Singapore Polytechnic

DIRECT ADMISSIONS EXERCISE

A step-by-step guide to

1. Submit Online Application
2. Upload Supporting Documents
3. Enquire Course Application Status

Last updated: 18 December 2025

DIRECT ADMISSIONS EXERCISE

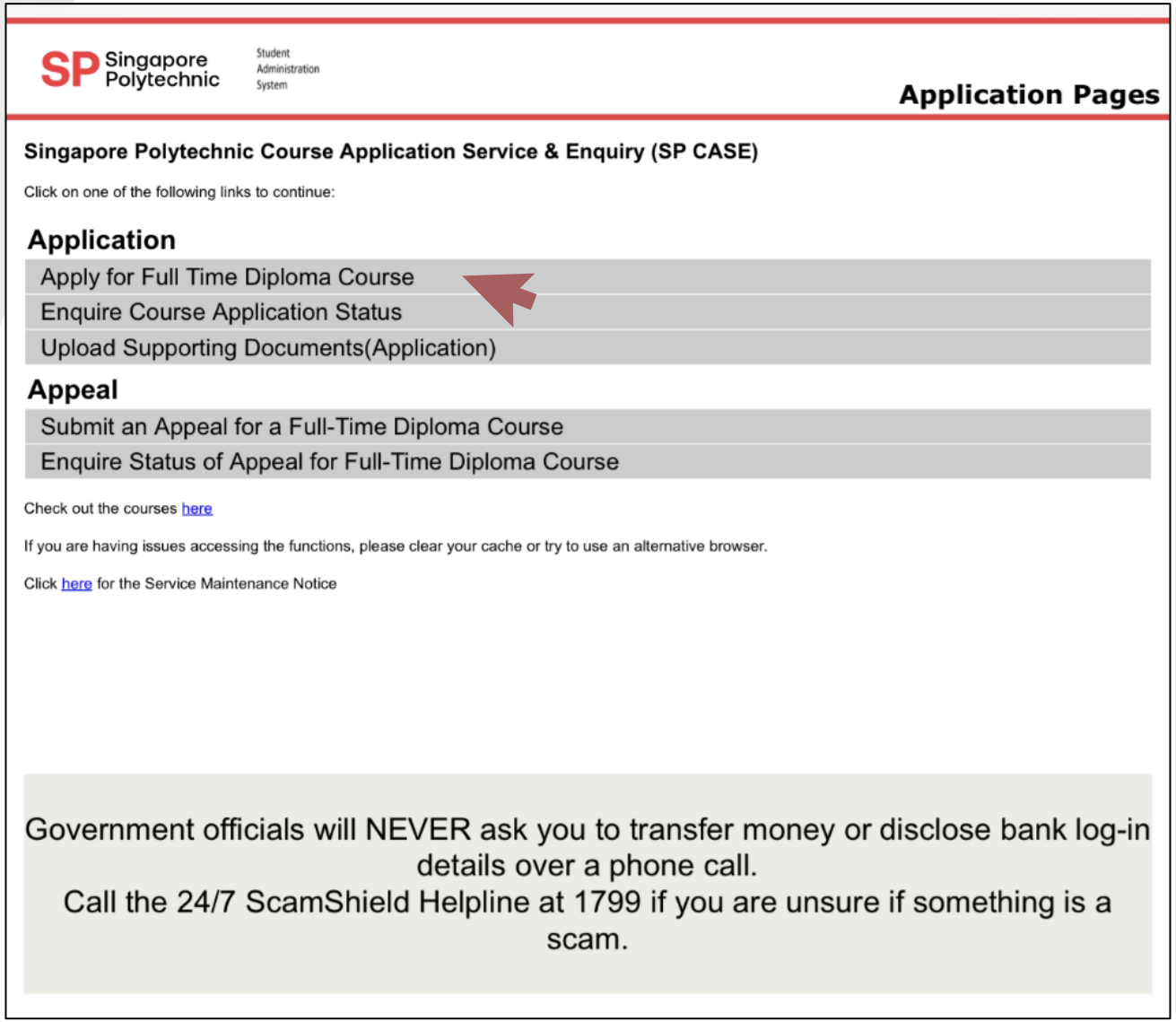
A step-by-step guide to

1. **Submit Online Application**

ACCESSING SP CASE

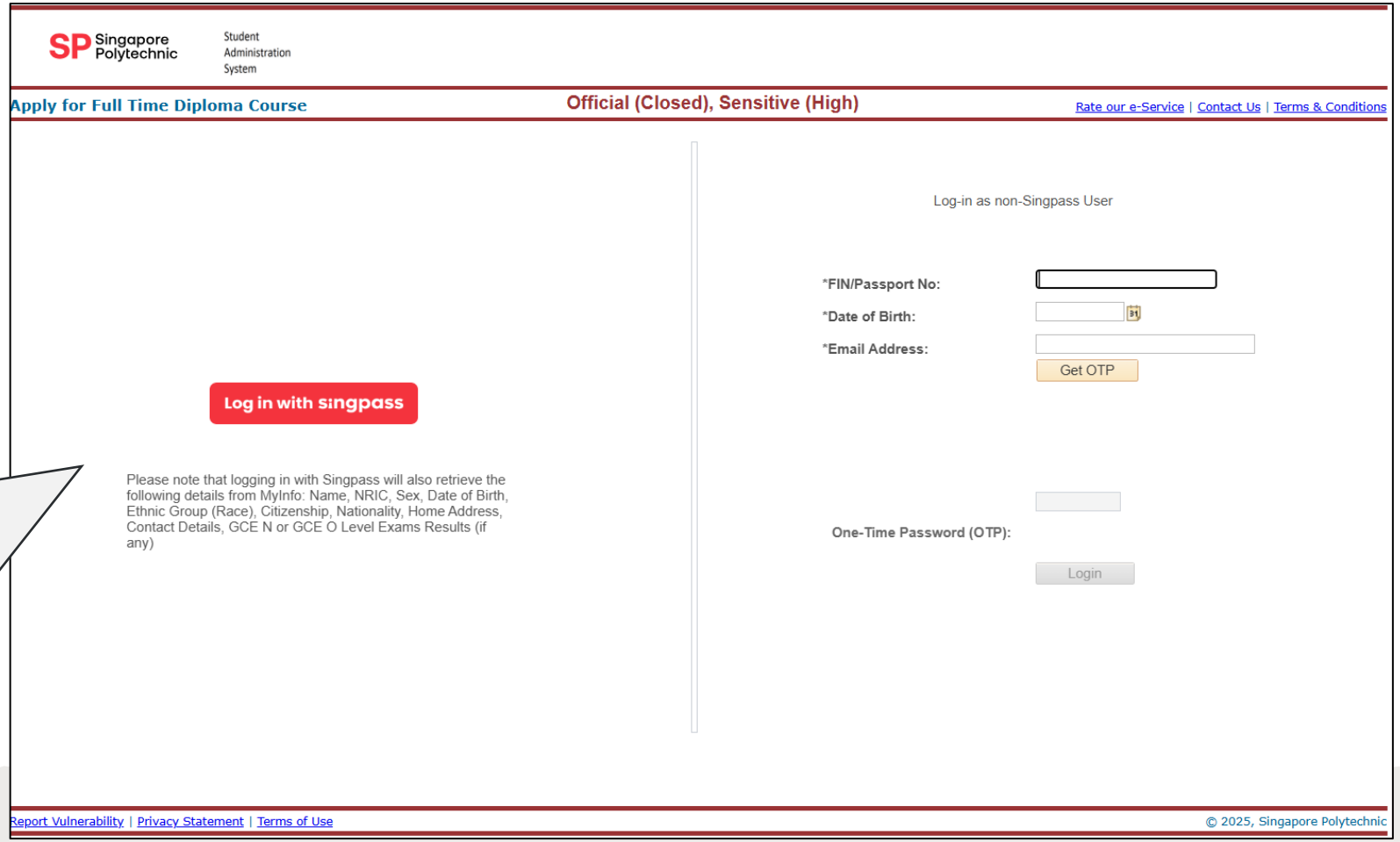
- Launch SP CASE website at http://courseapplication.sp.edu.sg

- Select “Apply for Full Time Diploma Course"



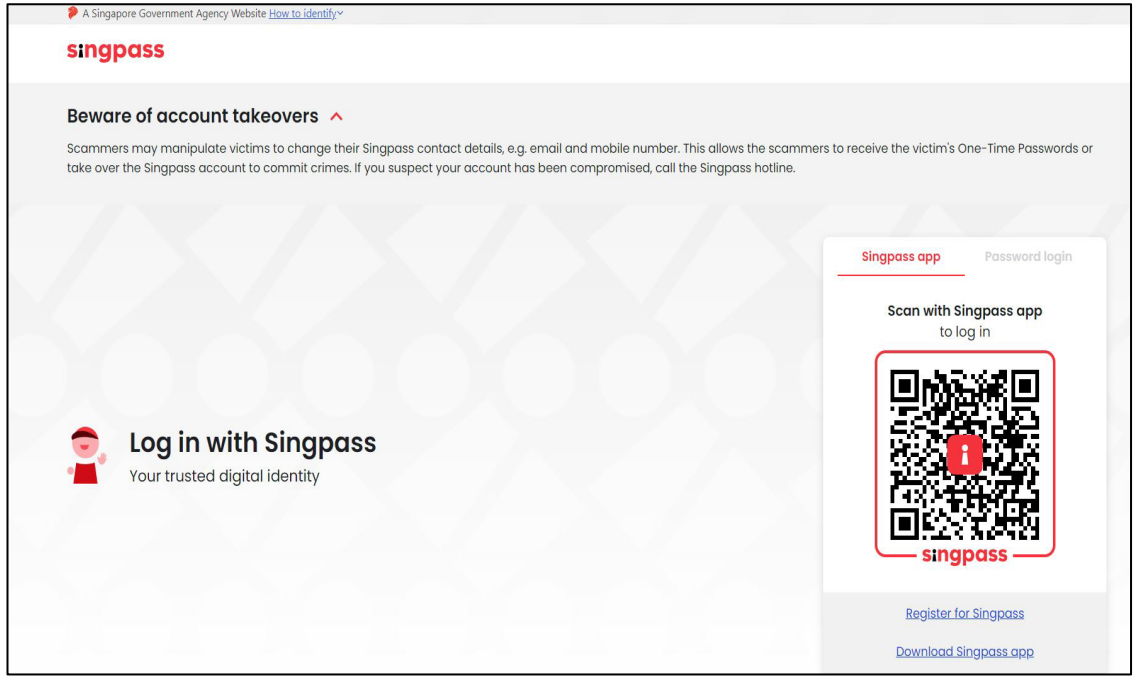
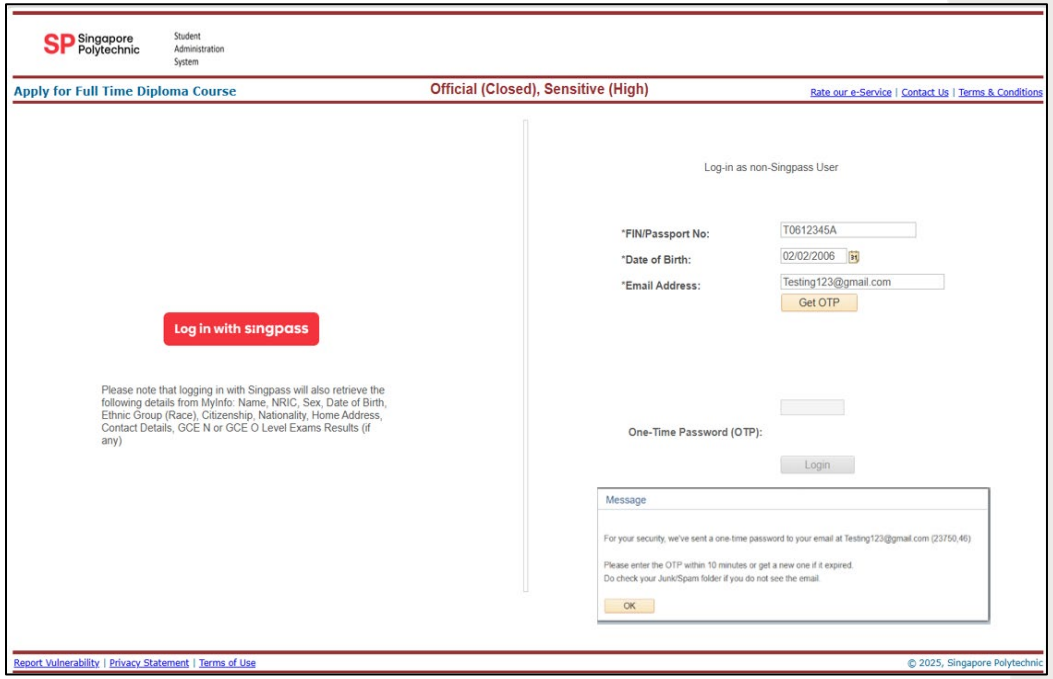
APPLY FOR FULL TIME DIPLOMA COURSE

- For Singapore Citizen and Singapore Permanent Resident, please log in with singpass
- For those without singpass, please log in as non-Singpass User

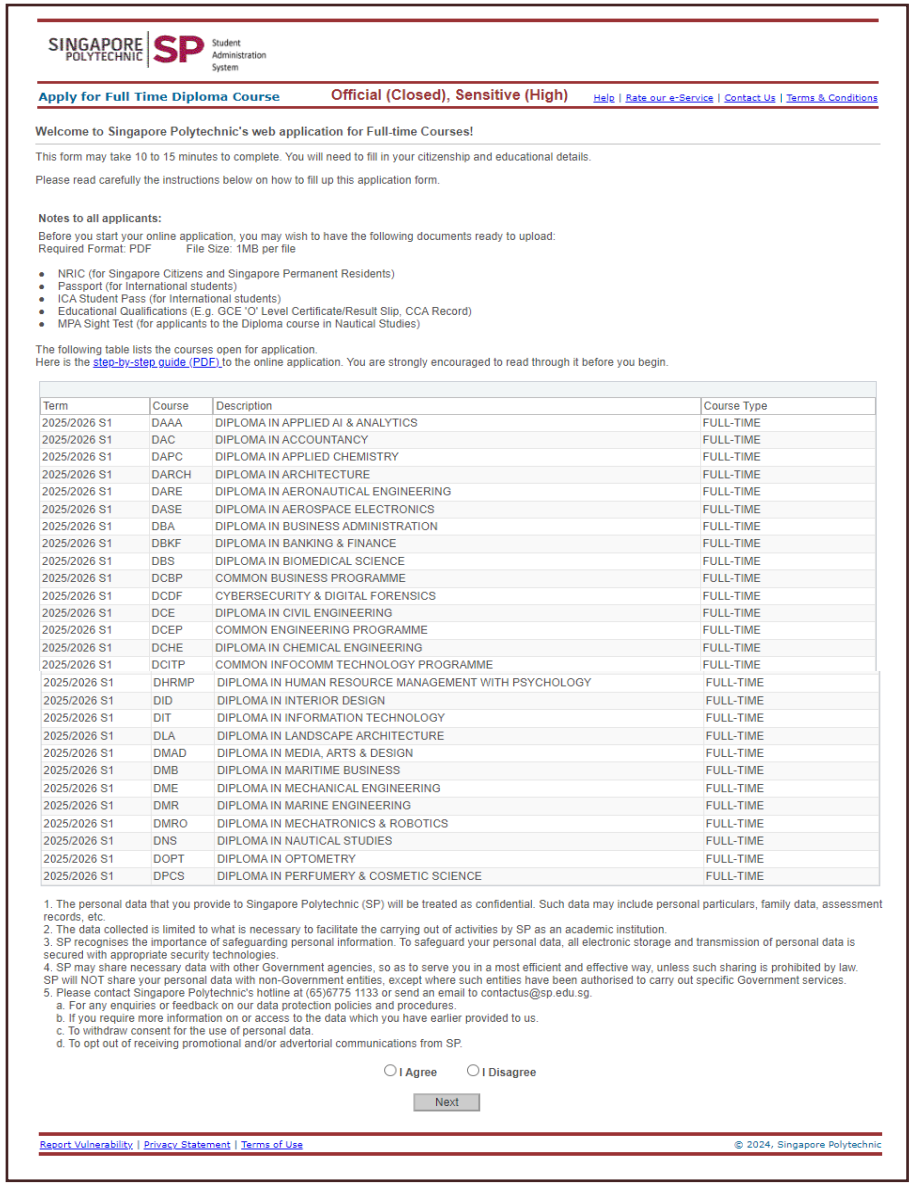


APPLY FOR FULL TIME DIPLOMA COURSE

Singapore Polytechnic

Singpass user	Non-Singpass user
	
Follow the instructions to log in using Singpass app	**Enter your particulars and request for a one-time password (OTP) to log in**

SUBMIT ONLINE APPLICATION



SINGAPORE POLYTECHNIC SP Student Administration System

Apply for Full Time Diploma Course **Official (Closed), Sensitive (High)** Help | Rate our e-Service | Contact Us | Terms & Conditions

Welcome to Singapore Polytechnic's web application for Full-time Courses!

This form may take 10 to 15 minutes to complete. You will need to fill in your citizenship and educational details.

Please read carefully the instructions below on how to fill up this application form.

Notes to all applicants:

Before you start your online application, you may wish to have the following documents ready to upload:
Required Format: PDF File Size: 1MB per file

- NRIC (for Singapore Citizens and Singapore Permanent Residents)
- Passport (for International students)
- ICA Student Pass (for International students)
- Educational Qualifications (E.g. GCE 'O' Level Certificate/Result Slip, CCA Record)
- MPA Sight Test (for applicants to the Diploma course in Nautical Studies)

The following table lists the courses open for application.
Here is the step-by-step guide (PDF) to the online application. You are strongly encouraged to read through it before you begin.

Term	Course	Description	Course Type
2025/2026 S1	DAAA	DIPLOMA IN APPLIED AI & ANALYTICS	FULL-TIME
2025/2026 S1	DAC	DIPLOMA IN ACCOUNTANCY	FULL-TIME
2025/2026 S1	DAPC	DIPLOMA IN APPLIED CHEMISTRY	FULL-TIME
2025/2026 S1	DARCH	DIPLOMA IN ARCHITECTURE	FULL-TIME
2025/2026 S1	DARE	DIPLOMA IN AERONAUTICAL ENGINEERING	FULL-TIME
2025/2026 S1	DASE	DIPLOMA IN AEROSPACE ELECTRONICS	FULL-TIME
2025/2026 S1	DBA	DIPLOMA IN BUSINESS ADMINISTRATION	FULL-TIME
2025/2026 S1	DBKF	DIPLOMA IN BANKING & FINANCE	FULL-TIME
2025/2026 S1	DBS	DIPLOMA IN BIOMEDICAL SCIENCE	FULL-TIME
2025/2026 S1	DCBP	COMMON BUSINESS PROGRAMME	FULL-TIME
2025/2026 S1	DCDF	CYBERSECURITY & DIGITAL FORENSICS	FULL-TIME
2025/2026 S1	DCE	DIPLOMA IN CIVIL ENGINEERING	FULL-TIME
2025/2026 S1	DCEP	COMMON ENGINEERING PROGRAMME	FULL-TIME
2025/2026 S1	DCHE	DIPLOMA IN CHEMICAL ENGINEERING	FULL-TIME
2025/2026 S1	DCITP	COMMON INFOCOMM TECHNOLOGY PROGRAMME	FULL-TIME
2025/2026 S1	DHRMP	DIPLOMA IN HUMAN RESOURCE MANAGEMENT WITH PSYCHOLOGY	FULL-TIME
2025/2026 S1	DID	DIPLOMA IN INTERIOR DESIGN	FULL-TIME
2025/2026 S1	DIT	DIPLOMA IN INFORMATION TECHNOLOGY	FULL-TIME
2025/2026 S1	DLA	DIPLOMA IN LANDSCAPE ARCHITECTURE	FULL-TIME
2025/2026 S1	DMAD	DIPLOMA IN MEDIA, ARTS & DESIGN	FULL-TIME
2025/2026 S1	DMB	DIPLOMA IN MARITIME BUSINESS	FULL-TIME
2025/2026 S1	DME	DIPLOMA IN MECHANICAL ENGINEERING	FULL-TIME
2025/2026 S1	DMR	DIPLOMA IN MARINE ENGINEERING	FULL-TIME
2025/2026 S1	DMRO	DIPLOMA IN MECHATRONICS & ROBOTICS	FULL-TIME
2025/2026 S1	DNS	DIPLOMA IN NAUTICAL STUDIES	FULL-TIME
2025/2026 S1	DOPT	DIPLOMA IN OPTOMETRY	FULL-TIME
2025/2026 S1	DPCS	DIPLOMA IN PERFUMERY & COSMETIC SCIENCE	FULL-TIME

1. The personal data that you provide to Singapore Polytechnic (SP) will be treated as confidential. Such data may include personal particulars, family data, assessment records, etc.
2. The data collected is limited to what is necessary to facilitate the carrying out of activities by SP as an academic institution.
3. SP recognises the importance of safeguarding personal information. To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.
4. SP may share necessary data with other Government agencies, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by law. SP will NOT share your personal data with non-Government entities, except where such entities have been authorised to carry out specific Government services.
5. Please contact Singapore Polytechnic's hotline at (65)6775 1133 or send an email to contactus@sp.edu.sg.
   a. For any enquiries or feedback on our data protection policies and procedures.
   b. If you require more information on or access to the data which you have earlier provided to us.
   c. To withdraw consent for the use of personal data.
   d. To opt out of receiving promotional and/or advertorial communications from SP.

○ I Agree ○ I Disagree

Next

Report Vulnerability | Privacy Statement | Terms of Use © 2024, Singapore Polytechnic

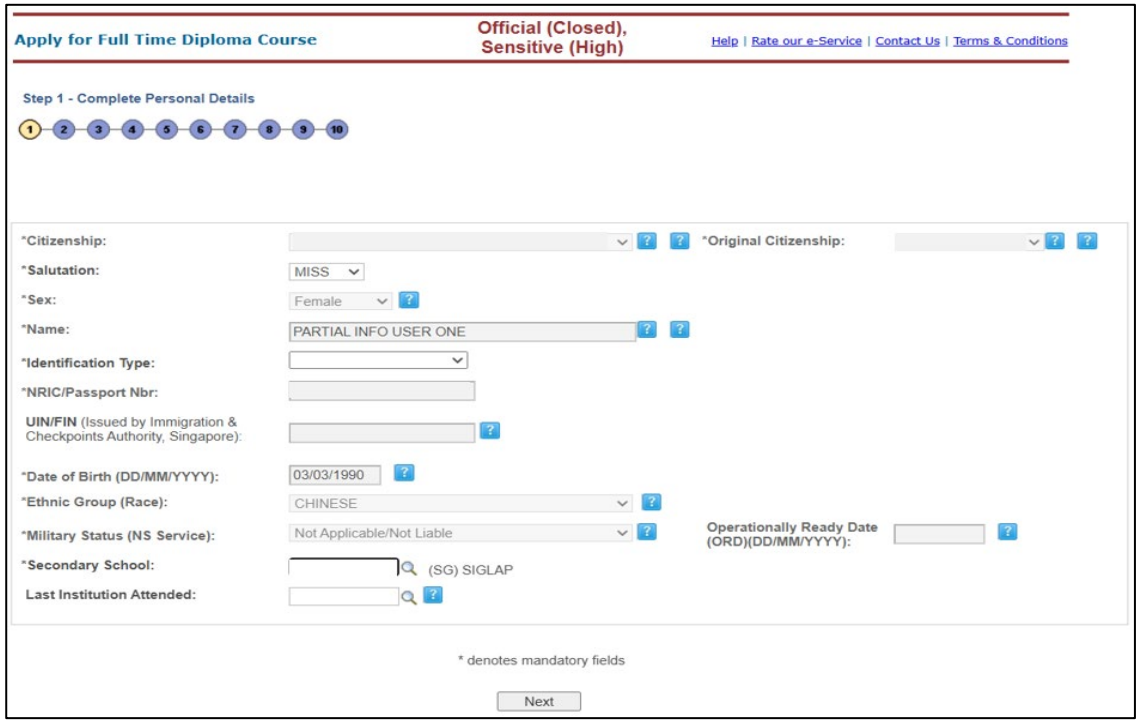
- **Read the online application instruction and Personal Data Protection Statement.**
- **Click "I Agree" and "Next".**

Important Note:

- **Please DO NOT use Non-English Characters and Special Characters when you submit the online application.**

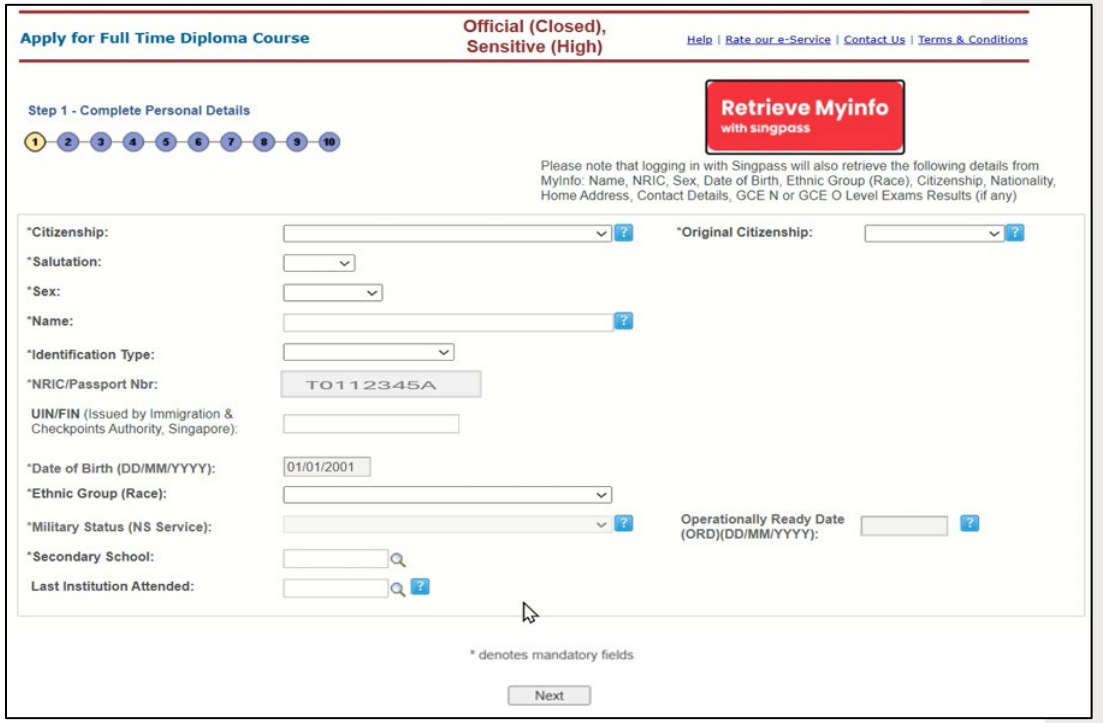
STEP 1 – PERSONAL DETAILS

Singpass user



MyInfo retrieved data will be populated

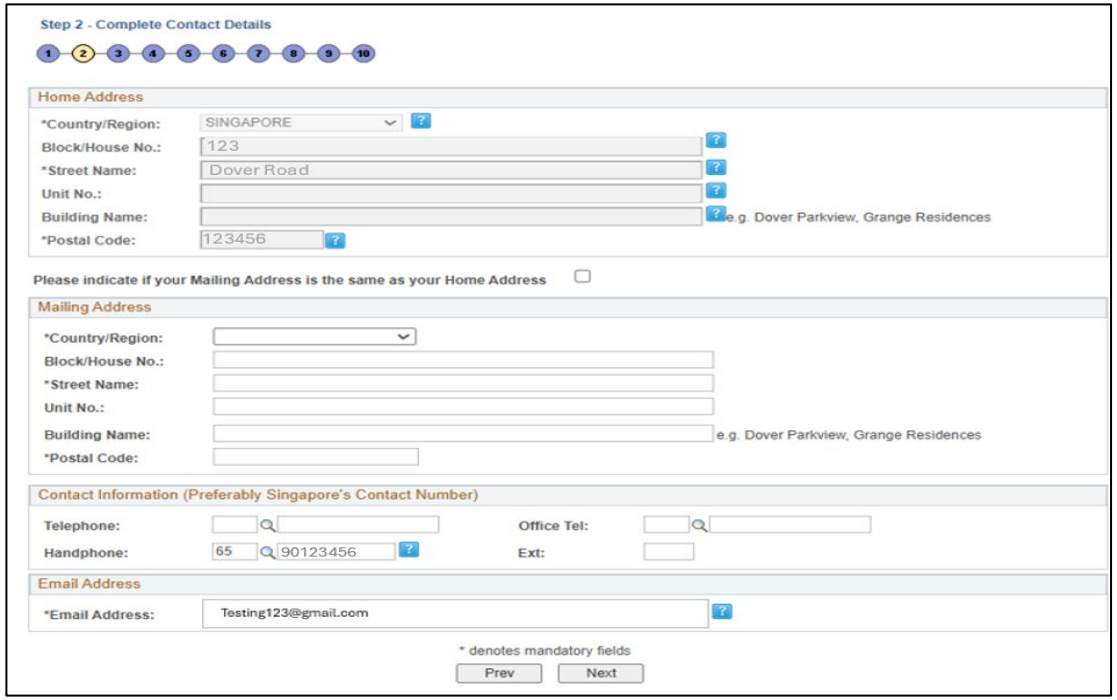
Non-Singpass user



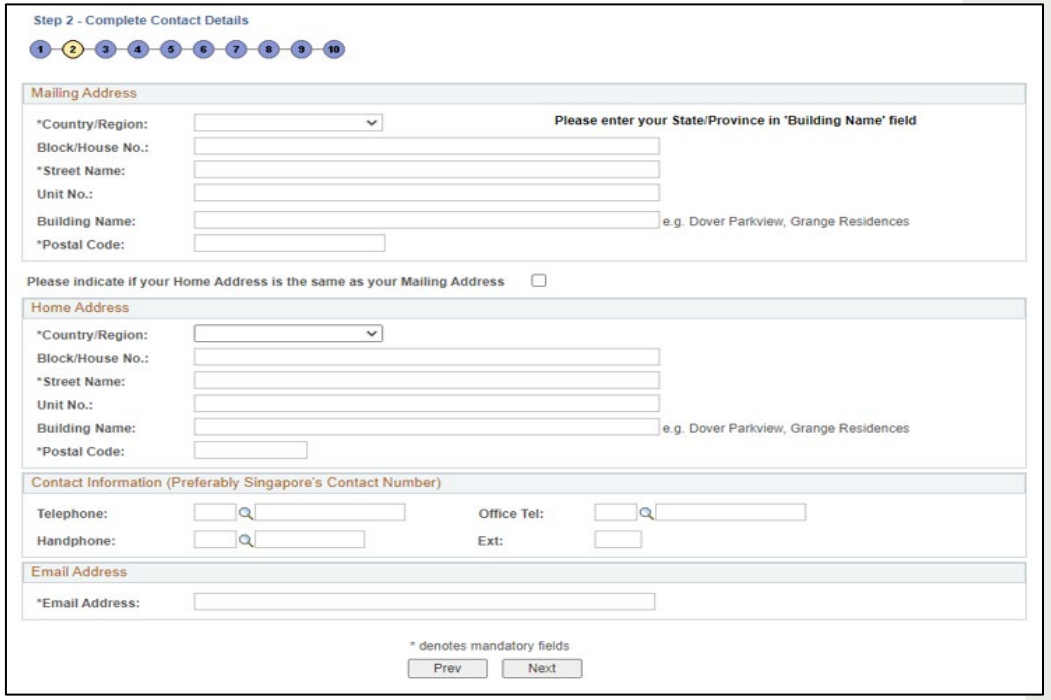
You can click Retrieve Myinfo with singpass if you are an International student with Singpass.

STEP 2 – CONTACT DETAILS

Singpass user

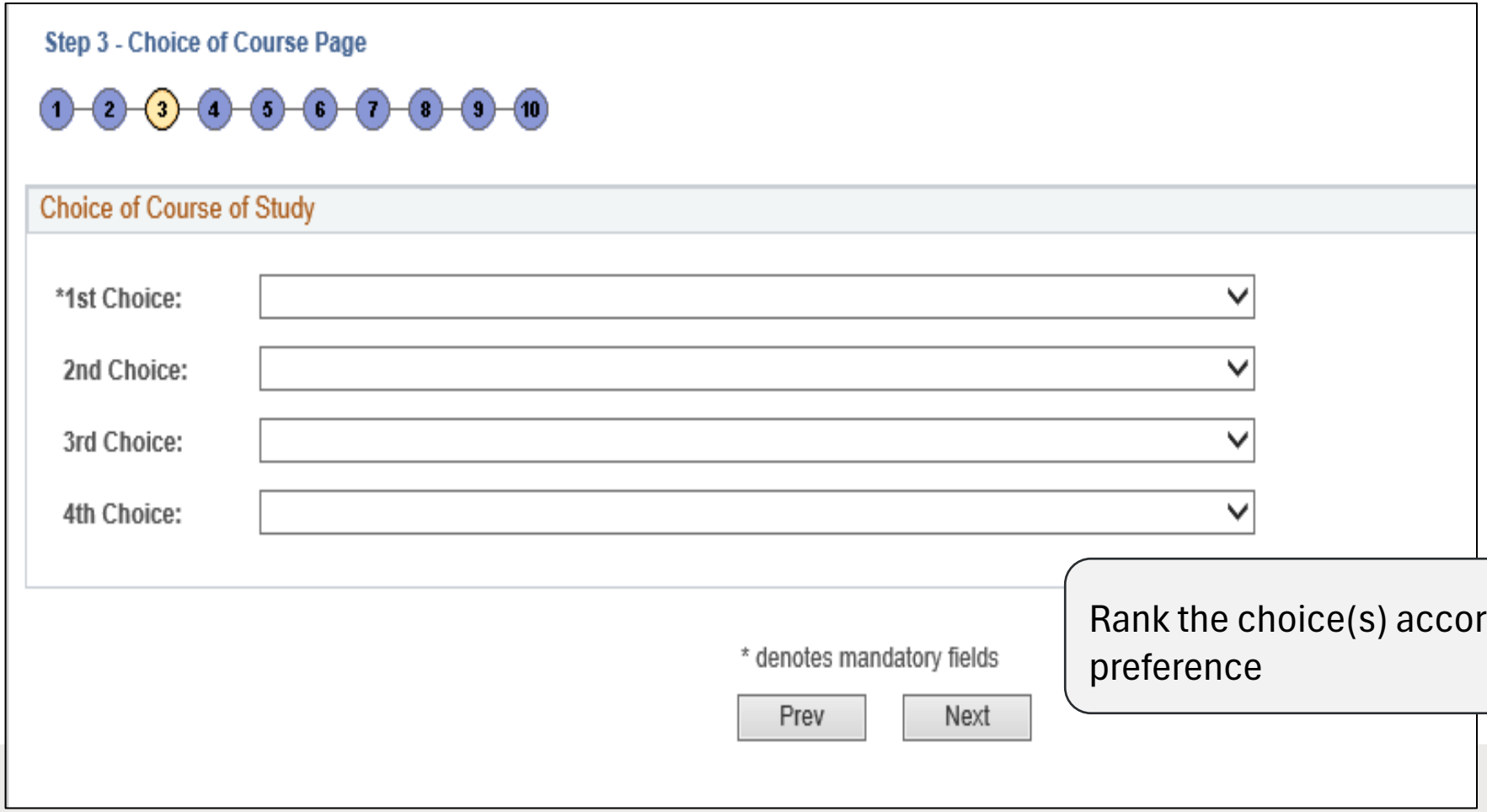


Non-Singpass user



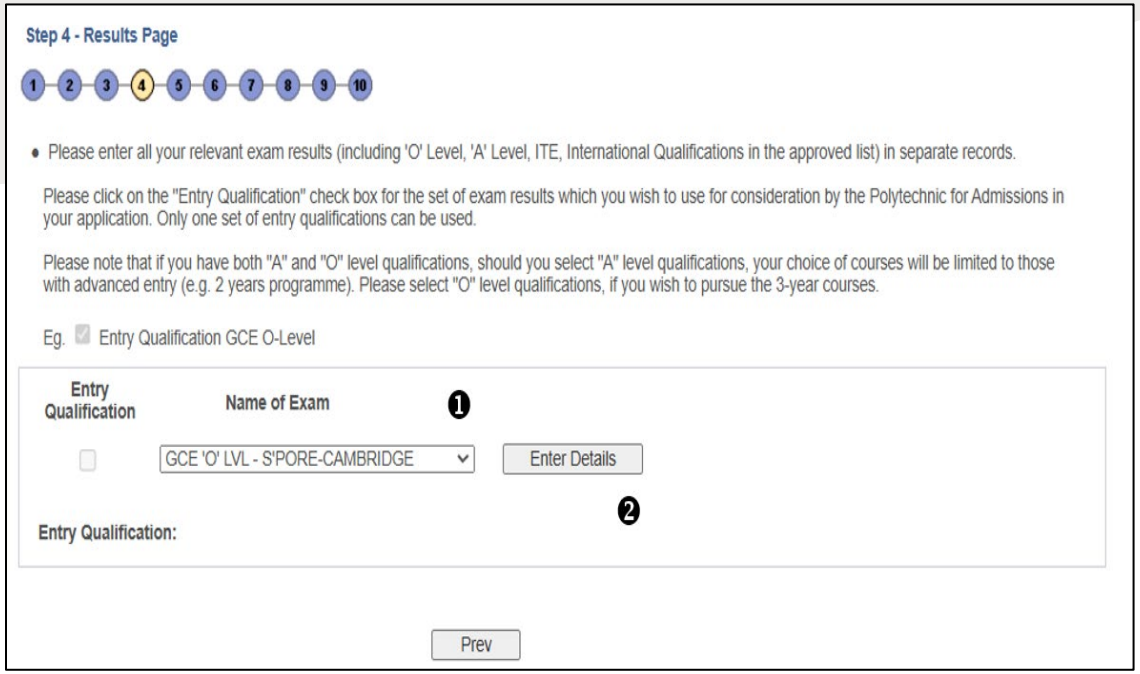
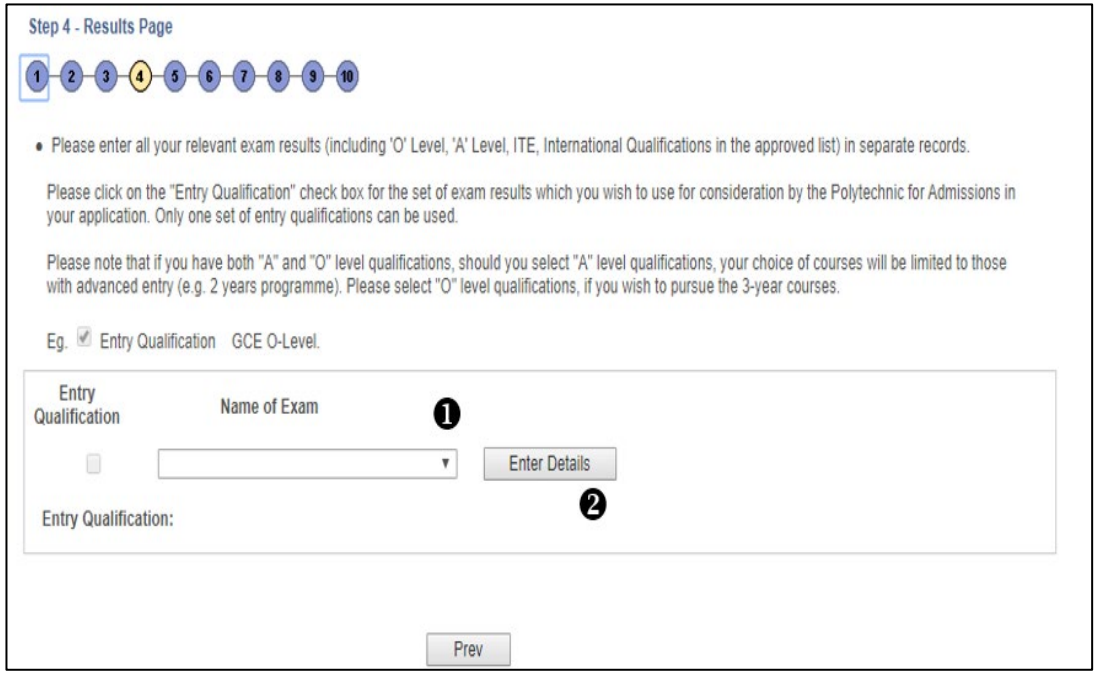
- **Provide Singapore Contact Number if any. We may contact you for clarification.**
- **Ensure your email address is valid as your application outcome will be released via email.**

STEP 3 – CHOICE OF COURSE



Rank the choice(s) according to your preference

STEP 4.1 – RESULTS PAGE

Singpass user	Non-Singpass user
	

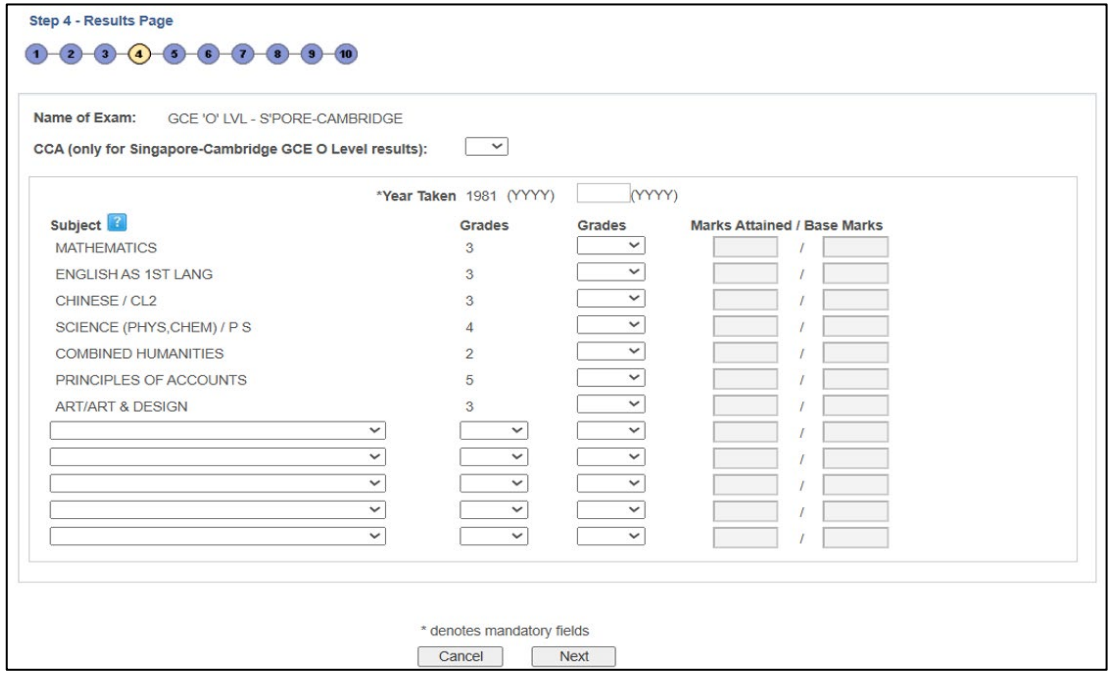
Read the instruction.

- **❶ Select your qualification from the drop-down box.**
- **❷ Click on enter Details. You will be directed to the next page to key in your academic results.**

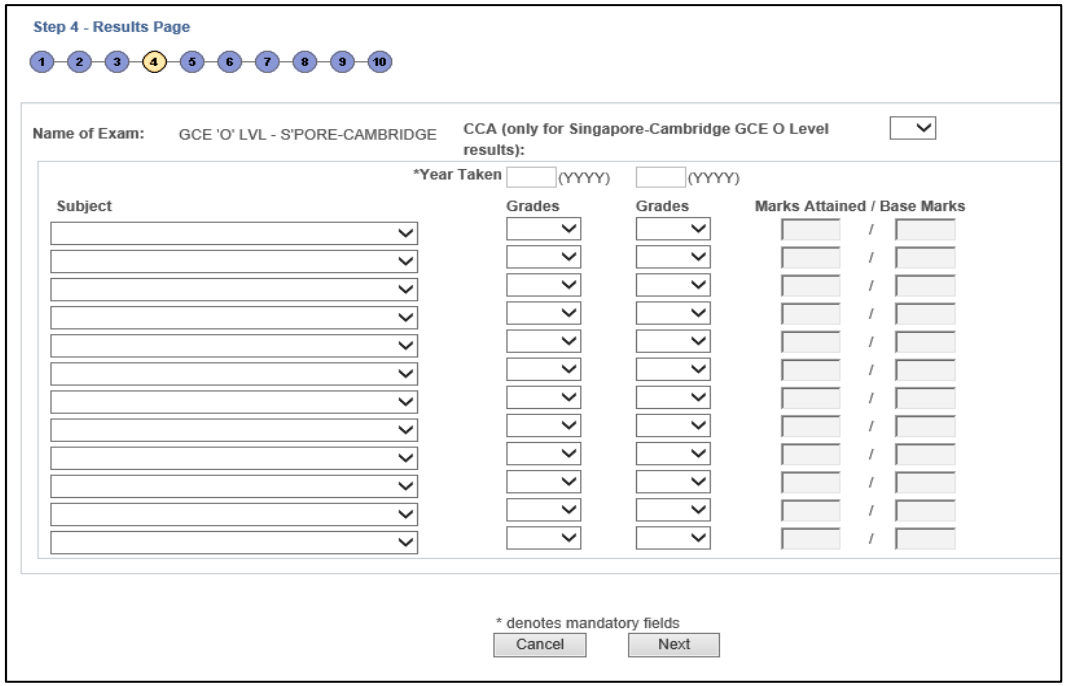
STEP 4.2 – RESULTS PAGE

Singapore Polytechnic

Singpass user



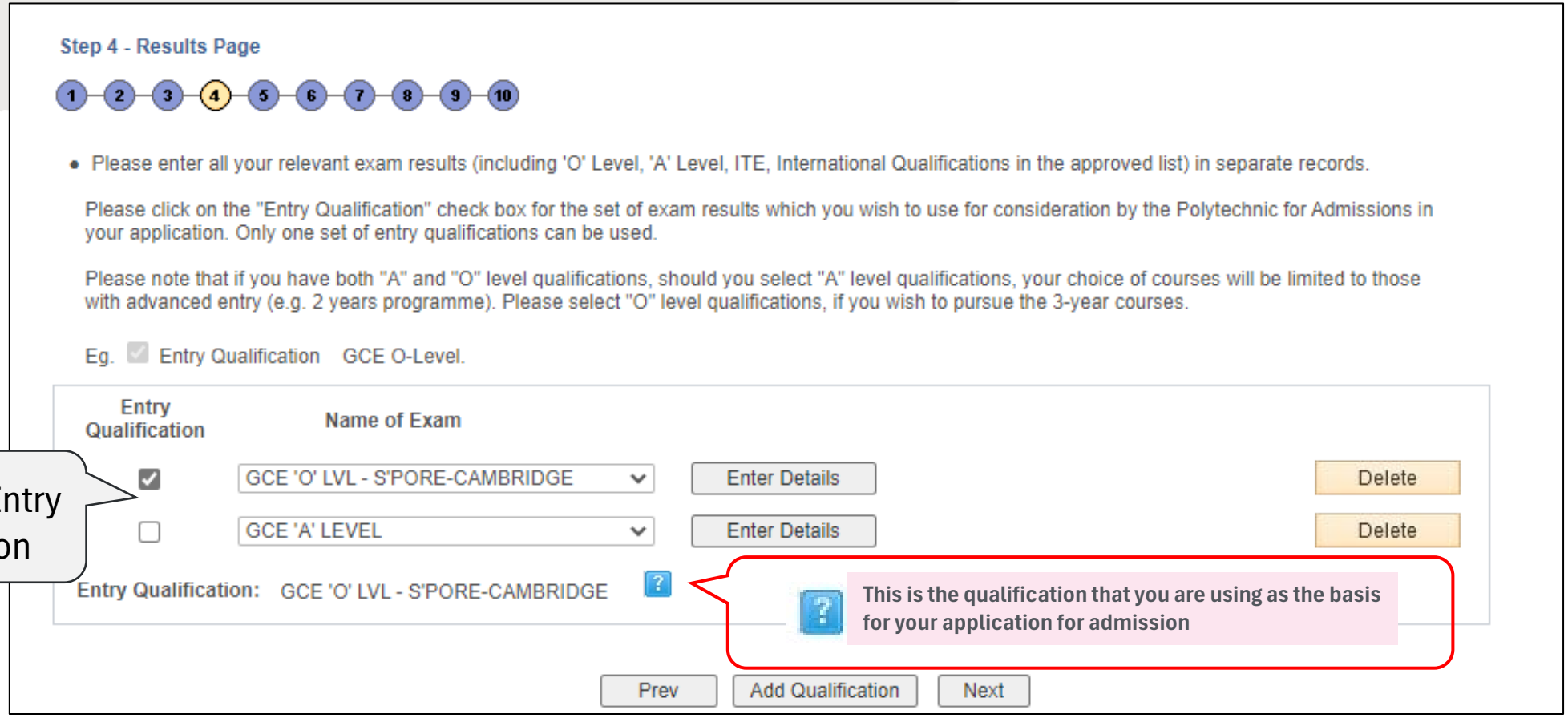
Non-Singpass user



Enter

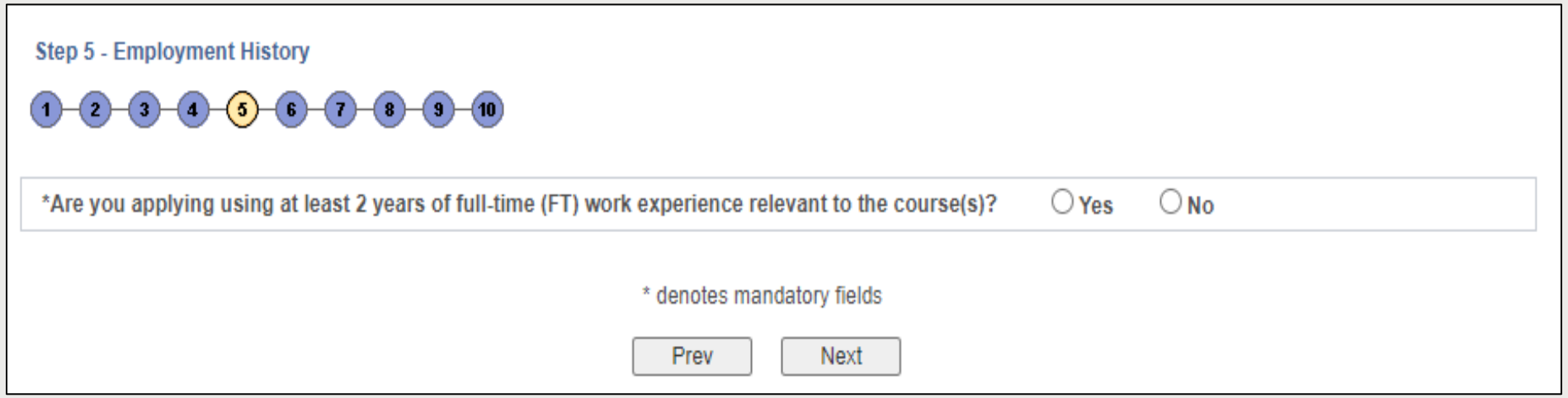
1) CCA Grade for Singapore GCE 'O', 'N' and IP qualification only.
2) Year Taken [not more than 2 sitting for the same qualification].
3) Subjects and
4) Grades.

STEP 4.3 – RESULTS PAGE



Select your Entry Qualification

STEP 5.1 – EMPLOYMENT HISTORY

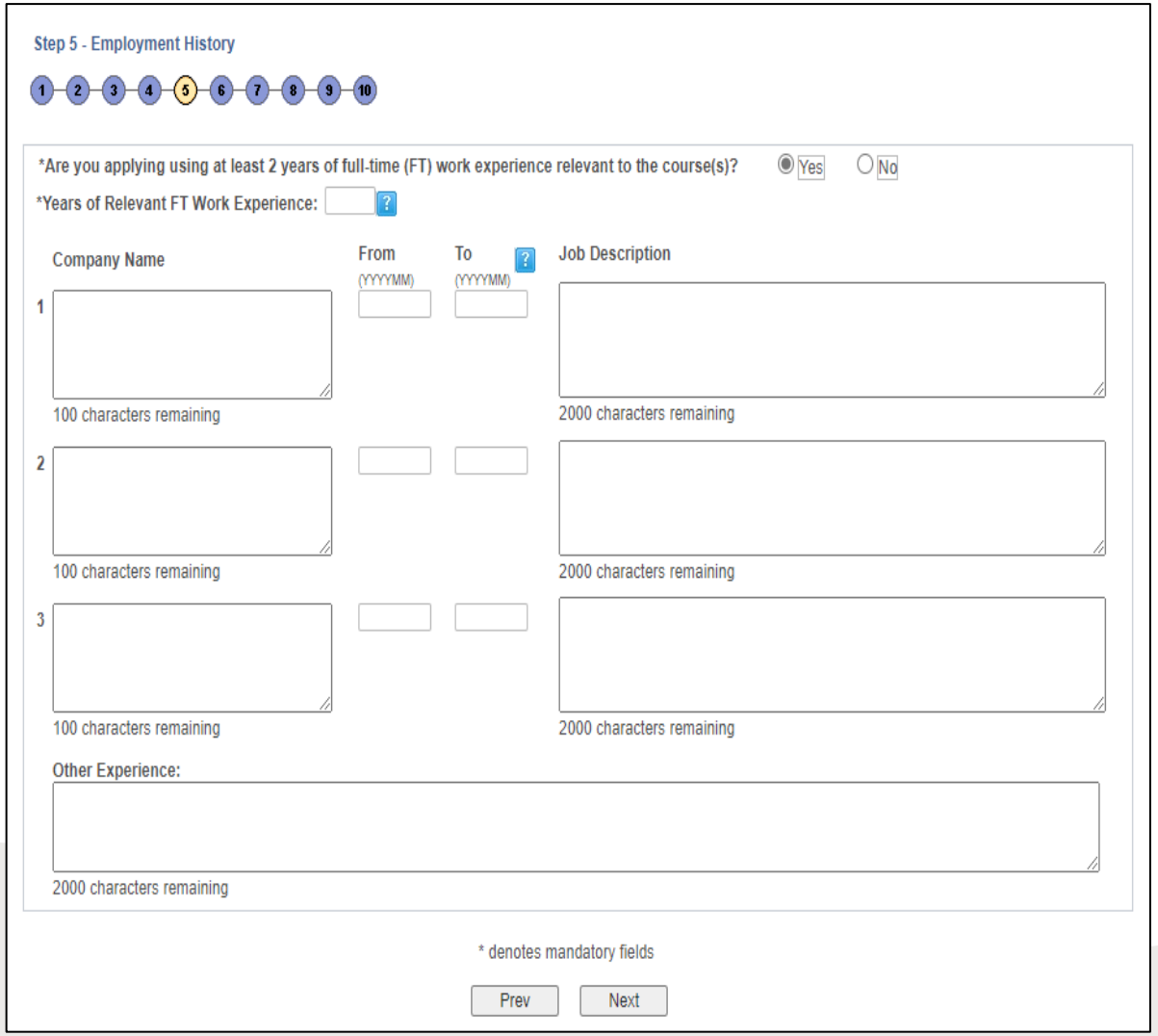


If you are applying using **at least 2 years of full-time (FT) work experience relevant to the course(s).**

select “Yes”

STEP 5.2 – EMPLOYMENT HISTORY

Complete the Employment History if you are using at Least 2 years of full time (FT) work experience relevant to the course(s).



STEP 6 - QUESTIONNAIRE

Step - 6 Questionnaire Page

1 2 3 4 5 6 7 8 9 10

Questions

1) *Have you been enrolled in a Polytechnic/University in SINGAPORE before? If so, please indicate the institution(s) attended: Yes No

- Singapore Polytechnic - Enter your Admission Number
- Nanyang Polytechnic
- Ngee Ann Polytechnic
- Temasek Polytechnic
- Republic Polytechnic
- NUS/NTU/SMU/NAFA/LASALLE/NIE (Please specify):

a) *No. of Semesters Studied at NUS/NTU/SMU/NAFA/LASALLE/NIE:

b) *Have you received any Tuition Grant from the Ministry of Education before? Yes No

2) *Are you a Diploma holder ? Yes No

3) *Are you a Degree holder ? Yes No

4) Offence(s) Committed

*Please indicate 'Yes' if any of the following is true for you and 'No' if all do not apply to you. Yes No

- Do you have criminal record(s) in Singapore or overseas (excluding parking offences or spent records)?
- Have you ever been, or are you currently a subject of police investigations either in Singapore or overseas?
- Have you ever been suspended or dismissed for any disciplinary reason from any secondary school/junior college, ITE, polytechnic or university or is any such disciplinary action pending against you?
- Have you ever been charged with any criminal offence in a court of law in Singapore or in any other country, whether or not a conviction is recorded for the criminal offence (including probation orders), or have been issued a stern or conditional warning or reprimand from law enforcement agencies (excluding parking offences)?

Note: Your course acceptance status may be reviewed if there is material information that comes to the attention of the institution.

*Description / Details (eg. I was convicted of unlawful assembly on 1 Dec 2019)

*Details on Consequences of the above (Warning / Probation / Imprisonment & Dates)
(eg. I was placed under probation for 1 year from 1 Jan 2020 to 31 Dec 2020)

*Describe the impact on you. (What impact did this have in your life and how you feel about it now.)

5.) Medical Conditions / Special Educational Needs

*Have you ever suffered from any of the following ?

Medical Conditions

*Active Tuberculosis	No	Yes		
*Allergies	No	Yes		
*Asthma	No	Yes		
*Colour Vision Deficiency	No	Yes	Partial	Complete
*Diabetes	No	Yes		
*Epilepsy	No	Yes		
*HIV positive / AIDS	No	Yes		
*Hypertension	No	Yes		
*Psychiatric Condition	No	Yes		
*Others	No	Yes		

Special Educational Needs

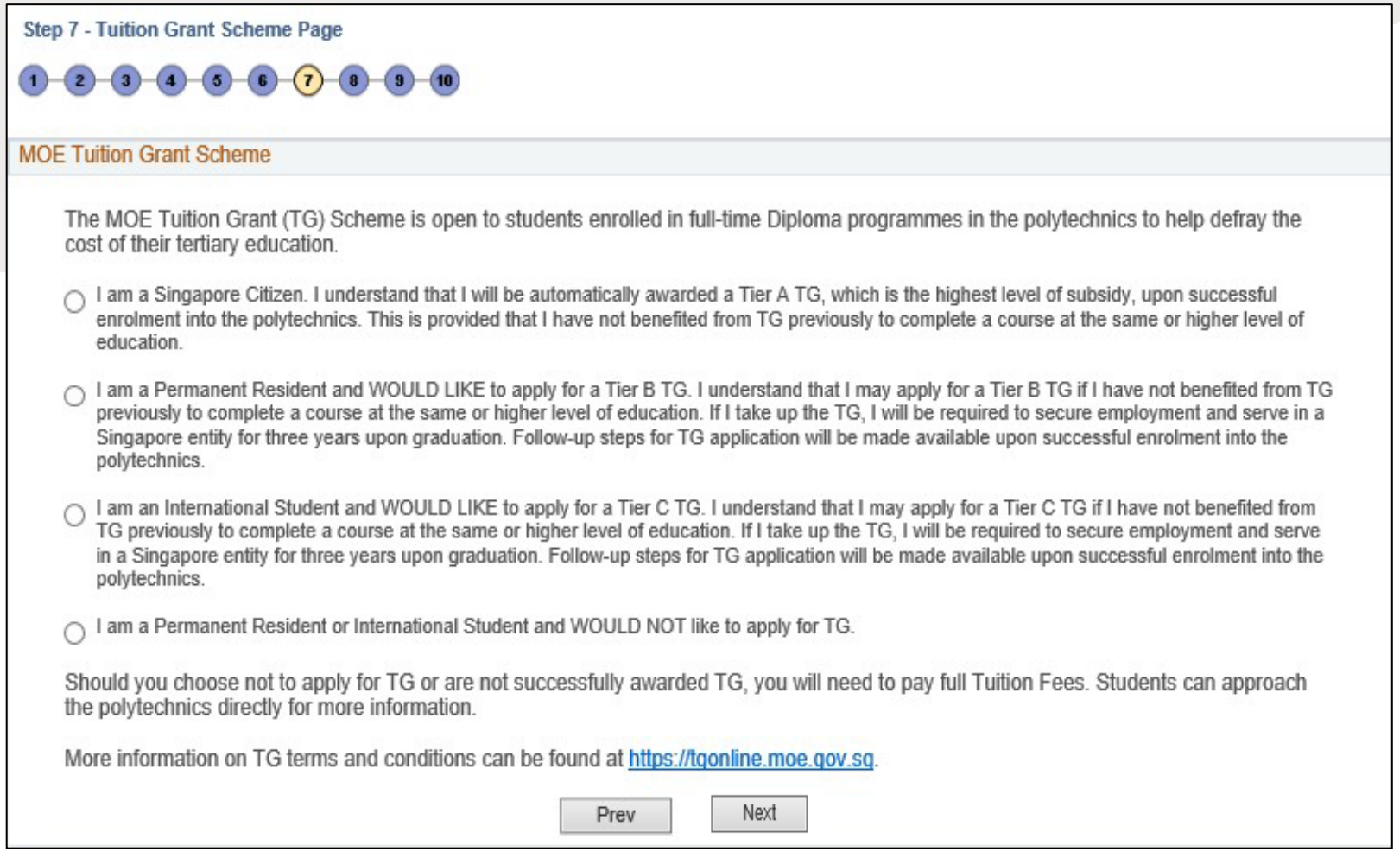
*Attention Deficit Hyperactivity Disorder (ADHD / ADD)	No	Yes		
*Autism Spectrum Disorder	No	Yes		
*Cerebral Palsy	No	Yes		
*Developmental Language Disorders	No	Yes		
*Dyscalculia	No	Yes		
*Dyslexia	No	Yes		
*Dyspraxia/Muscular Dystrophy/Physical Disability/Spina Bifida	No	Yes		
*Hearing Impairment (Loss)	No	Yes	Partial	Complete
*Intellectual Disabilities	No	Yes		
*Other Learning Difficulties	No	Yes		
*Vision Impairment (Select 'No' if you have Myopia / Short-sightedness / wearing glasses)	No	Yes	Partial	Complete
*Others	No	Yes		

*Provide Details (if the above answer is yes):

**Low vision (Partial Vision Impairment) is a condition in which a person has some vision but it is limited. This condition may interfere with daily pastimes such as reading and watching television. Persons with low vision generally have some remaining vision with reduced sharpness, narrowed vision haziness or blind areas. Low vision is often the result of any injury, birth defect, the aging process, disease or condition such as ocular albinism. If the condition develops later in life, it is usually caused by glaucoma, cataracts, macular degeneration or diabetes.

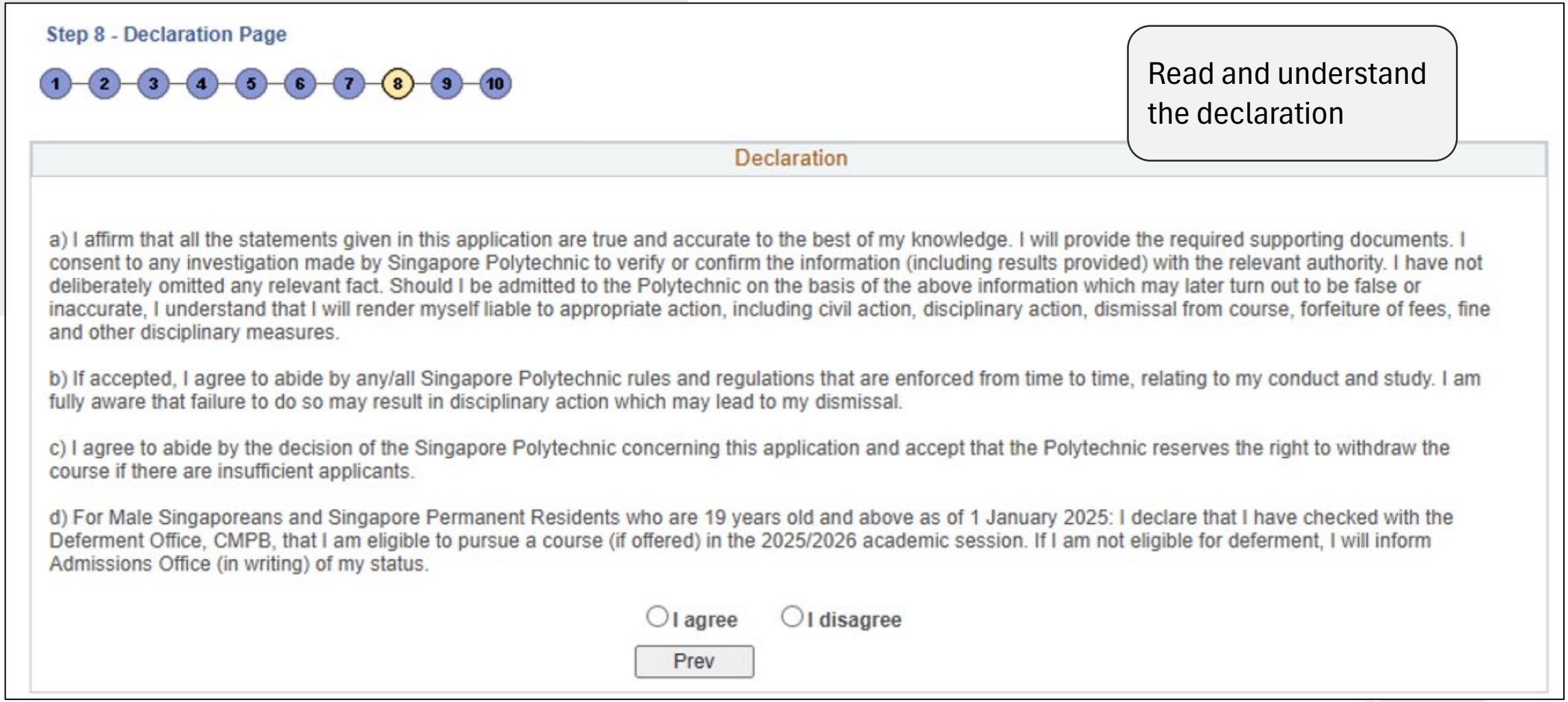
Complete the Questionnaire

STEP 7 – MOE TUITION GRANT SCHEME



- Read and understand the MOE Tuition Grant Scheme.
- Select the radio button accordingly.

STEP 8 – DECLARATION

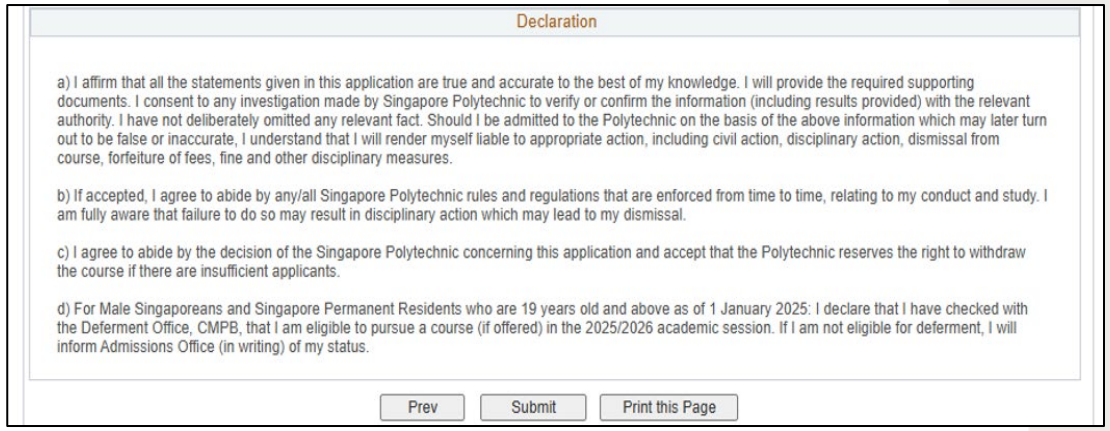


STEP 9 - SUMMARY



Check that you have given the information correctly.

< at the bottom of the page >

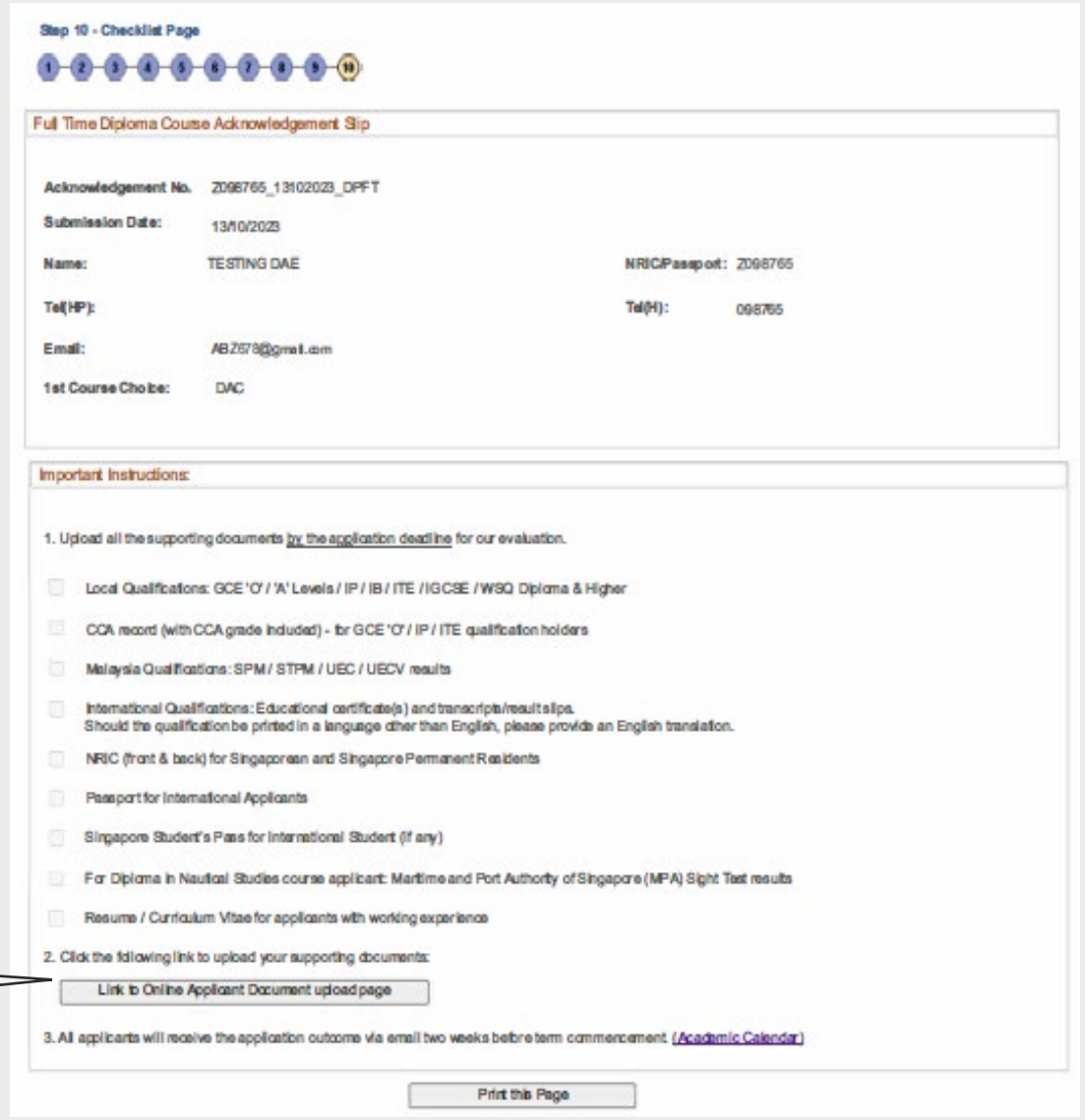


- You may print/save the summary page for your own reference **before submitting** the application.
- Remember to click '**Submit**" before you leave this page.

STEP 10 - CHECKLIST

- You have successfully submitted your application once you have reached this page.
- An acknowledgement email will also be sent to the email address you have provided in your application.
- Upload all the supporting documents **by the application deadline** for our evaluation.

Click here to upload your supporting documents.



STEP 10 - CHECKLIST

From: sas.workflow@sp.edu.sg <sas.workflow@sp.edu.sg>
Sent: Friday, October 13, 2025 12:46 PM
To: studenta15@gmail.com
Subject: Acknowledgement of DAE Application

Dear Student A,

You have submitted the following course choices successfully on 13-Oct-2025 at 12:45 PM.

Course Choices:

Choice 1: DIPLOMA IN ACCOUNTANCY
Choice 2: DIPLOMA IN AERONAUTICAL ENGINEERING
Choice 3: DIPLOMA IN AEROSPACE ELECTRONICS
Choice 4:

All applicants will be notified of the outcome of their application via email two weeks before term commencement. (Academic Calendar). To view your Application Status, visit the Enquire Course Application Status page. All correspondence will be via email.

Click here to upload the supporting documents by the application deadline for our evaluation.

- Local Qualifications: GCE 'O' / 'A' Levels / IP / IB / ITE / WSQ Diploma & Higher
- CCA record (with CCA grade included) - for GCE 'O' / IP / ITE qualification holders
- Malaysia Qualifications: SPM / STPM / UEC / UECV results
- International Qualifications: Educational Certificate(s) and transcripts / result slips. Should the qualification be printed in a language other than English, please provide an English translation.
- NRIC (front & back) for Singaporeans and Singapore Permanent Residents
- Passport for International Applicants
- Singapore Student's Pass for International Student (if any)
- For Diploma in Nautical Studies course applicant: Maritime and Port Authority of Singapore (MPA) Sight Test results
- Resume / Curriculum Vitae for applicants with work experience

This is a system generated email. Please do not reply to it.

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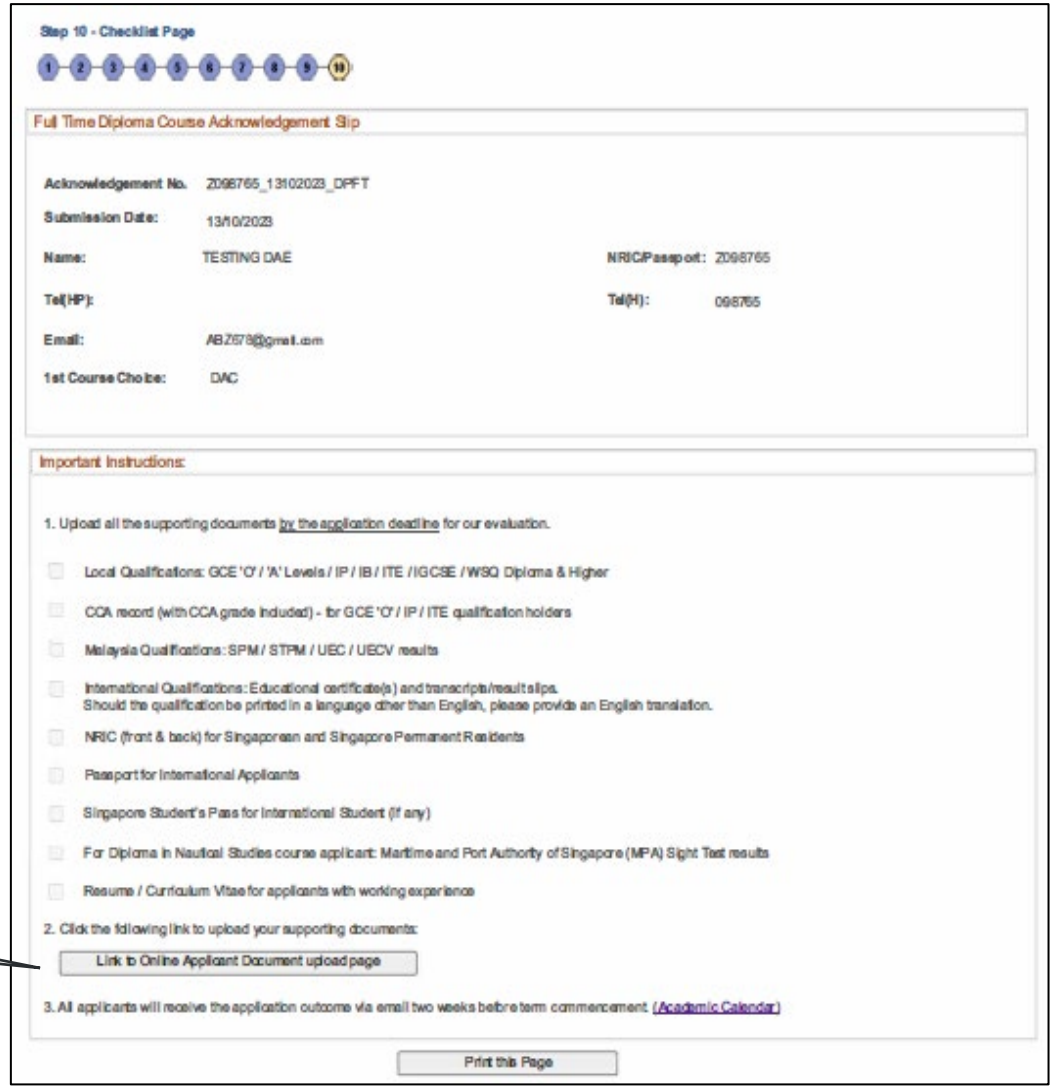
2. Upload Supporting Documents

PART 1.1 – HOW TO UPLOAD YOUR SUPPORTING DOCUMENTS

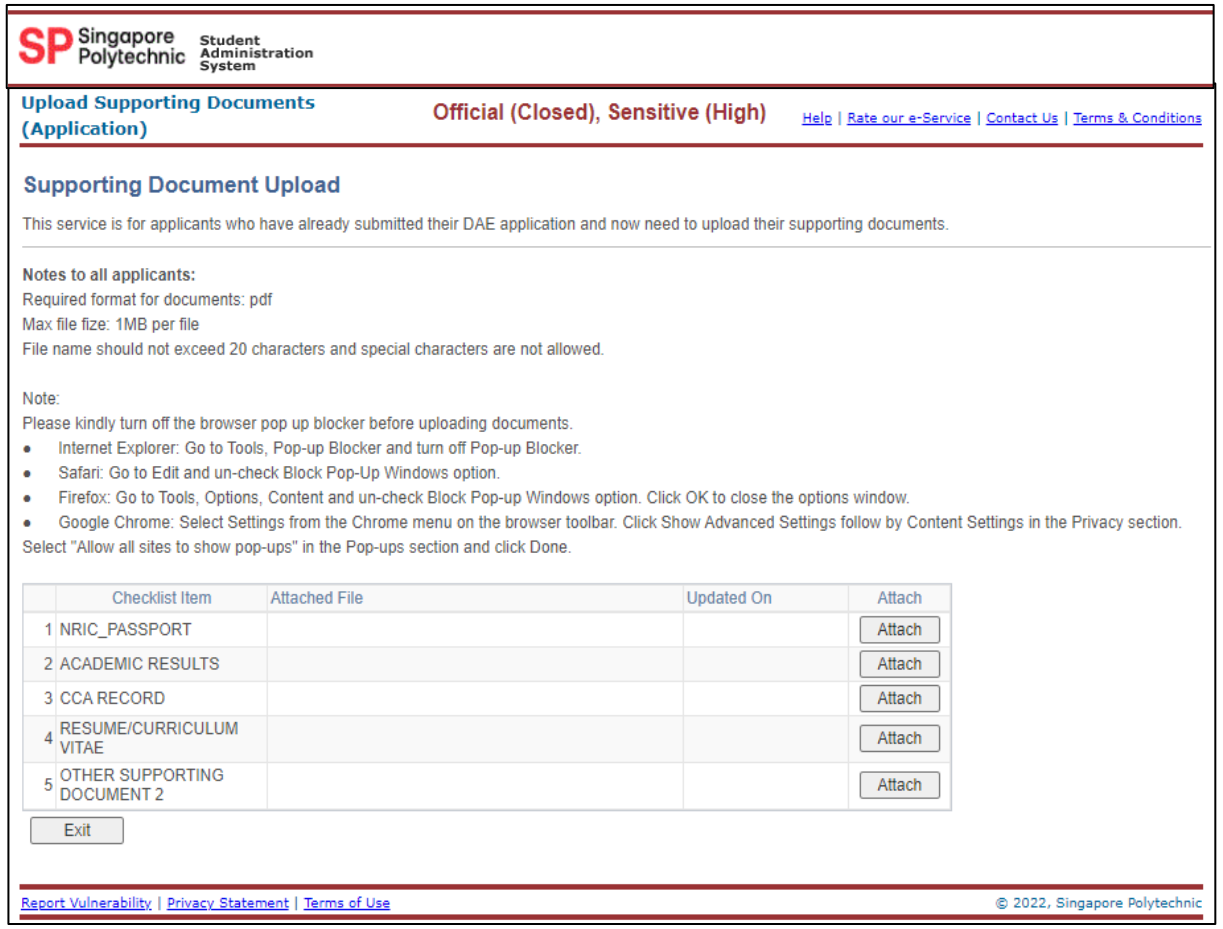
Singapore Polytechnic

After you click on “Link to Online Application Document upload page”, you will be directed to the “Upload Supporting Documents (Application)”.

This is at Step 10 - Checklist Page 20. Click “Link to Online Applicant Document upload page”.



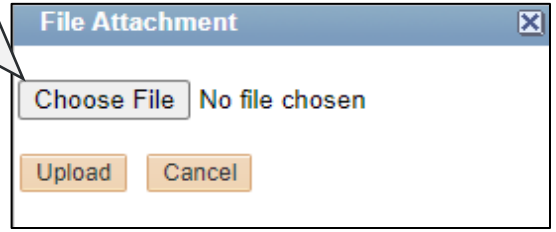
PART 1.2 – HOW TO UPLOAD YOUR SUPPORTING DOCUMENTS



There are specific restrictions when uploading documents.

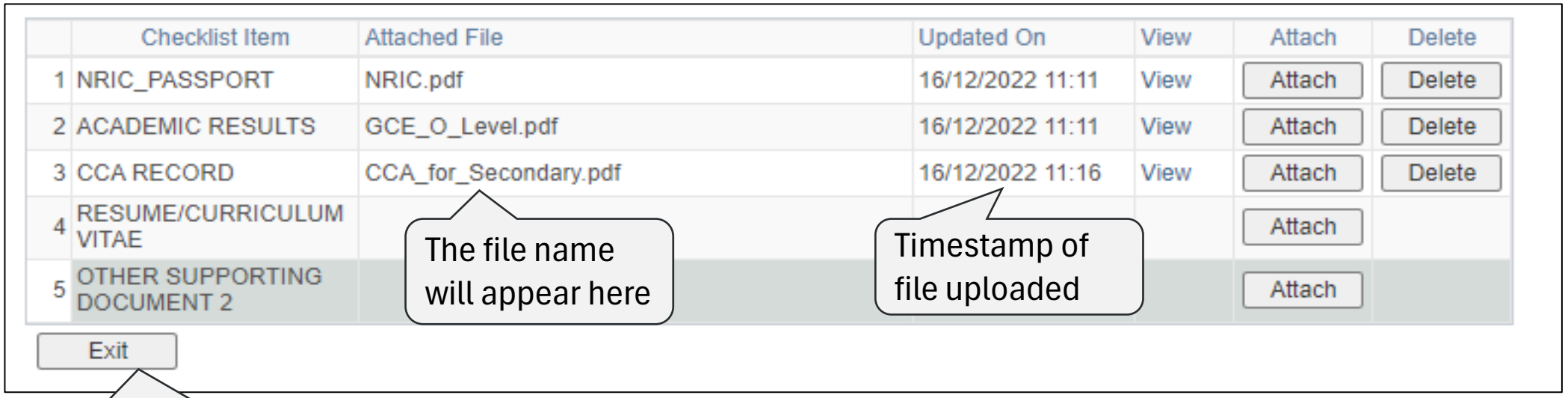
File Format : Only PDF documents are accepted
File Size : Each file must not exceed 1MB
File Name : Should not exceed 20 characters
Special characters [e.g. &,(,)] non-English characters and spaces are not allowed

Click here and browse for the document in your device and select upload



PART 1.3 – HOW TO UPLOAD YOUR SUPPORTING DOCUMENTS

When your document is uploaded successfully, you will see the file name and timestamp.
You may view or delete your uploaded file before you click **"Exit".**



Click **"Exit"** after you have uploaded your documents

Please note that the "View and Delete" button will no longer be available once **you have exited this page**

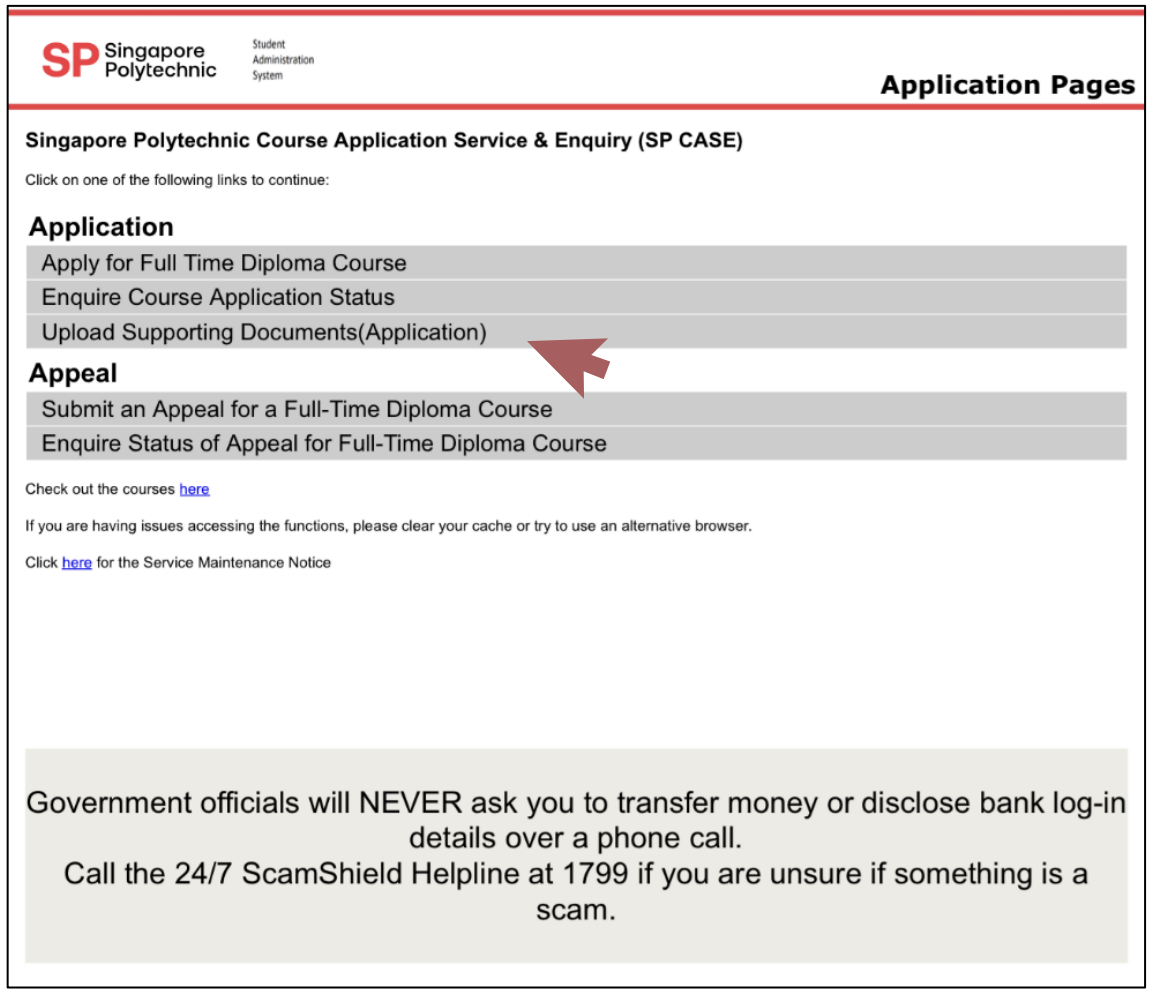
PART 1.4 – HOW TO UPLOAD YOUR SUPPORTING DOCUMENTS

When your document is uploaded successfully, you will see the file name and timestamp.
Please use the other available slot, if you want to upload new or replace documents.

	Checklist Item	Attached File	Updated On	Attach
1	NRIC_PASSPORT	NRIC.pdf	16/12/2022 11:11	Attach
2	ACADEMIC RESULTS	GCE_O_Level.pdf	16/12/2022 11:11	Attach
3	CCA RECORD	CCA_for_Secondary.pdf	16/12/2022 11:16	Attach
4	RESUME/CURRICULUM VITAE			Attach
5	OTHER SUPPORTING DOCUMENT 2			Attach

Exit

PART 2.1 – HOW TO UPLOAD YOUR SUPPORTING DOCUMENTS

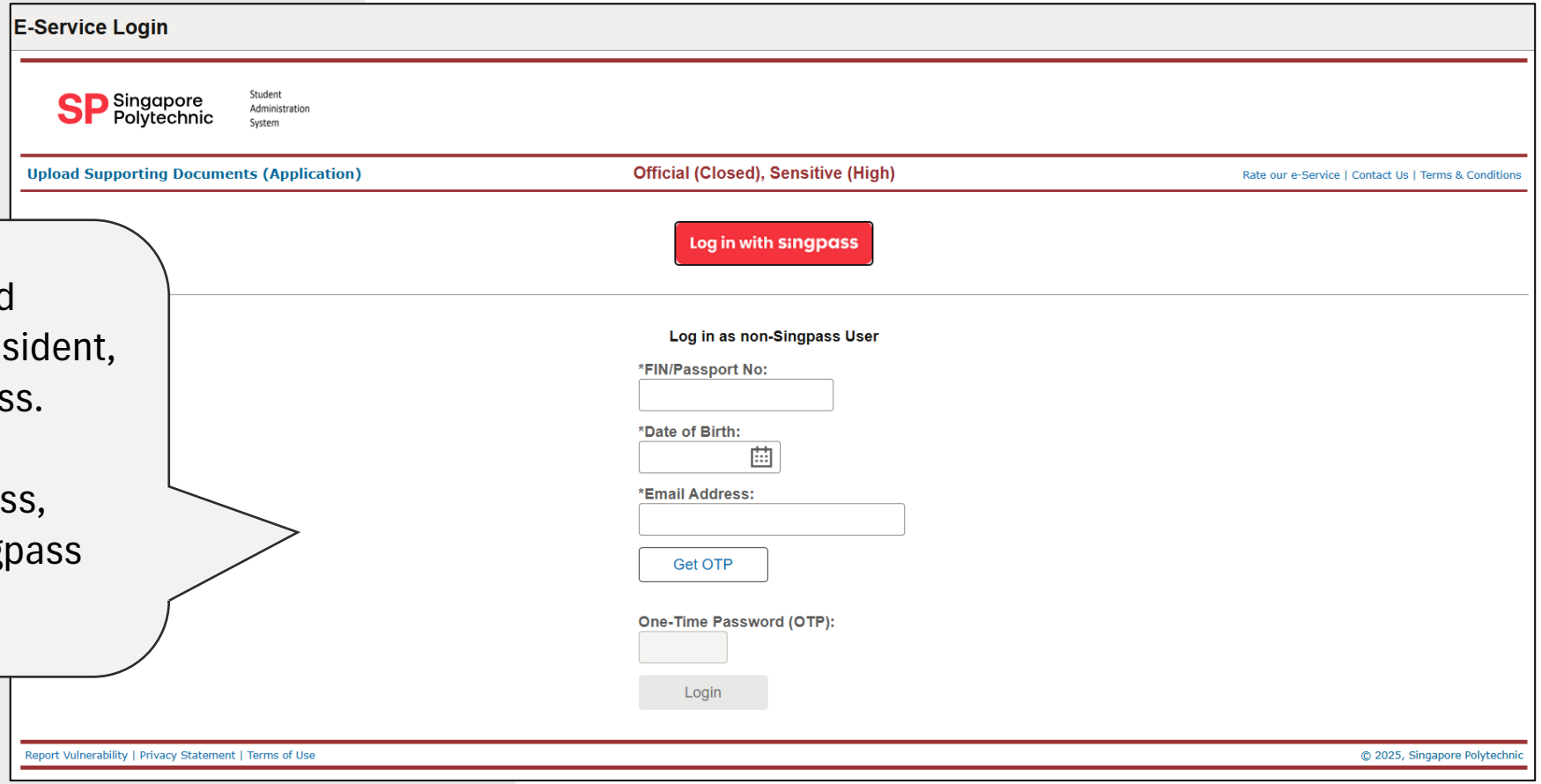


You may upload your supporting document on a different day as long as it is within the application period.

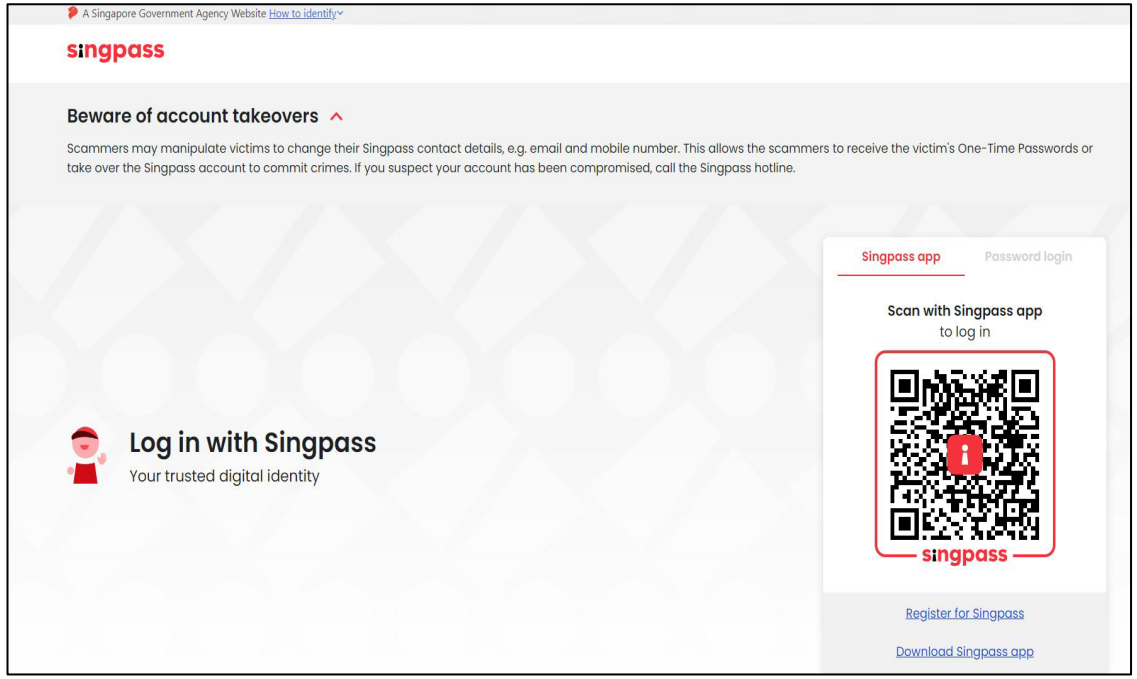
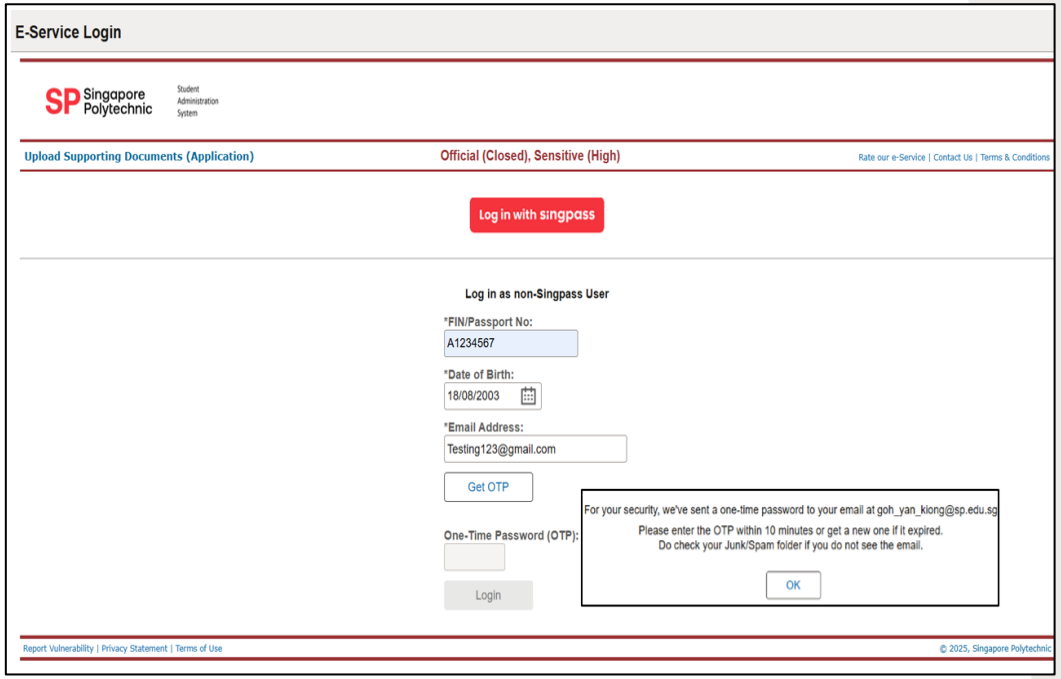
- Launch SP CASE website at http://courseapplication.sp.edu.sg
- Select “Upload Supporting Documents (Application)”

UPLOAD SUPPORTING DOCUMENTS (APPLICATION)

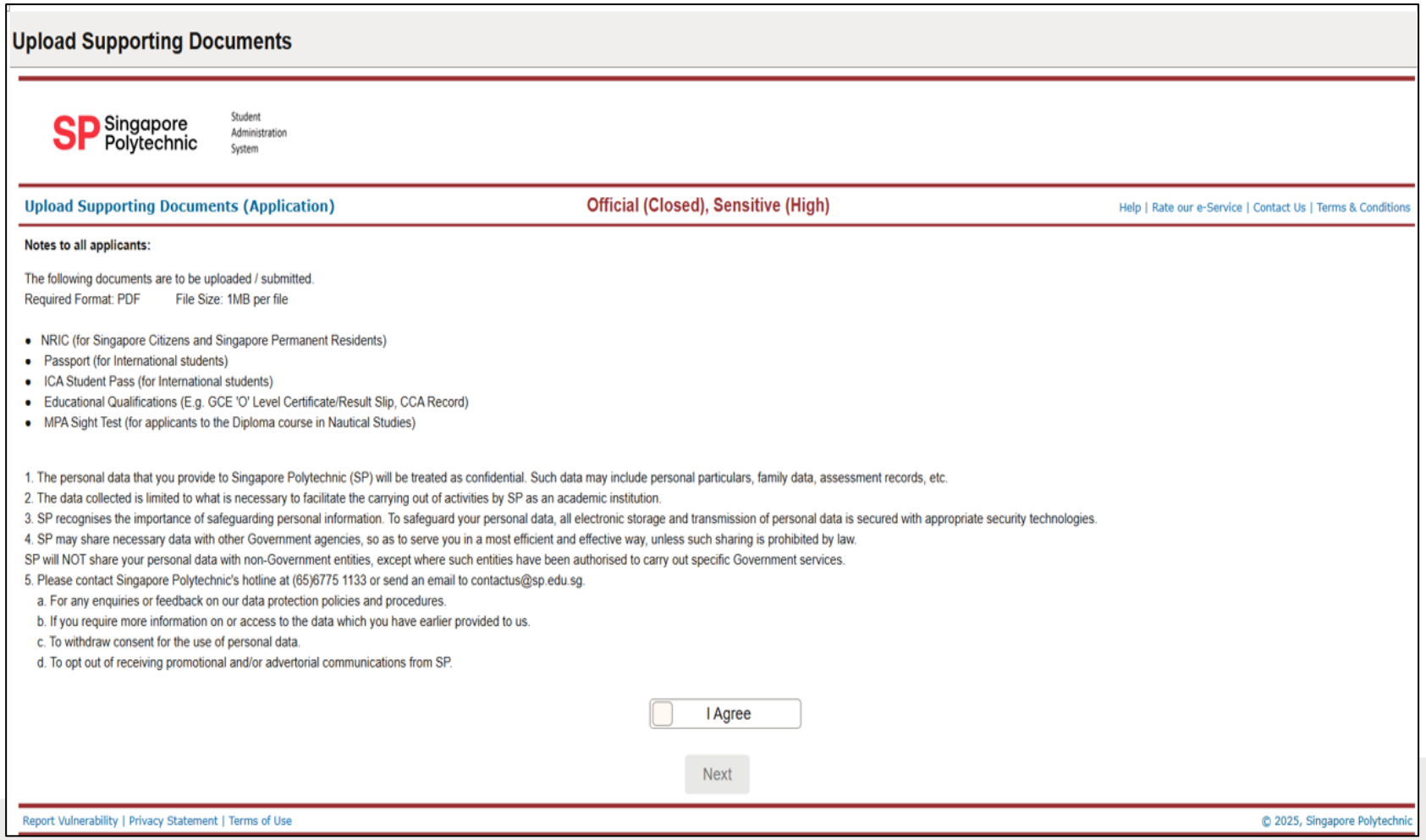
- For Singapore Citizen and Singapore Permanent Resident, please log in with singpass.
- For those without singpass, please log in as non-Singpass User



UPLOAD SUPPORTING DOCUMENTS (APPLICATION)

Singpass user	Non-Singpass user
	
Follow the instructions to log in using Singpass app.	**Enter the same details used in your online application and request for a one-time password (OTP) to log in.**

UPLOAD SUPPORTING DOCUMENTS (APPLICATION)

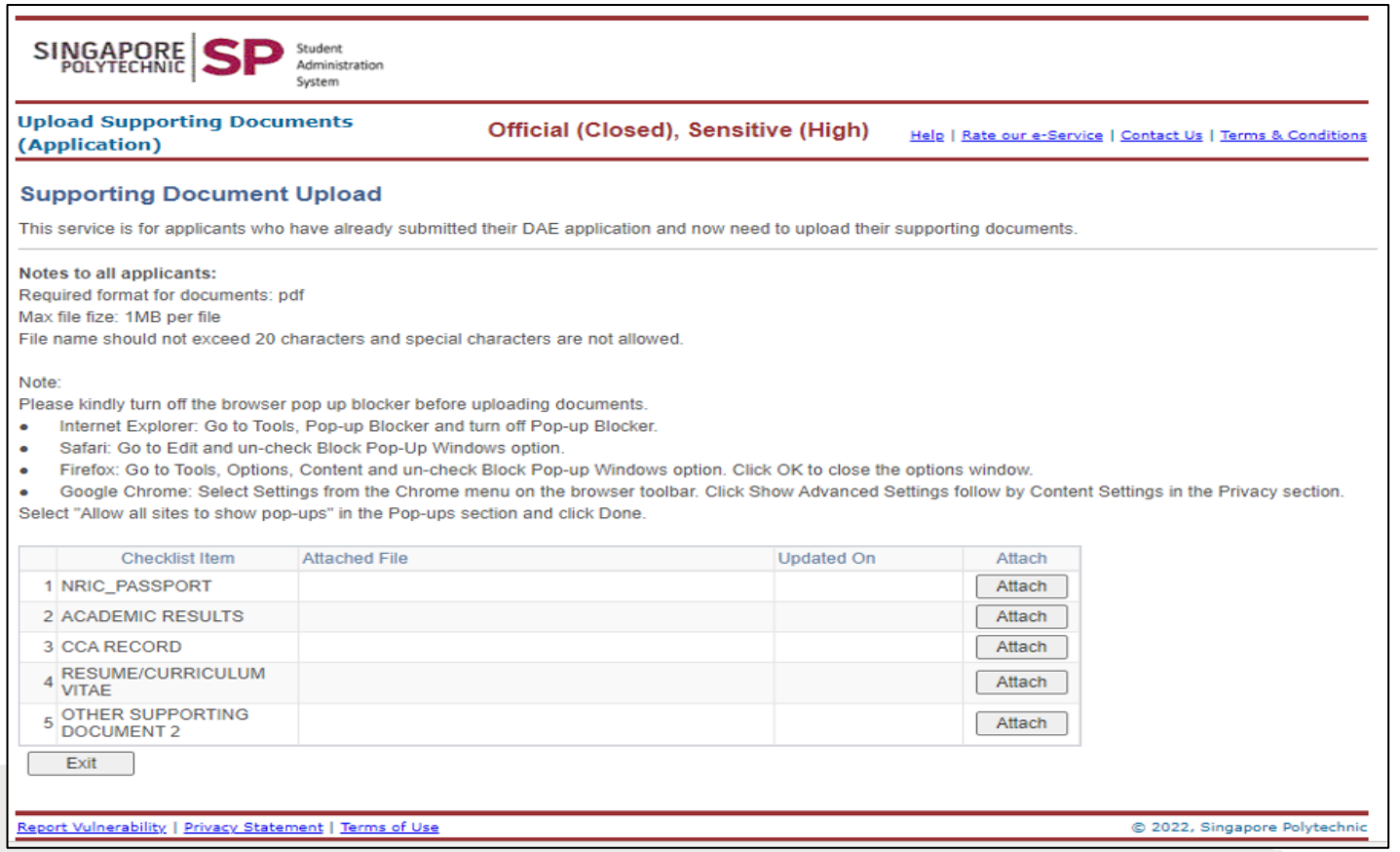


- You will be directed to the Upload Supporting Documents (Application) page
- Read the instructions, slide to “I Agree” and click “Next”.

UPLOAD SUPPORTING DOCUMENTS (APPLICATION)

- **Upload supporting documents within the application period.**

- Please refer to page 23 to 25 on how to upload the supporting documents.

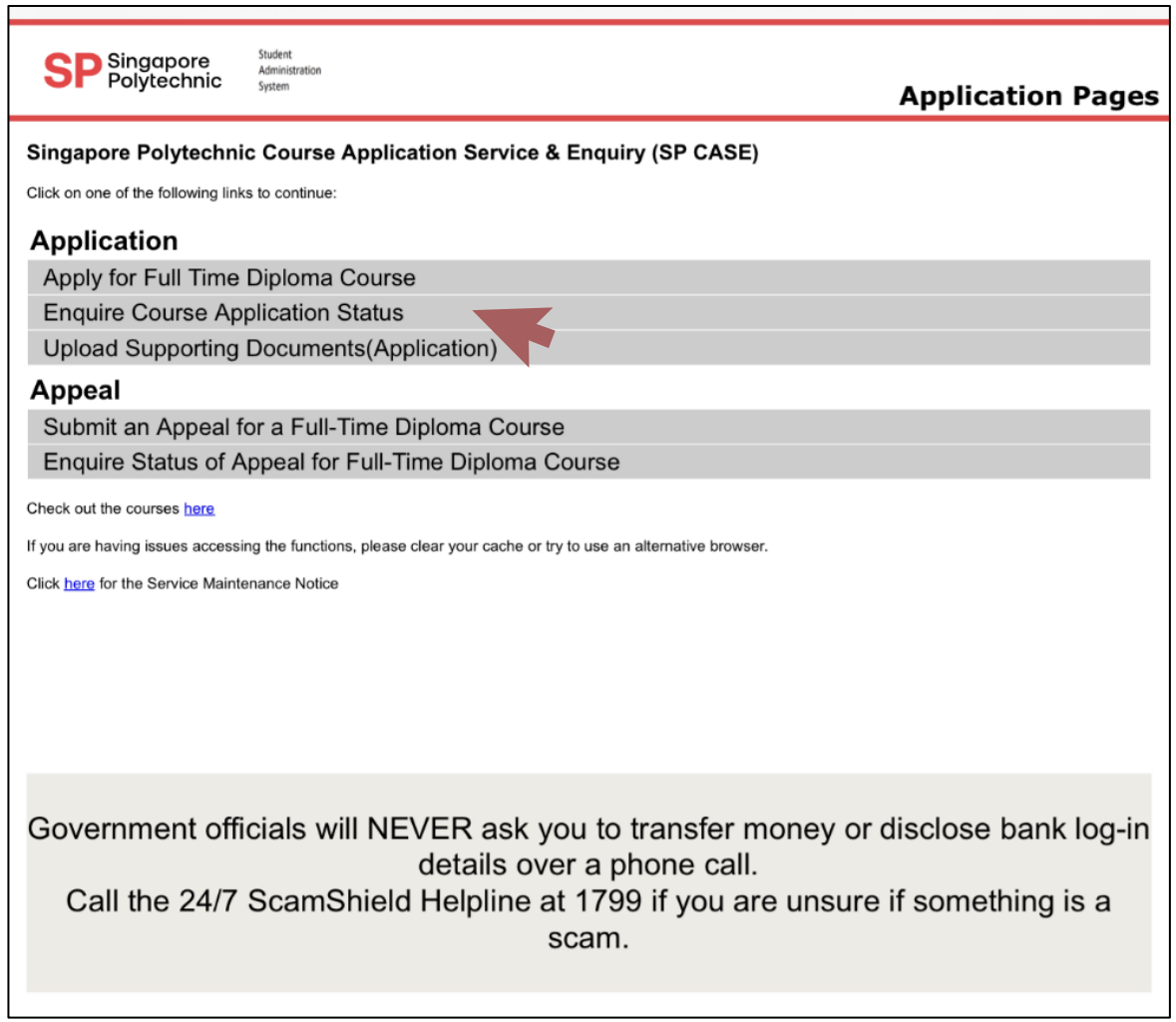


DIRECT ADMISSIONS EXERCISE

A step-by-step guide to

3. Enquire Course Application Status

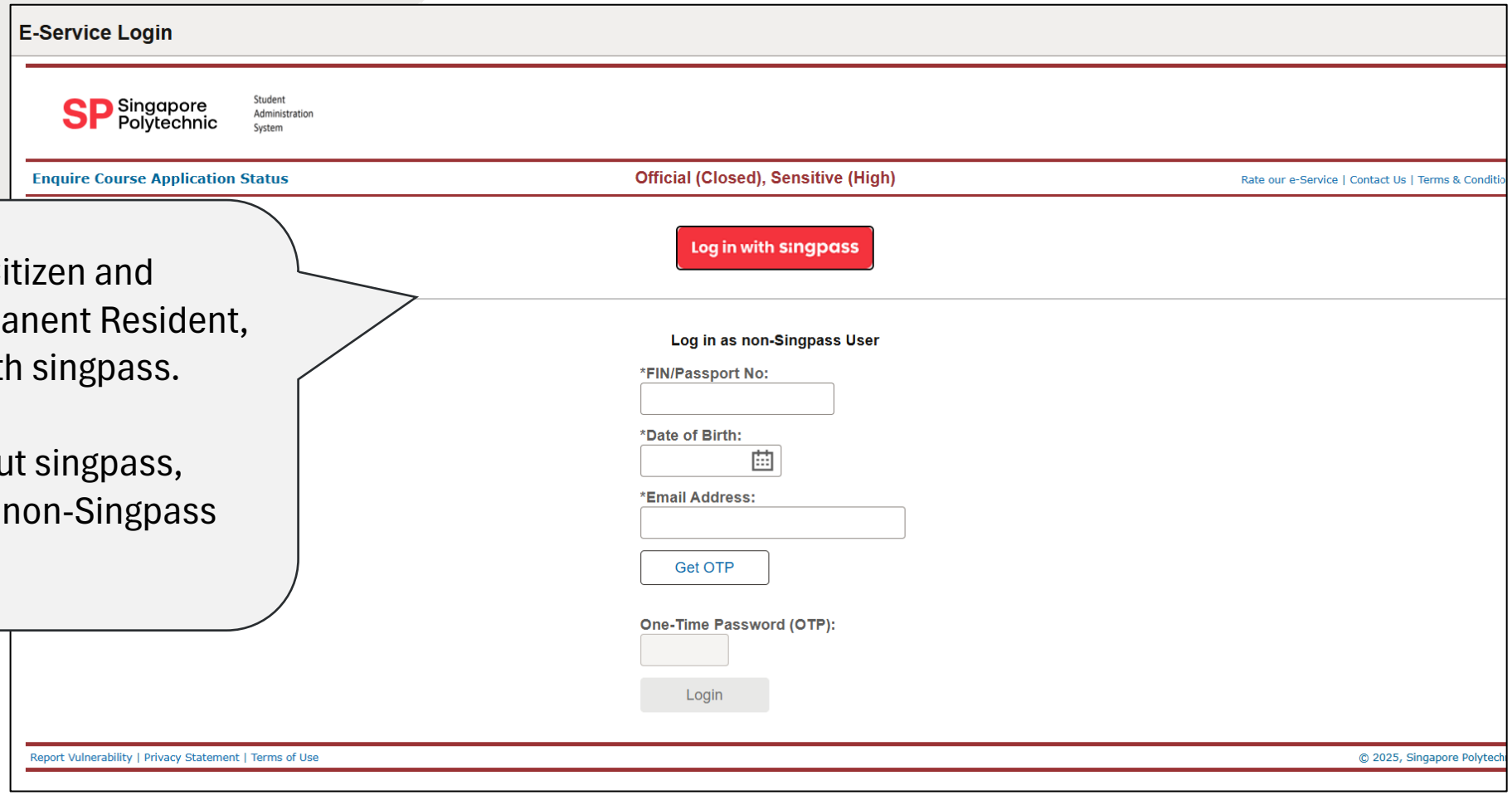
ENQUIRE COURSE APPLICATION STATUS



- Launch SP Case website at http://courseapplication.sp.edu.sg
- Select “Enquire Course Application Status”

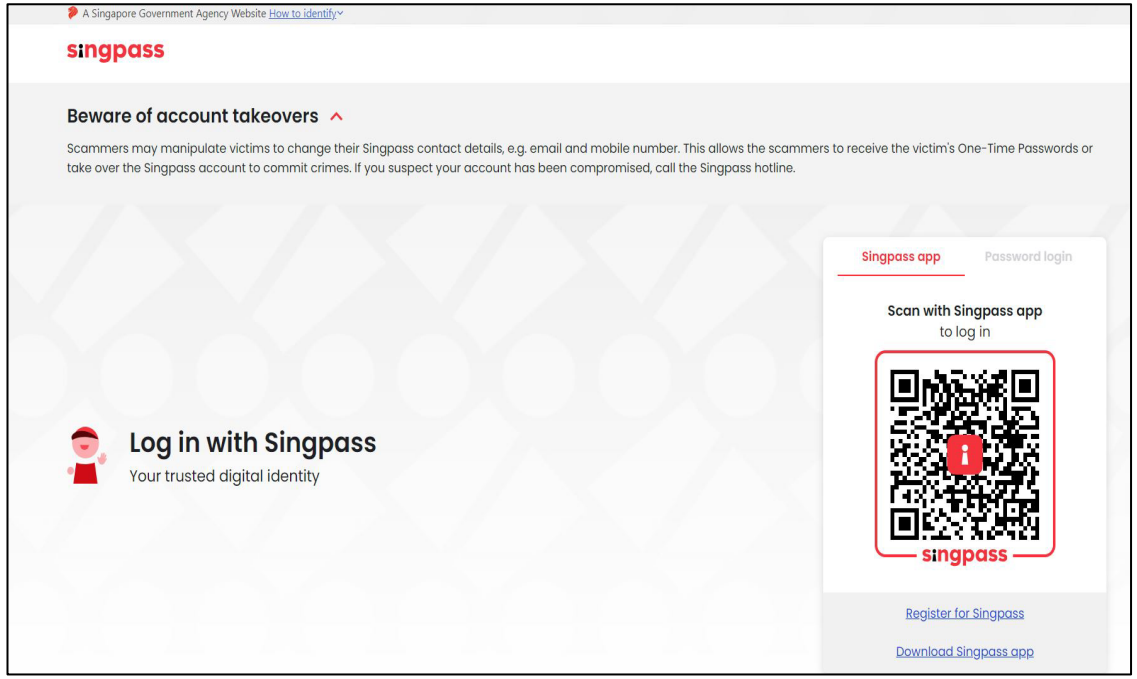
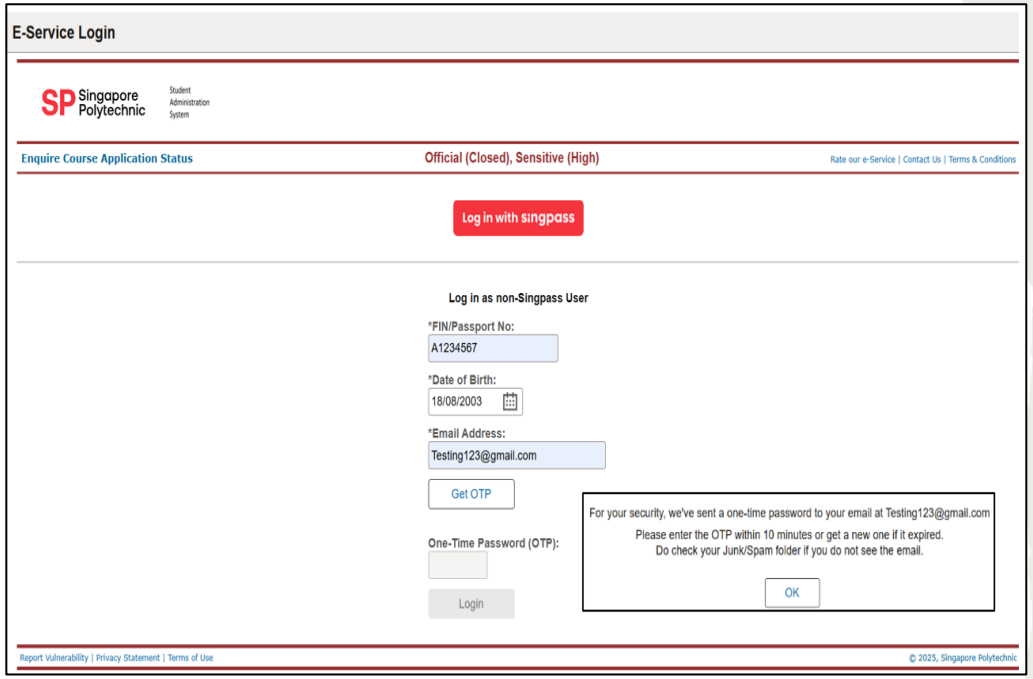
ENQUIRE COURSE APPLICATION STATUS

- For Singapore Citizen and Singapore Permanent Resident, please log in with singpass.
- For those without singpass, please log in as non-Singpass User

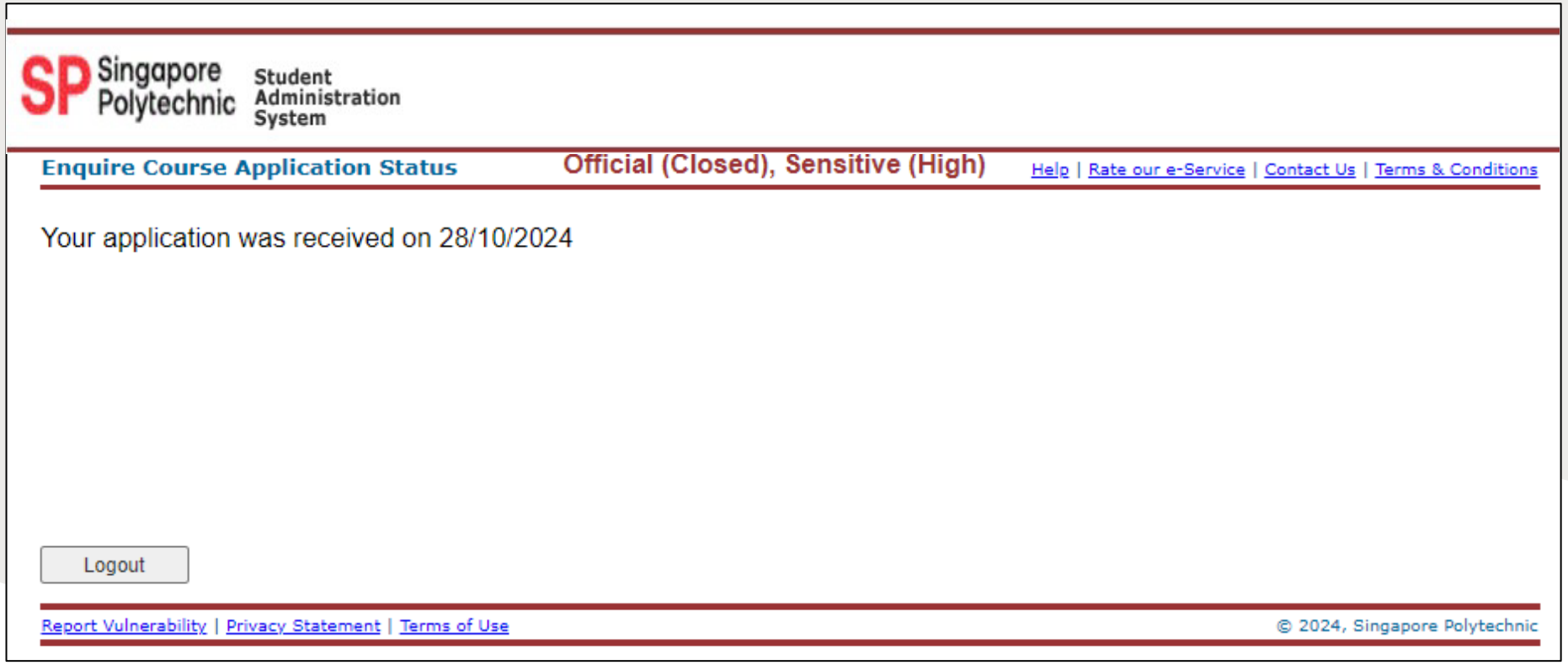


ENQUIRE COURSE APPLICATION STATUS

Singapore Polytechnic

Singpass user	Non-Singpass user
	
Follow the instructions to log in using Singpass app.	**Enter the same details used in your online application and request for a one-time password (OTP) to log in.**

ENQUIRE COURSE APPLICATION STATUS



Singapore Polytechnic

DIRECT ADMISSIONS EXERCISE

Enquiries
✆ 6775 1133
✉ contactus@sp.edu.sg

Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call.
Call the 24/7 ScamShield Helpline at 1799 if you are unsure if something is a scam.