

Ministry of Education

DSA-SEC PORTAL USER GUIDE FOR DSA-SEC APPLICATION

(FOR MOE PRIMARY SCHOOLS)

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1. DSA-Sec Portal

- 1.1. Parents can submit the Direct School Admission for Secondary School (DSA-Sec) application for their child using the DSA-Sec Portal, which is a centralised online system which MOE introduced in 2019.
- 1.2. The DSA-Sec application starts from early-May (4-week period).
- 1.3. Parents may need to seek the primary school's assistance to submit, update and withdraw their child's DSA-Sec application on behalf, during this period.
- 1.4. Please refer to <u>https://moe.gov.sg/dsa-sec</u> for exact dates of the application period for this year.

2. Search for Your Student

- 2.1. School users can only search and view details of eligible P6 students from your own school in DSA-Sec Portal.
- 2.2. Primary schools need to conduct verification checks, to ensure that the person who is requesting for the school's assistance has the legal rights to do so.

Step 1: Login via MIMS

- 2.3. To access the DSA-Sec Portal, school users are to use the SSOE machines with **SSOE RAS VPN login (2FA).**
- 2.4. Enter the website at <u>https://go.gov.sg/prischooluser-dsa-sec</u>. The DSA-Sec Portal login page will appear (Figure 1).
- 2.5. Click on "template" to download the application template and provide to the parent/guardian to prepare offline. Once completed, the school can start to apply on behalf.
- 2.6. Click <Login via MIMS> to start.
- 2.7. The MIMS login page will appear (Error! Reference source not found.). Login using your MIMS Username and Password.

 A Singapore Government Agency Website Winistry of Education sinkarone 		
Direct School Admission for Secondary Schools (DSA-Sec) Portal Application period for 202X DSA-Sec: XX May 202X (9am) to XX June 202X (3pm)	Login to DSA-Sec Portal	Click to log in via MIMS.
Applicants must submit their applications through the DSA-Sec Portal before XX June 20XX (3pm). Incomplete or late applications will not be considered. Application Process (DSA-Sec Portal)		Download
You are advised to first consider your choice(s) of talent and DSA school, and prepare the information of the non-school based awards/activities (if applicable). This will reduce your application time required. You may use this template for your preparation. To simplify the application process, MOE will share your child's primary school information such as Primary 5 and Primary 6 academic results, and other information from Primary 4 to Primary 6, i.e. Co-curricular Activities (CCA), Values in Action (VIA) involvement and School-based achievements/awards, Junior Sports Academy		this template to prepare the application
Figure 1: DSA-Sec Po	rtal login page	offline.

2.8. Click <Sign In> to log in.

MIMS Portal	
Ministry of Education streamont Please login to your MIMS account. For School Staff, your MIMS login ID ends with @schools.gov.sg. For HQ Staff, your MIMS login ID ends with @hq.moe.gov.sg.	F _p
Username	Key in your MIMS Username.
Password Sign in	Key in your MIMS Password.
Forgot Password?	Click to log in.

Figure 2: MIMS login page

2.9. After logging in, you will be brought to the Home page (Figure 3).

Step 2: Search for your student

- 2.10. At the Home page, key in your student's BC/FIN.
- 2.11. Click on the "magnifying glass" or press the "Enter" key to search.

 A Singapore Government Agency Website Ministry of Education BINAROPE 				
Home	AI TONG SCHOOL USER 1	Logout	۵	
Welcome to Direct School A Application period is from XX May 20XX (9am) to	al			Key in you student's BC/FIN.
Please enter BC/FIN or RG Number to search student. Search by BC/FIN or RG Number			٩	Click here or press the "Ente
				key to search.

Figure 3: DSA-Sec Portal Home page

3. Submit DSA-Sec Application

Step 1: Home page for DSA-Sec Portal (after searching for student)

3.1. After searching for your student, click <APPLY> at the Home page to apply on behalf of the parent/guardian (Figure 4).

A Singapore Government Agency Website			
SINGAPORE	L AI TONG SCHOOL USER 1	Logout	¢
Welcome to Direct School Admission (DSA-Sec) Por Application period is from XX May 20XX (9am) to XX June 20XX (3pm).	tal		
Please enter BC/FIN or RG Number to search student.			Q
TEST NAME 40562Z			

Figure 4: DSA-Sec Portal Home page (after searching for student)

Step 2: Indicate Choices of Talent and DSA School

- 3.2. You can indicate up to 3 choices of talent areas and schools. The choice order does not matter.
- 3.3. Of the 3 choices, a maximum of 2 choices can be used to apply to the same school, for 2 different talent areas.
- 3.4. To select the talent area or school, you can click for the dropdown list or type for auto-suggest search (Figure 5).

TEST NAME 40562Z	
BC/FIN TXXXX375C School Ai Tong School Talent(s) and School(s) Non-school based Awards/Activities Contact Details Review and Submit	Click for dropdown list or type for auto-
Talent(s) and School(s)	suggest search.
You can indicate up to 3 choices of tal ent areas and schools. The choice order does not matter. Of the 3 choices, a maximum of 2 choices can be used to apply to the same school, for 2 different talent areas. <u>Note:</u> Under " Select Programme ", you will need to choose "Integrated Programme", "SEC Programme" or "No Preference", only if the school offers both programmes for the selected talent area. Otherwise no further action is required. From the 2027 graduating cohort onvious ards, the Singapore-Cambridge Secondary Education Certificate (SIC) Programme will replace	Click for dropdown list or type for auto- suggest search.
the GCE O- and N-Level programme under Full SBB. There are no changes to the DSA process. For more information on the SEC and Full SBB, click <u>here</u> . TALENT(S) SCHOOL(S)	Click to delete talent and school.
Q Type to search talent Q Type to search school X Clear Delete Delete Clear Delete <lidelete< l<="" td=""><td>Click to clear talent and school.</td></lidelete<>	Click to clear talent and school.
Figure 5: Select talent area and DSA-Sec School	Click to add talent and school.

- 3.5. For each choice, you can choose either the talent area or school first.
- 3.6. If you select the talent area first, only schools that offer the selected talent will be shown in the dropdown list (Figure 6).

TEST NAME 40562Z		
BC/FIN TXXXX375C School Ai T	Fong School	
Talent(s) and School(s) Non-school	ol based Awards/Activities - Contact Details - Review and Submit	
Talent(s) and School(s)		
You can indicate up to 3 choices of talent areas	and schools. The choice order does not matter.	
Of the 3 choices, a maximum of 2 choices can be	e used to apply to the same school, for 2 different talent areas.	
offers both programmes for the selected talent	oose "Integrated Programme", "SEC Programme" or "No Preference", only if the school area. Otherwise no further action is required. Singapore-Cambridge Secondary Education Certificate (SEC) Programme will replace	Only schools that offer
	SBB. There are no changes to the DSA process. For more information on the SEC and	the selected
TALENT(S)	SCHOOL(5)	talent will be
Q Basketball	Q Type to search school	available in this
	Anderson Secondary School	dropdown list.
Selected Talent	Anglican High School	1151.
	Anglo-Chinese School (Barker Road)	
	Anglo-Chinese School (Independent)	
	Assumption English School	
	Rukit Datak Casandary Eshaal	

Figure 6: Select talent area first

3.7. If you select a school first, only talents that are offered by the school selected will be available in the dropdown list (Figure 7).

Talent(s) and School(s)				
You can indicate up to 3 choices of taler	nt areas and schools. The choice order	does not matter.		
Of the 3 choices, a maximum of 2 choice	es can be used to apply to the same s	chool, for 2 different talent areas.		
<u>Note:</u> Under " Select Programme ", you will nee offers both programmes for the selecte		"SEC Programme" or "No Preference", only tion is required.	if the school	
0		dary Education Certificate (SEC) Programme the DSA process. For more information on		
TALENT(S)	SCHOOL(S)	SELECT PROGRAMME (See Note	Above)	Only talent areas that
Basketball	Assumption English Sc	:hool -		are offered by the selected
Q Basketball Sports and Games	Catholic High School	 Integrated Programme SEC Programme No Preference 	× <u>Clear</u> ÎII Delete	school will be available in this
Floorball	+ Add Talent and Sch	Selected School		dropdown list.
Softball Table Tennis				
Track and Field	•		Next	

Figure 7: Select school first

3.8. If you have chosen a school offering both Integrated Programme and SEC Programme, the talent areas may be offered in both programmes. Please select the preferred programmes, if applicable (Figure 8).

Talent(s) and School(s)]
You can indicate up to 3 choices of talent are	as and schools. The choice order do	es not matter.		
Of the 3 choices, a maximum of 2 choices ca	n be used to apply to the same scho	ol, for 2 different talent areas.		
<u>Note:</u> Under " Select Programme ", you will need to offers both programmes for the selected tak			if the school	
From the 2027 graduating cohort onwards, t the GCE O- and N-Level programme under F Full SBB, click <u>here</u> .				
TALENT(S)	SCHOOL(S)	SELECT PROGRAMME (See Note	Above)	
Basketball	Assumption English Scho	ol -	<u> Edit</u> <u> <u> </u> </u>	Talent area offered in both
Q Basketball 👻	Q Catholic High School	 Integrated Programme SEC Programme No Preference 	× <u>Clear</u> ÎÎÎ <u>Delete</u>	programmes of Dual Track school.
	+ Add Talent and School			
			Next	

Figure 8: Talent area offered in both programmes of Dual Track school

3.9. After you have indicated choices of talent areas and schools, click <Next> to proceed (Figure 9).

Talent(s) and School(s)			
You can indicate up to 3 choices of tale	nt areas and schools. The choice order does not	matter.	
Of the 3 choices, a maximum of 2 choic	es can be used to apply to the same school, for	2 different talent areas.	
	ed to choose "Integrated Programme", "SEC Prog ed talent area. Otherwise no further action is rec		
	ards, the Singapore-Cambridge Secondary Educa der Full SBB. There are no changes to the DSA p		Click to edit talent and
TALENT(S)	SCHOOL(S)	SELECT PROGRAMME (See Note Above)	school.
Basketball	Assumption English School	- Delete	Click to delete the whole row.
Basketball	Catholic High School	 ○ Integrated Programme ◇ Edit ○ SEC Programme ⓐ Delete ⓐ No Preference 	whole row.
Q Bilingualism	← Q Catholic High School ←	Integrated × Clear Programme Delete	
		Next ┥	Click to proceed.

Figure 9: Example of selected talent areas and school choices

Step 3: Fill in non-school based awards/activities (Optional)

- 3.10. This section is optional. You may assist to fill in up to 10 non-school based awards/activities and achievements related to the selected talent area(s), in this section (Figure 10). There is no need to submit any supporting document during application.
- 3.11. Click <Add Non-school based Awards/Activities> to add.



Figure 10: Non-school based Awards/Activities page

- 3.12. Fill in the duration and description of the non-school based award/activity. The award/activity name is limited to 50 characters and each award/activity description is limited to 300 characters (Figure 11). Input only number and English characters. Non-English character will be rejected.
- 3.13. Click <Next> after you have filled in the non-school based awards/activities.

Non-school based Aw	vards/Activities (Option	nal)		
achieved through external activiti selected. This section is <u>not</u> comp	ies include participation in competi es. Please fill* in the relevant awar pulsory and there is a limit of 10 ent	ds/activities that are related to tries. Click "Next" to proceed to	the talent area(s) that you have	Click to edit the award/ activity.
<u>Note:</u> Your child's primary school inform child's P5 and P6 academic result	n-English input (e.g. Chinese chara nation will be automatically shared s, Co-curricular Activities (CCA), Val sults and Junior Sports Academy pa	with the DSA-Sec school(s) tha lues in Action (VIA) involvement		Click to delete the award/ activity.
PERIOD(S) 05/2017 - 06/2018	AWARD/ACTIVITY NAME Speak Mandarin Campaign Talent Competition 2018	BRIEF DESCRIPTION 4th prize for Category C fami eldest child between Primary		Enter duration of the award/ activity.
06/2017 ABC Junior Basketball Club (Maximum of 50 characters)	Present	Cur	rently participating	Enter the name of award/ activity.
Brief Description (Maximum of 300 characters)			× <u>Clear</u> Delete	Enter the description of the award/ activity.
Back	+ Add Non-school bas Click to add mo based awards/	ore non-school	Click to clear all data.	Click to delete the whole award/ activity.
-				Click to proceed.

Figure 11: Filling the non-school based awards/activities (Optional)

Step 4: Fill in contact details

- 3.14. Enter the parent's/guardian's contact details in the Main Contact Details, based on the information provided by the parent/guardian.
- 3.15. Enter the Alternate Contact Details, if available (Figure 12).
- 3.16. Click <Next> after entering the contact details.

TEST NAME 40562Z		
BC/FIN TXXXX375C School Ai Tong	School	
Talent(s) and School(s) Non-school bas	ed Awards/Activities Contact Details Review and Submit	
Contact Details		
If your contact details are available in MyInfo, the info this application.	prmation is pre-filled for you below. You may edit it if you wish for the purpose of	
If you wish to provide another contact, you may enter	r under the 'Alternate Contact Details' below.	
Both the main and alternate contact persons will rece	eive the confirmation email after each successful transaction.	
Main Contact Details		
Name *	Mr Poh	
Email *	Poh@gmail.com	Enter the
Re-enter Email *	Poh@gmail.com	contact details.
Mobile Number (Local) *	+65 8123 4567	
Re-enter Mobile Number (Local) *	+85 8123 4567	
Alternate Contact Details		
Name	Mrs Poh	Provide
Email	Pohswife@gmail.com	alternate contact details
Contact Number	+65 9876 5432	(optional).
Back	Next	Click to
		proceed.

Figure 12: Contact details page

Step 5: Verify information and submit application

- 3.17. Parent/guardian is to verify all the information entered in this application (Figure 13).
- 3.18. Click <Edit> to update any of the sections.
- 3.19. After verifying all the information is correct, parent/guardian to read the terms and check the box if they agree. Click <Submit> to submit the application, on behalf of the parent/guardian.

TEST NAME 40562Z				7
BC/FIN TXXXX375C	School Ai Tong School			
Talent(s) and School(s)	Non-school based Awards/Activities	Contact Details	Review and Submit	
Review Application				Click to edit
Please review the application to en	sure the information is correct before submis	ssion.		any of the
Talent(s) and School(s)			<u>Edit</u>	sections.
TALENT(S)	SCHOOL(S)	SELECTED PRO	DGRAMME (If applicable)	
Basketball	Assumption English School	-		
Basketball	Catholic High School	No Prefere	nce	
Bilingual	Catholic High School	Integrated	Programme	
Non-school based Awards	s/Activities			_
PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION		
05/2018 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category child between Primar	y C Family with eldest y 3 and 6.	
06/2017 - Present	ABC Junior Basketball Club	Trained as a junior m	ember since 2017.	
Contact Details				\leftarrow
CONTACT NAME	EMAIL		CONTACT NUMBER	Read the
Main Mr Poh	Poh@gr	mail.com	8123 4567	terms and check the
Alternate Mrs Poh	Pohswif	e@gmail.com	9876 5432	box if the
				parent/
+				guardian agrees.
 By checking the box, I agree to For my child's information to b 	the following: e shared with the DSA-Sec schools that he/she applied	to.		agrees.
 Once my child is successfully a 	llocated to a DSA-Sec school, he/she will not be able to		ting to opt for	
another secondary school.My child is expected to honour	his/her commitment to the posted DSA-Sec school for	the duration of the programme.	lundertake	Click to
	ther school after the release of the PSLE results. derstand that should the other parent/legal guardian ha	we any basis to contest this arra	ingement in	submit the
the future, I will resolve the iss	ue with him/her,			application
 I have verified all information in 	n this application is correct.			on behalf
Back		Cancel	Submit	of the parent/
				guardian.



Step 6: Download PDF copy of successful submission of application

- 3.20. The DSA-Sec choices are successfully submitted (Figure 14). An email will be sent to the email address provided, including the PDF of the application.
- 3.21. Click <Download PDF> to download the 'Confirmation of Successful Submission of DSA Application' as a PDF document.
- 3.22. Print out 2 copies of the PDF document for the parent/guardian to verify.
- 3.23. Both copies need to be signed by the parent/guardian.
- 3.24. Both copies need to be signed by the primary school staff-in-charge and endorsed with the school stamp.
- 3.25. After signing and endorsing, give one copy to the parent/guardian for his/her reference. Retain the second copy by the primary school for future reference and audit purposes.

TEST NAME 40562 BC/FIN TXXX375C You have successfu behalf of above me	School Ai Tong School	n to the following school(s) on	Email will be sent to the parent's/ guardian's main contact.
TALENT(S)	SCHOOL(5)	SELECTED PROGRAMME (If applicable)	
Basketball	Assumption English School	-	Email will be sent to
Basketball	Catholic High School	No Preference	the parent's/ guardian's
Bilingual	Catholic High School	Integrated Programme	alternate contact (if
	nfirmation page ("Download PDF") for parent's/ gua		any).
One copy is to be given to pare	ent/guardian and the second copy is to be retained b	by school for future reference.	Click to
A copy of the DSA application	confirmation has also been sent to <u>Poh@gmail.com</u>	and <u>Pohswife@gmail.com</u> .	download a
Back to Home		Download PDF	PDF copy of the submission.

Figure 14: Confirmation page for successful submission

4. View DSA-Sec Application

4.1. Parent/guardian of your student may approach the primary school to view their child's application details, after submitting the DSA-Sec application.

Step 1: Home page after successful submission (after searching for student)

- 4.2. After searching for your student using BC/FIN, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons.
- 4.3. To view his/her application details, click <VIEW> (Figure 15).

A Singapore Government Agency Website			
Ainistry of Education SINGAPORE			
Home	AI TONG SCHOOL USER 1	Logout	¢
Valcomo to Divect School Admission (DSA, Sec) Devite	1		
Velcome to Direct School Admission (DSA-Sec) Porta	ll		
pplication period is from XX May 20XX (9am) to XX June 20XX (3pm).			
ease enter BC/FIN or RG Number to search student.			
XXXX375C			Q
TEST NAME 40562Z	Ţ		
BC/FIN TXXXX375C			
	VIEW UPDATE	WITHDR	AW
Last Submitted: XX May 20XX, 2:22pm by AI TONG SCHOOL USER 1			
		Cont	act Us FAQ
Figure 15: Home page after DSA-Sec submission	(()		

Step 2: View application (Figure 16)

TEST NAME 40562	17		
TEST NAME 4056	22		
BC/FIN TXXXX375C	School Ai Tong School		
Talent(s) and School(s)	Non-school based Awards/Ac	tivities Contact Details -	Review and Submit
View Application			
Talent(s) and School(s	5)		
TALENT(S)	SCHOOL(5)	SELECTED PRO	GRAMME (If applicable)
Basketball	Assumption Engli	sh School -	
Basketball	Catholic High Sch	ool No Preferen	ice
Bilingual	Catholic High Sch	ool Integrated P	Programme
Non-school based Aw	vards/Activities		
PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION	
05/2018 - 06/2018	Speak Mandarin Campaign Competition 2018	Talent 4th prize for Category child between Primary	
06/2017 - Present	ABC Junior Basketball Club	Trained as a junior me	ember since 2017.
Contact Details			
CONTACT NAM	ИЕ	EMAIL	CONTACT NUMBER
Main Mr	Poh	Poh@gmail.com	8123 4567
Alternate Mr	s Poh	Pohswife@gmail.com	9876 5432
By checking the box, I ag	ree to the following:		
 For my child's information 	on to be shared with the DSA-Sec schools that h	e/she applied to.	
	sfully allocated to a DSA-Sec school, he/she will i	not be able to participate in the annual S1 Posti	ng to opt for
 another secondary scho My child is expected to h 	ol. honour his/her commitment to the posted DSA-5	Sec school for the duration of the programme.	undertake
	to another school after the release of the PSLE r		
	on, I understand that should the other parent/leg	al guardian have any basis to contest this arran	gement in
the future, I will resolve			
 nave ventied all inform 	ation in this application is correct.		
Back			

Figure 16: View DSA-Sec submission

5. Update DSA-Sec Application

5.1. Your student's parent/guardian may need to seek the primary school's assistance to update the submitted DSA-Sec application.

Step 1: Home page after successful submission (after searching for student)

- 5.2. After searching for your student using BC/FIN, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons for students who have submitted an application.
- 5.3. To update his/her application details on behalf of the parent/guardian, click <UPDATE> (Figure 17).

A Singapore Government Agency Website				
Ministry of Education				
Home	AI TONG SCHOOL USER 1	Logout	¢	
Welcome to Direct School Admission (DS	5A-Sec) Portal			
Application period is from XX May 20XX (9am) to XX June 20XX (3pm).				
Please enter BC/FIN or RG Number to search student.				Click to
TXXXX375C			Q	update
				your
TEST NAME 40562Z	L L			student's
BC/FIN TXXXX375C	VIEW UPDATE	WITHD	DAW.	application
School Ai Tong School Last Submitted: XX May 20XX, 2:22pm by AI TONG SCHOOL USER 1	UPDATE	WITHD		details.
		Cor	ntact Us FAQ	

Figure 17: Home page after DSA-Sec submission (after searching for student)

Step 2: Update application

- 5.4. After you have clicked <UPDATE>, you can edit the sections that the parent/guardian requires.
- 5.5. You will see the page with application details with the <Edit> buttons for each section (Figure 18). Click <Edit> to update the relevant section.

TEST NAME 4056 BC/FIN TXXXX375C Talent(s) and School(s		hool Ai Tong School				
Talent(s) and School(s						
		Non-school based Awards/Activ	vities	Contact Details	Review and Submit	
Update Applicatio	n					Click to edit
Please review the applicati	on to ensur	re the information is correct befo	ore submis	sion.		any of the
Talent(s) and Schoo	(s)				⊘ <u>Edit</u>	sections.
TALENT(S)		SCHOOL(S)		SELECTED PRO	GRAMME (If applicable)	
Basketball		Assumption English	School	-		
Basketball		Catholic High Schoo	ol	No Preferer	ice	
Bilingual		Catholic High Schoo	ol	Integrated F	Programme	
Non-school based A	wards/#	Activities			0 <u>Edit</u>	
PERIOD(S)		WARD/ACTIVITY NAME		BRIEF DESCRIPTION		
05/2018 - 06/2018		peak Mandarin Campaign Ta Competition 2018	alent	4th prize for Category child between Primar		
06/2017 - Present	А	ABC Junior Basketball Club		Trained as a junior me	ember since 2017.	
Contact Details					🖉 Edit	_
CONTACT N	AME		EMAIL		CONTACT NUMBER	Read the
Main N	lr Poh	I	Poh@gm	ail.com	8123 4567	terms and check the
Alternate N	lrs Poh		Pohswife	@gmail.com	9876 5432	box if the parent/
						guardian
+						agrees.
 By checking the box, I For my child's inform 		e following: ared with the DSA-Sec schools that he/s	she applied to	5.		
 Once my child is succ another secondary so 		ated to a DSA-Sec school, he/she will not	t be able to p	articipate in the annual S1 Posti	ng to opt for	Click to
		/her commitment to the posted DSA-Sec		ne duration of the programme. I	undertake	submit the
		school after the release of the PSLE result tand that should the other parent/legal g		e any basis to contest this arran	gement in	updated
the future, I will resol I have verified all info 						application on behalf
- mave verned all info	riacioni ni che	a approximiting contents				of the
Cancel					Update Application	parent/
		Figure 18: Update				guardian.



- 5.6. Once you have completed the update, verify all the information you have entered in the Verification and Submission page.
- 5.7. Read the terms and check the box if the parent/guardian agrees.
- 5.8. Click <Update Application> to submit your student's updated application, after you have updated the section(s), on behalf of the parent/guardian.

Step 3: Download PDF copy of successful update of application

- 5.9. The DSA-Sec choices are successfully updated (Figure 19). An email will be sent to the email address provided, including the PDF of the application.
- 5.10. Click <Download PDF> to download the 'Confirmation of Successful Update of DSA Application' as a PDF document.
- 5.11. Print out 2 copies of the PDF document for the parent/guardian to verify.
- 5.12. Both copies need to be signed by the parent/guardian.
- 5.13. Both copies need to be signed by the primary school staff-in-charge and endorsed with the school stamp.
- 5.14. After signing and endorsing, give one copy to the parent/guardian for his/her reference. Retain the second copy by the primary school for future reference and audit purposes.

TEST NAME 40562 BC/FIN TXXXX375C You have successful behalf of above meaning	School Ai Tong School	the following school(s) on	Email will be sent to the parent's/ guardian's main contact.
TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (If applicable)	Email will
Basketball	Assumption English School	-	be sent to the
Basketball	Catholic High School	No Preference	parent's/ guardian's
Bilingual	Catholic High School	Integrated Programme	alternate contact (if any).
One copy is to be given to pare	nfirmation page ("Download PDF") for parent's/ guard ent/guardian and the second copy is to be retained by plication confirmation has also been sent to <u>Poh@gm</u>	ichool for future reference.	Click to download a PDF copy of the updated submission.

Figure 19: Confirmation page for successful update

6. Withdraw DSA Application

6.1. Parent/guardian of your student may need to seek the primary school's assistance to withdraw the submitted DSA-Sec application.

Step 1: Home page after successful submission (after searching for student)

- 6.2. After searching for your student using BC/FIN, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons.
- 6.3. To withdraw his/her application on behalf of the parent/guardian, click <WITHDRAW> (Figure 20).

A Singapore Government Agency Website			
Home		USER 1 Logout	¢
Welcome to Direct School Admission (DSA- Application period is from XX May 20XX (9am) to XX June 20XX (3pm).	-Sec) Portal		
lease enter BC/FIN or RG Number to search student.			
TX00X375C			Q
TEST NAME 40562Z BC/FIN TXXXX375C School Ai Tong School Last Submitted: XX June 20XX, 2:43pm by AI TONG SCHOOL USER 1	VIEW	UPDATE WITH	idraw
			Contact Us FAQ

Figure 20: Home page after DSA-Sec submission (after searching for student)

Step 2: Withdraw application

6.4. Click <Withdraw Application> to withdraw your student's application, on behalf of the parent/guardian (Figure 21).

TEST NAME 40562Z						
BC/FIN TXXXX375C	School Ai Tong School					
Talent(s) and School(s)	Non-school based Awards/Acti	vities	Contact Details	Review and Submit]	
Withdraw Application						
Talent(s) and School(s)						
TALENT(S)	SCHOOL(5)		SELECTED PR	ROGRAMME (If applicable)		
Basketball	Assumption English	h School	-			
Basketball	Catholic High Schoo	l	No Prefere	ence		
Bilingual	Catholic High Schoo	ol	Integrated	Programme		
Non-school based Awards	s/Activities					
PERIOD(S)	AWARD/ACTIVITY NAME		BRIEF DESCRIPTION			
05/2018 - 06/2018	Speak Mandarin Campaign Ta Competition 2018	alent	4th prize for Categor child between Prima	ry C Family with eldest ry 3 and 6.		
06/2017 - Present	ABC Junior Basketball Club		Trained as a junior m	nember since 2017.		
Contact Details						
CONTACT NAME		EMAIL		CONTACT NUMBER		
Main Mr Poh		Poh@gr	mail.com	8123 4567		Click to withdraw
Alternate Mrs Poh		Pohswif	e@gmail.com	9876 5432		the application on behalf
Cancel				Withdraw Application	-	of the parent/ guardian.



6.5. A window will appear to request your confirmation to withdraw the application (Figure 22). Click <Yes> to confirm the withdrawal of your student's application, on behalf of the parent/guardian. Otherwise, click <No>.

A Singapore Governme A Singapore Governme Ministry of Education BINOAPORE Home	TEST NAME 405627 BC/FIN TXXXX375C	Are you sure you want to withdraw 40562Z's application? Yes School Ai Tong School	TEST NAME	HOOL USER 1	Logout	¢	Click <yes> to confirm withdrawal of your student's application on behalf of the parent/ guardian.</yes>
	Withdraw Application		SELECTED PROG	RAMME (If applicable)			Click <no> if the parent/ guardian does not</no>
	Basketball	Catholic High School	No Preference	2			want to withdraw.

Figure 22: Request for confirmation of application withdrawal

Step 3: Download PDF copy of successful withdrawal of application

- 6.6. The DSA-Sec application is successfully withdrawn (Figure 23). An email will be sent to the email address provided.
- 6.7. Click <Download PDF> to download the 'Confirmation of Withdrawal from DSA Application' as a PDF document.
- 6.8. Print out 2 copies of the PDF document for the parent/guardian to verify.
- 6.9. Both copies need to be signed by the parent/guardian.
- 6.10. Both copies need to be signed by the primary school staff-in-charge and endorsed with the school stamp.
- 6.11. After signing and endorsing, give one copy to the parent/guardian for his/her reference. Retain the second copy by the primary school for future reference and audit purposes.

	Email will be sent to
TEST NAME 40562Z	the
BC/FIN TXXXX375C School Ai Tong School You have successfully withdrawn the DSA application on behalf of the above	parent's/ guardian's main contact.
mentioned student.	Email will
Please print 2 copies of the confirmation page ("Download PDF") for parer t's/ guardian's verification. Both copies need to be signed. One copy is to be given to parent/guardian and the second copy is to be retained by school for future reference.	be sent to the
A copy of the DSA withdrawal confirmation has also been sent to <u>Poh@gmail.com</u> and <u>Pohswife@gmail.com</u> .	parent's/ guardian's
Back to Home Download PDF	alternate contact (if any).
Figure 23: Confirmation page for successful withdrawal	Click to
	download a PDF copy of the withdrawal.