



Ministry of Education

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

**(FOR STUDENTS NOT STUDYING IN MOE MAINSTREAM SCHOOLS)**

**Published Date: April 2024**

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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. The Portal simplifies and streamlines the DSA application process, making it convenient for all applicants.
- 1.2. The DSA-Sec application starts from early-May (4-week period).
- 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: Obtain your Registration (RG) Number

- 2.1. You would need a Registration (RG) Number to access the DSA-Sec portal.
- 2.2. Visit <https://go.gov.sg/nmsdsa-sec-application> for information on how to apply for an RG Number.

### Step 2: Set up your password

- 2.3. After obtaining your RG Number from the MOE, you should refer to the email sent to your primary email address, which you have provided during the RG Number application.
- 2.4. Click on the link inside the email to set up your password (Figure 1).

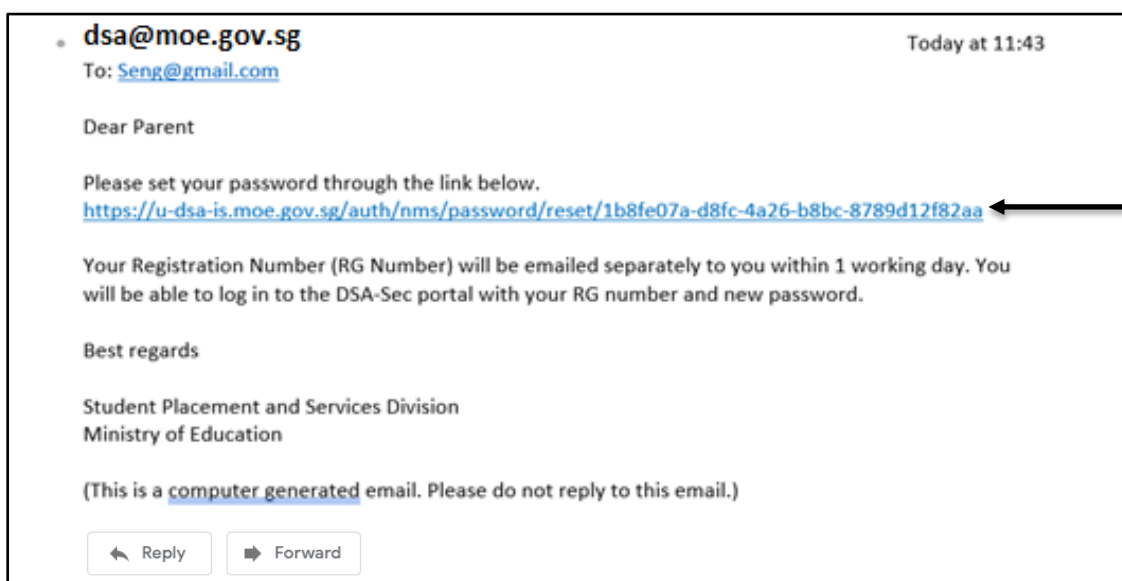


Figure 1: Email with link to set up password

- 2.5. The “UPDATE PASSWORD” page will appear (Figure 2).
- 2.6. Enter a new password and re-type to confirm your new password.
- 2.7. Click <UPDATE> to set up your password.

A Singapore Government Agency Website

Ministry of Education  
SINGAPORE

**RESET PASSWORD**

Please enter a new password with minimum of twelve alphanumeric characters, containing at least one letter and one numeral.  
The password cannot be the same as the RG number.

Enter New Password

Confirm New Password

[UPDATE](#)

Contact Us | FAQ

Key in your new password.

Key in your new password again.

Click to set up your new password.

Figure 2: UPDATE PASSWORD page

2.8. The page showing that your password has been successfully updated will appear (Figure 3).

2.9. Click <OK> to proceed.

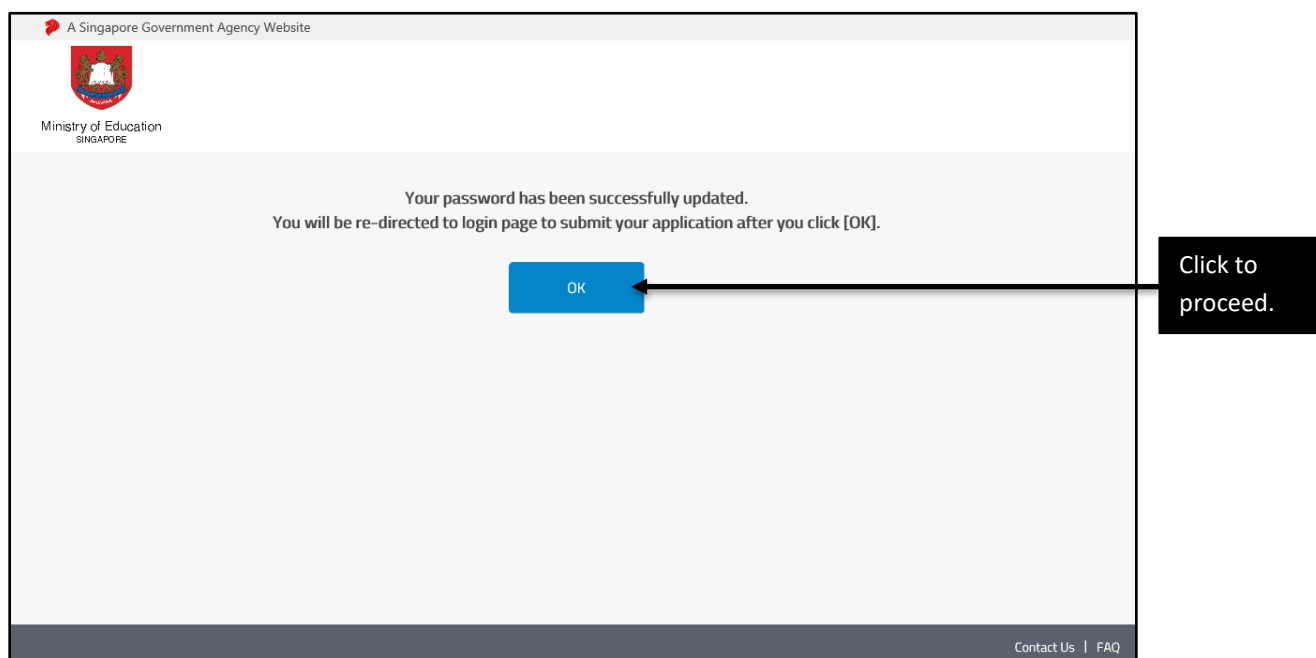


Figure 3: Password updated page

2.10. You will be re-directed to the DSA-Sec Portal login page (Figure 4).

### **Step 3: Login using RG Number and password**

- 2.11. Alternatively, you can also enter the website at <https://go.gov.sg/apply-dsa-sec-nms>. The same DSA-Sec Portal login page will appear (Figure 4).
- 2.12. You are advised to use a desktop or laptop to log in to the DSA-Sec portal.
- 2.13. Click on “template” to download the application template to help you prepare the relevant information offline (optional).
- 2.14. Login with your RG Number and password.
- 2.15. Click <Login> to start.

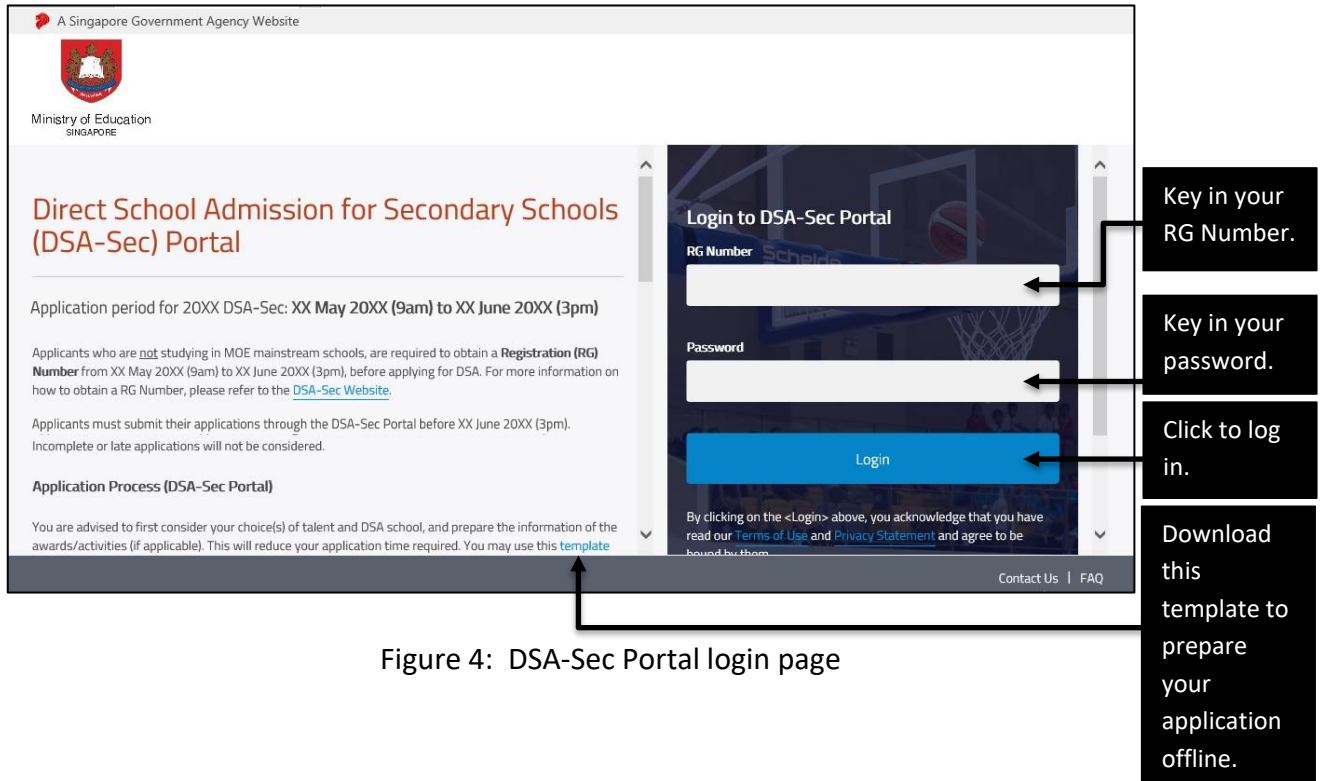
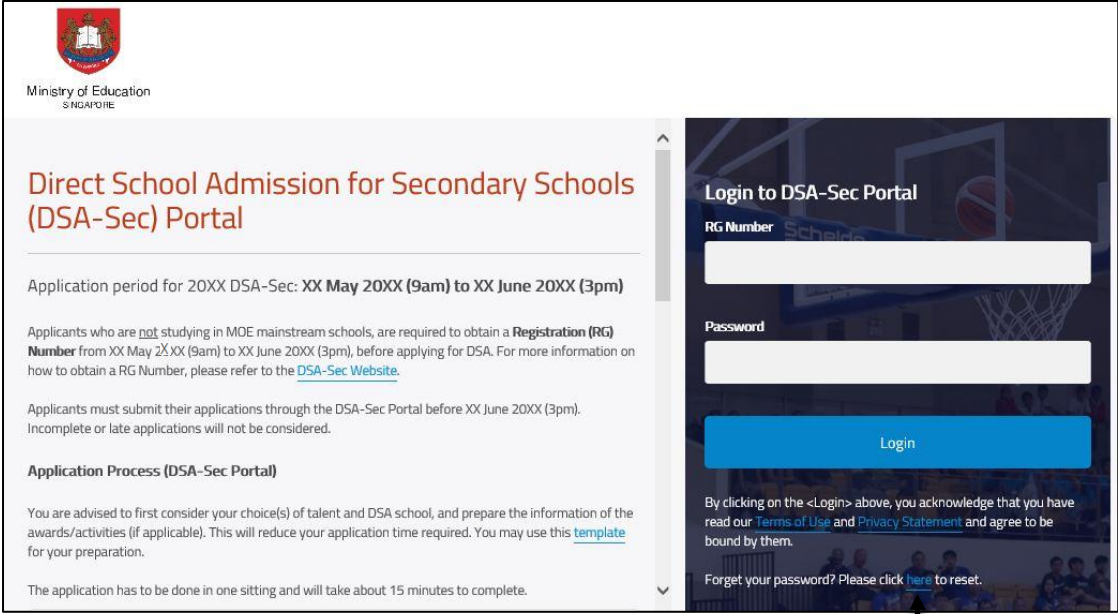


Figure 4: DSA-Sec Portal login page

2.16. If you have forgotten your password, click <here> to reset your password (Figure 5).



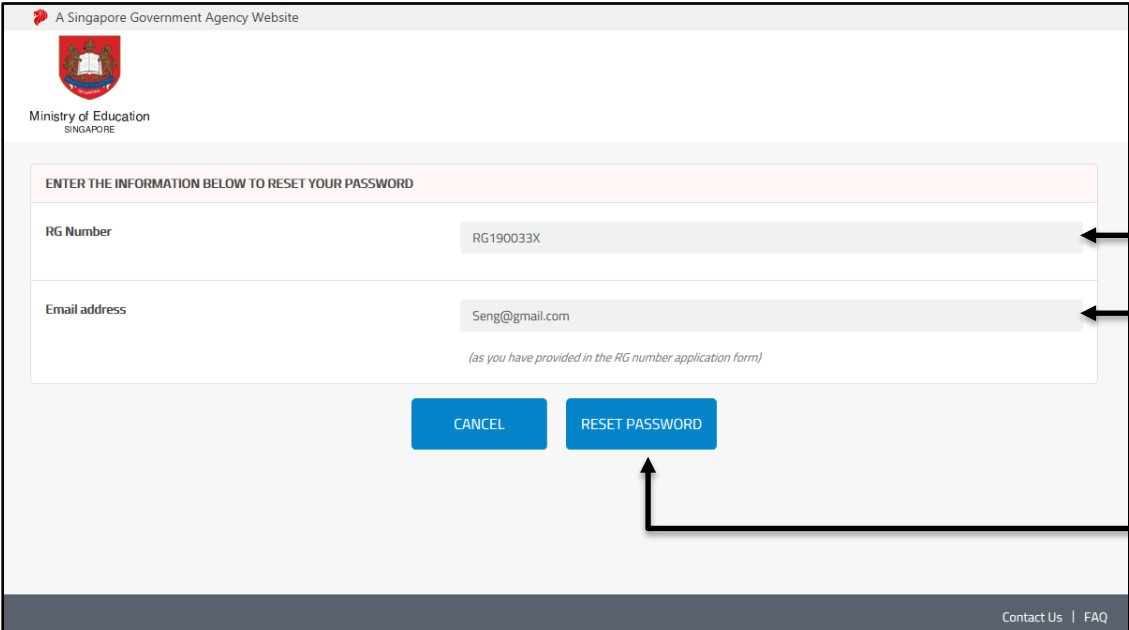
The screenshot shows the DSA-Sec Portal login page. On the left, there is a sidebar with the Ministry of Education Singapore logo and text about the application process. On the right, the main content area is titled 'Login to DSA-Sec Portal' and contains input fields for 'RG Number' and 'Password', a 'Login' button, and a link for 'Forgot your password? Please click [here](#) to reset.' A black callout box with an arrow points to the 'here' link, containing the text 'Click to reset your password.'

Figure 5: Reset your password

2.17. The “RESET PASSWORD” page will appear (Figure 6).

2.18. Enter your RG Number and the primary email address provided during RG Number application.

2.19. Click <RESET PASSWORD> to reset your password.



The screenshot shows the 'RESET PASSWORD' page. At the top, it says 'A Singapore Government Agency Website' and 'Ministry of Education SINGAPORE'. Below this is a form titled 'ENTER THE INFORMATION BELOW TO RESET YOUR PASSWORD'. The form has two input fields: 'RG Number' with the value 'RG190033X' and 'Email address' with the value 'Seng@gmail.com'. Below the email field, it says '(as you have provided in the RG number application form)'. At the bottom of the form are two buttons: 'CANCEL' and 'RESET PASSWORD'. A black callout box with an arrow points to the 'RESET PASSWORD' button, containing the text 'Click to reset your password.' Another callout box with an arrow points to the 'RG Number' field, containing the text 'Key in your RG Number.' A third callout box with an arrow points to the 'Email address' field, containing the text 'Key in the primary email address.'

Figure 6: RESET PASSWORD page

- 2.20. A notification page will appear to inform you that the password reset link has been sent to the primary email address (Figure 7). Click <OK>.
- 2.21. Concurrently, a link for you to set up your new password will be sent to your primary email address (Figure 1). Follow Steps 2.4 to 2.9 to reset your password.

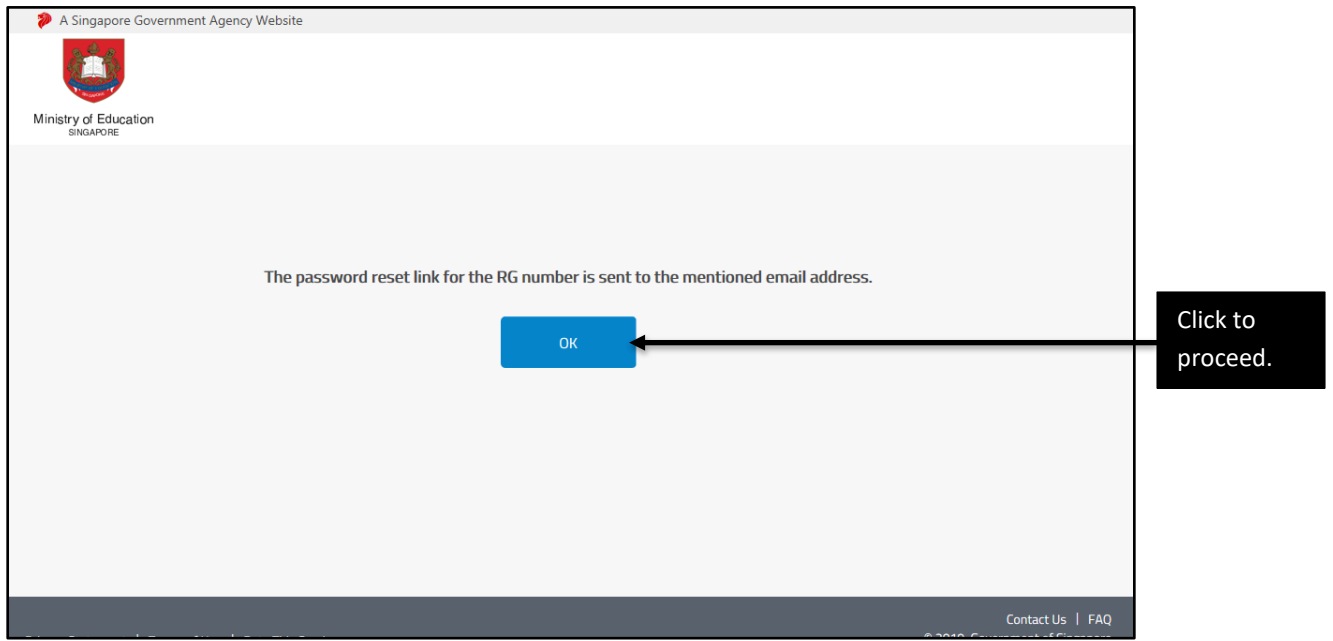


Figure 7: Password reset link notification page

#### **Step 4: Home page for DSA-Sec Portal**

- 2.22. Click <APPLY> at Home page after logging in (Figure 8).

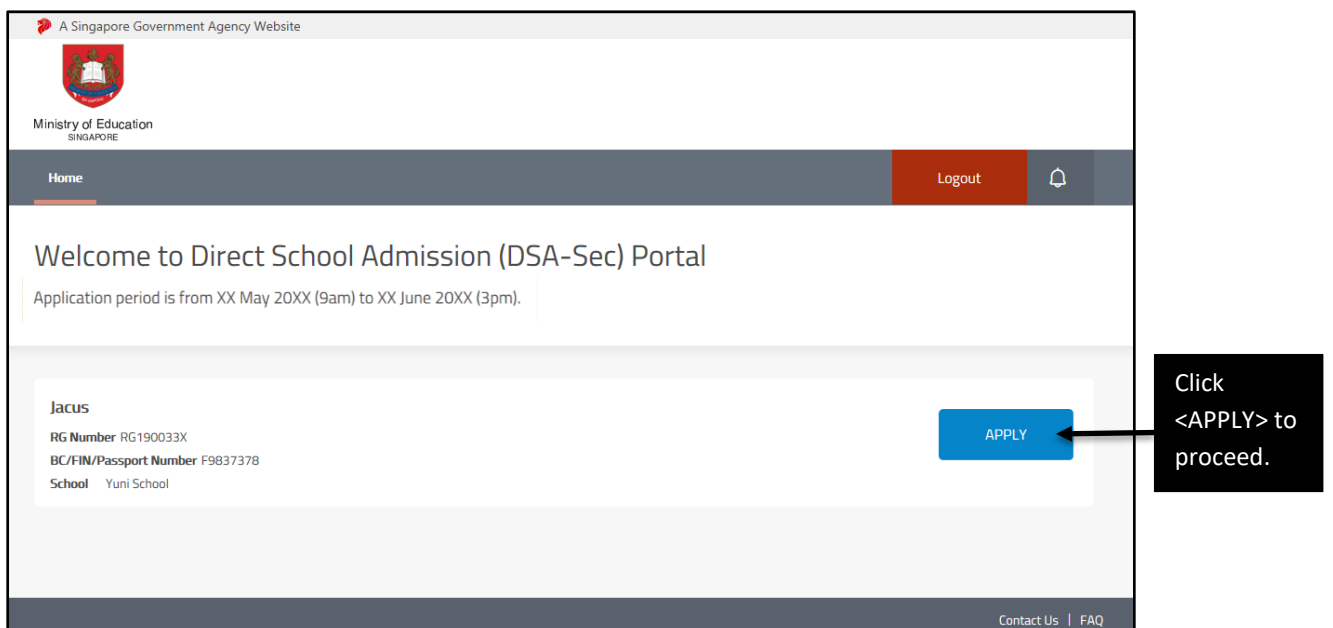


Figure 8: DSA-Sec Portal Home page



## Step 5: Indicate Choices of Talent and DSA School

- 2.23. You can indicate up to 3 choices of talent areas and schools. The choice order does not matter.
- 2.24. Of the 3 choices, a maximum of 2 choices can be used to apply to the same school, for 2 different talent areas.
- 2.25. To select the talent area or school, you can click for the dropdown list or type for auto-suggest search (Figure 9).

The screenshot shows the 'Talent(s) and School(s)' page. At the top, it displays 'TEST NAME 40562Z' and 'BC/FIN TXXXX375C | School Ai Tong School'. Below this is a navigation bar with four buttons: 'Talent(s) and School(s)' (highlighted in red), 'Non-school based Awards/Activities', 'Contact Details', and 'Review and Submit'. The main content area is titled 'Talent(s) and School(s)' and contains instructions: 'You can indicate up to 3 choices of talent areas and schools. The choice order does not matter.' and 'Of the 3 choices, a maximum of 2 choices can be used to apply to the same school, for 2 different talent areas.' A 'Note' section explains that under 'Select Programme', users need to choose 'Integrated Programme', 'SEC Programme', or 'No Preference' only if the school offers both programmes. Below the note, a table with two columns, 'TALENT(S)' and 'SCHOOL(S)', is shown. Each column has a search input field with a magnifying glass icon and a dropdown arrow. To the right of the search fields are 'Clear' and 'Delete' buttons. Below the table is a '+ Add Talent and School' button. On the right side of the page, there are five black callout boxes with white text and arrows pointing to specific elements: 'Click for dropdown list or type for auto-suggest search.' (pointing to the search input fields), 'Click for dropdown list or type for auto-suggest search.' (pointing to the search input fields), 'Click to delete talent and school.' (pointing to the Delete button), 'Click to clear talent and school.' (pointing to the Clear button), and 'Click to add talent and school.' (pointing to the Add Talent and School button).

Figure 9: Talent(s) and School(s) page

2.26. For each choice, you can choose either the talent area or school first.

2.27. If you select the talent area first, only schools that offer the selected talent will be shown in the dropdown list (Figure 10).

**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", "SEC Programme" or "No Preference", only if the school offers both programmes for the selected talent area. Otherwise no further action is required.

From the 2027 graduating cohort onwards, the Singapore-Cambridge Secondary Education Certificate (SEC) Programme will replace the GCE O- and N-Level programme under Full SBB. There are no changes to the DSA process. For more information on the SEC and Full SBB, click [here](#).

TALENT(S)	SCHOOL(S)
<input type="text" value="Basketball"/>	<input type="text" value="Type to search school"/> <span>Clear</span> <span>Delete</span>
	<ul style="list-style-type: none"><li>Anderson Secondary School</li><li>Anglican High School</li><li>Anglo-Chinese School (Barker Road)</li><li>Anglo-Chinese School (Independent)</li><li>Assumption English School</li><li>Dulit Patel Secondary School</li></ul>
	<input type="button" value="Next"/>

Selected Talent

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

Figure 10: Select talent area first

2.28. If you select a school first, only talents that are offered by the school selected will be available in the dropdown list (Figure 11).

**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", "SEC Programme" or "No Preference", only if the school offers both programmes for the selected talent area. Otherwise no further action is required.

From the 2027 graduating cohort onwards, the Singapore-Cambridge Secondary Education Certificate (SEC) Programme will replace the GCE O- and N-Level programme under Full SBB. There are no changes to the DSA process. For more information on the SEC and Full SBB, click [here](#).

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

↓

Q Basketball | Q Catholic High School |  Integrated Programme  SEC Programme  No Preference [Clear](#) [Delete](#)

Sports and Games

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

+ Add Talent and School

Selected School

Next

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

Figure 11: Select school first

2.29. If you have chosen a school offering both Integrated Programme and SEC Programme, the talent areas may be offered in both programmes. Please select the preferred programmes, if applicable (Figure 12).

### 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", "SEC Programme" or "No Preference", only if the school offers both programmes for the selected talent area. Otherwise no further action is required.

From the 2027 graduating cohort onwards, the Singapore-Cambridge Secondary Education Certificate (SEC) Programme will replace the GCE O- and N-Level programme under Full SBB. There are no changes to the DSA process. For more information on the SEC and Full SBB, click [here](#).

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

|  |  Integrated Programme  SEC Programme  No Preference

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

[+ Add Talent and School](#)

[Next](#)

Talent area offered in both programmes of Dual Track school.

Figure 12: Talent area offered in both programmes of Dual Track school

2.30. After you have indicated choices of talent areas and schools, click <Next> to proceed (Figure 13).

### 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", "SEC Programme" or "No Preference", only if the school offers both programmes for the selected talent area. Otherwise no further action is required.

From the 2027 graduating cohort onwards, the Singapore-Cambridge Secondary Education Certificate (SEC) Programme will replace the GCE O- and N-Level programme under Full SBB. There are no changes to the DSA process. For more information on the SEC and Full SBB, click [here](#).

TALENT(S)	SCHOOL(S)	SELECT PROGRAMME (See Note Above)
Basketball	Assumption English School	- <a href="#">Edit</a> <a href="#">Delete</a>
Basketball	Catholic High School	<input type="radio"/> Integrated Programme <input type="radio"/> SEC Programme <input checked="" type="radio"/> No Preference <a href="#">Edit</a> <a href="#">Delete</a>

|  | Integrated Programme  
[Clear](#)  
[Delete](#)

[Next](#)

Click to edit talent and school.

Click to delete the whole row.

Click to proceed.

Figure 13: Example of selected talent areas and school choices

## Step 6: Fill in academic information

2.31. Fill in your child’s academic information, where applicable, in this section. The Teacher’s Remark is limited to 300 characters (Figure 14).

2.32. Click <Next> after you have filled in the academic information.

**Jacus**  
 RG Number RG190033X | School Yuni School

Talent(s) and School(s) | **Academic Information** | Awards/Activities | Contact Details | Review and Submit

### Academic Information

You can enter your child’s academic results below, where applicable.  
 Please input only in English. Non-English input (e.g. Chinese charaters) will be rejected.

	PRIMARY 5 (OVERALL)	PRIMARY 6
Overall Percentage / Grade	85	85
Overall Conduct	Good	Very Good
Teacher’s Remark (Maximum of 300 characters)	Jacus shows commitment towards his Basketball CCA and is slakdklsif	Jacus has very good attitude towards learning. He has

	PRIMARY 5 (MID-YEAR)	PRIMARY 5 (OVERALL)	PRIMARY 6
Academic Year	2018	2018	2019
English	83	85	90
Mathematics	90	92	89
Science	75	73	80
Chinese	82	88	83
Higher Chinese (Enter result if applicable)	84	85	81

Back | Next

**Annotations:**

- Key in the overall percentage or grade.
- Key in the overall conduct.
- Key in the teacher’s remark.
- Key in the Academic Year.
- Key in the percentage or grade for all the applicable subjects.
- Click to proceed.

Figure 14: Academic information page

## **Step 7: Fill in awards/activities (Optional)**

2.33. This section is optional. You may fill in up to 10 awards/activities and achievements related to the selected talent area(s), in this section (Figure 15). There is no need to submit any supporting document during the application stage.

2.34. Click <Add Awards/Activities> to add.

Jacus

RG Number RG190033X | School Yuni School

Talent(s) and School(s) | Academic Information | **Awards/Activities** | Contact Details | Review and Submit

### Awards/Activities (Optional)

Awards/activities include participation in competitions organised by schools or external organisations, or talent or skills achieved through various 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.*

+ Add Awards/Activities

Back Next

Click to add awards/activities.

Figure 15: Awards/Activities page

2.35. Fill in the duration, type (i.e. “School-based” or “Non-school based”) and description of the award/activity. The award/activity name is limited to 50 characters and each award/activity description is limited to 300 characters (Figure 16). Input only number and English characters. Non-English character will be rejected.

2.36. Click <Next> after you have filled in the awards/activities.

**Jacus**

RG Number RG190033X | School Yuni School

Talent(s) and School(s) | Academic Information | **Awards/Activities** | Contact Details | Review and Submit

### Awards/Activities (Optional)

Awards/activities include participation in competitions organised by schools or external organisations, or talent or skills achieved through various 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.*

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Non-school based Speak Mandarin Campaign Talent Competition 2018	Consolation prize for Category C Family with eldest child between Primary 3 and 6. <a href="#">Edit</a> <a href="#">Delete</a>

02/2017 | Present |  Currently participating

School-based | Yuni School Basketball Club  
*(Maximum of 50 characters)*

Trained as a school team player since 2017. Participated in 6 inter-school basketball tournaments.  
*(Maximum of 300 characters)*

+ Add Awards/Activities

× Clear [Delete](#)

Back | Next

**Callout Boxes:**

- Click to edit the award/activity.
- Click to delete the award/activity.
- Enter duration of the award/activity.
- Select 'School-based' or 'Non-school based'.
- 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 add more awards/activities.
- Click to proceed.

Figure 16: Filling the awards/activities (Optional)



## Step 8: Fill in contact details

- 2.37. Enter your contact details in the Main Contact Details.
- 2.38. Enter your Alternate Contact Details, if available (Figure 17).
- 2.39. Click <Next> after you have entered the contact details.

**Jacus**

RG Number RG190033X | School Yuni School

Talent(s) and School(s) | Academic Information | Awards/Activities | **Contact Details** | Review and Submit

### Contact Details

Please provide your contact details.

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 Seng

Email \* Seng@gmail.com

Re-enter Email \* Seng@gmail.com

Mobile Number (Local) \* +65 9543 XXXX

Re-enter Mobile Number (Local) \* +65 9543 XXXX

#### Alternate Contact Details

Name Mrs Seng

Email Sengwife@gmail.com

Contact Number +65 9543 XXXX

Back Next

Enter your contact details.

Provide alternate contact details (optional).

Click to proceed.

Figure 17: Contact details page

## Step 9: Verify information and submit application

- 2.40. Verify all the information you have entered in this application (Figure 18 and Figure 19).
- 2.41. Click <Edit> to update any of the sections.
- 2.42. 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.

**Jacus**

RG Number RG190033X | School Yuni School

Talent(s) and School(s)
Academic Information
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

**Academic Information** [Edit](#)

DESCRIPTION	PRIMARY 5 (OVERALL)	PRIMARY 6
Overall Percentage / Grade	85	85
Overall Conduct	Good	Very Good
Teacher's Remark	Jacus shows commitment towards his Basketball CCA and attends the practices regularly. He is a great basketball team player and had displayed his talents at various inter-school tournaments. Jacus is also a very responsible class leader.	Jacus has very good attitude towards learning. He has maintained very good overall academic results, and has great potential to achieve excellent results. As a class leader, Jacus is also able to delegate duties to his peers in class effectively.

Click to edit any of the sections.

Figure 18: Verification and submission page

DESCRIPTION	PRIMARY 5 (MID-YEAR)	PRIMARY 5 (OVERALL)	PRIMARY 6
Academic Year	2018	2018	2019
English	83	85	90
Mathematics	90	92	89
Science	75	73	80
Chinese	82	88	83
Higher Chinese	84	85	81

**Awards/Activities** [Edit](#)

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Non-school based Speak Mandarin Campaign Talent Competition 2018	Consolation prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	School-based Yuni School Basketball Club	Trained as a school team player since 2017. Participated in 6 inter-school basketball tournaments.

**Contact Details** [Edit](#)

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Seng	Seng@gmail.com	9543 XXXX
Alternate	Mrs Seng	Sengswife@gmail.com	9543 XXXX

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 transfer** to another school.
- 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.

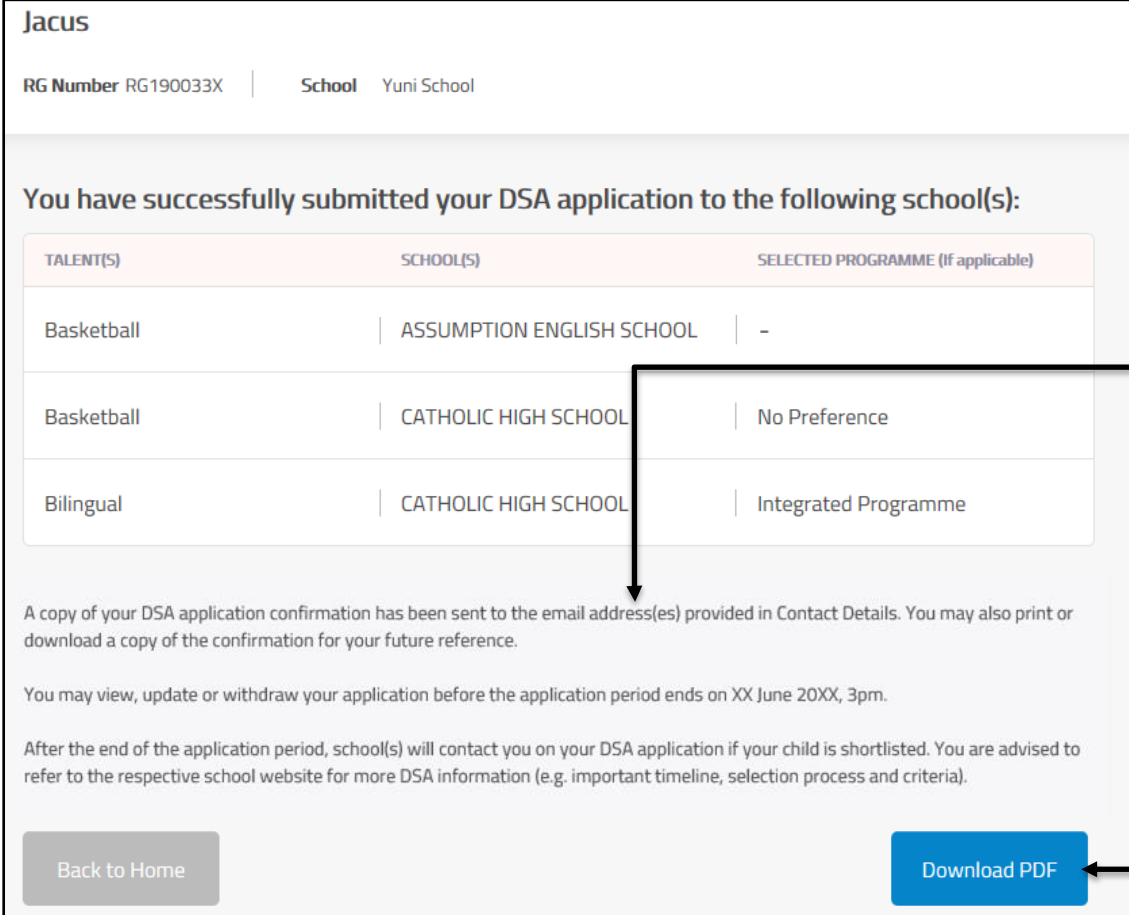
Click to submit your application.

Figure 19: Verification and submission page (continued)

## **Step 10: Download PDF copy of successful submission of application**

2.43. The DSA-Sec choices are successfully submitted (Figure 20). An email will be sent to the email address provided, including the PDF of the application.

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



**Jacus**

RG Number RG190033X | School Yuni 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 20XX, 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).

[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 20: 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 21).

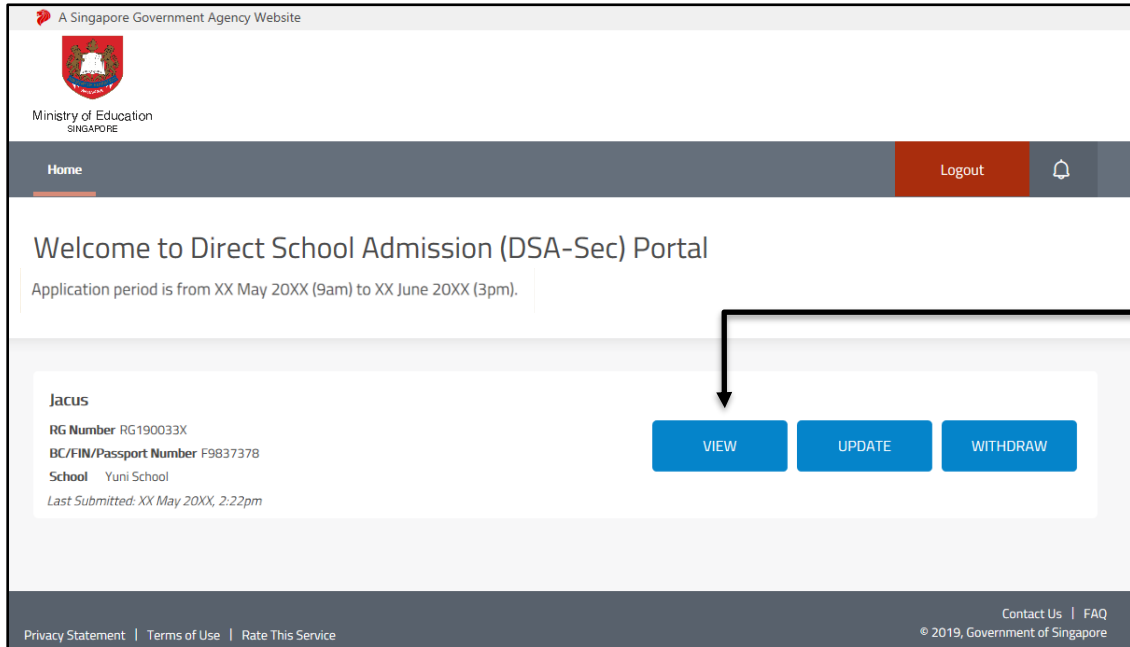


Figure 21: Home page after DSA-Sec submission

**Step 2: View application** (Figure 22 and Figure 23)

**Jacus**

RG Number RG190033X | School Yuni School

Talent(s) and School(s) | 
 Academic Information | 
 Awards/Activities | 
 Contact Details | 
 Review and Submit

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**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

**Academic Information**

DESCRIPTION	PRIMARY 5 (OVERALL)	PRIMARY 6
Overall Percentage / Grade	85	85
Overall Conduct	Good	Very Good
Teacher's Remark	Jacus shows commitment towards his Basketball CCA and attends the practices regularly. He is a great basketball team player and had displayed his talents at various inter-school tournaments. Jacus is also a very responsible class leader.	Jacus has very good attitude towards learning. He has maintained very good overall academic results, and has great potential to achieve excellent results. As a class leader, Jacus is also able to delegate duties to his peers in class effectively.

Figure 22: View DSA-Sec submission

DESCRIPTION	PRIMARY 5 (MID-YEAR)	PRIMARY 5 (OVERALL)	PRIMARY 6
Academic Year	2018	2018	2019
English	83	85	90
Mathematics	90	92	89
Science	75	73	80
Chinese	82	88	83
Higher Chinese	84	85	81

**Awards/Activities**

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Non-school based Speak Mandarin Campaign Talent Competition 2018	Consolation prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	School-based Yuni School Basketball Club	Trained as a school team player since 2017. Participated in 6 inter-school basketball tournaments.

**Contact Details**

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Seng	Seng@gmail.com	9543 XXXX
Alternate	Mrs Seng	Sengswife@gmail.com	9543 XXXX

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 transfer** to another school.
- 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.

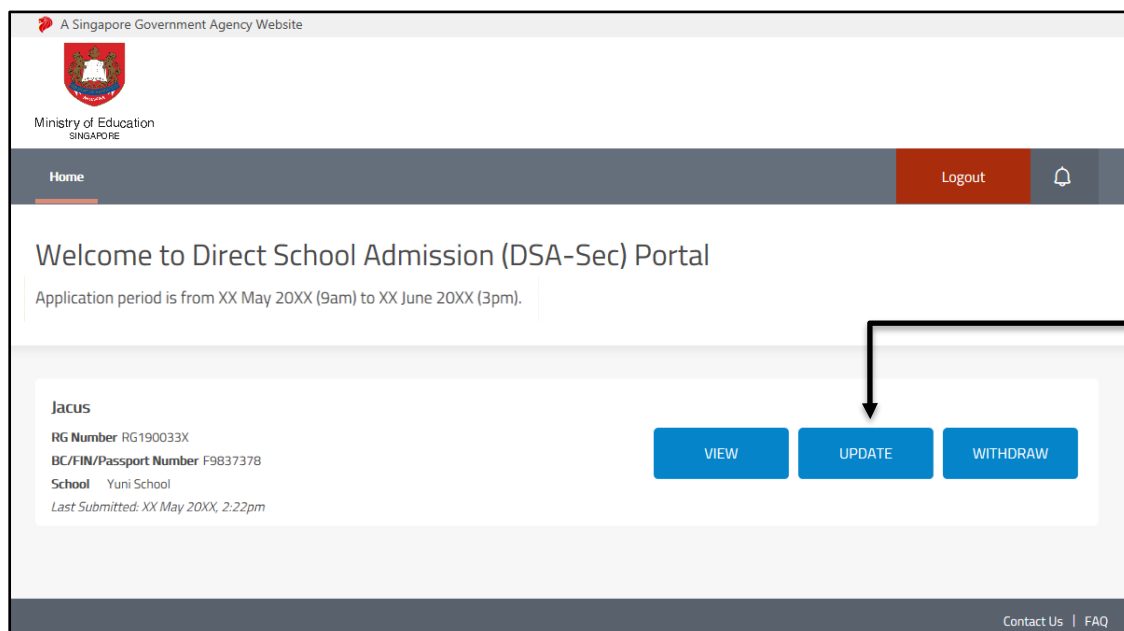
Back

Figure 23: View DSA-Sec submission (continued)

## 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 24).



Click to update your application.

Figure 24: 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 25 and Figure 26). Click <Edit> to update the relevant section.

**Jacus**

RG Number RG190033X | School Yuni School

Talent(s) and School(s) | 
 Academic Information | 
 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

**Academic Information** [Edit](#)

DESCRIPTION	PRIMARY 5 (OVERALL)	PRIMARY 6
Overall Percentage / Grade	85	85
Overall Conduct	Good	Very Good
Teacher's Remark	Jacus shows commitment towards his Basketball CCA and attends the practices regularly. He is a great basketball team player and had displayed his talents at various inter-school tournaments. Jacus is also a very responsible class leader.	Jacus has very good attitude towards learning. He has maintained very good overall academic results, and has great potential to achieve excellent results. As a class leader, Jacus is also able to delegate duties to his peers in class effectively.

Click to edit any of the sections.

Figure 25: Update DSA-Sec submission

DESCRIPTION	PRIMARY 5 (MID-YEAR)	PRIMARY 5 (OVERALL)	PRIMARY 6
Academic Year	2018	2018	2019
English	83	85	90
Mathematics	90	92	89
Science	75	73	80
Chinese	82	88	83
Higher Chinese	84	85	81

**Awards/Activities** [Edit](#)

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Non-school based Speak Mandarin Campaign Talent Competition 2018	Consolation prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	School-based Yuni School Basketball Club	Trained as a school team player since 2017. Participated in 6 inter-school basketball tournaments.

[Edit](#)

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Seng	Seng@gmail.com	9543 XXXX
Alternate	Mrs Seng	Sengswife@gmail.com	9543 XXXX

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 transfer** to another school.
- 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.

Click to edit any of the sections.

Read the terms and check the box if you agree.

Click to submit your updated application.

Figure 26: Update DSA-Sec submission (continued)

- 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 27). 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.

**Jacus**

RG Number RG190033X | School Yuni 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 20XX, 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).

[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 27: 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 28)

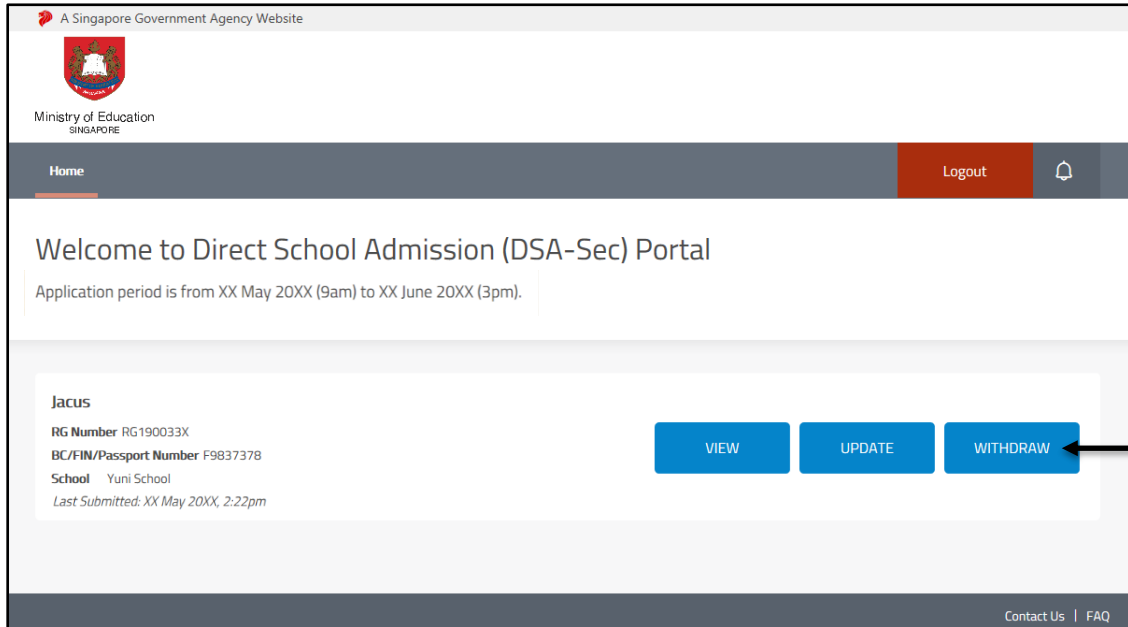


Figure 28: Home page after DSA-Sec submission

## Step 2: Withdraw application

5.3. Click <Withdraw Application> to withdraw (Figure 29).

**Jacus**

RG Number RG190033X | School Yuni School

Talent(s) and School(s)
Academic Information
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

**Academic Information**

DESCRIPTION	PRIMARY 5 (OVERALL)	PRIMARY 6
Overall Percentage / Grade	85	85
Overall Conduct	Good	Very Good
Teacher's Remark	Jacus shows commitment towards his Basketball CCA and attends the practices regularly. He is a great basketball team player and had displayed his talents at various inter-school tournaments. Jacus is also a very responsible class leader.	Jacus has very good attitude towards learning. He has maintained very good overall academic results, and has great potential to achieve excellent results. As a class leader, Jacus is also able to delegate duties to his peers in class effectively.

DESCRIPTION	PRIMARY 5 (MID-YEAR)	PRIMARY 5 (OVERALL)	PRIMARY 6
Academic Year	2018	2018	2019
English	83	85	90
Mathematics	90	92	89
Science	75	73	80
Chinese	82	88	83
Higher Chinese	84	85	81

**Awards/Activities**

PERIOD(S)	AWARD/ACTIVITY NAME	BRIEF DESCRIPTION
05/2018 - 06/2018	Non-school based Speak Mandarin Campaign Talent Competition 2018	Consolation prize for Category C Family with eldest child between Primary 3 and 6.
06/2017 - Present	School-based Yuni School Basketball Club	Trained as a school team player since 2017. Participated in 6 inter-school basketball tournaments.

**Contact Details**

CONTACT	NAME	EMAIL	CONTACT NUMBER
Main	Mr Seng	Seng@gmail.com	9543 XXXX
Alternate	Mrs Seng	Sengswife@gmail.com	9543 XXXX

Cancel
Withdraw Application

Click to withdraw your application.

Figure 29: Withdraw application page

- 5.4. A window will appear to request your confirmation to withdraw the application (Figure 30). Click <Yes> to confirm your withdrawal. Otherwise, click <No>.

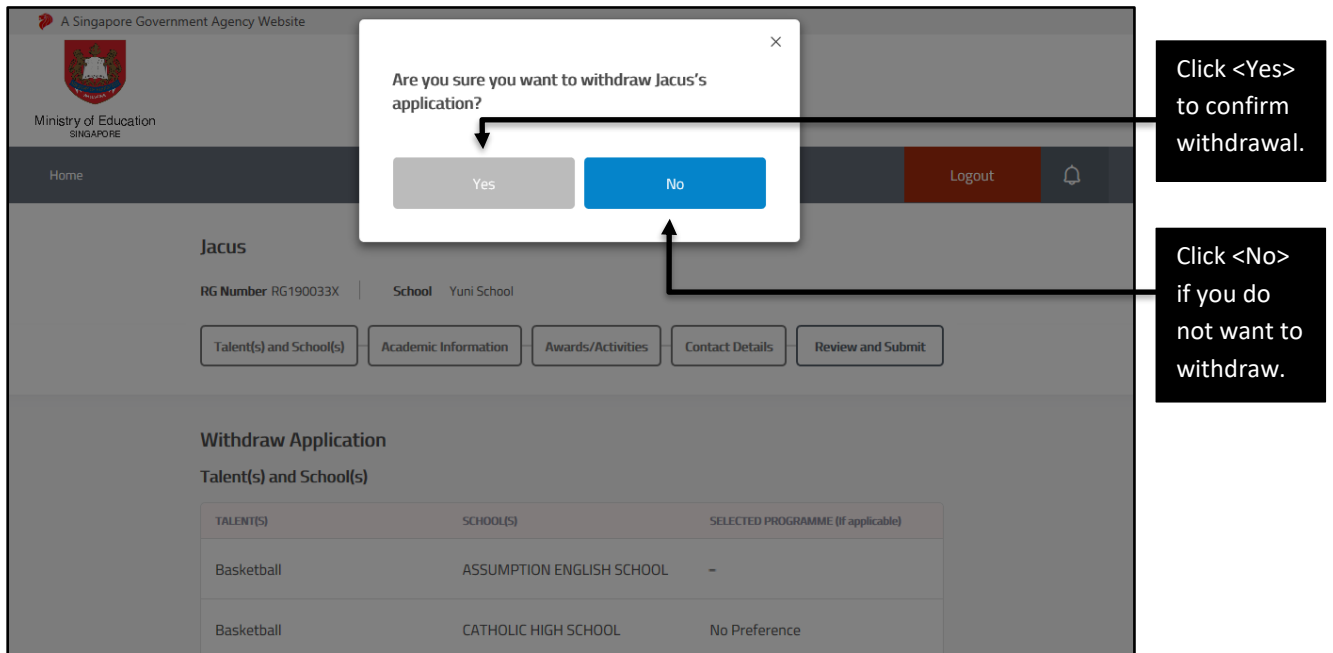


Figure 30: Request for your confirmation of application withdrawal

### **Step 3: Successful withdrawal of application**

- 5.5. The DSA-Sec application is successfully withdrawn (Figure 31). An email will be sent to the email address provided.

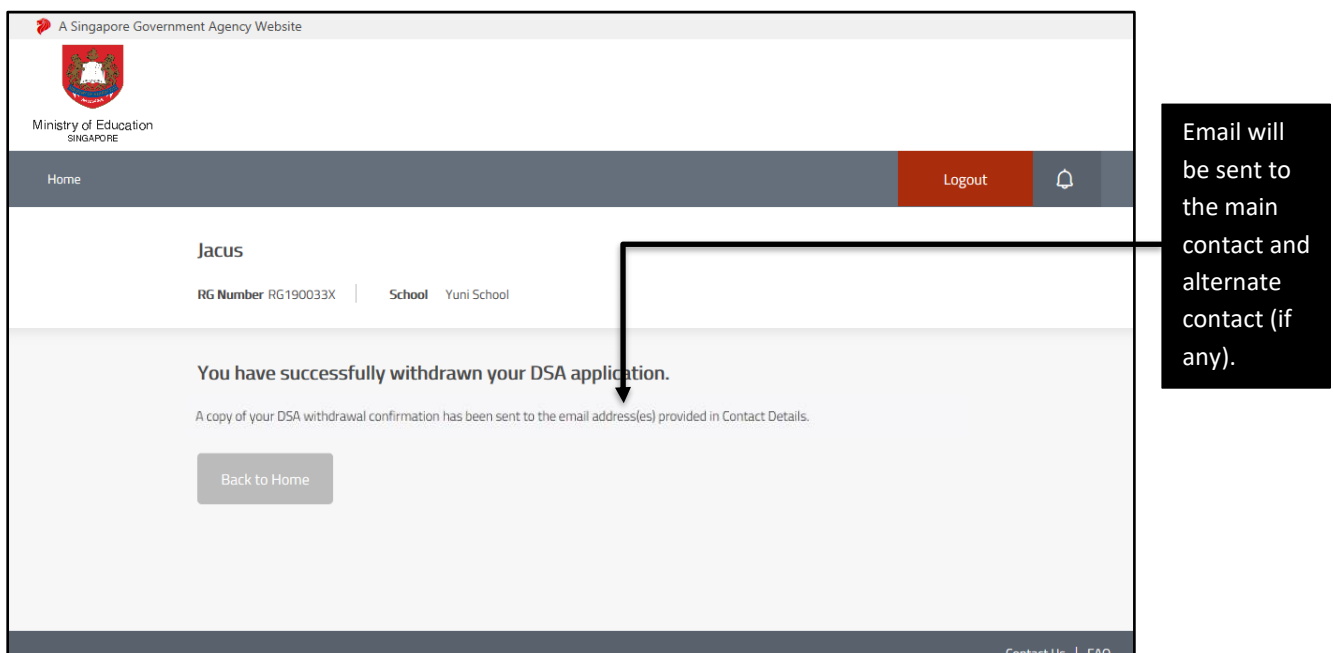


Figure 31: Confirmation page for successful withdrawal