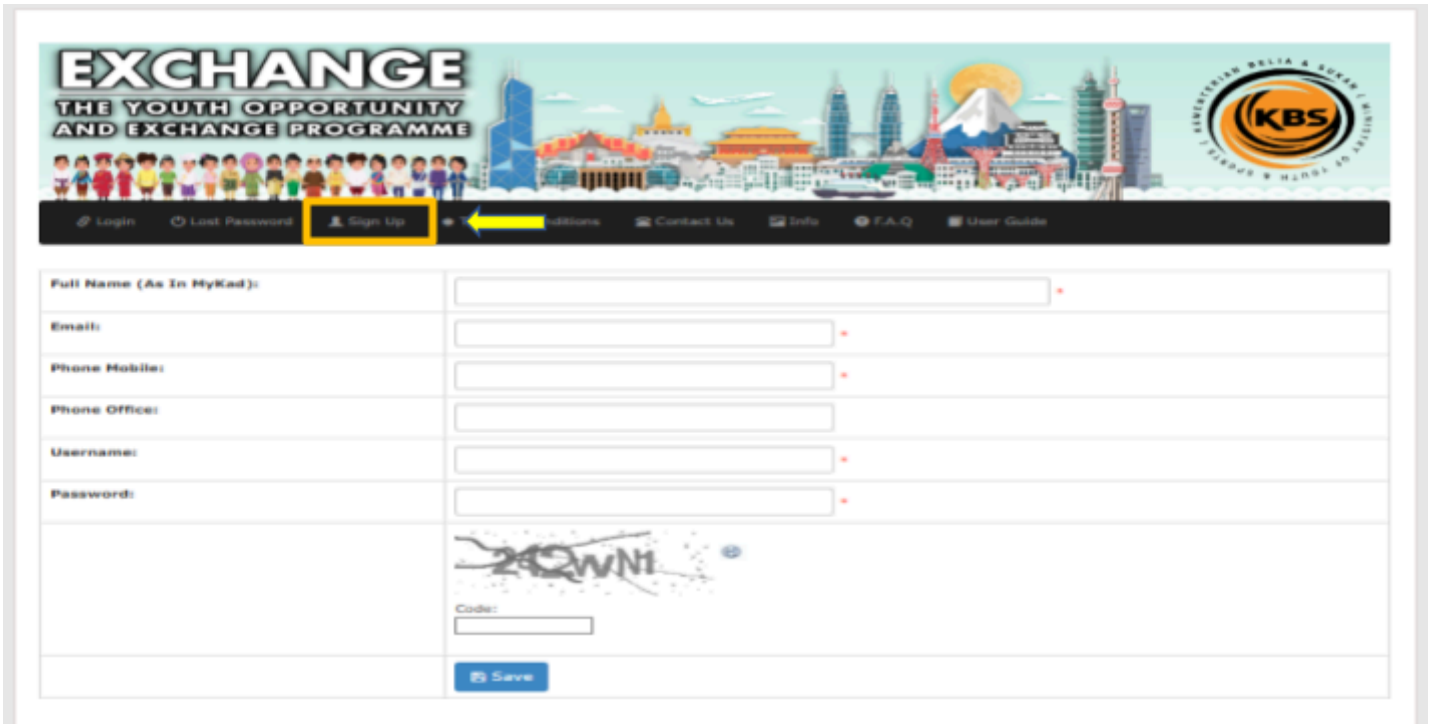


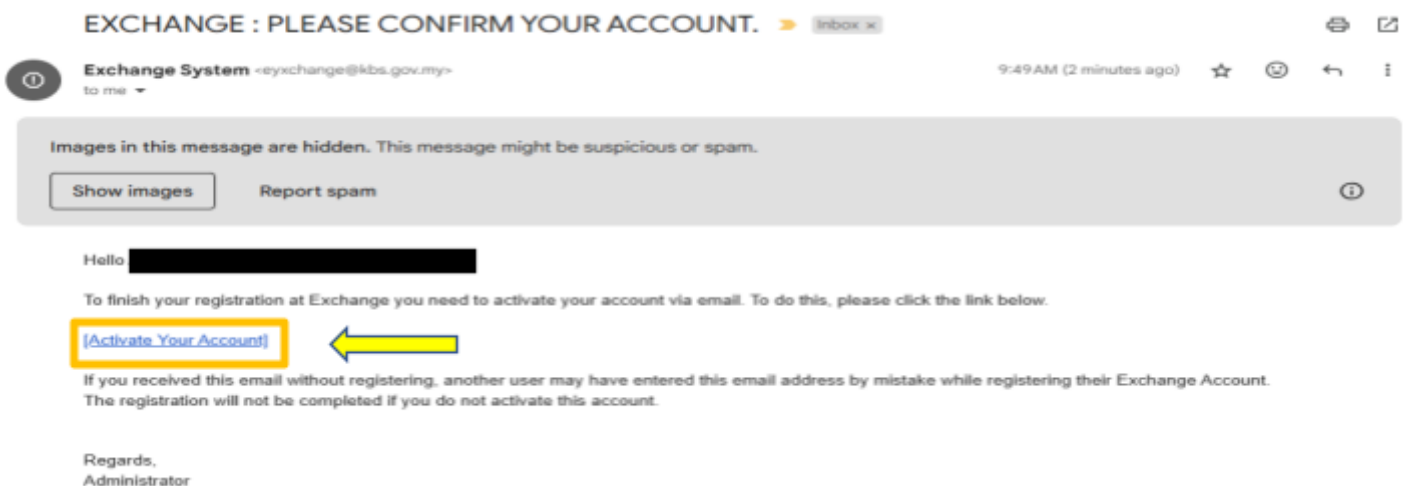
# USER GUIDES FOR EXCHANGE SYSTEM

## 1. USER REGISTRATION

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

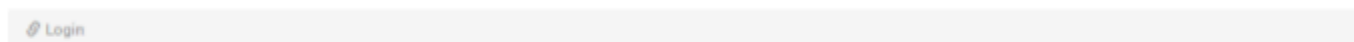
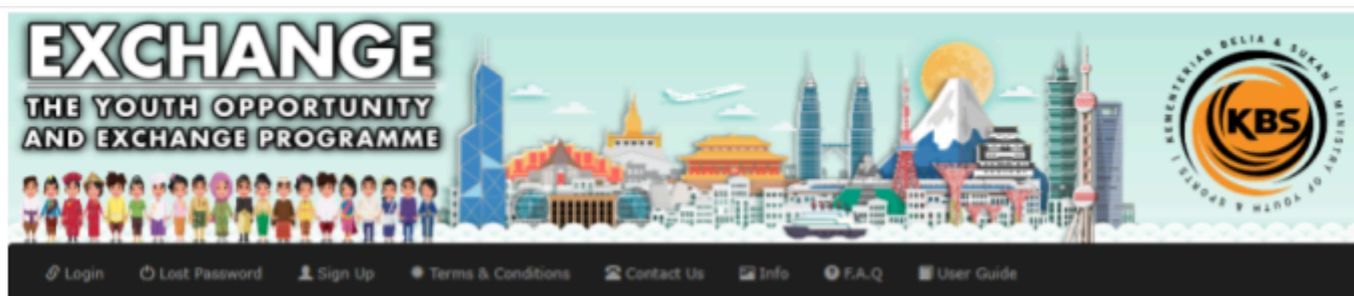


- ii. Registered users will receive a notification on the registered email.
- iii. Click on the link *Activate Your Account* to activate your account for registration activation.



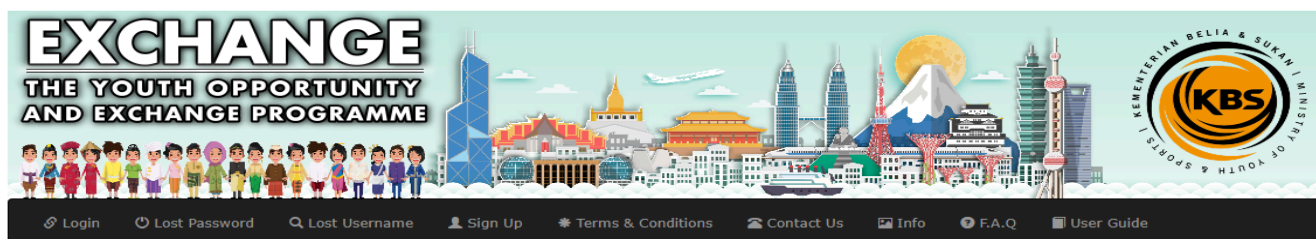
## 2. LOGIN

- i. Fill in the *Username* and *Password*. Click on the *Login* button.



## 3. TERMS AND CONDITIONS

- i. Applicant are required to read Terms and Conditions.



### 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 2026

##### 1. Terms of Application

- i. Applicants are open to all Malaysian citizens aged 18 to 30 years old  
\* Born in 1996 - 2008
- ii. Applicants are not involved in any International Youth Exchange Programme organised by KBS for the past three (3) years (2023 - 2025).
- iii. Fluent in English, both written and spoken. Applicants will greatly benefit by delivering access to the other language than Bahasa Malaysia or English.
- iv. Applicants must commit to join assessment centre and series of Pre Departure Training (PDT) organized by the Secretariat.
- v. All applicants should possess proficient communication skills, well-motivated and able to work in a team.
- vi. Applicants who are actively involved in any club or/and any NGOs will greatly have added advantages.

##### 2. Application Procedure

- i. 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 5, 2026 (Monday) at 07:00** until **January 23, 2026 (Friday) at 23:59pm**
- ii. Applicants are required to fill in their full name as stated on their Malaysia identity card.
- iii. Applicants are required to submit:
  - One (1) passport photo with white background.[example]
  - Latest Resume
- iv. All applicants are required to write an essay in English. The topic of the essay is **Mental & Emotional Well-Being and Resilience in a Fast-Changing World**. Applicants must ensure that the essay does not exceed **300 words**.
- v. The completed online application form must be submitted before the deadline **January 23, 2026 (Friday) at 23:59pm**.
- vi. The completed applications and qualified applicants will be notified through e-mail to sit for JPA Online Psychology Test on **February 4, 2026 (Wednesday) until February 6, 2026 (Friday)**. The date for the test is on **February 9, 2026 (Monday) until February 18, 2026 (Wednesday) except on weekends** through the online portal.
- vii. The results of the JPA Online Psychology Test and successful candidates to participate in the Youth Opportunity and Exchange Program will be announced through online status check by visiting <http://exchange.kbs.gov.my> from **March 16, 2026 (Monday)** onwards.
- viii. For further information or guidelines, please kindly contact **Secretariat : 03-88713291 / 03-88713272 (office hour 8:00-6:00pm on weekdays)** or e-mail to [secretariat.exchange@kbs.gov.my](mailto:secretariat.exchange@kbs.gov.my).

#### 4. APPLICATION FORM

- i. 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   Personal   Employment   Education   Youth Organization   Additional   Language   Acknowledgement

Programme		
#	Programme Name	Duration
1.	THE SHIP FOR SOUTHEAST ASIAN AND JAPANESE YOUTH PROGRAM (SSEAVP)	34 DAYS
2.	MALAYSIA - KOREA YOUTH EXCHANGE PROGRAM (MKYEP)	5 - 10 DAYS
3.	MALAYSIA - SINGAPORE YOUTH EXCHANGE PROGRAM (MSYEP)	5 - 10 DAYS
4.	ASEAN TRANS BACKPACKERS (TABs)	10 DAYS
5.	OTHERS CONFERENCES, SEMINAR AND WORKSHOP	5 - 10 DAYS

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

Please choose your preferences

Programme 1:  \*

Programme 2:  \*

Programme 3:  \*

- ii. Fill in the applicant's *Personal Information* and Click on *Save* button



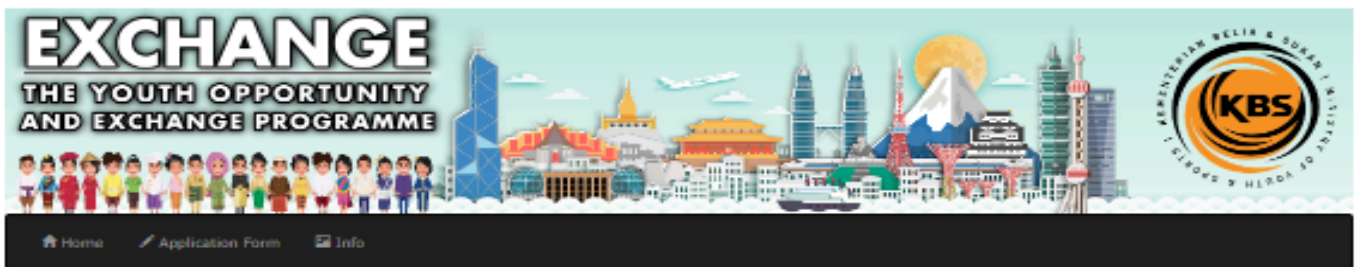
- iii. If the applicant is currently working, fill in the applicant's *Employment* information and Click on Save.

The image shows a screenshot of a web application for an exchange programme. At the top, there is a banner with the text "EXCHANGE THE YOUTH OPPORTUNITY AND EXCHANGE PROGRAMME" and a logo for "KBS" (Kementerian Belia & Sukan). Below the banner is a navigation menu with tabs: "Programme", "Personal", "Employment", "Education", "Youth Organization", "Additional", "Language", and "Acknowledgement". The "Education" tab is selected. The form is titled "Secondary School/College/University (you currently attend/attended)". It contains several input fields and dropdown menus for the following information:

Secondary School/College/University (you currently attend/attended)	
Level of Education:	Please choose.. ▾ *
Name of Secondary School / College / University:	<input type="text"/> *
Field of Study:	<input type="text"/> *
University Address:	<input type="text"/> *
	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/> *
State:	Please choose.. ▾ *
District:	Please choose.. ▾ *
Tel No:	<input type="text"/>
Fax No:	<input type="text"/>
Email:	<input type="text"/>
	<input type="button" value="Save"/>

- iv. Fill in the applicant's *Education* information as required.

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




Programme	Personal	Employment	Education	<b>Youth Organization</b>	Additional	Language	Acknowledgement
-----------	----------	------------	-----------	---------------------------	------------	----------	-----------------

**Youth Organization (registered under Registrar of Youth (ROY)/ affiliated with National Youth Council)**

<b>Name of Youth Organisation/Clubs:</b>	<input type="text" value="Please choose.."/>
<b>Position:</b>	<input type="text" value="Please choose.."/>
<b>Organisation Address:</b>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
<b>Postcode:</b>	<input type="text"/>
<b>State:</b>	<input type="text" value="Please choose.."/>
<b>District:</b>	<input type="text" value="Please choose.."/>
<b>Tel No:</b>	<input type="text"/>
<b>Fax No:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
	<input type="button" value="Save"/>

- vi. Fill in the applicant's *Addition* information as required. Note: Applicants **must** upload their Essay and Resume. Essay must be written in English and should not exceed 300 words.




Home / Application Form / Info

Programme Personal Employment Education Youth Organization **Additional** Language Acknowledgement

### Additional Information

<b>Dietary Restrictions:</b>	<input type="text"/>
<b>Hobbies / Skills / Special Interests:</b>	<input type="text"/>
<b>Emergency Contact (Next of Kin)</b>	
<b>Name:</b>	<input type="text"/>
<b>Relationship:</b>	<input type="text"/>
<b>Mobile No:</b>	<input type="text"/>
<b>Office No:</b>	<input type="text"/>
<b>International Programme Experiences: (past 3 years)</b>	<input type="text"/>
<b>Participated / Alumni Program of:</b>	Fatal Error: KS_Field_Lookup::KS_Field_Lookup::add. SQLSTATE[42S02]: Base table or view not found: 1146 Table 'eyxchange_2024.t_ref_participate' doesn't exist <input type="button" value="Please choose.."/>
<b>Essay:</b>	<input type="button" value="Choose File"/> No file chosen <span style="color: red;">*</span> Only files with extensions (doc,docx,pdf) can be uploaded.
<b>Resume:</b>	<input type="button" value="Choose File"/> No file chosen <span style="color: red;">*</span> Only files with extensions (doc,docx,pdf) can be uploaded.
<input type="button" value="Save"/>	

vii. Fill in the applicant's *Language* information as required.



Home Application Form Info


Programme Personal Employment Education Youth Organization Additional **Language** Acknowledgement

Language(s) \*

#	Language	Speaking	Reading	Writing	Action
---	----------	----------	---------	---------	--------

Add

viii. Click the box of *Acknowledgments* and Click *Submit* button.




Home Application Form Info

Programme Personal Employment Education Youth Organization Additional Language **Acknowledgement**

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.

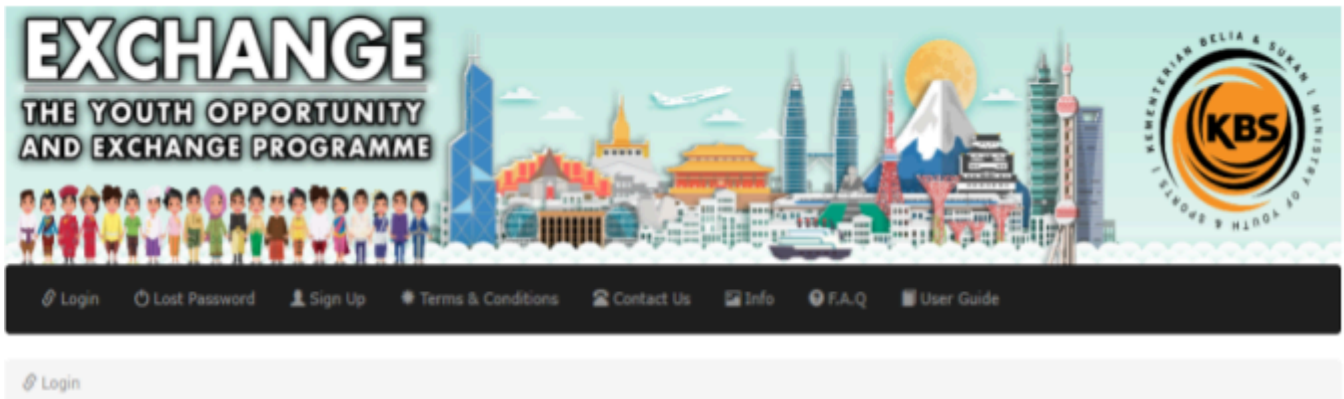
Full name :

Date :



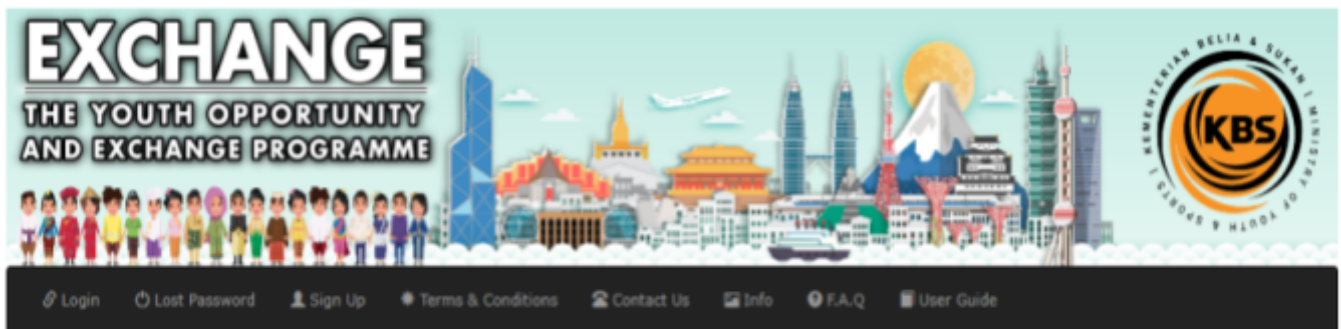
## 5. FORGOTTEN OR RESETTING YOUR PASSWORD

- i. Click on *the Retrieve Lost Password*



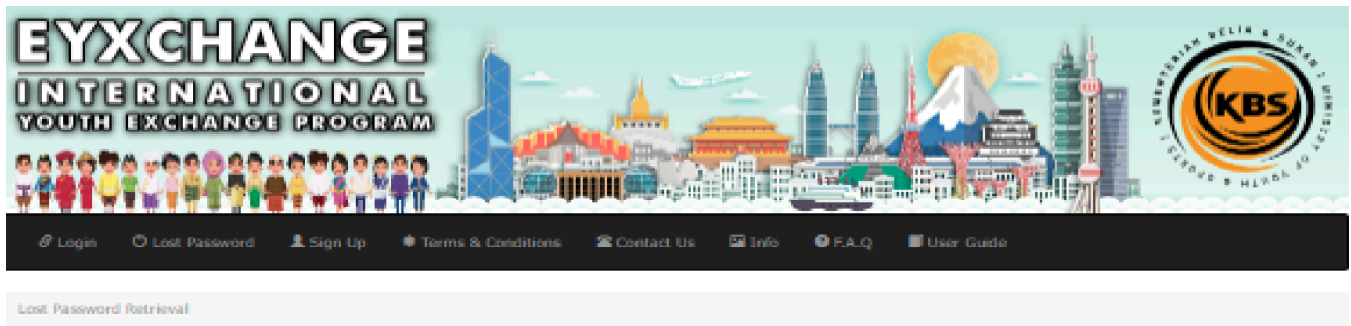
The screenshot shows the "User Login" form. It has two input fields: "Username" and "Password". Below the "Password" field are two buttons: "Login" and "Retrieve lost password". A yellow box highlights the "Retrieve lost password" button, with a yellow arrow pointing to it from the right. Another yellow box highlights the "Username" field, with a yellow arrow pointing to it from the right. A red callout box contains the text: "\* This field is required" and "\* No special characters allowed".

- ii. Enter the username on the account as required and Click *Get Password* button.



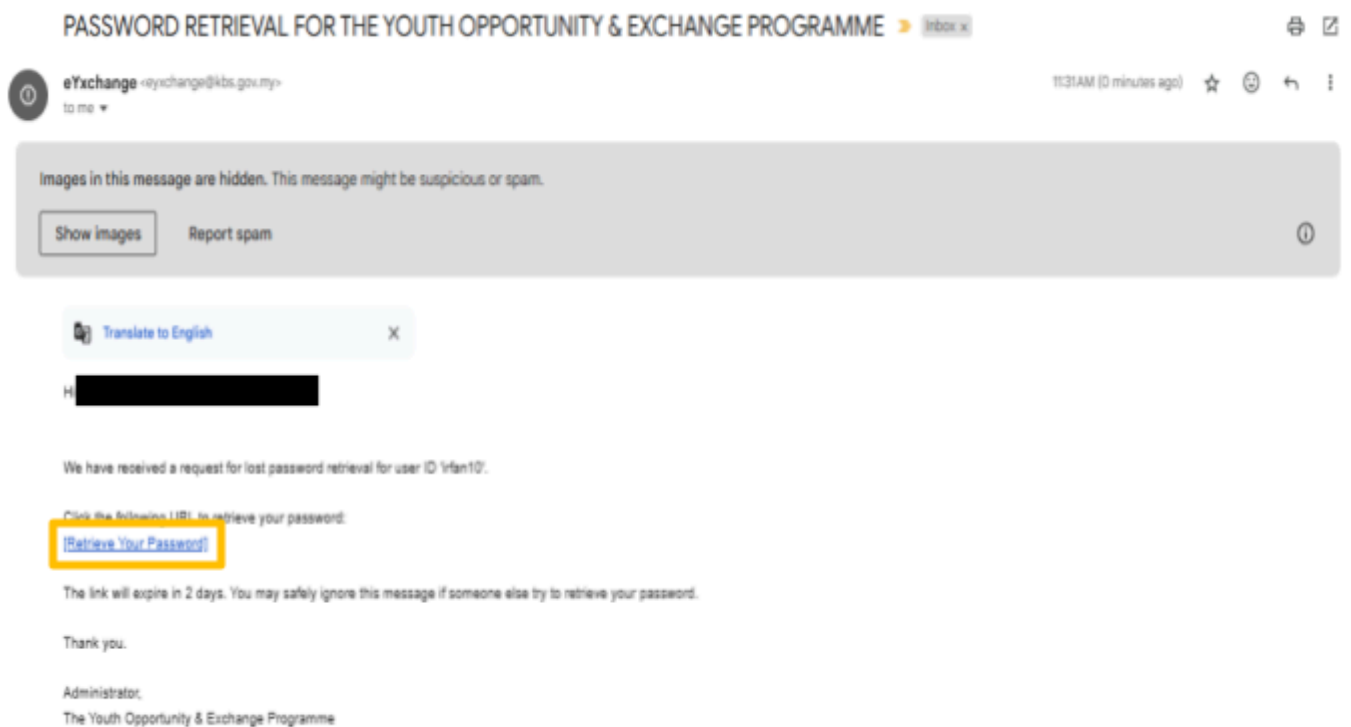
The screenshot shows the "Lost Password Retrieval" form. It has a single input field labeled "Username". Below the field is a "Get Password" button. A yellow box highlights the "Username" field, with a yellow arrow pointing to it from the right. A red callout box contains the text: "\* This field is required" and "\* No special characters allowed".

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

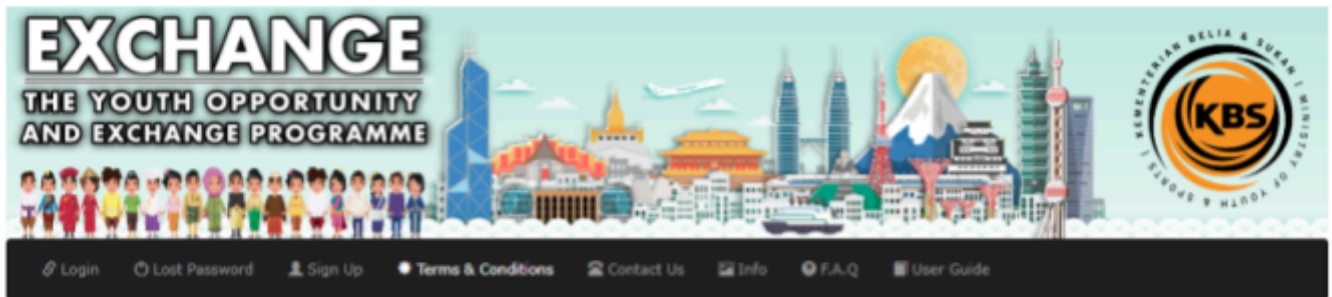


An email has been sent to "fikri@kbs.gov.my". Check that email.

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



- v. Fill in the New Password and New Password (again) as required and Click *Submit*.



Lost Password

User Lost Password Retrieval

User ID :	irfan10
New Password :	<input type="password"/>
New Password (again) :	<input type="password"/>
<input type="button" value="Submit"/>	

**\* This field is required**  
**\* Minimum 12 characters allowed**