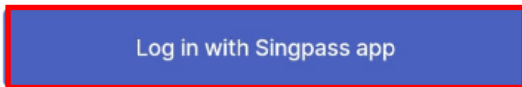
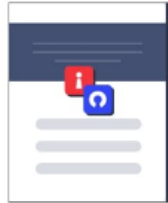


MK Waitlist Application Form Guide

Step 1: Click on the URL Link provided by your preferred MK to access the MK Waitlist Application Form.

Step 2: Click “Log in with Singpass app”.



Click “Log in with Singpass app”.

Sign in with the Singpass app to access this form.
Your Singpass ID will be included with your form submission.

Step 2a: Log in by scanning the QR Code with “Singpass app”.



Log in by scanning the QR Code with “Singpass app”.

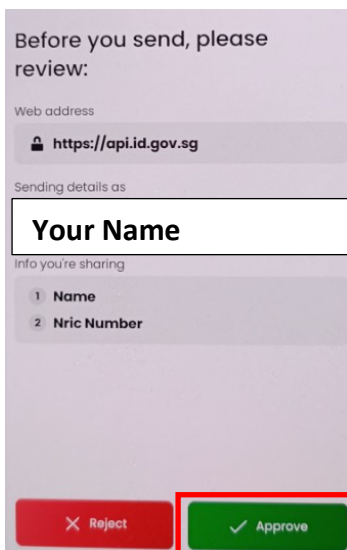
If you do not have a Singpass account

- Check with the other parent if he/she has a Singpass account. If the other parent has a Singpass account, he/she can register.
- If you and the other parent do not have a Singpass account, either parent can register for a Singpass account.
- Parents are encouraged to register instantly with Singpass with Face Verification. Upon successful registration of Singpass account, parent can proceed with the MK Waitlist Application Form.
- [You may refer to the Singpass Registration Guide if you need help.](#)

If you encountered issues logging in to your Singpass account

- Please contact Singpass Helpdesk at 6335 3533 or support@singpass.gov.sg

Step 2b: Click “Approve” to proceed.



Click “Approve” to proceed.

Step 3: Instructions for MK Waitlist Application Form.

Please read the instructions before you submit your waitlist application.



MK Waitlist Application Form

15 mins estimated time to complete

Instructions

This form may take you about 15 minutes to complete.

In order to admit your child via the waitlist, he/she should have received at least one dose of measles and three doses of diphtheria (primary series) vaccinations. Parents are required to provide proof that such vaccinations were administered via official records downloaded from National Immunisation Registry (www.nir.hcb.gov.sg) at the point of application. Alternatively, you may provide your child's proof of vaccination by accessing your Singpass app.

If you are a Singapore Citizen (SC) parent with a child who is an international student, your child may be considered for MK admission, if there are still vacancies in the MK after all SC and Permanent Resident (PR) children have been admitted. You may contact your preferred MK directly (www.moe.gov.sg/schoolfinder-mk) to check on the available vacancies for 2024 K1/K2 admission. For 2025 K1 admission, you may contact your preferred MK directly from Sep 2024 onwards. Admission depends on available vacancies, which is not guaranteed due to limited vacancies after all SC and PR children have been admitted.

You will need to provide copies of the following original documents:

If the child is a Singapore Citizen:

- The child's Birth Certificate
- The child's Singapore Citizenship Certificate for those who are not Singapore Citizens at the time of birth
- Singapore NRIC of both parents or Entry Permit / Re-entry Permits of parents if they do not possess Singapore NRIC
- The child's Immunisation Record

If the child is a Permanent Resident:

- The child's Birth Certificate
- The child's Entry/Re-entry Permit
- Singapore NRIC of both parents or Entry Permit / Re-entry Permits of parents if they do not possess Singapore NRIC
- The child's Immunisation Record

If the child is an International Student with at least one Singapore Citizen Parent:

- The child's Birth Certificate and Passport
- The child's Dependant's Pass, Student's Pass, Long Term Visit Pass, if any
- For parent(s) who is/are Singapore Citizen(s): Singapore NRIC (pink)
- For parent who is not a Singapore Citizen:
 - Passport
 - Singapore NRIC (blue), Entry or Re-entry Permit, if any
 - Parent's Employment Pass, Work Permit, Long Term Visit Pass, Dependant's Pass, if any
- Marriage Certificate
- The child's Immunisation Record

Note: If the supporting documents are in other languages, an accurate English translation must accompany the documents. If your child is offered a place and not a Dependant's Pass (DP) holder, he/she is required to apply for a Student's Pass (STP) with the Immigration & Checkpoints Authority (ICA) as soon as possible. Please note that your child will need a STP before he/she is allowed to start school, and that being offered a place in our school does not guarantee the issuance of a STP by ICA.

The waitlist will be considered on a case-by-case basis, subject to available vacancies. We will contact you directly, should a vacancy arise for your child.

If you require assistance with the waitlist application form, please refer to the step-by-step guide (www.go.gov.sg/mk-waitlist-guide) or contact your preferred MK directly.

While SC and PR children from the MK are eligible to register for Primary 1 (P1) under Phase 2A during the P1 Registration Exercise for admission to the respective primary schools their MK is located within, admission is not guaranteed as balloting will be conducted when the number of registrants in Phase 2A exceeds the school vacancies.

For more information, please visit (www.moe.gov.sg/mk-register).

MK Waitlist Application Requirements.

Step 4: Provide the particulars of the registering child.

REGISTERING CHILD'S PARTICULARS

1. Child's Name

2. Child's BC / UIN

3. Child's Date of Birth (DOB)

How to select your child's date of birth using the Calendar:

- 1. On the calendar, it will display the current month and the year 2024.
- 2. Click on <2024>, and the left arrow to select your child's birth year.
- 3. Select your child's birth month and day.

4. Child's Sex

- Male
- Female

5. Child's Citizenship

If you are an SC parent with a child who is an international student, your child may be considered for MK admission, if there are still vacancies in the MK after all SC and PR children have been admitted. The MK will contact you for your application.

- Singapore Citizen
- Permanent Resident
- International Student with at least one Singapore Citizen parent

→

6. Year of Admission and Kindergarten Level

- 2024 K1
- 2024 K2
- 2025 K1
- 2025 K2

7. Mother Tongue Language to be taken in MK

- Chinese
- Malay
- Tamil

Step 5: Select Preferred Programme.

8. Preferred Programme

- Full-day Service (MK Programme + Kindergarten Care)
- MK Programme only

If “Full-day Service (MK Programme + Kindergarten Care for the other half day)” is selected

9. Full-day Service (MK Programme + Kindergarten Care)
Please acknowledge and check the box below to proceed.

- I understand that my child may be allocated to either a morning or afternoon MK session as he / she will be with the MK for the whole day.



If the Preferred Programme is “Full-day Service (MK Programme + Kindergarten Care for the other half day)” is selected.

Check the acknowledgement box to proceed.

If “MK Programme only” is selected

9. MK Programme only
Allocation of MK session is based on availability. MOE may allocate your child to an alternate session if the preferred session is unavailable.

- Either AM or PM session
- AM session only
- PM session only



If the Preferred Programme is “MK Programme only” is selected.

Select the preferred option.

Step 6: Indicate if there is second or third child to be placed on MK’s waitlist, if applicable.

10. Would you like to place a second or third child on MOE Kindergarten’s waitlist for the same Kindergarten as the registering child?
The child must be a sibling of the first registering child.

- No
- Yes



Select “No” if you do not have a second or third child for registration.

Proceed to Step 6.

Select “Yes” if you have a second or third child for registration.

If “Yes” is selected

10. Please acknowledge the following:
Please submit a new waitlist application for your second or third child for the same Kindergarten as the registering child.

- I agree and would like to proceed



If “Yes” is selected in the above question.

Please submit a new waitlist application form for your second or third child.

Check the acknowledgement box to proceed.

Step 7: Provide the elder sibling's BC / UIN (if applicable) who is currently studying in K1 - P6 in the MK which the child is registering, or the primary school that the MK is located within.

ELDER SIBLING'S PARTICULARS (AS IN BIRTH CERTIFICATE)

This section is applicable for the registering child who has an elder sibling currently studying in K1 - P6 in the MK / primary school with the MK which the child is registering.

12. Does the registering child have an elder sibling who is currently studying in K1-P6 in the MK which the child is registering, or the primary school that the MK is located within?

- No
- Yes

If "Yes" is selected

11. Please provide the elder sibling's Singapore BC / UIN

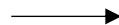


If "Yes" is selected in the above question.
Please provide the elder sibling's Singapore BC / UIN.

Step 8: Provide parent's particulars.

PARENT(S)' PARTICULARS & CONTACT DETAILS

11. Name



Name of the registering parent is auto-populated.

12. Registering Parent's Contact Number

Please ensure you have input a VALID phone number. The MK may contact you at this contact number should any clarification be required.

13. Registering Parent's E-mail Address

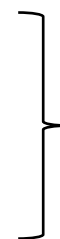
Please ensure you have entered the CORRECT e-mail address. An acknowledgement e-mail for this application will be sent to this e-mail address.



Acknowledgement e-mail for this application and registration outcome will be sent to this e-mail address.

14. Registering Parent's Marital Status

- Married
- Divorced / Separated
- Unwed
- Widowed
- Not Applicable (for Authorised Person)



Select your marital status.
Note: If you are not the registering parent e.g. you are registering on behalf as both parents are uncontactable, select "Not Applicable (for Authorised Person)" in the dropdown selection.

Step 9: Based on your marital status, you are required to select the appropriate consent options.

Example: Married

15. Second Parent's Name



If **"Married"** is selected, you will be prompted to fill in the second parent's particulars.

16. Second Parent's NRIC Number/FIN

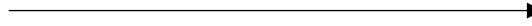
17. Second Parent's Contact Number

Please ensure you have entered a **VALID** contact number. The MK may contact you at this contact number should any clarification be required.

18. Do you have consent from the other parent for your child's MK registration?

Yes

No



Select the applicable option.

19. DECLARATION FOR PARENTAL CONSENT

(i) I declare that the other parent and I are agreed on the schooling arrangement for our Child.

(ii) We have agreed and intend to register our Child as per my submission in the MK Waitlist Application Form.

(iii) Should the other parent contest this decision in future, I undertake to resolve the issue with him/her directly.

(iv) I understand that should the other parent contest this decision in future and I am unable to resolve the issue with him/her, MOE may in its sole discretion remove my Child from the MOE Kindergarten.

I declare, undertake and agree to the above.



Read through the declaration. Check the box to undertake the declaration.

(The declaration clauses may differ, depending on the options you selected)

Based on your submission, the MK may contact you to submit supporting documents after acceptance (where applicable).

Step 10: Fill in the address as stated in the Registering Parent's NRIC.

16. Blk / House Number and Street Name

Example: 11A Temasek Street 11

17. Unit Number (optional)

Example: 02-77

18. Postal Code

Example: 123456

Fill in the address as stated in the Parent's NRIC.

Step 11: Provide Gross Household Income (GHI) and Per Capita Income (PCI) details.

ADDITIONAL DETAILS



The above illustration is an example on the calculation of GHI and PCI.

GHI per month is the total gross monthly income of the following household members:

- Parents of the child living at the same residential address as the child.
- Child registering for K1.
- Unmarried siblings of the child living at the same residential address as the child as reflected in their NRIC.
- Grandparents of the child living at the same residential address as the child as reflected in their NRIC.

PCI per month is the total gross monthly household income of family members divided by the number of family members living in the same household.

Examples to include for calculation of GHI

- Gross income before CPF deduction
- Regular allowances e.g. transport allowances
- Other sources of income e.g. pension, alimony, rental income

Examples to exclude for calculation of GHI

- One-off payments
- Annual bonuses
- Full-time National Service (NSF) allowance

Use the GHI/PCI checker to calculate your monthly GHI/PCI

<https://go.aov.sg/mk-ghi-pci-calculator>

Refer to the description on the calculation of GHI and PCI or use the GHI/PCI checker if you need help.

23. Monthly Gross Household Income (GHI)?

- My monthly GHI is more than \$4,500
- My monthly GHI \$4,500 or lesser

Select the applicable option.

If "Monthly Gross Household Income (GHI) is more than \$4,500" is selected

24. Monthly Per Capita Income (PCI)?

- My monthly PCI is more than \$1,125
- My monthly PCI is \$1,125 or lesser

If "Monthly GHI is more than \$4,500" is selected.

Refer to the above description on the calculation of PCI or use the GHI/PCI checker if you need help.

Step 12: Provide details on Special Educational Needs, Developmental Needs, or Medical Needs (if applicable).

25. Children's learning needs are best met when they are enrolled in an education setting that has an appropriate level of support and resources. MKs will work with external partners and agencies to support children with special educational needs or developmental needs who are able to access learning in a group of 20 children. It is the responsibility of parents to inform the MK of any special educational needs, developmental needs and/or medical needs that their child has or may have to help the MK better understand these needs and the level of support your child requires. Please indicate if your child has any special educational needs, developmental needs and/or medical needs (examples include autism, speech delay, hearing loss, cerebral palsy etc.).

The MK will get in touch with you to understand whether your child's learning and developmental needs can be meaningfully met in the MK setting and environment.

- No
 Yes

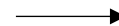
26. Please provide details of the special educational need(s), developmental need(s) and/or medical need(s), and any additional support or special precautions to be taken for your child. Please submit a duplicate of medical / psycho-educational reports from doctors, psychologists or therapists, if any, when the MK gets in touch with you. (optional)

27. If your child has been assessed by a paediatrician to need medium or high levels of early intervention support, you should enrol your child at an Early Intervention Programme for Infants and Children (EIPIC)/EIPIC-P centre. EIPIC/EIPIC-P centres provide more specialised and intensive early intervention support that is not available in the MK. For children with developmental needs aged three to six who require medium levels of early intervention support, they may also be enrolled in Inclusive Support Programme (InSP) at selected preschool centres. Please indicate if your child is attending or waiting to be enrolled at an EIPIC/EIPIC-P centre or receiving early intervention services at an Inclusive Support Programme (InSP) centre.

- Not Applicable
 Yes (Attending/Receiving)
 Yes (Waiting to be enrolled)

If "Yes" is selected

28. Please provide the name of the EIPIC/EIPIC-P centre your child is attending or awaiting enrolment, or the InSP centre your child is receiving early intervention at.



If "Yes" is selected in the above question, you can provide the details.

Step 13: Pre-School Education.

22. Is your child currently attending, or has been allocated a place in an MOE Kindergarten?

<input type="radio"/> No	<input checked="" type="radio"/> Yes
--------------------------	--------------------------------------

23. Name of MOE Kindergarten that your child is currently attending / has been allocated a place



If "Yes" is selected in the above question, you can provide the details.

Step 14: Submit Documents for Singapore Citizen (SC) / Permanent Resident (PR) child.

For International Students (IS) with at least one SC parent, proceed to **Step 18**.

For SC child

Documents Required for Waitlist Application - Registering Child (SC)


Please upload the following documents:

- a) The child's Birth Certificate
- b) The child's Singapore Citizenship Certificate for those who are not Singapore Citizens at the time of birth
- c) Singapore NRIC of both parents or Entry Permit / Re-entry Permits of parents if they do not possess Singapore NRIC
- d) The child's Immunisation Record

Please note that your application will only be processed when all required documents are submitted. The MK may contact you only if additional clarification and / or documents are required for your waitlist application.

Prepare and upload the documents as listed on the instructions.
Upload the files accordingly.


28. Child's Birth Certificate


[Choose file](#) or drag and drop here

Maximum file size: 1 MB

29. Child's Singapore Citizenship Certificate (optional)


For child who is not a Singapore Citizen at the time of birth.


[Choose file](#) or drag and drop here

Maximum file size: 1 MB

30. Registering Parent's NRIC (Back)

- a) Back of physical NRIC showing NRIC and NRIC address;
- b) Upload your Entry Permit / Re-entry Permit if you do not possess a Singapore NRIC.



[Choose file](#) or drag and drop here

Maximum file size: 1 MB

You are required to upload your NRIC (Back) showing your NRIC address.

31. Second Parent's NRIC (Back)

- a) Back of physical NRIC showing NRIC and NRIC address;
- b) Upload your Entry Permit / Re-entry Permit if you do not possess a Singapore NRIC.


[Choose file](#) or drag and drop here

Maximum file size: 1 MB

If the parents' marital status is "**Married**", you are required to upload Second Parent's NRIC (Back) showing his/her NRIC address.

For PR child

Documents Required for Waitlist Application - Registering Child (PR)

Please upload the following documents:

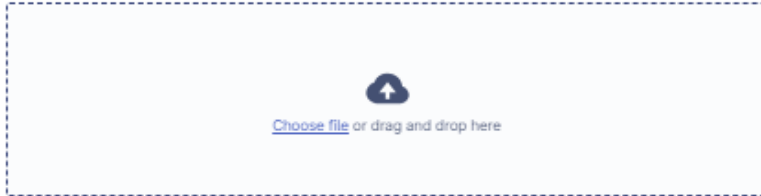
- a) The child's Birth Certificate
- b) The child's Entry/Re-entry Permit
- c) Singapore NRIC of both parents or Entry Permit / Re-entry Permits of parents if they do not possess Singapore NRIC
- d) The child's Immunisation Record

Please note that your application will only be processed when all required documents are submitted. The MK may contact you only if additional clarification and / or documents are required for your waitlist application.

Prepare and upload the documents as listed on the instructions.

Upload the files accordingly.

28. Child's Birth Certificate

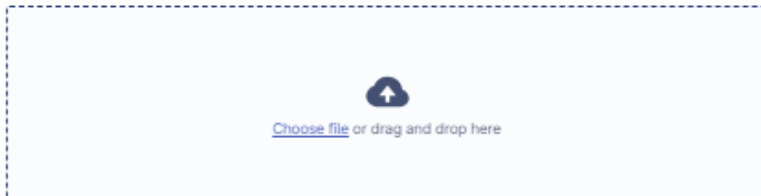


A dashed blue rectangular box containing a central upload icon (a cloud with an upward arrow) and the text "Choose file or drag and drop here" below it.

Maximum file size: 1 MB

29. Child's Entry/Re-entry Permit

For child who is a Permanent Resident.

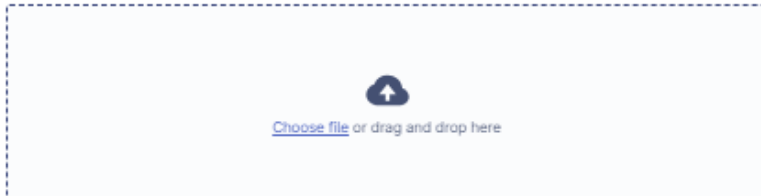


A dashed blue rectangular box containing a central upload icon (a cloud with an upward arrow) and the text "Choose file or drag and drop here" below it.

Maximum file size: 1 MB

30. Registering Parent's NRIC (Back)

- a) Back of physical NRIC showing NRIC and NRIC address;
- b) Upload your Entry Permit / Re-entry Permit if you do not possess a Singapore NRIC.



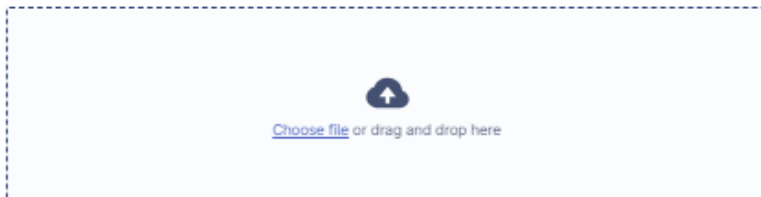
A dashed blue rectangular box containing a central upload icon (a cloud with an upward arrow) and the text "Choose file or drag and drop here" below it.

Maximum file size: 1 MB

You are required to upload your NRIC (Back) showing your NRIC address.

31. Second Parent's NRIC (Back)

- a) Back of physical NRIC showing NRIC and NRIC address;
- b) Upload your Entry Permit / Re-entry Permit if you do not possess a Singapore NRIC.



A dashed blue rectangular box containing a central upload icon (a cloud with an upward arrow) and the text "Choose file or drag and drop here" below it.

Maximum file size: 1 MB

If the parents' marital status is "Married", you are required to upload Second Parent's NRIC (Back) showing his/her NRIC address.

Step 15: Indicate if child has received at least one dose of measles and three doses of diphtheria (primary series) vaccination.

24. Has your child received at least one dose of measles and three doses of diphtheria (primary series) vaccinations?
Parents are required to provide proof that such vaccinations were administered at the point of application.

- Yes
- No



Select **“Yes”** if your child has received at least one dose of measles and three doses of diphtheria (primary series) vaccinations.

Select **“No”** if your child has not received at least one dose of measles and three doses of diphtheria (primary series) vaccinations.

If “Yes” is selected, proceed to Step 16

If “No” is selected, proceed to Step 17

Step 16: Provide proof of vaccination.

36. Please provide the following proof of vaccination

- Show proof of vaccination via Singpass App
- Upload proof of vaccination download from National Immunisation Registry (NIR)

If “Show proof of vaccination via Singpass App” is selected

35. Show proof of vaccination via Singpass app
Provide child's proof of vaccination by accessing your Singpass app (select 'My Profile', followed by 'Family' and the information is available under the field 'Fulfilled Preschool Vaccination Minimum Requirement').

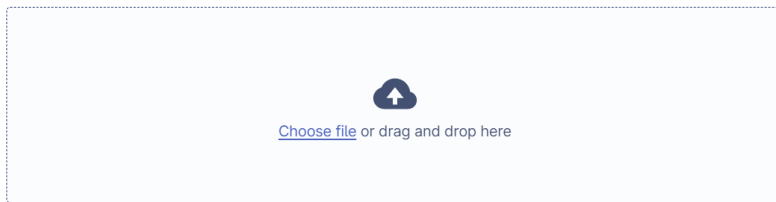
- I acknowledge that I will need to physically show my child's proof of vaccination to the MK, before my child's waitlist application can be processed.



Please provide your child's proof of vaccination by accessing your Singpass app to the MK.

If “Upload proof of vaccination download from National Immunisation Registry (NIR)” is selected

35. Upload Child's Immunisation Records
Upload child's official records downloaded from National Immunisation Registry (www.nir.hpb.gov.sg) as proof of vaccination. Health Booklet records will not be accepted.



Please upload your child's official records downloaded from National Immunisation Registry.

Step 17: Acknowledge the following.

34. Please acknowledge the following:

- You will need to contact any polyclinic or private clinic to schedule an appointment for your child's vaccination.
- You will need to furnish the official records downloaded from National Immunisation Registry (www.nir.hpb.gov.sg). Alternatively, you may provide your child's proof of vaccination by accessing your Singpass app (select 'My Profile', followed by 'Family' and the information is available under the field 'Fulfilled Preschool Vaccination Minimum Requirement'). Health Booklet records will not be accepted.

- I agree and would like to proceed



If **“No”** is selected at **Step 15**.

Check the acknowledgement box to proceed.

Step 18: Submit Documents for IS with at least one SC parent.

Documents Required for Waitlist Application - Registering Child (IS)

If you are an SC parent with a child who is an international student, your child may be considered for MK admission, if there are still vacancies in the MK after all SC and PR children have been admitted.

The MK will contact you for your application. Please prepare the following documents.

- a) The child's Birth Certificate and Passport
- b) The child's Dependant's Pass, Student's Pass, Long Term Visit Pass, if any
- c) For parent(s) who is/are Singapore Citizen(s): Singapore NRIC (pink)
- d) For parent who is not a Singapore Citizen:
 - Passport
 - Singapore NRIC (blue), Entry or Re-entry Permit, if any
 - Parent's Employment Pass, Work Permit, Long Term Visit Pass, Dependant's Pass, if any
- e) Marriage Certificate
- f) The child's Immunisation Record

If the supporting documents are in other languages, an accurate English translation must accompany the documents.

Please note that your application will only be processed when all required documents are submitted. The MK may contact you only if additional clarification and / or documents are required for your waitlist application.

Prepare the documents as listed on the instructions.

MK will contact you for your application.

Step 19: Declaration Section.

Check the box below after you have read and agree to the declaration.

DECLARATION

37. To be completed by Parent

I declare that all information provided by me in this form is correct and true. I understand that providing any false information is a criminal offence punishable under Section 182 of the Penal Code 1871, and the punishment for such an offence is imprisonment for up to two years or a fine or both. I accept that if I have furnished false information or intentionally omitted to furnish information, MOE reserves the right to require my child to give up the place allocated under the MK Registration Exercise even if my child has already started attending the kindergarten.

I agree to inform the MK if, after the submission of this form, my child is diagnosed with, or waiting for a diagnosis as to whether he/she has special educational needs, developmental needs, and/or any medical needs which I have not declared in this form.

I acknowledge that MOE may collect, use, or disclose, to the extent permitted by law, personal data relating to my child from any other Singapore public agency, for the purposes of facilitating the provision of services for my child's educational advancement or other purposes beneficial to my child.

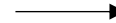
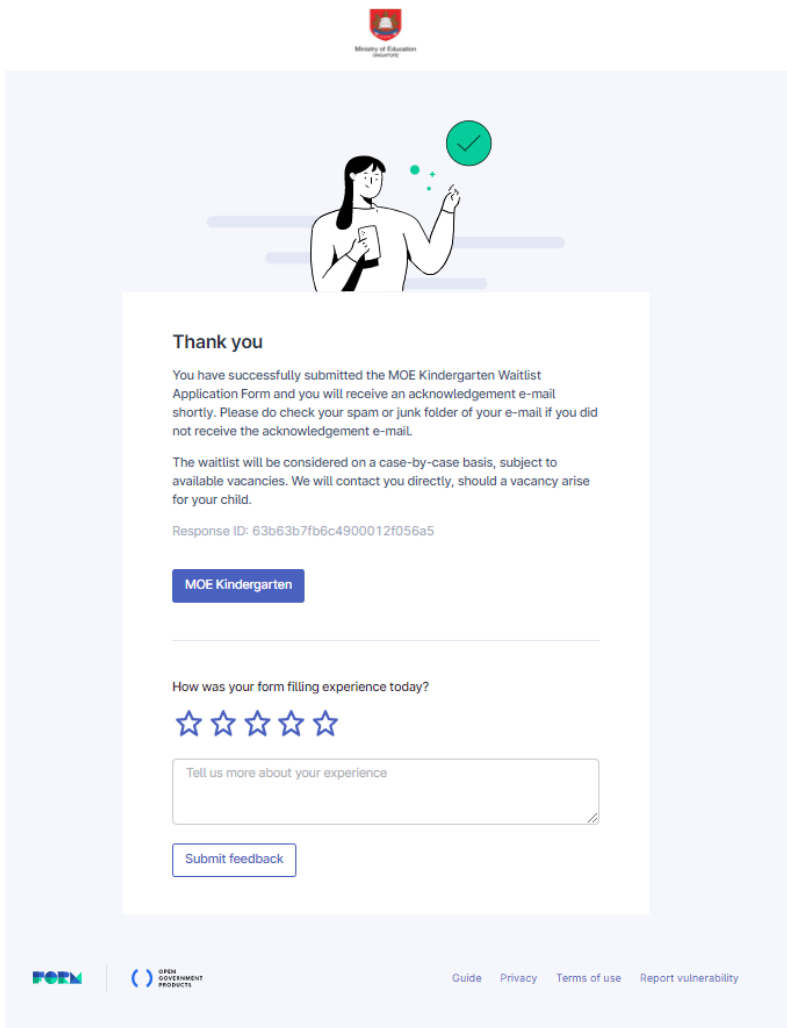
I have read and agree with the above information.

Submit now

After you have checked the details, you have entered in the MK Waitlist Application Form.

Click on the declaration box and <Submit now> button to submit your application.

Step 20: Acknowledgement and Feedback Page.



You will see the "Thank you" acknowledgement page after you have submitted your application successfully.

You may leave a feedback (if any).

Step 21: Check your e-mail "Inbox" and "Junk" folder for the receipt of the acknowledgement e-mail. The information submitted during the waitlist application is displayed in the e-mail.

