DIRECT ADMISSIONS EXERCISE (DAE)

A STEP-BY-STEP GUIDE TO

ONLINE APPLICATION

Last updated: 31 July 2019
SUBMIT APPLICATION
Accessing SP CASE

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](http://courseapplication.sp.edu.sg)

Click [here](http://courseapplication.sp.edu.sg) for the Service Maintenance Notice

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

② Click on ‘Apply for Full Time Diploma Course’
Apply for Full Time Diploma Course

This service is for potential student to submit application for a Full Time Diploma Course.

Welcome to Singapore Polytechnic’s web application for Full-time Courses!

This form may take 10 to 15 minutes to complete. You will need to fill in your citizenship and educational details.

Please read carefully the instructions below on how to fill up the application form.

Notes to all applicants:

Before you start your online application, you may wish to have the following documents ready to upload:
- Required Format: PDF
- File Name: 1MB per file
  - NRIC for Singapore Citizens and Singapore Permanent Residents
  - Passport for International students
  - IC Student Pass (for international students)
  - Educational Qualifications (e.g. O/E Level Certificate/Misc Diploma, ICA Record)
  - MPYA Sight Test (for applicants to the Diploma course in Nautical Studies)

The following table lists the courses open for application. Please check the 'I Agree' button to proceed.

Please enter your NRIC/Passport/Fin Number.

NRIC/Passport/Fin:

1. The personal data that you provide to Singapore Polytechnic (SP) will be used as confidential. Such data may include personal particulars, family data, assessment records, etc.
2. SP recognises the importance of safeguarding personal information. To safeguard your personal data, all electronic storage and transmission of personal data is protected with encryption technologies.

Application will not commence if ‘I Disagree’ is selected

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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.

### Mailing Address
- **Country/Region:**
- **Block/House No.:**
- **Street Name:**
- **Unit No.:**
- **Building Name:**
- **Postal Code:**

### Home Address
- **Country/Region:**
- **Block/House No.:**
- **Street Name:**
- **Unit No.:**
- **Building Name:**
- **Postal Code:**

### Contact Information (Singapore Only)
- **Telephone:**
- **Handphone:**
- **Office Tel:**

### Email Address
- **Email Address:**

* denotes mandatory fields
Step 3 – Choice of Course Page

Choose your choice of course, in order of preference.

Click ‘Next’ when you are done.
Part 1 of Step 4 – Results Page

Apply for Full Time Diploma Course

This service is for potential student to submit application for a Full Time Diploma Course.

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.

- Please enter all your relevant exam results (including 'O' Level, 'A' Level, ITE, International Qualifications in the approved list) in separate records.

- Please click on the "Entry Qualification" check box for the set of exam results which you wish to use for consideration by the Polytechnic for Admissions in your application. Only one set of entry qualifications can be used.

- Please note that if you have both "A" and "O" level qualifications, should you select "A" level qualifications, your choice of courses will be limited to those with advanced entry (e.g. 2 years programme). Please select "O" level qualifications, if you wish to pursue the 3-year courses.

- If you are ITE-COM holders, please note that your selection will be based on the 3-year courses. For the list of courses which will allow you to be granted direct entry to the 2nd year of the 3rd year course, please refer to the Prospectus.

- Eg: ✓ Entry Qualification: OGE O-Level.
Part 2 of Step 4 – Results Page

Enter your Subjects, Grades, Year Taken and CCA grade (if any)

Click ‘Next’ to continue
Part 3 of Step 4

Step 4 - Results Page

- Please enter all your relevant exam results (including 'O' Level, 'A' Level, ITE, International Qualifications in the approved list) in separate records.

Please click on the "Entry Qualification" check box for the set of exam results which you wish to use for consideration by the Polytechnic for Admissions in your application. Only one set of entry qualifications can be used.

Please note that if you have both "A" and "O" level qualifications, should you select "A" level qualifications, your choice of courses will be limited to those with advanced entry (e.g. 2 years programme). Please select "O" level qualifications, if you wish to pursue the 3-year courses.

If you are ITE-COM holders, please note that your selection will be based on the 3-year courses. For the list of courses which will allow you to be granted direct-entry to the 2nd year of the 3rd year course, please refer to the Prospectus.

- [ ] Entry Qualification: GCE 'O' Level - SPORE-CAMBRIDGE
- [ ] GCE 'A' LEVEL

Entry Qualification: GCE 'O' LVL - SPORE-CAMBRIDGE

- Read the notes
- Tick the Entry Qualification checkbox
- Click 'Next' to continue
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

Step 8 - Declaration Page

1 2 3 4 5 6 7 8 9 10

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, fines 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 18 years old and above as of 1 January 2018: I declare that I have checked with the Deferrment Office, CMPB, 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 Admissions Office (in writing) of my status.

☐ I agree  ☐ I disagree

Prev  Next

'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 2019, I declare that I have checked with the Defender Office, CNPF, that I am eligible to pursue a course (if offered) in the 2016/2017 academic session. If I am not eligible for deferment, I will inform Admissions Office (in writing) of my status.

Click on ‘Prev’ if you need to amend any information.
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 Student Service 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
How to upload your Supporting Documents – Part 1 of 3

After you click on ‘Link to Online Applicant Document Upload Page’, you will be brought to the Supporting Document Upload function.

This is at Step 10 - Checklist Page
Link to Online Applicant Document upload page
How to upload your Supporting Documents – Part 2 of 3

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 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

1. 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.