**Documents Required for Work Pass Applications**

You may be prompted to upload the following documents during application. For non-English documents, you must upload an accompanying English translation. The translation can be done by a translation service provider, embassy or notary public.

<table>
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<tr>
<th>Pass Type Applied For</th>
<th>Supporting Documents you may be required to Upload</th>
<th>Additional Notes</th>
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</thead>
</table>
| Employment Pass (EP) / S Pass | (a) Travel Document Page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any. The photograph should show the facial features clearly. (b) Educational Certificates (c) Registration or Support Letters from the relevant Vetting Agency/ Professional Body/ Accreditation Agency, if support from them has been declared in the application. | For item (b) For diploma and above qualifications from India or China, besides the educational certificates, you may need to upload these documents:  
- India: Transcripts and marksheets.  
- China: Verification proof. You can get the verification proof directly in English from any one of these verification channels:  
  1. Dataflow ([www.dataflowgroup.com](http://www.dataflowgroup.com))  
  3. China Academic Degrees & Graduate Education Information ([www.cdgdc.edu.cn](http://www.cdgdc.edu.cn))  
For item (c) The regulatory and registration agencies/bodies referred to are:  
- National Environment Agency (foodshop/foodstall licence)  
- Singapore Medical Council  
- Singapore Dental Council  
- Singapore Nursing Board  
- Singapore Pharmacy Council  
- Attorney-General’s Chambers  
- Allied Health Professions Council  
- Sport Singapore  
- International Enterprise Singapore  
- Traditional Chinese Medicine Practitioners Board |
| Dependant’s Pass (DP) | (a) Travel Document Page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any. The photograph should show the facial features clearly. (b) Documentary proof of the relationship between the Main Pass Holder and the following DP applicant:  
- Relationship: Spouse, Child, Adopted Child  
- Documentary Proof: Marriage Certificate, Birth Certificate, Official Adoption Papers | |

Updated on 28/07/2016
### Supporting Documents you may be required to Upload

(a) Travel Document Page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any. The photograph should show the facial features clearly.

(b) Documentary proof of the relationship between the Main Pass Holder and the following LTVP applicant:

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<th>Relationship</th>
<th>Documentary Proof</th>
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| Common Law Spouse                 | • A copy of the common-law marriage certificate; or  
|                                   | • A letter from the embassy acknowledging that the main pass holder and spouse are in a common-law relationship under the laws of their country; or  
|                                   | • An affidavit from the main pass holder declaring that he/she and spouse are in a common-law relationship under the laws of their country. The affidavit must also be notarised in that same country. |
| Unmarried stepchild under 21 years of age | • A copy of the court order on the child’s custody  
<p>|                                   | • A letter from the other biological parent stating there is no objection to bringing the child to Singapore. |
| Unmarried handicapped children above 21 years of age | • A letter or report from a medical practitioner on the child’s condition. |
| Parent                            | • A copy of the main pass holder’s birth certificate which states the names of the parents                                          |</p>
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| **Training Employment Pass (TEP)** | (a) Travel Document Page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any. The photograph should show the facial features clearly. | For item (b) For diploma and above qualifications from India or China, besides the educational certificates, you may need to upload these documents:  
- India: Transcripts and marksheets.  
- China: Verification proof. You can get the verification proof directly in English from any one of these verification channels:  
  1. Dataflow ([www.dataflowgroup.com](http://www.dataflowgroup.com))  
  3. China Academic Degrees & Graduate Education Information ([www.cdgdc.edu.cn](http://www.cdgdc.edu.cn))  
- If the applicant has not yet completed the educational course, please upload a letter from the educational institution confirming that this applicant is currently pursuing the said course in their school.  
For item (e) The regulatory and registration agencies/bodies referred to are:  
- National Environment Agency (foodshop/foodstall licence)  
- Singapore Medical Council  
- Singapore Dental Council  
- Singapore Nursing Board  
- Singapore Pharmacy Council  
- Attorney-General’s Chambers  
- Allied Health Professions Council  
- Sport Singapore  
- International Enterprise Singapore  
- Traditional Chinese Medicine Practitioners Board |
|                              | (b) Educational Certificates                         |                     |
|                              | (c) Detailed Training Programme stating the employing company name, training objective and duration of training. |                     |
|                              | (d) Support Letters from Education Institution stating that the training is part of the Degree/Diploma program (for applicants on training attachments as part of their undergraduate degree program). |                     |
|                              | (e) Registration or Support Letters from the relevant Vetting Agency/ Professional Body/ Accreditation Agency, if support from them has been declared in the application. |                     |
| **Letter of Consent (LOC)** | (a) Registration or Support Letters from the relevant Vetting Agency/ Professional Body/ Accreditation Agency, if support from them has been declared in the application. | For item (a) The regulatory and registration agencies/bodies referred to are:  
- National Environment Agency (foodshop/foodstall licence)  
- Singapore Medical Council  
- Singapore Dental Council  
- Singapore Nursing Board  
- Singapore Pharmacy Council  
- Attorney-General’s Chambers  
- Allied Health Professions Council  
- Sport Singapore  
- International Enterprise Singapore  
- Traditional Chinese Medicine Practitioners Board |
|                              | (b) Declaration Form for a Letter of Consent. This must be signed by the applicant and the employer, as well as the employment agent (if applicable). **Note:** You can get this form only at the Confirmation page before you submit the application on EPOL. |                     |