



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 <https://moe.gov.sg/dsa-sec> 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 <https://go.gov.sg/prischooluser-dsa-sec>. 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.

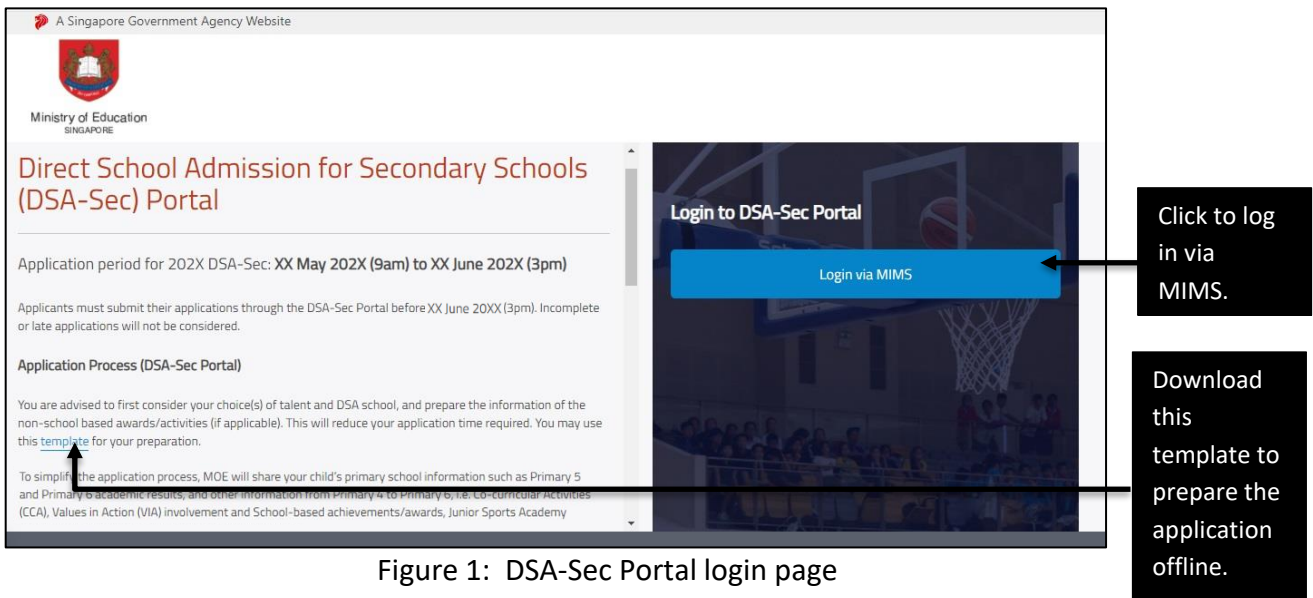


Figure 1: DSA-Sec Portal login page

2.8. Click <Sign In> to log in.

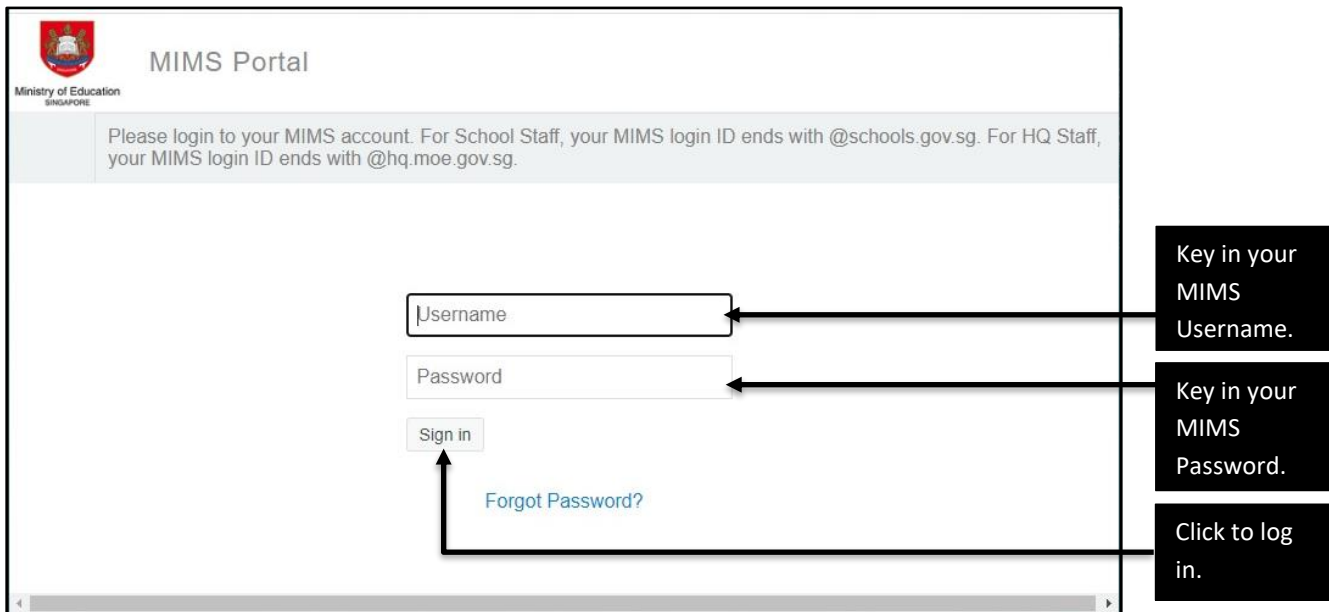


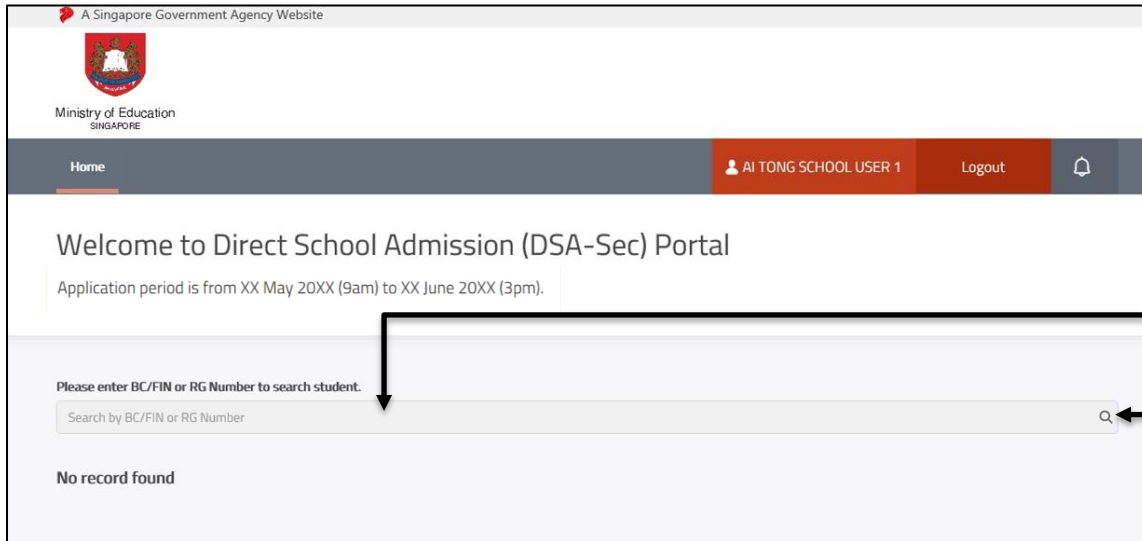
Figure 2: MIMS login page

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.



Key in your student's BC/FIN.

Click here or press the "Enter" 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).

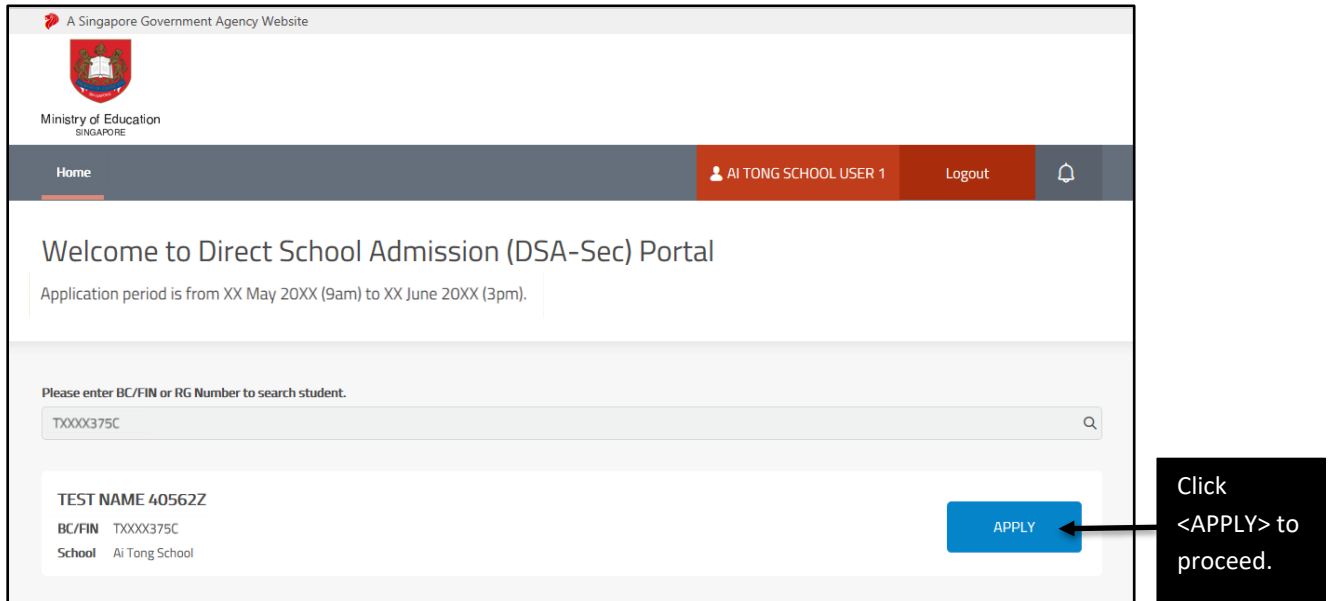


Figure 4: DSA-Sec Portal Home page (after searching for student)

## 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 TXXX375C | School Ai Tong School

Talent(s) and School(s) | Non-school 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 used to apply to the same school, for 2 different talent areas.

Note:  
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 onwards, the Singapore-Cambridge Secondary Education Certificate (SEC) Programme will replace 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 [here](#).

TALENT(S)	SCHOOL(S)
<input type="text" value="Type to search talent"/>	<input type="text" value="Type to search school"/> <span>× Clear</span> <span>🗑️ Delete</span>

[+ Add Talent and School](#)

Click for dropdown list or type for auto-suggest search.

Click for dropdown list or type for auto-suggest search.

Click to delete talent and school.

Click to clear talent and school.

Click to add talent and school.

Figure 5: Select talent area and DSA-Sec 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 Tong School

Talent(s) and School(s) | Non-school 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 used to apply to the same school, for 2 different talent areas.

Note:  
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 onwards, the Singapore-Cambridge Secondary Education Certificate (SEC) Programme will replace 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 [here](#).

TALENT(S)	SCHOOL(S)
Basketball	Type to search school

Selected Talent

- Anderson Secondary School
- Anglican High School
- Anglo-Chinese School (Barker Road)
- Anglo-Chinese School (Independent)
- Assumption English School
- Dulit Batek Secondary School

Next

Only schools that offer the selected talent will be available in this dropdown list.

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 talent 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.

Note:  
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 onwards, the Singapore-Cambridge Secondary Education Certificate (SEC) Programme will replace 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 [here](#).

TALENT(S)	SCHOOL(S)	SELECT PROGRAMME (See Note Above)
Basketball	Assumption English School	-

|  |  Integrated Programme  SEC Programme  No Preference

**Sports and Games**

- Basketball
- Floorball
- Softball
- Table Tennis
- Track and Field

+ Add Talent and School

**Selected School**

Only talent areas that are offered by the selected school will be available in this dropdown list.

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 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.

Note:  
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 onwards, the Singapore-Cambridge Secondary Education Certificate (SEC) Programme will replace 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 [here](#).

TALENT(S)	SCHOOL(S)	SELECT PROGRAMME (See Note Above)
Basketball	Assumption English School	-

Integrated Programme  
 SEC Programme  
 No Preference

[Clear](#) [Delete](#)

+ Add Talent and School

Talent area offered in both programmes of Dual Track school.

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 talent 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.

**Note:**  
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 onwards, the Singapore-Cambridge Secondary Education Certificate (SEC) Programme will replace 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 [here](#).

TALENT(S)	SCHOOL(S)	SELECT PROGRAMME (See Note Above)
Basketball	Assumption English School	-
Basketball	Catholic High School	<input type="radio"/> Integrated Programme <input type="radio"/> SEC Programme <input checked="" type="radio"/> No Preference

Integrated Programme  
× Clear  
🗑️ Delete

Next

Click to edit talent and school.

Click to delete the whole row.

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.

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

### Non-school based Awards/Activities (Optional)

Non-school based awards/activities include participation in competitions organised by external organisations, or talent or skills achieved through external activities. Please fill\* in the relevant awards/activities that are related to the talent area(s) that you have selected. This section is **not** compulsory and there is a limit of 10 entries. Click "Next" to proceed to the next section.

*\*Please input only in English. Non-English input (e.g. Chinese characters) will be rejected.*

Note:  
Your child's primary school information will be automatically shared with the DSA-Sec school(s) that you applied to. This includes your child's P5 and P6 academic results, Co-curricular Activities (CCA), Values in Action (VIA) involvement, School-based achievements/awards, NAPFA results and Junior Sports Academy participation. You do not need to input these information.

+ Add Non-school based Awards/Activities

Back Next

Click to add awards/activities.

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 Awards/Activities (Optional)**

Non-school based awards/activities include participation in competitions organised by external organisations, or talent or skills achieved through external activities. Please fill\* in the relevant awards/activities that are related to the talent area(s) that you have selected. This section is **not** compulsory and there is a limit of 10 entries. Click "Next" to proceed to the next section.

*\*Please input only in English. Non-English input (e.g. Chinese characters) will be rejected.*

**Note:**  
Your child's primary school information will be automatically shared with the DSA-Sec school(s) that you applied to. This includes your child's P5 and P6 academic results, Co-curricular Activities (CCA), Values in Action (VIA) involvement, School-based achievements/awards, NAPFA results and Junior Sports Academy participation. You do not need to input these information.

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION	
05/2017 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category C family with eldest child between Primary 3 and 6.	<a href="#">Edit</a> <a href="#">Delete</a>

06/2017 Present  Currently participating

ABC Junior Basketball Club  
*(Maximum of 50 characters)*

Brief Description  
*(Maximum of 300 characters)*

[+ Add Non-school based Awards/Activities](#)

[Back](#) [Next](#)

[Clear](#) [Delete](#)

Callouts:

- Click to edit the award/activity.
- Click to delete the award/activity.
- Enter duration of the award/activity.
- Enter the name of award/activity.
- Enter the description of the award/activity.
- Click to clear all data.
- Click to delete the whole award/activity.
- Click to add more non-school based awards/activities.
- 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 TXXX375C | School Ai Tong School

Talent(s) and School(s) | Non-school based Awards/Activities | **Contact Details** | Review and Submit

### Contact Details

If your contact details are available in MyInfo, the information is pre-filled for you below. You may edit it if you wish for the purpose of this application.

If you wish to provide another contact, you may enter under the 'Alternate Contact Details' below.

Both the main and alternate contact persons will receive the confirmation email after each successful transaction.

#### Main Contact Details

Name *	Mr Poh
Email *	Poh@gmail.com
Re-enter Email *	Poh@gmail.com
Mobile Number (Local) *	+65 8123 4567
Re-enter Mobile Number (Local) *	+65 8123 4567

#### Alternate Contact Details

Name	Mrs Poh
Email	Pohswife@gmail.com
Contact Number	+65 9876 5432

Back Next

Enter the contact details.

Provide alternate contact details (optional).

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**

BC/FIN TXXX375C | School Ai Tong School

Talent(s) and School(s) | Non-school based Awards/Activities | Contact Details | **Review and Submit**

**Review Application**

Please review the application to ensure the information is correct before submission.

**Talent(s) and School(s)** [Edit](#)

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (If applicable)
Basketball	Assumption English School	-
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

**Non-school based Awards/Activities** [Edit](#)

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	ABC Junior Basketball Club	Trained as a junior member since 2017.

**Contact Details** [Edit](#)

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Poh	Poh@gmail.com	8123 4567
Alternate	Mrs Poh	Pohswife@gmail.com	9876 5432

By checking the box, I agree to the following:

- For my child's information to be shared with the DSA-Sec schools that he/she applied to.
- Once my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting 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. I undertake **not to transfer** my child to another school after the release of the PSLE results.
- In making this application, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- I have verified all information in this application is correct.

Back | Cancel | **Submit**

Click to edit any of the sections.

Read the terms and check the box if the parent/guardian agrees.

Click to submit the application on behalf of the parent/guardian.

Figure 13: Verification and submission page

### **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 40562Z**

BC/FIN TXXX375C | School Ai Tong School

**You have successfully submitted the DSA application to the following school(s) on behalf of above mentioned student:**

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (If applicable)
Basketball	Assumption English School	-
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

Please print 2 copies of the confirmation page ("Download PDF") for parent'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.

A copy of the DSA application confirmation has also been sent to [Poh@gmail.com](mailto:Poh@gmail.com) and [Pohswife@gmail.com](mailto:Pohswife@gmail.com).

[Back to Home](#) [Download PDF](#)

Email will be sent to the parent's/ guardian's main contact.

Email will be sent to the parent's/ guardian's alternate contact (if any).

Click to download a 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).

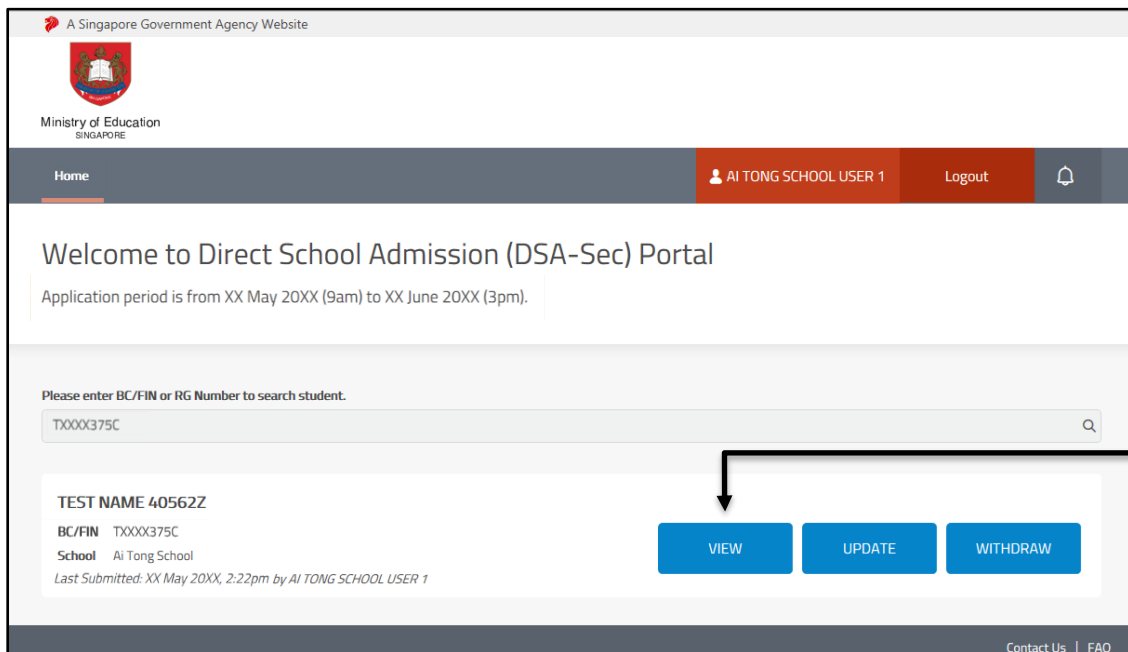


Figure 15: Home page after DSA-Sec submission (after searching for student)

**Step 2: View application** (Figure 16)

**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

---

**View Application**

**Talent(s) and School(s)**

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (If applicable)
Basketball	Assumption English School	-
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

**Non-school based Awards/Activities**

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	ABC Junior Basketball Club	Trained as a junior member since 2017.

**Contact Details**

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Poh	Poh@gmail.com	8123 4567
Alternate	Mrs Poh	Pohswife@gmail.com	9876 5432

By checking the box, I agree to the following:

- For my child's information to be shared with the DSA-Sec schools that he/she applied to.
- Once my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting 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. I undertake **not to transfer** my child to another school after the release of the PSLE results.
- In making this application, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- I have verified all information 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).

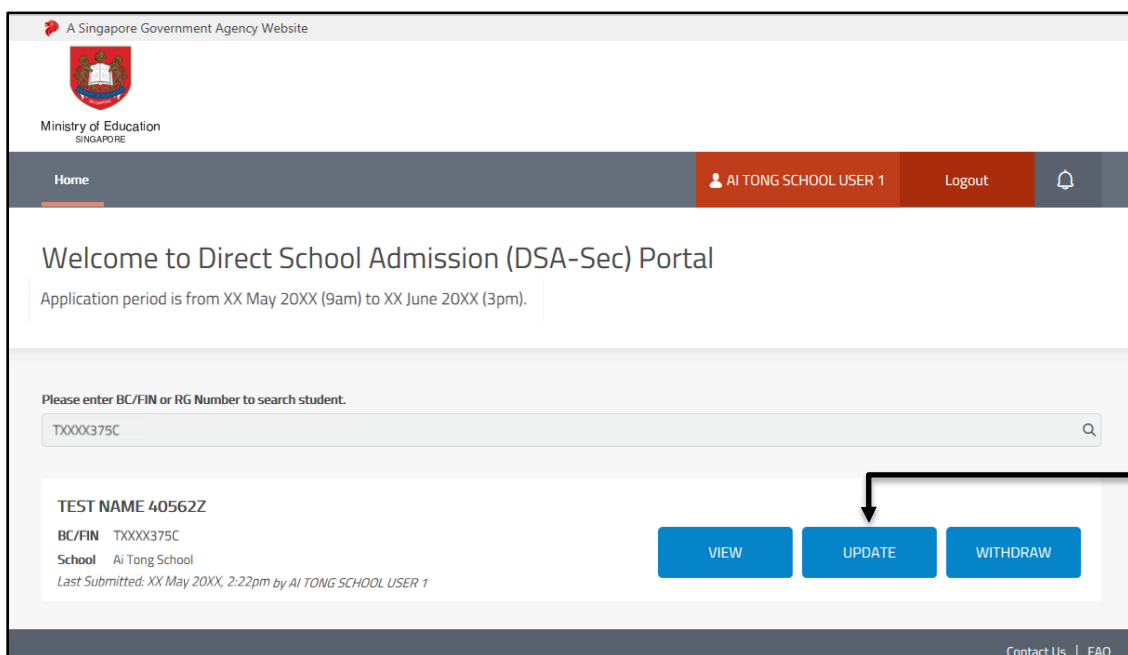


Figure 17: Home page after DSA-Sec submission (after searching for student)

**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 40562Z**

BC/FIN TXXX375C | School Ai Tong School

Talent(s) and School(s)
Non-school based Awards/Activities
Contact Details
Review and Submit

---

**Update Application**

Please review the application to ensure the information is correct before submission.

**Talent(s) and School(s)**

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (if applicable)
Basketball	Assumption English School	-
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

[Edit](#)

**Non-school based Awards/Activities**

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	ABC Junior Basketball Club	Trained as a junior member since 2017.

[Edit](#)

**Contact Details**

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Poh	Poh@gmail.com	8123 4567
Alternate	Mrs Poh	Pohswife@gmail.com	9876 5432

[Edit](#)

By checking the box, I agree to the following:

- For my child's information to be shared with the DSA-Sec schools that he/she applied to.
- Once my child is successfully allocated to a DSA-Sec school, he/she will not be able to participate in the annual S1 Posting 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. I undertake **not to transfer** my child to another school after the release of the PSLE results.
- In making this application, I understand that should the other parent/legal guardian have any basis to contest this arrangement in the future, I will resolve the issue with him/her.
- I have verified all information in this application is correct.

Cancel

Update Application

Click to edit any of the sections.

Read the terms and check the box if the parent/guardian agrees.

Click to submit the updated application on behalf of the parent/guardian.

Figure 18: Update DSA-Sec submission

- 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 40562Z

BC/FIN TXXXX375C | School Ai Tong School

You have successfully updated the DSA application to the following school(s) on behalf of above mentioned student:

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (If applicable)
Basketball	Assumption English School	-
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

Please print 2 copies of the confirmation page ("Download PDF") for parent'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.

A copy of the updated DSA application confirmation has also been sent to [Poh@gmail.com](mailto:Poh@gmail.com) and [Pohswife@gmail.com](mailto:Pohswife@gmail.com).

Buttons: Back to Home, Download PDF

Email will be sent to the parent's/ guardian's main contact.

Email will be sent to the parent's/ guardian's alternate contact (if any).

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).

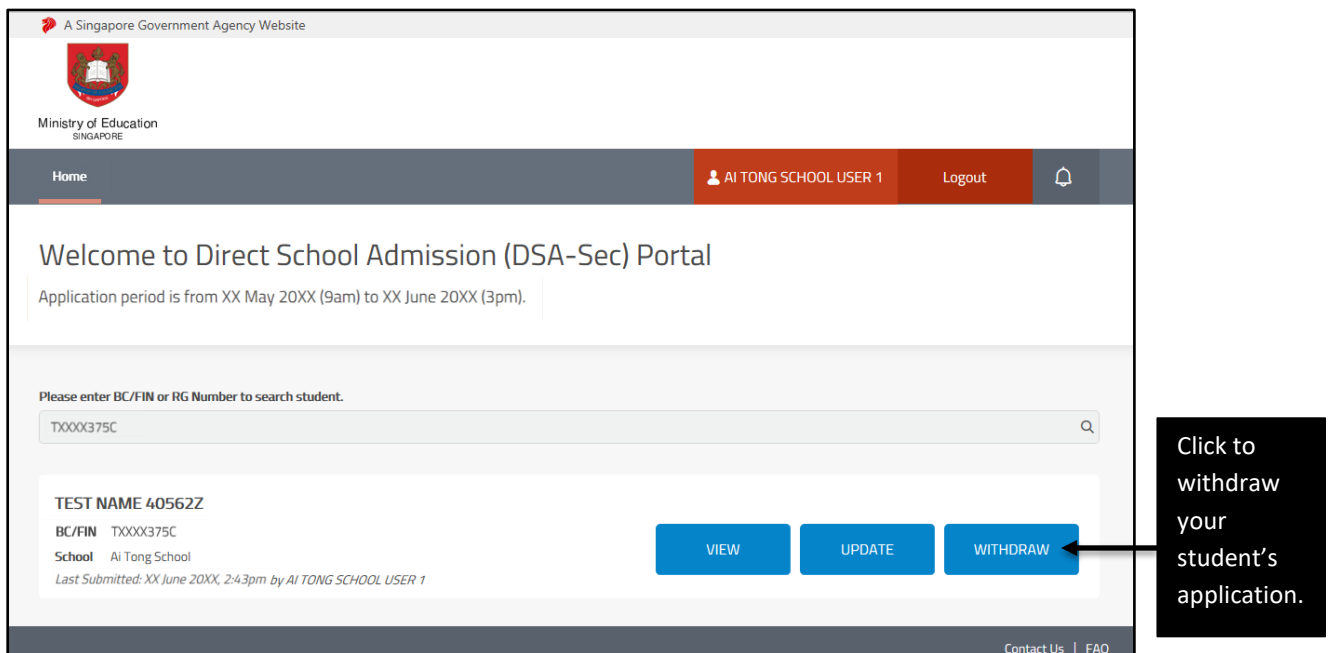


Figure 20: Home page after DSA-Sec submission (after searching for student)

## 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 TXXX375C | School Ai Tong School

Talent(s) and School(s)
Non-school based Awards/Activities
Contact Details
Review and Submit

---

### Withdraw Application

#### Talent(s) and School(s)

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (If applicable)
Basketball	Assumption English School	-
Basketball	Catholic High School	No Preference
Bilingual	Catholic High School	Integrated Programme

#### Non-school based Awards/Activities

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Speak Mandarin Campaign Talent Competition 2018	4th prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	ABC Junior Basketball Club	Trained as a junior member since 2017.

#### Contact Details

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Poh	Poh@gmail.com	8123 4567
Alternate	Mrs Poh	Pohswife@gmail.com	9876 5432

Cancel
Withdraw Application

Click to withdraw the application on behalf of the parent/guardian.

Figure 21: Withdraw application page

- 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>.

The screenshot shows a web application interface with a confirmation dialog box. The dialog box contains the text: "Are you sure you want to withdraw TEST NAME 40562Z's application?". Below the text are two buttons: "Yes" (grey) and "No" (blue). Two callout boxes on the right provide instructions: "Click <Yes> to confirm withdrawal of your student's application on behalf of the parent/guardian." and "Click <No> if the parent/guardian does not want to withdraw." The background interface shows a user profile for "TEST NAME 40562Z" with details like "BC/FIN TXXXX375C" and "School Ai Tong School". There are navigation tabs for "Talent(s) and School(s)", "Non-school based Awards/Activities", "Contact Details", and "Review and Submit". A "Withdraw Application" section is visible below the tabs, containing a table with columns "TALENT(S)", "SCHOOL(S)", and "SELECTED PROGRAMME (if applicable)".

TALENT(S)	SCHOOL(S)	SELECTED PROGRAMME (if applicable)
Basketball	Assumption English School	-
Basketball	Catholic High School	No Preference

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.

TEST NAME 40562Z

BC/FIN TXXX375C | School Ai Tong School

**You have successfully withdrawn the DSA application on behalf of the above mentioned student.**

Please print 2 copies of the confirmation page ("Download PDF") for parent'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.

A copy of the DSA withdrawal confirmation has also been sent to [Poh@gmail.com](mailto:Poh@gmail.com) and [Pohswife@gmail.com](mailto:Pohswife@gmail.com).

Back to Home

Download PDF

Email will be sent to the parent's/ guardian's main contact.

Email will be sent to the parent's/ guardian's alternate contact (if any).

Click to download a PDF copy of the withdrawal.

Figure 23: Confirmation page for successful withdrawal