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 2025 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 2025 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. Applicants will receive an email with the Account Username and instructions for login after creating an account. **The Username is unique to the specific applicant and cannot be changed**. **Applicants are to set the password to complete the account creation process.**

4. Account creation does <u>not</u> guarantee a place in the 2025 AEIS. However, **applicants' personal details** provided in account creation will be used for registration for the 2025 AEIS and **should not be amended**.

5. Each applicant can only create <u>ONE</u> 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 2025 AEIS when registration commences.

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.

Profile Details

To verify that the candidate is eligible to create an account, please fill in the fields below and click on 'Verify Candidate'.

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

Name (As in passport/ID) *

[Enter candidate name]

ID Type *
Select "NRIC/FIN" **only if** you have been issued with an NRIC/FIN ID.For AEIS and S-AEIS applicants, select 'Passport No.'

[Select ID type ⌄]

NRIC/FIN/Passport No. *

[Enter NRIC/FIN/Passport No.]

Date of Birth *

[Enter date of birth 📅]

School *
Please select 'Private Individual' if you do not belong to any school in the list below or currently studying in tertiary institution (e.g. Poly, University).You must **NOT** register as a private candidate if your school (e.g. ITE, Madrasah, etc) is registering on your behalf.

[Select school ⌄]

[**Verify Candidate**]

5. Click **Verify Candidate** for eligibility check before filling in the rest of the particulars.

⌃ **Personal Particulars**

Sex *

[Select sex ⌄]

Race *

[Select race ⌄]

Nationality *

[Select nationality ⌄]

PR Status *

[Select PR status ⌄]

Citizenship Type *

[Select citizenship ⌄]

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

⌄ **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

ⓘ Address Guidelines
- Enter **Postal Code** and click **"Get Address"** to automatically populate the Block number and Street name. Then, proceed to enter the floor and unit number, if applicable.
- **House/Block No.** first character must be **number.**
- **Street Name** first character must be **alphabet letter.**

Mailing Address (for addresses in Singapore) *

House/Blk No.

Street Name

Building Name - Optional

\# Optional | - Optional

Singapore | Postal Code | Get Address

⦿ Set as preferred address

> If you do not have a Singapore residential address, please enter **Postal Code: 000000** and click **Get Address**:

Next-of-kin Details

Name *

Enter next-of-kin name

Relationship to Candidate *

Select relationship to candidate

Emergency Contact No. *

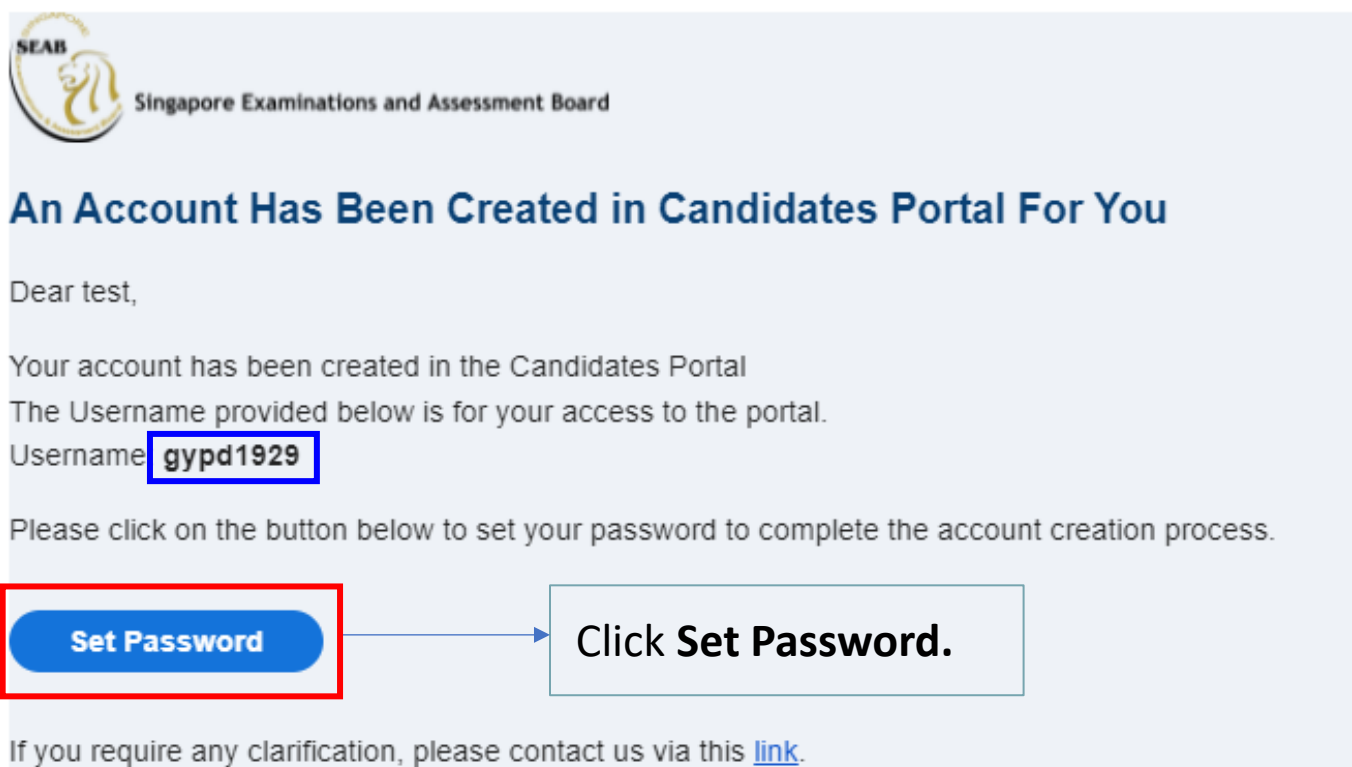Select country code | Enter emergency contact no.

Cancel | Create Account

7. Click **Create Account.**

8. An email will be sent to your valid personal email address with the following:

- **Account Username (This is the Username for all subsequent logins.)**
- **Instructions to set your password.**

Please check your spam folder if you did not receive the email.

9. Click on **Set Password** to set a password for your account. Please note that the system-generated Username cannot be changed.

10. Set a password for your Candidates Portal account.

You have completed creating your Candidates Portal account!

After setting your password, enter your system-generated Username and Password you have set and click **Login** to sign in to your account.

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.

| Stage 3 | **Registration** | |

The registration period for 2025 AEIS tests is as follows:

Exercise	Registration Period
AEIS	Primary: 9 July 2025 at 9.00 a.m. SGT to 22 July 2025 at 4.30 p.m. SGT Secondary: 10 July 2025 at 9.00 a.m. SGT to 23 July 2025 at 4.30 p.m. SGT

During the registration period, IS with verified CP accounts will be able to access the AEIS registration site to complete their application and payment.

Important Note:

All compulsory 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 2025 will not be able to apply for the 2025 AEIS.

Useful Contact:

For technical assistance, please raise a case using the online form www.go.gov.sg/cp-nonnex-seab. For other queries, you may contact us by completing this form www.go.gov.sg/askus-seab

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