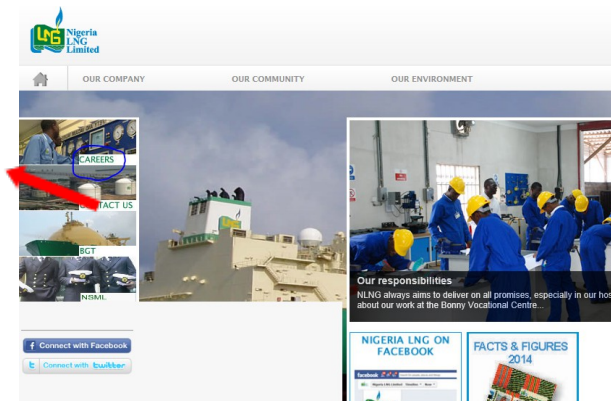


SIWES APPLICATION GUIDE

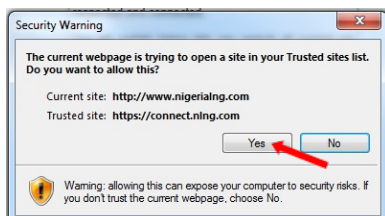
1. Log on to www.nlng.com. Click on Careers.



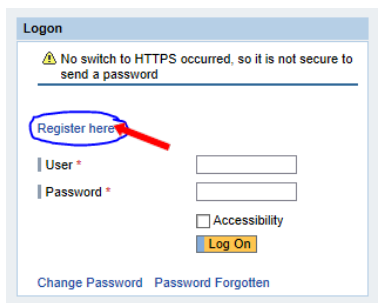
2. SIWES APPLICATION PORTAL. It advisable to click and study the [SIWES Application Guide](#) before applying



3. Click YES to the warning message that might appear



4. Click 'Register Here' to register



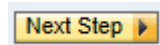
5. Fill in all the required information. All sections marked with **red asterisks** are mandatory. Select a preferred 'user name' and password that should be securely saved somewhere. Read and check the 'Yes, I have read the privacy statement...'. And Click on 'Register'

Name
 First Name:
 Second Name:
 Last Name:

User Data
 User Name:
 Password:
 Repeat Password:
 E-Mail:
 Repeat E-Mail:

Data Privacy Statement
 Confirm that you accept our data privacy statement
 ⚠ The information is displayed in a new window. If the display of additional windows is currently supported, please click on the [Data Privacy Statement](#) link.
 We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated.
 Yes, I have read the data privacy statement and I accept it

6. The application wizard page opens up. Fill in all the required information. Use the 'date' icon



to select date of birth. To progress to the next page use the 'next step' tab

Application Wizard

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Qualifications 7 Cover Letter 8 Complete Application 9 Completed

4 Previous step Next step 5

What is your personal data and how can we contact you?

Form of Address:

First Name: Middle Name:

Last Name: Gender:

Date of Birth: Local Govt. Area:

Geopolitical Zone: Home Town:

State of Origin:

Contact Address
 Street/House Number:
 Street/House Number 2:
 Country: State:
 Location: Postal Code:

Communication Data
 E-Mail:
 Private Number:
 Mobile Number:
 Business Number:

Which telephone number would you prefer us to use to contact you?
 Preferred Telephone Number:

Internet References
 Type of Internet Reference: Link:

Description:



7. Use the 'double square' to select the geopolitical zone and LGA. You do not need to type in the state of origin. It is automatically selected when you select the Geopolitical Zone. To select click on the square on the far left of the Geopolitical zone, this highlights the state in yellow and then choose 'ok' to select

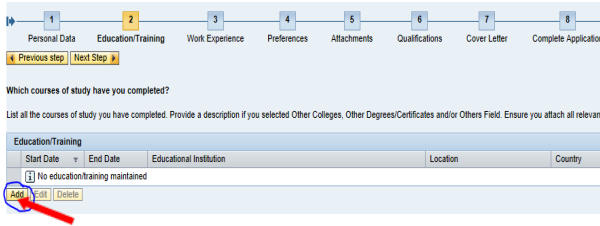
All Values: GeoPolitical Zones

Results List: 38 results found for Geopolitical Zone

Personal Value List Settings Show Search Criteria

GeoPolitical Zone	Description	Region	Description
NE	North Eastern	AD	Adamawa
NE	North Eastern	BC	Bauchi
NE	North Eastern	BO	Borno
NE	North Eastern	GB	Gombe
NE	North Eastern	TR	Taraba
NE	North Eastern	YB	Yobe
NW	North Western	JG	Jigawa
NW	North Western	KB	Kebbi
NW	North Western	KD	Kaduna
NW	North Western	KN	Kano

8. To fill in your Education/Training, click on 'add'



- Fill in your educational institution, select when you started and select 'end date' as current date. Choose Country, state and the Location (town) of your school. For 'Grade' click the 'Grade' link beside it and choose **N/A (not applicable)**. When done, click 'Ok'.

- Use the 'next step' button to move to 'attachments'. Click on 'add' to add all required attachments that you should have scanned: (1). SIWES Letter from your school; (2). passport photograph, (3). school fees receipt; (4). school ID card etc. Provide the Title of the document, select the attachment type e.g. Passport photo. Select language as English and click on browse to search for where you stored the document and then click on 'Transfer' to attach

11. Use the 'Next step' button to move to 'Complete application'. Check the box for 'I want to release my profile..... And click **send application now**.

Application Wizard

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Qualifications 7 Cover Letter 8 **Complete application** 9 Compl

← Previous step

You can now submit your application.

I want to release my profile in order to be considered for other employment opportunities as well.
For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Yes, I have read the data privacy statement and I accept it [Data Privacy Statement](#)

Send Application Now