DIRECT ADMISSIONS EXERCISE (DAE)

A STEP-BY-STEP GUIDE TO ONLINE APPLICATION
SUBMIT APPLICATION
Accessing SP CASE

① Launch SP CASE website http://courseapplication.sp.edu.sg

② Click on ‘Apply for FullTime Diploma Course’

Singapore Polytechnic Course Application Service & Enquiry (SP CASE)

Click on one of the following links to continue:

- Apply for Full Time Diploma Course
- Apply for Part Time Diploma Course
- Enquire Course Application Status
- Upload Supporting Document for Full Time Diploma Application
- Submit an Appeal for a Full-Time Diploma Course
- Enquire Status of Appeal for Full-Time Diploma Course

Check out the courses here

Click here for the Service Maintenance Notice
Application

1. Key in your NRIC/Passport/Fin Number

2. Check ‘I Agree’ and click ‘Next’

Application will not commence if ‘I Disagree’ is selected
Step 1 - Complete Personal Details page

① Complete your Personal Details

② Click ‘Next’ when you are done

Fields marked with asterisk (*) are required to complete
Step 2 - Complete Contact Details

If your **Mailing Address = Home Address**, tick this and the Home Address will be automatically filled.

Provide a valid Singapore contact number and email address in case we need to contact you for clarification.

Click ‘Next’ when you are done.
**Step 3 – Choice of Course Page**

① Choose your choice of course, in order of preference.

② Click ‘Next’ when you are done.

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Part 1 of Step 4 – Results Page

1. Choose your qualification from the drop down box.

2. Click on Enter Details. You will be brought to the next page to key in your academic results.
Enter your Subjects, Grades, Year Taken and CCA grade (if any)

* denotes mandatory fields

Click ‘Next’ to continue
Part 3 of Step 4

Choose your Entry Qualification

Read the notes

Choose your Entry Qualification

Click 'Next' to continue
Step 6 – Questionnaire Page

Complete the Questionnaire Page before clicking on the ‘Next’ button
Step 7 – MOE Tuition Grant Scheme

① Read and understand the MOE Tuition Grant Scheme

② Select the radio button accordingly

③ The 'Next' button will be enabled once you have chosen an option. Click 'Next' to continue.
Step 8 – Declaration Page

Declaration

a) I affirm that all the statements given in this application are true and accurate to the best of my knowledge. I will provide the required supporting documents. I consent to any investigation made by Singapore Polytechnic to verify or confirm the information (including results provided) with the relevant authority. I have not deliberately omitted any relevant fact. Should I be admitted to the Polytechnic on the basis of the above information which may later turn out to be false or inaccurate, I understand that I will render myself liable to appropriate action, including civil action, disciplinary action, dismissal from course, forfeiture of fees, fine and other disciplinary measures.

b) If accepted, I agree to abide by any/all Singapore Polytechnic rules and regulations that are enforced from time to time, relating to my conduct and study. I am fully aware that failure to do so may result in disciplinary action which may lead to my dismissal.

c) I agree to abide by the decision of the Singapore Polytechnic concerning this application and accept that the Polytechnic reserves the right to withdraw the course if there are insufficient applicants.

d) For Male Singaporeans and Singapore Permanent Residents who are 19 years old and above as of 1 January 2020: I declare that I have checked with the Deferment Office, CMFB, that I am eligible to pursue a course (if offered) in the 2020/2021 academic session. If I am not eligible for deferment, I will inform Admissions Office (in writing) of my status.

I agree  I disagree

‘Next’ button will be enabled once you select ‘I Agree’,
Click ‘Next’ to continue.
Step 9 – Summary Page

① Check that you have keyed in the information correctly

② You may want to print the summary page for your own reference before submitting the application

③ Remember to click ‘Submit’ before you leave this page.

<Scroll down to the bottom of the page>

Declaration

a) I affirm that all the statements given in this application are true and accurate to the best of my knowledge. I will provide the required supporting documents. I consent to any investigation made by Singapore Polytechnic to verify or confirm the information (including results provided) with the relevant authority. I have not deliberately omitted any relevant fact. Should I be admitted to the Polytechnic on the basis of the above information which may later turn out to be false or inaccurate, I understand that I will render myself liable to appropriate action, including civil action, disciplinary action, dismissal from course, forfeiture of fees, fine and other disciplinary measures.

b) If accepted, I agree to abide by all Singapore Polytechnic rules and regulations that are enforced from time to time, relating to my conduct and study. I am fully aware that failure to do so may result in disciplinary action which may lead to my dismissal.

c) I agree to abide by the decision of the Singapore Polytechnic concerning this application and accept that the Polytechnic reserves the right to withdraw the course if there are insufficient applicants.

d) For male Singaporeans and Singapore Permanent Residents who are 19 years old and above as of 1 January 2018, I declare that I have checked with the Deferral Office, CNPF, that I am eligible to pursue a course (if offered) in the 2018/2019 academic session. If I am not eligible for deferment, I will inform the Admissions Office (in writing) of my status.

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Step 10 – Checklist Page

You have successfully submitted your application once you reached this page.

An acknowledgement email will also be sent to the email address you have provided in your application.

After submitting the online application, you are required to submit your supporting documents for our evaluation. Your application will not be processed unless we received the supporting documents.

You can choose to upload the supporting documents through the upload page, mail to us or submit personally at the One Stop Centre @ Block T16 Level 1.

**NOTE:** Once you clicked on the link, you will not be able to return to this acknowledgement page. Thus, remember to print this page for your own reference (if you need to) before clicking the link.
UPLOAD SUPPORTING DOCUMENTS
After you click on ‘Link to Online Applicant Document Upload Page’, you will be brought to the Supporting Document Upload function.
Ensure that your file is in **PDF** format and **less than 1 MB per file**.

1. Click the ‘Attach’ button
2. **Browse** for the document in your computer and select **Upload**.
How to upload your Supporting Documents – Part 3 of 3

When your document is uploaded successfully, you will see the file name and timestamp. You may View or Delete your upload file.

The file name will appear here.

Timestamp of file uploaded

Click ‘Exit’ after you have uploaded your documents
You may also upload your supporting document on a **different day**, as long as it’s within the application period.

Go to SP website at [http://courseapplication.sp.edu.sg](http://courseapplication.sp.edu.sg) and click on ‘Upload Supporting Document for Full Time Diploma Application’
Log in with the NRIC/Passport/FIN number you used to submit application.

You will be brought to the Supporting Document Upload Page
CHECK APPLICATION STATUS
How to check if your application has been submitted successfully

① Go to SP website at http://courseapplication.sp.edu.sg and click on ‘Enquire Course Application Status’
How to check if your application has been submitted successfully

② Key in the NRIC/Passport/FIN number you used to submit application and click on Submit

Your application has been submitted successfully if you see this screen.