



# **TA Portal**

## Applicant's User Guide 2024

**This guide is a sample of an applicant applying via the DSA-Sec category for Dance and Music (Performance).**

## Step 1: Sign Up for an Account

We are currently experiencing some technical issues with the login credentials, we seek your understanding while we work with the system support to rectify the issues. Thank you for your patience.

Your email will be your username and where we will send your account confirmation link. \* All information is required.

### ACCOUNT SIGNUP

EMAIL \*

RE-ENTER EMAIL \*

APPLICANT'S FULL NAME  
(AS IN BIRTH CERTIFICATE/PASSPORT) \*

APPLICANT'S IDENTIFICATION NO.  
(AS IN BIRTH CERTIFICATE/PASSPORT) \*

DATE OF BIRTH (DD/MM/YYYY) \*

☐ I'm not a robot

**SIGNUP**

Should you face any difficulties, please contact the Admissions Team at: [sa@sota.edu.sg](mailto:sa@sota.edu.sg)  
This site is best viewed using IE11 & above and all latest versions of Chrome and Safari.  
 Note: The portal will be temporarily unavailable between 6:00 pm – 6:30 pm daily for maintenance. Sorry for the inconvenience caused.  
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1

- Signup for an account from 1 April 9:00 am
- [https://ta.sota.edu.sg/sota\\_dsa/AccountSignup.aspx](https://ta.sota.edu.sg/sota_dsa/AccountSignup.aspx)

2

- Enter parent's/guardian's email address

3

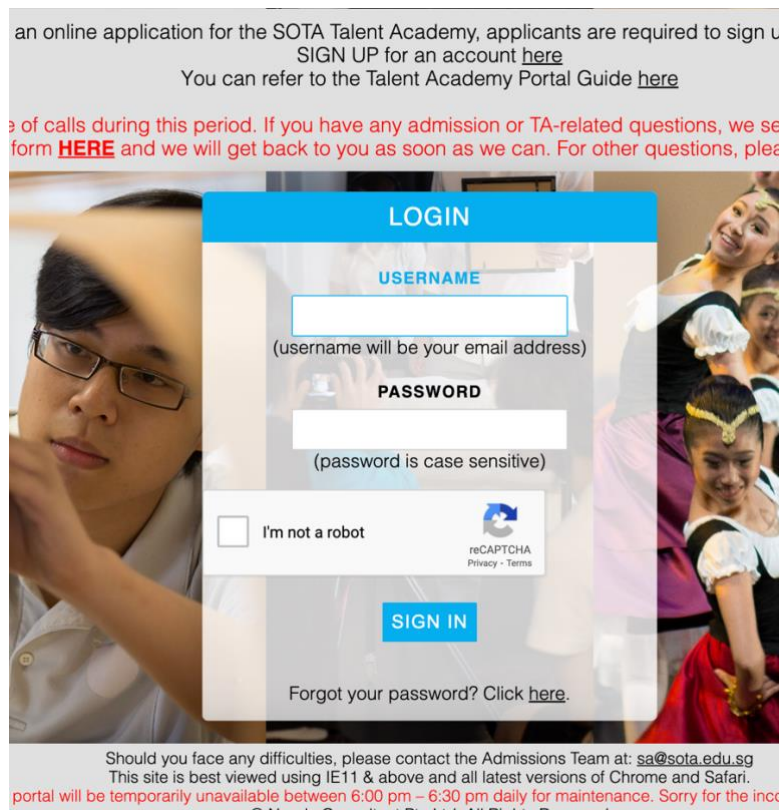
- Enter the applicant's information, not the parent's/guardian's

Email Account to Use to Sign Up	
Do's	Don'ts
<ul style="list-style-type: none"> <li>• Parent's/Guardian's Personal email account</li> <li>• Regularly check your Junk/Spam folder for email from SOTA which might be filtered there.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent's/Guardian's work-issued email address</li> <li>• Applicant's personal email account</li> <li>• Applicant's school-issued email address</li> <li>• Emails ending with @students.edu.sg</li> <li>• Emails ending with @schools.gov.sg</li> </ul>

## Step 2: Log in to the TA Portal

an online application for the SOTA Talent Academy, applicants are required to sign up for an account [here](#)  
You can refer to the Talent Academy Portal Guide [here](#)

of calls during this period. If you have any admission or TA-related questions, we see you [here](#) and we will get back to you as soon as we can. For other questions, please email [here](#)



Should you face any difficulties, please contact the Admissions Team at: [sa@sota.edu.sg](mailto:sa@sota.edu.sg)  
This site is best viewed using IE11 & above and all latest versions of Chrome and Safari.  
portal will be temporarily unavailable between 6:00 pm – 6:30 pm daily for maintenance. Sorry for the inconvenience.  
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1

- Check your email for the auto-generated password.
- Check your Junk/Spam inbox if you could not find it in your inbox.

2

- Log in to the TA Portal to ensure that the auto-generated password works
- [https://ta.sota.edu.sg/sota\\_dsa/](https://ta.sota.edu.sg/sota_dsa/)

3

- To change your password, log out of your account, go back to the log in page, and click on the link next to 'Forgot your password?'

### Step 3: Select the Admission Type

## Talent Academy

Please select the admission type you wish to apply for:

☐ DSA – Secondary

☐ DSA – Secondary (Non-MOE)

☐ DSA-JC/Non-DSA (IBDP)

☐ DSA-JC/Non-DSA (IBCP)

☐ Non DSA

ProceedCancel

Check the following pages for eligibility criteria if you are unsure:

- [DSA-Secondary](#)
- [DSA-Secondary \(Non-MOE\)](#)
- [DSA-JC \(IBDP/IBCP\)](#)
- [Non-DSA \(IBDP/IBCP\)](#)
- [Non DSA – Year 2](#)

## Step 4: Art Form Selection

### Talent Academy

Please select the admission type you wish to apply for:

- ☒ DSA – Secondary
- ☐ DSA – Secondary (Non-MOE)
- ☐ DSA-JC/Non-DSA (IBDP)
- ☐ DSA-JC/Non-DSA (IBCP)
- ☐ Non DSA

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

1. Once you have selected the admission type, the following will appear.
2. Choose the artform or the 2 artforms that you wish to apply to.
3. The note in the screenshot will indicate that you may select up to maximum of 2 art forms. However, for Year 2 applicants, you may apply for 1 artform only.
4. Click the 'Proceed' button.

## Step 5: Confirmation Pop-Up

Talent Academy

Please select the admission type you wish to apply for:

☒ DSA – Secondary  
☐ DSA – Secondary (Non-MOE)  
☐ DSA-JC/Non-DSA (IBDP)  
☐ DSA-JC/Non-DSA (IBCP)  
☐ Non DSA

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 change

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)

**Confirmation**

Are you sure you wish to proceed to apply for the selected admission type and art form(s)?

1. The following pop-up will appear. If you did not see a pop-up message/notification, please check that your computer set-up allows pop-up notifications by the TA Portal website.
2. Click 'Yes' if you wish to confirm.
3. Click 'No' to go back to Step 4.
4. If you are applying for TWO (2) art forms, you only need to submit ONE (1) application. Choose the 2 art forms when prompted.

## Step 6: Confirmation of Admission Type and Art Form(s)

### Talent Academy

#### > Confirmation of Admission Type and Art Form(s)

I am applying for **DSA – Secondary** for admission in year **2024** for the following art form(s):

**Dance**

**Music (performance)**


- ☒ 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

- The 'Proceed' button will only be activated after you have checked the 2 boxes.
- You will not be able to go back to amend your choices once you have clicked the 'Proceed' button.
- You will not be able to apply for a second art form if you have already chosen and confirmed one art form, or have submitted an application for the first art form.
- You will not be able to cancel/withdraw your application once you have confirmed your selections in the portal.
- It takes about 45 minutes to 1 hour to complete the entire application for **ONE** (1) art form, provided that the portfolio submission and all supporting documents have been prepared in advance.
- You can save a section and log out and come back again to complete another section/complete the submission within the application period.

## Step 7: Sections to Complete



**SECTIONS COMPLETED: (0/9)**

- Instruction and Application Status
- Current Status (DSA – Secondary)
- Applicant's Personal Particulars
- School Records (DSA – Secondary)
- Parent's/Guardian's Particulars
- Dance
- Music
- Confirm, Submit and Print

### Talent Academy

#### Instruction and Application Status (DSA – Secondary Intake 2024)

Applicant's Name	DSA_Sec_Dance_2024	
Application Status	DSA – Secondary	
	<b>Art Forms Applied</b>	<b>Application Status</b>
	Dance	Not Submitted
	Music (performance)	Not Submitted

**Instructions**

It takes about 45 minutes to 1 hour to complete the entire application for ONE (1) art form, provided that the portfolio submission and all supporting documents have been prepared in advance.

The session will time out if there is any inactivity during the application process. Please ensure that you saved each section before you proceed to the next.

You may log in, complete a section and save it, and log out of the application and come back again to complete the rest of the sections if you need more time. You must submit the form in full by 17 May 2022, 5:00 pm (SGT)

Please ensure that you have soft copies of the following documents ready before you proceed:

- The applicant's personal identification documents
- Result slips of the previous year of study
- URL links of the video/document/folder for the portfolio submission

For more information on the "Checklist for Supporting Documents", please download the DSA's 'Preparation Notes and Checklist' of the artform that you're applying for on the Admissions page: <https://www.sota.edu.sg/admissions/talent-academy/preparation-notes-checklists>

### Complete all sections of the application form:

1. Current Status
2. Applicant's Personal Particulars
3. School Records
4. Parent's/Guardian's 1 Particulars
5. Parent's/Guardian's 2 Particulars
6. Art Form 1\*
7. Art Form 2\*\*
8. Confirm, Submit, and Print

\*/\*\* In this sample guide, applicant has applied for Dance for Art Form 1 and Music for Art Form 2.

## Step 8: Sections Completed

The screenshot shows the SOTA (School of the Arts Singapore) application form. On the left is a sidebar with a list of sections: 'Instruction and Application Status', 'Current Status (DSA – Secondary)', 'Applicant's Personal Particulars' (highlighted in blue), 'School Records (DSA – Secondary)', 'Parent's/Guardian's Particulars', 'Dance', 'Music', 'Confirm, Submit and Print', and 'Download All Supporting Documents'. Above this list, a red box contains the text 'SECTIONS COMPLETED: (1/9)'. The main content area is titled 'General Section' with a pencil icon. Below this is a sub-header '> Applicant's Personal Particulars'. A note states: 'All fields marked with (\*) are required. If the field is not applicable to you, please indicate.' Below this note, a red message says 'This section has not been completed yet.' The form contains several input fields, each with a label and an asterisk indicating it is required: 'Name as in Birth Certificate / Passport \*', 'Identification No', 'Type of Identification \*', 'Date of Birth (DD/MM/YYYY) \*', 'Nationality \*', 'Citizenship \*', 'Race \*', 'Gender \*', and 'Religion \*'.

**SOTA**  
SCHOOL OF THE ARTS SINGAPORE

**SECTIONS COMPLETED: (1/9)**

Instruction and Application Status

Current Status (DSA – Secondary)

**Applicant's Personal Particulars**

School Records (DSA – Secondary)

Parent's/Guardian's Particulars

Dance

Music

Confirm, Submit and Print

Download All Supporting Documents

### General Section

#### > Applicant's Personal Particulars

All fields marked with (\*) are required. If the field is not applicable to you, please indicate.

**This section has not been completed yet.**

Name as in Birth Certificate / Passport \*

Identification No

Type of Identification \*

Date of Birth (DD/MM/YYYY) \*

Nationality \*

Citizenship \*

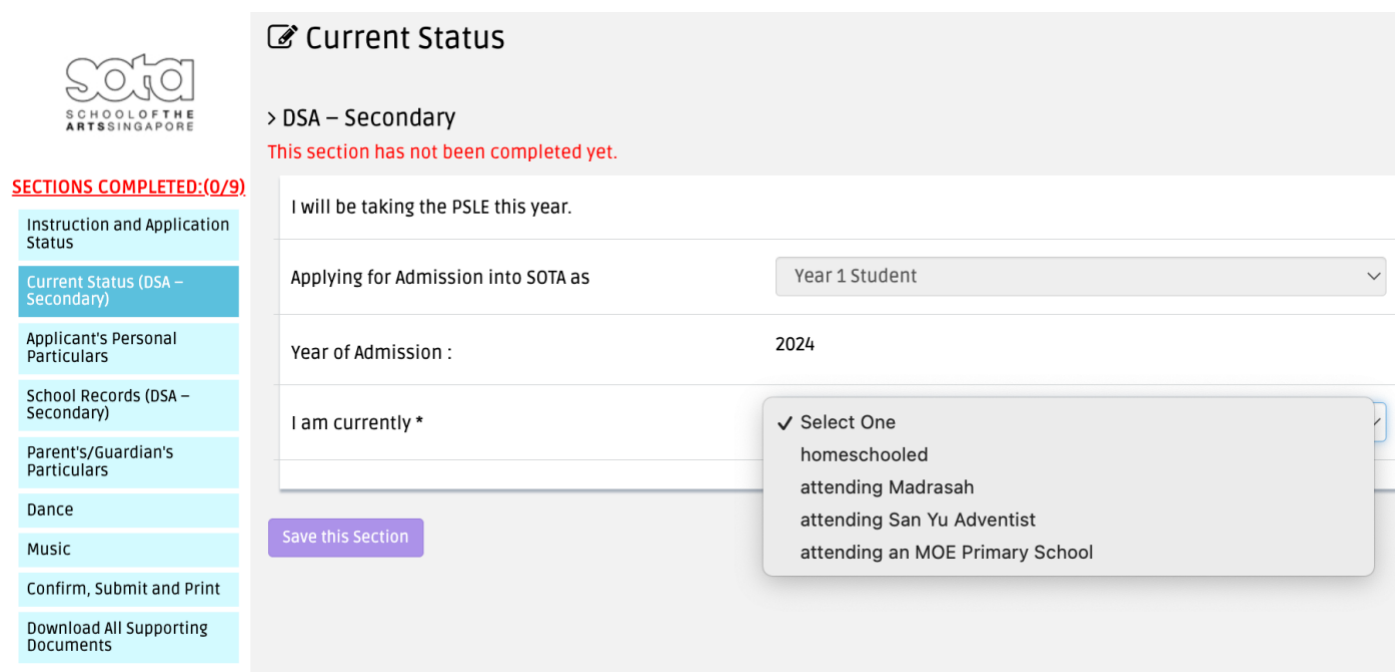
Race \*

Gender \*

Religion \*

1. Once you have completed a section, the counter (circled in green in the screenshot) will indicate the total number of sections completed.
2. The total number of sections varies depending on the art form requirement as well as the total number of artforms you are applying for. For example, an applicant applying for 2 art forms will have more sections than an applicant applying for one.

## Step 9: Section 1 – Current Status



**SOTA**  
SCHOOL OF THE  
ARTS SINGAPORE

**SECTIONS COMPLETED: (0/9)**

- Instruction and Application Status
- Current Status (DSA – Secondary)**
- Applicant's Personal Particulars
- School Records (DSA – Secondary)
- Parent's/Guardian's Particulars
- Dance
- Music
- Confirm, Submit and Print
- Download All Supporting Documents

**Current Status**

> DSA – Secondary

This section has not been completed yet.

I will be taking the PSLE this year.

Applying for Admission into SOTA as Year 1 Student

Year of Admission : 2024

I am currently \*

Save this Section

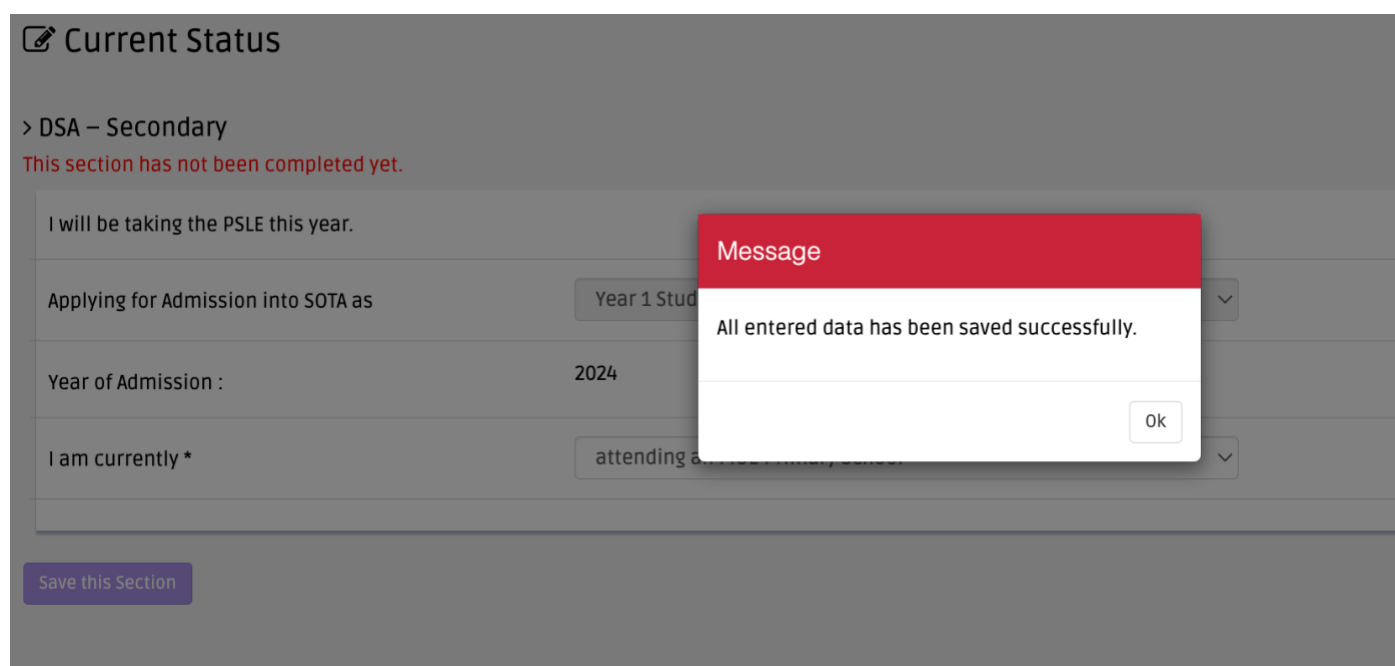
✓ Select One

- homeschooled
- attending Madrasah
- attending San Yu Adventist
- attending an MOE Primary School

1. Click on 'Current Status (DSA-Secondary)' to complete this section. The text differs depending on your admission type.
2. Complete this section by choosing the correct status from the dropdown list.
3. Click 'Save this Section' once you have made the selection.

## Step 10: Confirmation Pop-Up

1. The following pop up will appear. Click 'Ok' to proceed.



**Current Status**

> DSA – Secondary

This section has not been completed yet.

I will be taking the PSLE this year.

Applying for Admission into SOTA as Year 1 Student

Year of Admission : 2024

I am currently \*


Save this Section

Message

All entered data has been saved successfully.

Ok

## Step 11: Section 2 - Applicant's Personal Particulars



**SECTIONS COMPLETED: (1/9)**

- Instruction and Application Status
- Current Status (DSA – Secondary)
- Applicant's Personal Particulars**
- School Records (DSA – Secondary)
- Parents'/Guardian's Particulars
- Dance
- Music
- Confirm, Submit and Print
- Download All Supporting Documents

### General Section

#### > Applicant's Personal Particulars

All fields marked with (\*) are required. If the field is not applicable to you, please indicate 'NA'. It is important that the form is completed fully and accurately.

**This section has not been completed yet.**

Name as in Birth Certificate / Passport *	DSA_Sec_Dance_2024
Identification No	DSA_Sec_Dance_2024
Type of Identification *	--Select-- <small>Note: Birth Certificate or Citizenship Certificate (Singaporean), Re-Entry Permit (Singapore Permanent Resident), Passport (Foreigners)</small>
Date of Birth (DD/MM/YYYY) *	13/03/2023
Nationality *	--Select--
Citizenship *	--Select--
Race *	--Select--
Gender *	--Select--
Religion *	--Select--
Dietary requirements (if any) *	--Select-- <small>Others: please specify</small> <small>Note: if not applicable please specify as NA</small>
Food or medical allergies (if any) *	 <small>Note: if not applicable please specify as NA</small>
Medical conditions (if any) *	 <small>Note: if not applicable please specify as NA</small>

#### > Recent Photograph

Photograph \* No Image Found

New Photograph [% Choose File](#)

**NOTE**

- Please upload a soft copy of a recent passport-sized colour photo.
- The photo should be taken against plain white background.
- The image file should be in JPEG format and not exceeding 2MB in size.
- The photo will be resized to 120 x 90 pixels upon uploading.

#### > Upload Supporting Documents

**NOTE**

- Maximum number of files to upload: 2
- Maximum size allowed for each file: 2MB
- File types accepted: pdf, doc, docx, jpeg.

Please upload:

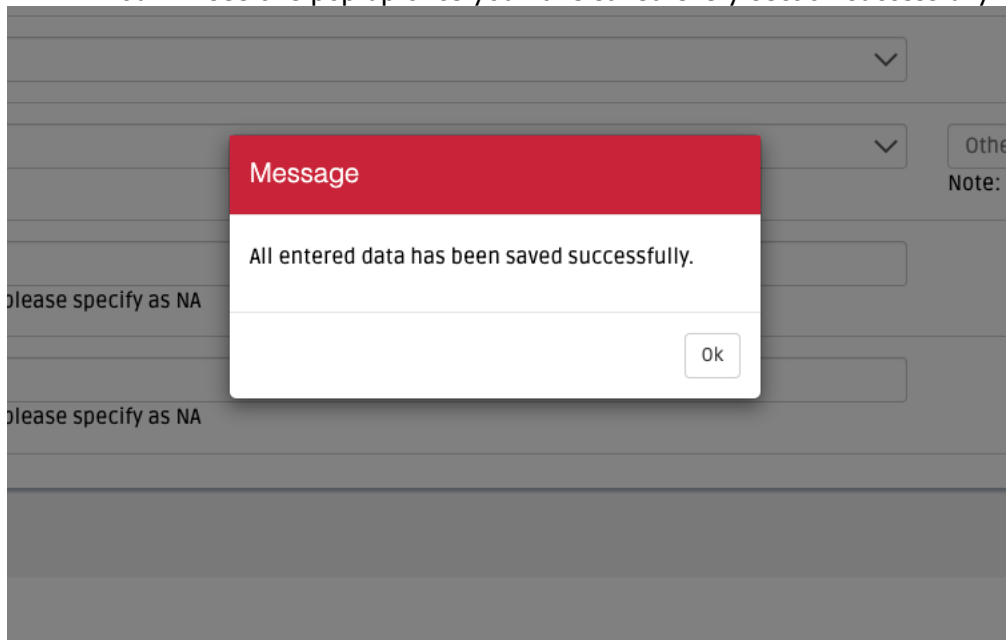
- Birth Certificate or Citizenship Certificate (For Singaporeans)
- Passport and Re-Entry Permit (For Singapore PRs)
- Passport and Dependent or Student Pass (For Foreigners currently studying in Singapore)
- Passport (For Foreigners)

#	File Upload	Uploaded File Name	File Size	Action
1	Birth Certificate or Citizenship Certificate, Passport *	Supporting documents not uploaded	-	<a href="#">% Choose File</a>
2	Re-Entry Permit or Dependant/Student Pass	Supporting documents not uploaded	-	<a href="#">% Choose File</a>

- When you click on a section tab, the colour of the tab will appear darker than the rest of the tabs.
- Fill out all the required fields and upload the supporting documents.
- Click 'Save this Section'.

## Step 12: Confirmation Pop-Up

1. You will see this pop up once you have saved every section successfully.





## Step 13: Section 3 – School Records

### School Records

#### > DSA – Secondary

This section has not been completed yet.

Name of Primary School *	<input type="text" value="Select One"/>	<input type="text" value="Others:"/>
Period Attended (dd/mm/yyyy) *	<div><input type="text" value=""/></div> To <div><input type="text" value=""/></div> <div>(Date of Admission) (Expected Date of Graduation)</div>	
Mother Tongue Taken *	<input type="text" value="Select One"/>	
Mother Tongue Language in Lieu (MTL-in-lieu) *	<input type="text" value="Select One"/>	
Higher Mother Tongue Taken *	<input type="text" value="Select One"/>	

If the name of your school is not listed in the dropdown list, choose 'Others' and type out your school's name in the next textbox. Please type out in FULL, no short cuts/abbreviations.

## Part A: Total AL Score or Total L1R5 Score

### >School Result

#### PART A Instructions

1. Total AL Score (applicants studying in MOE mainstream primary school) or
2. Total L1R5 Score (applicants studying in MOE mainstream secondary school) or
3. Indicate 'NA' (applicants NOT studying in MOE mainstream schools)

Total AL Score or Total L1R5 Score \*

## Part B: Subjects

### PART B Instructions

Enter Your Primary 5 Overall Results (Marks/Grade and AL Score). Click the '+ Add Another Subject' link to add more subjects. You must declare all subjects taken.

#	Subject	Marks/Grade	AL Score	
1	English			
2	Mathematics			
3	Science			
4	Mother Tongue			
5	Higher Mother Tongue			
				<a href="#">Add</a>

1. The first 5 subjects have been preselected for you. Enter the marks/grade and AL Score.
2. If you have additional subjects, type out the subject, enter the marks/grade and AL Score. Enter 'NA' for any fields that are not relevant.
3. Click the 'Add' button.

## Part C: Supporting Documents

### > PART C Supporting Documents

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


[Save this Section](#)

1. Please refer to the [TA Preparation Notes & Checklist](#) for more information.

## Step 14: Section 4 – Parent’s/Guardian’s Particulars

From TA 2024 onwards, applicants are required to submit information of BOTH parents, if applicable.

For parents who have shared custody or have equal rights to make decisions for the applicant, please ensure that both parties are aware of the applicant’s application to SOTA.

Parent's/Guardian's Particulars

> Parent 1's/Guardian 1's Particulars

This section has not been completed yet.

Name as in NRIC/Passport \*

Identification No. \*

Identification Type \*

--Select--

Relationship to Child \*

--Select--

Nationality \*

--Select--

Citizenship \*

--Select--

Contact Number \*

Home

Mobile

Office

Mailing Address \*

House Block No.

Floor No.

Unit No.

Building Name

Street Name

Postal Code

-- Country --

Email Address \*

Are you and/or your spouse a SOTA staff or related to any staff working in SOTA? \*


--Select--

House Type \*

--Select--


Save this Section

Step 15: Section 5 – Art Form 1


 Dance

> Applicant's Specific Particulars-Dance

This section has not been completed yet.

Weight (kg) *	<input type="text" value="0.00"/>
Height (cm) *	<input type="text" value="0.00"/>
Dance Forms *	<div>--Select--</div>

Save this Section

 Dance


> Portfolio Submission for Dance DSA – Secondary

This section has not been completed yet.

#	Instructions	Uploaded to External Site URL
1	Refer to the TA Notes for the list of items to submit	<input type="text"/>

Save this Section

Step 16: Section 6 – Music

 Music


> Choice of Instrument for Music (performance)  

This section has not been completed yet.

Please select the instrument \*

--Select--

Save this Section

 Music (performance)

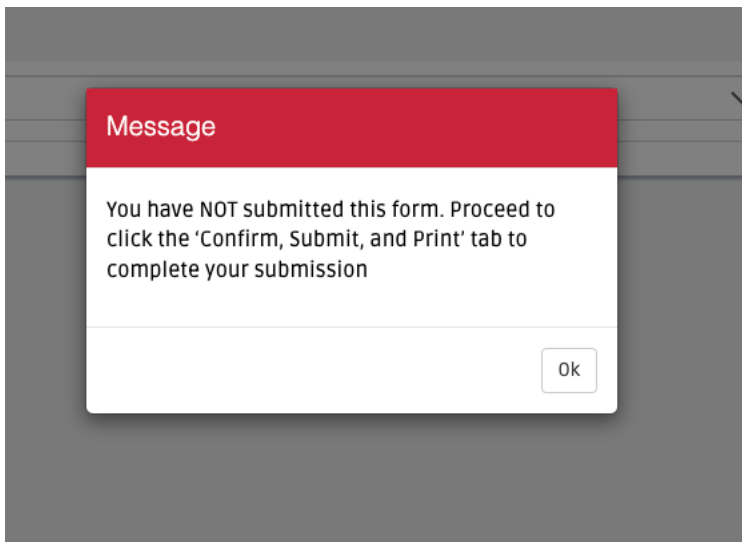
> Portfolio Submission for Music (performance) DSA – Secondary  

This section has not been completed yet.

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

Save this Section

## Step 17: Pop-Up Notification




Once you have completed and saved the final section, which is the art form section, this pop-up will appear to remind you that while you have completed all sections, you have **NOT** submitted the application. Click 'OK'.

## Step 18: Section 7 – Confirm, Submit and Print

1. Complete your application by clicking the Confirm, Submit and Print tab on the right side of your screen.
2. Verify the preview of your application form. If you applied for 2 artforms, the dropdown list will contain the 2 artforms. Click on an artform to see the preview.
3. If everything is okay, tick the checkbox to activate the 'Proceed to Declaration' button.
4. Click on the button to submit.

## Step 14: Section 8 – Confirm, Submit and Print

\*The declaration page has been updated for 2024. The content will differ from the screenshot below.



**SECTIONS COMPLETED: (8/9)**

- Instruction and Application Status
- Current Status (DSA – Secondary)
- Applicant's Personal Particulars
- School Records (DSA – Secondary)
- Parent's/Guardian's Particulars
- Dance
- Music
- Confirm, Submit and Print**
- Download All Supporting Documents

### Confirm, Submit and Print

#### > Declaration

I hereby declare that the information provided in this application is complete and true. I acknowledge that SOTA, reserves the right to reserve or vary any decision n

Should I be shortlisted, I acknowledge that I will be required to undergo auditions, entrance exercises, interviews, and entrance tests (if applicable) at the School of

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 any other damages whatsoever.

I understand that the decision of the selection panel is final. The School reserves the right not to release the results and/or the reasons for non-selection of applica

I hereby consent to the collection, use, retention, and disclosure of my personal data by SOTA and understand that my personal data will be processed in accordanc


☒ I have read and agree with the above declaration. \*

I understand that once I am successfully admitted to SOTA, I will not be allowed to transfer to another school upon the release of the PSLE results. I am expected to

☒ 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.

1. Read the Declaration.
2. Click on the checkboxes to activate the 'Proceed to Confirm' button.
3. Click on the button to proceed.



**SECTIONS COMPLETED: (8/9)**

- Instruction and Application Status
- Current Status (DSA – Secondary)
- Applicant's Personal Particulars
- School Records (DSA – Secondary)
- Parent's/Guardian's Particulars
- Dance
- Music
- Confirm, Submit and Print**
- Download All Supporting Documents

### Confirm, Submit and Print

#### > Submit and Print Form

Name of applicant	DSA_Sec_Dance_2024
Admission type applied for	DSA – Secondary
Art form(s) applied for	Dance Music (performance)

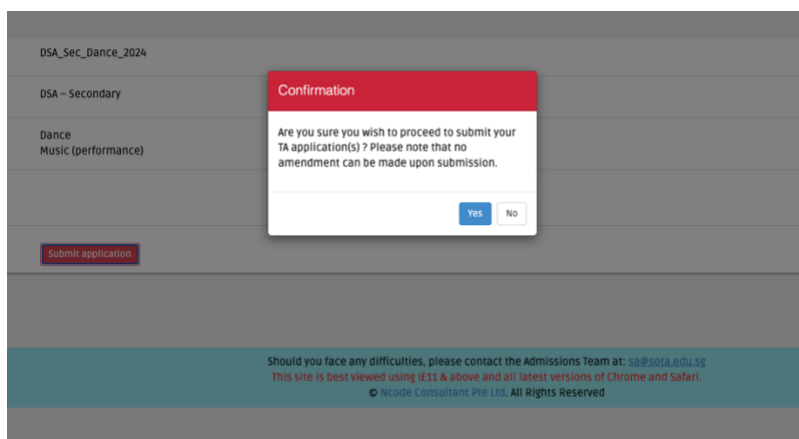
**NOTE**  
There is no TA registration fee payable.

[Submit application](#)

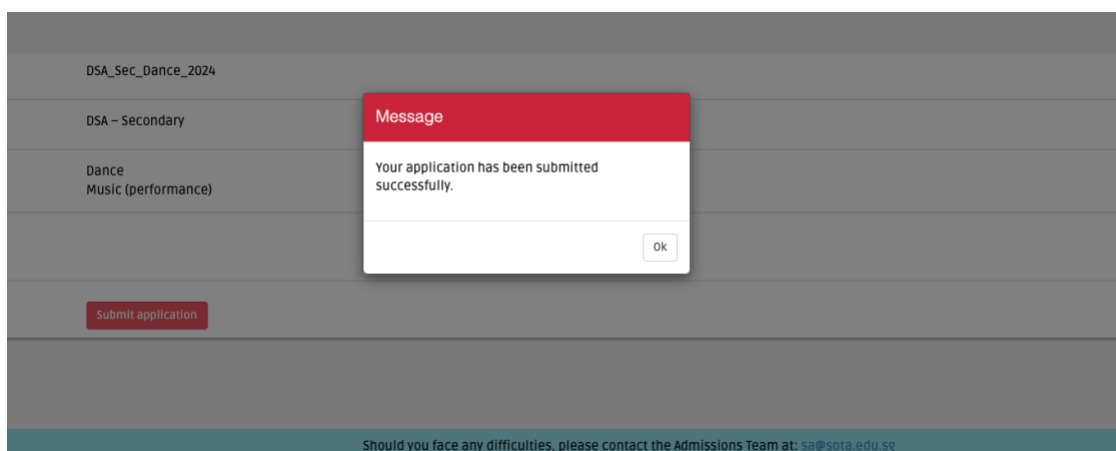
Should y

1. Click the 'Submit application' button to submit your application.


## Step 15: Pop-Ups



1. The following pop-up will appear. Click 'Ok'.



2. Followed by this pop-up. Click 'Ok'.



Instruction and Application Status

Announcements

### Talent Academy

> Instruction and Application Status (DSA – Secondary Intake 2024)

Applicant's Name	DSA_Sec_Dance_2024		
Application Status	DSA – Secondary		
	You have submitted the following applications successfully on 15/03/2023 11:23 AM		
	Art Forms Applied	Application Status	Print Your Submitted Application Form
	Dance	Submitted Successfully	<a href="#">DSASEC/2024/D001</a>
	Music (performance)	Submitted Successfully	<a href="#">DSASEC/2024/M001</a>
	<a href="#">Download all supporting documents</a>		
	<a href="#">Feedback</a>		
Instructions	Thank you for your submission. Please check the <a href="#">website</a> for the confirmed date for the release of the shortlisting outcome and follow up		

3. You will be directed to this page/screen once you have submitted your application successfully. You may proceed to print the application form or log out of your account.
4. Please note that for '**Download all supporting documents**', only documents that you have uploaded directly to the portal will be available for download. Items that are shared via external links will not be available.

-End-