



ADMISSIONS EXERCISE FOR INTERNATIONAL STUDENTS (AEIS)

USER GUIDE ON ACCOUNT CREATION





IMPORTANT NOTES

1. SEAB's Candidates Portal (CP) 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 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 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 not guarantee a place in the 2023 AEIS. However, **applicants' personal details** provided in account creation will be used for registration for the 2023 AEIS and **should not be amended.**
5. Each applicant can only create ONE 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 AEIS when registration commences on 11 July 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.

The screenshot shows the SEAB (Singapore Examinations and Assessment Board) login page. At the top left is the SEAB logo and name. The main heading is "Log in to Candidates Portal". Below it is a red button labeled "Log in with Singpass". Underneath is an "OR" separator. The section "Log in to an existing account" contains fields for "Username" (with the example "candidateNric1") and "Password" (masked with dots), followed by a "Login" button. There are links for "Forgot Username / Unlock Account", "Forgot Password", and "Activate Account". At the bottom left, the text "Not registered yet" is followed by a blue button labeled "Create an Account", which is highlighted with a red box. A blue arrow points from this button to a white box containing the text "Click on Create an Account." To the right of the login form is an illustration of a person holding a lightbulb and another person sitting on a stack of books, symbolizing learning and innovation.



How to fill in your particulars in the required fields.

Login > Create Account

Create Account

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 *
[Calendar icon]

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

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

Postal Code

Set as preferred address

If you do not have a Singapore residential address, please enter the following:

House/Blk No: '1'

Street Name: 'NA'

Postal Code: '000000'

Unit No.

^ 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. **This is the Username for all subsequent logins.**

SEAB
Singapore Examinations and Assessment Board

An Account Has Been Created in Candidates Portal For You

Dear test,

Your account has been created in the Candidates Portal
The Username provided below is for your access to the portal.
Username: **gypd1929**

Please click on the button below to set your password to complete the account creation process.

Set Password → **Click Set Password.**

If you require any clarification, please contact us via this [link](#).

Open the email that was sent to you and click on **Set Password** to set a password for your account. **The system-generated Username cannot be changed.**





After setting your password, you can now sign in using your system-generated Username and Password you have set.

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Log in to Candidates Portal

Log in with Singpass

OR

Log in to an existing account

Username
candidateNric1

Password

Login

[Forgot Username / Unlock Account](#) [Forgot Password](#) [Activate Account](#)

Not registered yet? [Create an Account](#)

Sign in to your account.

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.

One-Time Password

Email

SMS

Enter the 6-digit One-Time Password (OTP) sent to your email tes****@hotmail.com.

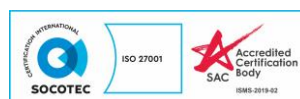
OTP

Submit

Click Submit.

If you do not receive an OTP on your mailbox within 00:25 , please click on the 'Resend OTP' button here

Resend OTP





The registration period for 2023 AEIS tests is as follows:

Exercise	Registration Period
AEIS	11 July 2023 at 9.00 a.m. SGT to 24 July 2023 at 12 noon SGT

IS with a verified CP account will be able to see the AEIS registration site open when signing in during the above registration period to complete their application and payment in CP.

Important Note:

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

IS who have applied for GCE/PSLE/iPSLE for exam year of 2023 will not be able to apply for the 2023 AEIS.

Useful Contact:

For technical assistance, please raise a case using the online form in CP under Non-national exams. You may email SEAB at [SEAB AEIS S-AEIS@seab.gov.sg](mailto:SEAB_AEIS_S-AEIS@seab.gov.sg) for urgent cases.



AEIS Primary Journey Map

Important Dates



1

11 July 2023

AEIS Primary Application Opens

CP will open AEIS registration site from 9.00 a.m. SGT onwards



2

24 July 2023

AEIS Primary Application Closes

CP will close the AEIS registration site at 12 noon SGT

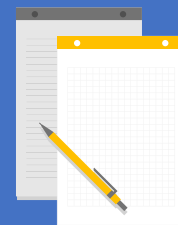


3

14 September 2023

AEIS Tests (Primary levels)

Eligible candidates will sit for a Mathematics test



4

December 2023

Result Release by MOE Portal

Please contact MOE on school posting matters



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



AEIS Secondary Journey Map

Important Dates



1

11 July 2023

AEIS Secondary Application Opens

CP will open AEIS registration site from 9.00 a.m. SGT onwards



2

24 July 2023

AEIS Secondary Application Closes

CP will close the AEIS registration site at 12 noon SGT



3

15 September 2023

AEIS Tests (Secondary levels)

Applicants will sit for an English Language test and a Mathematics test



4

December 2023

Result Release by MOE Portal

Please contact MOE on school posting matters



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