



# ADMISSIONS EXERCISE FOR INTERNATIONAL STUDENTS (AEIS)

## USER GUIDE ON ACCOUNT CREATION

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# IMPORTANT NOTES

1. SEAB has launched a new registration system known as Candidates Portal (CP). It is a self-help portal for international students (IS) to keep track of their registration status and to receive test-related documents and notices in preparation to sit for the 2022 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 2022 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 2022 AEIS. However, **applicants' personal details** provided in account creation will be used for registration for the 2022 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 2022 AEIS when registration commences on 6 July 2022 for those applying for admission to secondary levels; and 27 July 2022 for primary levels.





## 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, there is a link "Not registered yet? Create an Account" which is highlighted with a red box. A blue arrow points from this box to a callout box on the right that says "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 reading a laptop.





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 \*** **NRIC/FIN/Passport No. \***  
Select ID type Enter NRIC/FIN/Passport No.

**Date of Birth \***

**School \***  
Select school

**Verify Candidate**

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

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**

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





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

^ **Contact Information**

Email Address \*

Enter email address

Re-enter Email Address \*

Re-enter email address

Mobile No. \*

Select country code

Enter mobile no.

Set as preferred contact

Telephone No.

Select country code

Enter telephone no.

Set as preferred contact

Mailing Address (for addresses in Singapore) \*

House/Blk No.

Street Name

Building Name

Floor Number

Unit No.

Postal Code

Set as preferred address

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

^ **Next-of-kin Details**

Name \*

Enter next-of-kin name

Relationship to Candidate \*

Select relationship to candidate

Emergency Contact No. \*

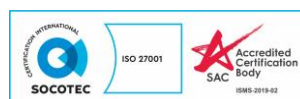
Select country code

Enter emergency contact no.

Cancel


Create Account

Click **Create Account**.





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

 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. You must retain the same Username created by the system.





After setting your password, you can now sign in using your Account Username and Password.

SEAB Singapore Examinations and Assessment Board

### 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.

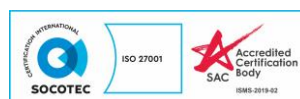
OTP

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 the 2022 AEIS tests is as follow:

Exercise	Registration Period
AEIS-Secondary	6 July 2022 to 3 August 2022
AEIS-Primary	27 July 2022 to 26 August 2022

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

### Important Note:

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

### Useful Contact:

For technical assistance on Candidates Portal, you may contact SEAB at [SEAB AS Document@seab.gov.sg](mailto:SEAB_AS_Document@seab.gov.sg).





# AEIS-Secondary Journey Map

Important Dates



1

**6 July 2022**

**AEIS-Secondary Application Opens**

Applicants can submit their applications starting from SGT 8.30am onwards.



2

**3 August 2022**

**AEIS Secondary Application Closes**



3

**23 September 2022**

**AEIS Tests (Secondary levels)**

Applicants will sit for the English Language and Mathematics Tests.



4

**December 2022**

**Outcome Release**

Outcome of the 2022 AEIS will be released online.



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



# AEIS-Primary Journey Map

Important Dates



1

**27 July 2022**

**AEIS-Primary Application Opens**

Applicants can submit their applications starting from SGT 8.30am onwards.



2

**26 August 2022**

**AEIS-Primary Application Closes**

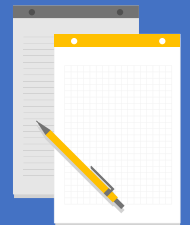


3

**22 September 2022**

**AEIS Tests (Primary levels)**

Applicants will sit for the Mathematics Tests.



4

**December 2022**

**Outcome Release**

Outcome of the 2022 AEIS will be released online.



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