TUITION GRANT & SCHOLARSHIPS (TG&S)

# ASEAN SCHOLARSHIP APPLICANT GUIDE

**VERSION 1.0**

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**Important Notes**

1. The Tuition Grant and Scholarship System (TG&S) is a portal for scholarship applicants to keep track of their application status, to receive test and/or interview related notification, and to complete the formalities for the Scholarship Agreement.

2. All applicants **must first create an account in TG&S** using their personal particulars before they are able to submit an application for the scholarship. They should provide the following information for account creation:

   a. Applicant's first name and last name
   b. A valid e-mail address (This email is required for two-factor authentication, 2FA)
   c. Password of choice

3. Applicants will receive an email with the security code to complete account creation.

4. After application submission, you may be notified if additional information is required. You can login to TG&S using the same account, to provide the required details.

**ASEAN Application Flow**
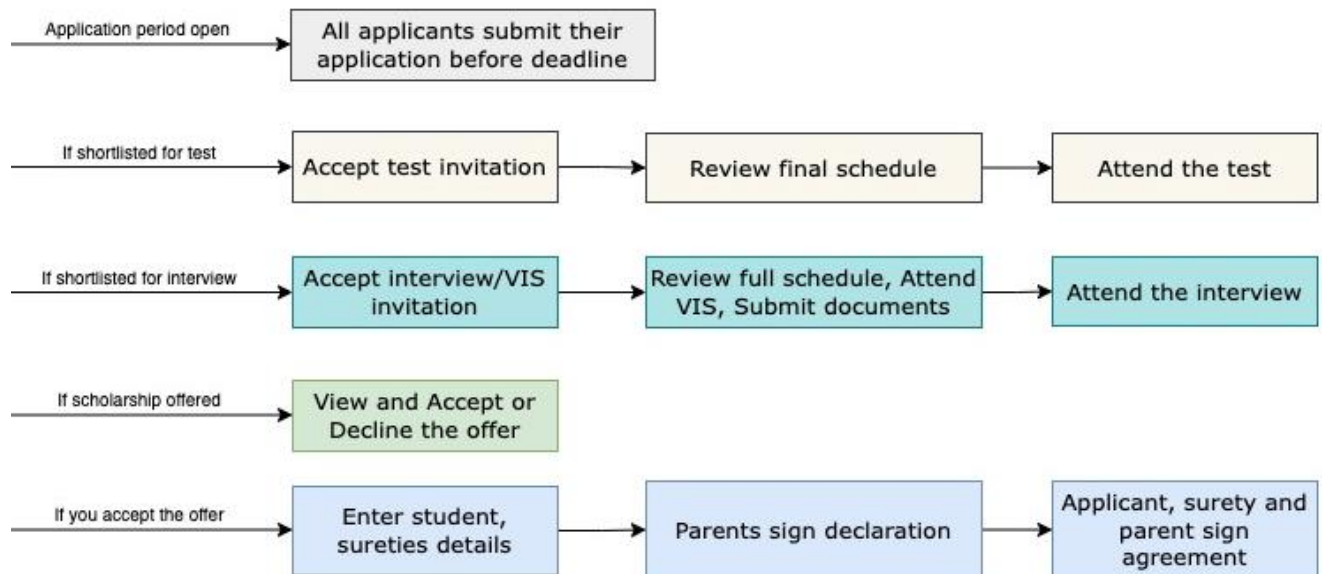
# 1  REGISTRATION AND LOGIN

## 1.1  Registration for applicants

1. Access the TG&S through: https://tgs.moe.gov.sg.

2. Click on **Register as a new user**.

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

4. 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.
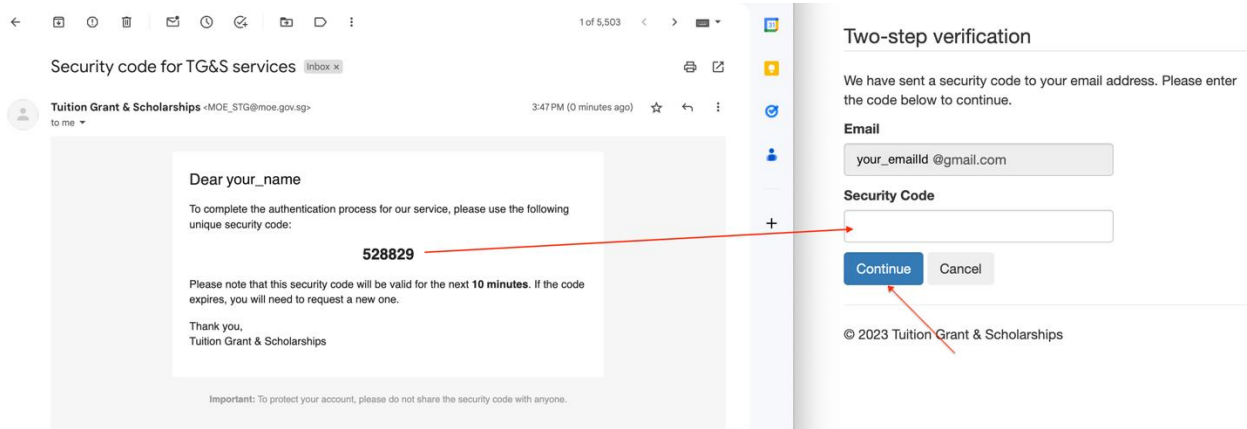


## 1.2   Login for applicants

Applicants who have already registered can login as follows.

1. Access the TG&S through: https://tgs.moe.gov.sg.

2. Click on **Login to your account**.

3. Enter the email ID and password and click on **Login**.

4. Enter the security code received in your email. Click on **Continue** to Login. Please check your spam folder if you do not receive the email in your inbox.

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## Two-step verification

We have sent a security code to your email address. Please enter the code below to continue.

**Email**

<Your email id for verification>

**Security Code**

Continue    Cancel

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# 2  NEW APPLICATION

## 2.1  Start a new Application

To start a new application:

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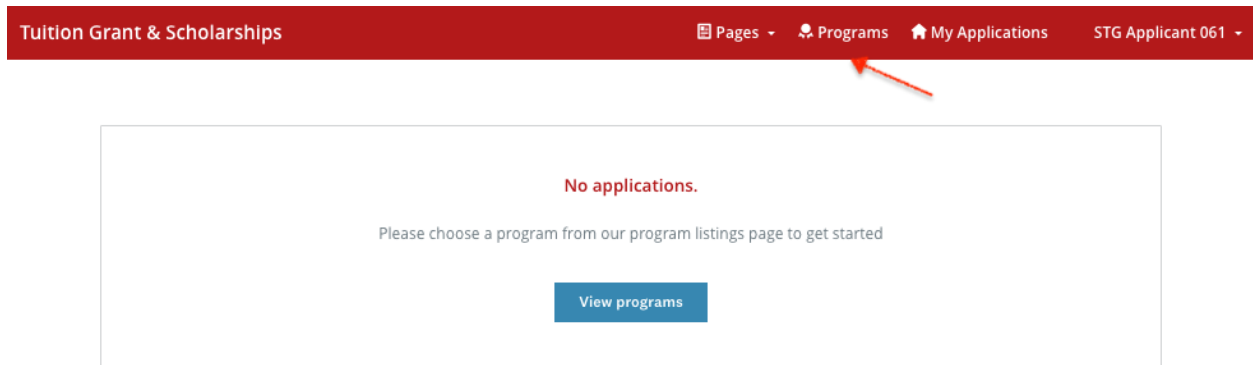


2.  Search for the scholarship program for your country and level and click on **More** once you have located it. Please note that the following screenshot is just an example.
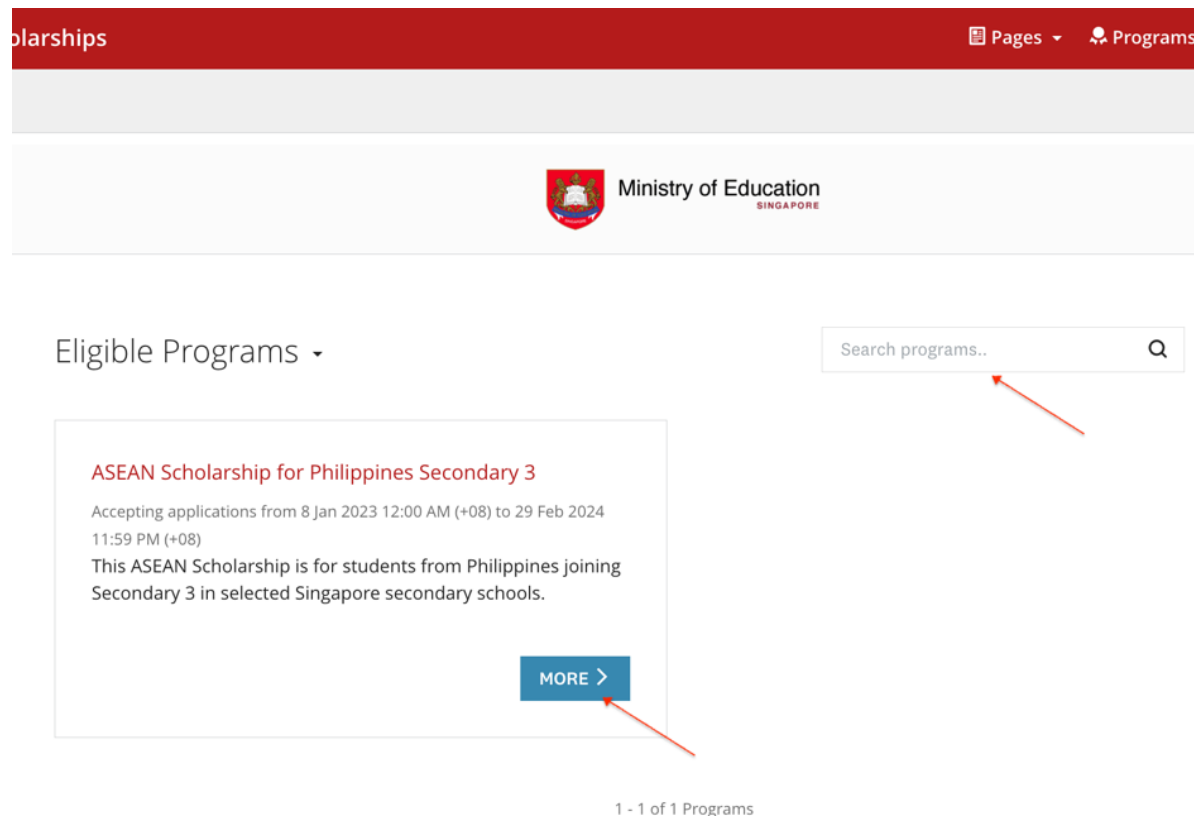
3. Read the information provided about the scholarship program and click on **Apply** to apply for the Scholarship.

**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.**

You may complete the tasks and submit the application at any time before the application deadline indicated on the left side of the screen. You can save a partially completed task as draft and come back to it later. (Refer 3.1 Continue an existing application that has not been submitted)



## 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.



**Please read the task instructions on the screen carefully before entering data.**

### 2.2.1 Personal Particulars

1. Enter your personal particulars. If you are a permanent resident (PR) in another country, please indicate Country of PR status. "Country of PR Status" refers to the country allowing you to reside in for studying without being a citizen. For example, if you are a citizen of Thailand but have permanent residency in Malaysia, please fill in Thailand under "Citizenship" and Malaysia under "Country of PR Status".

2. Enter your contact information and residential address.

### 2.2.2   Educational Background

Indicate your educational background by entering the name and details of your current school and the teaching language medium.

### 2.2.3 Examination Results

Enter the relevant examination results for all subjects for the last two years in EXAMINATION RESULTS SET 1 and SET 2 respectively. Please key in NA if your school does not offer the subjects.

### 2.2.4    Family Contacts

Enter details of at least 1 parent or legal guardian in this task.

### 2.2.5 Achievements & Awards

Enter the details of 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.

### 2.2.6   Co-curricular Activities

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

### 2.2.7    Selection Test Centre

Select your first and second choice of city to take the selection test and interview.  Shortlisted candidates will be informed of the test and/or interview venue subsequently.

### 2.2.8 Antecedent of Applicant

Answer the given questions about yourself truthfully and provide details if required.

### 2.2.9 Survey

Please answer the survey questions about yourself.

### 2.2.10 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 marked 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.
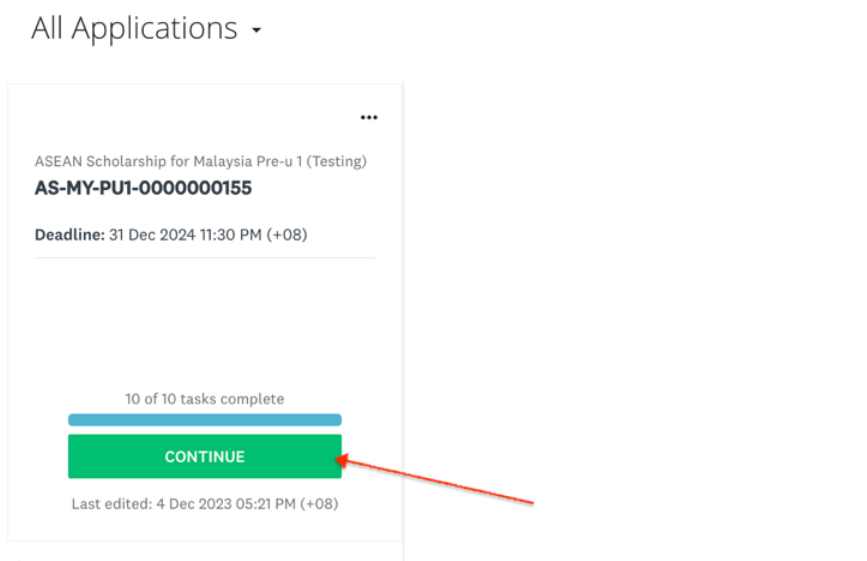
# 3 EDIT APPLICATION

## 3.1 Continue an existing application that has not been submitted

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 the deadline.



## 3.2 Edit a completed task (before the application deadline)

Within the application window, changes can be made to a task that you have already marked 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 the deadline.



## 3.3 Edit a submitted application after the deadline

You cannot edit a submitted application after the application deadline. However, for important changes please email to MOE Singapore at MOE_ASEAN_Scholarships@moe.gov.sg with the changes required.