

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.

Pass Type Applied For	Supporting Documents you may be required to Upload	Additional Notes								
Employment Pass (EP) / S Pass	<p>(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.</p> <p>(b) Educational Certificates</p> <p>(c) Registration or Support Letters from the relevant Vetting Agency/ Professional Body/ Accreditation Agency, if support from them has been declared in the application.</p>	<p>For item (b) For diploma and above qualifications from India or China, besides the educational certificates, you may need to upload these documents:</p> <ul style="list-style-type: none"> ● India: Transcripts and marksheets. ● China: Verification proof. You can get the verification proof directly in English from any one of these verification channels: <ol style="list-style-type: none"> 1. Dataflow (www.dataflowgroup.com) 2. China Higher Education Student Information and Career Center (www.chsi.com.cn/en) 3. China Academic Degrees & Graduate Education Information (www.cdgdc.edu.cn) <p>For item (c) The regulatory and registration agencies/bodies referred to are :</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ● National Environment Agency (foodshop/foodstall licence) ● Singapore Medical Council ● Singapore Dental Council ● Singapore Nursing Board ● Singapore Pharmacy Council </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ● Attorney-General's Chambers ● Allied Health Professions Council ● Sport Singapore ● International Enterprise Singapore ● Traditional Chinese Medicine Practitioners Board </td> </tr> </table>	<ul style="list-style-type: none"> ● National Environment Agency (foodshop/foodstall licence) ● Singapore Medical Council ● Singapore Dental Council ● Singapore Nursing Board ● Singapore Pharmacy Council 	<ul style="list-style-type: none"> ● Attorney-General's Chambers ● Allied Health Professions Council ● Sport Singapore ● International Enterprise Singapore ● Traditional Chinese Medicine Practitioners Board 						
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Dependant's Pass (DP)	<p>(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.</p> <p>(b) Documentary proof of the relationship between the Main Pass Holder and the following DP applicant:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Relationship</th> <th style="text-align: left;">Documentary Proof</th> </tr> </thead> <tbody> <tr> <td>Spouse</td> <td>Marriage Certificate</td> </tr> <tr> <td>Child</td> <td>Birth Certificate</td> </tr> <tr> <td>Adopted Child</td> <td>Official Adoption Papers</td> </tr> </tbody> </table>	Relationship	Documentary Proof	Spouse	Marriage Certificate	Child	Birth Certificate	Adopted Child	Official Adoption Papers	
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Long Term Visit Pass (LTVP)	<p>(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.</p> <p>(b) Documentary proof of the relationship between the Main Pass Holder and the following LTVP applicant:</p> <table border="1" data-bbox="375 415 1222 992"> <thead> <tr> <th data-bbox="375 415 638 443">Relationship</th> <th data-bbox="638 415 1222 443">Documentary Proof</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 443 638 727">Common Law Spouse</td> <td data-bbox="638 443 1222 727"> <ul style="list-style-type: none"> ● 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. </td> </tr> <tr> <td data-bbox="375 727 638 833">Unmarried stepchildren under 21 years of age</td> <td data-bbox="638 727 1222 833"> <ul style="list-style-type: none"> ● A copy of the court order on the child's custody ● A letter from the other biological parent stating there is no objection to bringing the child to Singapore. </td> </tr> <tr> <td data-bbox="375 833 638 938">Unmarried handicapped children above 21 years of age</td> <td data-bbox="638 833 1222 938"> <ul style="list-style-type: none"> ● A letter or report from a medical practitioner on the child's condition. </td> </tr> <tr> <td data-bbox="375 938 638 992">Parent</td> <td data-bbox="638 938 1222 992"> <ul style="list-style-type: none"> ● A copy of the main pass holder's birth certificate which states the names of the parents </td> </tr> </tbody> </table>	Relationship	Documentary Proof	Common Law Spouse	<ul style="list-style-type: none"> ● 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 stepchildren under 21 years of age	<ul style="list-style-type: none"> ● A copy of the court order on the child's custody ● 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	<ul style="list-style-type: none"> ● A letter or report from a medical practitioner on the child's condition. 	Parent	<ul style="list-style-type: none"> ● A copy of the main pass holder's birth certificate which states the names of the parents 	
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Training Employment Pass (TEP)	<p>(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.</p> <p>(b) Educational Certificates</p> <p>(c) Detailed Training Programme stating the employing company name, training objective and duration of training.</p> <p>(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).</p> <p>(e) Registration or Support Letters from the relevant Vetting Agency/ Professional Body/ Accreditation Agency, if support from them has been declared in the application.</p>	<p>For item (b) For diploma and above qualifications from India or China, besides the educational certificates, you may need to upload these documents:</p> <ul style="list-style-type: none"> ● India: Transcripts and marksheets. ● China: Verification proof. You can get the verification proof directly in English from any one of these verification channels: <ol style="list-style-type: none"> 1. Dataflow (www.dataflowgroup.com) 2. China Higher Education Student Information and Career Center (www.chsi.com.cn/en) 3. China Academic Degrees & Graduate Education Information (www.cdgd.edu.cn) <p>- 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.</p> <p>For item (e) The regulatory and registration agencies/bodies referred to are :</p> <table border="0"> <tr> <td>● National Environment Agency (foodshop/foodstall licence)</td> <td>● Attorney-General's Chambers</td> </tr> <tr> <td>● Singapore Medical Council</td> <td>● Allied Health Professions Council</td> </tr> <tr> <td>● Singapore Dental Council</td> <td>● Sport Singapore</td> </tr> <tr> <td>● Singapore Nursing Board</td> <td>● International Enterprise Singapore</td> </tr> <tr> <td>● Singapore Pharmacy Council</td> <td>● Traditional Chinese Medicine Practitioners Board</td> </tr> </table>	● National Environment Agency (foodshop/foodstall licence)	● Attorney-General's Chambers	● Singapore Medical Council	● Allied Health Professions Council	● Singapore Dental Council	● Sport Singapore	● Singapore Nursing Board	● International Enterprise Singapore	● Singapore Pharmacy Council	● Traditional Chinese Medicine Practitioners Board
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Letter of Consent (LOC)	<p>(a) Registration or Support Letters from the relevant Vetting Agency/ Professional Body/ Accreditation Agency, if support from them has been declared in the application.</p> <p>(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.</p>	<p>For item (a) The regulatory and registration agencies/bodies referred to are :</p> <table border="0"> <tr> <td>● National Environment Agency (foodshop/foodstall licence)</td> <td>● Attorney-General's Chambers</td> </tr> <tr> <td>● Singapore Medical Council</td> <td>● Allied Health Professions Council</td> </tr> <tr> <td>● Singapore Dental Council</td> <td>● Sport Singapore</td> </tr> <tr> <td>● Singapore Nursing Board</td> <td>● International Enterprise Singapore</td> </tr> <tr> <td>● Singapore Pharmacy Council</td> <td>● Traditional Chinese Medicine Practitioners Board</td> </tr> </table>	● National Environment Agency (foodshop/foodstall licence)	● Attorney-General's Chambers	● Singapore Medical Council	● Allied Health Professions Council	● Singapore Dental Council	● Sport Singapore	● Singapore Nursing Board	● International Enterprise Singapore	● Singapore Pharmacy Council	● Traditional Chinese Medicine Practitioners Board
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