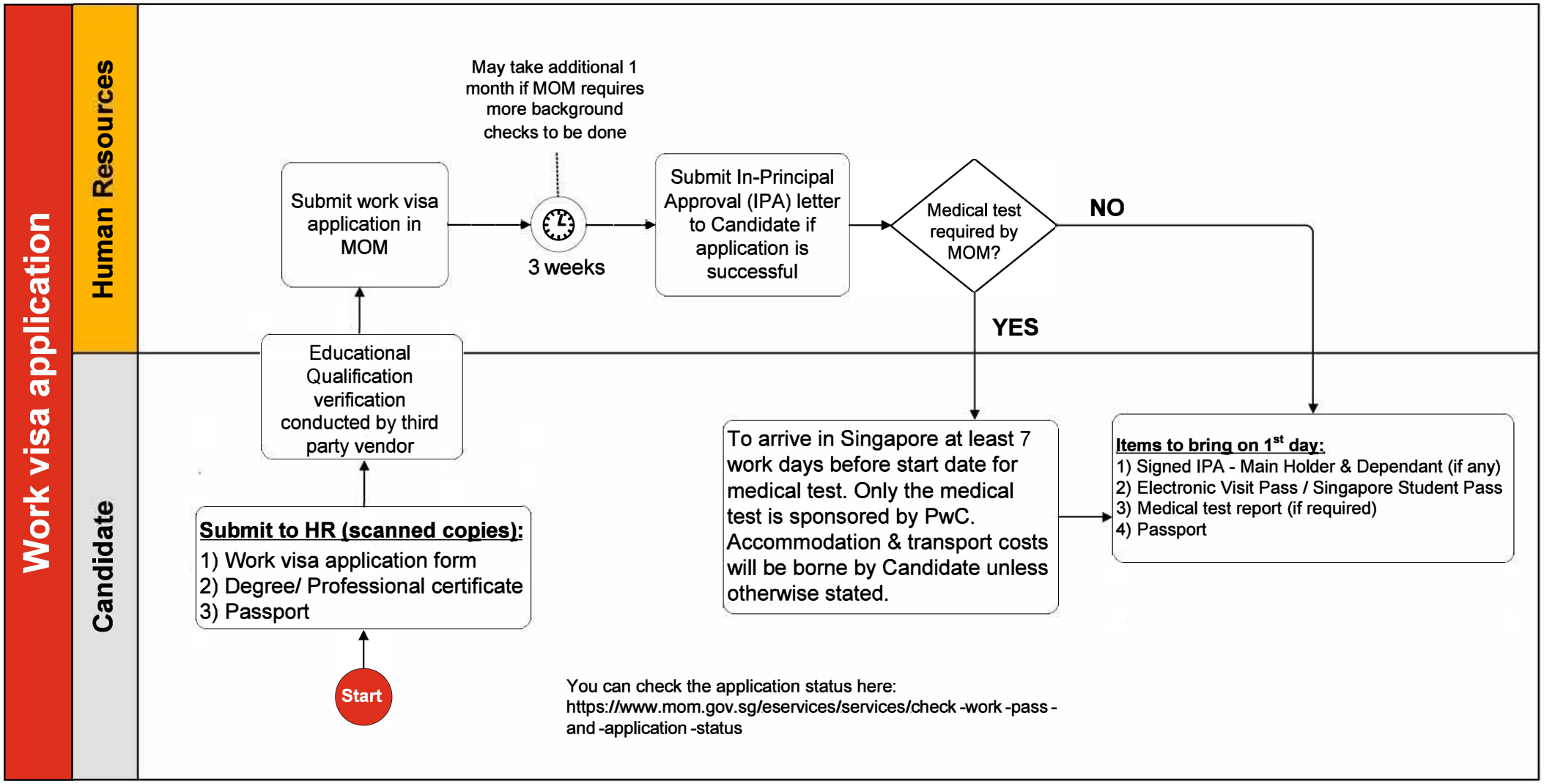
Work visa application
Human Resources
Candidate
May take additional 1 month if MOM requires more background checks to be done
Submit work visa application in MOM
3 weeks
Submit In-Principal Approval (IPA) letter to Candidate if application is successful
Medical test required by MOM?
NO
YES
Educational Qualification verification conducted by third party vendor
Submit to HR (scanned copies):
1) Work visa application form
2) Degree/ Professional certificate
3) Passport
Start
To arrive in Singapore at least 7 work days before start date for medical test. Only the medical test is sponsored by PwC. Accommodation & transport costs will be borne by Candidate unless otherwise stated.
Items to bring on 1st day:
1) Signed IPA - Main Holder & Dependant (if any)
2) Electronic Visit Pass / Singapore Student Pass
3) Medical test report (if required)
4) Passport
You can check the application status here:
https://www.mom.gov.sg/eservices/services/check-work-pass-and-application-status

Candidate's form for Employment Pass or S Pass applications

All foreigners who intend to work in Singapore must have a work pass. Your prospective employer will apply for the right work pass for you.

Things to note:

- This form is best viewed and completed using a computer or laptop.
- Your employer may require supporting documents to be submitted with your application.

Steps in the application process:

Candidate's form

Use this form to provide your personal details to your employer. Errors may cause delay or even rejection.

EP or S Pass application

Your employer will apply for an Employment Pass (EP) or S Pass on your behalf after written consent has been given with the information you have provided in this form.

Application outcome

Your employer will notify you of the application outcome.
If the application is approved by MOM, you will receive an In-Principle Approval (IPA) letter.

This form may take 20 minutes to complete.

Candidate's form for Employment Pass or S Pass applications

Please complete this form and send it to your prospective employer for your Employment Pass or S Pass application. Your prospective employer will need to apply for an Employment Pass or S Pass on your behalf before you can start work in Singapore. Please have your latest travel document and educational certificates ready to fill in this form.

Your particulars

Have you ever studied, worked or stayed long-term (not as a tourist) in Singapore before?

- ○ Yes, I am currently working/studying/staying in Singapore
- ○ Yes, I have worked/studied/stayed in Singapore in the past
- ○ No
- ○ No, but I have a Foreign Identification Number (FIN) issued by Singapore

Are you a partner, sole proprietor or director of any Singapore-registered company?

- ○ Yes
- ○ No

Travel document details

Tell us your latest travel document information

Full name (as in travel document)

Alias (as in travel document, if any)

Date of birth (dd-mmm-yyyy)

Sex

- ○ Female
- ○ Male

Nationality/Citizenship - Enter text in proper case - Select drop-down icon then type to search

Save | Clear page

Travel document type

Travel document number

Travel document issue date (DD-MMM-YYYY)

Travel document expiry date (DD-MMM-YYYY)

Country/Region of birth - Enter text in proper case - Select drop-down icon then type to search

Country/Region of origin - Enter text in proper case - Select drop-down icon then type to search

Race

Religion

Marital status

Contact details

Email

Singapore mobile number (optional)

Save Clear page

Work experience

Total working experience	years	months
Relevant working experience related to the occupation that will be declared in the work pass application	years	months

Are you currently working?

- ○ Yes
- ○ No

Work experience 1

Provide your most recent work experience

Name of company

Country of employment - Enter text in proper case - Select drop-down icon then type to search

Occupation - Enter text in proper case - Select drop-down icon then type to search

Period of employment (DD-MMM-YYYY) From: To:

Last drawn fixed monthly salary (SGD) What is fixed monthly salary?

Work experience 2

Provide your second most recent work experience

Name of company

Country of employment - Enter text in proper case - Select drop-down icon then type to search

Occupation - Enter text in proper case - Select drop-down icon then type to search

Period of employment (DD-MMM-YYYY) From: To:

Last drawn fixed monthly salary (SGD) What is fixed monthly salary?

Save Clear page

Educational qualifications

Include up to 2 qualifications that were awarded to you:

- Search for the name of your awarding institution and qualification on our lists on the Self Assessment Tool. Enter the details as it appears on our lists on the Self Assessment Tool.
- If your awarding institution cannot be found on our list, enter its name exactly as it appears on the educational certificate and your employer must upload a verification proof of the qualification to confirm it is genuine and from an accredited institution.
- Your application will be rejected if any of the qualifications are doubtful or from an institution that is not accredited or recognised by its country's educational authorities.

Qualification 1

Awarding institution
For the latest list of awarding institutions, please refer to the Self-Assessment Tool.

Country of awarding institution - Enter text in proper case - Select drop-down icon then type to search

Qualification
For the latest list of qualifications, please refer to the Self-Assessment Tool.

Faculty

Mode of study

Period of study (DD-MMM-YYYY) From: To:

Did you attend classes on campus?

- ○ Yes
- ○ No

Is the campus located in the country of awarding institution?

- ○ Yes
- ○ No

Is this the main campus? (Only applicable if you selected Yes for the above question)

- ○ Yes
- ○ No

Qualification 2

Awarding institution
For the latest list of awarding institutions, please refer to the Self-Assessment Tool.

Country of awarding institution - Enter text in proper case - Select drop-down icon then type to search

Qualification
For the latest list of qualifications, please refer to the Self-Assessment Tool.

Faculty

Mode of study

Period of study (DD-MMM-YYYY) From: To:

Save Clear page

Did you attend classes on campus?

- Yes
- No

Is the campus located in the country of awarding institution?

- Yes
- No

Is this the main campus? (Only applicable if you selected Yes for the above question)

- Yes
- No

Are you currently serving a tuition bond with the Ministry of Education? (Only applicable if you studied in a Singapore institution)

- Yes
- No

Membership or professional details

You may add up to 2 societies or organisations membership details that you are a part of from the past 5 years to date.

Society or organisation 1

Society or organisation

Are you currently a member?

- Yes
- No

Position held

Period held (DD-MMM-YYYY) From: To:

Society or organisation 2

Society or organisation

Are you currently a member?

- Yes
- No

Position held

Period held (DD-MMM-YYYY) From: To:

Save Clear page

Your declarations

Have you ever:

a)	Been refused entry into or deported from any country?	○ Yes	○ No
b)	Been convicted in a court of law in any country?	○ Yes	○ No
c)	Been prohibited from entering Singapore?	○ Yes	○ No
d)	Entered Singapore using a passport issued by a different country?	○ Yes	○ No
e)	Entered Singapore using a different name?	○ Yes	○ No
f)	Been a Singapore Citizen or Singapore Permanent Resident?	○ Yes	○ No

Confirmation

☐ I wish to confirm that:

- All data entered in this application form is accurate.
- I give consent to my prospective employer to apply for an Employment / S Pass for me. My prospective employer can produce this consent when requested by the authority.
- I give consent to the Government of Singapore to obtain from and verify the information with any person, organisation, or any other source for assessing the application.

Save | Clear page