



Ministry of Education

**DSA-SEC PORTAL USER GUIDE
FOR DSA-SEC APPLICATION**

(FOR STUDENTS STUDYING IN MOE MAINSTREAM SCHOOLS)

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1. DSA-Sec Portal

- 1.1. You can submit your Direct School Admission for Secondary School (DSA-Sec) application using the DSA-Sec Portal, which is a centralised online system which MOE introduced in 2019.
- 1.2. The DSA-Sec application period is typically from May to early June.
- 1.3. You may submit, update and withdraw your child's DSA-Sec application 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. Submit DSA-Sec Application

Step 1: Login using Parent's Singpass

- 2.1. You are advised to use a desktop or laptop to log in to the DSA Portal.
- 2.2. Enter the website at <https://go.gov.sg/apply-dsa-sec>. The DSA-Sec Portal login page will appear (Figure 1).
- 2.3. Click on "template" to download the application template to help you prepare the relevant information offline (optional).
- 2.4. Login using your Singpass.

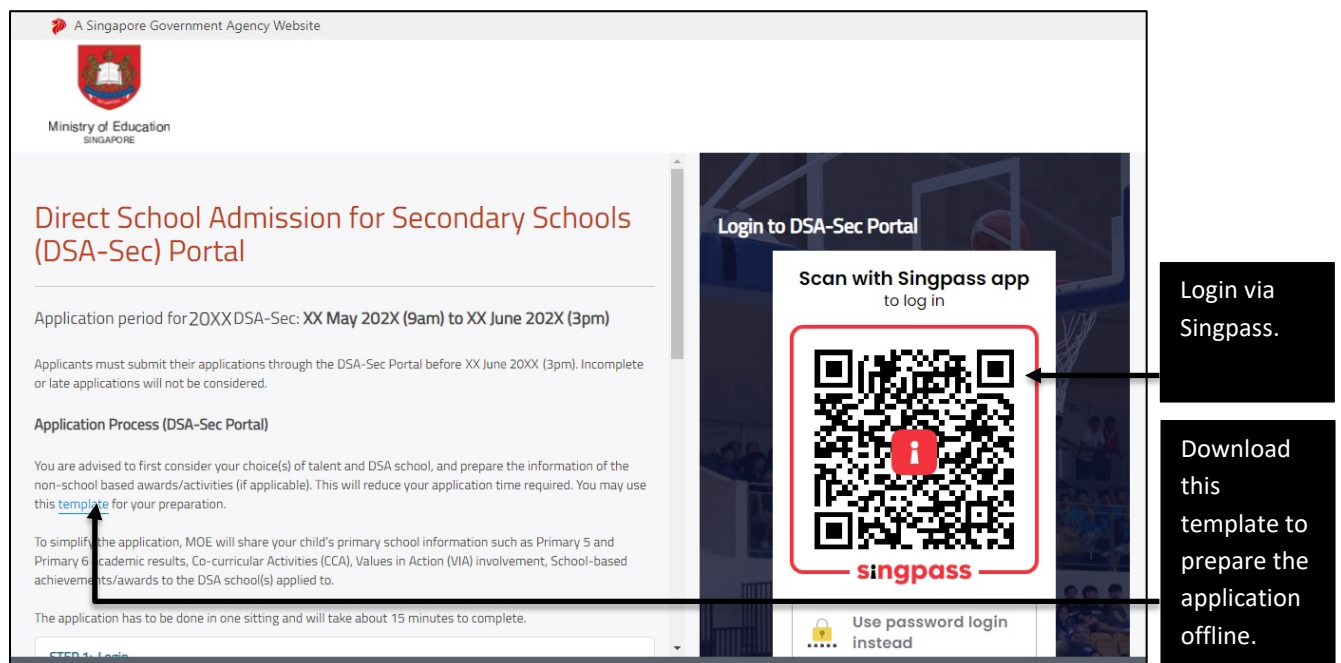


Figure 1: DSA-Sec Portal login page

Step 2: Home page for DSA-Sec Portal

2.5. Click <APPLY> at Home page after logging in.

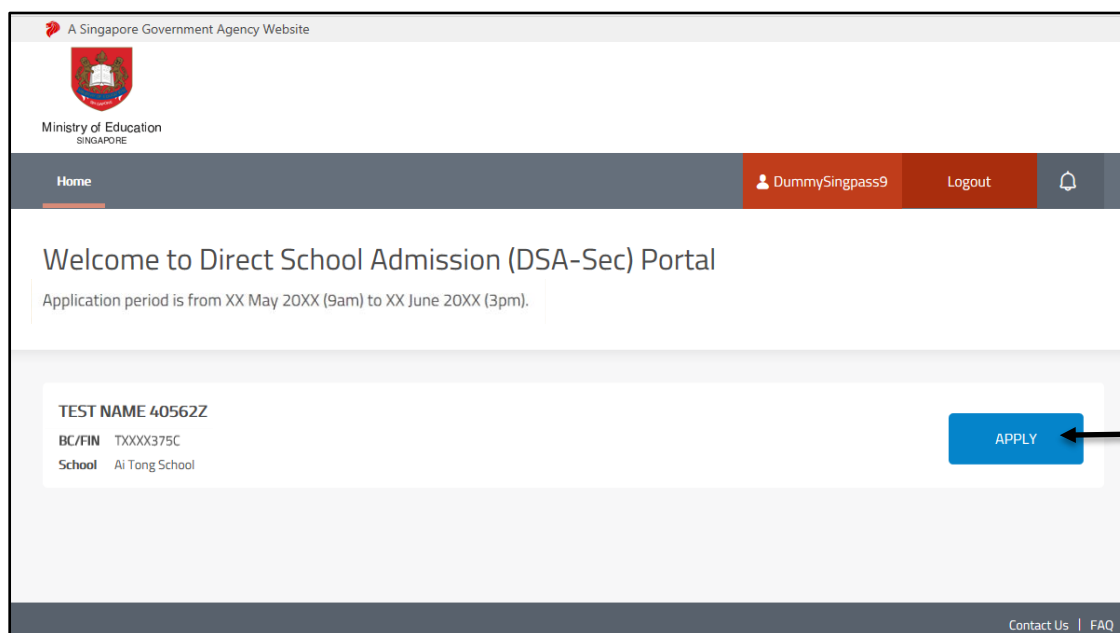


Figure 2: DSA-Sec Portal Home page

Step 3: Indicate Choices of Talent and DSA School

- 2.6. You can indicate up to 3 choices of talent areas and schools. The choice order does not matter.
- 2.7. Of the 3 choices, a maximum of 2 choices can be used to apply to the same school, for 2 different talent areas.
- 2.8. To select the talent area or school, you can click for the dropdown list or type for auto-suggest search (Figure 3).

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", "O-Level Programme" or "No Preference", only if the school offers both programmes for the selected talent area. Otherwise no further action required.

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

[+ 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 3: Select talent area and DSA-Sec School

- 2.9. For each choice, you can choose either the talent area or school first.
- 2.10. If you select the talent area first, only schools that offer the selected talent will be shown in the dropdown list (Figure 4).

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", "O-Level Programme" or "No Preference", only if the school offers both programmes for the selected talent area. Otherwise no further action required.

TALENT(S)	SCHOOL(S)
<div><input type="text" value="Basketball"/></div> <div>Selected Talent</div>	<div><input type="text" value="Type to search school"/></div> <div><div>Anderson Secondary School</div><div>Anglican High School</div><div>Anglo-Chinese School (Barker Road)</div><div>Anglo-Chinese School (Independent)</div><div>Assumption English School</div><div>Bukit Batok Secondary School</div></div> <div>Clear Delete</div> <div>Next</div>

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

Figure 4: Select talent area first

2.11. If you select a school first, only talents that are offered by the school selected will be available in the dropdown list (Figure 5).

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", "O-Level Programme" or "No Preference", only if the school offers both programmes for the selected talent area. Otherwise no further action required.

TALENT(S)	SCHOOL(S)
Basketball	Assumption English School

Clear Delete

Sports and Games

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

+ Add Talent and School

Next

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

Figure 5: Select school first

2.12. If you have chosen a school offering both Integrated Programme and O-Level Programme, the talent areas may be offered in both programmes. Please select the preferred programmes, if applicable (Figure 6).

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", "O-Level Programme" or "No Preference", only if the school offers both programmes for the selected talent area. Otherwise no further action required.

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

☐ Integrated Programme
☐ O-Level Programme
☒ No Preference

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

+ Add Talent and School

Next

Talent area offered in both programmes of Dual Track school.

Figure 6: Talent area offered in both programmes of Dual Track school

2.13. After you have indicated choices of talent areas and schools, click <Next> to proceed (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", "O-Level Programme" or "No Preference", only if the school offers both programmes for the selected talent area. Otherwise no further action required.

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"/> O-Level Programme <input checked="" type="radio"/> No Preference

Clear
Delete

Next

Click to edit talent and school.

Click to delete the whole row.

Click to proceed.

Figure 7: Example of selected talent areas and school choices

Step 4: Fill in non-school based awards/activities (Optional)

- 2.14. This section is optional. You may fill in up to 10 non-school based awards/activities and achievements related to the selected talent area(s), in this section. There is no need to submit any supporting document during application.
- 2.15. You do not need to input your child's primary school information as this will be automatically shared with the DSA-Sec school(s) that you applied to. This includes your child's P5 and P6 academic results, and other information from P4 to P6, i.e., Co-curricular Activities (CCA), Values in Action (VIA) involvement, School-based achievements/awards such as Edusave awards, National School Games (NSG) and Junior Sports Academy (JSA) participation.
- 2.16. Click <Add Non-school based Awards/Activities> to add (Figure 8).

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

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 and Junior Sports Academy participation. You do not need to input these information.

+ Add Non-school based Awards/Activities

Click to add awards/activities.

Back Next

Figure 8: Non-school based Awards/Activities page

2.17. 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 9). Input only number and English characters. Non-English character will be rejected.

2.18. 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 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.	Edit Delete

06/2017

Present

☒ Currently participating

ABC Junior Basketball Club

(Maximum of 50 characters)

Brief Description

(Maximum of 300 characters)

[× Clear](#)
[Delete](#)

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

Back

Next

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 proceed.

Click to add more non-school based awards/activities.

Figure 9: Filling the non-school based awards/activities (Optional)

Step 5: Fill in contact details

- 2.19. Your contact details will be pre-filled if information is available in MyInfo.
- 2.20. You may edit your contact details and provide an Alternate Contact Details (Figure 10).
- 2.21. Click <Next> after you have entered 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

Update your contact details.

Provide alternate contact details (optional).

Click to proceed.

Figure 10: Contact details page

Step 6: Verify information and submit application

2.22. Verify all the information you have entered in this application (Figure 11).

2.23. Click <Edit> to update any of the sections.

2.24. After you have verified that all the information is correct, read the terms and check the box if you agree. Click <Submit> to submit your application.

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 or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- 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 you agree.

Click to submit your application.

Figure 11: Verification and submission page

Step 7: Download PDF copy of successful submission of application

2.25. The DSA-Sec choices are successfully submitted (Figure 12). An email will be sent to the email address provided, including the PDF of the application.

2.26. Download a PDF copy of the application for your reference.

TEST NAME 40562Z

BC/FIN TXXX375C

School Ai Tong School

You have successfully submitted your DSA application to the following 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

A copy of your DSA application confirmation has been sent to the email address(es) provided in Contact Details. You may also print or download a copy of the confirmation for your future reference.

You may view, update or withdraw your application before the application period ends on XX June 202X, 3pm.

After the end of the application period, school(s) will contact you on your DSA application if your child is shortlisted. You are advised to refer to the respective school website for more DSA information (e.g. important timeline, selection process and criteria).

Please note that if your child is given an offer, both parents will need to log in to the DSA-Sec Portal using Singpass to submit your child's school preference. If you are unable to complete the submission online due to some reasons (for example, parents who are recently separated or divorced, etc.), you may approach your child's primary school personally for assistance.

Back to Home

Download PDF

Email will be sent to the main contact and alternate contact (if any).

Click to download a PDF copy of your submission.

Figure 12: Confirmation page for successful submission

3. View DSA-Sec Application

Step 1: Home page after successful submission

- 3.1. After submitting an application, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons.
- 3.2. To view your application details, click <VIEW> (Figure 13).

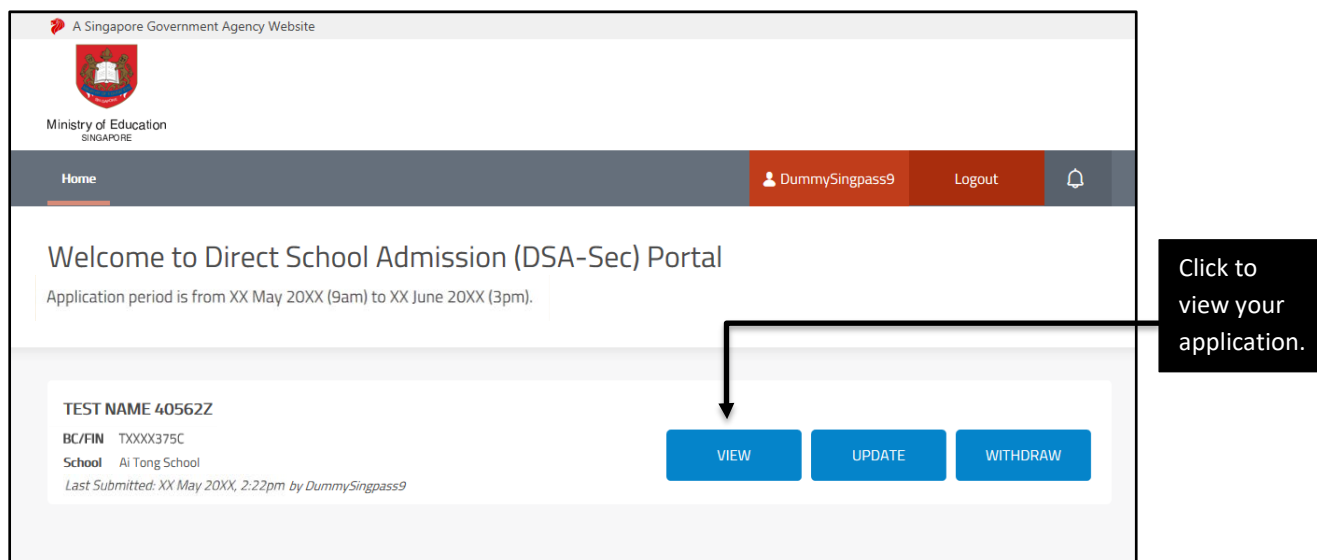


Figure 13: Home page after DSA-Sec submission

Step 2: View application (Figure 14)

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

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 or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- 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 14: View DSA-Sec submission

4. Update DSA-Sec Application

Step 1: Home page after successful submission

- 4.1. After submitting an application, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons.
- 4.2. To update your application details, click <UPDATE> (Figure 15).

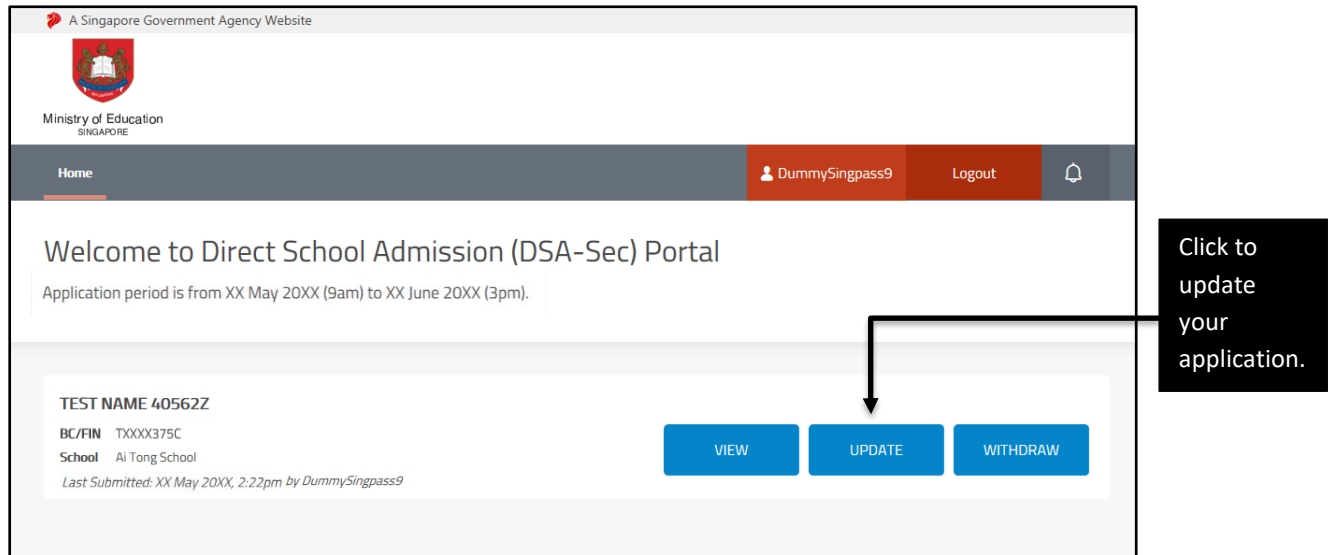


Figure 15: Home page after DSA-Sec submission

Step 2: Update application

4.3. You will see the page with application details and the <Edit> buttons for each section (Figure 16). 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) [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 or transfer to another school after the release of the PSLE results. My child is expected to honour his/her commitment to the posted DSA-Sec school for the duration of the programme.
- 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 you agree.

Click to submit your updated application.

Figure 16: Update DSA-Sec submission

- 4.4. Once you have completed your update, verify all the information you have entered in the Verification and Submission page.
- 4.5. Read the terms and check the box if you agree.
- 4.6. Click <Update Application> to submit your updated application.

Step 3: Download PDF copy of successful update of application

- 4.7. The DSA-Sec choices are successfully updated (Figure 17). An email will be sent to the email address provided, including the PDF of the application.
- 4.8. Download a PDF copy for your reference.

TEST NAME 40562Z

BC/FIN TXXXX375C | School Ai Tong School

You have successfully updated your DSA application to the following 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

A copy of your DSA application confirmation has been sent to the email address(es) provided in Contact Details. You may also print or download a copy of the confirmation for your future reference.

You may view, update or withdraw your application before the application period ends on XX June 202X, 3pm.

After the end of the application period, school(s) will contact you on your DSA application if your child is shortlisted. You are advised to refer to the respective school website for more DSA information (e.g. important timeline, selection process and criteria).

Please note that if your child is given an offer, both parents will need to log in to the DSA-Sec Portal using Singpass to submit your child's school preference. If you are unable to complete the submission online due to some reasons (for example, parents who are recently separated or divorced, etc.), you may approach your child's primary school personally for assistance.

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

Email will be sent to the main contact and alternate contact (if any).

Click to download a PDF copy of your updated submission.

Figure 17: Confirmation page for successful update

5. Withdraw DSA Application

Step 1: Home page after successful submission

- 5.1. After submitting an application, the Home page will show <VIEW>, <UPDATE> and <WITHDRAW> buttons.
- 5.2. To withdraw your application, click <WITHDRAW> (Figure 18).

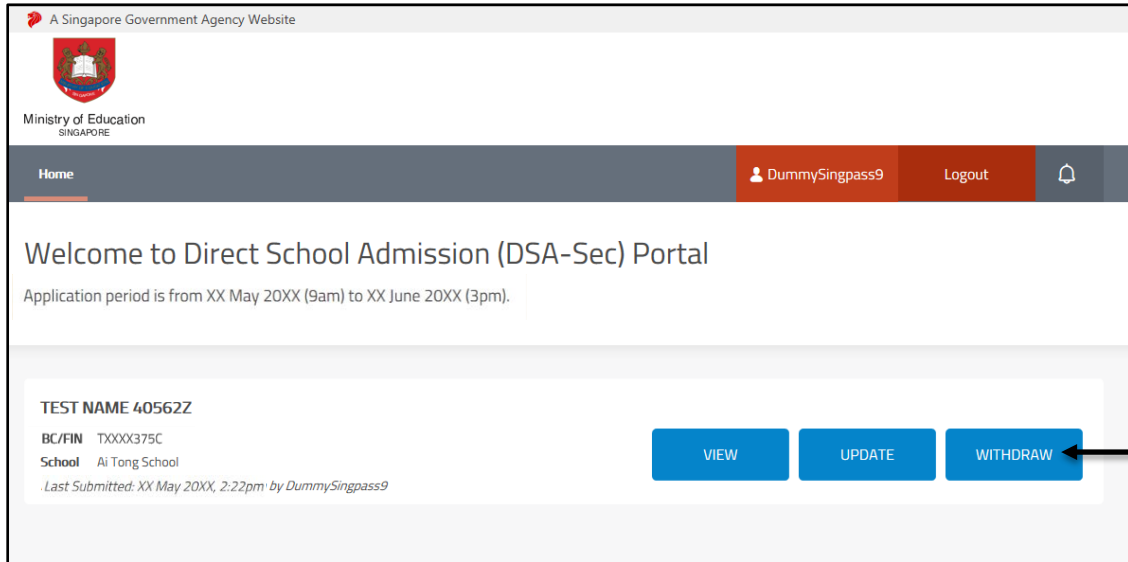


Figure 18: Home page after DSA-Sec submission

Step 2: Withdraw application

5.3. Click <Withdraw Application> to withdraw (Figure 19).

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 your application.

Figure 19: Withdraw application page

- 5.4. A window will appear to request your confirmation to withdraw the application (Figure 20). Click <Yes> to confirm your withdrawal. Otherwise, click <No>.

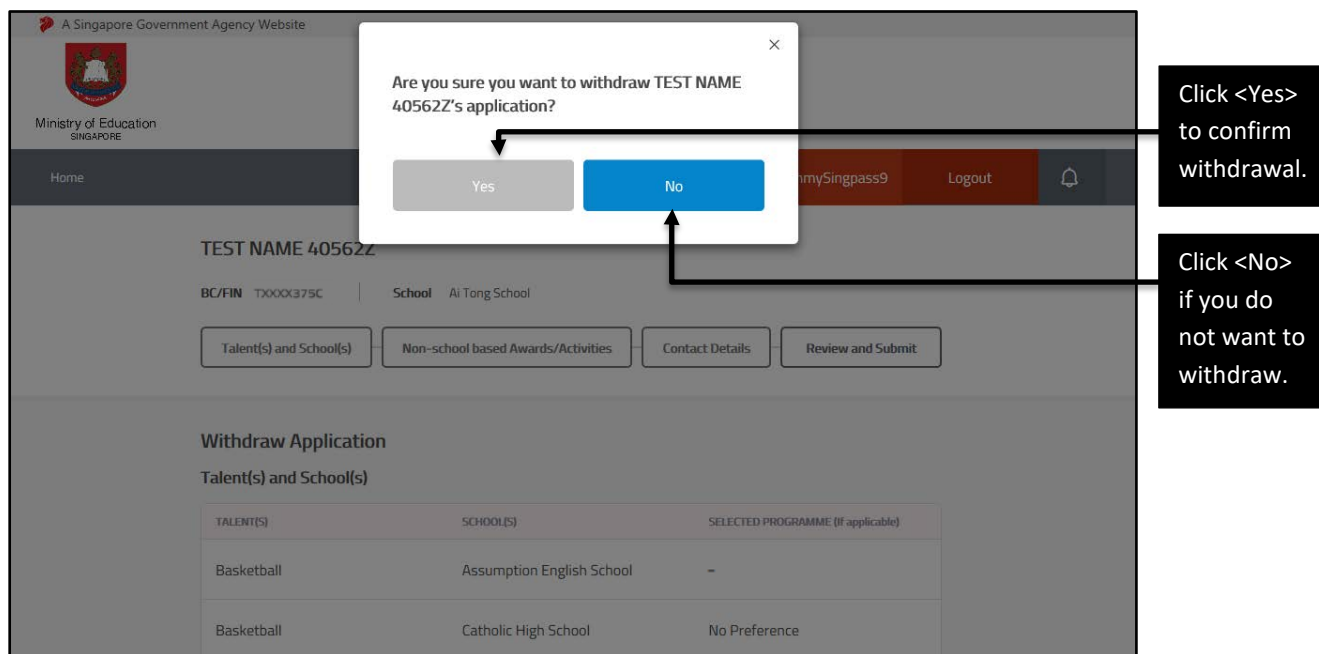


Figure 20: Request for your confirmation of application withdrawal

Step 3: Successful withdrawal of application

- 5.5. The DSA-Sec application is successfully withdrawn (Figure 21). An email will be sent to the email address provided.

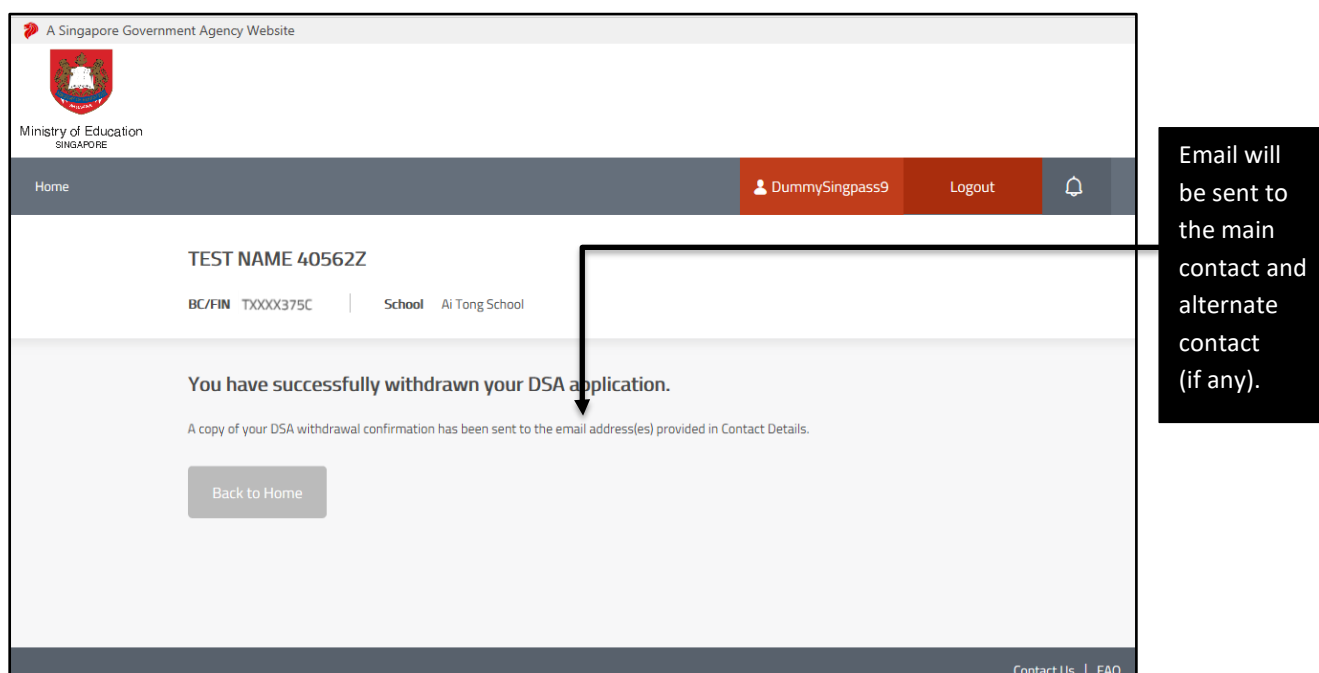


Figure 21: Confirmation page for successful withdrawal