JPAE ONLINE APPLICATION

A STEP-BY-STEP GUIDE

GENERAL INFORMATION

Website	**https://jpae.polytechnic.edu.sg**
Participating Polytechnics	NANYANG THE INNOVATIVE POLYTECHNIC; ngee ann polytechnic; REPUBLIC POLYTECHNIC; SINGAPORE POLYTECHNIC; Temasek POLYTECHNIC
Supported Browsers	❑ Microsoft Edge > 16 ❑ Firefox > 60 ❑ Safari > 12 ❑ iOS Safari > 12 ❑ Chrome > 60 ❑ Opera ❑ Android Browser & WebView - v6.0+
Helpline (email)	**help@jpae.polytechnic.edu.sg**

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STEP 1: ACCESS JPAE

You may access the JPAE Application at **https://jpae.polytechnic.edu.sg**

JPAE Home page is your one stop guide to **Joint Polytechnic Admissions Exercise**, providing you with all the information from deciding on your course selection to submission of your application.

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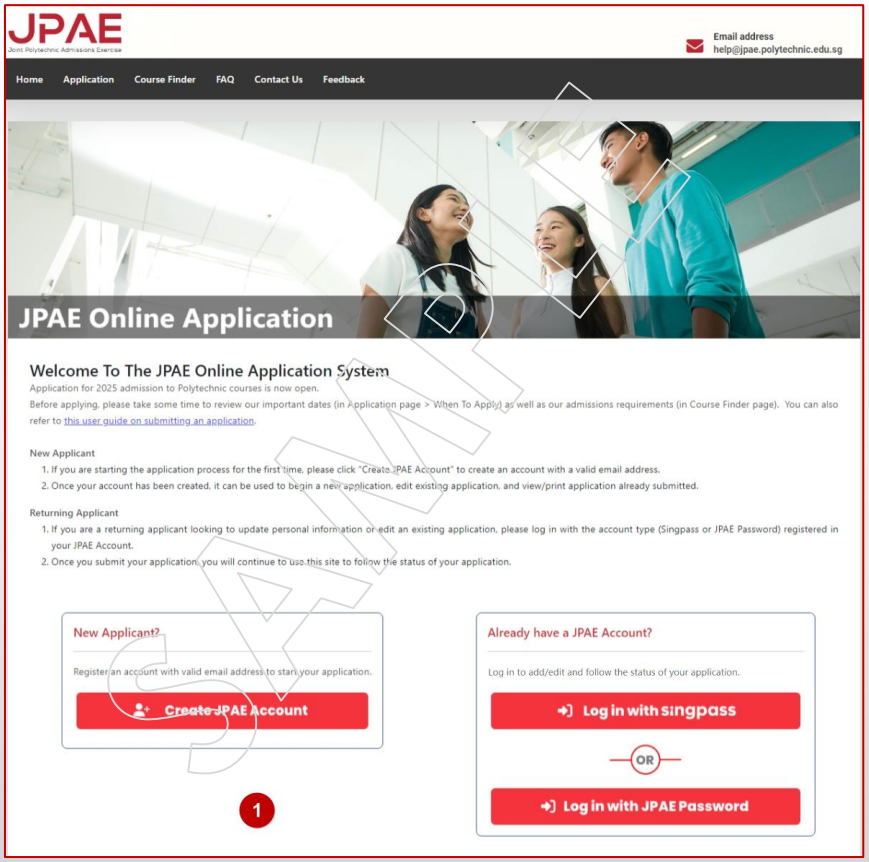
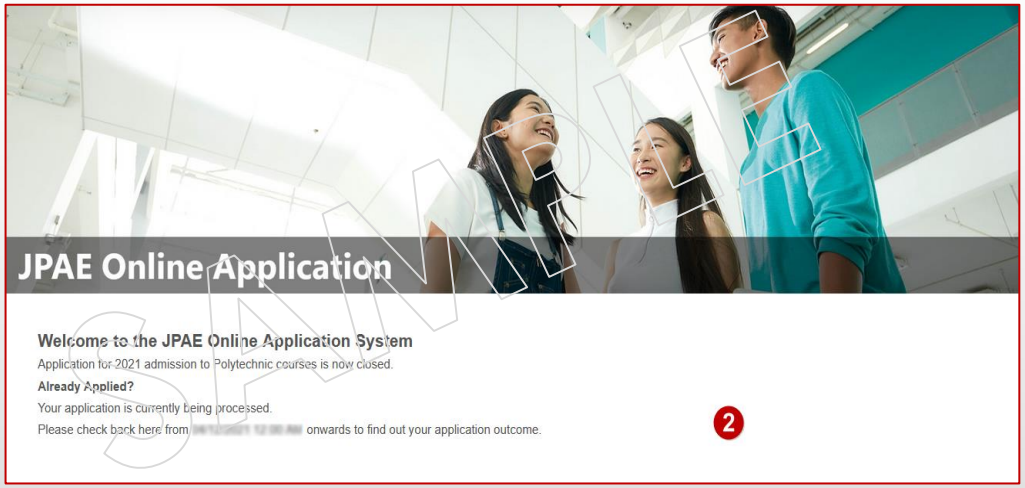
STEP 1: ACCESS JPAE

You will see different welcome page depending on the period you access JPAE:

- Site opened: Create/Log in buttons will be shown (image 1)
- Site closed: Site closed message will be shown (image 2)





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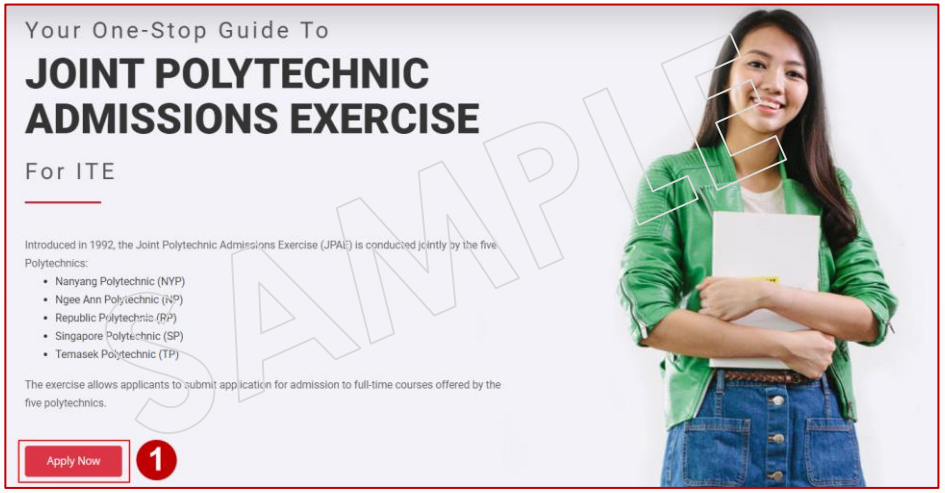
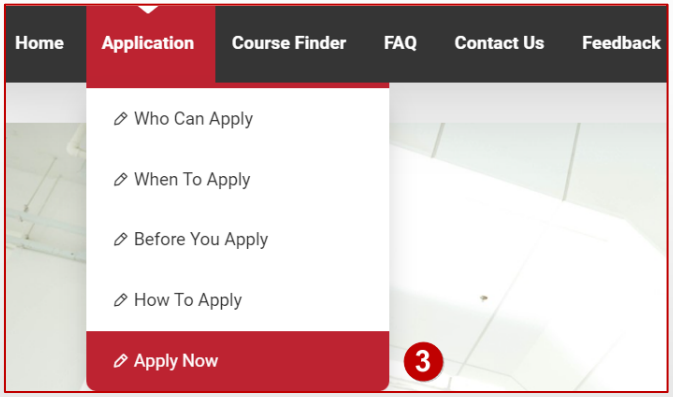
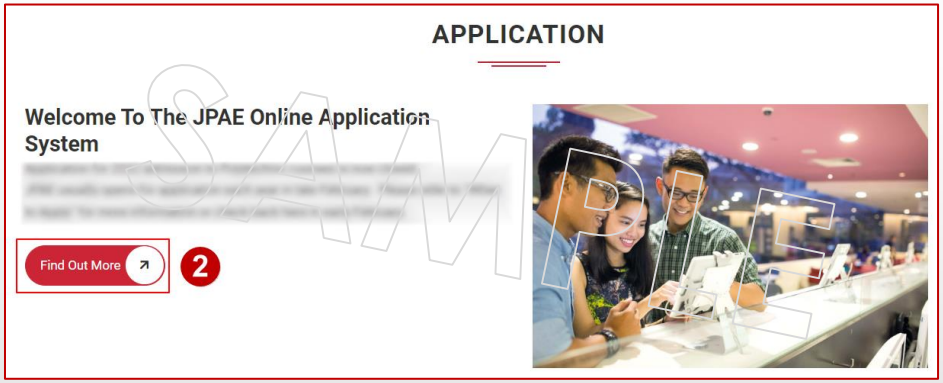
STEP 2: CREATE ACCOUNT

When JPAE is open for application, you must first create a JPAE Account before you can submit a JPAE Application. Click “Create JPAE Account” button on the main Application page.







You can access Application main page via:

1. “Apply Now” on the main banner on JPAE Home page.
2. “Find Out More” under the Application section on the main page.
3. “Apply Now” under Application Menu

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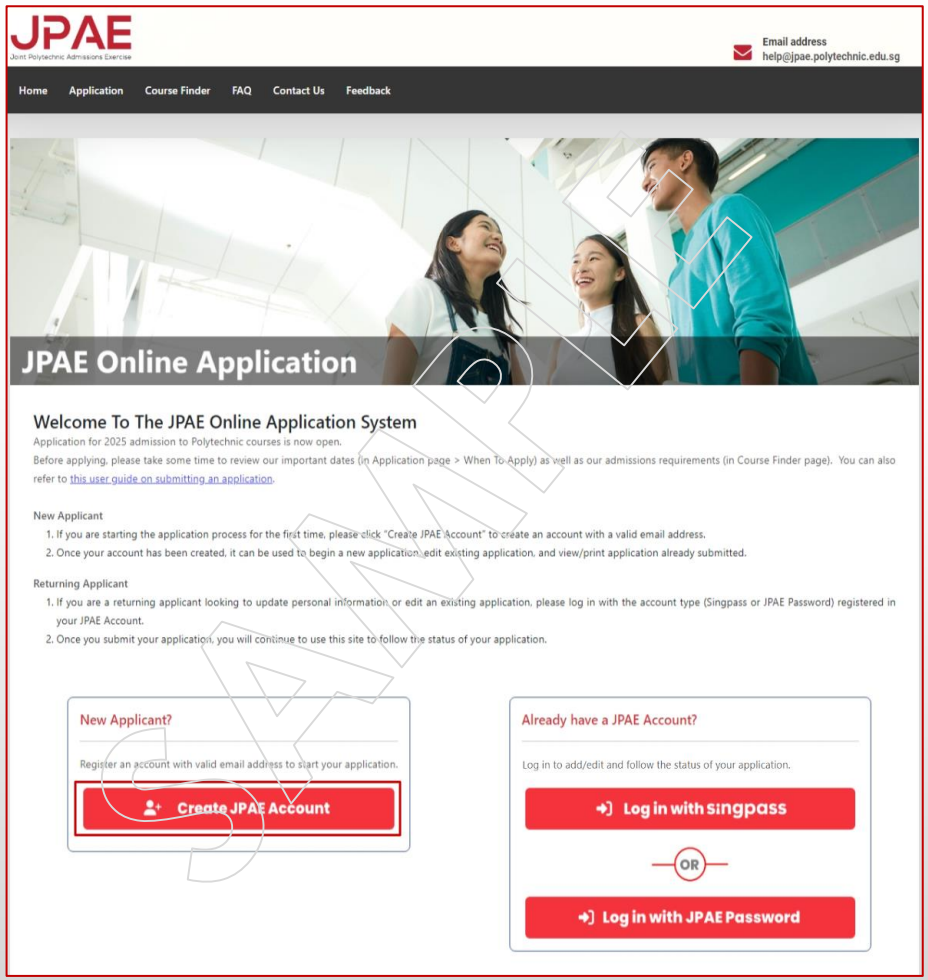
STEP 2: CREATE ACCOUNT

- Click “Create JPAE Account” button to get started.



- The default JPAE account type is Singpass.
- All applicants who are eligible for a Singpass account or already have a Singpass account **must use** Singpass for authentication.
- Singpass allows you to **pre-fill** your application with your MyInfo profile, saving time and reducing errors.

Not eligible for Singpass account? – Refer to Step 2B for alternative option.

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STEP 2: CREATE ACCOUNT

Why use Singpass? : A Faster, Smarter Way to Apply

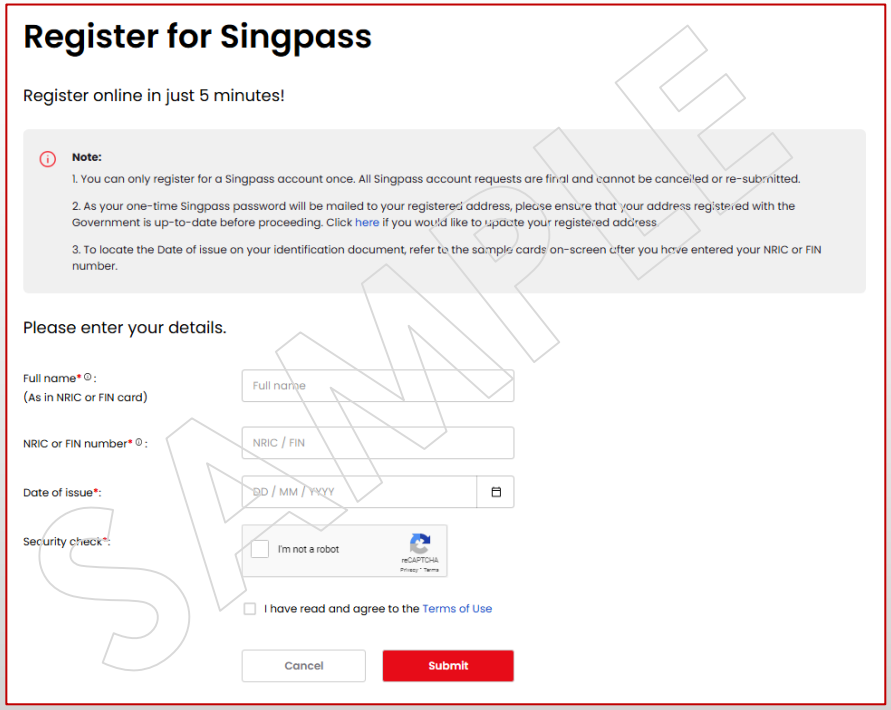
We strongly encourage you to create a JPAE account using **Singpass**. By doing so, your application will be pre-filled using your **MyInfo** profile, **saving you time and ensuring accuracy**.

Singpass will **verify your citizenship** and other details, ensuring that you are eligible for Tuition Grant Scheme and ITE Progression Award (IPA).

Using Singpass ensures a seamless and hassle-free processing of your eligibility, **eliminating potential delays or issues**.

No Singpass account?

To register for a Singpass account or reset Singpass password, please visit www.singpass.gov.sg.



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STEP 2A: CREATE ACCOUNT – SINGPASS

After clicking “Create JPAE Account” button, follow these steps to create a JPAE Account using your Singpass:

1. Enter the required information
   - NRIC/FIN
   - Date of Birth
   - Registered email address
   - Verification code
2. Click “Create Account” button

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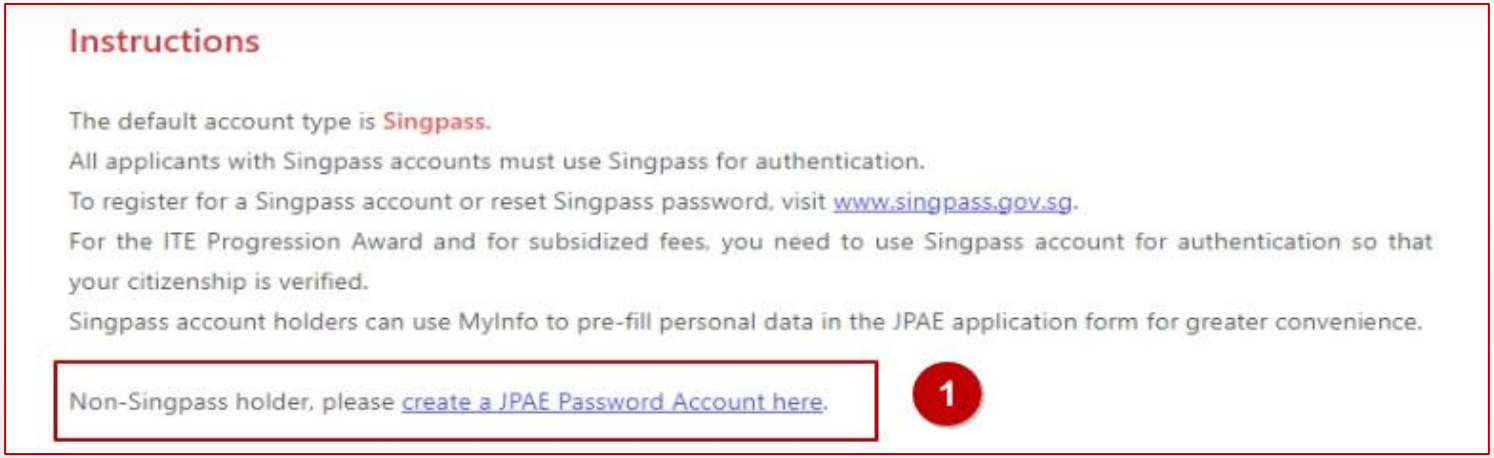
STEP 2B: CREATE ACCOUNT – JPAE PASSWORD

If You Are Not Eligible to Register for a Singpass Account

Follow the instructions to create a JPAE Password account



1. Click on the link "create a JPAE Password Account here" in the instructions section of 'Create your JPAE Account – Singpass' page (see image 1) .

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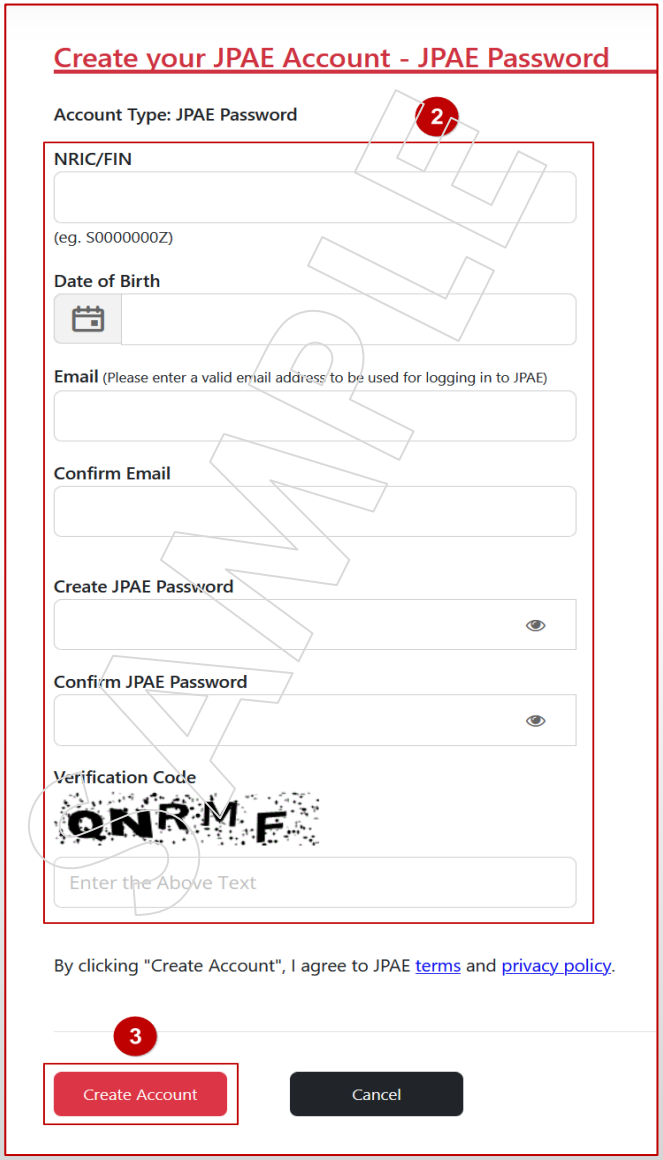
STEP 2B: CREATE ACCOUNT – JPAE PASSWORD

2. Enter the required information.
   - NRIC/FIN
   - Date of Birth
   - Registered email address
   - Strong Password
   - Verification code
3. Click “Create Account” button

When creating your JPAE Password account:

- Use an active and regularly checked email address, as this will be the one used to log in to JPAE.
- Password must have at least 12 characters containing upper case letters, lower case letters, numbers and symbols. Password should not contain NRIC/FIN and spaces.



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STEP 2C: ACTIVATE JPAE PASSWORD ACCOUNT

Once you have created an account successfully, you will receive an email with the activation link in your registered email address that you have used to create the account.

To activate your JPAE Password account, go to your email and click on the link in the email.

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STEP 3A: LOGIN – SINGPASS

You can login using the account you have registered in the previous step.

For Singpass login, click “Log in with Singpass” button.

Once you click on ‘Log in with Singpass’ button, you will be directed to the Singpass login page. On the Singpass login page, you can either scan the QR code with Singpass app OR enter your ***Singpass ID*** and ***Singpass Password*** to login.

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STEP 3B: LOGIN – JPAE PASSWORD

For JPAE Password login, click “Log in with JPAE Password” button on the Application home page and you will be directed to the JPAE Password login page.

Do note that your account will be locked after several failed login attempts.

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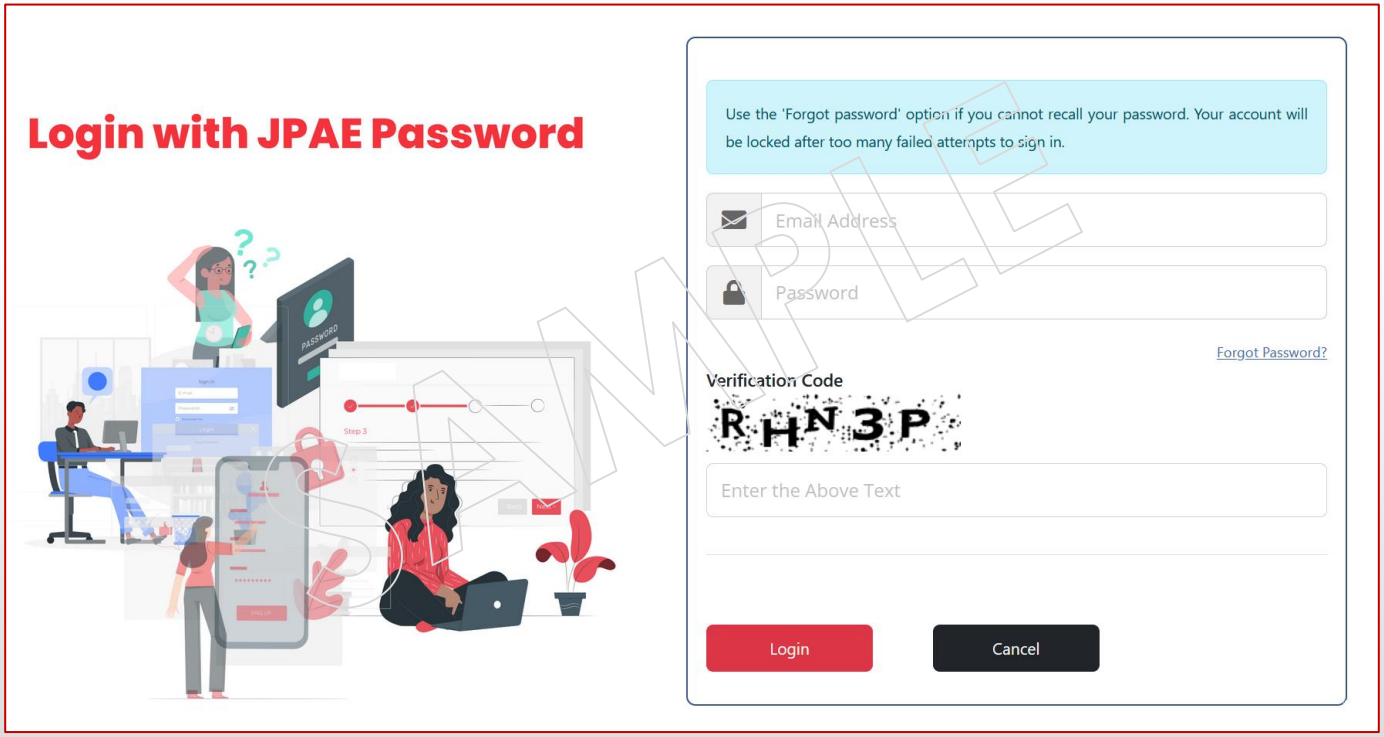
STEP 3B: LOGIN – JPAE PASSWORD

1. Enter your registered **Email address**, **Password** and **Verification Code** (shown on your browser). Then click ‘Login’ button.
2. To obtain a new verification code, you may click on the Verification Code image to request for a new code.



3. In case you have forgotten your password, you may click on the ‘Forgot Password’ link to obtain a new password (refer to Step 3D for more info)

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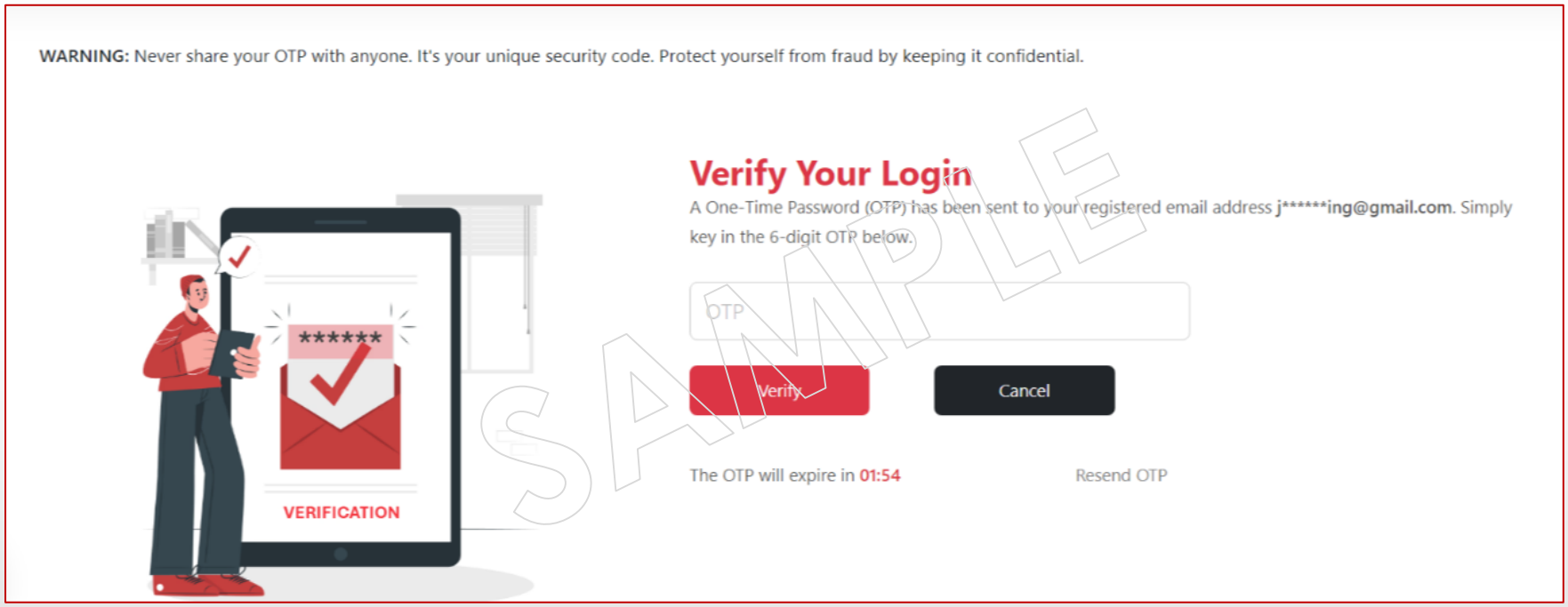
STEP 3C: LOGIN – JPAE PASSWORD OTP VERIFICATION

To successfully log in, you must verify your login by entering the OTP sent to your registered email address.



1. Enter the correct OTP before expiration time. The OTP is valid only for 2 min.
2. Click on the ‘Verify’ button.

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STEP 3D: FORGOT PASSWORD

Once you click on “Forgot Password” link, follow these steps to reset your password:

1. Enter the required information (you must enter the same information which was completed when you created your JPAE Account (refer to Step 2B)).
2. Click “Reset Password” button.
3. A system generated password will be sent to your registered email address. Use the password given in the email to login. After logging in for the first time, you will be requested to change your password (refer to Step 5).

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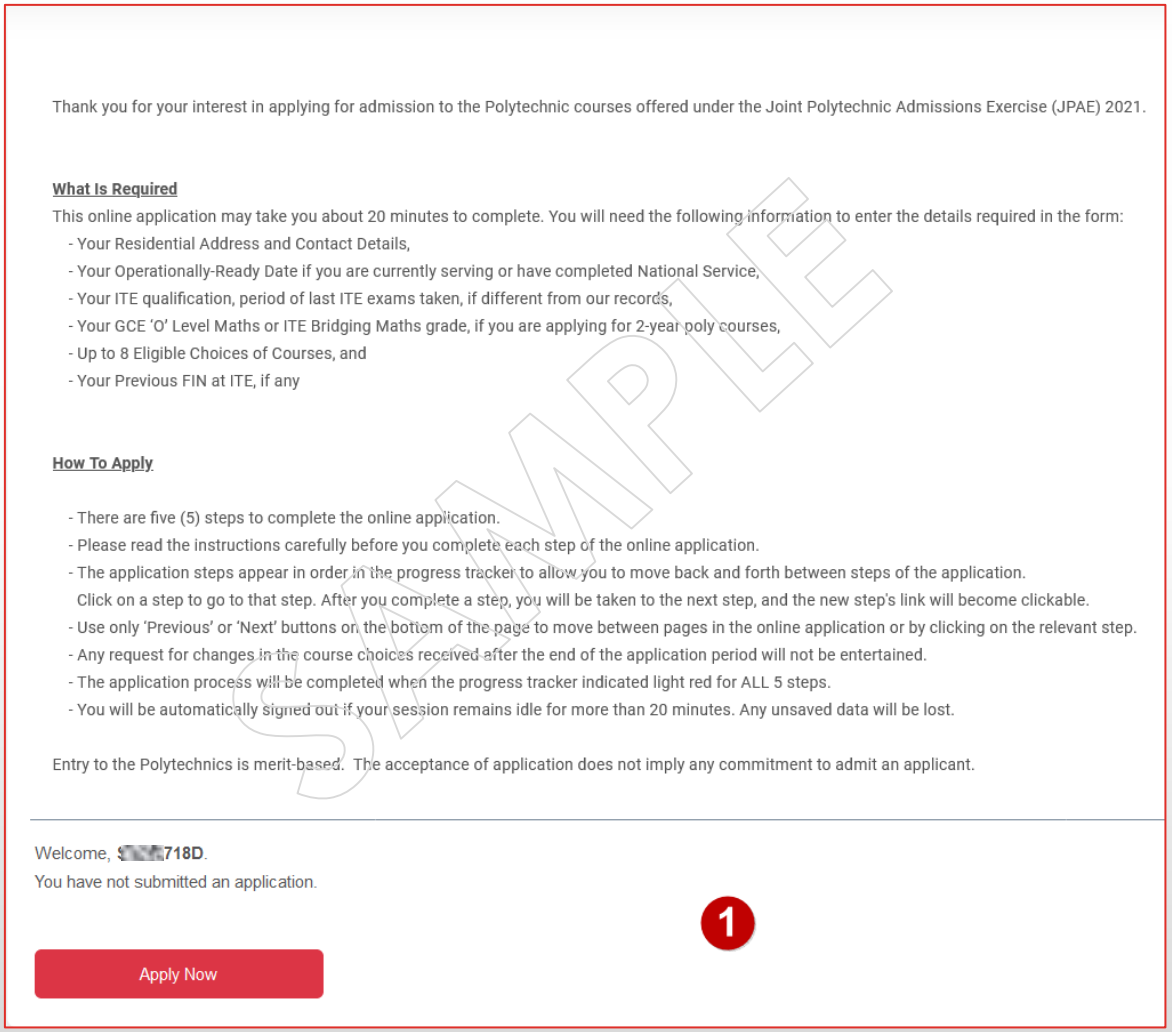
STEP 4: SUBMIT APPLICATION

- Once you have successfully signed in, you will see the landing page. You are required to complete the 5 steps to successfully submit your application.

- If you have not submitted any application, you may click on “Apply Now” now to begin (see image 1).



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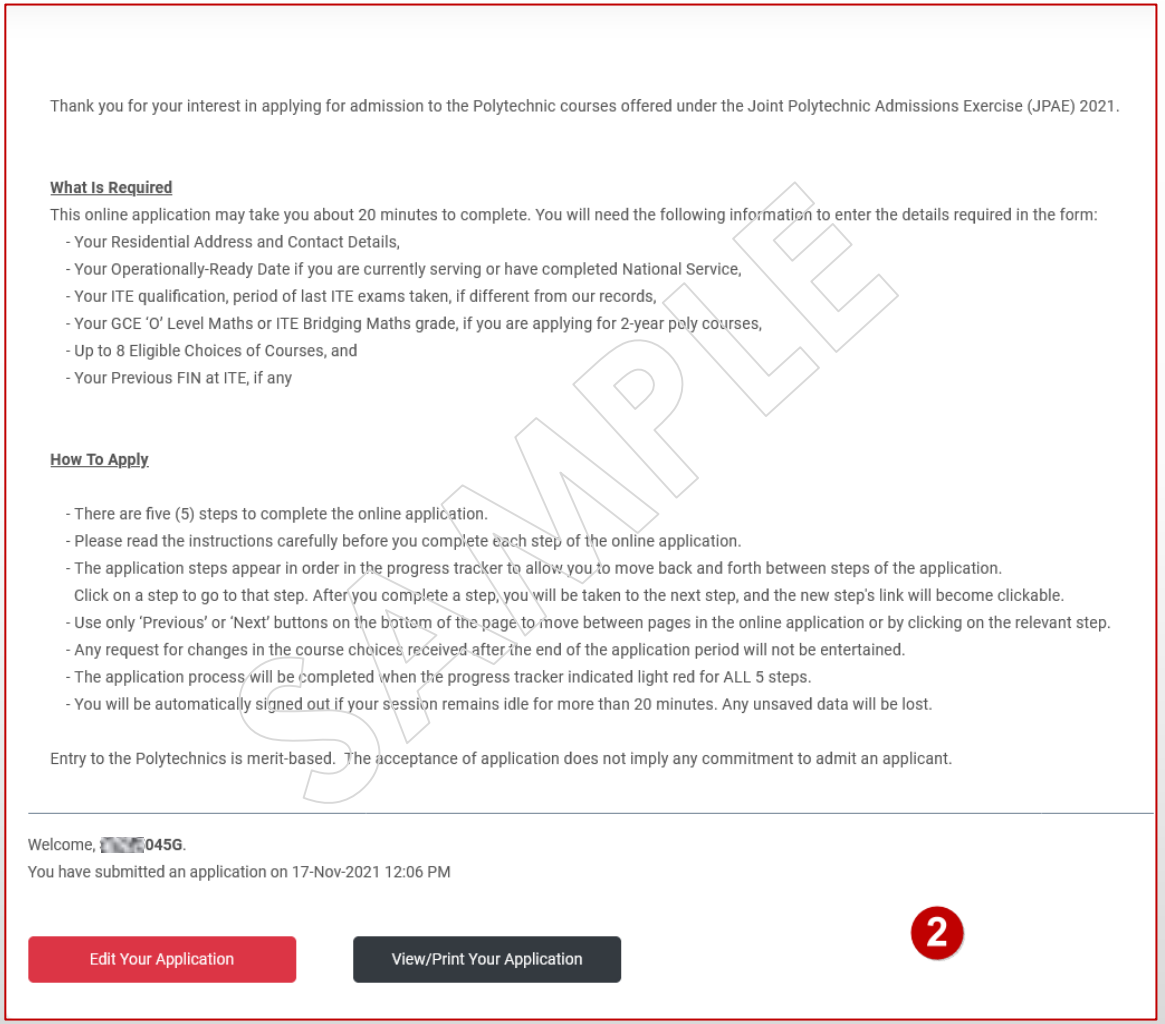
STEP 4: SUBMIT APPLICATION

- If you have already submitted an application, you may click on “Edit Your Application” to amend and re-submit your application.

- Or you may click on "View/ Print Your Application" to view or print your submitted application (see image 2).



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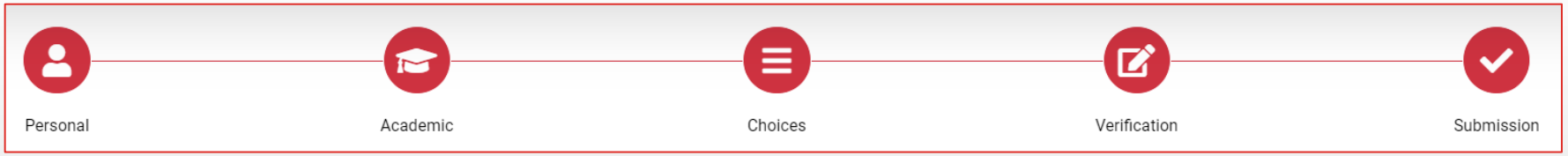
STEP 4: SUBMIT APPLICATION

Use the ‘Previous’ or ‘Next’ buttons at the bottom of each page to navigate between pages in the online application

or by simply clicking on the relevant step.



Any changes made to the page will not be saved if you sign out or did not click on “Next” to proceed.

Note: Your login session will expire if you have left the session idle for more than 20 minutes.

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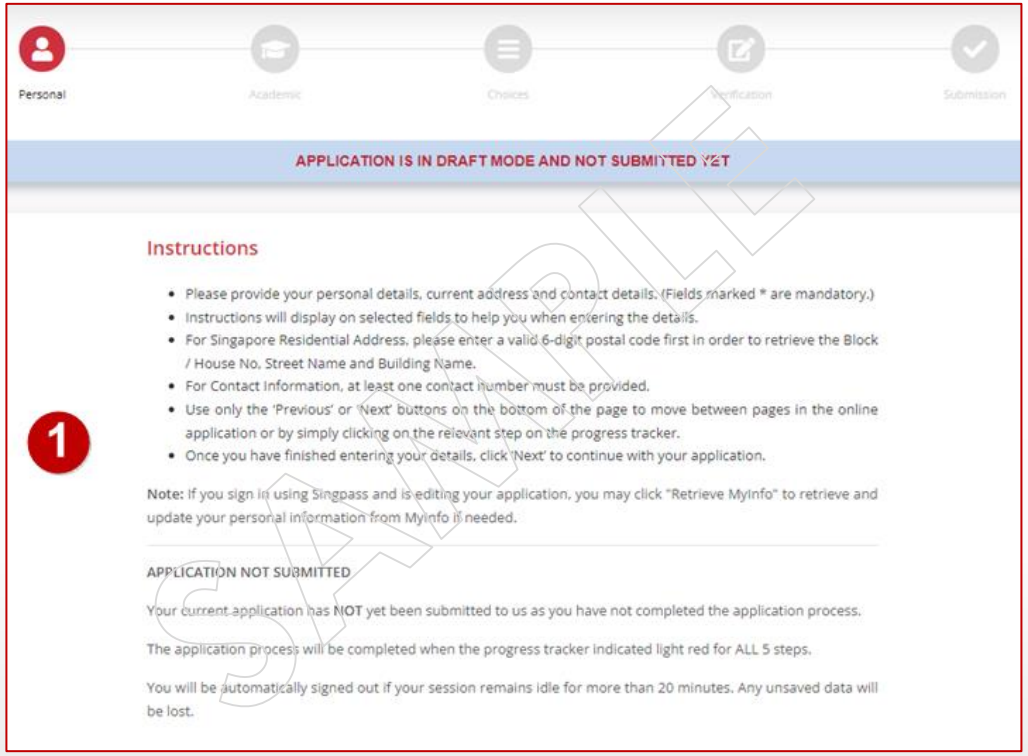
STEP 4A: SUBMIT APPLICATION (PERSONAL INFO)

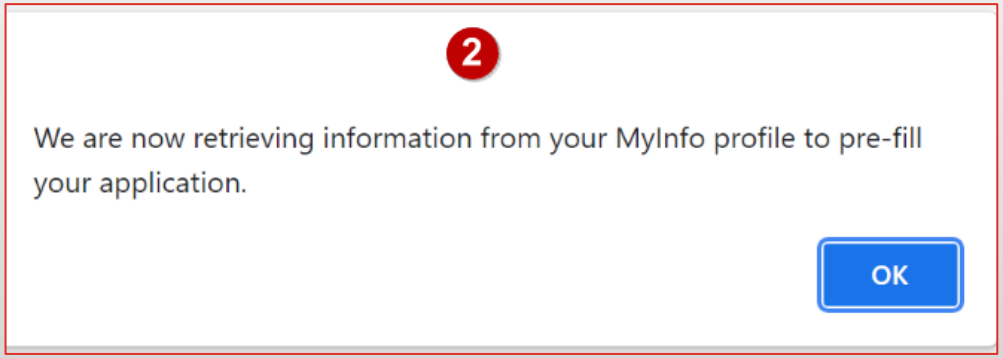
Before you begin, do read the instructions carefully in every step to ensure a smooth application process. (as in image 1)

If you sign in via JPAE password, proceed to enter your personal information such as, Name, Address, NS status, and ITE Student Profile.

If you sign in via Singpass and,

- Click “Apply Now” (i.e. you have not submitted the application earlier)
  - System will display the message as shown in image 2





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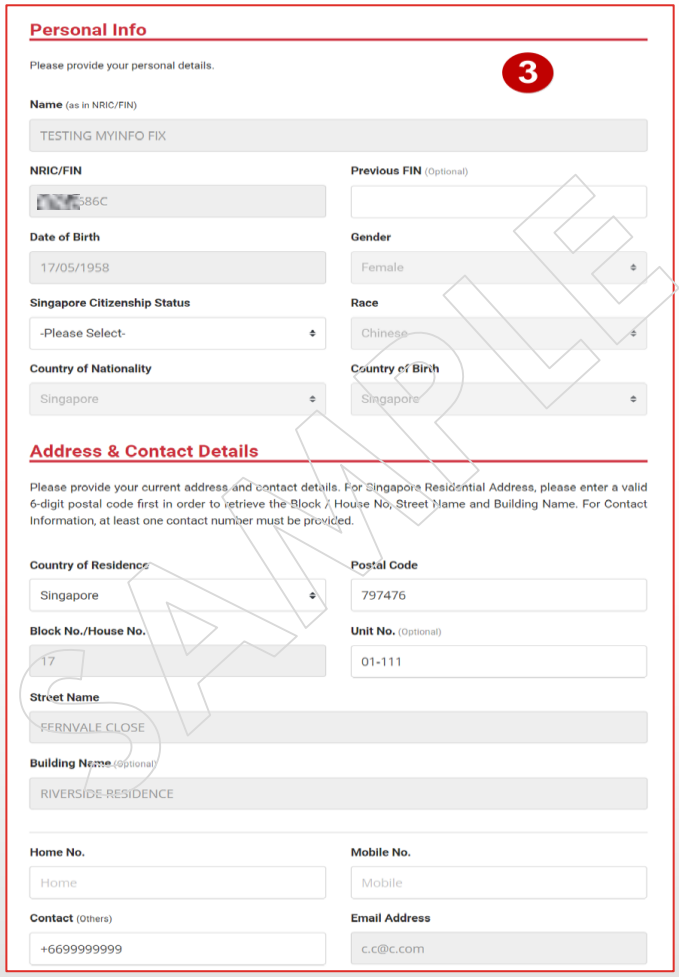
STEP 4A: SUBMIT APPLICATION (PERSONAL INFO)

- Click “OK” in the message popup. System will proceed to retrieve your personal information from MyInfo automatically so as to pre-fill the application form (see image 3).

- Click “Edit Application” (i.e. you have submitted the application earlier)
  - you can click on the “Retrieve MyInfo” button to retrieve your personal information from MyInfo if needed (see image 4).
  - when you click “Retrieve MyInfo” button, system will display a message as shown in image 2. Click “OK” to proceed.

- Proceed to enter the other required information to complete the form.



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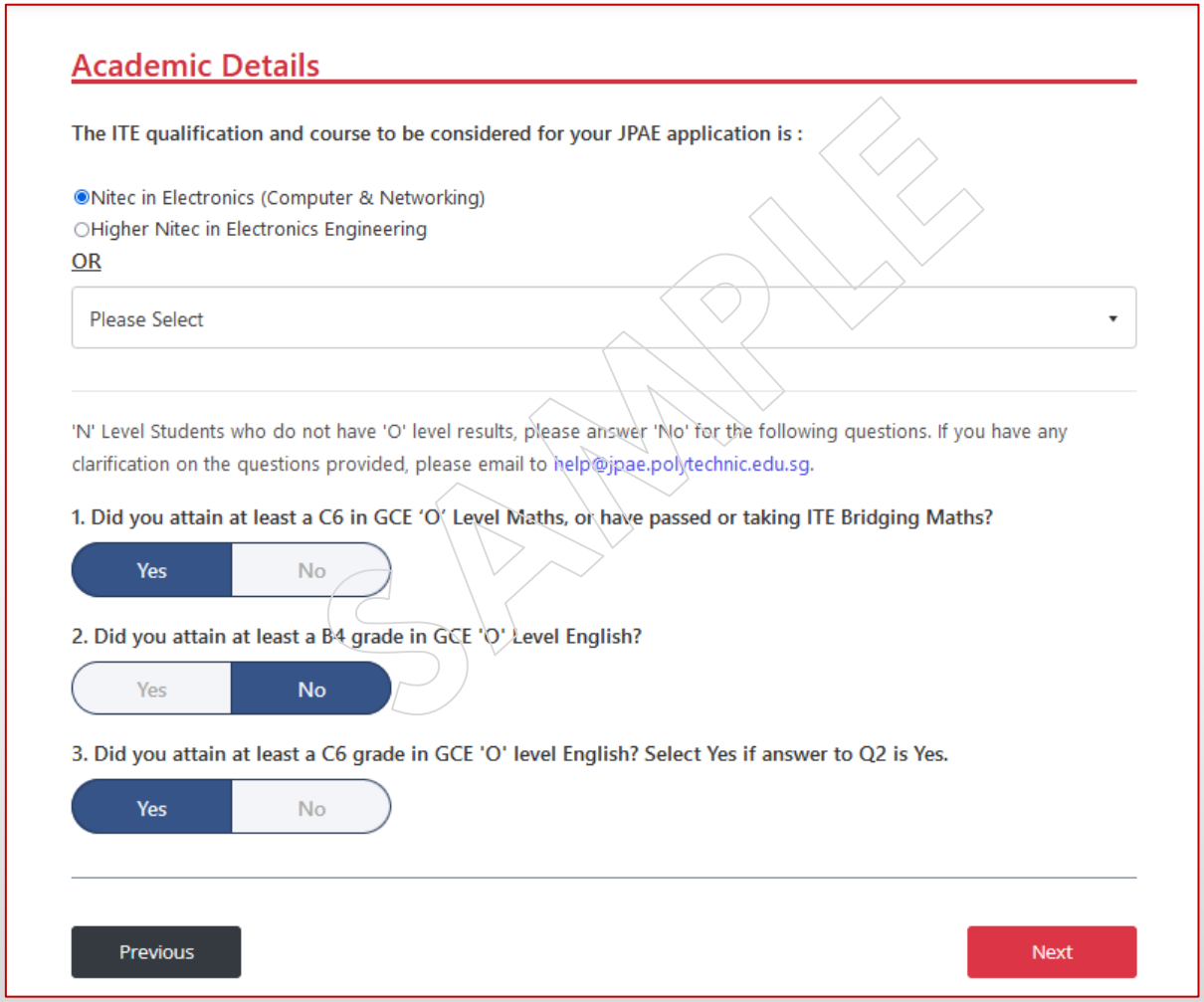
STEP 4B: SUBMIT APPLICATION
(ACADEMIC DETAILS)

Enter your completed ITE qualification and provide details of selected ITE modules and GCE subjects.



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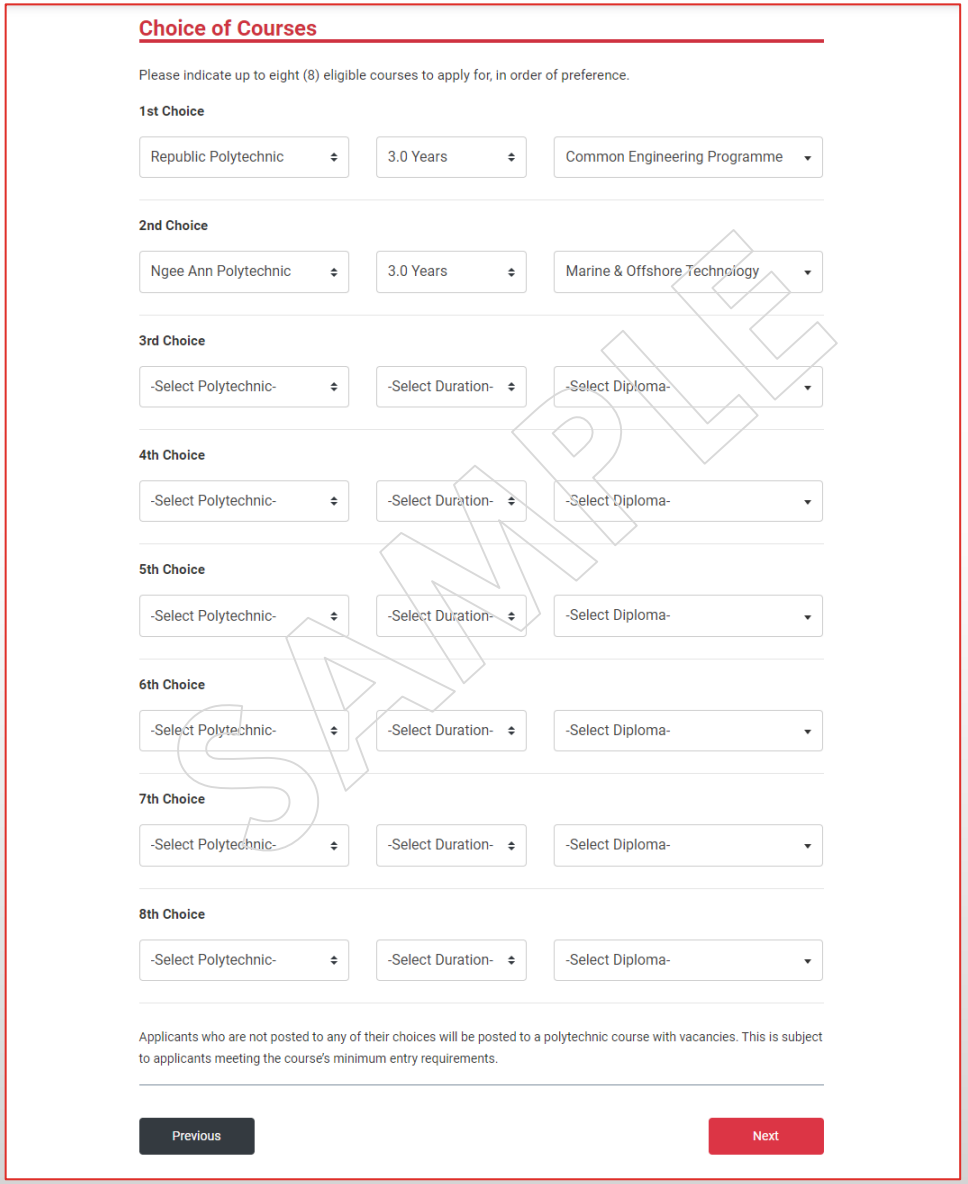
STEP 4C: SUBMIT APPLICATION
(CHOICE OF COURSES)

- Select the respective Polytechnic(s) and course(s) that you are eligible to apply for. Read the notes below for your understanding.

- You are allowed to select up to 8 choices.



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STEP 4D: SUBMIT APPLICATION
(VERIFY DETAILS)

- View the summary of all your entries before proceeding to submit.
- If you wish to amend any information provided in one of the sections, click on the (pencil icon) or the relevant step icon on the navigation bar, and you will be directed to that section to make changes.
- Otherwise, click on “Next” to proceed to the final step.

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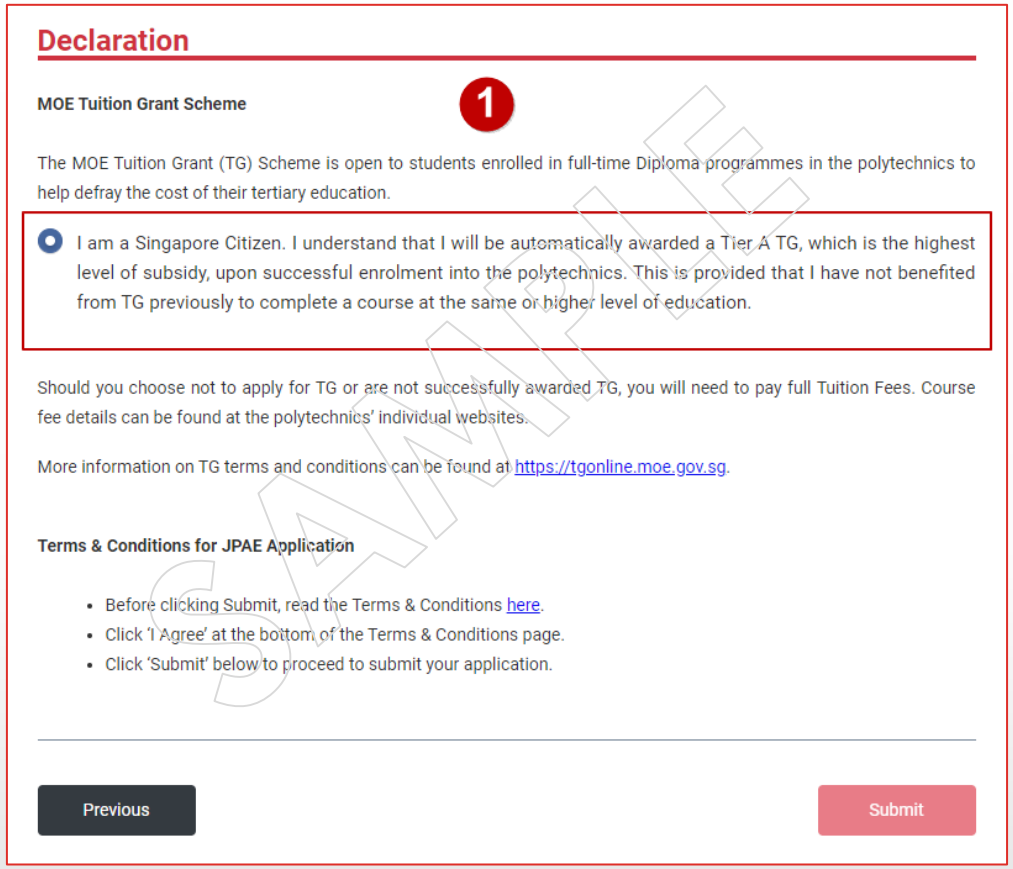
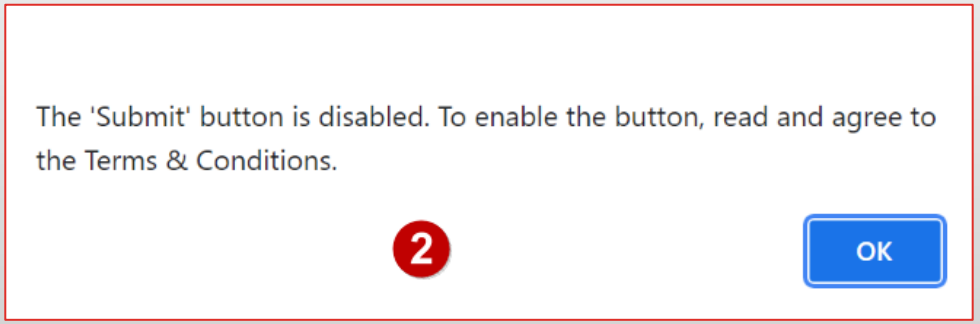
STEP 4E: SUBMIT APPLICATION (DECLARATION)

- Select your decision from the available choice of Tuition Grant (see image 1)

- The system will display a message box (see image 2) to read the terms & conditions before enabling the 'Submit' button.

Note: The 'Submit' button will be disabled until the terms & conditions are read and agreed on.





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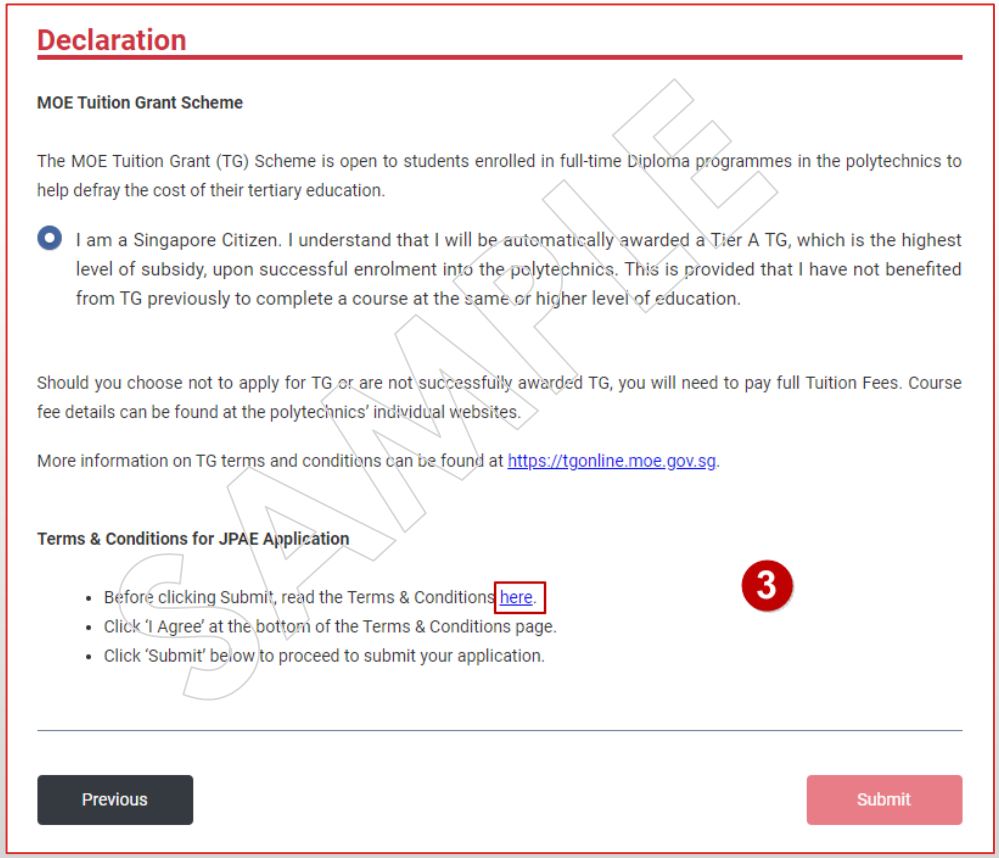
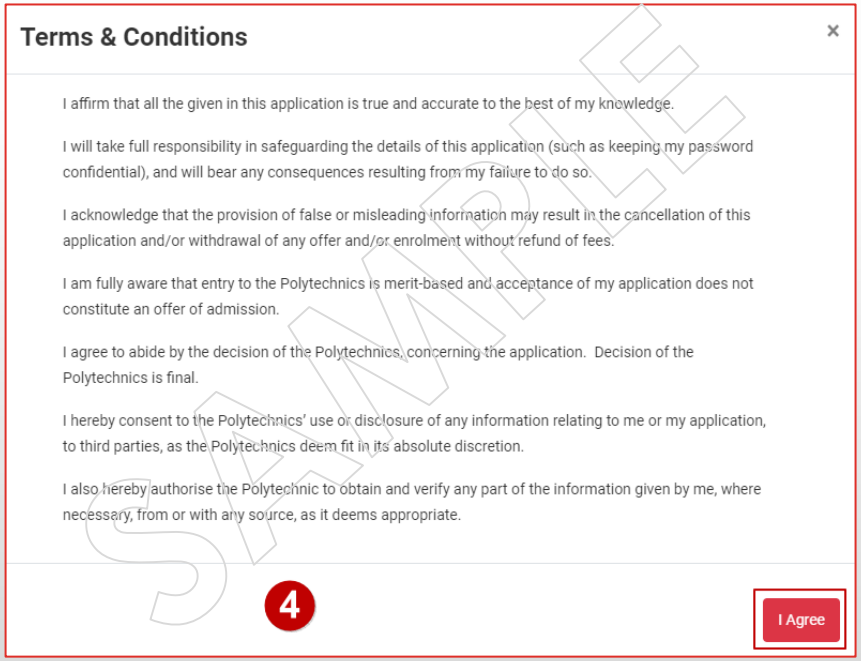
STEP 4E: SUBMIT APPLICATION (DECLARATION)

- Click ‘here’ (see image 3) link to read the Terms & Conditions.
- Click ‘I Agree’ button (see image 4) on the Terms & Conditions popup to enable the ‘Submit’ button.
- Click on ‘Submit’ button to submit your application.





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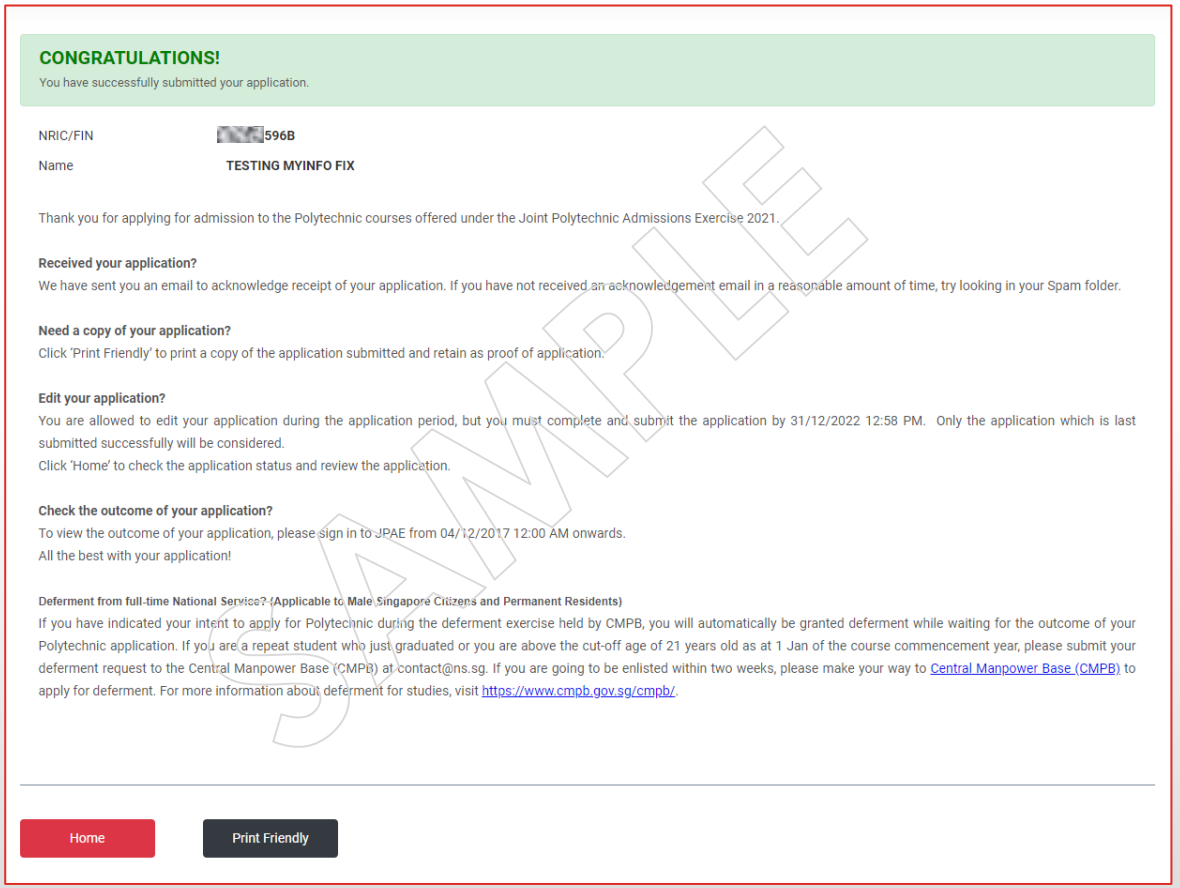
STEP 4F: SUBMIT APPLICATION
(SUBMISSION PAGE)

- You will see this page after you have successfully submitted your application. An acknowledgement email will also be sent to you to confirm your submission of the application.
- Click on "Print Friendly" if you would like to print a copy of your submission.
- Click on "Home" if you would like to return to the landing page.



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STEP 4G: SUBMIT APPLICATION
(PRINT FRIENDLY PAGE)

- Once you click on “Print Friendly” button, this page will be displayed.
- This page contains your submission. Click "Print" to keep a copy of your submitted application for reference.
- Click on "Home" if you would like to return to the landing page.

Your application has been submitted successfully on 19-Nov-2021 9:16 AM

Thank you for applying for admission to the Polytechnic courses offered under the Joint Polytechnic Admissions Exercise 2021.
Click 'Print' to print a copy of the application submitted and retain as proof of application.
Click 'Home' to check the application status and review the application.

Personal Info

Full Name (as in NRIC/FIN)
TESTING MYINFO FIX

NRIC/FIN
[redacted]596B

Previous FIN (Optional)

Date of Birth
17/05/1958

Gender
Female

Singapore Citizenship Status
Singaporean

Race
Chinese

Country of Nationality
Singapore

Country of Birth
Singapore

Address & Contact

Country of Residence
Singapore

Postal Code
544742

Block No./House No.
9

Unit No.

Street Name
SENGKANG EAST AVENUE

Building Name
RIVERSOUND RESIDENCE

Home No.

Mobile No.
87997610

Contact (Others)

Email Address
[redacted]

National Service

National Service Status
Not applicable

Operationally-Ready Date

ITE Student Profile

Are you applying as a student from the Direct-Entry-Scheme-to-Polytechnic Programme (DPP)?
No

Are you currently in your final semester of studies?
Yes

Current Status at ITE
Currently studying in ITE

Academic Details

The ITE qualification and course to be considered for your JPAE application is :
Industrial Technician Certificate in Air-Conditioning & Refrigeration

Last ITE exams was taken on
Feb 2008

1. Did you attain a Pass in ITE Bridging Maths or at least a C6 grade in GCE 'O' Level Maths?
Yes

2. Did you attain at least a B4 grade in GCE 'O' Level English?
No

3. Did you attain at least a C6 grade in GCE 'O' level English? Select Yes if answer to Q2 is Yes.
Yes

Choice of Courses

I would like to apply for the following courses that I'm eligible for:

	Polytechnic	Duration	Course
1st Choice	Republic Polytechnic	3.0 Years	Common Engineering Programme
2nd Choice	Ngee Ann Polytechnic	3.0 Years	Marine & Offshore Technology
3rd Choice	----------	----------	----------
4th Choice	----------	----------	----------
5th Choice	----------	----------	----------
6th Choice	----------	----------	----------
7th Choice	----------	----------	----------
8th Choice	----------	----------	----------

Applicants who are not posted to any of their choices will be posted to a polytechnic course with vacancies. This is subject to applicants meeting the course's minimum entry requirements.

Declaration by Applicant

I affirm that all the given in this application is true and accurate to the best of my knowledge.

I will take full responsibility in safeguarding the details of this application (such as keeping my password confidential), and will bear any consequences resulting from my failure to do so.

I acknowledge that the provision of false or misleading information may result in the cancellation of this application and/or withdrawal of any offer and/or enrolment without refund of fees.

I am fully aware that entry to the Polytechnics is merit-based and acceptance of my application does not constitute an offer of admission.

I agree to abide by the decision of the Polytechnics, concerning the application. Decision of the Polytechnics is final.

I hereby consent to the Polytechnics' use or disclosure of any information relating to me or my application, to third parties, as the Polytechnics deem fit in its absolute discretion.

I also hereby authorise the Polytechnic to obtain and verify any part of the information given by me, where necessary, from or with any source, as it deems appropriate.

☐ I have read and agree to the terms and conditions stated above.

MOE Tuition Grant Scheme

The MOE Tuition Grant(TG) Scheme is open to students enrolled in full-time Diploma programmes in the polytechnics to help defray the cost of their tertiary education.

◉ I am a Singapore Citizen. I understand that I will be automatically awarded a Tier A TG, which is the highest level of subsidy, upon successful enrolment into the polytechnics. This is provided that I have not benefited from TG previously to complete a course at the same or higher level of education.

Should you choose not to apply for TG or are not successfully awarded TG; you will need to pay full Tuition Fees. Students can approach the polytechnics directly for more information.

More information on TG terms and conditions can be found at https://tgonline.moe.gov.sg.

SAMPLE

Home | Print

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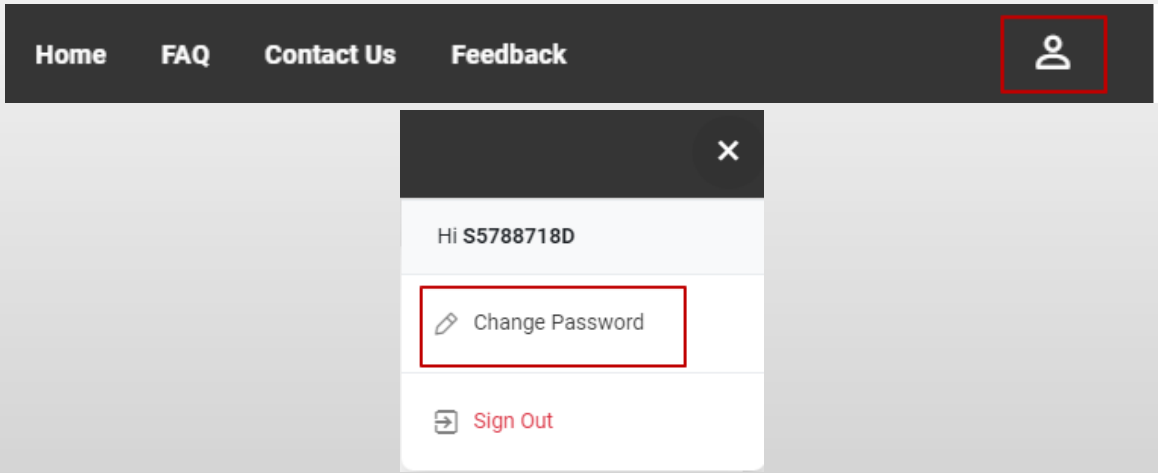
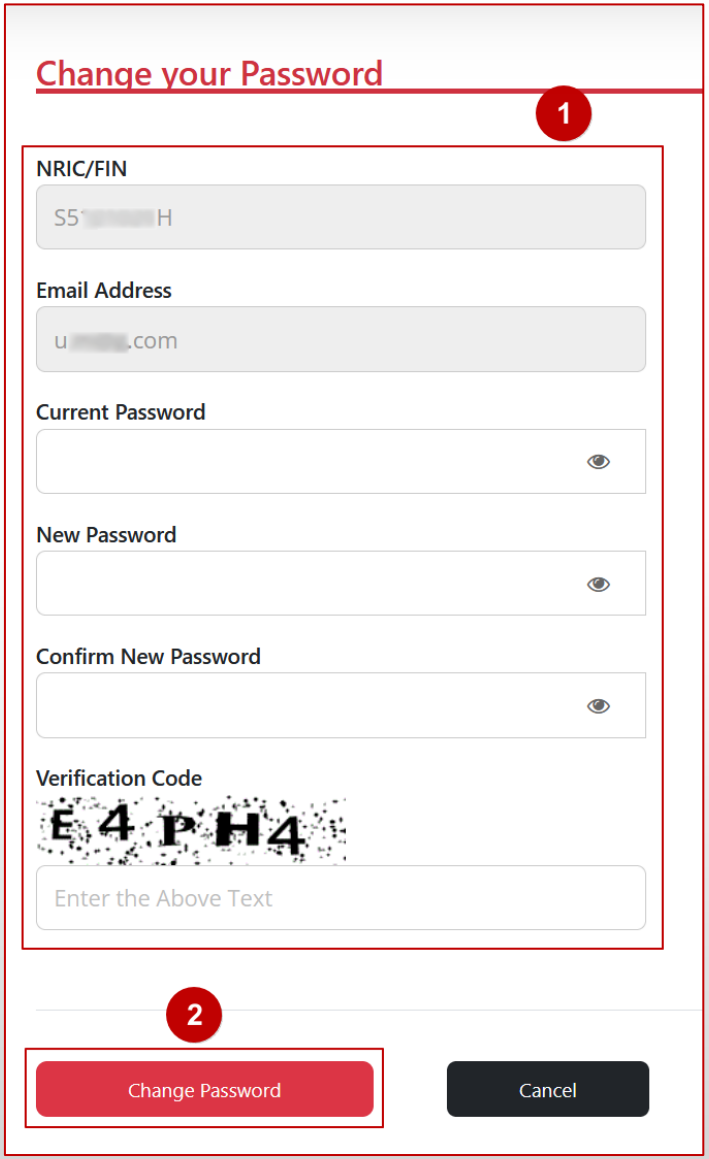
STEP 5: CHANGE PASSWORD

- Click on the icon on the top menu and select “Change Password” link, you will be redirected to this page. You can change your password here with the following steps:
  1. Enter the required information. Password must have at least 12 characters containing upper case letters, lower case letters, numbers and symbols. Password should not contain NRIC/FIN and spaces.
  2. Click on “Change Password” button





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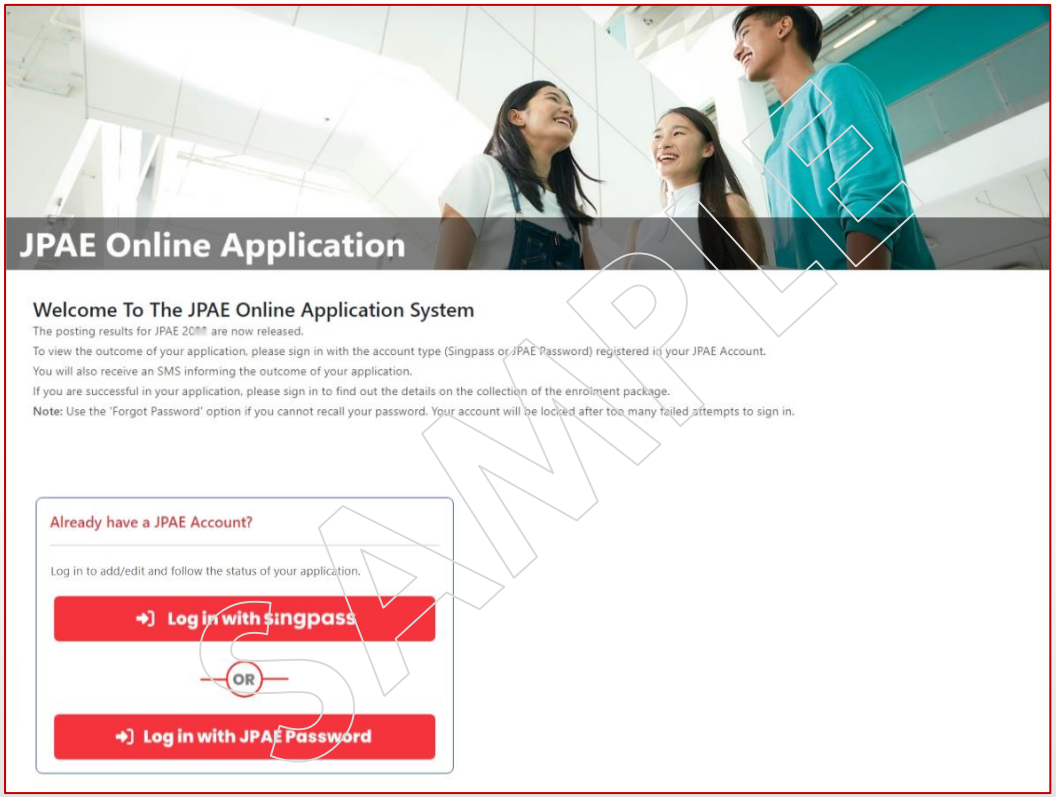
STEP 6: RESULT RELEASE

- Once you have successfully submitted your application, you will be able to view your result during the period of release of posting results.

- To view your application result, you may access the same site at **jpae.polytechnic.edu.sg** and login using your created JPAE Account.



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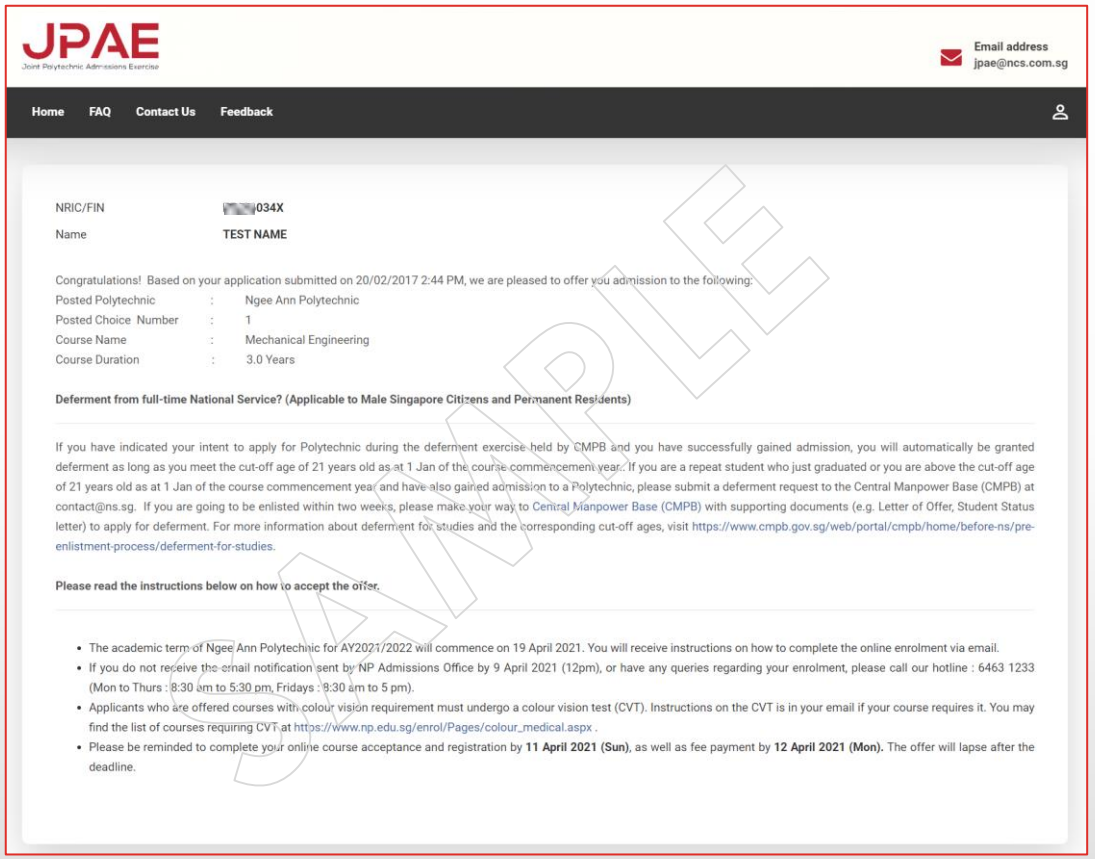
STEP 6A: RESULT RELEASE PAGE

- Once you have logged in, you will be able to view your posting result and the instructions to enroll for the course if you are successful in your application.
- Remember to sign out after viewing the results.



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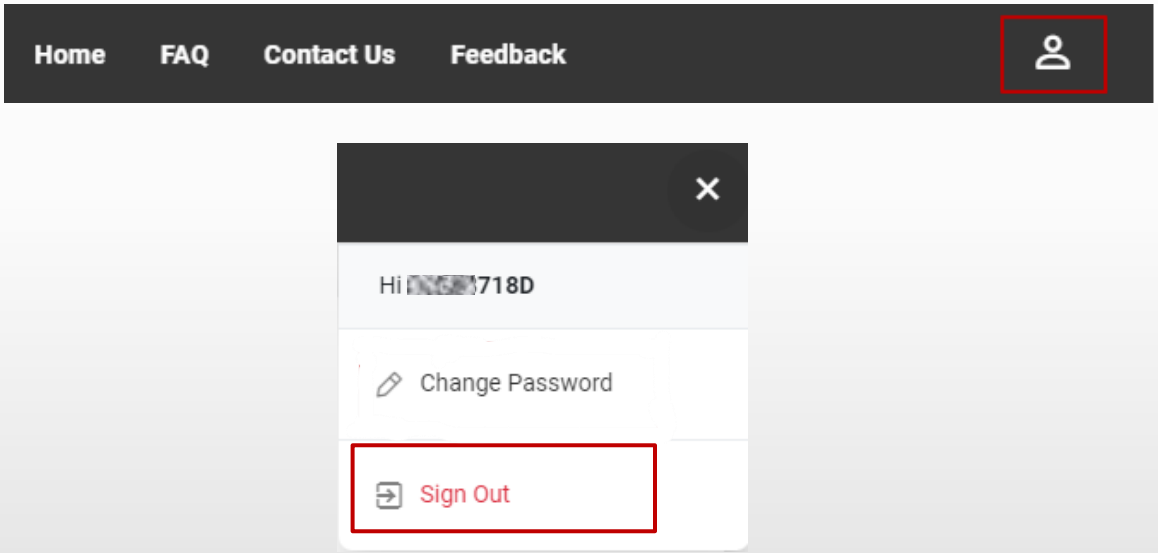
STEP 7: SIGN OUT

- Click on the icon on the top menu and select “Sign Out” link to log out. You will be redirected to the JPAE Home page.



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