

Application via the TA Portal

Step 1: Sign up for a TA Portal account (please refer to the website for the link)

- ID – Parent's email address. Please do not use applicant's email address to register.
- You will receive an email confirmation. Please check your junk/spam inbox if you did not see it in your inbox.
- Log in to the TA Portal (please refer to the website for the link)

Step 2: Log In, Complete and Submit Your Application

(A) Choose Your Art Form

The screenshot below indicated an applicant have chosen 2 art forms. For SIE you may only apply to **ONE** (1) art form.

If you chose and submitted 2 art forms, the second art form will not be assessed for shortlisting.

Talent Academy

Please select the admission type you wish to apply for:

☒ NonDSA

Art form selection:

I wish to submit an application for

☐ Dance

☐ Music (performance)

☐ Music (creating/composition)

☐ Theatre

☐ Visual Arts

☐ Literary Arts

NOTE:

Please ensure that you have selected the correct DSA type and art form(s). You may be required to re-submit your application in the event of changes to art form choices.

1. You can select up to a maximum of 2 art forms.

2. You will not be able to select both tracks of the same art forms.
for eg: Music (Performance) and Music (Creating/Composition)

Proceed Cancel

(B) Confirmation of Admission Type and Art Form

- Check that you have chosen the correct art form. You will not be able to go back and change once you have confirmed your selection.
- Tick the 2 checkboxes and click the 'Proceed' button.

The screenshot below indicated an applicant have chosen 2 art forms. For SIE you may only apply to **ONE** (1) art form.

Talent Academy

> Confirmation of Admission Type and Art Form(s)

I am applying for **NonDSA** for admission in year **2022** for the following art form(s):

Dance

Visual Arts

Please download the audition notes on our admission page at <http://www.sota.edu.sg/admissions/how-to-apply-to-sota>.

☐ I hereby confirm that I have selected the correct admission type and art form(s) for the TA online application.

☐ I have also read and understand the content of the relevant audition notes related to the art form(s) selected.

Proceed Cancel

(C) Sections to Complete

Once you have confirmed your category and art form selection, you will see this menu bar on the left-hand side of the page. Sample below is for Music and Literary Arts applicant.

SECTIONS COMPLETED:(1/8)

Instruction and Application Status
Current Status (NonDSA)
Applicant's Personal Particulars
School Records (NonDSA)
Parent's/Guardian's Particulars
Music
Literary Arts
Confirm, Submit and Print
Download All Supporting Documents

Click on each tab and complete all sections. In this screenshot, you will see the status of completion right at the top in red text. For every section successfully saved, the section completed status will auto-update itself to '(1/9)...(2/9)...(3/9)....'

(D) School Record

Please follow the instructions below.

Submitting during the Indication of Interest Period (1 Nov – 17 Nov)

1. Primary 6 Prelim Result Slip
2. MTL in-Lieu/MTL Exemption Letter from MOE (if applicable)
3. You are not required to upload PSLE result at this juncture

Save Items 1 and 2 (if applicable) into a folder. Upload folder to Google Drive. Paste the URL of the folder in Part C of the Supporting Document section as shown below.

After PSLE - if you qualify for Posting Group 3, upload a copy of your PSLE result slips into the same folder.

Submitting during the Supplementary Intake Exercise Period (PSLE Result Day)

5. PSLE Result Slip
6. Primary 6 Prelim Result Slip
7. MTL in-Lieu/MTL Exemption Letter from MOE (if applicable)

Save Items 5, 6 and 7 (if applicable) into a folder. Upload folder to Google Drive. Paste the URL of the folder in Part C of the Supporting Document section as shown below.

> PART C Supporting Documents

Instructions	Paste the Link Here
Refer to the TA Notes for the list of documents to submit *	

(E) Parent's/Guardian's Information that you will need to key into the form

(Only 1 parent/guardian information is required)

> Parent 1's/Guardian 1's Particulars

Update this Section

Name as in NRIC/Passport		Identification No.	
Identification Type		Relationship to Child	
Nationality		Citizenship	
Contact Number(Home)		Contact Number(Mobile)	
Contact Number(Office)		Email Address	
Block No.		Floor No.	
Unit No.		Building Name	
Street Name		Country	
Postal Code		Are you a SOTA staff or related to any staff working in SOTA?	

(F) Portfolio Submission

- **Save** portfolio (differs for every art form, please refer to the SIE Preparation Notes & Checklist) into a folder
- **Name** the folder with your full name
- **Upload** the folder to Google Drive
- **Privacy Setting:** ensure that it is set to 'Anyone with the Link'
- **Paste** the shared link of the folder on the TA Portal in the 'Uploaded to External Site URL' fields

Screenshot below is for [Literary Arts Portfolio submission](#)


> Portfolio Submission for Literary Arts DSA – Secondary

This section has been completed on 17/04/2023 08:53 PM

#	Instructions	Uploaded to External Site URL
1	Refer to the TA Notes for the list of items to submit	<div></div>

(H) Confirm, Submit and Print

- Click the 'Confirm, Submit and Print' tab
- Tick the check box to activate the 'Proceed to Declaration' button
- Click the 'Proceed to Declaration' button



SECTIONS COMPLETED: (7/8)

- Instruction and Application Status
- Current Status (NonDSA)
- Applicant's Personal Particulars
- School Records (NonDSA)
- Parent's/Guardian's Particulars
- Dance
- Visual Arts
- Confirm, Submit and Print


Confirm, Submit and Print

> Preview Application Form

☐ I have verified the previews of my application.

Applied Art Form(s) Dance

Proceed to Declaration Please click [here](#) to view the completion status of your application.



1 Zubir Said Drive, Administration Office #05-01, Singapore 227968

(I) Declaration

- Tick the checkbox to activate the 'Proceed to Confirm' button
- Click the 'Proceed to Confirm' button

application to SOTA

I will not hold SOTA, liable or responsible; and will not make any claim against the school, for any injury, loss, theft of belongings or whatsoever sustained as a result of participation in the Talent Academy.

I understand that the decision of the selection panel is final. The School reserves the right not to release the results and/or the re of applicants.

I hereby consent to the collection, use, retention, and disclosure of my personal data by SOTA and understand that my personal data in accordance with the school's privacy policy which is available at <https://www.sota.edu.sg/policies/privacy-policy>.

☐ I have read and agree with the above declaration. *

Proceed to Confirm NOTE This button is enabled after you have read and agreed with the above declaration.

(J) Submit Application

- a. Click the 'submit application' to proceed

✎ Confirm, Submit and Print

> Submit and Print Form

Name of applicant	<input type="text"/>
Admission type applied for	NonDSA
Art form(s) applied for	Dance Visual Arts

NOTE

There is no TA registration fee payable.

For shortlisted candidates who are required to take the mathematics entrance test, an additional S\$30.00 is payable.

Submit application

- b. This Pop-Up will appear. Click Yes.

Confirm, Submit and Print

Submit and Print Form

Name of applicant

Admission type applied for

NonDSA

Art form(s) applied for

Dance
Visual Arts

NOTE

There is no TA registration fee payable.

For shortlisted candidates who are required to take the mathematics entrance test, an additional S\$30.00 is payable.

Submit application

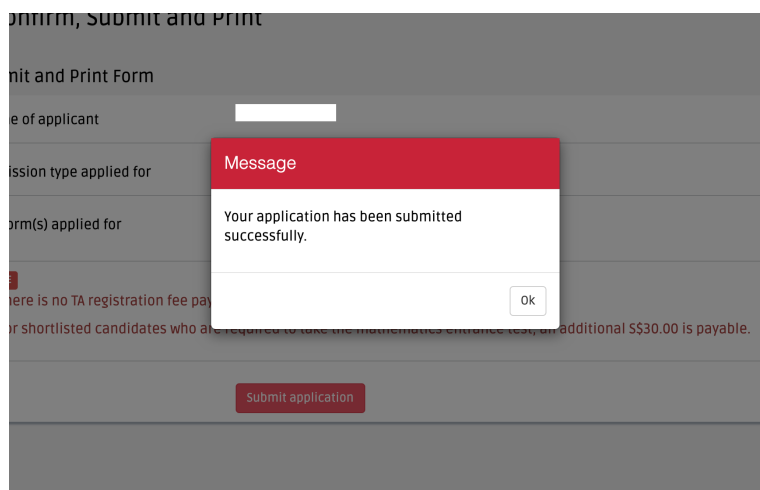
Confirmation

Are you sure you wish to proceed to submit your TA application(s) ? Please note that no amendment can be made upon submission.

Yes

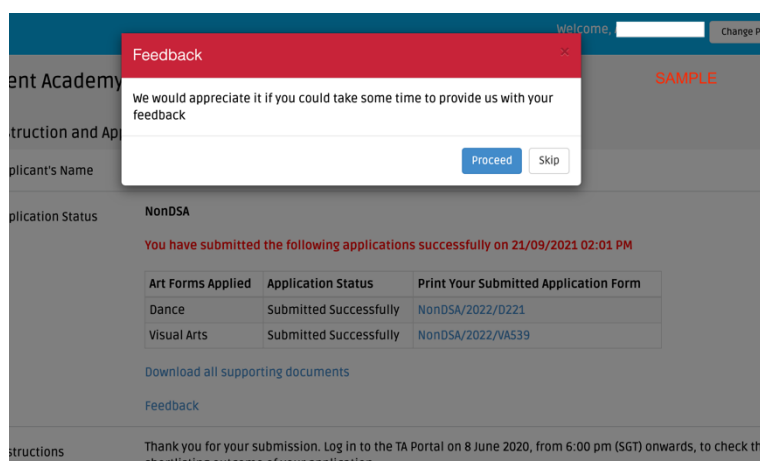
No

c. Followed by this Pop-Up. Click Ok.



The screenshot shows a web form titled "Confirm, Submit and Print" with a sub-header "Print and Print Form". The form contains several input fields: "Name of applicant", "Mission type applied for", and "Form(s) applied for". A red pop-up message box is overlaid on the form, displaying the text "Message" and "Your application has been submitted successfully." with an "Ok" button. Below the form, there is a "Submit application" button. At the bottom, a note states: "There is no TA registration fee payable for shortlisted candidates who are required to take the mathematics entrance test; an additional S\$30.00 is payable."

d. Followed by this Pop-Up. Click Proceed or Skip



The screenshot shows a web form titled "Feedback" with a sub-header "We would appreciate it if you could take some time to provide us with your feedback". The form has "Proceed" and "Skip" buttons. Below the form, the "Application Status" is displayed as "NonDSA". A message states: "You have submitted the following applications successfully on 21/09/2021 02:01 PM". A table lists the submitted applications:

Art Forms Applied	Application Status	Print Your Submitted Application Form
Dance	Submitted Successfully	NonDSA/2022/D221
Visual Arts	Submitted Successfully	NonDSA/2022/VAS39

Below the table, there are links for "Download all supporting documents" and "Feedback". At the bottom, a note states: "Thank you for your submission. Log in to the TA Portal on 8 June 2020, from 6:00 pm (SGT) onwards, to check the shortlist outcome of your application."

(K)Application Status

You can check the status of your application by clicking the 'Instruction and Application Status' tab.