



**TUITION GRANT & SCHOLARSHIPS (TG&S)** 

# ASEAN SCHOLARSHIP APPLICANT GUIDE

**VERSION 1.3** 

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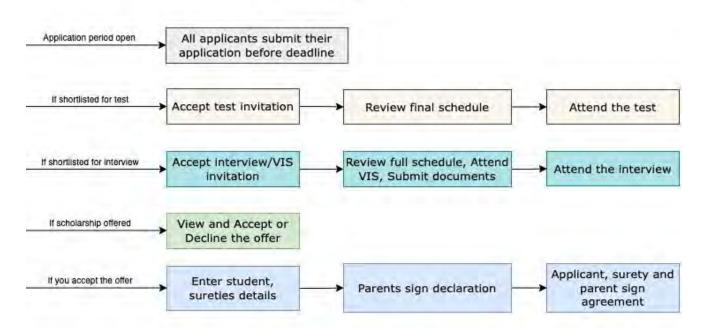
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#### **Important Notes**

- 1. The Tuition Grant and Scholarship System (TG&S) is a portal for scholarship applicants to keep track of their application status, to receive test and/or interview related notification, and to complete the formalities for the Scholarship Agreement.
- 2. All applicants must first create an account in TG&S using their personal particulars before they are able to submit an application for the scholarship. They must provide the following information for account creation:
  - a. Applicant's first name and last name
  - b. Applicant's e-mail address (This email is required for two-factor authentication, 2FA)
  - c. Password of choice
- 3. Applicants will receive an email with the security code to complete account creation.
- 4. After application submission, you may be notified if additional information is required. You can login to TG&S using the same account, to provide the required details.

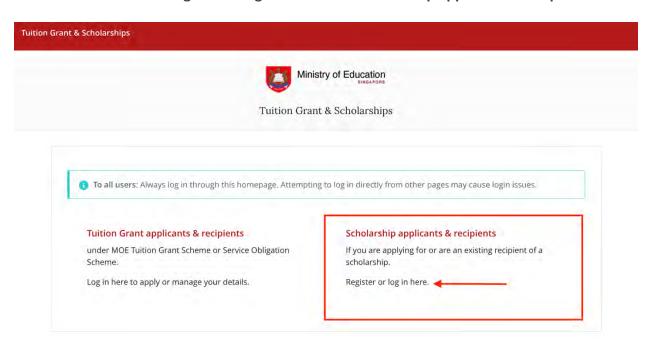
#### **ASEAN Application Flow**



# 1 REGISTRATION AND LOGIN

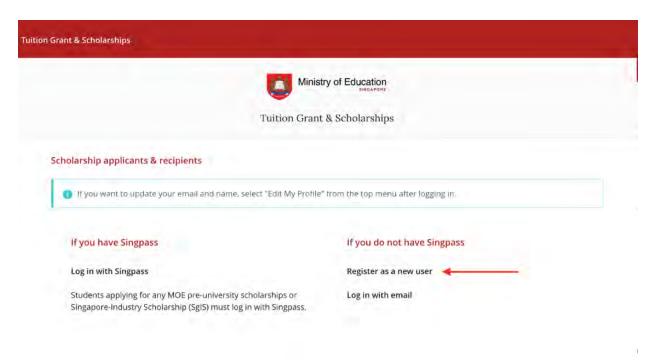
# 1.1 Registration for applicants

- 1. Access TG&S through: <a href="https://tgs.moe.gov.sg">https://tgs.moe.gov.sg</a>.
- 2. Click on the link for Register or log in here under Scholarship applicants & recipients.



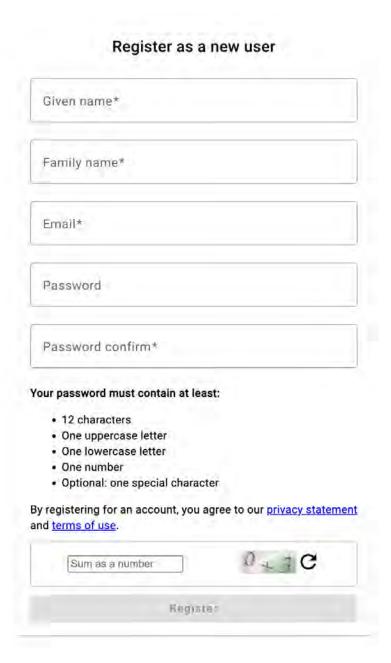


3. Click on Register as a new user.

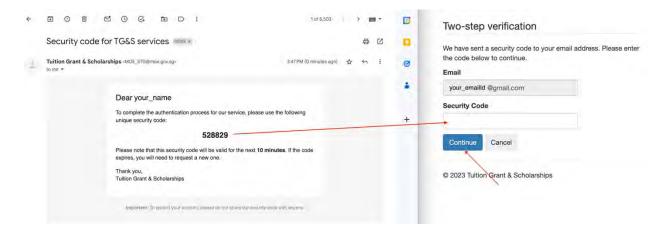


First time applicants will register using their email.

4. Create an account by entering the required personal information and click on Register. Please note that applicants should use their own email address.



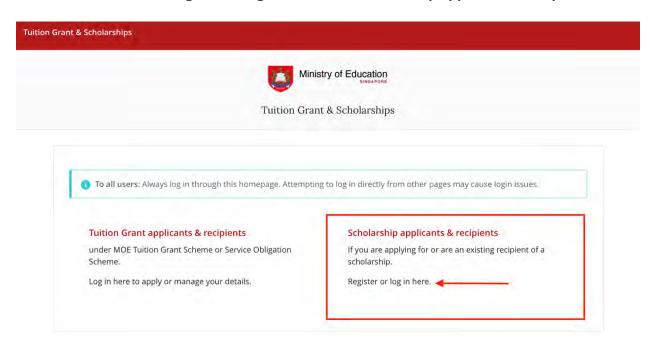
5. Enter the security code received in your email from Tuition Grant & Scholarships. Please note that the security code is valid for a short while as indicated in the email. Click on Continue to complete the registration process. Please check your spam folder if you do not receive the email in your inbox.



# 1.2 Login for applicants

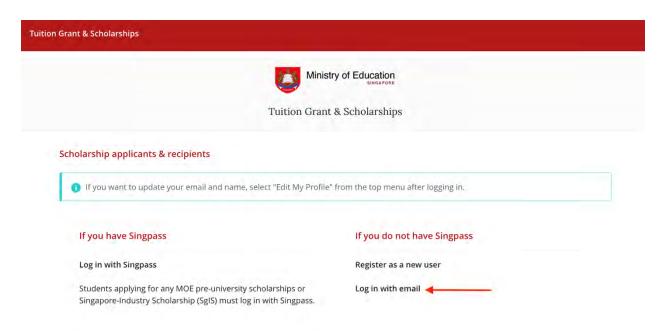
Applicants who have already registered can login as follows.

- 1. Access TG&S through: <a href="https://tgs.moe.gov.sg">https://tgs.moe.gov.sg</a>.
- 2. Click on the link for Register or log in here under Scholarship applicants & recipients.

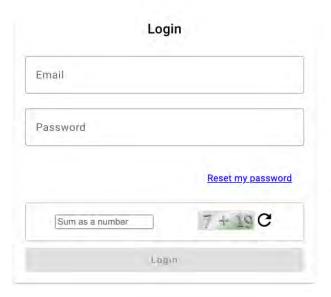




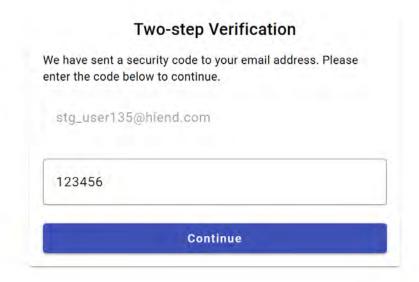
3. Click on Log in with email if you have previously registered using your email.



4. Applicants who have previously registered using their email can login by entering their email ID, password and the Captcha response. Click on **Login** to continue.



5. A security code will be emailed to you. Please check your email to get the code.



If you enter the code correctly, you will see the applicant portal landing page.

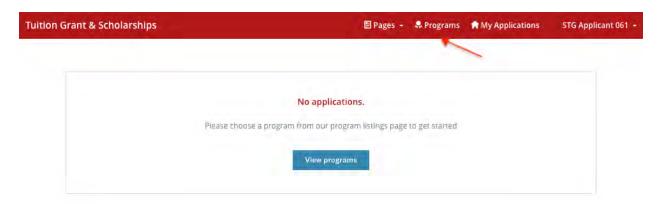
**Note:** Please check your spam folder if you do not receive the email in your inbox.

# 2 NEW APPLICATION

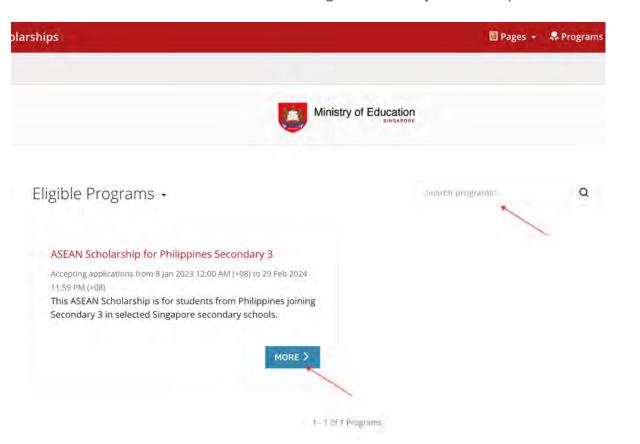
# 2.1 Start a new Application

To start a new application:

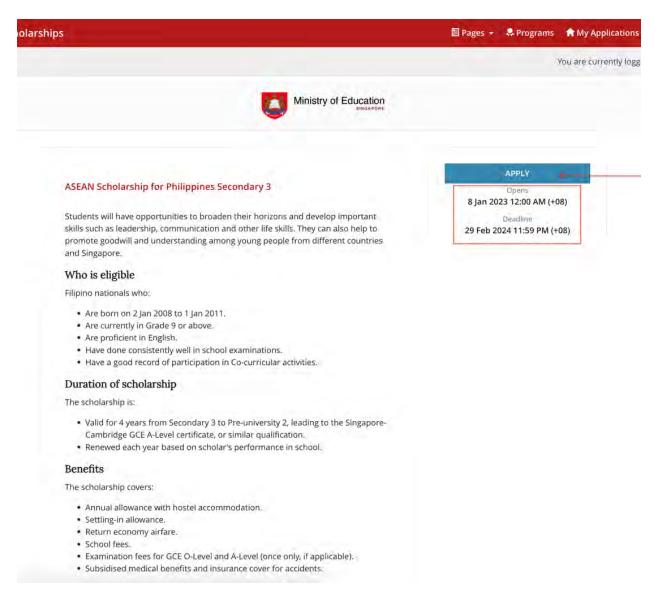
1. Click on the Programs link in the top menu bar.



2. Search for the scholarship program for your country and level and click on **More** once you have located it. Please note that the following screenshot is just an example.

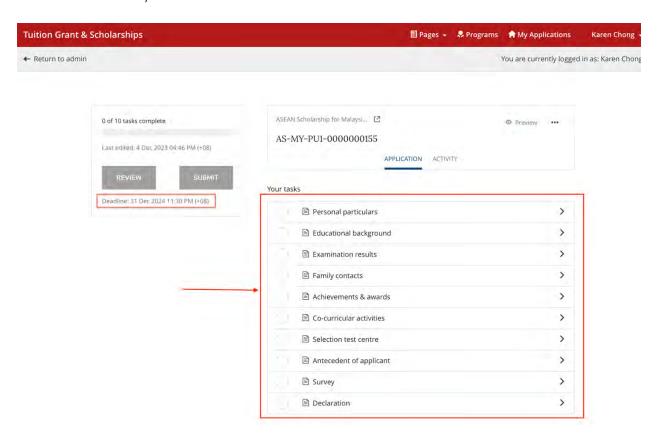


3. Read the information provided about the scholarship program and click on **Apply** to apply for the Scholarship.



**4.** The application screen will display a list of tasks on the application form. **All tasks must be** marked as complete before you can submit the application.

You may complete the tasks and submit the application at any time before the application deadline indicated on the left side of the screen. You can save a partially completed task as draft and come back to it later. (Refer to 3.1 Continue an existing application that has not been submitted)



#### 2.2 Enter task data

You may complete the tasks in any order. For each task:

- a) Click on Save & Continue Editing to save the information as draft OR
- b) Click on **Mark As Complete** if no other changes are expected and you want to mark the task as complete.

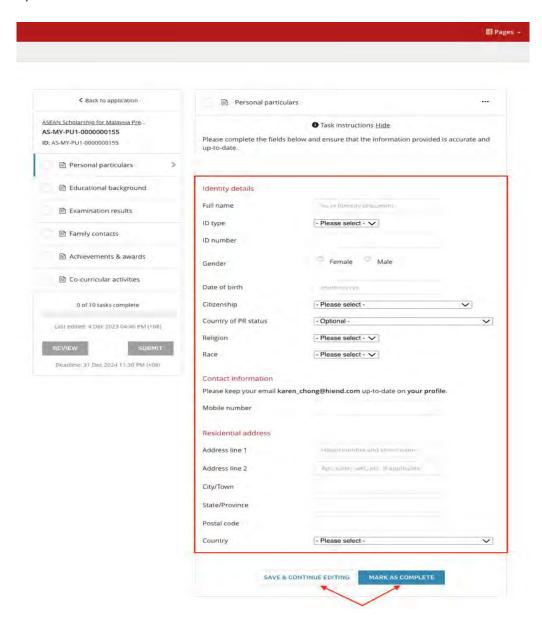
All tasks should be marked as complete before you can submit the application.



Please read the task instructions on the screen carefully before entering the data.

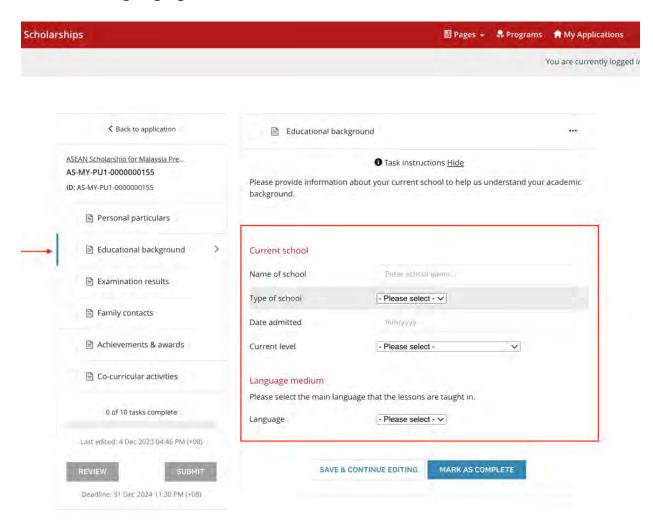
#### 2.2.1 Personal Particulars

- 1. Enter your personal particulars. If you are a permanent resident (PR) in another country, please indicate Country of PR status. "Country of PR Status" refers to the country allowing you to reside in for studying without being a citizen. For example, if you are a citizen of Thailand but have permanent residency in Malaysia, please fill in Thailand under "Citizenship" and Malaysia under "Country of PR Status".
- 2. Enter your contact information and residential address.



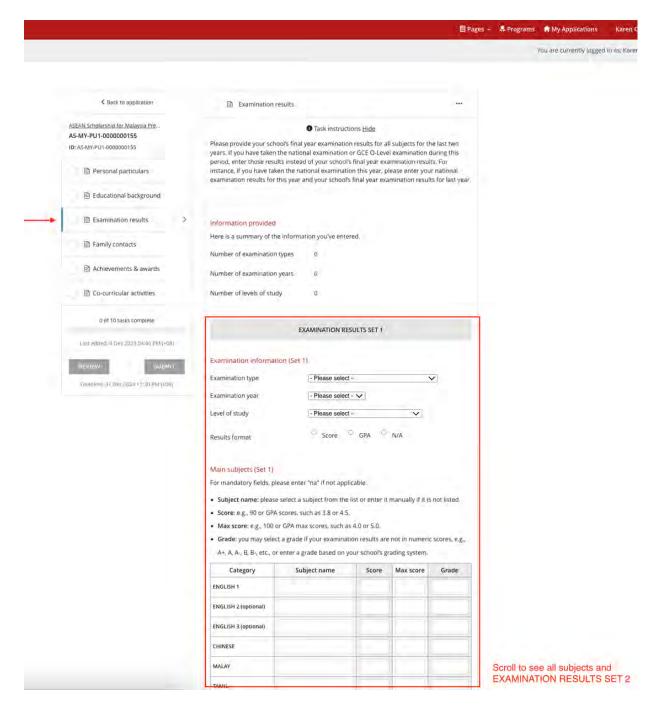
#### 2.2.2 Educational Background

Indicate your educational background by entering the name and details of your current school and the teaching language medium.



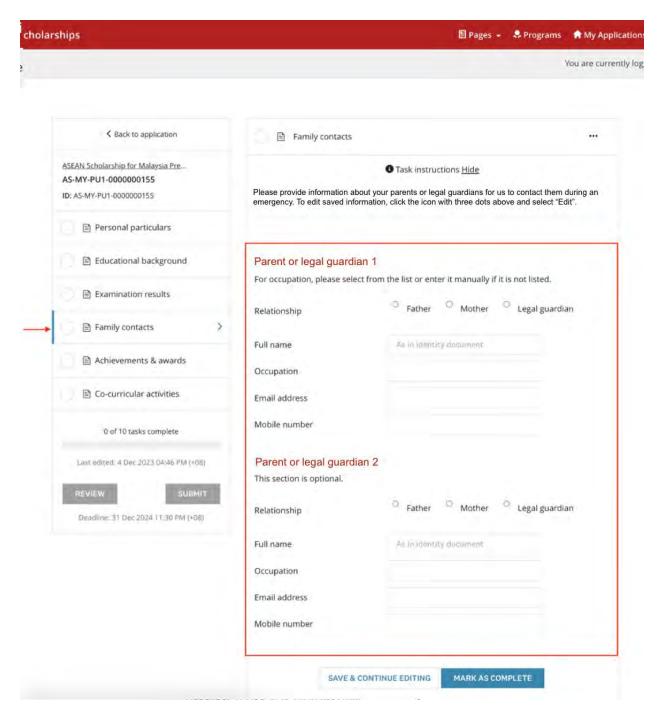
#### 2.2.3 Examination Results

Enter the relevant examination results for all subjects for the last two years in EXAMINATION RESULTS SET 1 and SET 2 respectively. Please key in NA if your school does not offer the subjects.



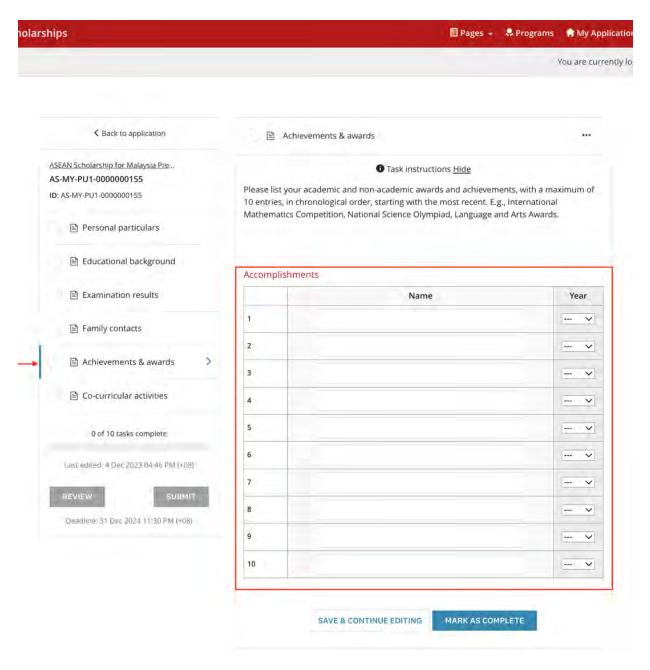
#### 2.2.4 Family Contacts

Enter details of at least 1 parent or legal guardian in this task.



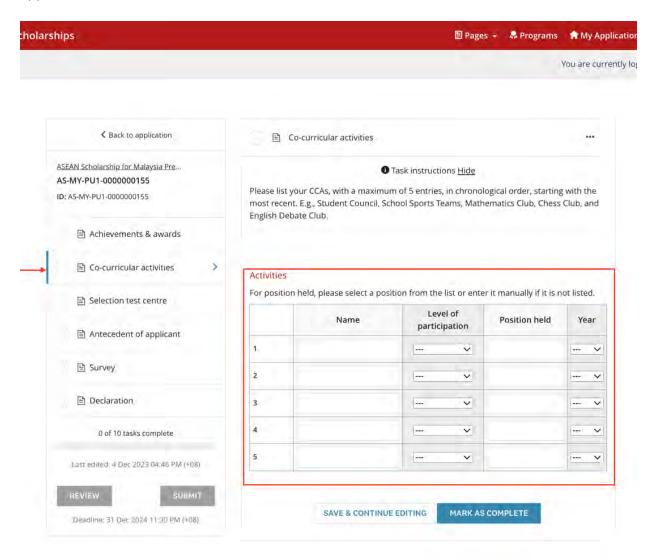
#### 2.2.5 Achievements & Awards

Enter the details of your achievements or awards in chronological order, starting with the most recent. There is a maximum of 10 fields, please choose the best 10 of your achievements or awards for this application.



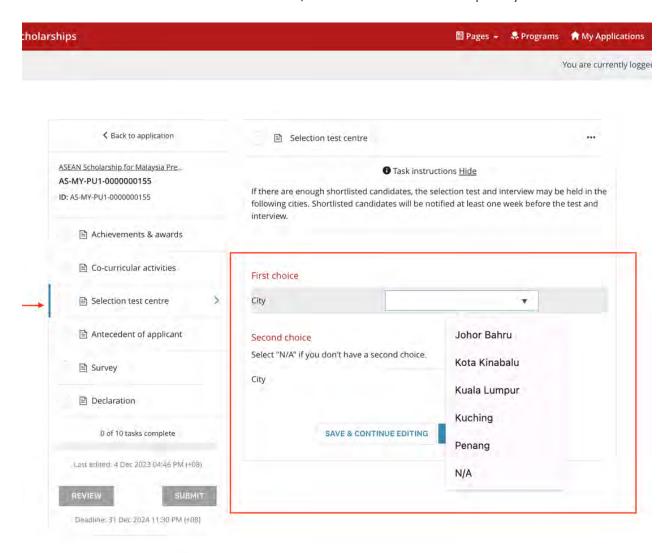
#### 2.2.6 Co-curricular Activities

Enter the details of your co-curricular activities (CCA) in chronological order, starting with the most recent. There is a maximum of 5 fields, please choose the 5 main CCAs for your application.



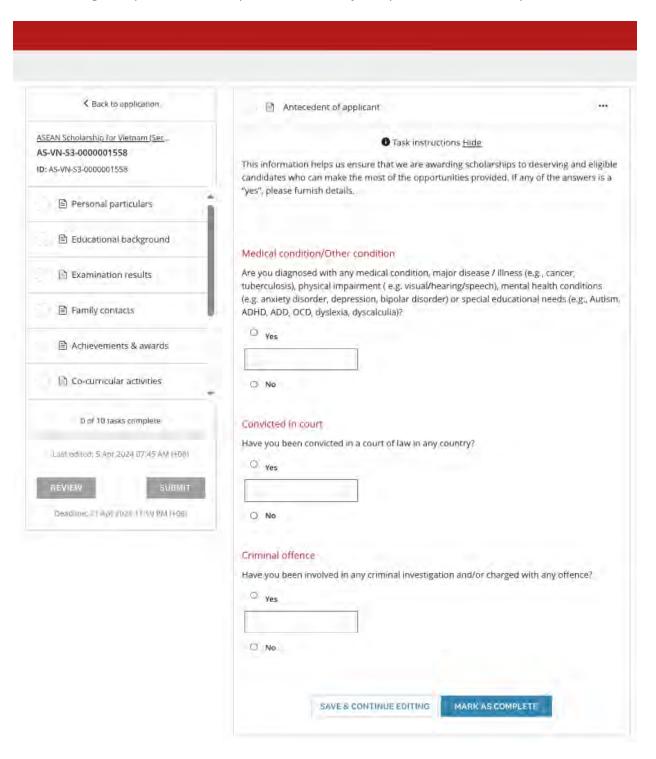
#### 2.2.7 Selection Test Centre

Select your first and second choice of city to take the selection test and interview. Shortlisted candidates will be informed of the test and/or interview venue subsequently.



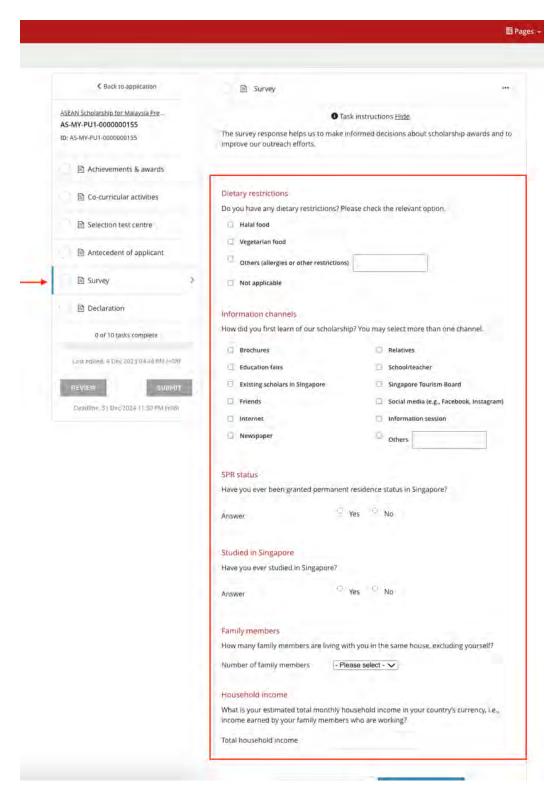
#### 2.2.8 Antecedent of Applicant

Answer the given questions about yourself truthfully and provide details if required.



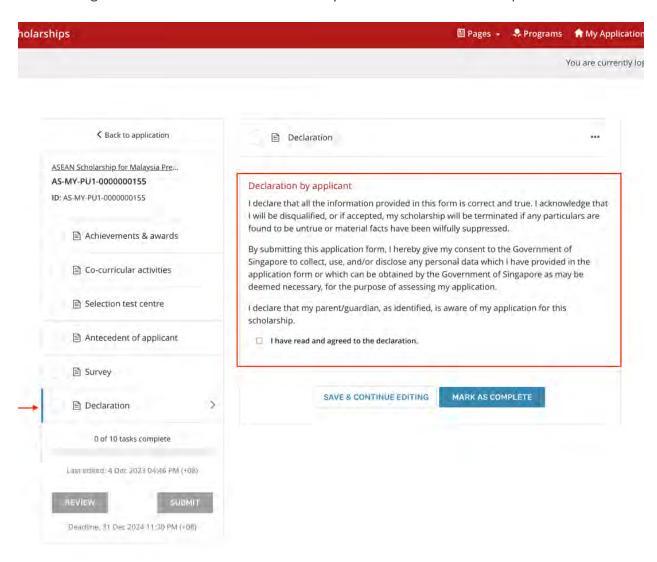
#### 2.2.9 Survey

Answer the survey questions about yourself.



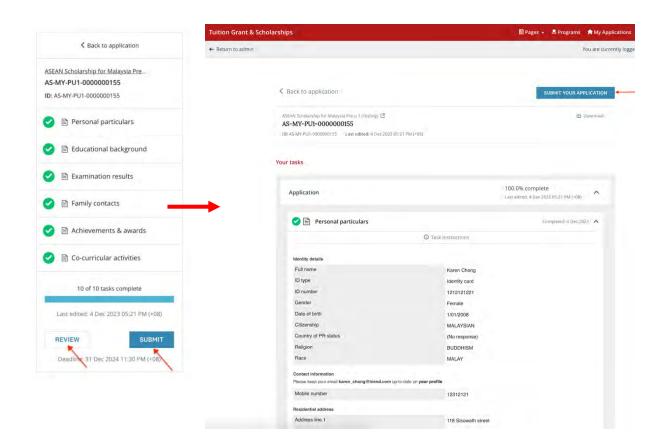
#### 2.2.10 Declaration

Read through the declaration statement carefully and **check the box** to complete this task.



# 2.3 Review and Submit Application

- 1. Once all tasks are marked as complete, click on **Review** to review your application and check that all information provided is correct.
- 2. Proceed to submit your application by clicking on the **Submit** button on the Application screen or the **Submit Your Application** button on the **Review** screen.
- 3. An email acknowledgement on the receipt of the application will be sent to your email.

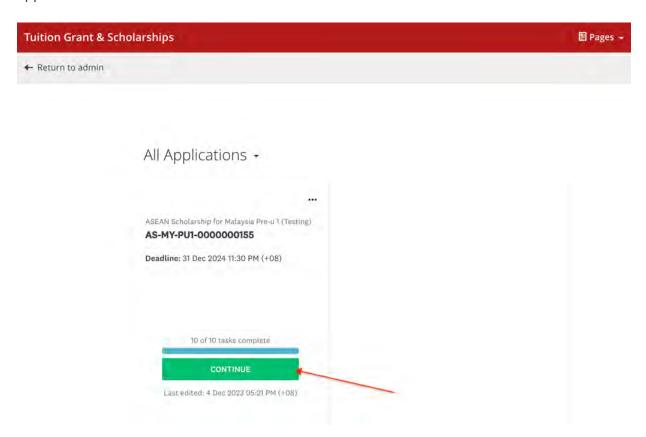


# **3 EDIT APPLICATION**

# 3.1 Continue an existing application that has not been submitted

If you were not able to complete your application in one sitting, you can re-login to complete it.

You will see the application listed on your dashboard after login. Click on **Continue**. You can now continue to complete your application. Please remember to click on **Submit** to submit your application before the deadline.

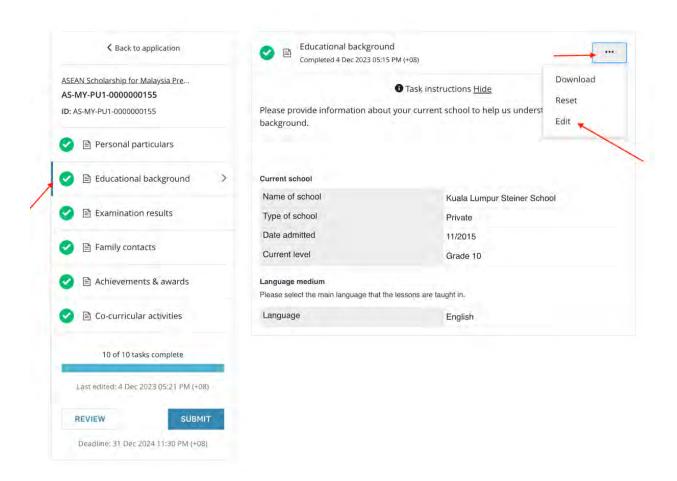


# 3.2 Edit a completed task (before the application deadline)

Within the application window, changes can be made to a task that you have already marked as complete or to the application that you have already submitted.

- 1. Click on the specific task of the application that you want to edit.
- 2. Click on the " " " located at the top rightmost of the application screen and click on **Edit** from the options.

3. Once all edits are made and no further changes are expected, click on **Mark As Complete.**Please remember to click on **Submit** to submit your application before the deadline.



# 3.3 Edit a submitted application after the deadline

You cannot edit a submitted application after the application deadline. However, for important changes, please email MOE Singapore at MOE\_ASEAN\_Scholarships@moe.gov.sg with the changes required.

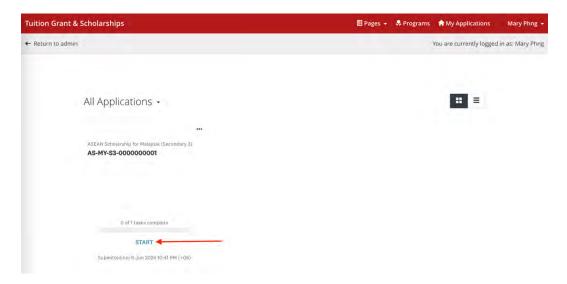
# **4 SHORTLISTED FOR TEST**

After your application is verified, if you are shortlisted for a test, you will receive an email with the Subject "Invite to ASEAN Scholarship tests".

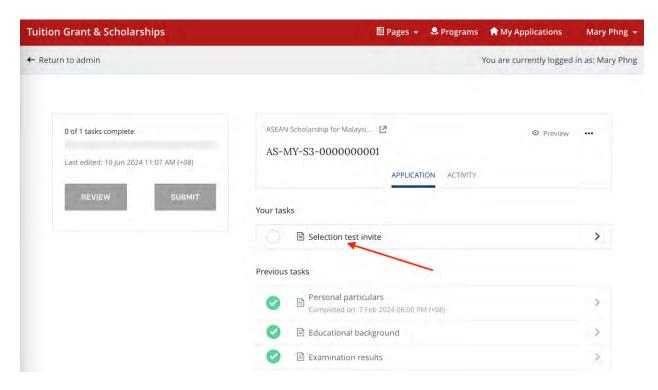
You can now login to TG&S (https://tgs.moe.gov.sg/) to view and accept the invitation.

## 4.1 Attendance confirmation

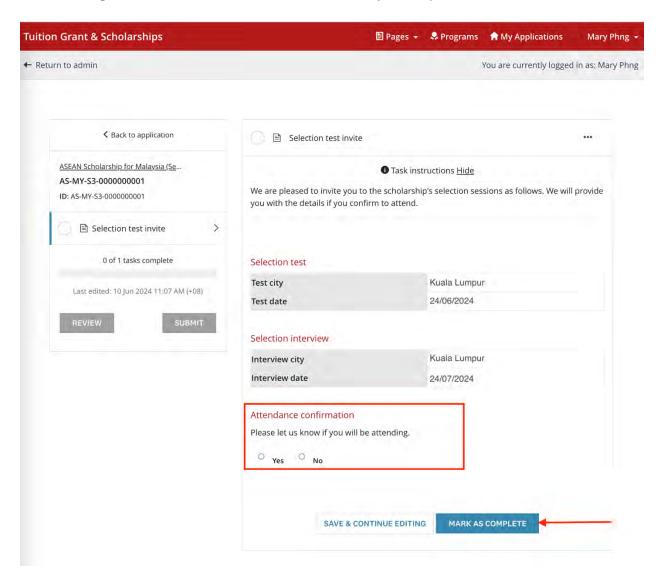
1. The application for which you have been shortlisted will be available on your home page. Click on **Start** to view the progress of your application.



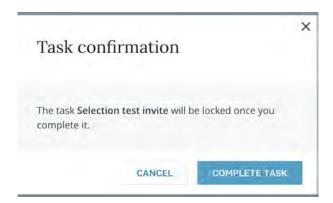
2. You will see the task to be completed. Previously completed tasks will also be shown in read-only mode. Click on **Selection test invite**.



3. Review the tentative details of the Selection test / interview and confirm if you are attending. Click on **MARK AS COMPLETE** to submit your response.



4. Click on **COMPLETE TASK** on the confirmation window shown.



5. The task is submitted.



You can log-off at this stage. If you have accepted the test invitation, you will be notified after the final schedule is published and you are assigned a unique index number for the test.

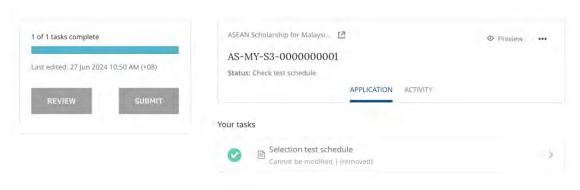
#### 4.2 Test schedule

You will receive an email with the Subject "Confirmation of ASEAN Scholarship tests" when the confirmed test schedule is published.

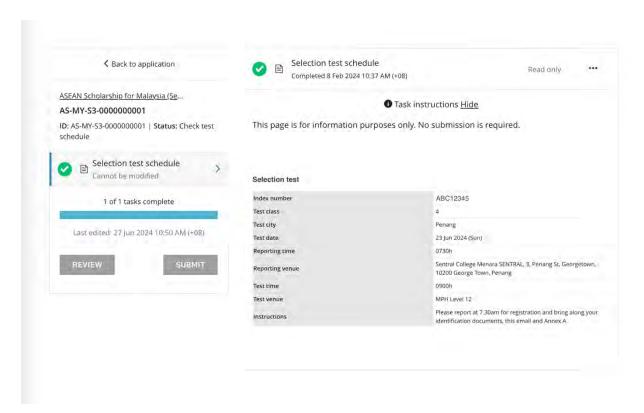
The details of the test are included in the email and can also be viewed on TG&S. Login to TG&S and click on your application.



Click on the task **Selection test schedule** to view the details.



This is a read-only task. Take note of the information so that you can attend the test in person.



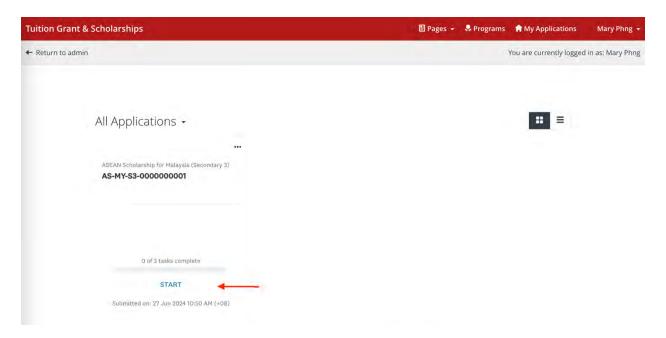
# **5 SHORTLISTED FOR INTERVIEW**

If you perform well on the test, you will be extended an invitation to attend an interview. You will receive an email with the Subject "Invite to ASEAN Scholarship interview".

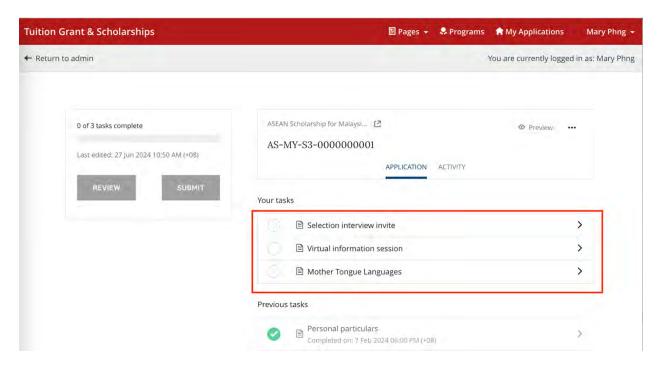
You can now login to TG&S (https://tgs.moe.gov.sg/) to view and accept the invitation.

## 5.1 Attendance confirmation

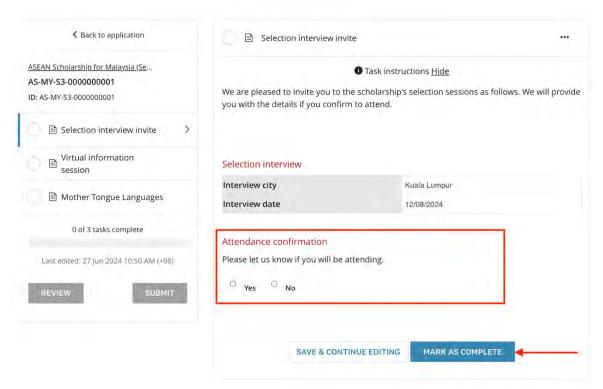
1. The application for which you have been shortlisted will be available on your home page. Click on **Start** to view the progress of your application.



2. You will see the tasks to be completed. Previously completed tasks will also be shown in read-only mode. Click on **Selection interview invite**.



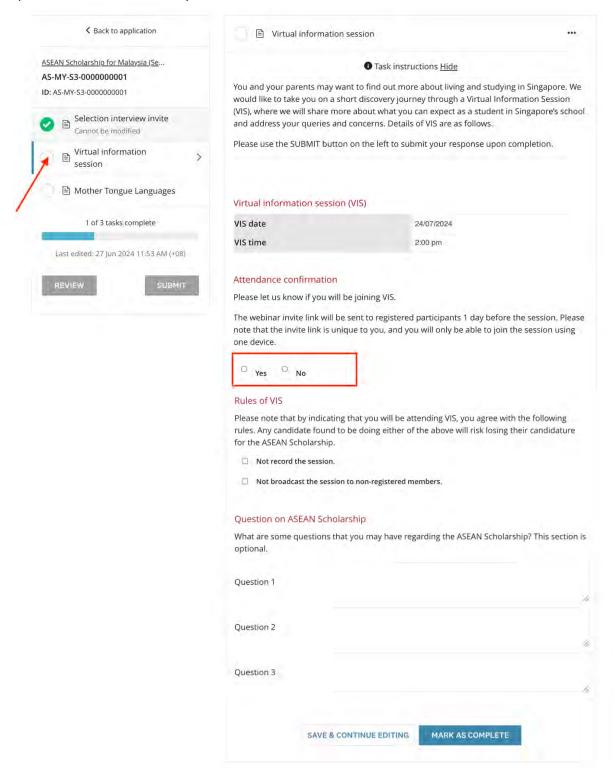
3. Review the tentative details for the Selection interview and confirm if you are attending. Click on **MARK AS COMPLETE** to submit your response.



4. Click on **COMPLETE TASK** on the confirmation window shown.

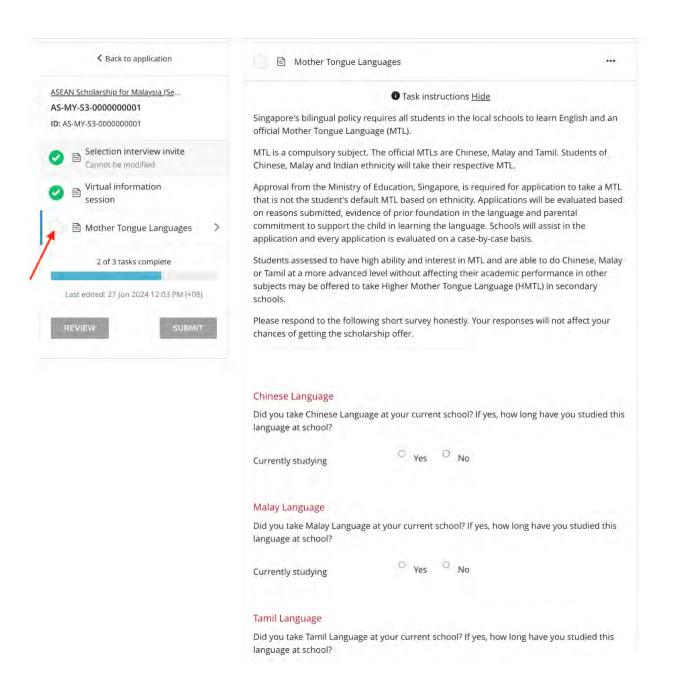


5. Click on the **Virtual information session** task. A Virtual information session (VIS) is held online before the interview to share information on studying and living in Singapore. Review the details of the session scheduled and confirm if you are attending. Additional questions will be shown if you click on **Yes**.



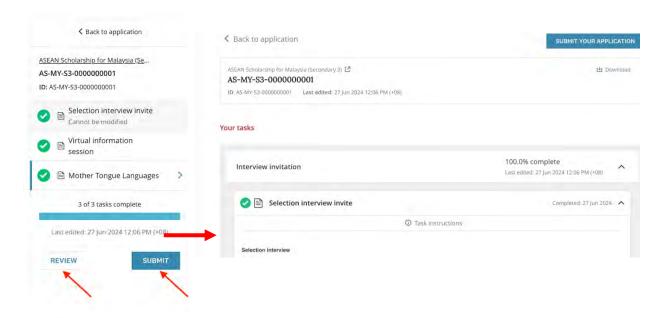
Click on MARK AS COMPLETE to submit your response.

6. Click on **Mother Tongue Languages** to complete a short survey on your knowledge of these languages. Click on **MARK AS COMPLETE** to submit your response.

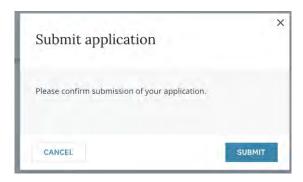


7. Once the three tasks are marked as complete, click on **Review** to review your response and check that all information provided is correct.

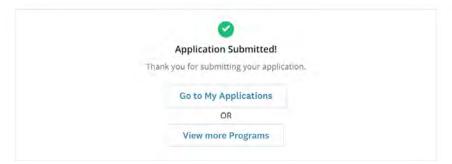
Proceed to submit your response by clicking on the **Submit** button on the Application screen or the **Submit Your Application** button on the **Review** screen.



8. Confirm your submission when prompted.



9. You will see the following confirmation once the application is submitted.

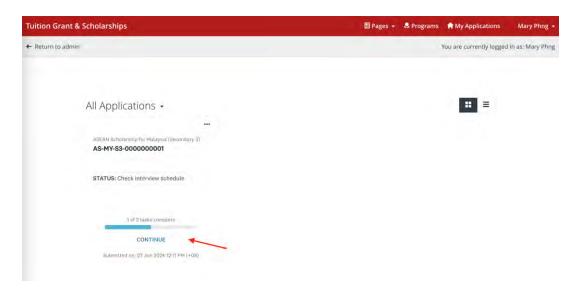


## 5.2 Interview schedule

You will receive an email with the Subject "Confirmation of ASEAN Scholarship interview" when the confirmed interview schedule is published

You are required to upload supporting documents at this stage.

Login to TG&S and click on the application.

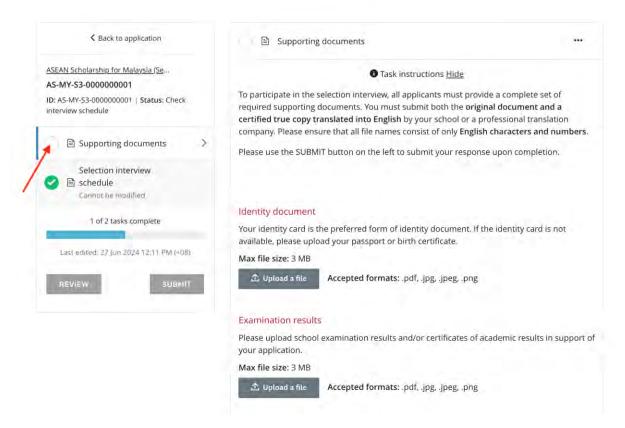


The application screen shows the tasks for supporting documents and interview schedule.

#### 5.2.1 Upload Supporting documents

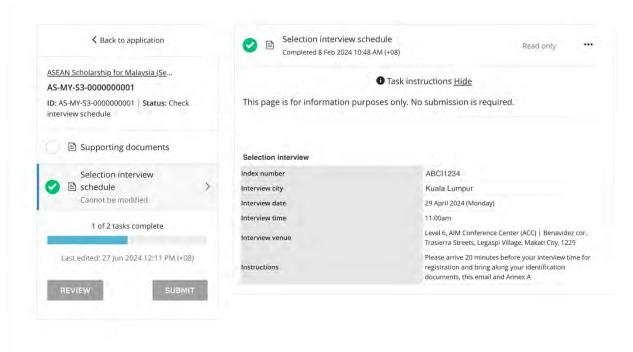
Required supporting documents must be uploaded before participating in the interview. Click on the **Supporting documents** task on the application screen.

Upload the required documents (identity document and examination results) as instructed and click on **MARK AS COMPLETE**.



#### 5.2.2 View Interview schedule

Click on the **Selection interview schedule** task to view the details of the interview schedule.

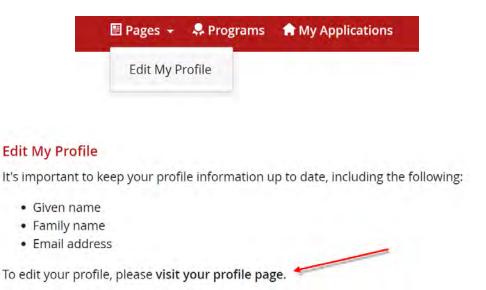


This is a read-only task. Take note of the information so that you can attend the interview in person

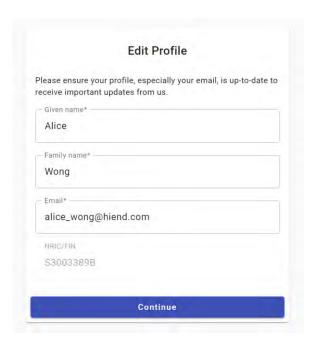
# **6 FREQUENTLY ASKED QUESTIONS**

# 6.1 How can I update my profile?

To update your profile, click on **Pages -> Edit My Profile** on the top menu. Then click on **visit your profile page**.



You may update your names and email. Click on **Continue** and follow the instructions to update your changes



## 6.2 How to login and submit attendance?

If you are shortlisted for the Selection Test or the Selection Interview after the test, you will receive an invitation email from MOE – ASEAN Scholarships (moe ASEAN Scholarships@moe.gov.sg)

You can confirm your attendance for the test or interview only after you receive the email.

The subject of the test invitation email is "Invite to ASEAN Scholarship tests"

The subject of the interview invitation email is "Invite to ASEAN Scholarship interview"

You can then login to TG&S to submit your attendance.

Refer to 4.1 Attendance confirmation for more information on how to submit your attendance for the selection test.

Refer to 5.1 Attendance confirmation for more information on how to submit your attendance for the selection interview.

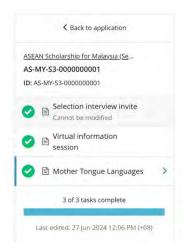
# 6.3 How to ensure that my attendance for the Selection test is submitted?

If you have successfully submitted your attendance confirmation, the Selection test invite task will become read-only. A green tick will be shown before the task name.

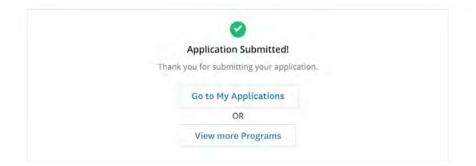


# 6.4 How to ensure that my attendance for the Selection interview is submitted?

After you receive an invitation for the selection interview, you are required to submit your attendance for both the interview as well as the virtual information session that is conducted before the interview. You are also required to complete a short survey to indicate your proficiency in mother tongue languages. In all you will be submitting your response via three different tasks.



After completing these tasks, you must Review/Submit your application. You will see a confirmation when the full response is successfully submitted.



# 6.5 How do I edit my test/interview attendance after submission of response?

You cannot edit your test attendance after submission. However, you may contact MOE Singapore at <a href="mailto:moe.gov.sg">moe.gov.sg</a> to inform them of any updates.