

## UWCSEA Admissions online applications USER GUIDE



### Before you begin, you will need:

- access to a fully featured laptop or desktop computer with the latest version of any major browser (Internet Explorer, Firefox, Chrome or Safari) and using a stable Internet access point
- all the documents outlined in the supporting documents section of this guide
- credit card (MasterCard or Visa) and all relevant details to pay the application fee

### Log in and account creation

You will need an account to log in to the system.

#### **Sibling applications**

If you have a child currently enrolled at the College, please use your parent username and password for your account.

#### **Re-applying**

If you have previously submitted an online application, whether for this child or another, and you do not have a child enrolled at the College, please use the username and password used for that application. Your username will be the email address you used to create the earlier application. You can retrieve a forgotten username or password by selecting either 'I have forgotten my username' or 'I have forgotten my password'.

#### **New applications**

If you do not have a child enrolled and have not previously submitted an online application, you will need to create a new account.

To create a new account, you will need to provide an email address, a password and a phone number (preferably a handphone number). The account activation email and other communications will be sent to this email address.

After creating the account, you will receive an email with a link that allows you to activate your account. You will not be able to continue with the application until you have completed this step.



## General information

### New applications

If you have not applied before, the form will take about 60 minutes to complete in one sitting.

### Re-applications

If this is not the first online application you have made for this child, you will be able to retrieve and update your previous application. This will take approximately 15–30 minutes depending upon the amount of new information you wish to add. There may be new fields for you to complete; these will be clearly marked. You will also be asked to upload any reports issued since the previous application (we require a complete set of reports for the last two academic years in addition to any specialist reports).

### System settings

- Please ensure that each set of reports is uploaded in one PDF document in a file size that does not exceed 5MB.
- You will be able to save an uncompleted form and return to it later (select 'Save' on the top right hand corner of any page). You will not be able to save a page unless that page is completed fully, but the pages that you have completed will be saved.
- The system logs you out after 20 minutes of inactivity.
- If you do not access your incomplete application for a period of 14 days after your last save, it will be deleted. Your login account will remain in place, but you will need to restart the application.

## Supporting documents

### Re-applications

Please upload any reports that have issued since the last application, including reports for the most recent term (see below) and any documents that have changed since the last application i.e. new passport or immigration pass issued or any additional specialist reports.

### New applications

You will need to have soft copies of the following documents (in PDF format) to upload to the application before it can be submitted:

- your child's birth certificate or, if born in Singapore, their Registration of Birth
- a recent, passport-style photo of your child (in JPEG format)
- the picture page of your child's passport(s)
- your child's Immigration Pass (both sides), if residing in Singapore
- full academic reports from the school(s) your child attended in the last two (2) years, including the report for most recent term. Please ensure that each set of reports is uploaded as a single document rather than uploading each page separately



- any specialist reports that may relate to your child's learning, such as an assessment completed by an educational psychologist, occupational therapist or speech and language therapist
- any awards or certificates your child has received that you would like us to be aware of
- if your child is applying to join Grade 6 or above, his or her handwritten Student Statement. The Student Statement Form can be downloaded from the Brochure Download page on the College website and must be completed by the applicant by hand and then scanned and uploaded to the system

#### Helpful hints

- To upload successfully, each document or set of reports should be in PDF format and no larger than 5MB.
- To save time and to keep track of all your documentation, we suggest saving soft copies of the documents you will need in one place before you login to the application system and start the application.
- You will only be able to begin uploading documents after you have completed the requested information fields.

### Amending the form after submission

- You will be able to add further documents and change your contact details after submission. You can log into the system any time to do this.
- To change any other details on the application after submission, please contact your Admissions Officer.

### Application fee

- Each application submitted will require payment of an application fee: S\$410 for a Day Student applying to one campus or S\$820 for a dual campus application, or S\$550 if applying for a Boarder place. These fees are non-refundable whether or not we are able to offer your child a place.
- When you have completed the form and clicked 'Submit,' you will be directed to the eNETS payment system to make payment of the application fee. Through eNETS, you have the option to pay by Visa or MasterCard. You will need to have the relevant details with you to complete the payment. Please ensure you have your browser set to allow pop-ups and that any necessary pre-approvals have been obtained from your issuing bank before you attempt to submit payment.

### Technical hints

- To ensure the best experience when applying, please:
  - use a fully featured desktop or laptop computer, the system is not designed for use on tablets or other mobile devices

- make sure that you are using a fast and stable Internet connection, ideally at home or work. Public wireless hotspots are not recommended
- the system is browser-based and works on either Windows or Apple Mac computers
- you can use the latest version of any major browser (Internet Explorer, Firefox, Chrome or Safari)
- There may be short delays as you move from page to page, as the system saves and uploads information, particularly when you are uploading documents.
- We recommend you do not complete the application between 8am and 11am on weekday mornings, as that is when UWCSEA systems experience the most traffic.

## Age-Grade boundary guide—2016/2017

Academic Year August 2016–June 2017		
UWCSEA Schools	Age of August 2016 entrants	UWCSEA Grade
Infant School	4–5 years (born 1 September 2011 – 31 August 2012)	Kindergarten 1
	5–6 years (born 1 September 2010 – 31 August 2011)	Kindergarten 2 (not available)
	6–7 years (born 1 September 2009 – 31 August 2010)	Grade 1
Junior School	7–8 years (born 1 September 2008 – 31 August 2009)	Grade 2
	8–9 years (born 1 September 2007 – 31 August 2008)	Grade 3
	9–10 years (born 1 September 2006 – 31 August 2007)	Grade 4
	10–11 years (born 1 September 2005 – 31 August 2006)	Grade 5
Middle School	11–12 years (born 1 September 2004 – 31 August 2005)	Grade 6
	12–13 years (born 1 September 2003 – 31 August 2004)	Grade 7
	13–14 years (born 1 September 2002 – 31 August 2003)	Grade 8
High School	14–15 years (born 1 September 2001 – 31 August 2002)	Grade 9
	15–16 years (born 1 September 2000 – 31 August 2001)	Grade 10*
	16–17 years (born 1 September 1999 – 31 August 2000)	Grade 11
	17–18 years (born 1 September 1998 – 31 August 1999)	Grade 12* (no direct entry)

\* There is no entry into IGCSE Grade 10 or Grade 12. These are the second of two-year examination courses. For appropriately qualified students, entry into the Grade 10 Foundation IB course is available

### Need help?

If you have any questions about the application process, please contact the Admissions Office:

Dover (T) +65 6775 5344

East (T) +65 6305 5344

Email [admissions@uwcsea.edu.sg](mailto:admissions@uwcsea.edu.sg)