SUPPLEMENTARY ADMISSIONS EXERCISE FOR INTERNATIONAL STUDENTS (S-AEIS)

USER GUIDE
ON ACCOUNT CREATION

IMPORTANT NOTES

1. SEAB has launched a new registration system known as Candidates Portal (CP). It is a self-help portal for international students (IS) to keep track of their registration status and to receive test-related documents and notices in preparation to sit for the 2023 S-AEIS.

2. All applicants **must first create an individual account in CP** using their full personal particulars before they are able to register for the 2023 S-AEIS. They should provide the following information for account creation:

   a. Applicant's personal particulars (e.g., passport number, Foreign Identification Number (FIN))

   b. A valid e-mail address (This email is required for 2FA.)

   c. Local or Overseas contact number of self and Next-of-Kin.

3. Upon a successful account creation, applicants will receive an email with the Account Username and instructions for login. Applicants are to set the password to complete the account creation process. **The Username is unique to the specific applicant and cannot be changed**.

4. Account creation does <u>not</u> guarantee a place in the 2023 S-AEIS. However, **applicants' personal details** provided in account creation will be used for registration for the 2023 S-AEIS and **should not be amended**.

5. Each applicant can only create <u>ONE</u> account. **When multiple accounts of the same person are detected by the system, the applicant will not be able to enter the registration phase** to secure a place for the 2023 S-AEIS when registration commences on 10 January 2023.

Instructions to create an account

1. Use a valid personal email address to complete the following steps to create an account.

2. Access the Candidates Portal via
https://myexams.seab.gov.sg/auth/login

3. From the Candidates Portal login page, click on **Create an Account** to setup an account.

How to fill in your particulars in the required fields.

Login > Create Account

Create Account

Profile Details

Fill in the basic details under **Profile Details.**

To verify that the candidate is eligible to create an account, please fill in the fields below and click on 'Verify Candidate'.

Name *

Enter name

ID Type *

Select ID type

NRIC/FIN/Passport No. *

Enter NRIC/FIN/Passport No.

Date of Birth *

School *

Select school

Verify Candidate

Click **Verify Candidate** for eligibility check before filling in the rest of the particulars.

Please fill up the rest of the fields to complete account creation.

Personal Particulars

Hanyu Pinyin Name

Enter hanyu pinyin name

Gender *

Select gender

Race *

Select race

Citizenship Type *

Select citizenship type

Nationality *

Select nationality

PR Status *

Select PR status

Occupation

Select occupation

If **eligible**, fill in the remaining details, Contact Information and Next-of-Kin Details.

Contact Information

Next-of-kin Details

Cancel   **Create Account**

All applicants are required to update their residential addresses to ensure that they remain contactable.

Contact Information

Email Address *

Enter email address

Re-enter Email Address *

Re-enter email address

Mobile No. *

Select country code ⌄   Enter mobile no.

◉ Set as preferred contact

Telephone No.

Select country code ⌄   Enter telephone no.

○ Set as preferred contact

Mailing Address (for addresses in Singapore) *

House/Blk No.

Street Name

Building Name

Floor Number   Unit No.

Postal Code

◉ Set as preferred address

> If you do not have a Singapore's residential address, please enter 'NA' for all the fields.

Next-of-kin Details

Name *

Enter next-of-kin name

Relationship to Candidate *

Select relationship to candidate ⌄

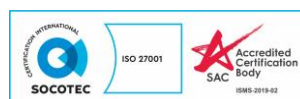**Emergency Contact No. ***

Select country code ⌄   Enter emergency contact no.

Cancel   **Create Account**

> Click **Create Account.**

Once your account is created, an email will be sent to your valid personal email address with the Account Username and instructions to set your password. Please check your spam folder if you do not receive the email.

Open the email that was sent to you and click on **Set Password** to set a password for your account. You must retain the same Username created by the system.
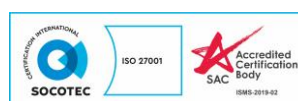
After setting your password, you can now sign in using your Account Username and Password.

Once you have signed in, the next screen will prompt you to enter the One-Time Password (OTP) sent via Email or SMS (only for Singapore-registered mobile number). Click **Submit** after keying in the OTP in the required field.
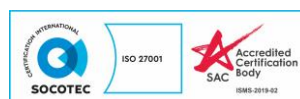
The registration period for the 2023 S-AEIS tests is as follow:

Exercise	Registration Period
S-AEIS - Secondary	10 Jan 2023 to 23 Jan 2023
S-AEIS - Primary	10 Jan 2023 to 23 Jan 2023

IS with a CP account will be able to see the registration site open on the dates above to complete their application.

Important Note:

All vacancies are on a first-come, first-served basis. Registration may close early when all vacancies for the AEIS tests are filled. **Applicants are required to complete all the mandatory fields. Incomplete forms and forms with inaccurate information will be void, resulting in ineligible status of registration.**

Useful Contact:

For technical assistance on Candidates Portal, you may contact SEAB at SEAB_AEIS_S-AEIS@seab.gov.sg.

S-AEIS - Primary Journey Map
Important Dates

1

10 January 2023
S-AEIS-Primary Application Opens
Applicants can submit their applications starting from SGT 8.30am onwards.

2

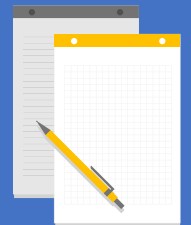## 23 January 2023
S-AEIS-Primary Application Closes

3

21 February 2023
S-AEIS Tests (Primary levels)
Applicants will sit for the Mathematics Tests.

4

March 2023
Outcome Release
Outcome of the 2023 S-AEIS will be released online.

For more information, please visit MOE's website at https://www.moe.gov.sg/international-students/s-aeis or contact MOE Customer Service Centre at +65 6872 2220.

S-AEIS - Secondary Journey Map
Important Dates

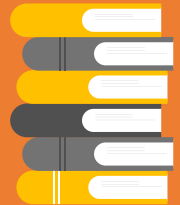**1**

10 January 2023
S-AEIS-Secondary Application Opens
Applicants can submit their applications starting from SGT 8.30am onwards.

2

23 January 2023
S-AEIS Secondary Application Closes

3

22 February 2023
S-AEIS Tests (Secondary levels)
Applicants will sit for the English Language and Mathematics Tests.

4

March 2023
Outcome Release
Outcome of the 2023 S-AEIS will be released online.

For more information, please visit MOE's website at www.moe.gov.sg/international-students/s-aeis or contact MOE Customer Service Centre at +65 6872 2220.