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### 1. Who can apply? When to Apply?

Check your eligibility to apply, and the application period for your qualification type under the <u>Admissions</u> <u>Guides</u>.

## 2. How to access DAE Application Portal?

Under "When and How to apply", click on the hyperlink to access the application portal.



### When and How to apply?

The DAE application schedule is as follows:

Phase	Period
Phase 1	11 January 2021, 2pm – 15 January 2021, 4pm
Phase 2	24 February 2021, 2pm – 3 Mar 2021, 4pm

- Application is made online through the DAE Application Portal. Please refer to our User Guide on how to apply.
- You may indicate up to 3 course choices in your application.

## 3. Create Account and Login

Singapore Citizens and PRs with SingPass and 2FA 1. In the Login tab, click the "SingPass" button and proceed to login with your SingPass and 2FA. **q**Pass 2. After successful login via SingPass, you will be redirected to the account registration page. Fill in your personal details, enter the CAPTCHA code displayed and click Continue with Application to proceed. Fields retrieved from Myinfo \*Full Name (as in NRIC/Identification Document) Identification Type v \*Identification Number \*Date of Birth \*Email Address Verify Email Address 14850 Click C for a new code Enter Code here \*Indicates Mandatory Fields Back to Login Continue with Application Note: If you are registered with MyInfo, some fields will be automatically filled with your information from MyInfo and cannot be changed in the registration page. Please login to MyInfo if you wish to update your details.

### Instructions for Online Application of Full-time Diploma Courses

Singapore Citizens and PRs without S	ingPass and International Students		
<ol> <li>In the Register tab, fill in your persona displayed, then click Submit to proce</li> </ol>	al details, set a password, and enter the CAPTCHA code eed.		
*Full Name (as in Identification Document)			
*Identification Type	· · · · · · · · · · · · · · · · · · ·		
*Date of Birth	DD/MM/YYYY		
*Identification Number			
*Email Address			
*Verify Email Address			
*Password			
*Confirm Password			
	3 8 2 2 7		
	Click C for a new code		
*Enter Code here			
	*Indicates Mandatory Fields		
	Back to Home Submit		
<b>Note:</b> For Singapore Citizens and Permanent Repop-up message during registration. Click <b>OK</b> to pencouraged to apply for SingPass immediately an	esidents without a SingPass account, you will encounter the following proceed with your registration and DAE application. Thereafter, you are d to use SingPass for all future logins.		
You have entered a If you are a Singapore Citizen or Singapore PR and ha If you don't have a SingF	an NRIC number as your Identification number. we a SingPass account, please proceed to login page and login as SingPass use Pass account, please apply for Singpass immediately.		
	OK		
2. A pop-up message will appear to confi login to your registered email address	irm that your account is successfully registered. Please s to retrieve the activation email and activate your account.		
An activation link has been sent to your registered email a	address. Please click on the activation link before logging in to submit your application.		
If you do not receive the activation email after 5 minutes, please check your email's Junk folder. For further assistance, please contact: a. Help-Registrar@rp.edu.sg for Full-Time Courses b. ACE-Help@rp.edu.sg for programmes under Specialist/Part-Time Diplomas, executive programmes and workshops			
	OK Cancel		

#### Instructions for Online Application of Full-time Diploma Courses

3. After account activation, click on the link for **Full-Time Courses** and you will be redirected to the login page.

Thank you for activating your account. Please proceed to login using the following links:

Click <u>here</u> for Full-Time Courses. Click <u>here</u> for programmes under Specialist Diplomas and Part-time Diplomas. Click <u>here</u> for executive programmes and workshops.

4. Enter your registered email address, password and the CAPTCHA code displayed tologin.

Registereu Email Audress	examp	le@i	p.edu.sg
Fassworu	2 2	3	0 2
	Click	C	for a new code
Enter Code here			
			Login

5. You will receive a one-time password via your registered email address. Enter the one-time password to complete your login.

One-Time Password	
	Didn't get the code? Resend OTP
	Submit Back to Login

### 4. Application

#### 4.1 Create Application

Once logged in, verify your particulars in the My Application page and click Create Application.

My Application		
F	III Name ABCD1234	
Account Email	Address ABCD1234@RP.EDU.SG	
Create Application		

#### Next, click on Continue Application to continue.

	Full Name	ABCD1234		
	Account Email Address	ABCD1234@RP.EDU.S	GG	
Application Number ◇	Entry Qualification ♦	Status ◇	Application Status ♦	Continue Application
00292770		Draft		Continue Application

**Note:** If you need to save and exit at any point during the application, please click the **Save** button at the bottom of the page to save your application first, then click the **Back to My Application Page** button. You will find the **Exit** button at the bottom of the **My Application** page only.

#### 4.2 Qualification Details

In the Qualification Details page, choose your entry qualification\* and the name of exam taken. You may also enter Other Qualifications that you have (optional). Click on the **Enter Details** button to enter the subjects and grades you obtained for your exams.

Qualification Details			
Entry Qualification			
	*Type of Qualification *Name of Exam		Enter Details
<u>Other Qualification(s) - Optional</u>	Type of Qualification	V	
	Name of Exam		Enter Details

\* Enter your highest level of qualification that you have completed with the exam result or certificate. If your exam results are not released and cannot be provided at this juncture, your application cannot be considered.

#### 4.3 Exam Details

Enter the subjects and grades you obtained for your exam<sup>^</sup>, then click the **Save and Back to Qualification** button. For applicants with Singapore-Cambridge GCE O-Level Results, you may also enter your CCA grade (if applicable) which will determine the bonus points in calculation of your net aggregate score.

Exam Details	Name of Exam SG GCE OL	$\langle$	CCA (only fo	r Singapore-Ca	ambridge GCE O Level result		
			*Year Taken	•			
	Subject	T	Grades	Grade	Marks Attained	/	Base Marks
		▼	T	•		/	
		▼	T	•		/	
		T	T	•		j į	
		Save	Save & Ba	ick to Qualifica	tion 🕨		
Back to My Application Page							

\* You may only enter up to 9 subjects. If you are taking more than 9 subjects, please enter your English and Mathematics grades followed by your best 7 subjects.

#### 4.4 Last Institution Attended & Secondary School

In the Qualification Details page, you will also need to enter your highest academic qualification, which can be the same as your entry qualification, and your last institution attended and secondary school. To search for institutions, leave the field blank click on the magnifying glass icon.

*Highest Academic Qualification		T	
*Last Institution Attended	٩	(If Others)	
*Secondary School	Q	(If Others)	

Enter your last institution or secondary school name and click search.

Cancel	Lookup		
Search for: *Last Institution Attended		Show Operators	
Search Chieria		Show Operators	
External Org ID (begins with)	٩		
Description (begins with)			
Search Name (begins with)			
Organization Type (begins with)	٩		
City (begins with)			
State (begins with)			
Country (begins with)			
	Search Clear		

If your institution is not found in the list, please select 'OTHERS' or enter '0' in the 'Last Institute Attended' field.

✓ Search Results							
		Only the first 300 results can be displayed.					
		300 rows					
External Org ID $\Diamond$	Description ⇔	Search Name 🗘					
0	OTHERS	OTHERS					
0715	NUS	NATIONAL UNIVERSITY OF SINGAPORE					

**Note:** Selecting 'OTHERS' will activate the (If Others) text box and you can type the name of your last institution or secondary school manually.

*Highest Academic Qualification		▼	
*Last Institution Attended	þ <b>Q</b>	OTHERS (If Others)	$\supset$
*Secondary School	٩	(If Others)	

#### 4.5 Declare Ex-poly Status

Lastly, in the Qualification Details page, you will need to declare if you have ever been or are currently enrolled in a Polytechnic in Singapore.

*Have you been enrolled in a Polytechnic in Singapore and completed a Full-Tim	e Diploma? If so, please indicate the institution(s) attended: No
Republic Polytechnic No	Please enter your Student ID:
Nanyang Polytechnic No	
Temasek Polytechnic No	
Ngee Ann Polytechnic No	
Singapore Polytechnic No	
Total number of semesters studied at SP/NP/TP/NYP/RP/NUS/NTU/SMU/UNISI	M/SUTD/SIT/NAFA/LASALLE/NIE:
*Are you a Diploma holder? No	
*Are you a Degree holder? No	
	* denotes mandatory fields
	Save Save & Proceed >

Click the **Save and Proceed** button to save the information in the Qualification Details page and proceed to the Choice of Courses page.

#### 4.6 Choice of Courses

You may apply for up to three courses, in order of preference. If you have substantial work experience related to the course of your choice, you may check the "I have relevant work experience" checkbox and click on the **Enter your work experience details** button.

Choice of Courses		
The list below	only contains the courses that are available for you to choose.	
*1st Choice	I have related work experience	Enter your work experience details
2nd Choice	I have related work experience	Enter your work experience details
3rd Choice	I have related work experience	Enter your work experience details

#### 4.7 Work Experience

In the Work Experience page, click on the magnifying glass icon to search for and select your company name. If your company name is not in the list, please select 'OTHERS' and manually type your company name in the **Company Name (If Others)** text field. Fill in the other mandatory fields and click on the **Save & Back to Choice of Course** button to proceed.

Work Experience	
Course	Common Engineering Programme
*Company Name	٩
Company Name (If Others)	
*Job Title	
*Current Employment Sector	▼
*Relevant work experience to the course	▼ Years ▼ Months
*Work Experience Details	Max 1200 Characters
	Back to Choice of Course Save & Back to Choice of Course

Back in the Choice of Course page, click the **Save and Proceed** button to save the information in the Choice of Course page and proceed to the Personal Information page.

#### Instructions for Online Application of Full-time Diploma Courses

#### 4.8 Personal Details

Proceed to fill in your personal details and click the **Save and Proceed** button to save the information in the Personal Information page and proceed to the Contact Information page.

				Field	s retrieve	from Myinfo	
pplication for Full Time Diploma Courses. his service is for potential students to submit applica	tions for F	ull Time	Diploma	Courses	5.		
lease enter your personal details.							
ersonal Details							
Name							
Identification Type							
Identification Number							
Date of Birth (DD/MM/YYYY)							
Email Address							
*Citizenship	,	7					
*Residency Type				۲			
*Salutation	¥						
@ *Gender	•						
Country of Birth			v				
*Ethnic Group (Race)		<b>v</b> .					
*Military Status				•			
*Operationally Ready Date (ORD)(DD/MM/YYYY)							
	* deno	tes mano	latory fiel	ds			
						-	

**Note:** For Singapore Citizens and Permanent Residents who logged in with SingPass, some fields will be automatically filled with information from **MyInfo** and will be non-editable. You may click on the "**Clear Form**" button if you would like to clear the pre-filled information and input your details manually. You can retrieve the pre-filled information again by clicking on the "**Retrieve MyInfo**" button.

#### 4.9 Contact Information

Next, fill in your Address details. For addresses in Singapore, enter your Postal Code and click on the **Check/Populate Home Addresses** button to automatically generate the Block/House, Street Name and/or Building Name. You will need to enter the Unit number, if applicable.

Home Address		
© "Postal Code	SINGAPORE	Check/Populate Home Addresses
*Block/House No		
Street Name	1	
🎯 Unit No		Select <b>Yes</b> if your Home Address is the same as your Mailing Address
Building Name		
Please indicate if your Home Address is same as your Mailing Address	Yes	otherwise, please select <b>No</b> and fill in your mailing address manually.

#### Instructions for Online Application of Full-time Diploma Courses

In the same page, enter your contact information, and click on the **Save and Proceed** button to save the information in the Contact Information page and proceed to the Declarative Questions page.

Contact Information	
Note: Please indicate at least one contact number.	
Mobile Number	
Home Number	
* denotes mar	ndatory fields
	Previous     Save     Save & Proceed

#### 4.10 Declarative Questions

Answer the declarative questions, and click on the **Save and Proceed** button to save the information in the Declaration Questions page and proceed to the Upload Document page.

#### 4.11 Upload Document

In the Upload Document page, you will be required to upload relevant documents. Click on the **Attach** button to choose the document files from your device. Once the relevant documents are uploaded, click the **Save and Proceed** button to save the information in the Upload Document page and proceed to the Personal Declaration page.

Upl	oad Document								
Plea	se upload the following documents	š.							
Plea	se note that the individual file size	limit is 2MB and the acceptable f	ile types are: xls,	doc, pdf,	, jpeg, gif, b	mp, zip.			5 rows
	Checklist Item ◇	Attached File 🛇	Description $\Diamond$		Upda	ted On $\Diamond$	Mandatory $\Diamond$	Attach	Delete
1	Identification ID						Y	Attach	Delete
2	Result Slip						Y	Attach	Delete
3	Other documents						Ν	Attach	Delete
4	Other documents						Ν	Attach	Delete
5	Other documents						Ν	Attach	Delete
			∢ Pre	evious	Save	Save & Proceed >	]		

#### 4.12 Personal Declaration

Read the information in the Personal Declaration page carefully and select Yes in the **I agree** checkbox at the bottom of the page if you agree with the declaration, then click the **Save and Proceed** button to save the information in the Personal Declaration page and proceed to the Summary page.

h. complying with any applicable rules, laws and regulations, code of practice or guid or data collection by public agencies or to assist law enforcement and investigation i. any other purposes that may be deemed beneficial to your course of study.	lelines or govern is by relevant aut	ment policy-making thorities; and or
l agree Yes	>	
	Previous	Save & Proceed >

#### 4.13 Summary

In the Summary section, carefully review and verify that all the information you have provided previously is correct. To make any changes, click any of the buttons at the top of the page to go back to a specific section and make changes to your application.



Otherwise, if you are satisfied with your application, click the **Submit** button to complete your application.

A message box will appear informing you that **your application will be final once submitted**, **no further modification is allowed**. Click the **Yes** button to proceed, or the **No** button to return back to the summary page.

Your application will be final once subm	nitted, no further modification is allowed.
Do you wish	to proceed?
Yes	No

#### 4.14 Completed Submission

After submission, you should see a message to confirm that your application has been submitted. You will also be assigned an Applicant ID, which you should take note of and use in any correspondences with us. Click on **Back to My Application Page** to return to the main menu.

Success: Your application has been submitted.	
Submitted Date	13/12/18 16:11
Applicant ID	A2472511
you notice any discrepancies, please write to Help-Registrar@r	o.edu.sg to inform us.

In the My Application page, you should see the status 'Submitted'. You may view a summary of your submitted application by clicking **View Application Summary**, or click the **Exit** button to log out of the application portal.

	Full Name				
	Account Email Address				
pplication Number ◇	Entry Qualification ◇	Status ◊	Application Status ♦	Continue Application	View Application Summary
		And an and a second second			