

User guide to UWCSEA application system



To make an application, 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 (Visa, MasterCard or American Express) to pay the non-refundable application fee

Creating an account

You will need an account to login to the system.

Sibling applications

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

Re-applying

If you have previously submitted an 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. 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 and a password. The account activation email and all other communications will be sent to this email address.

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

Before you begin

Gather all required documents listed below, keeping in mind the following:

- the photograph needs to be in JPEG format
- all other documents need to be in PDF format
- no one file can exceed 1MB except for reports where the maximum file size is 10MB
- ensure you have your credit card details available as payment must be made via Visa, MasterCard or American Express to complete and successfully submit an application



Completing an application

New applications

If you have not applied before, the form will take about 60 minutes to complete in one sitting. You will only be able to upload documents after you have completed the requested information fields.

Required supporting documents:

- your child's birth certificate or, if born in Singapore, their Registration of Birth
- a recent, passport-style photo of your child (JPEG format)
- the picture page(s) of your child's passport(s)
- your child's Immigration Pass (both sides), if residing in Singapore
- a copy of the Immigration Pass Card Delivery letter that indicates the issue and expiry dates of the card (newer cards do not include this detail), 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 relating 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, their handwritten Student Statement (see last page of this guide). It must be completed by the applicant by hand, then scanned and uploaded with the rest of the required documentation

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, and you should upload new documents if available.

Required supporting documents:

- reports issued since the last application, including reports for the most recent term. We need a complete set of reports for the last two academic years in addition to any specialist reports
- a revised (new) Student Statement if the child is applying to Grade 6 and above
- If necessary, copies of documents that have changed since the last application i.e. new passport or immigration pass

Amending the application after submission

- you can add further documents and change your contact details by logging into the system
- to change any other details on the application after submission, please contact your Admissions Officer



System settings

- you are 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 complete your application within the current application cycle, your login account will remain in place, but you may need to ask us to reactivate the account if the application period in which the application was originally started has now concluded

Application fee

- each application submitted requires payment of a non-refundable application fee: S\$615 for a day student applying to one campus or S\$1230 for a dual campus application, or S\$825 if applying for a residential 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 our online payment gateway to make payment of the application fee. We accept Visa, MasterCard or American Express. 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.
- the application is not completed and submitted for consideration until the application fee has been paid

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 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 (GMT +8) on weekday mornings, as that is when UWCSEA systems experience the most traffic

Age-Grade boundary guide—2019/2020

UWCSEA Schools	UWCSEA Grade	Age of August 2019 entrants
Infant School	Kindergarten 1	4–5 years (born 1 September 2014 – 31 August 2015)
	Kindergarten 2 (East only)	5–6 years (born 1 September 2013 – 31 August 2014)
	Grade 1	6–7 years (born 1 September 2012 – 31 August 2013)
Junior School	Grade 2	7–8 years (born 1 September 2011 – 31 August 2012)
	Grade 3	8–9 years (born 1 September 2010 – 31 August 2011)
	Grade 4	9–10 years (born 1 September 2009 – 31 August 2010)
	Grade 5	10–11 years (born 1 September 2008 – 31 August 2009)
Middle School	Grade 6	11–12 years (born 1 September 2007 – 31 August 2008)
	Grade 7	12–13 years (born 1 September 2006 – 31 August 2007)
	Grade 8	13–14 years (born 1 September 2005 – 31 August 2006)
High School	Grade 9	14–15 years (born 1 September 2004 – 31 August 2005)
	Grade 10*	15–16 years (born 1 September 2003 – 31 August 2004)
	Grade 11	16–17 years (born 1 September 2002 – 31 August 2003)
	Grade 12* (no direct entry)	17–18 years (born 1 September 2001 – 31 August 2002)

* There is no entry into IGCSE Grade 10 or IBDP 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 +65 6774 2653

East +65 6305 5353

Email admissions@uwcsea.edu.sg

