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 polytechnic
	REPUBLIC SINGAPORE POLYTECHNIC POLYTECHNIC POLYTECHNIC
Supported Browsers	Safari Firefox Chrome Edge Opera Apple Mozilia Google Microsoft Opera Opera Software
Helpline (email)	help@jpae.polytechnic.edu.sg

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.

STEP 1: ACCESS JPAE



STEP 1: ACCESS JPAE

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

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



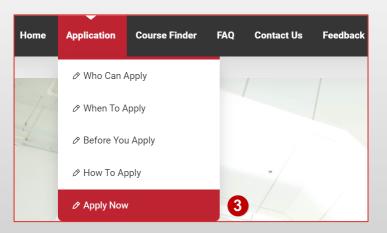


STEP 2: CREATE ACCOUNT

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 Home page.
- 2. "Find Out More" under the Application section on the main page.
- 3. "Apply Now" under Application Menu







STEP 2: CREATE ACCOUNT

- Click "Create JPAE Account" button.
- You can use either Singpass or JPAE Password account.
- To use Singpass account, you must have a registered Singpass account. Create a JPAE Password account if you do not have an existing Singpass account.

 New Application for 2023 admission to Polytechnic courses is now open. Before applying, please take some time to review our important dates (to submitting an application is also available here.

 New Applicant

 1. If you are starting the application process for the first time, please account.
 2. Once your account has been created, it can be used to begin a new
- ► To use JPAE Password account, you will need to activate the account after creation. An email will be sent to you with instructions to activate the account. (See Step 2C on how to activate a JPAE Password account)



STEP 2A: CREATE SINGPASS ACCOUNT

Once you click on "Create JPAE Account" button, follow these steps to create a JPAE Account using your Singpass:

- 1. Select Singpass as Account Type
- 2. Enter the required information
- 3. Click "Create Account" button



STEP 2B: CREATE JPAE PASSWORD ACCOUNT

Once you click on "Create JPAE Account" button, these are the steps you need to do to create JPAE Password account:

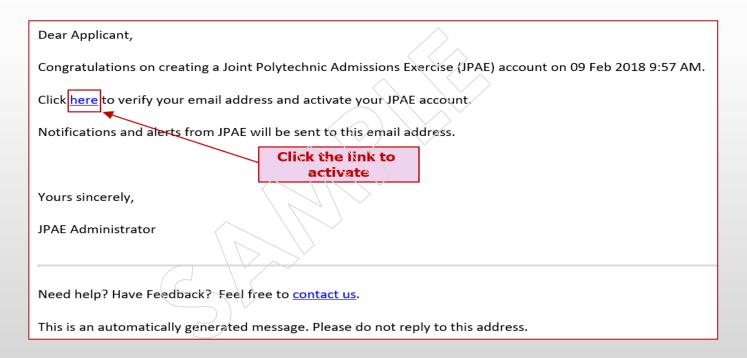
- 1. Select JPAE Password as Account Type
- 2. Enter the required information. Password must have at least 12 characters containing upper case letters, lower case letters, numbers and symbols. Password should not contain NRIC/FIN and spaces.
- 3. Click "Create Account" button



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 inbox that you have used to create the account.

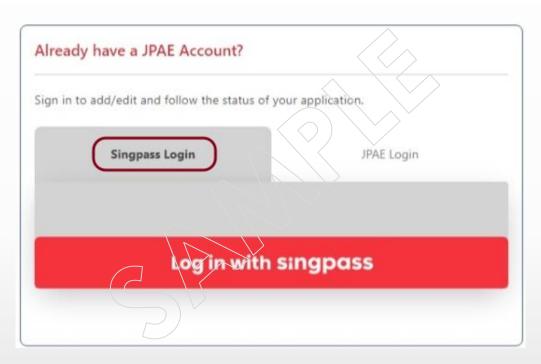
To activate your JPAE Password account, go to your email and click on the link in the email.



STEP 3A: LOGIN – SINGPASS

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

For Singpass login, click "Singpass Login" tab. Press "Log in with Singpass" button.

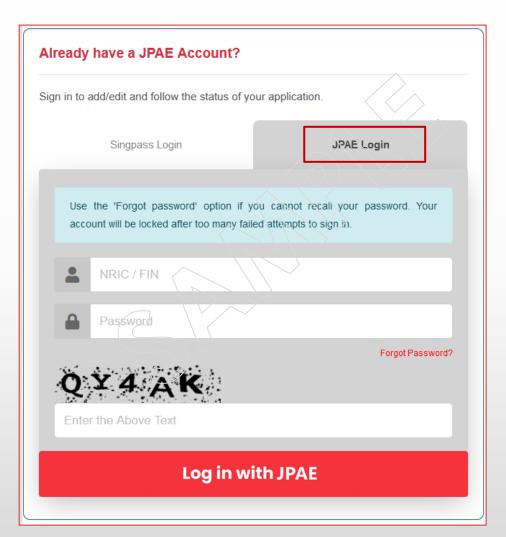


Once you click on "Log in with Singpass' button, you will be directed to the Singpass login Page. On the Singpass login page, you can either scan the QR code with Singpass app OR enter your <u>Singpass ID</u> and <u>Singpass Password</u> to login.

STEP 3B: LOGIN – JPAE PASSWORD

For JPAE Password login, click "JPAE Login" tab. Do note that your account will be locked after several failed login attempts.

- 1. Enter your NRIC/FIN, Password and Captcha code (shown on your browser). Then click 'Log in with JPAE' button.
- 2. To obtain a new Captcha code, you may click on the Captcha 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 3C for more info)



STEP 3C: 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 account. 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).



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).

Thank you for your interest in applying for admission to the Polytechnic courses offered under the Joint Polytechnic Admissions Exercise (JPAE) 2021. What Is Required This online application may take you about 20 minutes to complete. You will need the following information to enter the details required in the form: - Your Residential Address and Contact Details, - Your Operationally-Ready Date if you are currently serving or have completed National Service, - Your ITE qualification, period of last ITE exams taken, if different from our records, - Your GCE 'O' Level Maths or ITE Bridging Maths grade, if you are applying for 2-year poly courses, - Up to 8 Eligible Choices of Courses, and - Your Previous FIN at ITE, if any How To Apply - There are five (5) steps to complete the online application. - Please read the instructions carefully before you complete each step of the online application. - The application steps appear in order in the progress tracker to allow you to move back and forth between steps of the application. Click on a step to go to that step. After you complete a step, you will be taken to the next step, and the new step's link will become clickable. - Use only 'Previous' or 'Next' buttons on the bottom of the page to move between pages in the online application or by clicking on the relevant step. - Any request for changes in the course choices received after the end of the application period will not be entertained. - The application process will be completed when the progress tracker indicated light red for ALL 5 steps. - You will be automatically signed out if your session remains idle for more than 20 minutes. Any unsaved data will be lost. Entry to the Polytechnics is merit-based. The acceptance of application does not imply any commitment to admit an applicant. Welcome 718D. You have not submitted an application. Apply Now

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).

Thank you for your interest in applying for admission to the Polytechnic courses offered under the Joint Polytechnic Admissions Exercise (JPAE) 2021.

What Is Required

This online application may take you about 20 minutes to complete. You will need the following information to enter the details required in the form:

- Your Residential Address and Contact Details,
- Your Operationally-Ready Date if you are currently serving or have completed National Service,
- Your ITE qualification, period of last ITE exams taken, if different from our records,
- Your GCE 'O' Level Maths or ITE Bridging Maths grade, if you are applying for 2-year poly courses,
- Up to 8 Eligible Choices of Courses, and
- Your Previous FIN at ITE, if any

How To Apply

- There are five (5) steps to complete the online application.
- Please read the instructions carefully before you complete each step of the online application.
- -The application steps appear in order in the progress tracker to allow you to move back and forth between steps of the application.

 Click on a step to go to that step. After you complete a step you will be taken to the next step, and the new step's link will become clickable.
- Use only 'Previous' or 'Next' buttons on the bottom of the page to move between pages in the online application or by clicking on the relevant step.
- Any request for changes in the course choice's received after the end of the application period will not be entertained.
- The application process will be completed when the progress tracker indicated light red for ALL 5 steps.
- You will be automatically signed out if your session remains idle for more than 20 minutes. Any unsaved data will be lost.

Entry to the Polytechnics is merit-based. The acceptance of application does not imply any commitment to admit an applicant.

Welcome, S6005045G.

You have submitted an application on 17-Nov-2021 12:06 PM

Edit Your Application

View/Print Your Application



STEP 4A: SUBMIT APPLICATION (PERSONAL INFO)

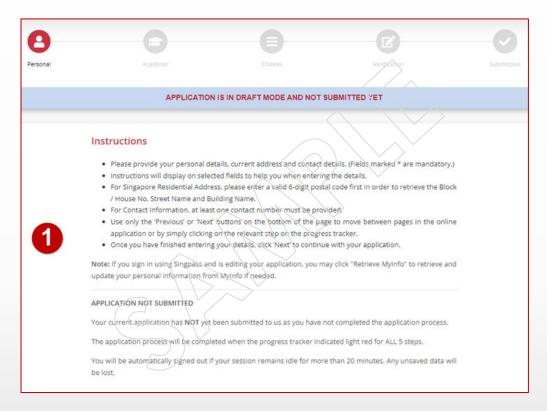
Before you begin, do read the instructions carefully in every step to ensure a smooth application process.

(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.

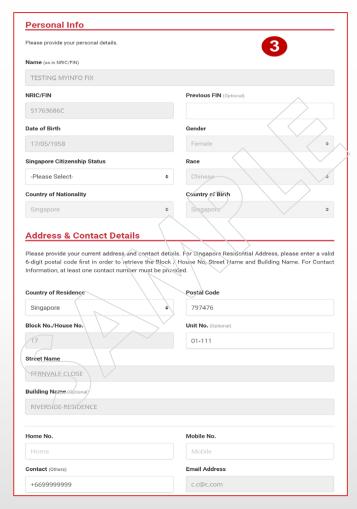
If you sign in via Singpass and,

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





- 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.

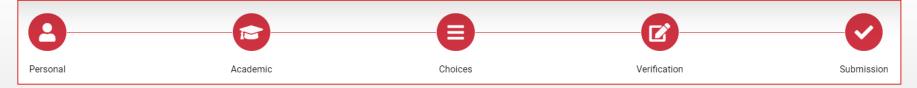




Use the 'Previous' or 'Next' buttons at the bottom of the page to navigate between pages in the online application



or by simply clicking on the relevant step.

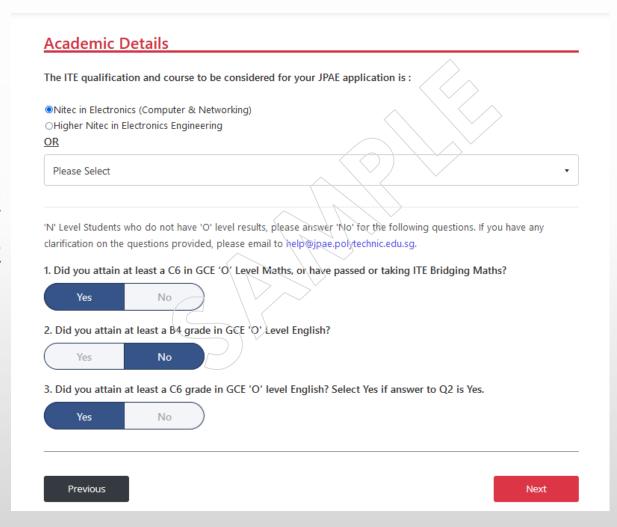


Any changes made to the page will not be saved if you sign out or did not click on "Next" to proceed.

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

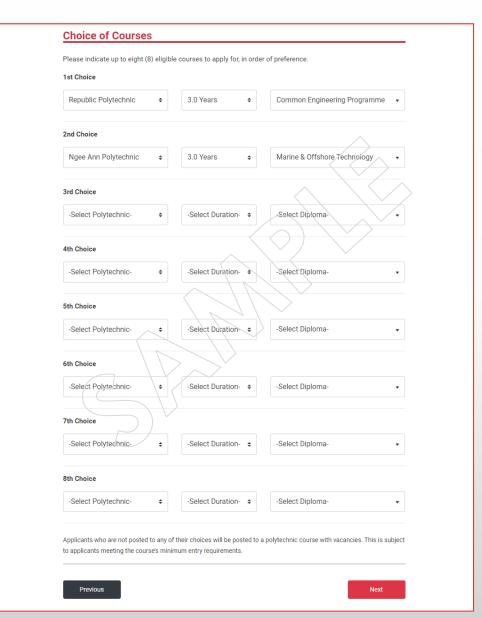
STEP 4B: SUBMIT APPLICATION (ACADEMIC DETAILS)

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



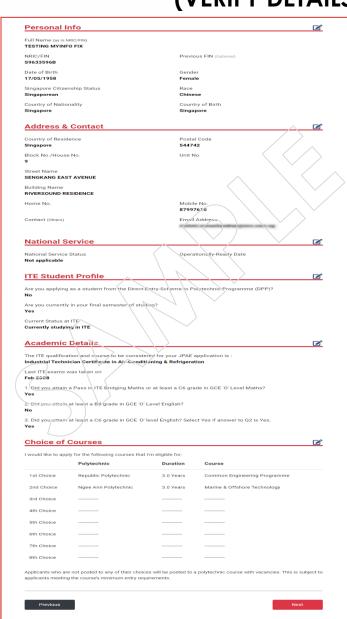
STEP 4C: SUBMIT APPLICATION (CHOICE OF COURSES)

- ➤ 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.



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 (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.



STEP 4E: SUBMIT APPLICATION (DECLARATION)

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

► The system will display 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.

Declaration

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. Course fee details can be found at the polytechnics' individual websites.

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

Terms & Conditions for JPAE Application

- . Before clicking Submit, read the Terms & Conditions here.
- . Click 'I Agree' at the bottom of the Terms & Conditions page.
- . Click 'Submit' below to proceed to submit your application.

Previous

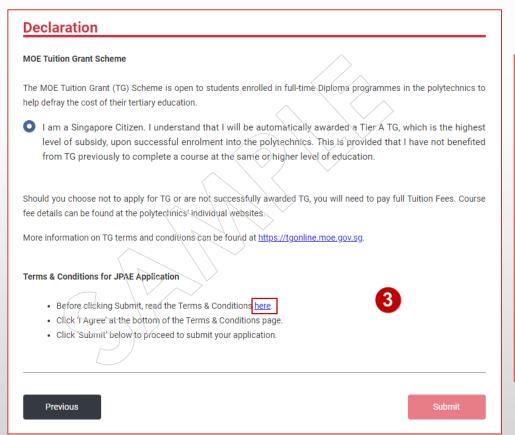
Submit

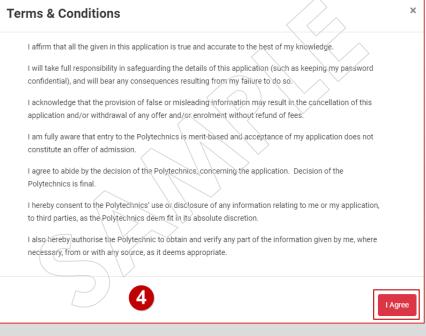
The 'Submit' button is disabled. To enable the button, read and agree to the Terms & Conditions.





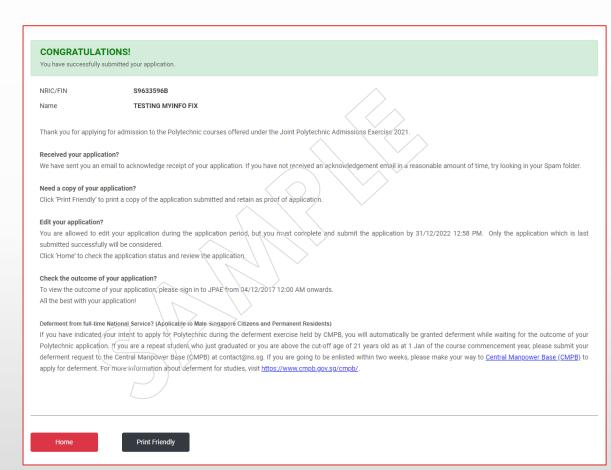
- Click 'here' (see image 3) link to read the Terms & Conditions.
- Click 'I Agree' button (see image 4) on the Terms & Conditions popup to enable the 'Submit' button.
- Click on 'Submit' button to submit your application.





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.



STEP 4G: SUBMIT APPLICATION (PRINT FRIENDLY PAGE)

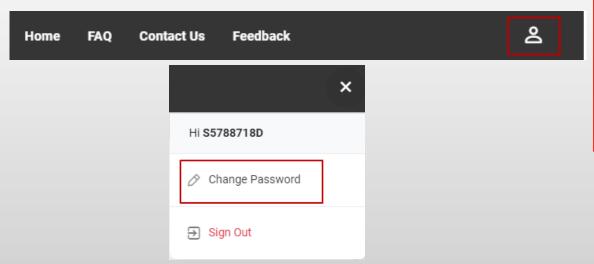
- Once you click on "Print Friendly" button, this page will be displayed.
- ► This page contains your submission. Click "Print" to keep a copy of your submitted application for reference.
- Click on "Home" if you would like to return to the landing page.

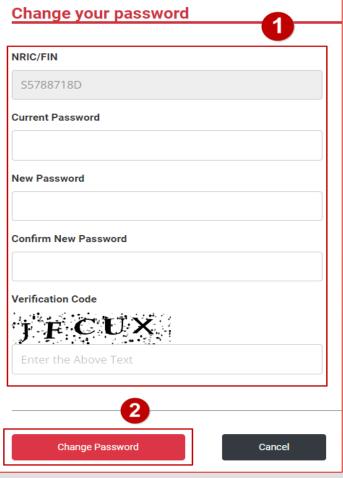


Click 'Print' to pri	plying for admission to the nt a copy of the application heck the application status	Polytechnic courses a submitted and retain and review the application	offered under the Joint Polytechnic Admissions a sa proof of application. ration.		
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STEP 5: CHANGE PASSWORD

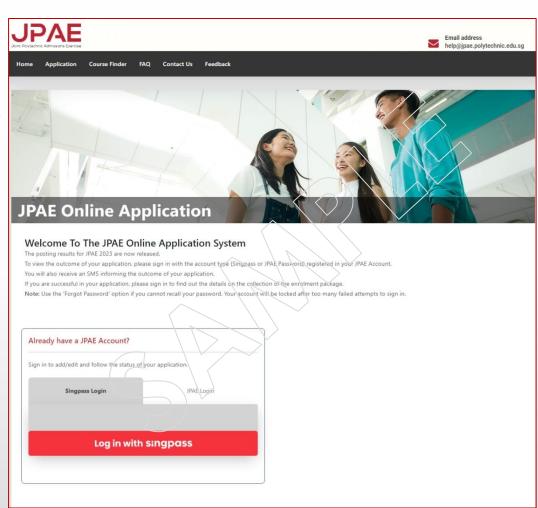
- Click on the icon on the top menu and select "Change Password" link, you will be redirected to this page. You can change your password to a new password here with the following steps:
 - 1. Enter the required information. Password must have at least 12 characters containing upper case letters, lower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





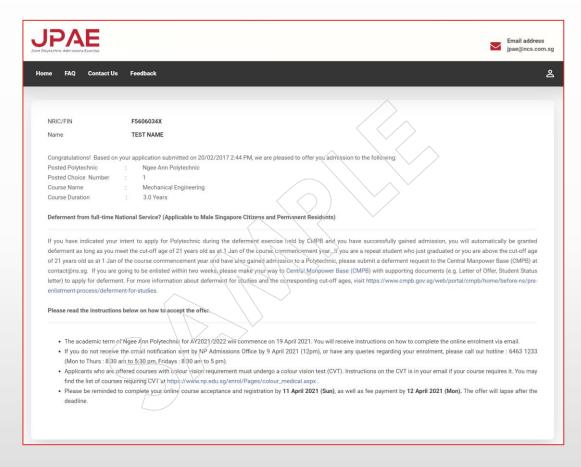
STEP 6: RESULT RELEASE

- 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.



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.



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.

