



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 2024 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 2024 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 2024 AEIS. However, **applicants' personal details** provided in account creation will be used for registration for the 2024 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 2024 AEIS when registration commences on 9 July 2024.





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. The page title is "Log in to Candidates Portal". There are three main login options: "Log in with Singpass", "Log in with MIMS (For MOE users)", and "For non-Singpass or non-MIMS holder, please log in using an existing account". The "Create an Account" button is highlighted with a red box and a blue arrow pointing to a callout box that says "Click on Create an Account.". Below the login options, there are fields for "Username" and "Password", and buttons for "Login" and "Create an Account". There are also links for "Forgot Username", "Forgot Password", "Activate Account", and "Unlock Account". At the bottom, there is a button for "Click for School Candidate Payment" and a note: "For school candidate making payment, no log in is required". An illustration of a person sitting on a stack of books is visible on the right side of the page.





How to fill in your particulars in the required fields.

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 (As in passport/ID) *

Enter candidate name

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

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

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

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 [v] Enter mobile no.

Set as preferred contact

Telephone No.
Select country code [v] 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 [v]

Emergency Contact No. *
Select country code [v] 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. **This is the Username for all subsequent logins.**

SEAB
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. **The system-generated Username cannot be changed.**





After setting your password, you can now sign in using your system-generated Username and Password you have set.

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 2024 AEIS tests is as follows:

Exercise	Registration Period
AEIS	9 July 2024 at 9.00 a.m. SGT to 22 July 2024 at 12 noon SGT

IS with a verified CP account will be able to see the AEIS registration site open when signing in during the above registration period to complete their application and payment in CP.

Important Note:

All vacancies are on first-come, first-served basis. Registration may close early when all vacancies for the admissions tests are filled. **All 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 2024 will not be able to apply for the 2024 AEIS.

Useful Contact:

For technical assistance, please raise a case using the online form in CP under Non-national exams. You may email SEAB at SEAB_AEIS_S-AEIS@seab.gov.sg for urgent cases.



AEIS Primary Journey Map

Important Dates



1

9 July 2024

AEIS Primary Application Opens

CP will open AEIS registration site from 9.00 a.m. SGT onwards



2

22 July 2024

AEIS Primary Application Closes

CP will close the AEIS registration site at 12 noon SGT

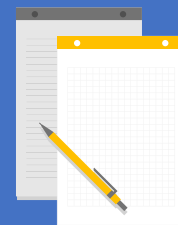


3

5 September 2024

AEIS Tests (Primary levels)

Eligible candidates will sit for a Mathematics test



4

December 2024

Result Release by MOE Portal

Please contact MOE on school posting matters



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



AEIS Secondary Journey Map

Important Dates



1

9 July 2024

AEIS Secondary Application Opens

CP will open AEIS registration site from 9.00 a.m. SGT onwards



2

22 July 2024

AEIS Secondary Application Closes

CP will close the AEIS registration site at 12 noon SGT



3

3 & 4 September 2024

AEIS Tests (Secondary levels)

Applicants will sit for an English Language test and a Mathematics test



4

December 2024

Result Release by MOE Portal

Please contact MOE on school posting matters



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