



# APPLICATION GUIDE

If you need help along the way, just ask!  
Send emails to [applications@sas.edu.sg](mailto:applications@sas.edu.sg)  
or call +65.6360.6312 for assistance.

# PHASE 1: APPLY NOW

Takes most people 10 to 15 minutes

Getting started is simple. Introduce yourself and your family in the Apply Now section of our website. The info you offer sets up your account and your child's application in our Admissions Portal. It also triggers an email to you that will help you access your child's applications in the Portal. Immediate reward for your efforts.



- Household**
- Applicants
- Parents
- Why SAS?
- Review
- Finished

Start by entering information for each of the tabs above, beginning with your Household information on this page. The parent and applicant details you offer now will automatically create a family account for you in our Admissions Portal.

Need to know more? If you want to see the steps to the application process first, here's a quick [preview](#).

Thanks for getting started. If you need help at any point, please contact us at [applications@sas.edu.sg](mailto:applications@sas.edu.sg)

## Household

Family Name	<input type="text"/>	*
Address 1	<input type="text"/>	*
Address 2	<input type="text"/>	
City	<input type="text"/>	*
State/Province, if applicable	<input type="text"/>	
Postal Code	<input type="text"/>	
Country	<None Specified> <input type="button" value="v"/>	
Phone	<input type="text"/>	

*Please enter your phone number in the following order (prefix, if you have one. For example, "+") + (country code) + (area code, if you have one) + (local phone number). Examples: Singapore phone: +65-98593565  
US phone: +1-360-296-8289*

[Complete Form Later..](#)

Save and Continue

[Privacy Policy](#)

Next, you'll find yourself in your admissions portal account. You can view each child's application and checklist here. Just click on the child's profile to start.

**Applicants**

**Marianna Test**  
Kindergarten • 2016-2017  
View Application

**Marianna2 Test**  
Grade 6 • 2017-2018  
View Application

**Marianna3 Test**  
Grade 9 • 2017-2018  
View Application

+ Add New Applicant

## Admission Portal

Welcome! You can view each child's application and checklist here. Just click on your child's profile to start. Once payment is made, the full checklist will appear.


We're here to help at [applications@sas.edu.sg](mailto:applications@sas.edu.sg) or by phone at +65 6360 6312.

That's all for now. Our team looks forward to helping your family feel well-known and well-served.

Singapore American School and the SAS community are committed to using data in accordance with the Singapore Personal Data Protection Act -2012 (PDPA). The protections of the Act are reflected in our SAS Data Protection Policy. Applicants should be aware that all parents at SAS must agree to the school's data protection policy, which outlines how we collect, use, disclose and take care of personal data that is shared with us.

## PHASE 2: PAYMENT

Takes most people 3 to 5 minutes

 Application Fee Required

Per applicant: S\$2,500.00 (approximately US\$1,840.00)

### Be ready with:

- Your credit card (S\$50.00 service fee added) or bank transfer information.

Your successful payment will immediately:

- Fix your child's place in queue in one of our four priority lanes.
- Open a two-year window of consideration at SAS.
- Give you time to complete the checklist items that will appear in the Portal upon payment.
- Allow you to bypass the application fee for Summer Semester.
- Allow your child's application to be reviewed by our Admissions team.

Submitting an application is not a guarantee of admission. The application fee is non-refundable.

## PHASE 3: CHECKLIST

Timing is up to you. Only complete applications will be reviewed.



### Academic and Personal Data

Required

You will be asked to provide some basic academic and personal information about the student.

#### Be ready with:

- The email and name of your child's current counselor or section administrator.
- The phone number of your child's current school.



### Teacher Recommendation

Required

#### Be ready with:

- The contact information of your child/ren's most recent core classroom teacher (name and email address).
- Middle school and high school applicants need a completed recommendation from both a math and English teacher.



### Photo (Student)

Required

SAS will need a recent photo of your child/ren for initial SASCard Identification purposes.

#### Be ready with:

- A passport style image in .jpg format (not pdf). Your child will thank you for sending a photo they won't mind using for their student ID at SAS.

**SUPPORTED FILE TYPES:** Although the **preferred file type is .pdf**, you may upload files in the following formats: .doc, .docx, .pdf, .odt, .txt, .rtf, or .xps. The **maximum file size is 10 MB**. If your file is larger than 10 MB or not one of the allowed types you will see an error message.



### Official Transcript or Report Cards

Required

#### Be ready with:

1. One file containing your child's **official transcript or report cards** for at least the past three school years (translated in English if written in another language).
2. Sort them by most recent reports first. Continue to update your child/children's school reports as you receive them by uploading them under Updated Transcript or Report Cards.



## Parent Photos

 Required

### Be ready with:

- A passport style image in .jpg format (not pdf). We'll use photos of good technical quality for your parent ID at SAS. Feel free to submit one in passport style, without the passport smile. Customs wants to recognize the way you look after a 12-hour international flight. We don't mind you looking alert and happy.



## Student's Birth Certificate

 Required

### Be ready with:

- A separate file of each child's Birth Certificate.



## Student's Passport ID page

 Required

### Be ready with:

- A separate file of each child's passport ID page.



## Each Parent's passport ID page

 Required

### Be ready with:

- One file with both parent's passport ID pages.



## NRIC/FIN Copy

 Optional

### Be ready with:

- One file with all NRIC/FIN copies.

You are issued a FIN number, or National ID, once you are resident in Singapore. Listing your ID, once issued, is a requirement of the Singapore Government. You will be asked to enter your child's:

- Birth Cert or NRIC if you are Singapore Citizens
- FIN number if you are non-Singaporean but already living in Singapore (ex. G7349893W).



## Testing/Assessments/Psychological Evaluations

 Optional

**IMPORTANT:** If your child has been evaluated on learning, behavioural, and or emotional measures, you must include the reports here.

**Be ready with:**

- One file with full testing and assessment results, if any have been done. This includes, but is not limited to, MAP testing scores, IQ testing, Ed Psych evaluations, Occupational or Speech therapy evaluations.

 School Record Update

Optional

**Be ready with:**

- Updated school reports.

## Student Introduction

 Student Introduction Form

Required

- Required. For middle school and high school applicants: invite your child's voice into the application process. Your child/ren's handwritten [student introduction form](#) will help us get to know them and match them to a peer buddy before they land at SAS.
- Optional. For elementary applicants (kindergarten to grade five): your child can tell us about themselves in any format you can upload. A picture or a letter will do, or anything they think will be a good introduction to who they are.

## For Early Learning Center Applicants

 Early Childhood Parent Questionnaire

Required

- This is your chance to introduce us to all the things you know and love about your little one. It gives the teacher and the Early Learning Center a head start when they get to know your child.