



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

# MOE LOCAL SCHOLARSHIPS' APPLICATION GUIDE

**VERSION 1.1** 

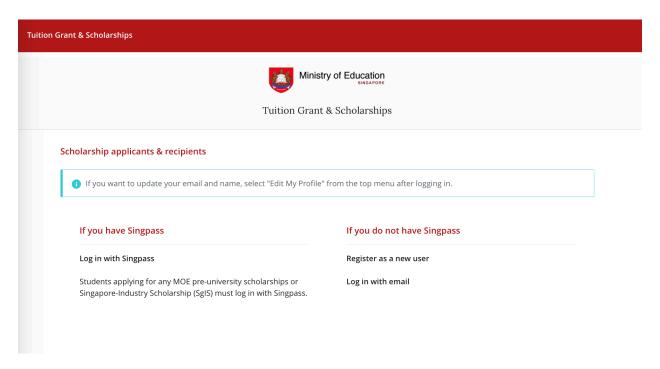
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# 1 REGISTRATION AND LOGIN

Local scholarship applicants can access the TG&S system from the scholarship information page by clicking on the hyperlink. If the link is not working, please copy and paste the URL into your web browser: (https://go.gov.sg/moescholarshipsystem) to visit the portal.

You will be shown options to log in with Singpass or email.



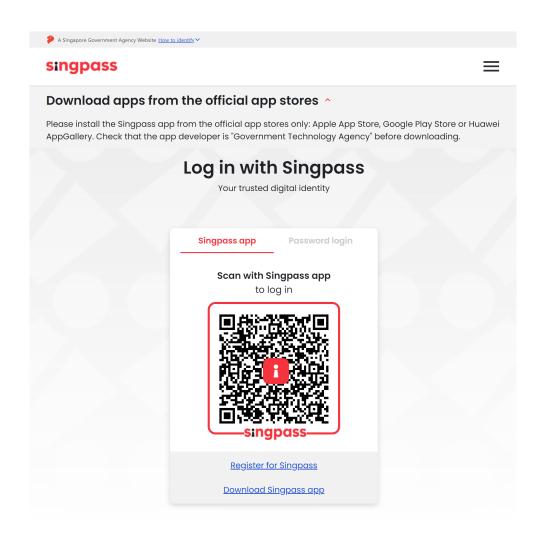
Click on Log in with Singpass.

**Note:** You are encouraged to log in via Singpass. However, if you do not have a functional Singpass, you may <u>Register as a new user</u>.

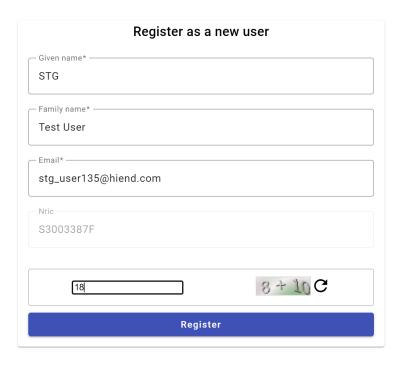
# 1.1 Singpass Login

Please follow these steps to login using your Singpass:

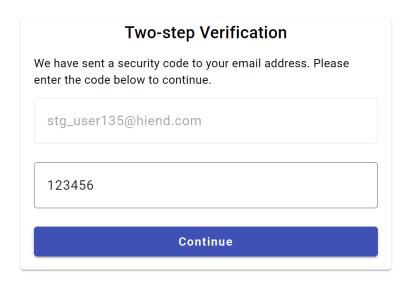
1. Log in with Singpass by scanning the QR code or using the password login.



a) If your information has not been verified previously, you will be prompted to confirm your name and email.



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

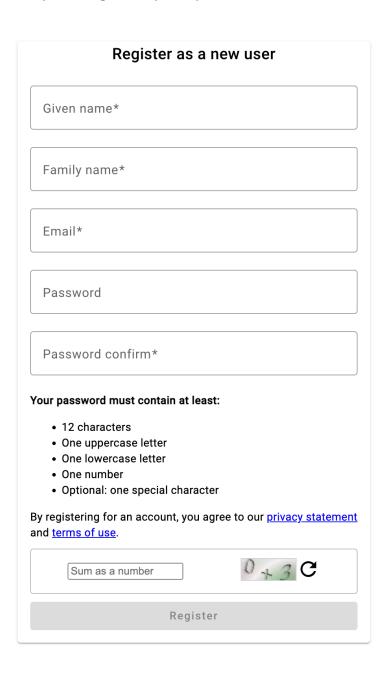


If you enter the code correctly, you will see the applicant portal's landing page.

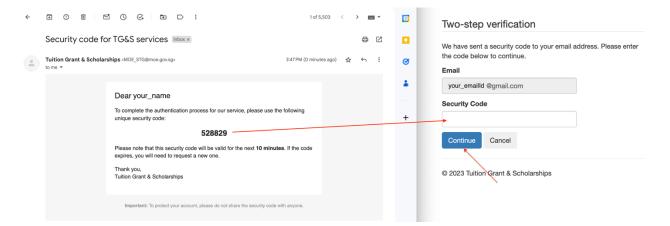
# 1.2 Register as a new user

If you have opted to Register as a new TG&S user, you will be required to complete the registration form.

1. Create an account by entering the required personal information and click on Register.



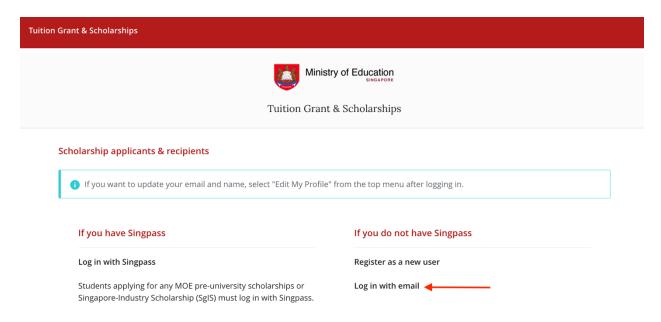
2. Enter the security code received in your email from Tuition Grant & Scholarships. Please note that the security code is valid for a short while as indicated in the email. Click on Continue to complete the registration process. Please check your spam folder if you do not receive the email in your inbox.



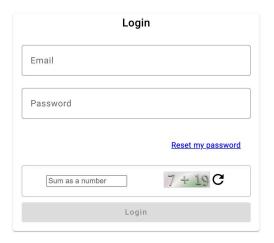
# 1.3 Login for applicants

Applicants who have previously registered using your email (non-Singpass users) can login as follows.

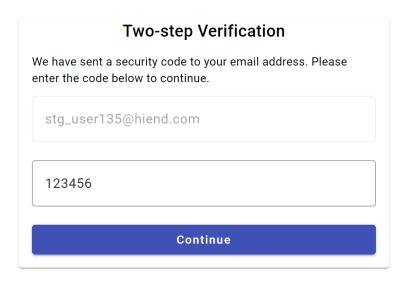
- 1. Access TG&S Scholarships through: <a href="https://go.gov.sg/moescholarshipsystem">https://go.gov.sg/moescholarshipsystem</a>
- 2. Click on Log in with email.



3. 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.



4. 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's landing page.

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

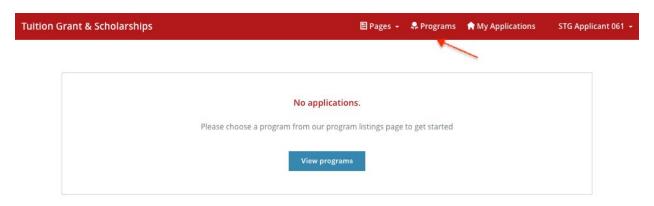
# 2 NEW APPLICATION

Search and apply for the scholarship program based on your interest and eligibility.

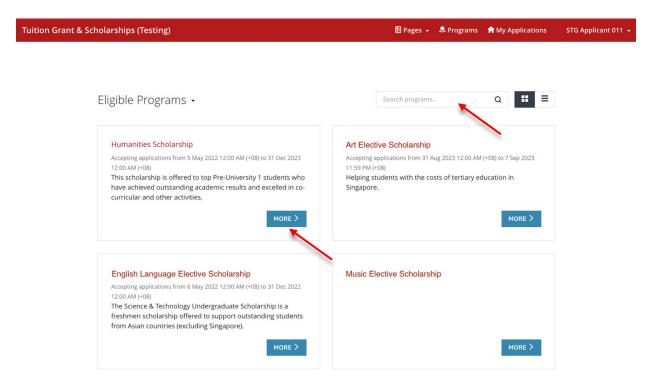
# 2.1 Start a new Application

To start a new application:

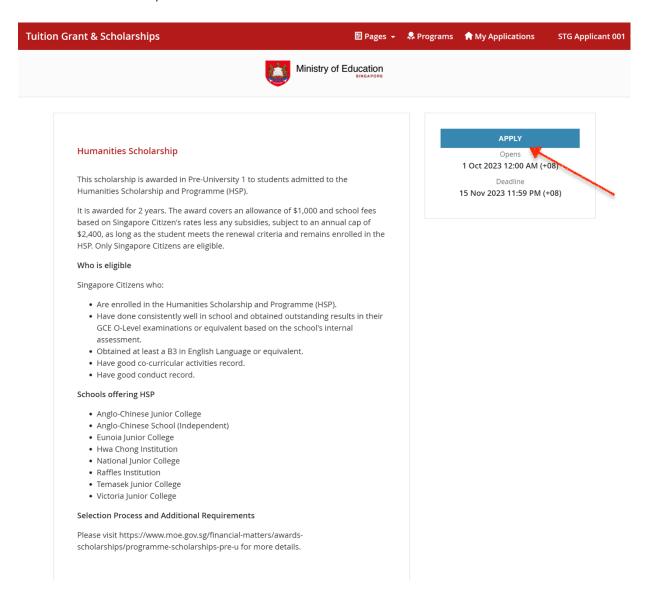
1. Click on the **Programs** link in the top menu bar.



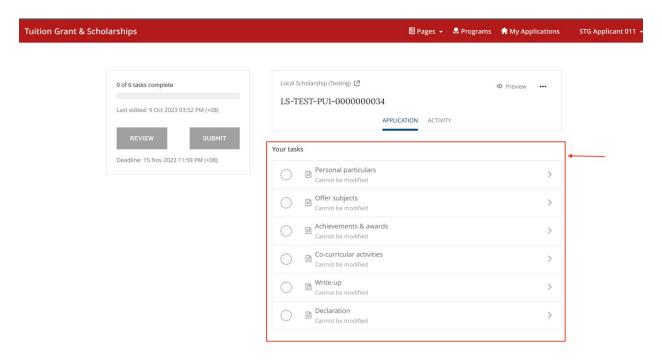
2. Search for the scholarship program by name and click on **More** once you have located it.



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 mark as completed before you can submit the application.



### 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.

### Read the task instructions on the screen carefully before entering data.

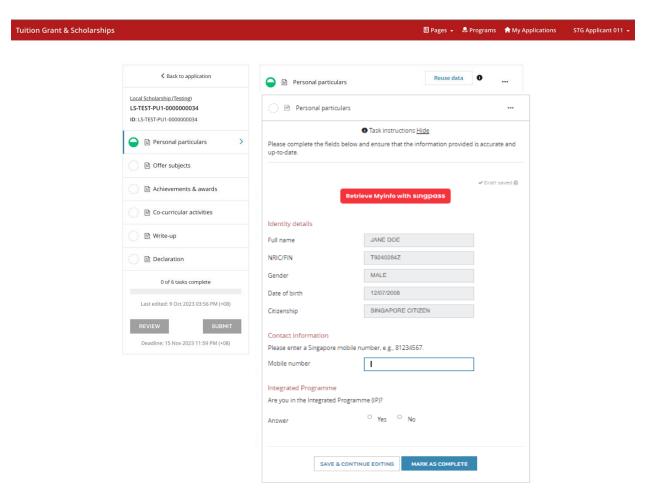
### 2.2.1 Personal Particulars

1. Click on **Retrieve myInfo with Singpass** to retrieve your personal particulars from Myinfo. You will be redirected to log onto your Singpass account for authentication and to provide consent for the retrieval of data.

<u>Note</u>: You can apply for a Singpass account on the Singpass homepage. You can register instantly for Singpass with Singpass Face Verification or Request for a One-Time Password PIN mailer. The One-Time Password PIN mailer will be mailed to your registered address within 3 working days.

To receive your Singpass immediately, you may visit the nearest Singpass Counter with the necessary documents for verification. For more information, please refer to https://www.singpass.gov.sg/

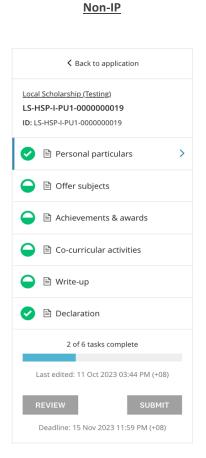
- 2. Enter your contact information.
- 3. Indicate if you are in an Integrated Programme (IP). For Millennia Institute students applying for the Engineering and Tech Programme Scholarship (ETPS), please indicate "Yes".

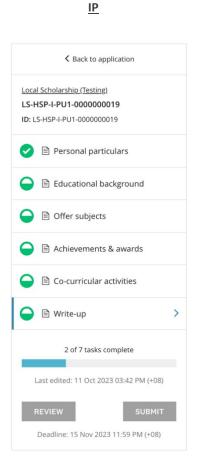


### 2.2.2 Educational background (only applicable for IP students)

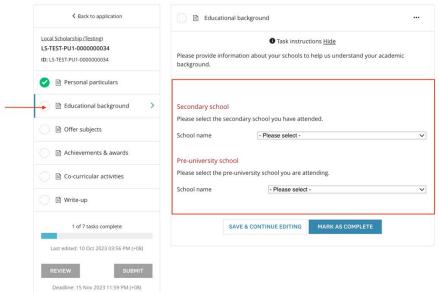
This task is only viewable by IP students. Indicate your educational background by selecting the name of the Secondary school attended and the Pre-university school that you are attending.

Table 1: Task list for Non-IP students Vs. IP students



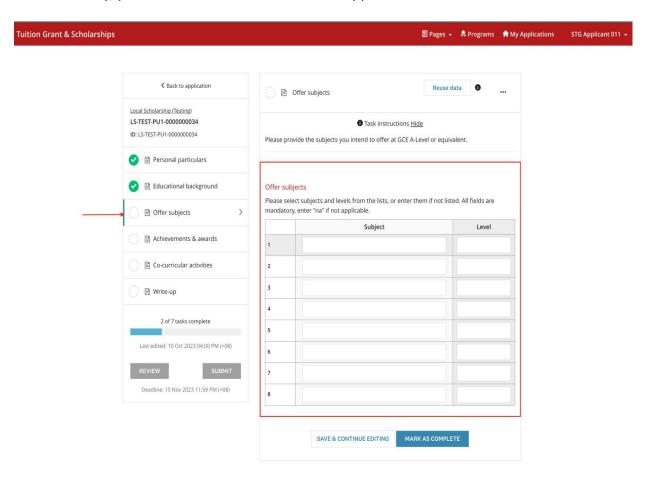






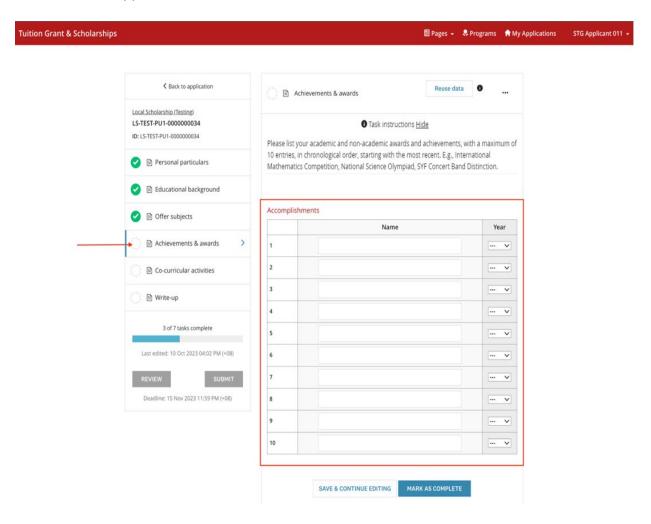
### 2.2.3 Offer Subjects

Enter the details of the subjects you intend to offer at GCE A-Level or equivalent. As all fields are mandatory, please enter "na" if the field is not applicable.



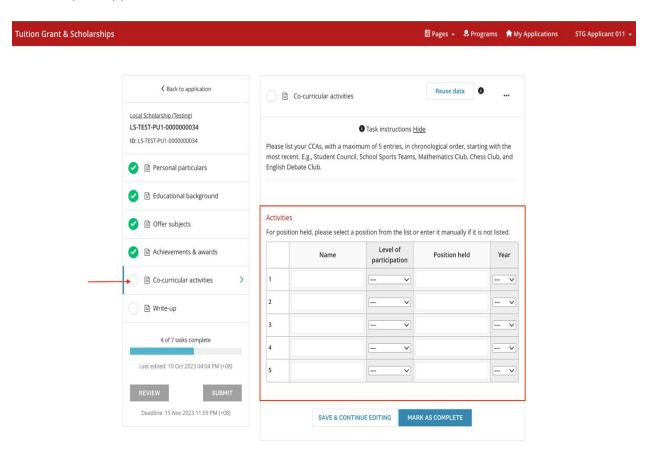
### 2.2.4 Achievements & awards

Enter the details on 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.



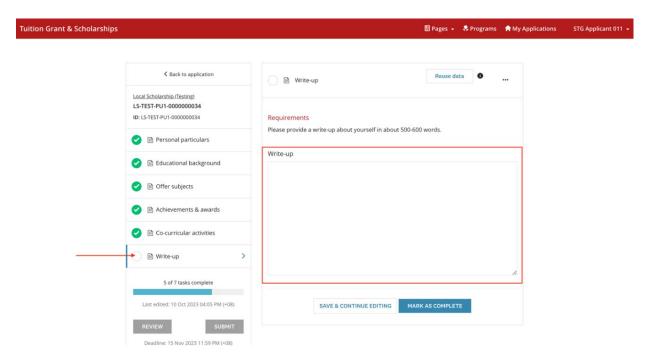
### 2.2.5 Co-curricular activities

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



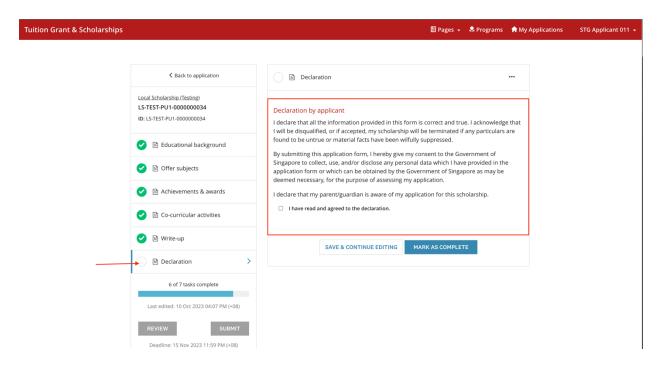
### 2.2.6 Write-up

Enter your write up for this scholarship according to the requirements indicated. You may also refer to the respective scholarship webpage on the write-up requirements.



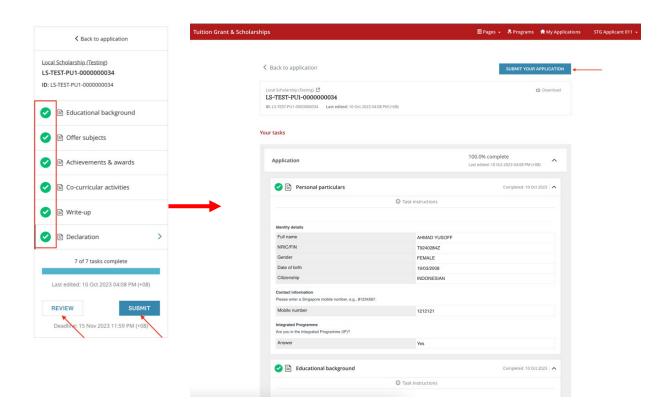
### 2.2.7 Declaration

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 mark 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.

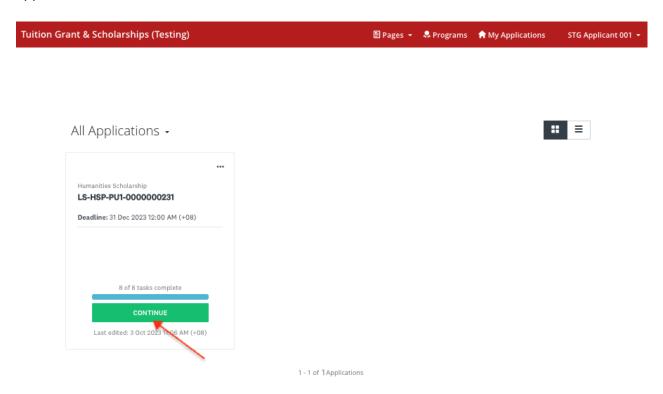


# **3 EDIT APPLICATION**

# 3.1 Edit an existing application that is not completed

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 deadline.



# 3.2 Edit a completed task

Changes can be made to the task that you have already mark 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 deadline.

