Ministry of Education
SINGAPORE

hiend.

## TUITION GRANT & SCHOLARSHIPS (TG&S)

# SCHOOL-BASED SCHOLARSHIP APPLICATION GUIDE

**VERSION 1.0**

PREPARED BY HIEND SOFTWARE PTE LTD

# TABLE OF CONTENT


1 REGISTRATION AND LOGIN ..... 3

1.1 REGISTRATION FOR APPLICANTS ..... 3
1.2 LOGIN FOR APPLICANTS ..... 5

2 APPLICATION ..... 7

2.1 ACCESS APPLICATION ..... 7
2.2 ENTER TASK DATA ..... 8
2.2.1 PERSONAL PARTICULARS ..... 10
2.2.2 EDUCATIONAL BACKGROUND ..... 11
2.2.3 EXAMINATION RESULTS ..... 12
2.2.4 FAMILY CONTACTS ..... 13
2.2.5 ACHIEVEMENTS & AWARDS ..... 14
2.2.6 CO-CURRICULAR ACTIVITIES ..... 15
2.2.7 ANTECEDENT OF APPLICANT ..... 16
2.2.8 SURVEY ..... 17
2.2.9 DECLARATION ..... 18
2.3 REVIEW AND SUBMIT APPLICATION ..... 18

3 EDIT APPLICATION ..... 20

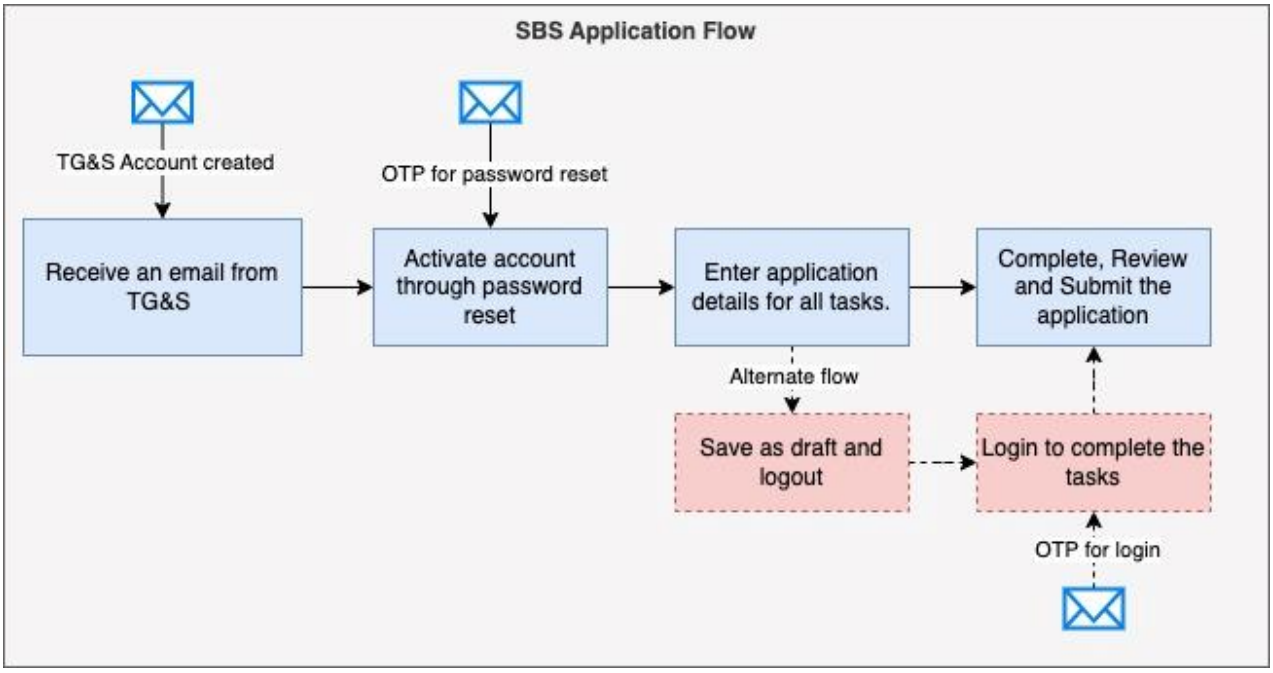
3.1 CONTINUE AN EXISTING APPLICATION ..... 20
3.2 EDIT A COMPLETED TASK (BEFORE APPLICATION DEADLINE) ..... 20
3.3 EDIT A SUBMITTED APPLICATION AFTER THE DEADLINE ..... 21

**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 notices, and to complete the formalities for the Scholarship Agreement.

2. All applicants for the School-Based Scholarship would have received an email notification that your **individual account in TG&S has been created.** You are required to activate your account through a password reset. Applicants will receive an email with the security code to complete account creation.

3. Each applicant can only create ONE account.

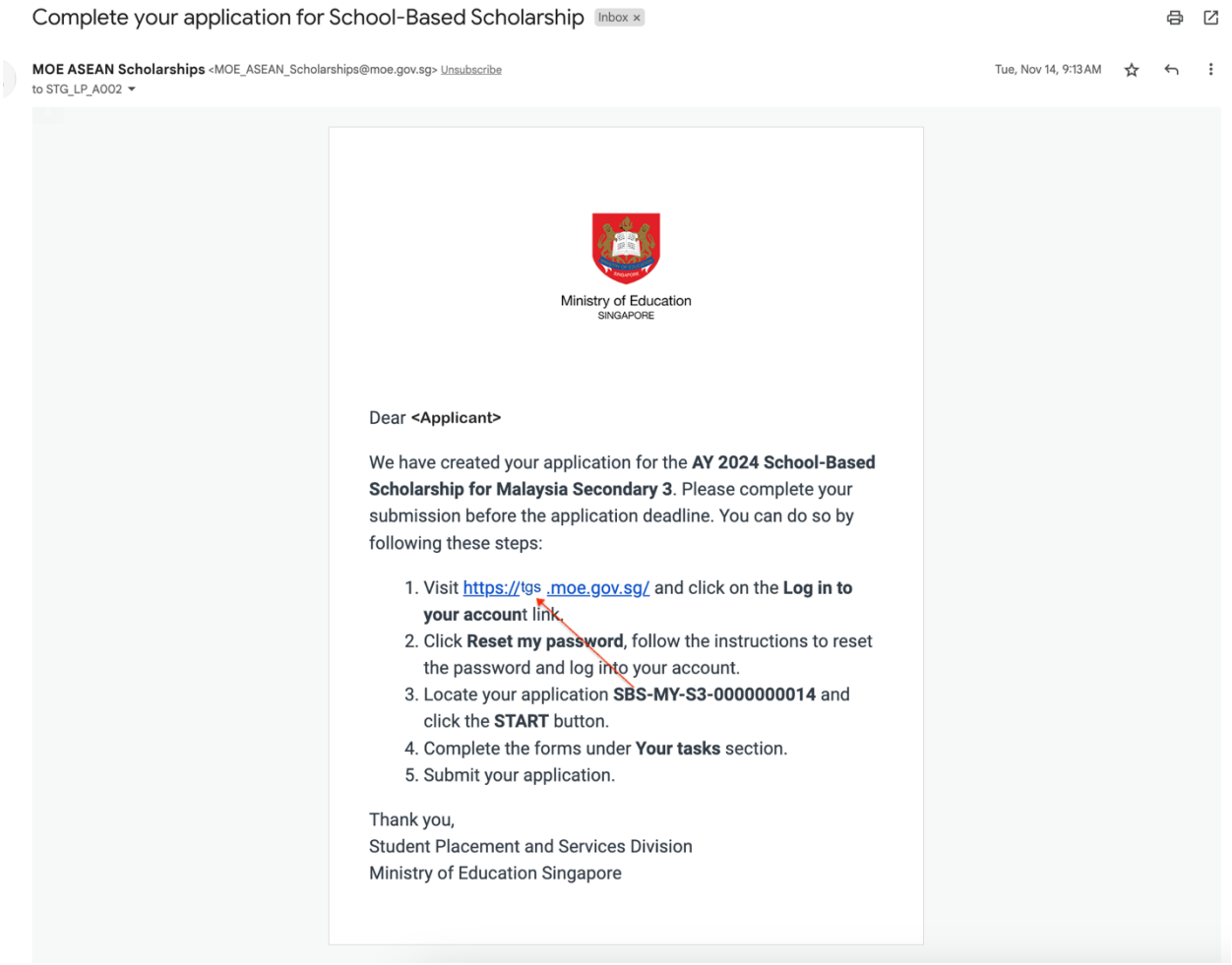


# 1 REGISTRATION AND LOGIN

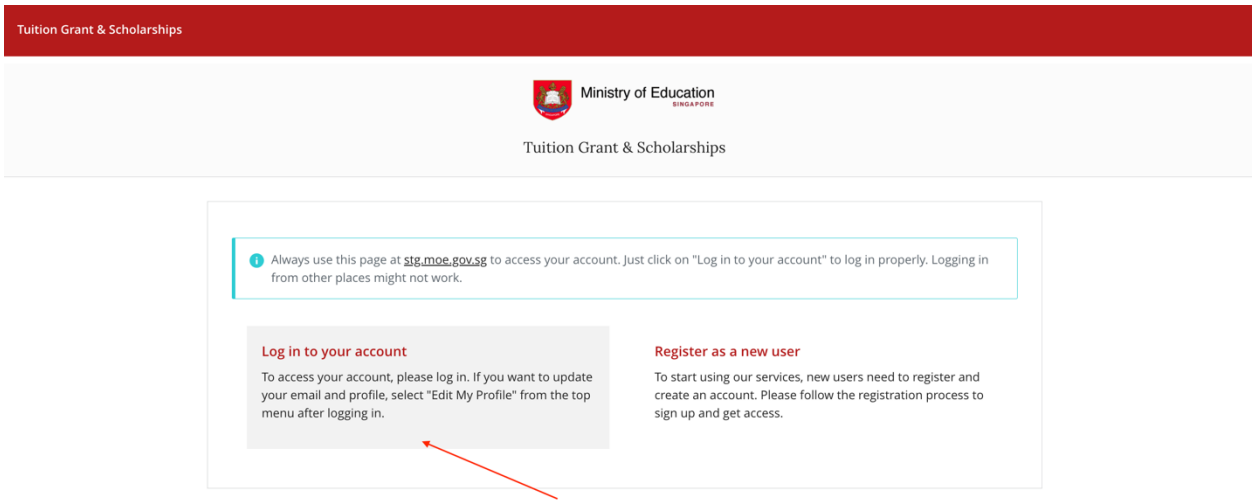
## 1.1 Registration for applicants

Students recommended for SBS will receive an invitation to complete their applications. Follow the instructions in the email to complete the application.

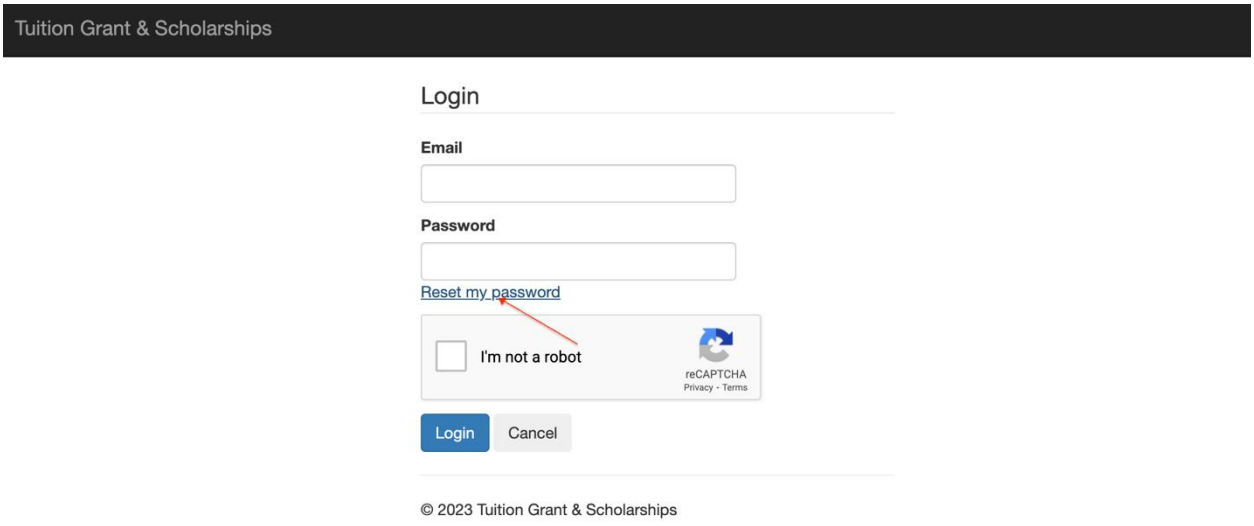
1. Click on the link (https://tgs.moe.gov.sg) in the email.



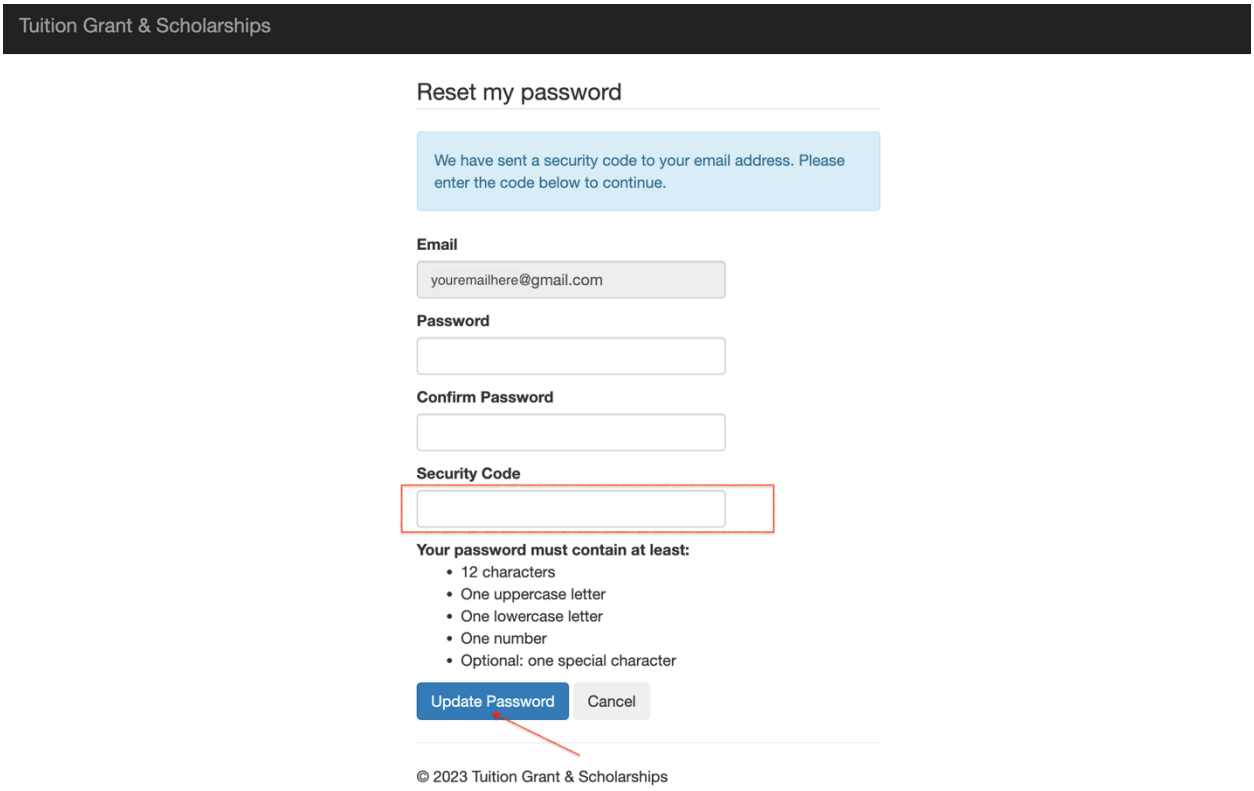

2. Click on **Log in to your account**.




3. Click on **Reset my password**



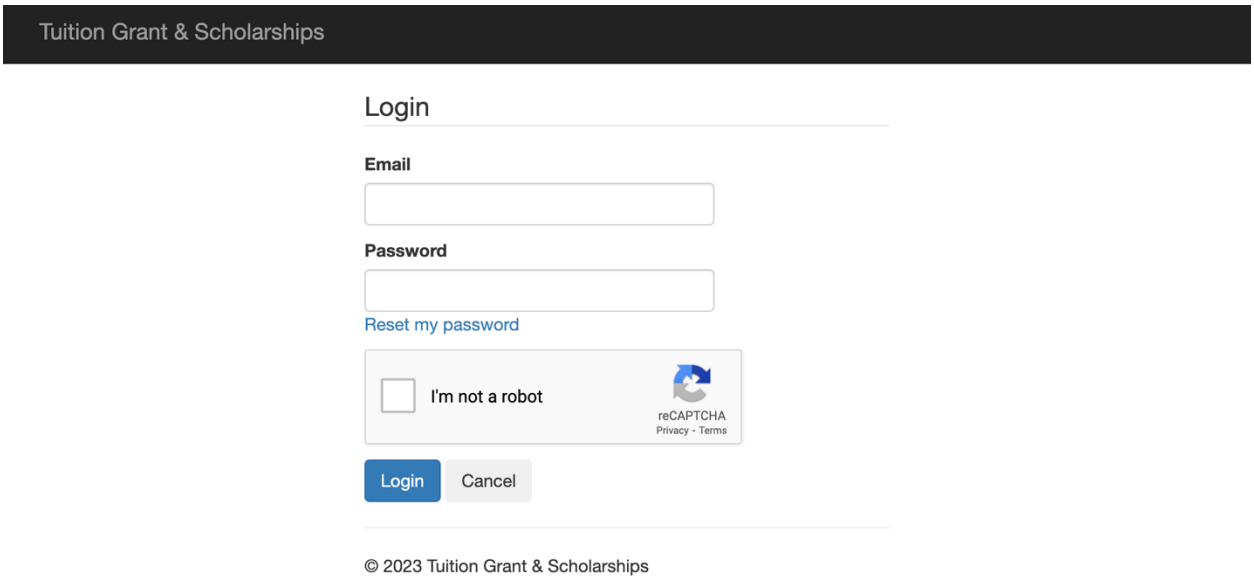

4. Enter the security code received over email and a new password. Click on **Update Password**. You will be logged in to TG&S.



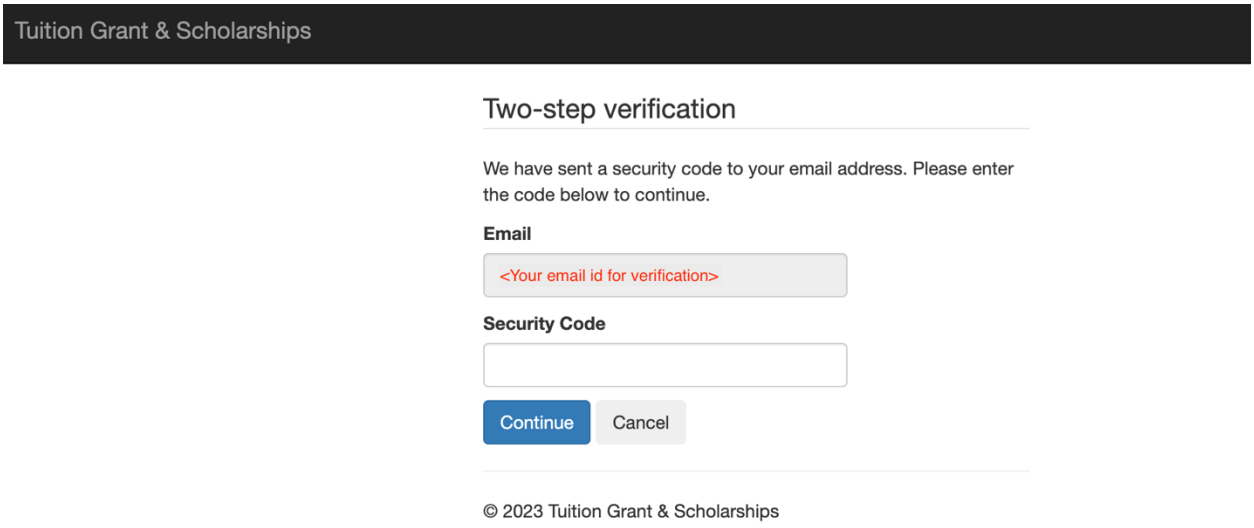

## 1.2 Login for applicants

Applicants who have already reset the password previously 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 used in Step 1.1 and click on **Login**.




4. Enter the security code received in your email. Click on Continue to Login.



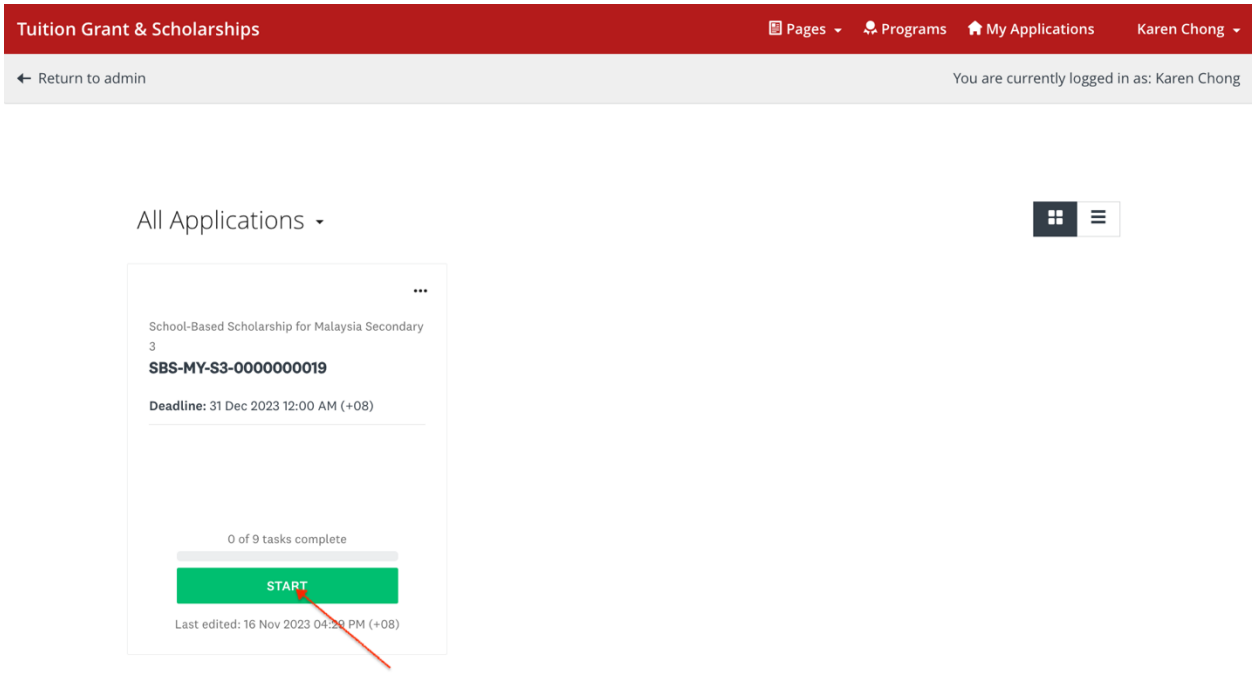
# 2 APPLICATION

A draft application for the SBS program for which you have been recommended will be shown on the applications screen. You should complete all the tasks in this application and submit it.

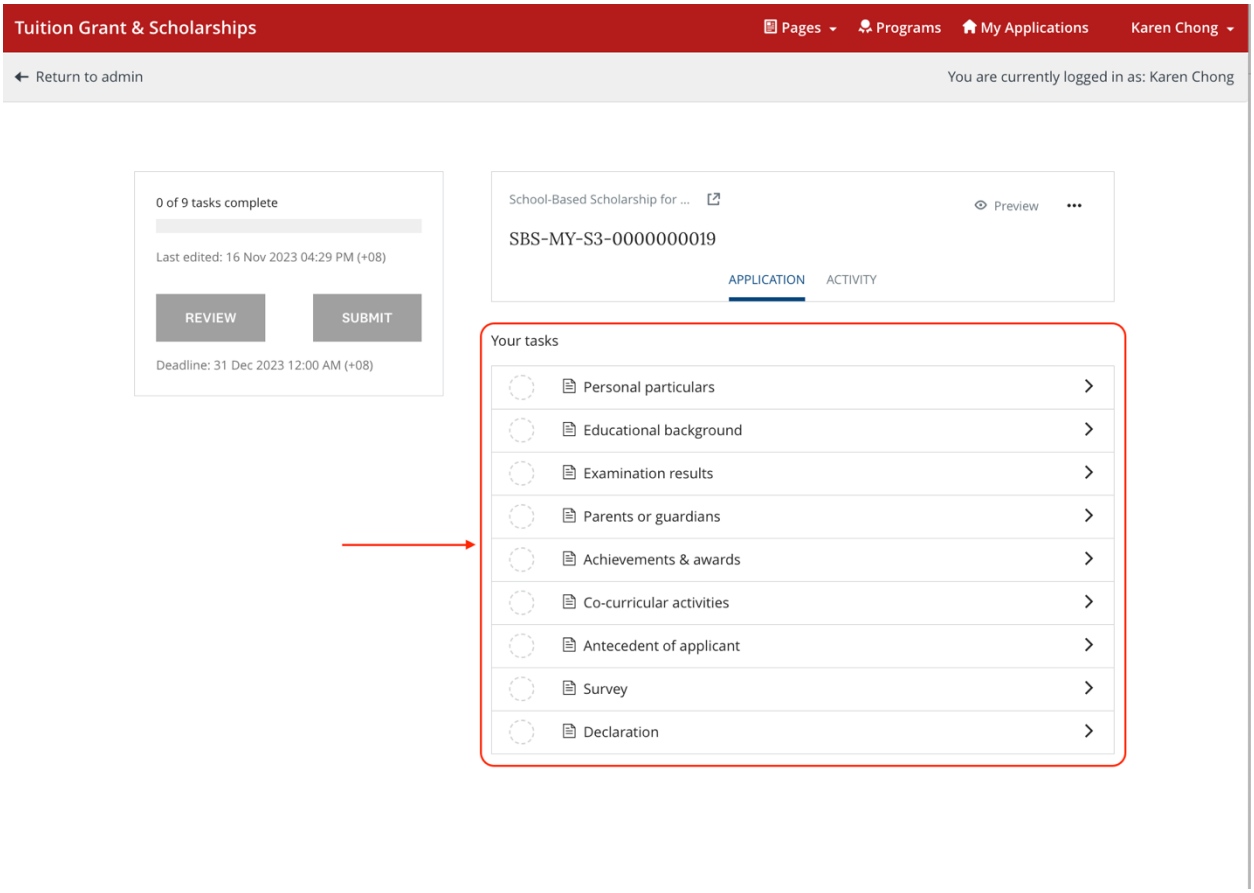
## 2.1 Access Application

The application will be listed on the home screen when you login. Alternately, you can click on the **My Applications** link in the top menu bar to see this screen.

1. Click on **Start** to start editing the application.



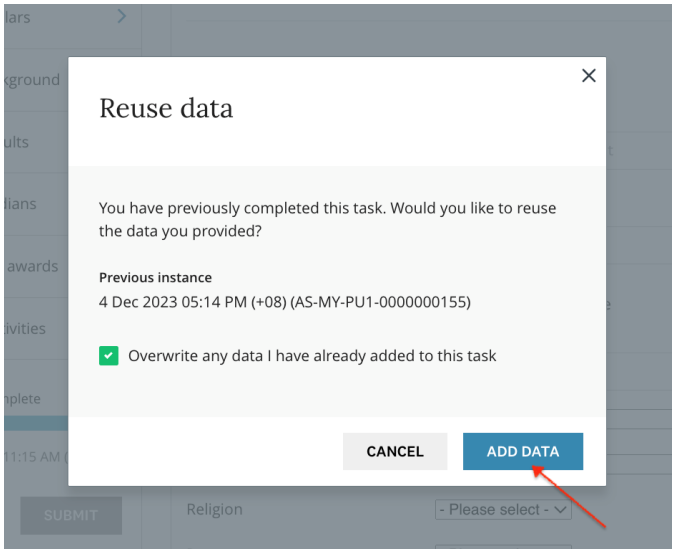

2. The application screen will display a list of tasks on the application form. All tasks must be marked as completed before you can submit the application.




## 2.2 Enter task data

You may complete the tasks in any order.

a. If you have previously filled up a similar task for another Scholarship, you will see a **Reuse Data** pop-up on every task. You can copy your old data by clicking on **ADD DATA**.




**Note:** This pop-up will not be shown if you are filling in the form for the first time. You can directly fill-in the data on the form.

b. Click on **Save & Continue Editing** to save the information as draft OR

c. Click on **Mark As Complete** if no other changes are expected and you want to mark the task as complete.

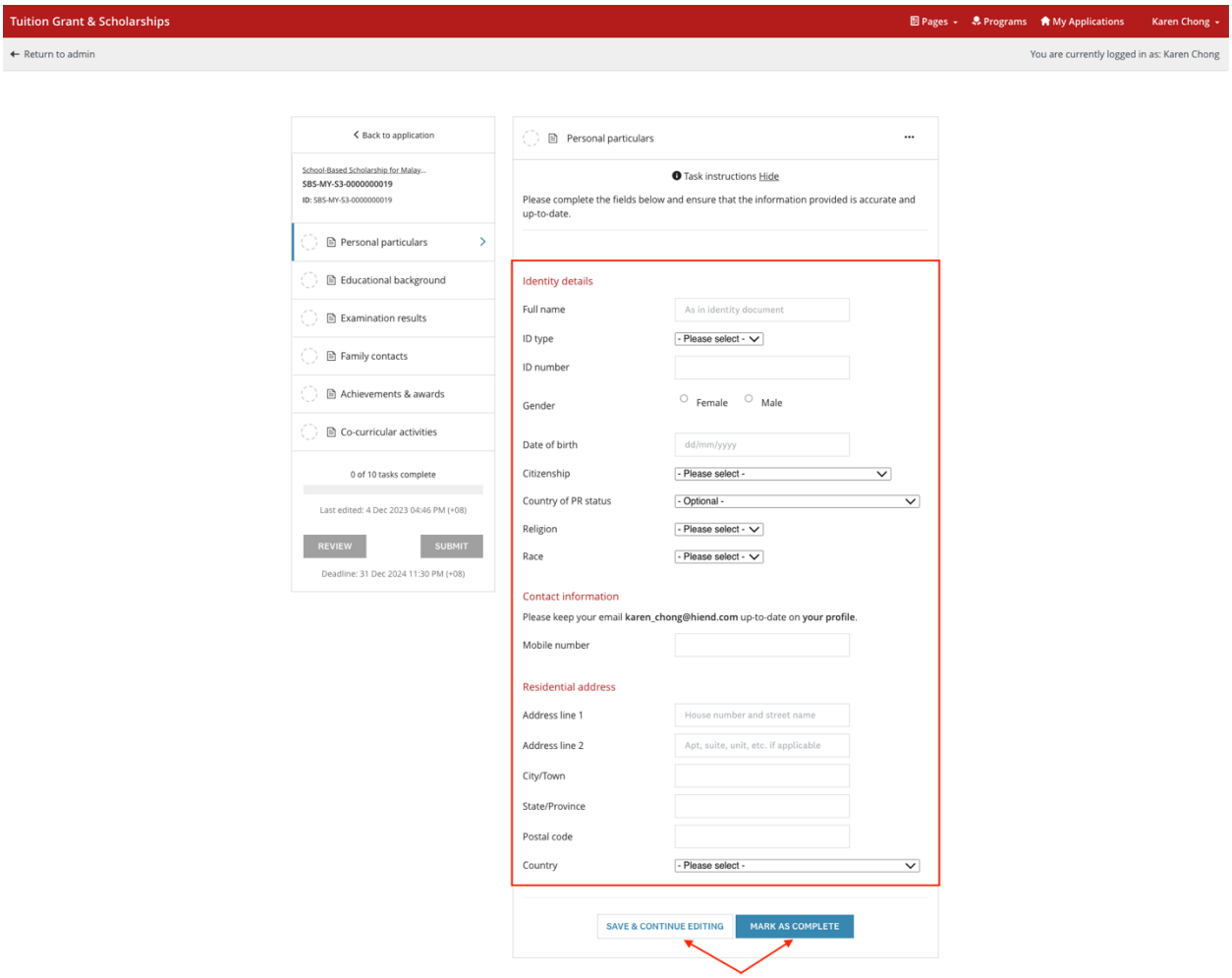
All tasks should be marked as complete before you can submit the application.

**Read the task instructions on the screen carefully before entering data.**

### 2.2.1 Personal Particulars

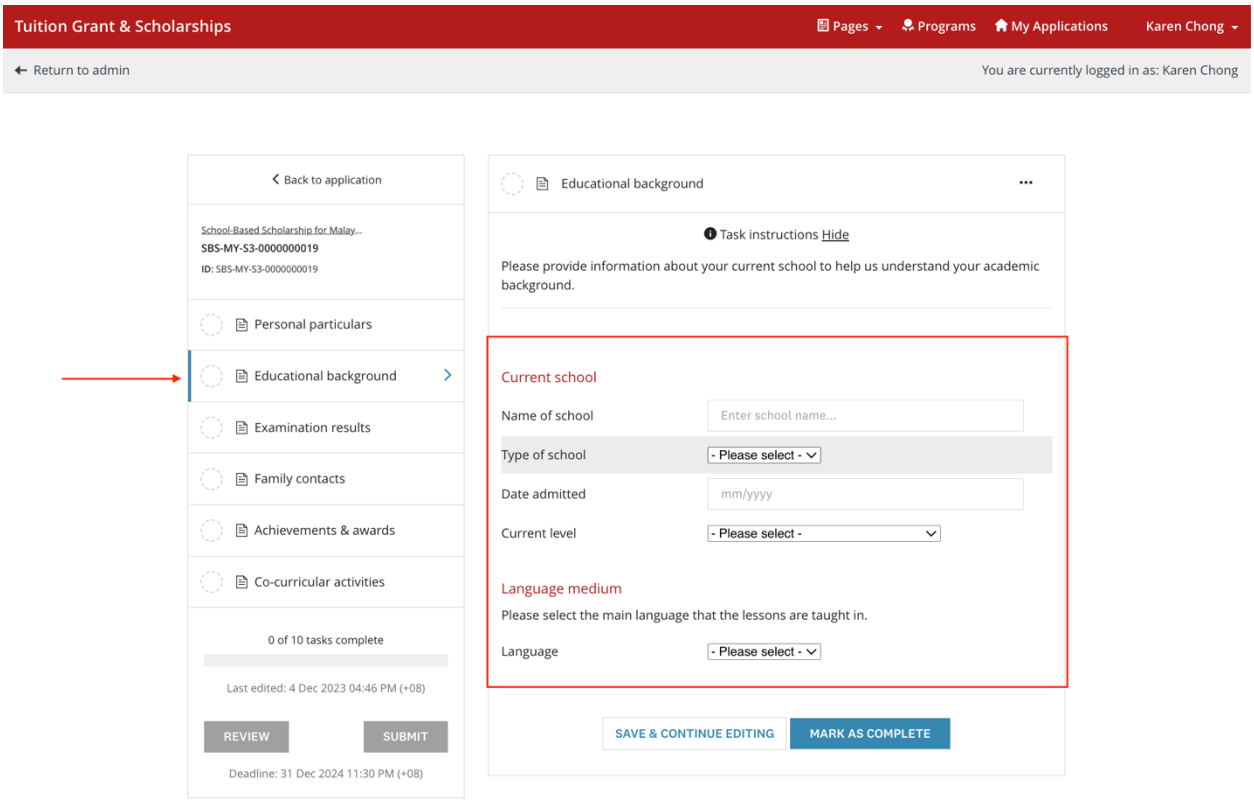
1. Enter your personal particulars. If you are a permanent resident (PR) in another country, please indicate Country of PR status. “Country of PR Status” refers to the country allowing you to reside in for studying without being a citizen. For example, if you are a citizen of Thailand but have permanent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

2. Enter your contact information and residential address.



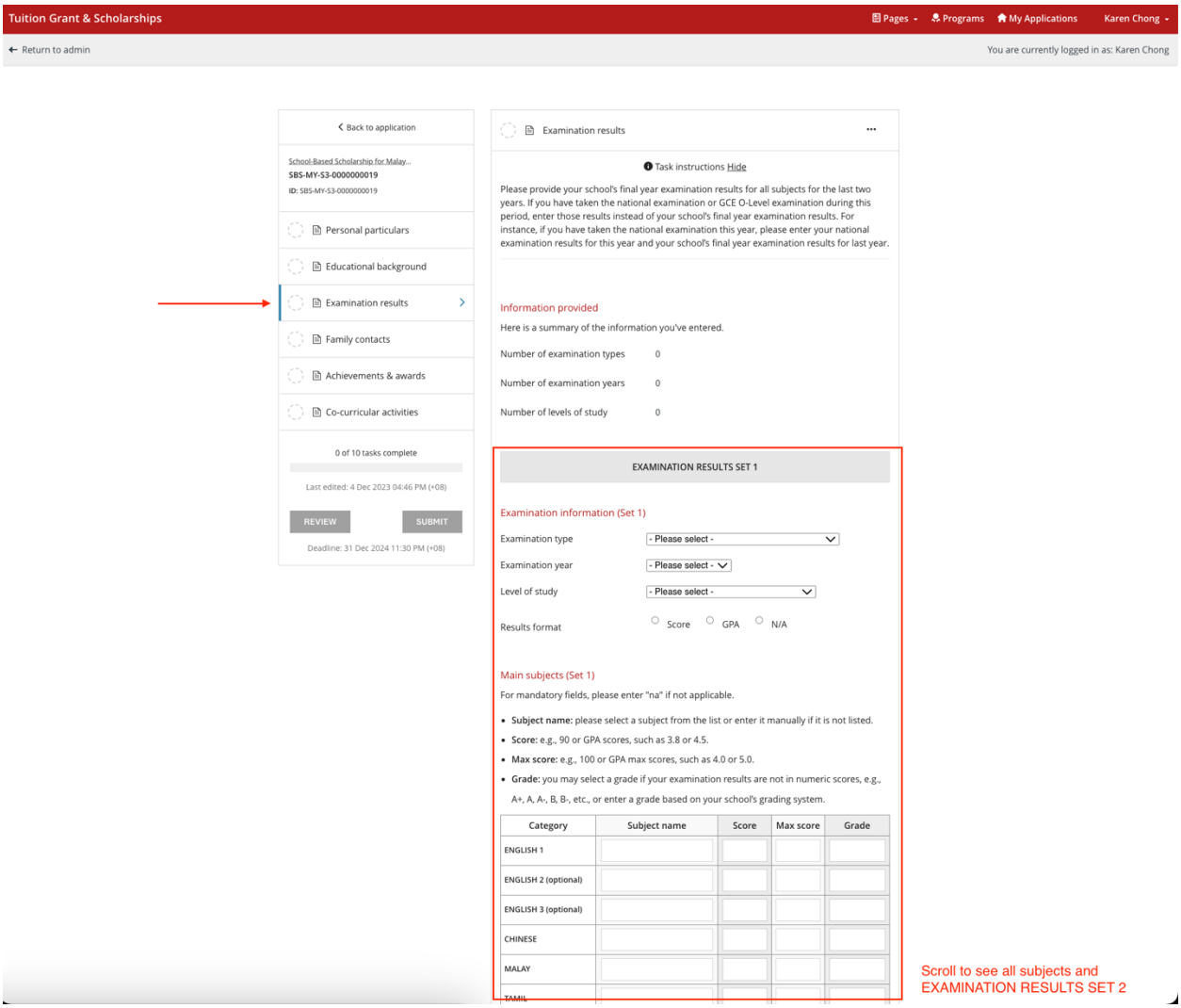
### 2.2.2 Educational Background

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



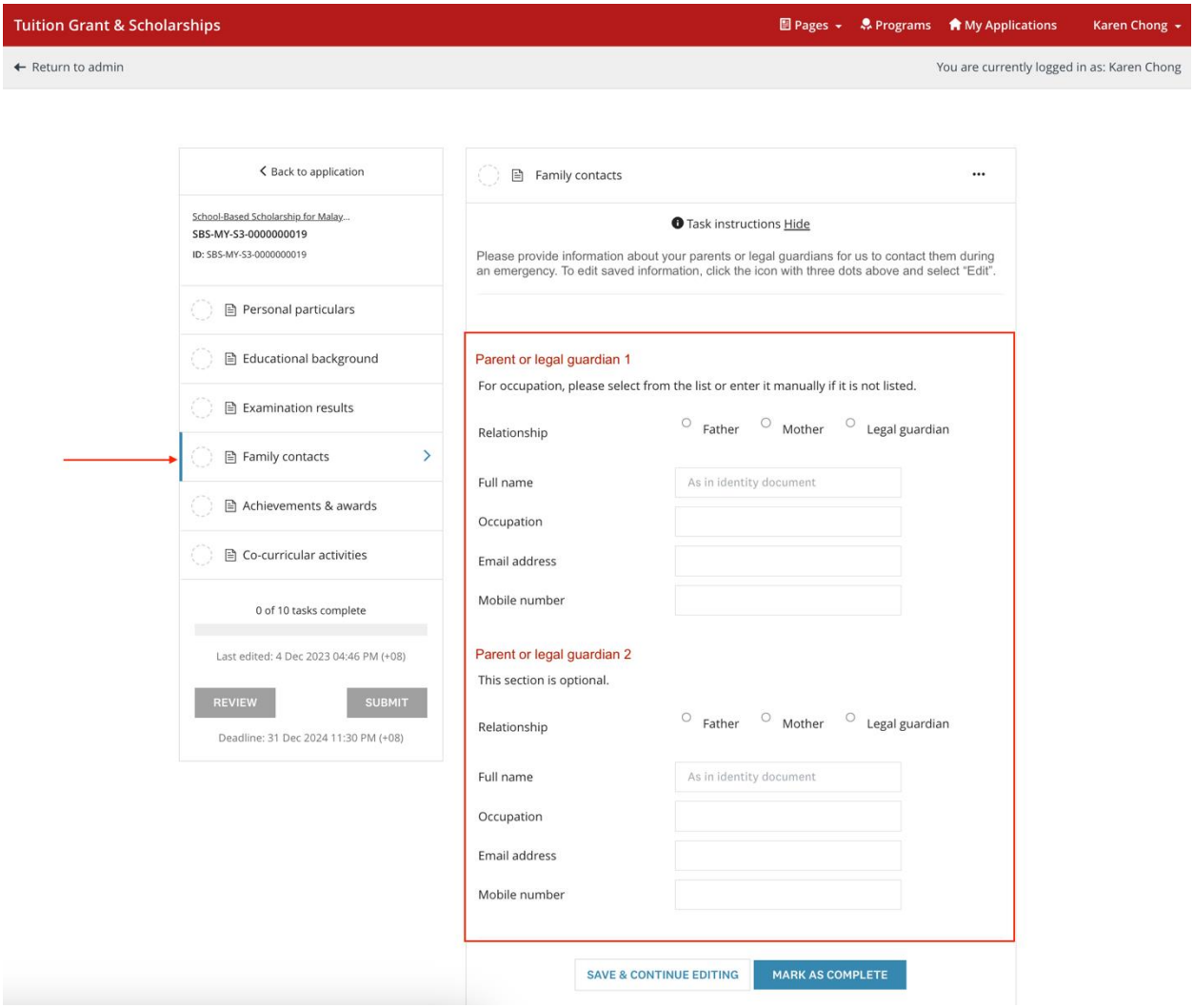
### 2.2.3 Examination Results

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 you did not offer the subjects in school.



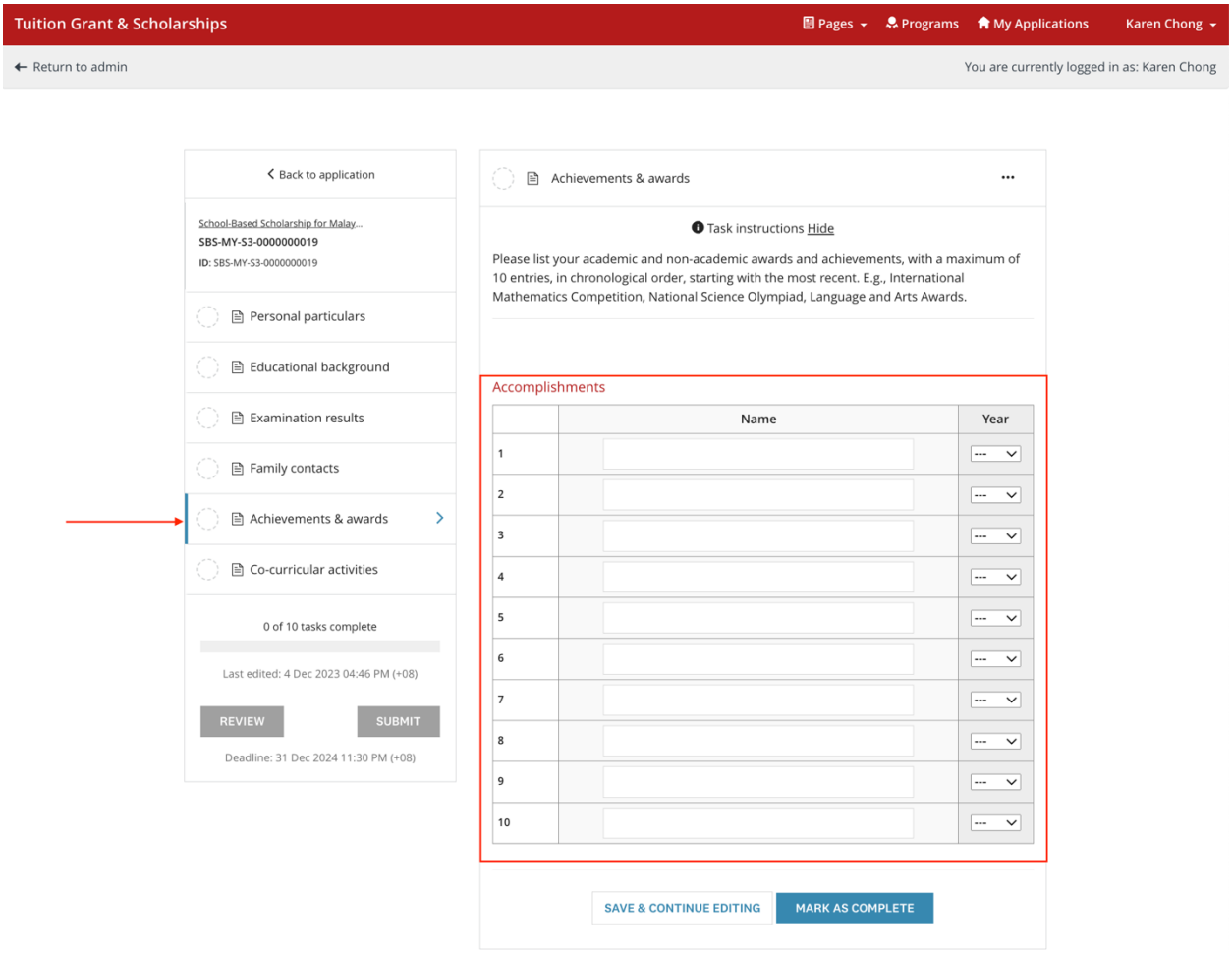
### 2.2.4 Family Contacts

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



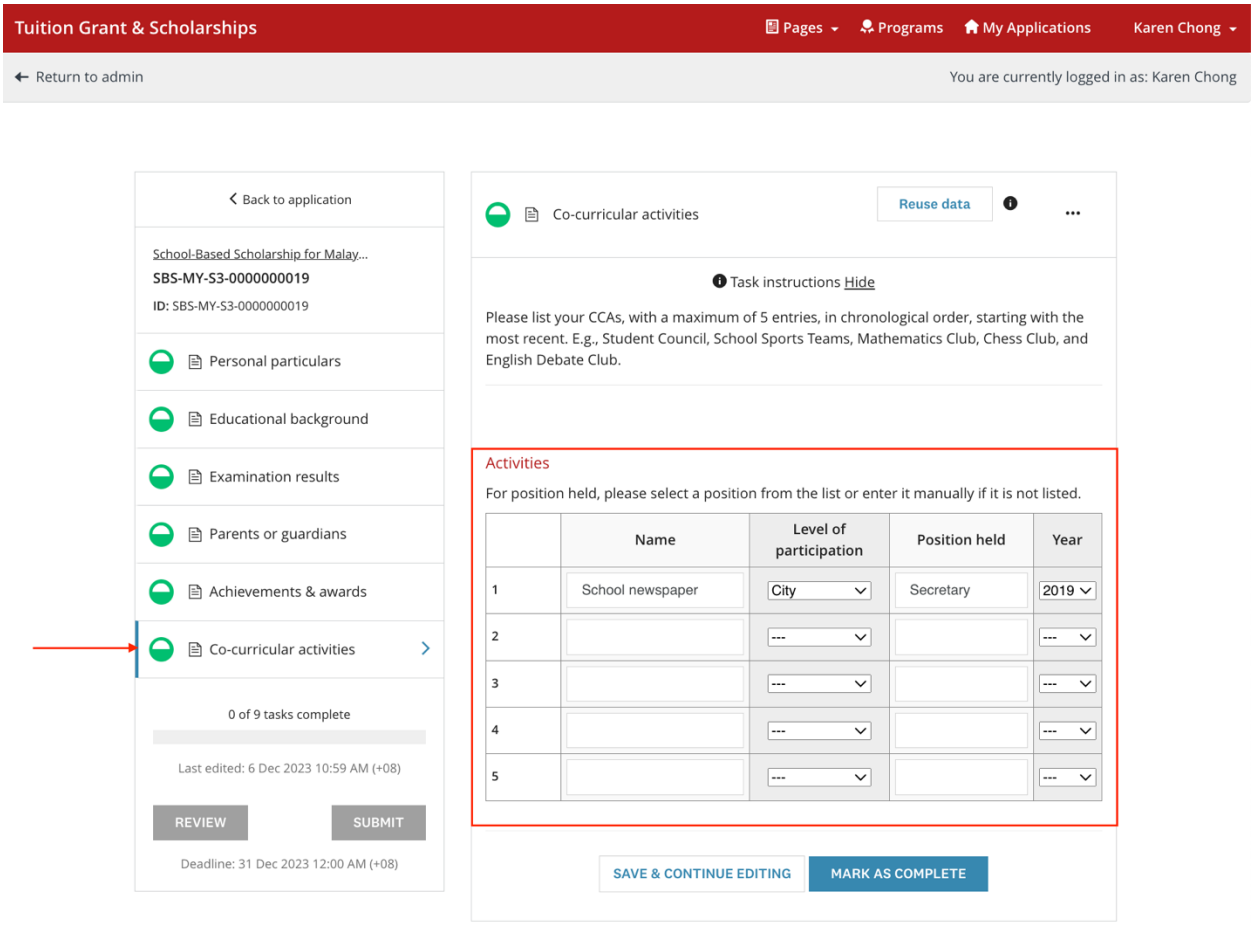
### 2.2.5 Achievements & Awards

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.



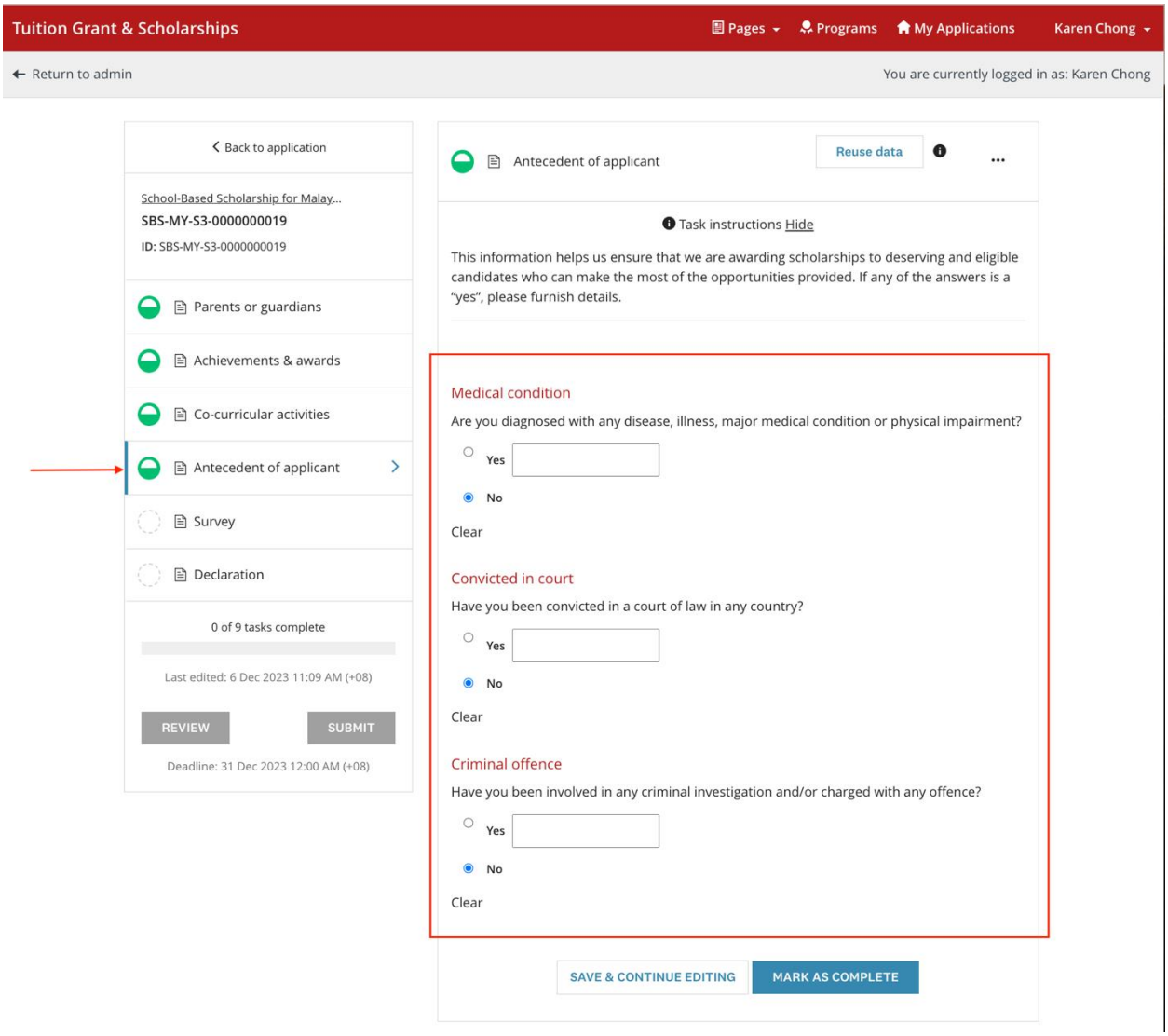
### 2.2.6 Co-curricular Activities

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.



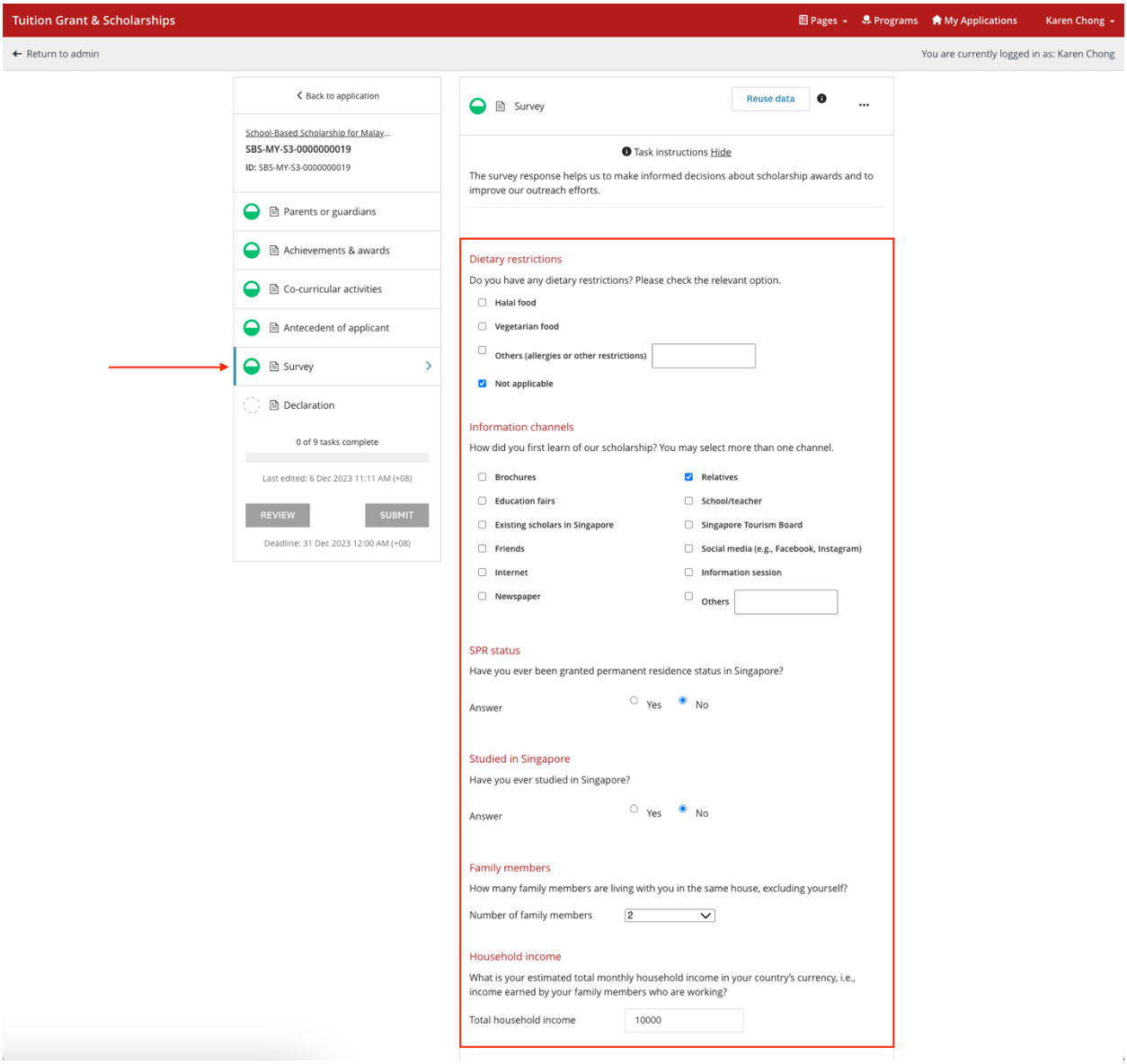
### 2.2.7 Antecedent of Applicant

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



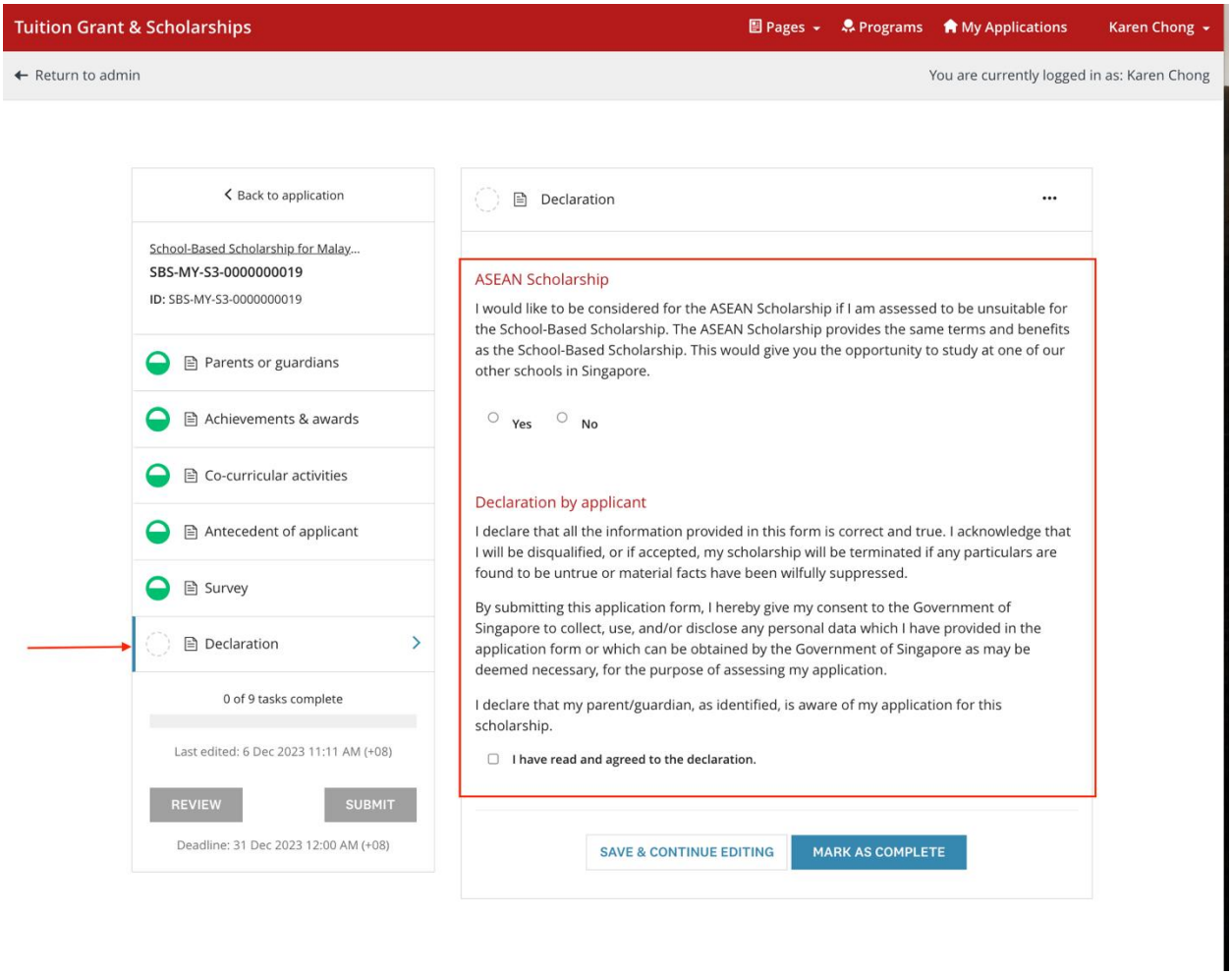
### 2.2.8 Survey

Answer the survey questions about yourself.



### 2.2.9 Declaration

School-based Scholarship applicants are given the option to be considered for the ASEAN Scholarship. Please indicate if you are keen to be considered. Read through the declaration statement carefully and **check the box** to complete this task.

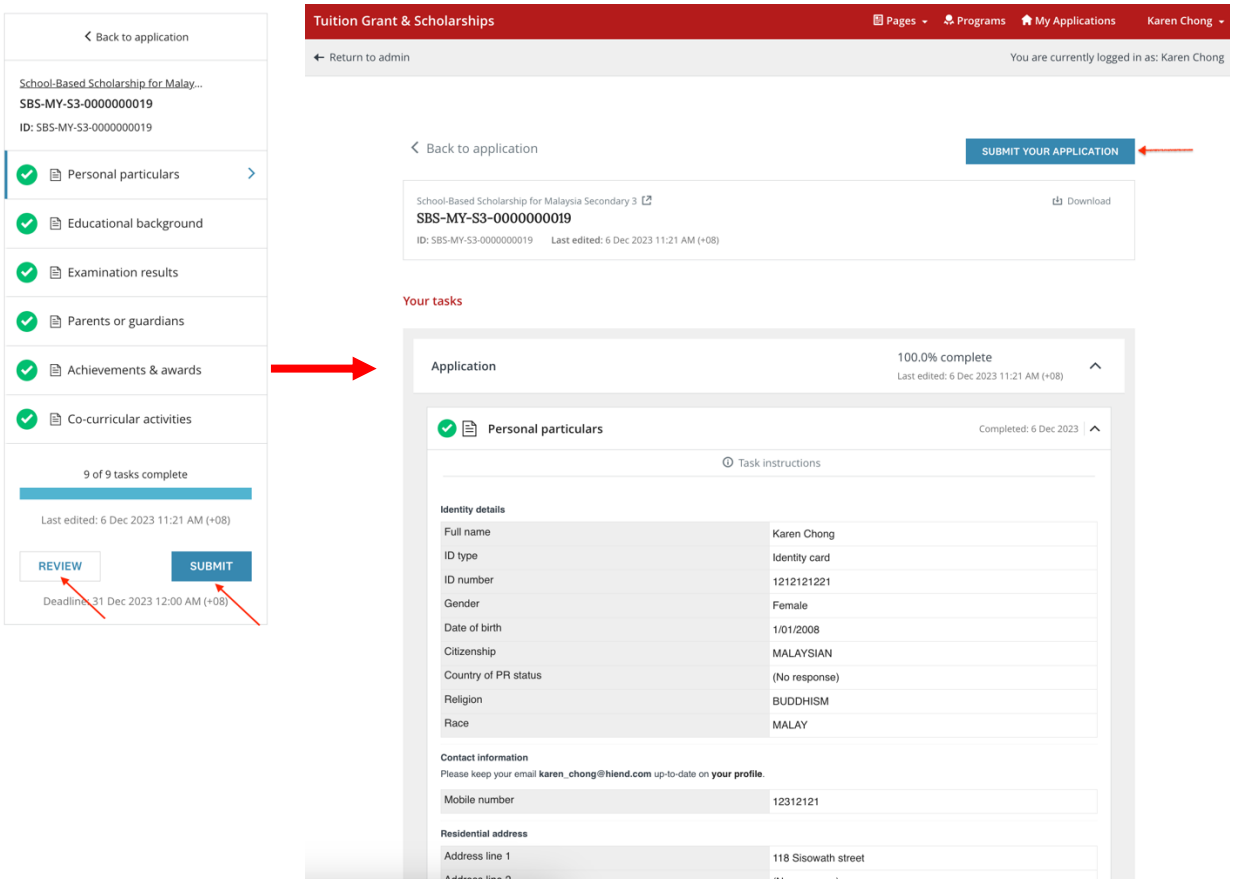



## 2.3 Review and Submit Application

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.

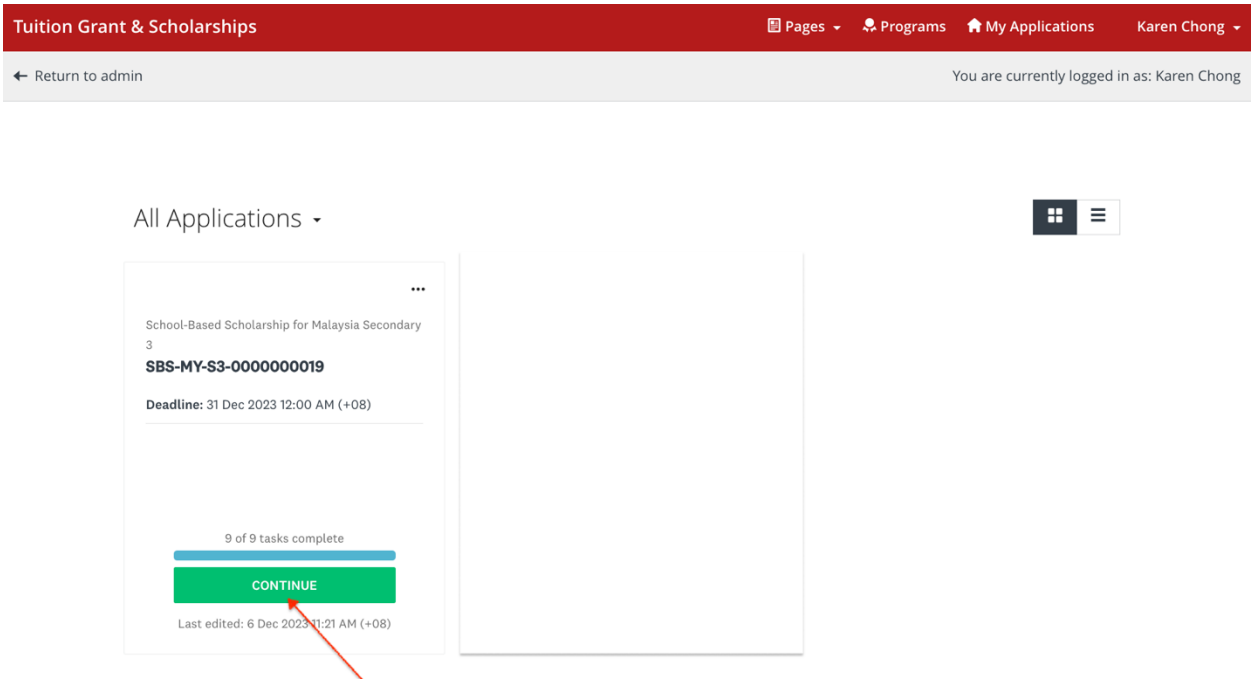

Back to application
School-Based Scholarship for Malay...
SBS-MY-S3-0000000019
ID: SBS-MY-S3-0000000019
Personal particulars
Educational background
Examination results
Parents or guardians
Achievements & awards
Co-curricular activities
9 of 9 tasks complete
Last edited: 6 Dec 2023 11:21 AM (+08)
REVIEW
SUBMIT
Deadline: 31 Dec 2023 12:00 AM (+08)
Tuition Grant & Scholarships
Pages
Programs
My Applications
Karen Chong
Return to admin
You are currently logged in as: Karen Chong
Back to application
SUBMIT YOUR APPLICATION
School-Based Scholarship for Malaysia Secondary 3
SBS-MY-S3-0000000019
Download
ID: SBS-MY-S3-0000000019
Last edited: 6 Dec 2023 11:21 AM (+08)
Your tasks
Application
100.0% complete
Last edited: 6 Dec 2023 11:21 AM (+08)
Personal particulars
Completed: 6 Dec 2023
Task instructions
Identity details
Full name
Karen Chong
ID type
Identity card
ID number
1212121221
Gender
Female
Date of birth
1/01/2008
Citizenship
MALAYSIAN
Country of PR status
(No response)
Religion
BUDDHISM
Race
MALAY
Contact information
Please keep your email karen_chong@hiend.com up-to-date on your profile.
Mobile number
12312121
Residential address
Address line 1
118 Sisowath street

# 3 EDIT APPLICATION

## 3.1 Continue an existing application

If you were not able to complete your application in one sitting, you can re-login to complete it.

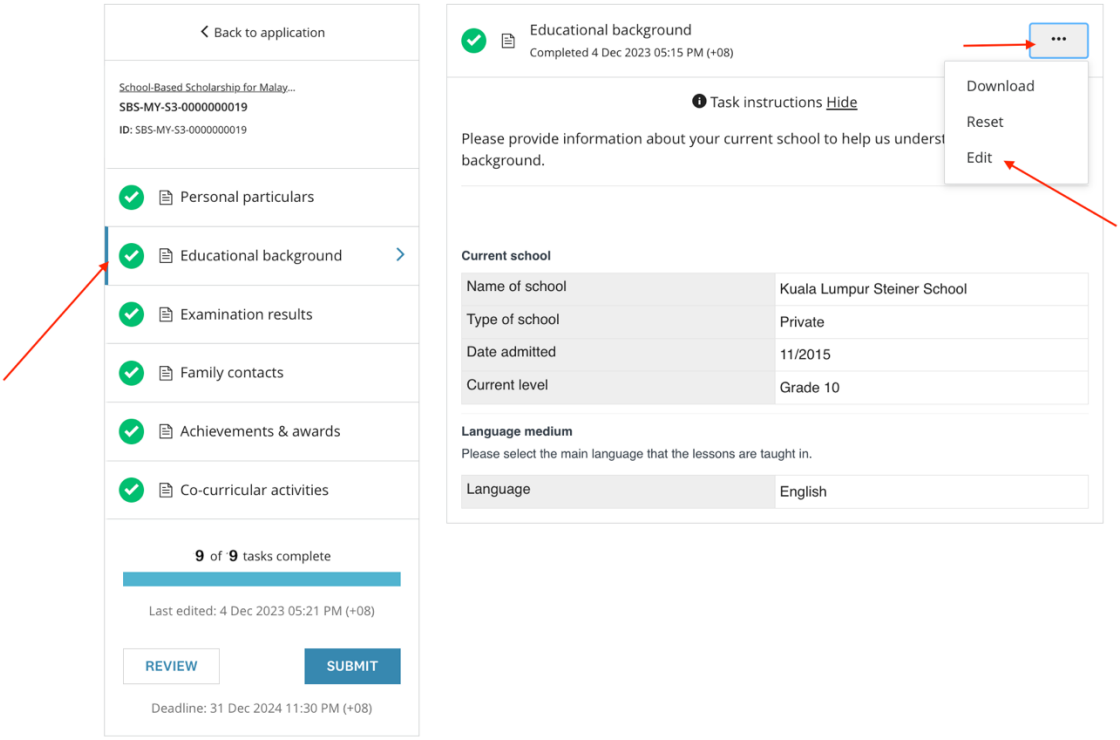
You will see the application listed on your dashboard after login. Click on **Continue**. You can now continue to complete your application. Please remember to click on **Submit** to submit your application before the deadline.




## 3.2 Edit a completed task (before 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_SBS@moe.gov.sg with the changes required.