

Instructions for Online Application of Full-time Diploma Courses

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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 [Admissions Guides](#).

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.

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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.



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


*Identification Number

*Date of Birth

*Email Address

Verify Email Address

1 4 8 5 0

Click  for a new code

Enter Code here

*Indicates Mandatory Fields

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.


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Singapore Citizens and PRs **without SingPass** and International Students

1. In the **Register** tab, fill in your personal details, set a password, and enter the CAPTCHA code displayed, then click **Submit** to proceed.

*Full Name (as in Identification Document)

*Identification Type

*Date of Birth 


*Identification Number


*Email Address

*Verify Email Address

*Password

*Confirm Password



Click  for a new code

*Enter Code here

*Indicates Mandatory Fields

Note: For Singapore Citizens and Permanent Residents without a SingPass account, you will encounter the following pop-up message during registration. Click **OK** to proceed with your registration and DAE application. Thereafter, you are encouraged to apply for SingPass immediately and to use SingPass for all future logins.

You have entered an NRIC number as your Identification number.
If you are a Singapore Citizen or Singapore PR and have a SingPass account, please proceed to login page and login as SingPass user.
If you don't have a SingPass account, please apply for Singpass immediately.

2. A pop-up message will appear to confirm that your account is successfully registered. Please login to your registered email address to retrieve the activation email and activate your account.

Thank you for registering for an account!

An activation link has been sent to your registered email 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

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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 [here](#) for Full-Time Courses.


Click [here](#) for programmes under Specialist Diplomas and Part-time Diplomas.


Click [here](#) for executive programmes and workshops.

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

Registered Email Address

Password



Click  for a new code

Enter Code here

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](#)

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4. Application

4.1 Create Application

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

My Application

Full Name ABCD1234
Account Email Address ABCD1234@RP.EDU.SG

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

My Application

Full Name ABCD1234
Account Email Address ABCD1234@RP.EDU.SG

Application Number	Entry Qualification	Status	Application Status	Continue Application
00292770		Draft		<input type="button" value="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

Other Qualification(s) - Optional

Type of Qualification

Name of Exam

* 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.

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4.3 Exam Details

Enter the subjects and grades you obtained for your exam[^], 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

CCA (only for Singapore-Cambridge GCE O Level results):

*Year Taken:

Subject	Grades	Grade	Marks Attained	Base Marks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/ <input type="text"/>

Buttons: Save, **Save & Back to Qualification**, 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:

*Last Institution Attended: (If Others)

*Secondary School: (If Others)

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

Lookup

Search for: *Last Institution Attended

Search Criteria

External Org ID (begins with)

Description (begins with)

Search Name (begins with)

Organization Type (begins with)

City (begins with)

State (begins with)

Country (begins with)

Buttons: Search, Clear

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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.

External Org ID	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 OTHERS (If Others)

*Secondary School (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-Time 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/UNISIM/SUTD/SIT/NAFA/LASALLE/NIE:

*Are you a Diploma holder? No

*Are you a Degree holder? No

* denotes mandatory fields

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

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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	<input type="text"/>	<input checked="" type="checkbox"/> I have related work experience	Enter your work experience details
2nd Choice	<input type="text"/>	<input type="checkbox"/> I have related work experience	Enter your work experience details
3rd Choice	<input type="text"/>	<input type="checkbox"/> 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

Company Name (If Others)

*Job Title

*Current Employment Sector

*Relevant work experience to the course Years Months

*Work Experience Details Max 1200 Characters

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.

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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.



Application for Full Time Diploma Courses.

This service is for potential students to submit applications for Full Time Diploma Courses.

Please enter your personal details.

Personal Details

Name
 Identification Type
 Identification Number
 Date of Birth (DD/MM/YYYY)
 Email Address
 *Citizenship
 *Residency Type
 *Salutation
 *Gender
 *Country of Birth
 *Ethnic Group (Race)
 *Military Status
 *Operationally Ready Date (ORD)(DD/MM/YYYY)

* denotes mandatory fields

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

Country

*Postal Code

*Block/House No

*Street Name

Unit No

Building Name

Please indicate if your Home Address is same as your Mailing Address Yes No

Select **Yes** if your Home Address is the same as your Mailing Address. Otherwise, please select **No** and fill in your mailing address manually.

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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 mandatory fields

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.

Upload Document

Please upload the following documents.

Please note that the individual file size limit is 2MB and the acceptable file types are: xls, doc, pdf, jpeg, gif, bmp, zip.

Checklist Item	Attached File	Description	Updated On	Mandatory	Attach	Delete
1	Identification ID			Y	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>
2	Result Slip			Y	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>
3	Other documents			N	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>
4	Other documents			N	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>
5	Other documents			N	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>

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.

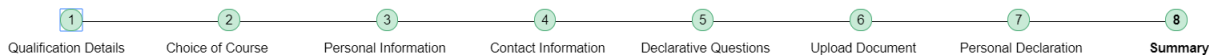
h. complying with any applicable rules, laws and regulations, code of practice or guidelines or government policy-making or data collection by public agencies or to assist law enforcement and investigations by relevant authorities; and or
 i. any other purposes that may be deemed beneficial to your course of study.

I agree Yes

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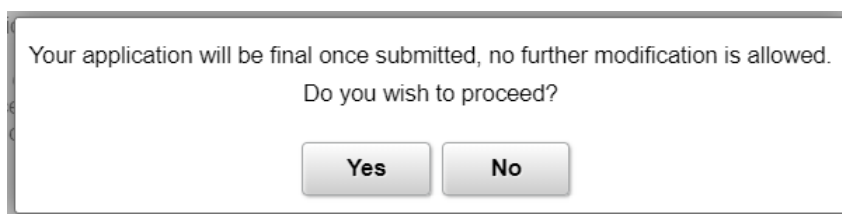
4.13 Summary

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.



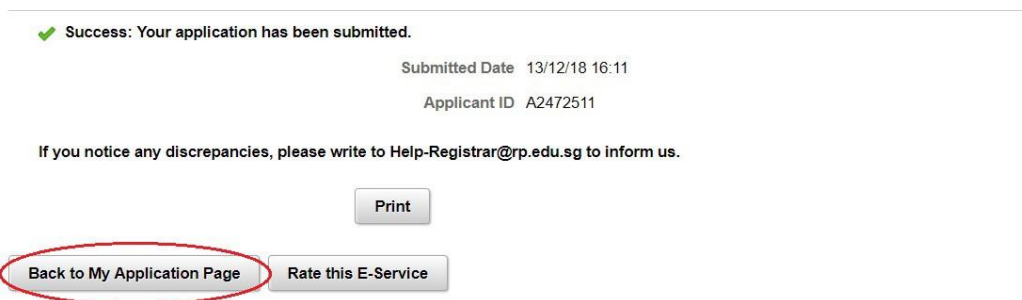
Otherwise, if you are satisfied with your application, click the **Submit** button to complete your application.

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.



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.



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.

