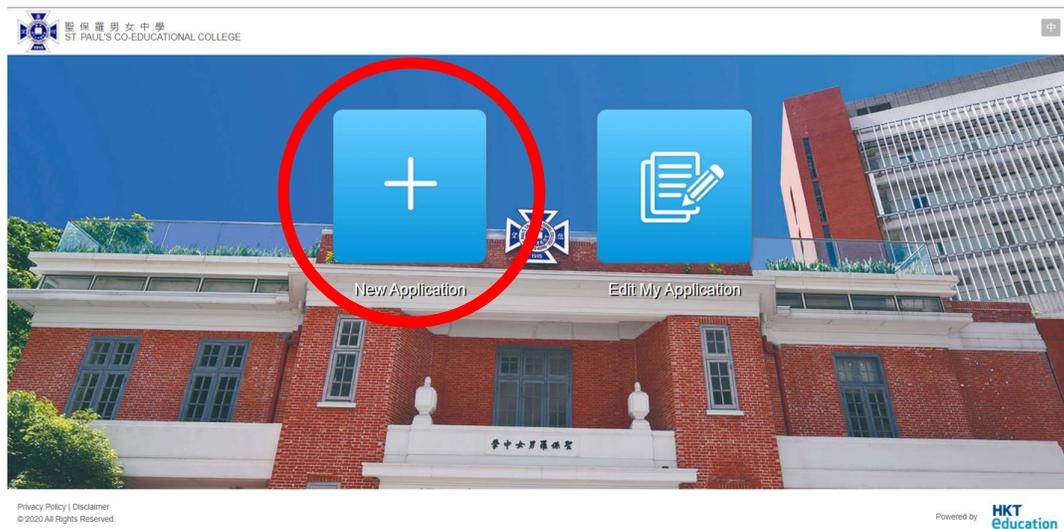<div style="border:1px solid blue">

St. Paul's Co-educational College

eAdmissions System

Applicant Guide

For Applicants from Other Primary Schools

</div>

New Application

1. Please go to the Applicant Portal Home Page to start your application

2. Complete the following procedure

    - Select and confirm the year & grade to apply for

    - Confirm that you have read and agree to the "**Terms and Conditions**"

    - Tick the checkbox for applicants from other primary schools

    You will then be directed to the corresponding Registration Page

3. Registration

    - Fill in the required information and click <Send Verification Email>

    - You will receive an email with the verification code

    - Enter the code and submit the registration

    - You will receive another email with your login information

Edit Application

After you have received your login information, you may leave the system and login in any time during the application period to complete and submit your application. If you have all the necessary information and documents ready, you may proceed to the application form.

1. Please read the "**Notes to Applicants**" carefully before filling in the application form. A link to this document is placed in every section of the application form for your easy reference.

2. There are five sections in the application form. Mandatory fields are marked with an asterisk *.

   (a) Applicant Details

   (b) Academic Performance

   (c) Awards and Activities / Other information

   (d) School Nomination Scheme (if applicable)

   (e) Young Talents Scheme (if applicable)

Submit Application

1. After you have completed the application form, please click <Preview> to go over the entire form.

2. Proceed to the "Payment" section to make online payment of the application fee.

Pay By Credit and Debit Card

Pay By UnionPay

Pay By Bank Account and Net Banking

3. Submit your application.

4. You will be directed back to the application form.

5. You will receive an email confirming successful submission of your application.

6. You may still login to the system any time during the application period to edit your application.

Useful tips

1.   Prepare the necessary information and documents (in the required format) as stated in the "**Notes to Applicants**" before filling in the application form.

2.   If you need to replace an uploaded photo of the applicant, you may simply upload another photo. The old one will then be replaced.

3.   The application form will automatically be saved when the <Next> button at the bottom of a section is clicked.

4.   Each time you login to the system, a dashboard will appear showing your application status and items to be completed.